

SECTION 14. MISCELLANEOUS PROCESSES

14.1 Miscellaneous (MISC). These menu selections let you perform periodic and as-required processes. To access this menu, enter **MISC** on the action line and press <Esc>. The SARSS1 Miscellaneous Functions Menu (figure 14.1-1) appears.

DATE: MM/DD/YY	SARSS1 MISCELLANEOUS FUNCTIONS MENU	TIME: HH:MM:SS																												
	<table border="0"> <thead> <tr> <th>COMMAND</th> <th>PROCESS</th> </tr> <tr> <th>+++++</th> <th>+++++</th> </tr> </thead> <tbody> <tr> <td>AFOLUP</td> <td><=== AUTOMATIC FOLLOW-UP</td> </tr> <tr> <td>CATB</td> <td><=== BUILD SKELETON CATALOG RECORD</td> </tr> <tr> <td>COMMO</td> <td><=== COMMUNICATION MENU</td> </tr> <tr> <td>CONV</td> <td><=== MANUAL UI CONVERSION</td> </tr> <tr> <td>DMDHIST</td> <td><=== DEMAND HISTORY ADD</td> </tr> <tr> <td>DIRECT</td> <td><=== DIRECTED DISPOSITION OF STOCK</td> </tr> <tr> <td>DLRRCN</td> <td><=== CREATE DLR RECONCILIATION LISTINGS</td> </tr> <tr> <td>DOCHIST</td> <td><=== DOC HISTORY INQUIRY RESPONSE/UTILITY</td> </tr> <tr> <td>RECONL</td> <td><=== CREATE RECONCILIATION LISTINGS</td> </tr> <tr> <td>RECONP</td> <td><=== POST RECONCILIATION RESPONSES</td> </tr> <tr> <td>REORG</td> <td><=== MAINTAIN/REORGANIZE ISAM FILES</td> </tr> <tr> <td>UTIL</td> <td><=== UTILITIES/APPLICATIONS MENU</td> </tr> </tbody> </table>	COMMAND	PROCESS	+++++	+++++	AFOLUP	<=== AUTOMATIC FOLLOW-UP	CATB	<=== BUILD SKELETON CATALOG RECORD	COMMO	<=== COMMUNICATION MENU	CONV	<=== MANUAL UI CONVERSION	DMDHIST	<=== DEMAND HISTORY ADD	DIRECT	<=== DIRECTED DISPOSITION OF STOCK	DLRRCN	<=== CREATE DLR RECONCILIATION LISTINGS	DOCHIST	<=== DOC HISTORY INQUIRY RESPONSE/UTILITY	RECONL	<=== CREATE RECONCILIATION LISTINGS	RECONP	<=== POST RECONCILIATION RESPONSES	REORG	<=== MAINTAIN/REORGANIZE ISAM FILES	UTIL	<=== UTILITIES/APPLICATIONS MENU	
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UTIL	<=== UTILITIES/APPLICATIONS MENU																													
ACTION: <HOME>=HELP	<=== ENTER COMMAND TO SELECT YOUR PROCESS MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;	SCREEN 0006 LOGOUT = QUIT																												

Figure 14.1-1. SARSS1 Miscellaneous Functions Menu

14.2 Automatic Follow-Up (AFOLUP). This process lets you initiate follow-up actions on all records in the Activity File that are not updated within a parameter-set number of days and/or when status is outdated. Transactions followed up include due-ins from higher sources of supply (DIC DFA), due-ins from procurement sources (DIC DDS), requests for issue (DIC A0_), and excess reports (DIC FTE). All follow-ups are routed directly to the RIC-TO of the last known source of supply (SOS) on the Activity File.

- a. Automatic Follow-Up is also performed on individual Activity File records during Net Asset Computation at Close-Out.

b. To access this process, enter **AFOLUP** on the action line and press <Esc>. The system displays a warning screen (figure 14.2-1) indicating that this process may take a long time to run. You may enter a new command on the action line and exit the process or press <Esc> to continue.

DATE: MM/DD/YY	SARSS1 AUTOMATIC FOLLOW-UP PROCESS	TIME: HH:MM:SS
WARNING		
THIS PROCESS MAY RUN FOR AN EXTENDED PERIOD OF TIME IF YOU WANT TO CONTINUE, PRESS <Esc>. IF YOU DO NOT WANT TO CONTINUE, ENTER VALID COMMAND ON ACTION LINE.		
ACTION: <HOME>=HELP	<=== ENTER COMMAND TO SELECT YOUR PROCESS MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;	SCREEN 1645 LOGOUT = QUIT

Figure 14.2-1. Automatic Follow-Up WARNING Screen

c. Once you press <Esc>, the system begins the Automatic Follow-Up Process by initially displaying a working message, then displaying the number of records in increments of one hundred as the due-in records are processed.

d. After processing the due-in records, the system displays the number of due-out records processed in increments of one hundred. The system also generates a supply status document (DIC AE1) with Status Code BB for any customer due-out that has no recent follow-up from the customer. The status transaction reminds the customer of the valid due-out in SARSS1.

e. Upon completion of the process, the system automatically returns to the SARSS1 Miscellaneous Functions Menu.

14.3 Build Skeleton Catalog Record (CATB). Use the Skeleton Catalog Build Process to build Catalog Records when needed. This is a stand-alone process. During the Receipt, Inventory, or Issues Process, the system checks to verify that a Catalog or ABF Record exists. If no Catalog or ABF Record exists, you may build one immediately or defer the transaction and build a Catalog Record later.

a. To build the Catalog Record immediately, you must first exit the Receipt, Inventory, or Issue Process. You may then build the Catalog Record and return to the Receipt or Issue Process to input the transaction.

- b. If you choose not to build the Catalog Record immediately, the receipt or issue transactions go to the Suspense File until you build a Catalog Record for the stock number concerned.
- c. The Batch Issues Process also verifies that a Catalog or ABF Record exists for the requested stock number. If none exists, the transaction goes to the Suspense File pending catalog build.
- d. Issue or receipt transactions remain in the Suspense File until you build a Catalog Record.
- e. To access this process, enter **CATB** on the action line and press <Esc>. The screen in figure 14.3-1 appears.

DATE: MM/DD/YY	SARSS1 CATALOG BUILD	TIME: HH:MM:SS
OPTION ++++++	SELECTIONS +++++	
	DISPLAY SUSPENSE FILE RECORDS	
	PRINT SUSPENSE FILE RECORDS	
	BUILD CATALOG RECORDS (WITH SUSPENSE RECORDS PENDING CATALOG BUILD)	
	BUILD/MODIFY CATALOG RECORDS (WITH NO SUSPENSE RECORD OR WITH SUSPENSE RECORDS NOT PENDING CATALOG BUILD)	
	CHANGE SUSPENSE FILE STOCK NUMBER	
	Enter 'X' for desired option and Press <Esc> to continue	
ACTION: <HOME>=HELP	<== ENTER COMMAND TO SELECT YOUR PROCESS MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;	SCREEN 0111 LOGOUT = QUIT

Figure 14.3-1. SARSS1 Catalog Build Selections Screen

- f. This screen lists the major options available in the Catalog Build Process. The first four selections on this screen provide an additional selection screen so that you can tailor the process to meet specific needs. The fifth selection is a stand-alone process used to correct or change data that appears on the Suspense File. To select an option from this screen, enter **X** next to your selection and press <Esc>.

14.3.1 Display Suspense File Records. This selection lets you view transactions awaiting catalog build, transactions awaiting posting (catalog already built), local purchase receipts pending PIIN number, and requests and receipts older than a selected date. Enter **X** beside the Display Suspense File Records selection and press <Esc>. The screen in figure 14.3-2 appears.

DATE: MM/DD/YY	SARSS1 CATALOG BUILD SUSPENSE FILE SELECTIONS	TIME: HH:MM:SS
OPTION ++++++	SELECTIONS +++++	
	DISPLAY REQUEST FOR RECEIPTS PENDING CATALOG BUILD	
	DISPLAY REQUEST PENDING CATALOG BUILD	
	DISPLAY RECEIPTS PENDING CATALOG BUILD	
	DISPLAY RECEIPTS PENDING POSTING (CATALOG ALREADY BUILT)	
	DISPLAY LOCAL PURCHASE RECEIPTS PENDING PIIN NUMBER	
	DISPLAY REQUESTS AND RECEIPTS OLDER THAN SELECTED DATE. ENTER DATE HERE:	
	Enter 'X' for desired option and Press <Esc>	
ACTION: <HOME>=HELP	<== ENTER COMMAND TO SELECT YOUR PROCESS MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;	SCREEN 0113 LOGOUT = QUIT

Figure 14.3-2. SARSS1 Catalog Build Suspense File Selections Screen

- a. Enter **X** beside the desired selection and press <Esc>.

b. Depending on the selection, another screen appears listing the appropriate transactions (figure 14.3-3).

DATE: MM/DD/YY		SARSS1 SUSPENSE FILE DISPLAY								TIME: HH:MM:SS	
DIC	STOCK NUMBER	UI	QTY	DOCUMENT NUMBER	FC	EIC	PRJ	PRI	RDD	ADV	DATE
D6S	5985000000525	HD	00001	W4546F81097003N				12			88109
A0A	2220001232122	EA	00001	W45U7U82105321R				12			88210
D6S	2220001232122	EA	00001	W45U7U82105320R				12			88210
A0A	2220001232122	EA	00001	W45U8E90175300R				12			89017
D6S	2220001232122	EA	00001	W45U8E82675301				12			88362
A0A	2220001234567	EA	00001	W45U7D81659999R				06			88165
ATA	1005002348765	EA	00001	W45CG982250001R				13			89172
A0A	4730002492029	EA	00001	W4588E00255300R				12			90025
A0A	4820002512171	EA	00001	W45U8K80550031R				12			88055
A0A	5930002512238	EA	00001	W45U8K80550032R				12			88055
A0A	3010002512245	SL	00025	W45U8K80550033R				12			88055
A0A	6680002512247	BR	00025	W45U8K80550034R				12			88055
A0A	2330004253644	EA	00001	WTUTRC00660100R				12			90066
A0A	4730006102116	EA	00002	WTUTRC00660200R				12			90066

There are no more requested transactions.
Press <Esc> to continue.

ACTION: <== ENTER COMMAND TO SELECT YOUR PROCESS SCREEN 0116
<HOME>=HELP MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT

Figure 14.3-3. SARSS1 Suspense File Display

14.3.2 Print Suspense File Records. This process lets you print requests and receipts pending catalog build.

a. From the SARSS1 Catalog Build screen, enter **X** beside the Print Suspense File Records selection and press <Esc>. The screen in figure 14.3-4 appears.

```
DATE: MM/DD/YY                SARSS1 CATALOG BUILD                TIME: HH:MM:SS
                               LIST SUSPENSE FILE RECORDS

                               OPTION                SELECTIONS
                               ++++++                ++++++
                               PRINTOUT OF REQUESTS AND RECEIPTS PENDING CATALOG BUILD
                               PRINTOUT OF REQUESTS PENDING CATALOG BUILD
                               PRINTOUT RECEIPTS PENDING CATALOG BUILD

                               Enter 'X' for desired option and Press <Esc>

ACTION:                <=== ENTER COMMAND TO SELECT YOUR PROCESS                SCREEN 0112
<HOME>=>HELP                MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;                LOGOUT = QUIT
```

Figure 14.3-4. SARSS1 Catalog Build List Suspense File Records Screen

b. This screen presents three options. To select one of the options, enter **X** beside the desired selection and press <Esc>.

c. The system displays a working message while it accumulates records and sends them to the Print File.

d. Once the printout has been sent to the Print File, the screen displays a message stating that you must use the print process to actually print the report. (Refer to section 13 for a detailed description of the print process.)

e. If you select Catalog Build Report from the Print Selection (RSEL) screen, the report shown below will be sent to the Letter Size Forms Printer Queue for printing.

DATE: MM/DD/YY		TRANSACTION REQUIRING CATALOG BUILD													TIME: HH:MM:SS					
		PCN: AJT-014																		
DIC	STOCKNUMBER/NIIN	ID										SIG			MAT					
		NC	SOS	AAC	UI	UP	ARC	RC	DML	RICC	SRC	SCMC	EC	NOMENCLATURE	MR	PMI	CD	ADP	ARI	CAT
A0A	2220001232122	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:
A0A	2220001232122	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:
A0A	2220001234567	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:
ATA	1005002348765	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:
A0A	4820002512172	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:
A0A	5930002512238	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:
A0A	3010002512245	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:

Figure 14.3-5. Transaction Requiring Catalog Build Report

f. Research the catalog information for each NIIN using the Army Master Data File (AMDF). Enter the appropriate information on the Catalog Build Report. Two entries are not found in the AMDF. You can obtain them by moving the cursor to those fields and pressing <SHIFT><?> for data element help. A description of the two fields follows:

(1) *Identifying Number Code (ID NC)*. These codes identify different types of stock numbers such as national stock numbers, CAGE/part number combinations, and management control numbers. Use data element help for specific codes.

(2) *Signal Code (SIG CD)*. This identifies the price range of the item. Codes are associated with a specific price range or can indicate an estimated price or no price available. Reference Appendix B, Functional Codes.

14.3.3 Build Catalog Records (With Suspense Records Pending Catalog Build). This process lets you build Catalog Records for deferred transactions.

a. From the SARSS1 Catalog Build screen, enter **X** beside the Build Catalog Records (with Suspense Records Pending Catalog Build) selection and press <Esc>. The screen in figure 14.3-6 appears displaying the various selections.

DATE: MM/DD/YY	SARSS1 CATALOG BUILD BUILD CATALOG RECORDS		TIME: HH:MM:SS
OPTION	SELECTIONS		
++++++	+++++		
-	BUILD REQUEST RECORDS FROM SUSPENSE FILE		
-	BUILD RECEIPT RECORDS FROM SUSPENSE FILE		
-	BUILD REQUEST AND RECEIPT RECORDS FROM SUSPENSE FILE		
Enter an 'X' by the desired option and press <Esc> to continue			
or			
select desired option and enter starting stock number or Document			
Number and press <Esc> to continue			
		NSN/MCN = S	
		PART NO = P	
Stock Number	TYPE	(DEFAULT) = NSN/MCN	Document Number
ACTION:	<=== ENTER COMMAND TO SELECT YOUR PROCESS		SCREEN 0114
<HOME>=HELP	MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;		LOGOUT = QUIT

Figure 14.3-6. SARSS1 Catalog Build Selections Screen

b. This screen lets you select transactions to build Catalog Records. The first selection allows you to build Catalog Records for requests only. Choosing this selection displays a SARSS1 Catalog Build Process screen starting with the first stock number in the Suspense File with DIC A0_. As each record is built, the next stock number displays, ready for catalog data entry. The second selection pulls only receipts in the Suspense File awaiting catalog build. Stock numbers appear on the screen in the same sequence as they are on the Suspense File. The third selection pulls both requests and receipts, displaying them as they are in the Suspense File. You can also enter a specific stock number or document number. When you enter a stock number, the system starts from it and goes to the end of the list, rather than starting from the first stock number on the list. When you enter a document number, the system displays the stock number associated with that specific document number.

c. Enter **X** beside the desired selection and press <Esc>. The screen in figure 14.3-7 appears.

DATE: MM/DD/YY	SARSS1 CATALOG BUILD/MODIFY PROCESS	TIME: HH:MM:SS
STOCK NUMBER	1005000000002	IDENTIFYING NUMBER CODE (IDNC)* ..
SOURCE OF SUPPLY (SOS)		ACQUISITION ADVICE CODE (AAC)
UNIT OF ISSUE (UI)		UNIT PRICE (UP)
ACCOUNTING REQUIREMENTS (ARC)		RECOVERABILITY CODE (RC)
DEMILITARIZATION (DML)		REPORTABLE ITEM CONT CD (RICC)
SPECIAL REQUIREMENTS (SRC)		SUPPLY CAT OF MATERIAL (SCMC)
ESSENTIALITY CODE (EC)		NOMENCLATURE (NOMEN)
MAINTENANCE REPAIR CODE (MRC)		PRECIOUS METALS INDICATOR (PMI)
PRICE SIGNAL CODE (PSC)*		ADP CODE
AUTO RETURN ITEM CODE(ARI)		MAT CAT STRUCTURE CODE (MCSC)
NOTE: Obtain information from AMDF. * Items are not on the AMDF.		
Press <Esc> to continue		
Enter 'R' to reject or Enter 'D' to defer		
ACTION:	<=== ENTER COMMAND TO SELECT YOUR PROCESS	SCREEN 0115
<HOME>=HELP	MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;	LOGOUT = QUIT

Figure 14.3-7. SARSS1 Catalog Build/Modify Process Screen

(1) The first requested stock number on the Suspense File appears on the screen, ready for data input. As noted in the center of the screen, the process lets you either reject or defer a catalog build for this stock number.

(2) To reject the stock number, move the cursor to the option field, enter **R**, and press <Esc>. You receive a confirmation prompt to make sure you want to reject the stock number. Press <Esc> to reject, and the system formats a DIC AE1 transaction with CG status for the customer and deletes the record from the Suspense File.

(3) To defer the stock number, move the cursor to the option field, enter **D**, and then press <Esc>. The system displays the next stock number on the Suspense File. Deferred stock numbers remain on the Suspense File until you build a Catalog Record.

d. Using information on the Catalog Build Report, fill in the data fields. Data fields that have an asterisk beside them are those not found on the AMDF. See paragraph 14.3.2f for this data.

e. After filling in the data fields, press <Esc>. The system displays a verification message (figure 14.3-8).

DATE: MM/DD/YY	SARSS1 CATALOG BUILD/MODIFY PROCESS	TIME: HH:MM:SS
STOCK NUMBER	1005000000002	IDENTIFYING NUMBER CODE (IDNC)*... C
SOURCE OF SUPPLY (SOS).....	A35	ACQUISITION ADVICE CODE (AAC)..... C
UNIT OF ISSUE (UI).....	EA	UNIT PRICE (UP) 10.00
ACCOUNTING REQUIREMENTS (ARC)...	D	RECOVERABILITY CODE (RC)..... F
DEMILITARIZATION (DML).....	B	REPORTABLE ITEM CONT CD (RICC)..... 0
SPECIAL REQUIREMENTS (SRC)	4	SUPPLY CAT OF MATERIAL (SCMC) 9T
ESSENTIALITY CODE (EC).....	G	NOMENCLATURE (NOMEN).....
MAINTENANCE REPAIR CODE (MRC)....	F	PRECIOUS METALS INDICATOR (PMI).... A
PRICE SIGNAL CODE (PSC)*	E	ADP CODE..... 0
AUTO RETURN ITEM CODE(ARI).....	C	MAT CAT STRUCTURE CODE (MCSC)..... A12
NOTE: Obtain information from AMDF. '**' Items are not on the AMDF.		
Press <Esc> to continue		
Enter 'R' to reject or Enter 'D' to defer		
VERIFICATION		
All entries have been completed. You may make any changes at this time.		
Press <Esc> to continue		
ACTION:	<=== ENTER COMMAND TO SELECT YOUR PROCESS	SCREEN 0115
<HOME>=HELP	MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;	LOGOUT = QUIT

Figure 14.3-8. SARSS1 Catalog Build/Modify Process Verification Message Screen

f. Type over incorrect information if necessary. After verifying that the information is correct, press <Esc>. The screen displays a message that the Catalog Record has been built, and that suspended requests have been sent to the Issues Queue (figure 14.3-9).

DATE: MM/DD/YY	SARSS1 CATALOG BUILD/MODIFY PROCESS	TIME: HH:MM:SS
STOCK NUMBER	100500000002	IDENTIFYING NUMBER CODE (IDNC)* .. C
SOURCE OF SUPPLY (SOS).....	A35	ACQUISITION ADVICE CODE (AAC) C
UNIT OF ISSUE (UI)	EA	UNIT PRICE (UP).....
ACCOUNTING REQUIREMENTS (ARC) ..	D	RECOVERABILITY CODE (RC)
DEMILITARIZATION (DML).....	B	REPORTABLE ITEM CONT CD (RICC)
SPECIAL REQUIREMENTS (SRC)	4	SUPPLY CAT OF MATERIAL (SCMC).....
ESSENTIALITY CODE (EC).....	G	NOMENCLATURE (NOMEN).....
MAINTENANCE REPAIR CODE (MRC).....	F	PRECIOUS METALS INDICATOR (PMI) ...
PRICE SIGNAL CODE (PSC)*.....	E	ADP CODE.....
AUTO RETURN ITEM CODE(ARI)	C	MAT CAT STRUCTURE CODE (MCSC)
NOTE: Obtain information from AMDF. '*' Items are not on the AMDF.		
Press <Esc> to continue		
Enter 'R' to reject or Enter 'D' to defer		
The Catalog record has been built. Suspended Requests have been sent to the Issues Queue. Press <Esc> to continue		
ACTION:	<== ENTER COMMAND TO SELECT YOUR PROCESS	SCREEN 0115
<HOME>=HELP	MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;	LOGOUT = QUIT

Figure 14.3-9. SARSS1 Catalog Build/Modify Process Screen

g. Follow the screen prompt and press <Esc>. If the Receipts Process placed the Catalog Record being built on the Suspense File, return to that process to complete the transaction.

h. The system returns to the SARSS1 Catalog Build Selections screen. If you have more records to build, start again from the beginning. Once you complete building records for all or some of the transactions, use the PROCESS command to execute the Issue Process or return to the Receipts Process and input the receipt documents again for processing.

14.3.4 Build/Modify Catalog Records. This process lets you build or modify Catalog Records for those with no Suspense Records or with Suspense Records not pending catalog build.

a. The two types of transactions are defined below:

(1) Build or Modify Catalog Records with No Suspense Record - A request for issue, inventory, or receipt transaction that the system has not deferred to the Suspense File for catalog build or for which the Catalog Record has already been built.

(2) Modify Catalog Record with Suspense Record Not Pending Catalog Build - A receipt transaction for which you built the Catalog Record, but the transaction has not been re-input to the system.

b. To build a Catalog Record with no Suspense File record, select the fourth option on the SARSS1 Catalog Build screen and press <Esc>. The screen in figure 14.3-10 appears.

DATE: MM/DD/YY	SARSS1 CATALOG BUILD BUILD/MODIFY CATALOG RECORDS WITH NO SUSPENSE	TIME: HH:MM:SS
	NSN/MCN = S TYPE: PART NO = P (DEFAULT = NSN/MCN)	
	Stock Number	
	Enter Stock Number and Type and press <Esc> to continue.	
ACTION: <HOME>=HELP	<== ENTER COMMAND TO SELECT YOUR PROCESS MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;	SCREEN 0118 LOGOUT = QUIT

Figure 14.3-10. SARSS1 Catalog Build Screen

c. This screen allows you to enter the stock number and type to build the Catalog Record. If the stock number is on the Suspense File, the screen displays an error message, indicating the stock number is on the Suspense File and to use the Build Request Records selection.

d. After entering the stock number and pressing <Esc>, the screen in figure 14.3-11 appears and displays the requested stock number ready for data input. To reject or defer the stock number, move the cursor to the option field, enter **R** or **D** and press <Esc>. The screen displays a message indicating that a Catalog Record was not built/modified and no action was taken.

DATE: MM/DD/YY	SARSS1 CATALOG BUILD/MODIFY PROCESS	TIME: HH:MM:SS
STOCK NUMBER	1005000000002	IDENTIFYING NUMBER CODE (IDNC)* ..
SOURCE OF SUPPLY (SOS)		ACQUISITION ADVICE CODE (AAC)
UNIT OF ISSUE (UI)		UNIT PRICE (UP).....
ACCOUNTING REQUIREMENTS (ARC)		RECOVERABILITY CODE (RC).....
DEMILITARIZATION (DML)		REPORTABLE ITEM CONT CD (RICC).....
SPECIAL REQUIREMENTS (SRC).....		SUPPLY CAT OF MATERIAL (SCMC).....
ESSENTIALITY CODE (EC)		NOMENCLATURE (NOMEN)
MAINTENANCE REPAIR CODE (MRC)		PRECIOUS METALS INDICATOR (PMI)...
PRICE SIGNAL CODE (PSC)*		ADP CODE
AUTO RETURN ITEM CODE(ARI).....		MAT CAT STRUCTURE CODE (MCSC)....
NOTE: Obtain information from AMDF. (*) Items are not on the amdf.		
Press <Esc> to continue		
Enter 'R' to reject or Enter 'D' to defer		
ACTION:	<=== ENTER COMMAND TO SELECT YOUR PROCESS	SCREEN 0115
<HOME>=HELP	MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;	LOGOUT = QUIT

Figure 14.3-11. SARSS1 Catalog Build/Modify Process Screen

e. Using information from the AMDF, fill in the data fields for the selected stock number. Data fields that have an asterisk beside them are those not found in the AMDF. See paragraph 14.3.2f for information on this data.

f. After filling in the data fields, press <Esc>. The system displays a verification message.

g. Type over incorrect information if necessary. After verifying the information, press <Esc>. The screen displays a message that the Catalog Record has been built/modified (figure 14.3-12).

DATE: MM/DD/YY	SARSS1 CATALOG BUILD	TIME: HH:MM:SS
	BUILD/MODIFY CATALOG RECORDS WITH NO SUSPENSE	
	Stock Number 1005001070001	TYPE: S NSN/MCN = S PART NO = P (DEFAULT = NSN/MCN)
	Enter Stock Number and Type and press <Esc> to continue.	
NOTE:	The catalog record has been built/modified. Press <Esc> to continue.	
ACTION:	<=== ENTER COMMAND TO SELECT YOUR PROCESS	SCREEN 0118
<HOME>=HELP	MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;	LOGOUT = QUIT

Figure 14.3-12. SARSS1 Catalog Build Screen

h. Follow the screen prompt and press <Esc> and the SARSS1 Catalog Build screen returns. To build another Catalog Record enter a stock number or enter a valid command on the action line, and press <Esc> to exit the process.

i. After building a Catalog Record with no Suspense Record, re-input the request for issue or receipt transaction.

j. To modify a previously built Catalog Record from the SARSS1 Catalog Build Selection screen, enter **X** beside the Build/Modify Catalog Records selection and press <Esc>. The SARSS1 Catalog Build screen appears.

k. You can modify skeleton Catalog Records only until you download the official Catalog Record for the stock number from the Logistic Support Activity (LOGSA) through SARSS2AC/B.

l. Enter the stock number of the Catalog Record you want to modify and press <Esc>. The screen shown in figure 14.3-13 appears.

DATE: MM/DD/YY	SARSS1 CATALOG BUILD/MODIFY PROCESS	TIME: HH:MM:SS	
STOCK NUMBER	1005000000001	IDENTIFYING NUMBER CODE (IDNC)*.. A	
SOURCE OF SUPPLY (SOS).....	A35	ACQUISITION ADVICE CODE (AAC)..... C	
UNIT OF ISSUE (UI).....	EA	UNIT PRICE (UP)	10.00
ACCOUNTING REQUIREMENTS (ARC)..	D	RECOVERABILITY CODE (RC).....	F
DEMILITARIZATION (DML).....	B	REPORTABLE ITEM CONT CD (RICC).....	0
SPECIAL REQUIREMENTS (SRC).....	A	SUPPLY CAT OF MATERIAL (SCMC).....	9T
ESSENTIALITY CODE (EC).....	G	NOMENCLATURE (NOMEN).....	PING
MAINTENANCE REPAIR CODE (MRC)....	F	PRECIOUS METALS INDICATOR (PMI)...	A
PRICE SIGNAL CODE (PSC)*.....	E	ADP CODE.....	0
AUTO RETURN ITEM CODE(ARI).....	C	MAT CAT STRUCTURE CODE (MCSC)....	B21
NOTE: Obtain information from AMDF. '**' Items are not on the AMDF.			
Press <Esc> to continue			
Enter 'R' to reject or Enter 'D' to defer			
ACTION:	<=== ENTER COMMAND TO SELECT YOUR PROCESS	SCREEN 0115	
<HOME>=HELP	MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;	LOGOUT = QUIT	

Figure 14.3-13. SARSS1 Catalog Build/Modify Process Screen

m. This screen lets you modify any data field. Type over the incorrect information and press <Esc>. The system displays a verification message.

n. Verify the modified data and press <Esc>. The screen displays a message that the Catalog Record has been built/modified.

o. Follow the screen prompt and press <Esc>. The system returns to a blank SARSS1 Catalog Build Option screen. Enter a stock number to modify another Catalog Record or enter a valid command on the action line and press <Esc> to exit the process.

14.3.5 Change Suspense File Stock Number. This process lets you change the stock number of a particular transaction on the Suspense File. Use this selection if you made a mistake when you originally entered the stock number and processed the transaction.

a. To start this process, enter **X** beside the Change Suspense File Stock Number selection on the screen shown in figure 14.3-14 and press <Esc>.

DATE: MM/DD/YY	SARSS1 CATALOG BUILD	TIME: HH:MM:SS
OPTION	SELECTIONS	
++++++	+++++	
	DISPLAY SUSPENSE FILE RECORDS	
	PRINT SUSPENSE FILE RECORDS	
	BUILD CATALOG RECORDS (WITH SUSPENSE RECORDS PENDING CATALOG BUILD)	
	BUILD/MODIFY CATALOG RECORDS (WITH NO SUSPENSE RECORD OR WITH SUSPENSE RECORDS NOT PENDING CATALOG BUILD)	
X	CHANGE SUSPENSE FILE STOCK NUMBER	
	Enter 'X' for desired option and Press <Esc> to continue	
ACTION: <HOME>=HELP	<== ENTER COMMAND TO SELECT YOUR PROCESS MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;	SCREEN 0111 LOGOUT = QUIT

Figure 14.3-14. SARSS1 Catalog Build Selections Screen

b. The SARSS1 Catalog Build Suspense File (figure 14.3-15) appears. Enter the stock number and type you want to change. Press <Esc> and the screen shown in figure 14.3-16 appears.

DATE: MM/DD/YY	SARSS1 CATALOG BUILD SUSPENSE FILE STOCK NUMBER CHANGE PROCESS	TIME: HH:MM:SS
OLD STOCK NUMBER	TYPE: S	NSN/MCN = S PART NO = P (DEFAULT = NSN/MCN)
Enter STOCK NUMBER and TYPE of the suspense record to be changed OR Press <F10> to return.		
ACTION: <HOME>=HELP	<== ENTER COMMAND TO SELECT YOUR PROCESS MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;	SCREEN 0117 LOGOUT = QUIT

Figure 14.3-15. SARSS1 Catalog Build Suspense File Screen

DATE: MM/DD/YY	SARSS1 CATALOG BUILD SUSPENSE FILE STOCK NUMBER CHANGE PROCESS	TIME: HH:MM:SS
OLD STOCK NUMBER1005000000004	DOCUMENT NO:	WTUTRA 0033 0011 DODAAC DATE SER
ENTER NEW STOCK NUMBER		
ACTION: <HOME>=HELP	<== ENTER COMMAND TO SELECT YOUR PROCESS MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;	SCREEN 0117 LOGOUT = QUIT

Figure 14.3-16. Suspense File Stock Number Change Process Screen

c. The system searches the Suspense File for a record matching the old stock number. Once the system finds the old stock number, it displays the information pertaining to that transaction.

d. When the data pertaining to the old stock number appears, you can input the new stock number and type. Enter the required changes and press <Esc>.

e. The system displays messages that the stock number is now valid, and that the request for issue has been sent to the Issue Process (figure 14.3-17).

DATE: MM/DD/YY	SARSS1 CATALOG BUILD SUSPENSE FILE STOCK NUMBER CHANGE PROCESS	TIME: HH:MM:SS
OLD STOCK NUMBER.....1005000000004	DOCUMENT NO: WTUTRA 0033 0011 DODAAC DATE SER	
ENTER NEW STOCK NUMBER 1005000000001	TYPE: NSN/MCN = S PART NO = P (DEFAULT - NSN/MCN)	
The stock number is now valid. The request for issue has been sent to the Issue Process. Press <Esc> to continue.		
ACTION: <HOME>=HELP	<=== ENTER COMMAND TO SELECT YOUR PROCESS MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;	SCREEN 0117 LOGOUT = QUIT

Figure 14.3-17. Suspense File Stock Number Change Process Message Screen

f. After the system sends the changed transactions to the Issue Process, the system returns to the screen shown in figure 14.3-18.

DATE: MM/DD/YY	SARSS1 CATALOG BUILD SUSPENSE FILE STOCK NUMBER CHANGE PROCESS	TIME: HH:MM:SS
OLD STOCK NUMBER.....	TYPE: S	NSN/MCN = S PART NO = P (DEFAULT = NSN/MCN)
Enter STOCK NUMBER of the suspense record to be changed OR Press <F10> to return.		
ACTION: <HOME>=HELP	<=== ENTER COMMAND TO SELECT YOUR PROCESS MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;	SCREEN 0117 LOGOUT = QUIT

Figure 14.3-18. SARSS1 Catalog Build Suspense File Screen

g. From this screen, either continue to process transactions or press <F10> to return to the SARSS1 Catalog Build screen.

h. For those transactions that have been sent to the Batch Issue Process as a result of Catalog Build actions, it is recommended that you use the PROCESS command to finish their processing.

14.4 Communication (COMMO). Sending data through communication systems allows SARSS1 to communicate with other computers using many of the tactical communication systems available to the Army.

a. Commercial telephone line connections are the most common form of communication SARSS1 uses. The SARSS1 computer can use two-wire or four-wire telephone communication connections and special local area network (LAN) cables.

b. Once you make the appropriate telephone communication connections to the SARSS1 computer, you can start communication sessions through the SARSS1 Communication Menu (figure 14.4-1).

DATE: MM/DD/YY	COMMUNICATION MENU	TIME: HH:MM:SS
	COMMAND	PROCESS
	+++++	+++++
	SNR	<=== RESTART SARSS-1 SNR PROCESS
	UPDRT	<=== UPDATE ROUTING TABLE ENTRY
	CCOMMO	<=== CONFIGURE COMMUNICATIONS
	QMON	<=== MONITOR QUEUE ENTRIES
	LOGUTIL	<=== LOG UTILITIES
	BLDSTBL	<=== BUILD ADDRESS/CMS TABLES
	FTPUTIL	<=== FTP UTILITIES
ACTION: <HOME>=HELP	<=== ENTER COMMAND TO SELECT YOUR PROCESS MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;	SCREEN 0017 LOGOUT = QUIT

Figure 14.4-1. SARSS1 Communication Menu

c. The Network Router handles data communications within SARSS automatically. The Network Router is a background process, resident in the system, that identifies the communication medium used by the receiving activity and automatically routes transactions using that medium. Refer to section 18 for details on the Network Router and the selections on the Communication Menu.

14.5 Manual UI Conversion (CONV). This selection lets you input conversion factors manually for stock numbers that have unknown conversion factors. The Catalog Update Process sometimes contains changes in the unit of issue for stock numbers on the SARSS1 ABF. The system automatically converts the unit of issue from the old to the new if the conversion factor is included in the system parameters. If the conversion factor is not available to the system, you must use the Manual Unit of Conversion Process to update the ABF Records.

a. When the system does not have a conversion factor, it initiates a type 3 inventory (see appendix B). The system formats an Unknown Conversion Factor Report (PCN AJT-027) and sends it to SARSS1 Print Selection (RSEL). To begin the process, print the report (figure 14.5-1).

DATE: MM/DD/YY		UNKNOWN CONVERSION FACTORS FOR STOCK NUMBERS W/UI CHANGES			PCN-AJT-027
SSA DODAAC: W4MAIN				PAGE 1	
STOCK NUMBER	OLD UI	NEW UI	NEW UNIT OF MEAS	NEW MEAS QTY	CONVERSION FACTOR
302000357994	EA	PG	EA	0000000025	_____
536500039928	EA	RE	FT	00000000750	_____
536000402386	EA	TU	OZ	0000000003.5	_____

Figure 14.5-1. Unknown Conversion Factor Report

b. This report lists all stock numbers with unknown conversion factors. It contains data provided by the Logistic Support Activity (LOGSA) such as the previous ABF (old) UI, the new UI, new unit of measure, and the new measurement quantity. You must compute the conversion factor and input that information into the Manual UI Conversion Process. This converts the ABF, due-in, and due-out quantities to the new unit of issue.

c. Enter the conversion factor using a five-position number. The first position tells the system where to place the decimal point in the conversion factor. Positions two through five represent the actual factor. Dividing the old unit of issue by the measurement quantity of the new unit of issue determines the conversion factor. Figure 14.5-2 shows some examples.

<u>OLD UI</u>	<u>NEW UI</u>	<u>MEASURE</u>	<u>QUANTITY</u>	<u>FACTOR</u>	<u>ENTER ON SYSTEM</u>
EA	PG	EA	25	1÷25=00.04	20004
EA	RE	FT	750	1÷750=.0013	40013
EA	TU	OZ	3.5	1÷1=1	00001
PK	EA	EA	12	1÷12=0.08	20008

Figure 14.5-2. Conversion Factor Examples

(1) In the first example, the new unit of issue contains 25 each, per package. Divide the old unit of issue (1 each) by the new unit of issue measure quantity of 25 each per package.

(a) Thus, 1 divided by 25 equals 00.04.

(b) To enter this conversion factor on the system, enter 20004. The 2 tells the system to place the decimal point two places to the left, thereby giving you 00.04.

(2) In the second example, the new unit of issue RE (reel) has 750 feet per reel. Divide the old unit of issue (1 each) by the new unit of measure quantity of 750, producing the result of .0013. This factor is entered on the system as 40013 (4 means placing the decimal four positions to the left).

(3) In the third example, the new unit of measure quantity shows how many ounces are in the unit of issue TU (tube). You do not need it to determine the conversion factor. Since one tube (TU) is equal to one each (EA), divide the old UI (EA) by one tube (TU), and the conversion factor is 00001 (with no decimal point).

(4) The fourth example shows that an old unit of issue PK (package) has been changed to EA (each). The old unit of issue contained 12 each in a package. Dividing 12 into 1 equals .08, producing a conversion factor of 20008.

d. To access the Manual UI Conversion Process, enter **CONV** on the action line and press <Esc>. The screen in figure 14.5-3 appears.

DATE: MM/DD/YY	MANUAL UI CONVERSION	TIME: HH:MM:SS
STOCK NUMBER	TYPE:	NSN/MCN = S PART NO = P (DEFAULT = NSN/MCN)
ENTER STOCK NUMBER AND TYPE AND PRESS <Esc>		
ERROR Stock Number is a required entry. Enter Stock Number and Press <Esc>.		
ACTION: <HOME>=HELP	<=== ENTER COMMAND TO SELECT YOUR PROCESS MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;	SCREEN 0470 LOGOUT = QUIT

Figure 14.5-3. Manual UI Conversion Screen

e. Enter the stock number from the Unknown Conversion Factors Report (PCN AJT-027) and press <Esc>. The screen in figure 14.5-4 appears.

DATE: MM/DD/YY	SARSS1 MANUAL UI CONVERSION	TIME: HH:MM:SS
STOCK NUMBER.....	1005000000001	OLD UI..... EA
CONVERSION FACTOR.....		NEW UI PT
ENTER CONVERSION FACTOR FOR UNIT OF ISSUES DISPLAYED AND PRESS <Esc>		
ACTION: <HOME>=HELP	<=== ENTER COMMAND TO SELECT YOUR PROCESS MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;	SCREEN 0471 LOGOUT = QUIT

Figure 14.5-4. Conversion Factor Input Screen

(1) The system compares the input stock number with the Suspense File (the system writes all stock numbers requiring conversion factors to the Suspense File during the Catalog Update Process).

(2) If the stock number matches a Suspense File record with REA-SUS (Reason Suspense) Code M, the screen displays the old and new units of issue for the stock number, as seen in figure 14.5-4.

f. Move the cursor to the Conversion Factor field. Enter the conversion factor from the Unknown Conversion Factors Report in this field and press <Esc>.

(1) The system uses the conversion factor to convert all quantities on the ABF, Due-In, and Due-Out Files.

(2) It also deletes the Suspense File Record and sets the Inventory Freeze Flag to 3 and the Net Asset Flag to 1.

14.6 Demand History Add (DMDHIST). This process allows input of demand transactions for customers. To access this process, enter **DMDHIST** on the action line and press <Esc>. The screen in figure 14.6-1 appears.

DATE: MM/DD/YY	SARSS1 DEMAND HISTORY ADD	TIME: HH:MM:SS
STOCK NUMBER	TYPE: NSN/MCN = S PART NO = P (DEFAULT = NSN/MCN)	
UNIT OF ISSUE	QUANTITY	
DOCUMENT NUMBER.....	DEMAND CODE	
END ITEM CODE	DODAAC DATE SER. NO. PRIORITY	
	(01 - 15)	
ACTION: <HOME>=HELP	<=== ENTER COMMAND TO SELECT YOUR PROCESS MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;	SCREEN 0529 LOGOUT = QUIT

Figure 14.6-1. Demand History Add Data Entry Screen

- a. Enter data provided by the customer unit. All fields require an entry except the End Item Code (EIC) field, which may be blank.
- b. If the transaction data fails internal edits, a screen message will appear indicating the discrepancy and recommending corrective action.
- c. Demand History Add (DIC DHA) transactions will not be generated for non-supported customers or for items not authorized for the customer.
- d. Valid demand transactions will be sent to the Transactions-Out File for SARSS2B.

14.7 Directed Disposition of Stock (DIRECT).

- a. This is a command that allows SARSS1 to perform the following processes: return discrepant shipments caused by the receipt of a wrong article, overage quantity, or damaged items; perform disposition of excess from DIC FTR instructions; and assemble or disassemble an end item.

b. To initiate the Directed Disposition of Stock Process from the SARSS1 Miscellaneous Functions Menu, enter **DIRECT** on the action line and press <Esc>. The screen in figure 14.7-1 appears.

DATE: MM/DD/YY	DIRECTED DISPOSITION OF STOCK	TIME: HH:MM:SS
OPTION ++++++	SELECTIONS +++++	
	<=== RETURN DISCREPANT SHIPMENTS	
	<=== DISPOSITION OF EXCESS	
	<=== ASSEMBLE COMPONENTS	
	<=== DISASSEMBLE COMPONENTS	
	ENTER 'X' BY SELECTION AND PRESS <Esc> . . .	
ACTION: <HOME>=HELP	<=== ENTER COMMAND TO SELECT YOUR PROCESS MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;	SCREEN 0462 LOGOUT = QUIT

Figure 14.7-1. Directed Disposition of Stock Selection Screen

14.7.1 Return Discrepant Shipments. The first option on this screen gives you various options for returning discrepant shipments. If you have received disposition instructions from SARSS2A, select this option.

a. Enter **X** beside the Return Discrepant Shipments selection and press <Esc>. The Return Discrepant Shipments Menu (figure 14.7-2) appears. This screen gives you the option to return a discrepant shipment to DRMO, wholesale, the vendor, another SARSS activity, or to keep it in stock.

DATE: MM/DD/YY	DIRECTED DISPOSITION OF STOCK RETURN DISCREPANT SHIPMENTS	TIME: HH:MM:SS
	<=== RETURN TO DRMO	
	<=== RETURN TO WHOLESALE	
	<=== RETURN TO VENDOR	
	<=== RETURN TO SARSS ACTIVITY	
	<=== RETURN TO STOCK (KEEP)	
	ENTER 'X' BY SELECTION AND PRESS <Esc> . . .	
ACTION: <HOME>=HELP	<=== ENTER COMMAND TO SELECT YOUR PROCESS MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;	SCREEN 0463 LOGOUT = QUIT

Figure 14.7-2. Return Discrepant Shipments Menu

b. The Receipt Process generates a facsimile report of discrepancy (ROD) whenever the SARSS1 activity receives a shipment containing an invalid substitute, a shortage, an overage, or duplicate or damaged items. It posts the discrepant quantity to the ABF in Condition Code L, except for shortages. It also writes an image of the receipt for the discrepant quantity to the Suspense File with one of the following Management Codes: m = damaged; n = shortage; p = overage; and q = wrong item. When you receive disposition instructions from SARSS2A, select a Directed Disposition of Stock option to process the discrepant quantity.

14.7.1.1 Return Discrepant Shipment to DRMO. This selection lets you return a discrepant shipment to the DRMO when directed by a higher source of supply. Enter **X** beside the Return to DRMO selection and press <Esc>. The screen shown in figure 14.7-3 appears.

DATE: MM/DD/YY	DIRECTED DISPOSITION OF STOCK RETURN DISCREPANT SHIPMENTS RETURN TO DRMO	TIME: HH:MM:SS
KEY IN DATA . . .		
DOCUMENT NUMBER	DODAAC DATE SERL SUFFIX-CD	
DRMO RIC-TO		
STOCK NUMBER		
QUANTITY		
PRESS <Esc> TO CONTINUE		
ACTION: <HOME>=HELP	<=== ENTER COMMAND TO SELECT YOUR PROCESS MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;	SCREEN 0464 LOGOUT = QUIT

Figure 14.7-3. Return to DRMO Data Entry Screen

a. Enter the document number and Suffix Code (if available) and press <Esc>. The system searches the Suspense File for a match. When it finds a match, it displays the following information for verification:

- (1) DRMO RIC-To.
- (2) Stock number.
- (3) Quantity.

b. The only field of information you can change is the DRMO RIC-To. If disposition instructions are different, change the screen entry to match the instructions. Once verification is complete, press <Esc>. If an error occurs, follow the instructions on the screen. If you cannot correct the error, immediately notify your supervisor for assistance.

c. The system produces an MRO to pull and ship the stock, updates all files, and returns to the initial selection screen.

14.7.1.2 Return Discrepant Shipment to Wholesale. This selection lets you return discrepant shipments to a wholesale location. From the Return Discrepant Shipments Menu, enter **X** by the Return To Wholesale line and press <Esc>. The screen in figure 14.7-4 appears.

DATE: MM/DD/YY	DIRECTED DISPOSITION OF STOCK RETURN DISCREPANT SHIPMENTS RETURN TO WHOLESALE	TIME: HH:MM:SS
KEY IN DATA . . .		
DOCUMENT NUMBER	DODAAC DATE SERL SUFFIX-CD	
WHOLESALE RIC-TO		
STOCK NUMBER		
QUANTITY		
PRESS <Esc> TO CONTINUE		
ACTION: <HOME>=HELP	<== ENTER COMMAND TO SELECT YOUR PROCESS MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;	SCREEN 0464 LOGOUT = QUIT

Figure 14.7-4. Return to Wholesale Data Entry Screen

a. Enter the document number and Suffix Code (if available) and press <Esc>. The system searches the Suspense File for a match. When it finds a match, it displays the following information for verification:

- (1) Wholesale RIC-To.
- (2) Stock number.
- (3) Quantity.

b. Enter the Wholesale RIC-To and press <Esc>. The system verifies the RIC. If an error occurs, follow the instructions on the screen. If you cannot correct the error, immediately notify your supervisor for assistance.

c. Once the verification is complete, press <Esc>. The system produces an MRO to pull and ship the stock, updates all files, and returns to the initial selection screen.

14.7.1.3 Return Discrepant Shipment to Vendor. This selection lets you return discrepant shipments to a vendor. From the Return Discrepant Shipments Menu, enter **X** by the Return to Vendor selection and press <Esc>. The screen in figure 14.7-5 appears.

DATE: MM/DD/YY	DIRECTED DISPOSITION OF STOCK RETURN DISCREPANT SHIPMENTS RETURN TO VENDOR	TIME: HH:MM:SS
KEY IN DATA . . .		
DOCUMENT NUMBER	DODAAC DATE SERL SUFFIX-CD	
STOCK NUMBER		
QUANTITY		
PRESS <Esc> TO CONTINUE		
ACTION: <HOME>=HELP	<=== ENTER COMMAND TO SELECT YOUR PROCESS MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;	SCREEN 0464 LOGOUT = QUIT

Figure 14.7-5. Return to Vendor Data Entry Screen

a. Enter the document number and Suffix Code (if available) and press <Esc>. The system searches the Suspense File for a match. When it finds a match, it displays the following information for verification:

- (1) Stock number.
- (2) Quantity.

b. Once verification is complete, press <Esc>. If an error occurs, follow the instructions on the screen. If you cannot correct the error, immediately notify your supervisor for assistance.

c. The system produces an MRO to pull and ship the stock, updates all files, and returns to the initial selection screen.

14.7.1.4 Return Discrepant Shipment to SARSS Activity. This selection lets you return a discrepant shipment to another SARSS activity. From the Return Discrepant Shipments Menu, enter **X** by the Return to SARSS Activity selection and press <Esc>. The screen in figure 14.7-6 appears.

DATE: MM/DD/YY	DIRECTED DISPOSITION OF STOCK RETURN DISCREPANT SHIPMENTS RETURN TO SARSS ACTIVITY	TIME: HH:MM:SS
KEY IN DATA . . .		
DOCUMENT NUMBER	DODAAC DATE SERL SUFFIX-CD	
SARSS RIC-TO		
STOCK NUMBER		
QUANTITY		
PRESS <Esc> TO CONTINUE		
ACTION: <HOME>=HELP	<=== ENTER COMMAND TO SELECT YOUR PROCESS MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;	SCREEN 0464 LOGOUT = QUIT

Figure 14.7-6. Return to SARSS Activity Data Entry Screen

a. Enter the document number and Suffix Code (if available) and press <Esc>. The system searches the Suspense File for a match. When it finds a match, it displays the following information for verification:

- (1) SARSS RIC-To.
- (2) Stock number.
- (3) Quantity.

b. Enter the SARSS RIC-To, and then press <Esc>. The system verifies the RIC. If an error occurs, follow the instructions on the screen. If you cannot correct the error, immediately notify your supervisor for assistance.

c. Once verification is complete, press <Esc>. The system produces an MRO to pull and ship the stock, updates all files, and returns to the initial selection screen.

14.7.1.5 Return Discrepant Shipment to Stock. This selection lets you return a discrepant shipment to stock. From the Return Discrepant Shipments Menu, enter **X** by the Return to Stock (Keep) selection and press <Esc>. The screen in figure 14.7-7 appears.

DATE: MM/DD/YY	DIRECTED DISPOSITION OF STOCK RETURN DISCREPANT SHIPMENTS RETURN TO STOCK (KEEP)	TIME: HH:MM:SS
KEY IN DATA . . .		
DOCUMENT NUMBER	DODAAC DATE SERL SUFFIX-CD	
STOCK NUMBER		
QUANTITY		
PRESS <Esc> TO CONTINUE		
ACTION: <HOME>=HELP	<=== ENTER COMMAND TO SELECT YOUR PROCESS MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;	SCREEN 0464 LOGOUT = QUIT

Figure 14.7-7. Return to Stock (Keep) Data Entry Screen

a. Enter the document number and Suffix Code (if available) and press <Esc>. The system searches the Suspense File for a match. When it finds a match, it displays the following information for verification:

- (1) Stock number.
- (2) Quantity.

b. Once verification is complete, press <Esc>. If an error occurs, follow the instructions on the screen. If you cannot correct the error, immediately notify your supervisor for assistance.

c. The system produces a location add/change/delete notice and a bin label. The stock's Condition Code is changed from L to the Condition Code originally reported. The system updates all files and returns to the initial selection screen.

14.7.2 Disposition of Excess. This selection lets you return an item reported as excess to DRMO, wholesale, another SARSS activity, or stock. Use the selections on the Disposition of Excess Menu to process those DIC FTRs that error out of the Transactions-In Process and cannot process automatically. To begin this process, enter **X** on the Disposition of Excess line of the Direct Disposition of Stock Menu and press <Esc>. The screen in figure 14.7-8 appears.

DATE: MM/DD/YY	DIRECTED DISPOSITION OF STOCK DISPOSITION OF EXCESS	TIME: HH:MM:SS
	<=== RETURN TO DRMO	
	<=== RETURN TO WHOLESALE	
	<=== RETURN TO SARSS ACTIVITY	
	<=== RETURN TO STOCK (KEEP)	
	ENTER 'X' BY SELECTION AND PRESS <Esc> . . .	
ACTION: <HOME>=HELP	<=== ENTER COMMAND TO SELECT YOUR PROCESS MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;	SCREEN 0465 LOGOUT = QUIT

Figure 14.7-8. Excess Disposition Screen

14.7.2.1 Return Excess to DRMO. This selection lets you ship excess to the DRMO. Enter **X** beside the Return to DRMO selection and press <Esc>. The screen shown in figure 14.7-9 appears.

DATE: MM/DD/YY	DIRECTED DISPOSITION OF STOCK DISPOSITION OF EXCESS RETURN TO DRMO	TIME: HH:MM:SS
KEY IN DATA . . .		
DOCUMENT NUMBER		
DODAAC DATE SERL SUFFIX-CD RIC-SHP		
DRMO RIC-TO		
STOCK NUMBER		
QUANTITY		
PRESS <Esc> TO CONTINUE		
ACTION: <HOME>=HELP	<=== ENTER COMMAND TO SELECT YOUR PROCESS MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;	SCREEN 0464 LOGOUT = QUIT

Figure 14.7-9. Return to DRMO (Excess) Data Entry Screen

a. Enter the document number and Suffix Code (if available) and press <Esc>. The system searches the Activity File for a match. When it finds a match, it displays the following information for verification:

- (1) DRMO RIC-To.
- (2) Stock number.
- (3) Quantity.

b. Once verification is complete, press <Esc>. If necessary, change the DRMO RIC-To and quantity to agree with the disposition instructions. If an error occurs, follow the instructions on the screen. If you cannot correct the error, immediately notify your supervisor for assistance.

c. The system produces an MRO to pull and ship the stock, updates all files, and returns to the initial selection screen.

14.7.2.2 Return Excess to Wholesale. This selection lets you return excess to wholesale. Enter **X** beside the Return to Wholesale selection on the Excess Disposition screen and press <Esc>. The screen in figure 14.7-10 appears.

DATE: MM/DD/YY	DIRECTED DISPOSITION OF STOCK DISPOSITION OF EXCESS RETURN TO WHOLESALE	TIME: HH:MM:SS
KEY IN DATA . . .		
DOCUMENT NUMBER		
DODAAC DATE SERL SUFFIX-CD RIC-SHP		
WHOLESALE RIC-TO		
STOCK NUMBER		
QUANTITY		
PRESS <Esc> TO CONTINUE		
ACTION: <HOME>=HELP	<== ENTER COMMAND TO SELECT YOUR PROCESS MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;	SCREEN 0464 LOGOUT = QUIT

Figure 14.7-10. Return to Wholesale (Excess) Data Entry Screen

a. Enter the document number and Suffix Code (if available) and press <Esc>. The system searches the Activity File for a match. When it finds a match, it displays the following information for verification:

- (1) Wholesale RIC-To.
- (2) Stock number.
- (3) Quantity.

b. Enter the Wholesale RIC-To and if necessary, change the screen quantity to agree with the disposition instructions. Once verification is complete, press <Esc>. If an error occurs, follow the instructions on the screen. If you cannot correct the error, immediately notify your supervisor for assistance.

c. The system produces an MRO to pull and ship the stock, updates all files, and returns to the initial selection screen.

14.7.2.3 Return Excess to SARSS Activity. This selection lets you return excess to another SARSS activity. Enter **X** beside the Return to SARSS Activity selection on the Excess Disposition screen and press <Esc>. The screen shown in figure 14.7-11 appears.

DATE: MM/DD/YY	DIRECTED DISPOSITION OF STOCK DISPOSITION OF EXCESS RETURN TO SARSS ACTIVITY	TIME: HH:MM:SS
KEY IN DATA . . .		
DOCUMENT NUMBER	DODAAC DATE SERL SUFFIX-CD RIC-SHP	
SARSS RIC-TO		
STOCK NUMBER		
QUANTITY		
PRESS <Esc> TO CONTINUE		
ACTION: <HOME>=HELP	<=== ENTER COMMAND TO SELECT YOUR PROCESS MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;	SCREEN 0464 LOGOUT = QUIT

Figure 14.7-11. Return to SARSS Activity (Excess) Data Entry Screen

a. Enter the document number and Suffix Code (if available) and press <Esc>. The system searches the Activity File for a match. When it finds a match, it displays the following information for verification:

- (1) SARSS RIC-To.
- (2) Stock number.
- (3) Quantity.

b. Enter the SARSS RIC-To and verify the screen quantity or change it to agree with the disposition instructions. Once verification is complete, press <Esc>. If an error occurs, follow the instructions on the screen. If you cannot correct the error, immediately notify your supervisor for assistance.

c. The system produces an MRO to pull and ship the stock, updates all files, and returns to the initial selection screen.

14.7.2.4 Return Excess To Stock (Keep). This selection lets you return excess to stock. Enter **X** beside the Return to Stock (Keep) selection on the Excess Disposition screen and press <Esc>. The screen in figure 14.7-12 appears.

DATE: MM/DD/YY	DIRECTED DISPOSITION OF STOCK DISPOSITION OF EXCESS RETURN TO STOCK (KEEP)	TIME: HH:MM:SS
KEY IN DATA . . .		
DOCUMENT NUMBER	DODAAC DATE SERL SUFFIX-CD RIC-SHP	
STOCK NUMBER		
QUANTITY		
PRESS <Esc> TO CONTINUE		
ACTION: <HOME>=HELP	<=== ENTER COMMAND TO SELECT YOUR PROCESS MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;	SCREEN 0464 LOGOUT = QUIT

Figure 14.7-12. Return to Stock (Keep) (Excess) Data Entry Screen

a. Enter the document number and Suffix Code (if available) and press <Esc>. The system searches the Activity File for a match. When it finds a match, it displays the following information for verification:

- (1) Stock number.
- (2) Quantity.

b. Enter the quantity from the DIC FTR. Once verification is complete, press <Esc>. If an error occurs, follow the instructions on the screen. If you cannot correct the error, immediately notify your supervisor for assistance.

c. The system produces a location add/change/delete notice and a bin label. The stock's Condition Code is changed from L to the Condition Code originally reported. The system updates all files and returns to the initial selection screen.

d. If SARSS2A instructs you to keep stock in Condition Code F, the Non-Issuable Excess Process automatically executes against the quantity retained in Condition Code F.

14.7.3 Assemble/Disassemble Components. SARSS2A sends assembly or disassembly instructions in writing. Use the Assemble Components or Disassemble Components selections based on the instructions received.

a. When an end item is assembled or disassembled, an Inventory Adjustment Report (IAR) (DA Form 444) serves as the voucher recording the change. The end item being assembled or disassembled is the first item listed. The system posts an end item being assembled as a gain and one being disassembled as a loss. Input all components of the item being assembled or disassembled. On the reverse side of the IAR, cite the publication controlling the configuration and the document authorizing the assembly or disassembly of the end item.

b. When the assembly or disassembly is authorized by HQDA, the Army class manager, or the MACOM commander, approval for the IAR by the SSA commander is not necessary. Prepare only one copy of the DA Form 444. After the stock records officer (SRO) signs this copy, post it to the accounting record and file it in the completed voucher file.

14.7.3.1 Assemble Components. This process lets you assemble components into an end item and issue the item through the Issue Process. To access this process from the Directed Disposition of Stock Selection screen, enter **X** by Assemble Components and press <Esc>. The warning screen shown in figure 14.7-13 appears.

DATE: MM/DD/YY	SARSS1 DIRECTED DISPOSITION OF STOCK ASSEMBLE COMPONENTS	TIME: HH:MM:SS
WARNING		
THE ASSEMBLY PROCESS IS YOUR SELECTION. A DA FORM 444 (IAR) WILL RECORD THE CHANGE. THE END ITEM BEING ASSEMBLED WILL POST AS A GAIN. COMPONENTS BEING ASSEMBLED POST AS LOSSES. THE END ITEM MUST BE ON THE ABF/CATALOG AND ALL COMPONENTS HAVE AN ON-HAND BALANCE.		
PRESS <Esc> TO CONTINUE ... OR <END> TO EXIT PROCESS ...		
ACTION: <HOME>=HELP	<=== ENTER COMMAND TO SELECT YOUR PROCESS MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;	SCREEN 1644 LOGOUT = QUIT

Figure 14.7-13. Assemble Components Warning Screen

a. This screen is a reminder that in order to assemble an end item there must be a sufficient quantity of the components on hand to make a complete end item. Use the list of components furnished by your supervisor. If any components are not available when processing, exit the process immediately and notify your supervisor.

b. After you verify that sufficient components are available, press <Esc>. The screen in figure 14.7-14 appears.

DATE: MM/DD/YY	SARSS1 DIRECTED DISPOSITION OF STOCK ASSEMBLE COMPONENTS	TIME: HH:MM:SS
KEY IN DATA		
END ITEM: NSN	TYPE:	NSN/MCN = S
COND-CD A		PART NO = P
QTY 00001		(DEFAULT = NSN/MCN)
Enter End Item NSN, TYPE, COND-CD and Press <Esc>		
ACTION: <HOME>=HELP	<=== ENTER COMMAND TO SELECT YOUR PROCESS MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;	SCREEN 0469 LOGOUT = QUIT

Figure 14.7-14. Assemble Components-End Item Entry Screen

c. Enter the NSN and Condition Code of the end item and press <Esc>. The system searches the ABF and catalog for a match. If there is no match, a screen message prompts you to exit the process and build a Catalog Record for the item.

d. If there is a match, the screen shown in figure 14.7-15 appears.

DATE: MM/DD/YY	DIRECTED DISPOSITION OF STOCK ASSEMBLE COMPONENTS		TIME: HH:MM:SS
END ITEM:	NSN: 5340006269402	COND-CD A QTY: 00001	UI: EA
COMPONENTS:			
STOCK NUMBER		TYPE:	NSN/MCN = S
QTY			PART NO = P
OWNERSHIP/PURPOSE CD	A		(DEFAULT = NSN/MCN)
PROJECT CD			
COND-CD	A		
Enter Component STOCK NUMBER, TYPE and QTY. Enter OWNERSHIP/PURPOSE CD or PROJECT CD or COND-CD. Press <Esc> to continue... Press <F10> if no additional components			
ACTION:	<=== ENTER COMMAND TO SELECT YOUR PROCESS	SCREEN 0461	
<HOME>=HELP	MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;	LOGOUT = QUIT	

Figure 14.7-15. Assemble Components-Component Entry Screen

e. Enter the stock number and Ownership/Purpose Code, quantity, Project Code, or Condition Code of the component and press <Esc>. The system searches the ABF for a record with an on-hand balance. Continue until you enter all components.

f. Press <F10> when done. The screen in figure 14.7-16 appears.

DATE: MM/DD/YY	DIRECTED DISPOSITION OF STOCK ASSEMBLE COMPONENTS				TIME: HH:MM:SS
RECAP					
END ITEM:	NSN: 5340006269402	QTY: 00001	UI: EA		
COMPONENTS:					
STOCK NUMBER	QTY	STOCK NUMBER	QTY	STOCK NUMBER	QTY
1005000000002	00005	1005000000003	00004	1005000000004	00003
PRESS <Esc> TO CONTINUE					
...NO MORE RECORDS...					
The above entered Stock Numbers are ready to assemble.					
Press <Esc> to ASSEMBLE, or press <F10> to CANCEL the assemble.					
ACTION:	<== ENTER COMMAND TO SELECT YOUR PROCESS				SCREEN 0461
<HOME>=HELP	MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;				LOGOUT = QUIT

Figure 14.7-16. Assemble Components Recap Screen

g. If there is more than one screen, press <Esc> to view the next screen.

h. When the message "No More Records" appears, press <Esc>. The system assembles the end item stock number on the ABF, makes appropriate balance changes, produces the IAR, and sends adjustment records to SARSS2A and SARSS2B. The IAR shows the dollar value of the assembled items on the last page of the form. The item can now be physically assembled for subsequent issue through the Issue Process.

14.7.3.2 Disassemble Components. This selection allows you to disassemble an end item into components. To access this process from the Directed Disposition of Stock Selection screen, enter **X** on the Disassemble Components line and press <Esc>. The warning screen in figure 14.7-17 appears.

DATE: MM/DD/YY	SARSS1 DIRECTED DISPOSITION OF STOCK DISASSEMBLE COMPONENTS	TIME: HH:MM:SS
WARNING		
THE DISASSEMBLY PROCESS IS YOUR SELECTION. A DA FORM 444 (IAR) WILL RECORD THE CHANGE. THE END ITEM BEING DISASSEMBLED WILL POST AS A LOSS. COMPONENTS BEING DISASSEMBLED POST AS GAINS. THE END ITEM MUST HAVE AN ON-HAND BALANCE AND COMPONENTS MUST BE ON ABF/CATALOG.		
PRESS <Esc> TO CONTINUE ... OR <END> TO EXIT PROCESS ...		
ACTION: <HOME>=HELP	<=== ENTER COMMAND TO SELECT YOUR PROCESS MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;	SCREEN 1644 LOGOUT = QUIT

Figure 14.7-17. Disassemble Components Warning Screen

a. You should verify that the end item has an on-hand balance and that all the component items have an ABF or Catalog Record. (Use the component list provided by your supervisor.) If not, build skeleton Catalog Records first, and then complete the disassembly process.

b. Press <Esc> and the screen in figure 14.7-18 appears.

DATE: MM/DD/YY	SARSS1 DIRECTED DISPOSITION OF STOCK DISASSEMBLE COMPONENTS	TIME: HH:MM:SS
KEY IN DATA		
END ITEM: NSN	TYPE: NSN/MCN = S	
COND-CD A	PART NO = P	
QTY 00001	(DEFAULT = NSN/MCN)	
OWNERSHIP/PURPOSE CD A		
PROJ CD		
Enter End Item NSN, Type, Cond-Cd, Ownership/Purpose Cd and Project Cd, Press <Esc> to continue.		
ACTION: <HOME>=HELP	<=== ENTER COMMAND TO SELECT YOUR PROCESS MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;	SCREEN 0466 LOGOUT = QUIT

Figure 14.7-18. Disassemble Components-End Item Entry Screen

c. Enter the stock number and Ownership/Purpose Code, Project Code, or Condition Code of the end item and press <Esc>. The system searches the ABF and catalog for a match.

d. If it finds a match, the screen in figure 14.7-19 appears.

DATE: MM/DD/YY	SARSS1 DIRECTED DISPOSITION OF STOCK DISASSEMBLE COMPONENTS	TIME: HH:MM:SS
END ITEM: NSN: 100500000020 Ownership/Purpose CD A	COND-CD A PROC CD	QTY: 00001 UI: EA
COMPONENTS:		
STOCK NUMBER:: NSN	TYPE:	NSN/MCN = S PART NO = P (DEFAULT = NSN/MCN)
QTY		
COND-CD A		
PROJECT CD		
Enter Component Stock Number. Cond Cd and Qty.		
Press <Esc> to continue...		
Press <F10> if no additional components		
ACTION: <HOME>=HELP	<=== ENTER COMMAND TO SELECT YOUR PROCESS MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;	SCREEN 0466 LOGOUT = QUIT

Figure 14.7-19. Disassemble Components-Component Entry Screen

e. Enter the NSN, Condition Code, and quantity of each component and press <Esc>. Continue until you enter all components.

f. Press <F10> when done. The screen shown in figure 14.7-20 appears.

DATE: MM/DD/YY	DIRECTED DISPOSITION OF STOCK DISASSEMBLE COMPONENTS				TIME: HH:MM:SS
RECAP					
END ITEM:	NSN: 1005000000001	QTY: 00001	UI: EA		
COMPONENTS:					
STOCK NUMBER	QTY	STOCK NUMBER	QTY	STOCK NUMBER	QTY
PRESS <Esc> TO CONTINUE					
...NO MORE RECORDS...					
The above entered Stock Numbers are ready to disassemble.					
Press <Esc> to DISASSEMBLE, or press <F10> to CANCEL the assembly.					
ACTION:	<=== ENTER COMMAND TO SELECT YOUR PROCESS				SCREEN 0461
<HOME>=HELP	MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;				LOGOUT = QUIT

Figure 14.7-20. Disassemble Components Recap Screen

g. If there is more than one screen, press <Esc> to view the next screen.

h. When the no more records message appears, press <Esc>. The system will disassemble the end item stock number on the ABF, produce the IAR, and send adjustment records to SARSS2A and SARSS2B. The IAR shows the dollar value of the disassembled items on the last page of the form. You may now physically disassemble and issue the components through the Issue Process or place them in stock.

14.8 Create DLR Reconciliation Listing (DLRRCN). This process lets you generate the Depot Level Repairable (DLR) Reconciliation Listing for all SARSS1 customers or for individual customer DODAACs. The listing includes all dedicated due-ins and non-dedicated due-outs with the appropriate dollar values. With this list, the customer may cancel requests submitted previously for which funds have not been made available. To access this process, enter **DLRRCN** on the action line and press <Esc>. The screen in figure 14.8-1 appears.

DATE: MM/DD/YY	SARSS1 CREATE DLR RECONCILIATION LISTING	TIME: HH:MM:SS
DODAAC.....		
KEY IN THE DODAAC DESIRED OR ENTER 'ALL' FOR ALL CUSTOMERS AND THE SSA		
ACTION: <HOME>=HELP	<=== ENTER COMMAND TO SELECT YOUR PROCESS MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;	SCREEN 0025 LOGOUT = QUIT

Figure 14.8-1. SARSS1 Create DLR Reconciliation Listing Screen

- a. From this screen, you may generate a DLR Reconciliation Listing for all customers and the SSA, or for a specific customer.
- b. Enter **ALL** or a specific DODAAC in the DODAAC field and press <Esc>. The screen displays a working message while the system searches the Activity File for all DLR due-outs and dedicated due-ins/due-outs. If there are no records, it creates a negative report. The system returns a blank Create DLR Recon screen and generates the listing.
- c. When you use the ALL option, a DLR Reconciliation Listing is also created for the SARSS1 SSA. Managers may use this listing for dollar value information on due-ins to the SSA.
- d. Enter a valid command on the action line and press <Esc> to exit the process. See section 13 for print procedures.
- e. The Reconciliation Listings go to the customer units for reconciliation of supply actions. In cases where the customer's document register or system matches the Reconciliation Report, no action is necessary, and the SARSS1 Activity File is presumed correct. The customer may indicate any discrepancy by placing the appropriate Recon Code for cancellation (C) or cancellation follow-up (K) next

to the affected document number. You may only accomplish full cancellations in this process; partial cancellations must be done in the Cancellation Process (CAN or CFOL selection).

14.9 Process Doc History Inquiry Response (DOCHIST). This process allows access to the SARSS Document History Utility directory. This directory includes document history help, legends, and inquiry response files provided by SARSS2B.

14.9.1 Document History Utility Design. The SARSS Document History Utility directory contains all the files needed to interpret document history responses from SARSS2B.

a. The system stores the screen help for document history as a text file. Because it is a permanent part of the <DocHistory> directory, you may not delete it. You can, however, press <F2> to print a copy and retain it as a quick reference.

b. The system stores document history as one file with legends for all segments, and as separate files for each segment (Header, Receipts, Issues, Status, etc.). Like the screen help, the legend files are a permanent part of the <DocHistory> directory which you cannot delete. You can print the legend (using <F2>) for easier use.

c. The <DocHistory> directory is backed up with the system master files during Close-Out and stand-alone Backup Processes. System recovery restores the directory along with the master files.

14.9.2 Document History Response Processing. SARSS2B sends Document History Inquiry Response Files on diskette or through communications. Transactions-In processes them into SARSS1. As it reads the files, the system takes these actions:

a. It writes the files to the <DocHistory> directory on the hard disk.

b. It records the number of records in each response file and the date it writes (DOW) each file to the directory. It stores the response files in NIIN, date range, and document number sequence.

c. During Close-Out, the system automatically purges files older than 10 days. Review the response files daily to determine which are nearing their purge date. You have two ways to read the date the system wrote a file to the <DocHistory> directory: press <F6> (stats-for all files on the screen) or use the up and down arrow keys to place the cursor on a specific file and press <F7> (stat-for a specific file). To prevent loss of needed files, press <F8> to use the copy function (see paragraph 14.9.3k).

14.9.3 Using the Document History Inquiry Response/Utility. To begin, enter **DOCHIST** on the action line and press <Esc>. The SARSS1 Document History Utility screen (figure 14.9-1) appears.

```
DATE: MM/DD/YY                SARSS1 Document History Utility                TIME: HH:MM:SS
=====
.LEGEND
.header_lg.2
.inquiry_lg
.issue_lg
.monthly_bal_1
.receipt_lg
.serl_no_lg
.serl_no_mas_1
.shipment_lg
.status_lg
.HELP
.header_lg.1

=====
<F1>      <F2>      <F3>      <F4>      <F5>      <F6>      <F7>      <F8>      <F9>      <F10>
View      Print      Quit      Delete      Stats      Stat      Copy      Hddisk      Floppy
```

Figure 14.9-1. SARSS1 Document History Utility Screen

a. This screen appears if no document history responses are present in the <DocHistory> directory. It displays the DocHistory help and various legend selections.

b. When the <DocHistory> directory contains Document History Response files, the screen looks like the one in figure 14.9-2. The response files are listed following the header legend.

```
DATE: MM/DD/YY                SARSS1 Document History Utility                TIME: HH:MM:SS
                                                                    18 Files
=====
.LEGEND
.header_lg.2
.inquiry_lg
.issue_lg
.monthly_bal_1
.receipt_lg
.serl_no_lg
.serl_no_mas_1
.shipment_lg
.status_lg
.HELP
.header_lg.1
006132014.92013.92013
011714636.91013.92013
006930680.91288.92013
000510029.91120.91339
000510029.91120.91339.02
001523441
041023560
041023714.88360.89055
W4546F00103000
=====
<F1>      <F2>      <F3>      <F4>      <F5>      <F6>      <F7>      <F8>      <F9>      <F10>
View      Print      Quit      Delete      Stats      Stat      Copy      Hddisk      Floppy
```

Figure 14.9-2. Document History W/Files Screen

c. The SARSS1 Document History Utility screen lists the screen help, legend files, and response files stored in the <DocHistory> directory. Review the various files by using the function keys displayed at the bottom of the screen. You may also use the Document History Utility to access Document History Inquiry Response Files copied to floppy diskette.

d. To access files in the <DocHistory> directory, use the up or down arrow keys to highlight a file. If the file you are looking for does not appear on the screen, press <Page Down> to display records not shown on the screen. Press <Page Up> to return to a previous screen.

e. Once highlighted, use the function keys as necessary. The following paragraphs describe use of the function keys displayed on the screen.

f. To view a file in the <DocHistory> directory, highlight the desired file and press <F1> (View). When you highlight one of the legend selections, a screen similar to the one in figure 14.9-3 appears.

DATE: MM/DD/YY		SARSS1 Document History Utility				TIME: HH:MM:SS										
SARSS VIEW UTILITY PAGE 1 /ajt/files/DOCHIST/.header_1g.1						1840 BYTES										
=====																
*** HEADER RECORD LEGEND - FIRST LINE ***																
1	2 3	4	5	6	7	8	9	10	11	12	13	14	15	16		
XXX	XXXX	XXXX	XX	XXXXXXXXXXXXX	XXXXXXXX	XXXXXXXXXXXXXXXXXX	X	XXXXXX	X	XX	XXX	XXX	XX			
RECORD AREA	FIELD		RECORD AREA	FIELD												
1	DIC		10	DEMAND SUFFIX CODE												
2	RIC TO		11	SUPP. ADDRESS CODE												
3	M & S CODE		12	SIGNAL CODE												
4	FSC		13	FUND CODE												
5	COUNTRY CODE		14	DISTRIBUTION CODE												
6	NIIN		15	PROJECT CODE												
7	UNIT OF ISSUE		16	PRIORITY												
8	QUANTITY															
9	DOCUMENT NUMBER															
=====																
Options -> [H ome] [End] [Page Up] [Page Down] [F3 = Quit]																

Figure 14.9-3. Legend Document History Inquiry Screen

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g. If you highlight an inquiry response file for a specific NIIN, the screen looks like the one in figure 14.9-4.

```
DATE: MM/DD/YY                SARSS1 Document History Utility                TIME: HH:MM:SS
SARSS VIEW UTILITY PAGE 1. /ajt/files/DOCHIST/931210105316                5680 BYTES
=====
YDHWAJ 2910011714636                19101392013A CE GHIA
DATE: DD/MM/YY                DOCUMENT HISTORY INQUIRY

DIC                NIIN                DOCUMENT NUMBER:
50H 2610 01 1212390                1 88350 89166 ABCEF I A 1

AOA AKZM 2610 01 1212390                EA00003 WB050H90971002 R W8050H                A AA EIC 3RD 12
099 2B 89166                8.44 50H 50H 89097                89166 00000
AOA AKZM 2610 01 1212390                EA00003 WB050H90971003 R W8050H                A AA EIC 3RD 12
099 2B 89166                8.44 50H 50H 89097                89166 00000
AOA AKZM 2610 01 1212390                HD00001 WB050H90980008 R W8050H                L G1 EIC PAT 02
044 89166                8.44 50H 50H 89097                89166 00000
AOA AKZM 2610 01 1212390                CO00001 WB050H90980009 R W8050H                L G1 EIC JIM 01
045 89166                8.44 50H 50H 89097                89166 00000
AOA S9GM 2610 01 1212390                CO00001 WB050H90981011 N W8050H                A G1 EIC BOB 01
038 89166                8.44 50H 50H 89097                89166 00000
AOA AKZM 2610 01 1212390                CO00001 WB050H90981023 R W8050H                A G1 EIC 3RD 12
037 2A 166                8.44 50H 50H 89097                89166 00000
AOA AKZM 2610 01 1212390                CO00001 WB050H91010002 R W8050H                A G1 EIC 3RD 12
060 2B 166                8.44 50H 50H 89097                89166 00000
AOA AKZM 2610 01 1212390                HDO0001 WB050H91010008 R W8050H                M G1 EIC PAT 02

=====
Options -> [H ome] [End] [Page Up] [Page Down] [F3 = Quit]
```

Figure 14.9-4. NIIN Document History Display Screen

h. To produce a printed copy of a file from the <DocHistory> directory, press <F2> (Print). The requested file goes to the SPL Queue for printing. Figure 14.9-5 is a copy of the printed header record legend.

*** HEADER RECORD LEGEND - FIRST LINE ***															
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
XXX	XXXX	XXXX	XX	XXXXXXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	X	XXXXXX	X	XX	XXX	XXX	XX		
RECORD AREA	FIELD				RECORD AREA	FIELD									
1	DIC				10	DEMAND SUFFIX CODE									
2	RIC TO				11	SUPP. ADDRESS CODE									
3	M & S CODE				12	SIGNAL CODE									
4	FSC				13	FUND CODE									
5	COUNTRY CODE				14	DISTRIBUTION CODE									
6	NIIN				15	PROJECT CODE									
7	UNIT OF ISSUE				16	PRIORITY									
8	QUANTITY														
9	DOCUMENT NUMBER														

Figure 14.9-5. Header Record Legend-Printed Copy

i. To delete a file from the <DocHistory> directory (except the Help and Legend Files) or to delete a file from a floppy diskette, highlight the selected file and press <F4> (Delete).

j. To display the record count and date created for all files listed on the screen, press <F6> (Stats) (figure 14.9-6). Use <Page Down> and then press <F6> to see the statistics for the files on the next screen. Use this function to determine which files are nearing the automatic purge date. See paragraph 14.9.2c.

DATE: MM/DD/YY	SARSS1 Document History Utility	TIME: HH:MM:SS
=====		
.LEGEND		220 Records, Created Dec 12, 1991
.header_1g.2		23 Records, Created Dec 4, 1991
.inquiry_1g		23 Records, Created Dec 4, 1991
.issue_1g		23 Records, Created Dec 4, 1991
.monthly_bal_1		23 Records, Created Dec 4, 1991
.receipt_1g		23 Records, Created Dec 4, 1991
.serl_no_1g		23 Records, Created Dec 4, 1991
.serl_no_mas_1		23 Records, Created Dec 4, 1991
.shipment_1g		23 Records, Created Dec 4, 1991
.status_1g		23 Records, Created Dec 4, 1991
.HELP		83 Records, Created Dec 4, 1991
..header_1g.1		23 Records, Created Dec 4, 1991
000510029.91120.91339		06 Records, Created Dec 6, 1991
=====		
<F1>	<F2>	<F3>
View	Print	Quit
<F4>	<F5>	<F6>
Delete		Stats
<F7>	<F8>	<F9>
Stat	Copy	Hddisk
<F10>		Floppy

Figure 14.9-6. <F6>-Stats Display Screen

k. To display the record count and date created for a specific file (figure 14.9-7), highlight that file and press <F7> (Stat).

```
DATE: MM/DD/YY                SARSS1 Document History Utility                TIME: HH:MM:SS
                                                                    18 Files
=====
.LEGEND                                220 Records, Created Dec 12, 1991
.header_1g.2
.inquiry_1g
.issue_1g
.monthly_bal_1
.receipt_1g
.serl_no_1g
.serl_no_mas_1
.shipment_1g
.status_1g
.HELP
.header_1g.1
000510029.91120.91339
000510029.91120.91339.02
001523441
041023560
041023714.88360.89055
W4546F00103000
=====
<F1>      <F2>      <F3>      <F4>      <F5>      <F6>      <F7>      <F8>      <F9>      <F10>
View      Print      Quit      Delete      Stats      Stat      Copy      Hddisk     Floppy
```

Figure 14.9-7. <F7>-Stat Display Screen

l. To copy a file to a floppy diskette, highlight the file you want to copy and press <F8>. (You cannot use this function in the Floppy <F10> function.)

(1) Once the system has copied a file, you may repeat the process for additional files. You may copy multiple files to a single diskette until it is full.

(2) When a diskette is full, the screen displays a message, "Error: Diskette Full!" Remove the diskette and label it, identifying it as a document history diskette. Include the date you copied the files and instructions for disposition. Insert another diskette, highlight the file you could not copy, and continue the copy process.

m. To access inquiry files copied on floppy diskette (using the <F8> function), insert the diskette into the floppy drive and press <F10> (Floppy). You may use all utility functions while in the Floppy function except <F8>. You may not copy from one floppy diskette to another.

n. To leave the Floppy function and return to the files stored in the <DocHistory> directory on the hard disk, press <F9> (HdDisk).

o. To exit the Document History Utility screen and return to SARSS1 processes, press <F3> (Quit). The screen returns to the SARSS1 Miscellaneous Functions Menu.

14.10 Create Reconciliation Listings (RECONL). This process produces Due-Out Reconciliation Listings for SARSS1 customers. The listings can be produced as hard copy or on a 3.5-inch diskette. The system also initiates follow-up action on all due-ins from higher sources of supply not updated within a parameter-set number of days and/or when status is outdated. This process can only be run from workstations.

a. The Reconciliation Listing shows all open Activity Records (due-outs and dedicated due-ins/due-outs).

b. The system codes documents to allow customers to reconcile their document register or system. Due-outs appear as DIC DGA. Dedicated due-ins/due-outs appear as DIC DFA. Customer requests sent to SARSS2A for manager review and approval appear as DIC A0_. Canceled customer requests appear as DIC AE1. Issued customer requests appear as DIC A5A. For issued or canceled documents, the date of issue or cancellation appears in the ESD field on the listing. The listing does not show information such as the stock number or unit of issue for issued or canceled documents since the Duplicate Document Number File does not contain this information.

c. To access this process, enter **RECONL** on the action line and press <Esc>. The screen shown in figure 14.10-1 appears.

DATE: MM/DD/YY	SARSS1 CREATE DLR RECONCILIATION LISTINGS	TIME: HH:MM:SS
To Create RECON Listing/Diskette, Enter DODAAC Desired or Enter 'ALL' for all Customers		
Enter X to Update RECON Output Media Table Only		
Enter X to Generate RECON Output Diskettes		
ACTION: <HOME>=HELP	<=== ENTER COMMAND TO SELECT YOUR PROCESS MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;	SCREEN 1657 LOGOUT = QUIT

Figure 14.10-1. SARSS1 Create Reconciliation Listings Screen

NOTE: RECONL cannot be performed at the tower. It must be performed at the workstation.

d. This screen allows you to create a Reconciliation Listing for a single customer DODAAC or all customers, update the RECON Media Output Table, and generate output diskettes. Make your selection by following the instructions on the screen.

e. Every customer should be built on the RECON Media Output Table to determine whether the Reconciliation Listing is sent to print or to a 3.5-inch diskette. When you enter an X to update the RECON Media Output Table Only, the system displays the screen shown in figure 14.10-2.

DATE: MM/DD/YY	SARSS1 UPDATE RECONCILIATION OUTPUT	TIME: HH:MM:SS
DODAAC		
ENTER 'A' FOR ADD, 'C' FOR CHANGE, OR 'D' FOR DELETE		
NOTE: ENTER 'ALL' IN DODAAC FIELD FOR REVIEW OF ALL DODAAC RECORDS ONLY		
ACTION: <HOME>=HELP	<== ENTER COMMAND TO SELECT YOUR PROCESS MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;	SCREEN 0546 LOGOUT = QUIT

Figure 14.10-2. SARSS1 Update Reconciliation Output Selection Screen

f. This screen allows you to enter ALL to review the table only or you can add, change, or delete a DODAAC. If you enter ALL to review, the system displays the screen in figure 14.10-3.

DATE: MM/DD/YY	SARSS1 RECONCILIATION OUTPUT MEDIA TABLE				TIME: HH:MM:SS
DODAAC	OUTPUT MEDIA	DODAAC	OUTPUT MEDIA	DODAAC	OUTPUT MEDIA
L45U7D	L	W36BX9	L	W45CH2	L
W45CHD	D	W45CHN	L	W45U7H	D
W45U8N	L				

NO MORE RECORDS
ACTION: <=== ENTER COMMAND TO SELECT YOUR PROCESS
<HOME>=HELP MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT

SCREEN 0549

Figure 14.10-3. SARSS1 Reconciliation Output Media Table Screen (ALL)

g. If you enter a DODAAC and A or C, the system displays the screen shown in figure 14.10-4.

DATE: MM/DD/YY	SARSS1 RECONCILIATION OUTPUT MEDIA TABLE	TIME: HH:MM:SS
DODAAC C45U7D ENTER CODE L ==> PRINTED LIST D ==> 3.5 DISKETTE		
FOR ADD OR CHANGE, ENTER CODE FOR THE SELECTED MEDIA OUTPUT AND PRESS <ESC>		
ACTION: <HOME>=HELP	<=== ENTER COMMAND TO SELECT YOUR PROCESS MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;	SCREEN 0547 LOGOUT = QUIT

Figure 14.10-4. SARSS1 Reconciliation Output Media Table Screen (DODAAC)

h. If you enter a DODAAC and D, the system displays the screen shown in figure 14.10-5.

DATE: MM/DD/YY	SARSS1 RECONCILIATION OUTPUT MEDIA TABLE	TIME: HH:MM:SS
DODAAC L45U7D		
THIS CUSTOMER WILL BE DELETED FROM THE OUTPUT MEDIA TABLE. PRESS <ESC> TO DELETE THIS RECORD OR ENTER A COMMAND TO EXIT THIS PROCESS		
ACTION: <HOME>=HELP	<=== ENTER COMMAND TO SELECT YOUR PROCESS MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;	SCREEN 0548 LOGOUT = QUIT

Figure 14.10-5. SARSS1 Reconciliation Output Media Table Screen (Delete)

i. Follow the screen prompts to add/change/delete records on the Media Output Table. After the table is updated, the system will return you to the SARSS1 Create Reconciliation Listings screen.

j. When you enter a DODAAC that is not on the Media Output Table, the system displays the message shown in figure 14.10-6. Follow the screen prompts to add the DODAAC to the Media Output Table.

DATE: MM/DD/YY	SARSS1 RECONCILIATION OUTPUT MEDIA TABLE	TIME: HH:MM:SS
To Create RECON Listing/Diskette, Enter DODAAC Desired or Enter 'ALL' for all Customers _____		
Enter X to Update RECON Media Output Table Only _____		
Enter X to Generate RECON Output Diskettes _____		
DODAAC NOT ON RECONL MEDIA OUTPUT TABLE. ENSURE THE DODAAC IS CORRECT. PRESS <ESC> TO ADD DODAAC TO TABLE OR ENTER A COMMAND ON THE ACTION LINE.		
ACTION: <HOME>=HELP	<=== ENTER COMMAND TO SELECT YOUR PROCESS MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;	SCREEN 1657 LOGOUT = QUIT

Figure 14.10-6. SARSS1 Create Reconciliation Listings Error Message Screen

k. When the DODAAC you enter is on the RECON Media Output Table, the system then searches for all open and closed documents. If it finds no transactions on the Activity File for a selected customer, it generates a negative report for that customer. If transactions are found for the DODAAC entered, the screen shown in figure 14.10-7 is displayed.

DATE: MM/DD/YY	SARSS1 RECONCILIATION OUTPUT MEDIA TABLE	TIME: HH:MM:SS
To Create RECON Listing/Diskette, Enter DODAAC Desired or Enter 'ALL' for all Customers _____		
Enter X to Update RECON Media Output Table Only ___		
Enter X to Generate RECON Output Diskettes ___		
NOTE: There were records found for the DODAAC entered. A report was generated for the customer. PRESS <ESC> TO CONTINUE.		
ACTION: <HOME>=HELP	<=== ENTER COMMAND TO SELECT YOUR PROCESS MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;	SCREEN 1657 LOGOUT = QUIT

Figure 14.10-7. SARSS1 Create Reconciliation Listings (Notification) Screen

l. When the screen indicates that a report was generated for the customer, press <Esc> and the system returns to the initial SARSS1 Create Reconciliation Listings screen.

m. Generated reports are sent to print or diskette depending on how the RECON Media Output Table is set for each DODAAC. Use the Print Process to print hard copy Reconciliation Reports. Refer to section 13 for print procedures.

n. Reports sent to diskette can be generated from the SARSS1 Creating Reconciliation Listings screen. This process only writes to a 3.5-inch diskette.

o. To create the diskette, enter X beside Generate RECON Output Diskette option and press <Esc>. The system displays the screen in figure 14.10-8.

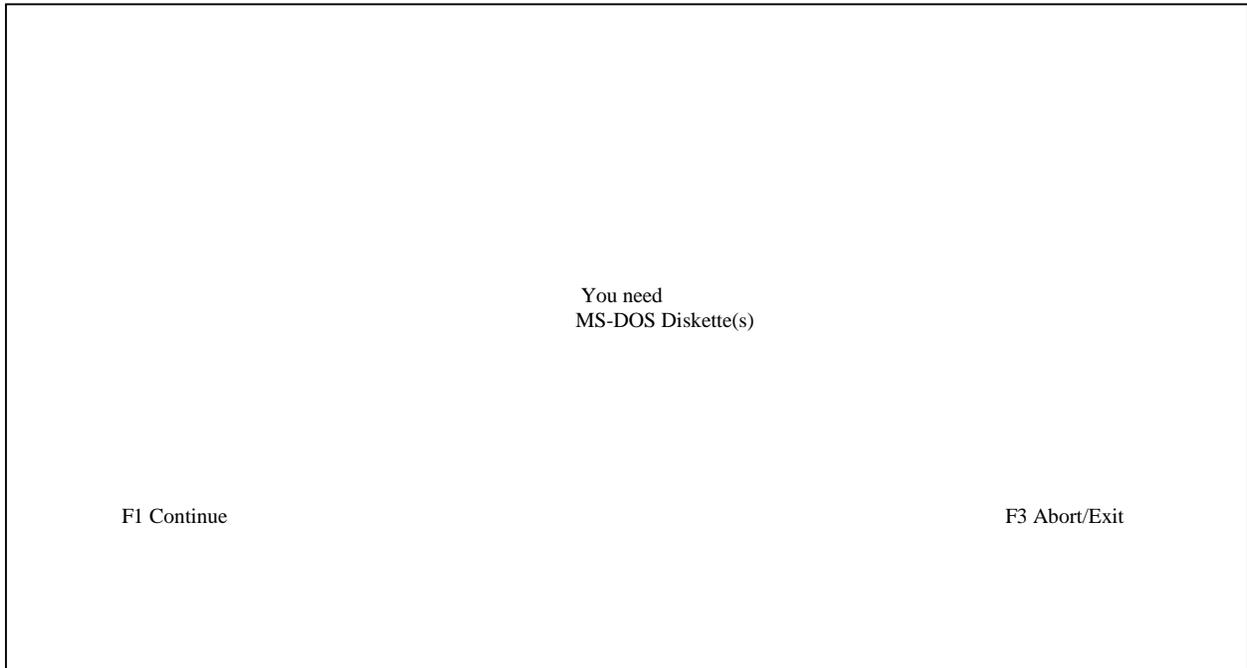


Figure 14.10-8. SARSS1 Diskettes Required Notification Screen

p. If you press <F1>, the screen in figure 14.10-9 is displayed. If you press <F3>, the process returns to the SARSS1 Create Reconciliation Listings.

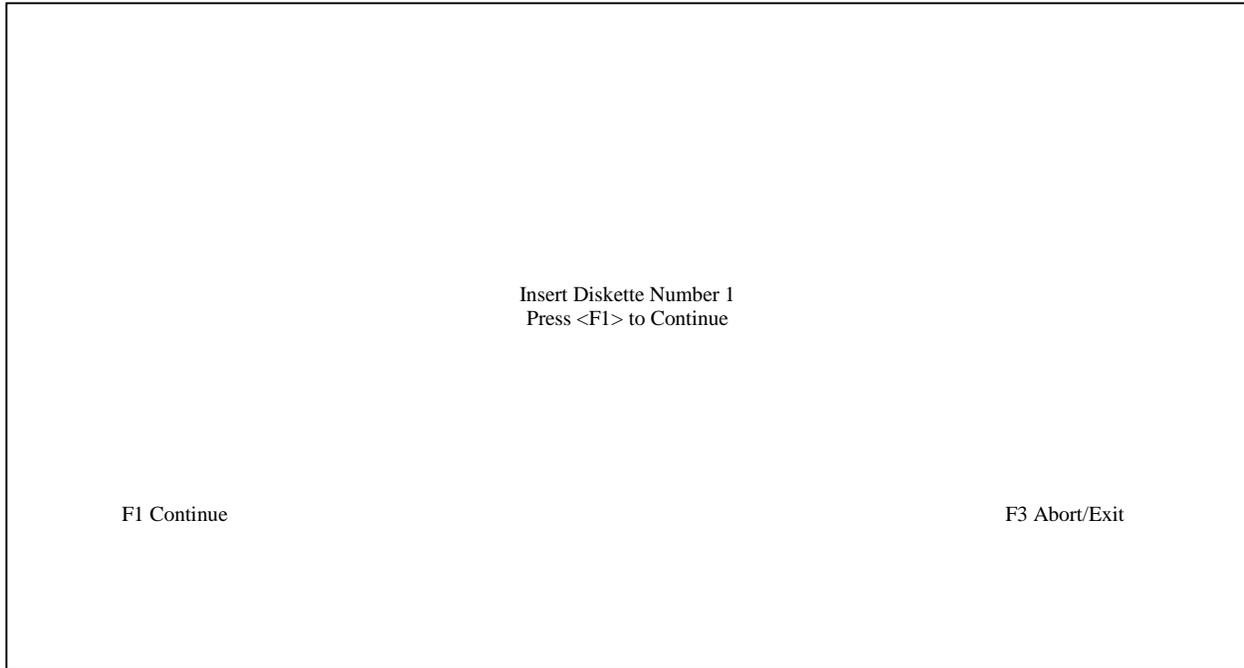


Figure 14.10-9. SARSS1 Insert Diskette Screen

q. If you press <F1>, the message "ALL PREVIOUS DOS FILES HAVE BEEN REMOVED FROM DISKETTE" is displayed. Then the screen in figure 14.10-10 is displayed:

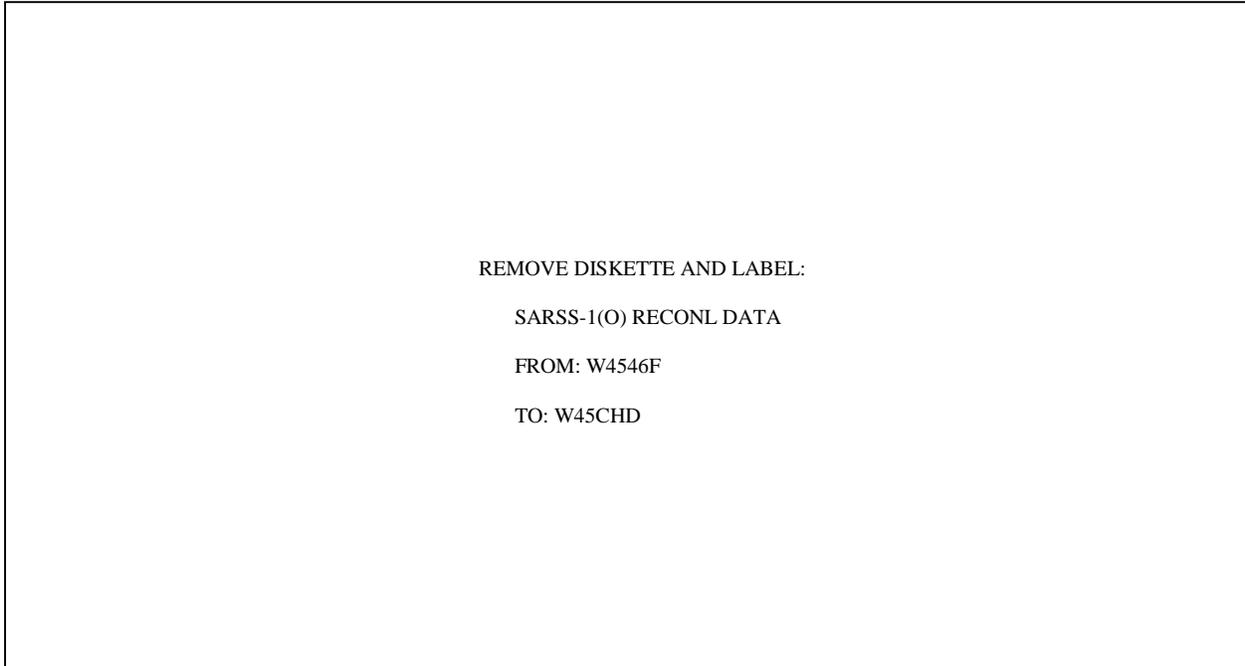


Figure 14.10-10. SARSS1 Label Diskette Screen

- r. If you press F3 to exit, the system returns you to the RECONL screen.
- s. If there are no diskettes to produce, the screen displays the message: "There is no RECONL Diskette to Produce, Press Any Key to Continue".

t. Once the Customer Reconciliation Listings (figure 14.10-11) have been printed or written to diskette, send them to the customer units for reconciliation with their document registers or automated systems.

DATE: MM/DD/YY		SARSS1										TIME: HH:MM:SS		
SSA DODAAC: W45460		CUSTOMER RECONCILIATION LISTING										PCN: AJT-028		
												PAGE 1		
UNIT DODAAC: W45U75				UNIT NAME: A CO 2/5 AR BN(2/7)						B				
RECON CODE	DOC DATE	DOC SERL	SUF CD	RIC SHIP	STOCK NUMBER	UI	QTY	PD	RDD	AD CD	STA CD	ESD	SHIP FLAG	DIC
___	0269	0001			6210 006830001	EA	00001	05	777	2B		00000		DFA
___	0269	0002			6210 006830001	EA	00001	05	777	2B	MB	00000		DFA
___	0269	0003										90340		A5A
___	0270	0001			6210 006830001	EA	00001	05	777	2B		00000		DFA
___	0270	0002			6210 006830001	EA	00001	12				00000		DFA

Figure 14.10-11. Customer Reconciliation Listing

(1) If the customer's records agree with the listing, no action is necessary.

(2) Discrepancies are indicated by placing the appropriate Recon Code for full cancellation (C) or cancellation follow-up (K) next to the affected document number. Partial cancellations must be done through the Cancellation Process (CAN). If the customer has already received the quantity due-in, they should enter an indicator designated by local SOP beside that document number.

14.11 Post Reconciliation Responses (RECONP). This process lets you post the Recon Codes to the system when the customer returns the updated Customer Reconciliation Listing (figure 14.11-1).

DATE: MM/DD/YY		SARSS1										TIME: HH:MM:SS		
SSA DODAAC: W45460		CUSTOMER RECONCILIATION LISTING										PCN: AJT-028		
												PAGE 1		
UNIT DODAAC: W45U75				UNIT NAME: A CO 2/5 AR BN(2/7)						B				
RECON CODE	DOC DATE	DOC SERL	SUF CD	RIC SHIP	STOCK NUMBER	UI	QTY	PD	RDD	AD CD	STA CD	ESD	SHIP FLAG	DIC
___	0269	0001			6210 006830001	EA	00001	05	777	2B		00000		DFA
___	0269	0002			6210 006830001	EA	00001	05	777	2B	MB	00000		DFA
___	0269	0003										90340		A5A
___	0270	0001			6210 006830001	EA	00001	05	777	2B		00000		DFA
__c_	0270	0002			6210 006830001	EA	00001	12				00000		DFA

Figure 14.11-1. Customer Reconciliation Listing (Updated)

a. To process the updated Reconciliation Listing, enter **RECONP** on the action line and press <Esc>. The screen changes to the screen shown in figure 14.11-2 for a DODAAC entry.

DATE: MM/DD/YY	SARSS1 POST RECONCILIATION RESPONSES	TIME: HH:MM:SS
DODAAC.....		
KEY IN CUSTOMER DODAAC DESIRED		
ACTION: <HOME>=HELP	<=== ENTER COMMAND TO SELECT YOUR PROCESS MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;	SCREEN 1658 LOGOUT = QUIT

Figure 14.11-2. SARSS1 Post Reconciliation Responses (DODAAC Entry) Screen

b. Enter the customer DODAAC and press <Esc>. The screen in figure 14.11-3 appears listing all open Activity Records in document number sequence.

DATE: MM/DD/YY		SARSS1 POST RECONCILIATION RESPONSES										TIME: HH:MM:SS			
UNIT DODAAC: W45U75				UNIT NAME: A CO 2/5 AR BN(2/7)											
RECON CODE	DOC DATE	DOC SERL	SUF CD	RIC SHIP	STOCK NUMBER	UI	QTY	PD	RDD	AD CD	STA CD	ESD	SHIP FLAG	DIC	
	0269	0001		6210	006830001	EA	00001	05	777	2B		00000		DFA	
	0269	0002		6210	006830001	EA	00001	05	777	2B	MB	00000		DFA	
	0269	0003										90340		A5A	
	0270	0001		6210	006830001	EA	00001	05	777	2B		00000		DFA	
	0270	0002		6210	006830001	EA	00001	12				00000		DFA	
	0270	0003		6210	006830001	EA	00001	12				00000		DFA	
	0270	0004		6210	006830001	EA	00001	12				00000		DFA	

ENTER RECON CODE FOR DESIRED TRANSACTION(S): 'C' = AC1; 'K' = AK1
(NOTE: PARTIAL CANCELLATIONS MUST BE INPUT VIA THE CANCELLATION PROCESS)

ACTION: <== ENTER COMMAND TO SELECT YOUR PROCESS SCREEN 1659
<HOME>=HELP MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT

Figure 14.11-3. SARSS1 Post Reconciliation Responses (Data Displayed) Screen

c. Enter the Recon Code (C or K) provided by the customer on the Customer Reconciliation Listing and press <Esc>. The screen in figure 14.11-4 appears.

DATE: MM/DD/YY				SARSS1 POST RECONCILIATION RESPONSES										TIME: HH:MM:SS			
UNIT DODAAC: W45U75				UNIT NAME: A CO 2/5 AR BN(2/7)													
RECON CODE	DOC DATE	DOC SERL	SUF CD	RIC SHIP	STOCK NUMBER	UI	QTY	PD	RDD	AD CD	STA CD	ESD	SHIP FLAG	DIC			
	0269	0001		6210	006830001	EA	00001	05	777	2B		00000		DFA			
	0269	0002		6210	006830001	EA	00001	05	777	2B	MB	00000		DFA			
	0269	0003										90340		A5A			
	0270	0001		6210	006830001	EA	00001	05	777	2B		00000		DFA			
C	0270	0002		6210	006830001	EA	00001	12				00000		DFA			
	0270	0003		6210	006830001	EA	00001	12				00000		DFA			
	0270	0004		6210	006830001	EA	00001	12				00000		DFA			

ENTER RECON CODE FOR DESIRED TRANSACTION(S): 'C' = AC1; 'K' = AK1
(NOTE: PARTIAL CANCELLATIONS MUST BE INPUT VIA THE CANCELLATION PROCESS)

NOTE
Verify all Recon Codes entered and correct errors.
Press <Esc> to format AC1's or AK1's and send to the batch cancellation process.

ACTION: <==== ENTER COMMAND TO SELECT YOUR PROCESS SCREEN 1659
<HOME>=HELP MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT

Figure 14.11-4. SARSS1 Post Reconciliation Responses Verification Screen

NOTE: If the customer indicates that the item has already been received, notify your supervisor. Research must be conducted before the open activity record can be closed.

d. Verify the Recon Codes and press <Esc>. The system formats DIC AC1 or AK1 and sends it to the Batch Cancellation Process and provides additional screens with records to post, if applicable.

e. After entering and verifying the Recon Codes on the last screen, press <Esc>. The screen in figure 14.11-5 appears to inform you that processing for the selected DODAAC is complete.

DATE: MM/DD/YY		SARSS1 POST RECONCILIATION RESPONSES										TIME: HH:MM:SS		
UNIT DODAAC: W45U75				UNIT NAME: A CO 2/5 AR BN(2/7)										
RECON CODE	DOC DATE	DOC SERL	SUF CD	RIC SHIP	STOCK NUMBER	UI	QTY	PD	RDD	AD CD	STA CD	SHIP FLAG	DIC	
	8093	0002		5905	006836568	EA	00002	06		BB		90294	0	DGA
	8101	0002		5935	006830234	EA	00003	05				00000		DFA
	8265	0001		4820	006838576	EA	00003			BB		90289	0	DGA

ENTER RECON CODE FOR DESIRED TRANSACTION(S): 'C' = AC1; 'K' = AK1
(NOTE: PARTIAL CANCELLATIONS MUST BE INPUT VIA THE CANCELLATION PROCESS)
Processing for selected DODAAC completed.
Press <Esc> to continue with next DODAAC.

ACTION: <== ENTER COMMAND TO SELECT YOUR PROCESS SCREEN 1659
<HOME>=HELP MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU; LOGOUT = QUIT

Figure 14.11-5. SARSS1 Post Reconciliation Responses (Processing Complete) Screen

f. From this screen, press <Esc> to continue with the next DODAAC, or enter a valid command on the action line and press <Esc> to exit the process.

g. When the system completes the Post Reconciliation Responses Process, it creates DIC AC1 and AK1 transactions and sends them to await batch processing. To process these transactions, enter **PROCESS** on the action line and press <Esc>. You may also wait until Close-Out, when the transactions process automatically.

14.12 Maintain/Reorganize ISAM Files (REORG). The Reorganize ISAM Files Process is a supervisory function. Use it only when there is a problem with the system files, and when directed by USAISSDCL Customer Assistance Office, Fort Lee, VA. The system automatically reorganizes the files once a week.

14.13 Utilities/Applications Menu (UTIL). This menu provides various processes that you may need during daily operations. To access these processes, enter **UTIL** on the action line and press <Esc>. The SARSS1 Utilities Menu (figure 14.13-1) appears.

DATE: MM/DD/YY	SARSS1 UTILITIES	TIME: HH:MM:SS
COMMAND	PROCESS	
+++++++	+++++	
EXEC	<=== COMMAND PROMPT	
FDOS35	<=== FORMAT 3.5 DISKETTE	
DELD	<=== DELETE DATA FROM DISKETTE	
FLOP	<=== FLOPPY COPY	
LABELS	<=== CREATE BLANK DISKETTE LABELS	
COMMAND	<=== LISTING OF SARSS1 COMMANDS	
SYSBLD	<=== CREATE SYSTEM BUILD DISK AND TAPE	
ACTION:	<=== ENTER COMMAND TO SELECT YOUR PROCESS	SCREEN 9100
<HOME>=HELP	MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;	LOGOUT = QUIT

Figure 14.13-1. SARSS1 Utilities Menu

14.13.1 Executive (EXEC). This command is used only when authorized and when directed by USAISSECL Customer Assistance Office, Fort Lee, Virginia. See the NDI reference manual included with the hardware.

14.13.2 Format 3.5 Diskette (FDOS35). This process lets you format 3.5-inch, high-density diskettes in either DOS or UNIX. You can do this only at the SARSS1 file server. To format diskettes, you must use the FDOS35 command. Also, when reusing diskettes with the old data deleted, you must check them periodically for bad spots by using the format commands.

a. To format a high-density 3.5-inch diskette in MS-DOS, enter **FDOS35** on the action line and press <Esc>. The screen shown in figure 14.13-2 appears. Enter **D** and press <Enter>.

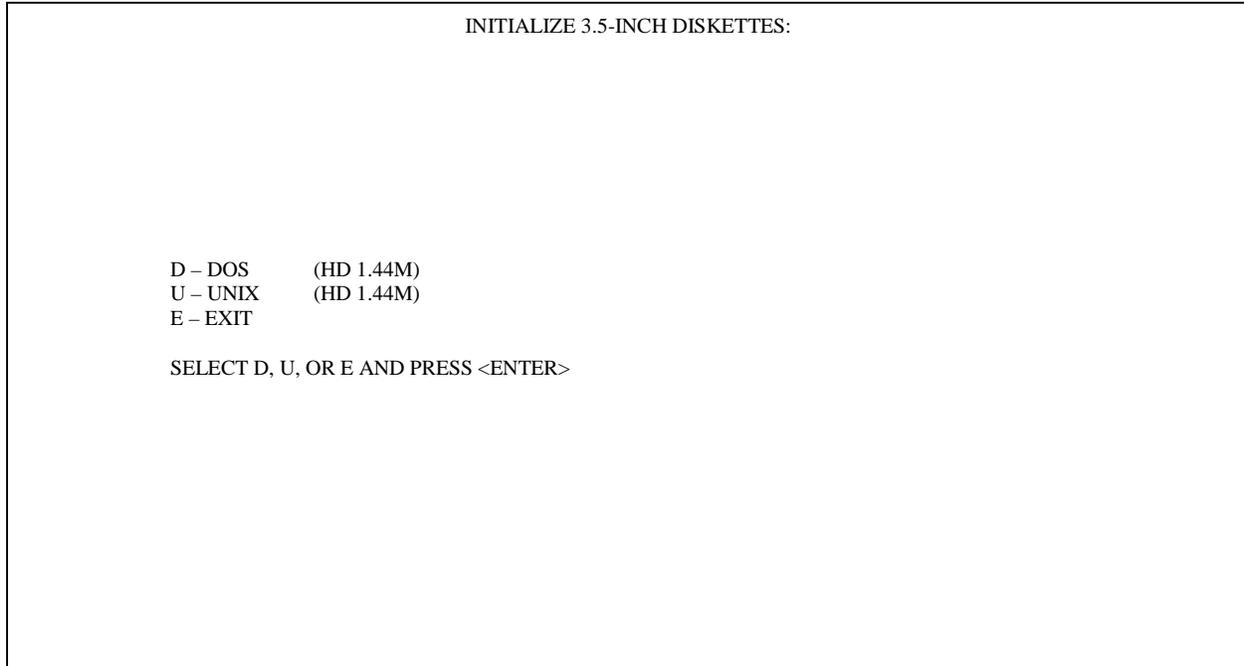


Figure 14.13-2. Initialize 3.5-Inch Diskettes Screen

b. Insert the diskette in the 3.5-inch diskette drive and press <Enter> to continue.

c. For previously formatted diskettes, the system displays the current volume information. Press <Enter> to re-format. The process erases all data on the diskette.

d. When formatting a diskette, the system displays a series of messages as the process proceeds.

(1) The system formats the diskette, performs a surface test, and displays a message that the diskette has 2 sides, 80 tracks and 18 sectors/track and is formatting.

(2) If the diskette contains bad spots, a message appears showing the number of bad sectors. Follow local SOP for disposing of diskettes.

e. When formatting finishes, the system displays a message stating so. Press <Enter> to continue. The system returns to the Initialize 3.5-Inch Diskettes screen.

f. Remove the diskette from the drive and label it appropriately. Continue to insert and format diskettes or enter **E** to return to the SARSS1 Utilities Menu.

14.13.3 Delete Data From Diskette (DELD). This process removes data written to a diskette so you may reuse it. You should only use diskettes containing data you no longer need.

- a. Enter **DELD** on the action line and press <Esc>. The screen shown in figure 14.13-3 appears.

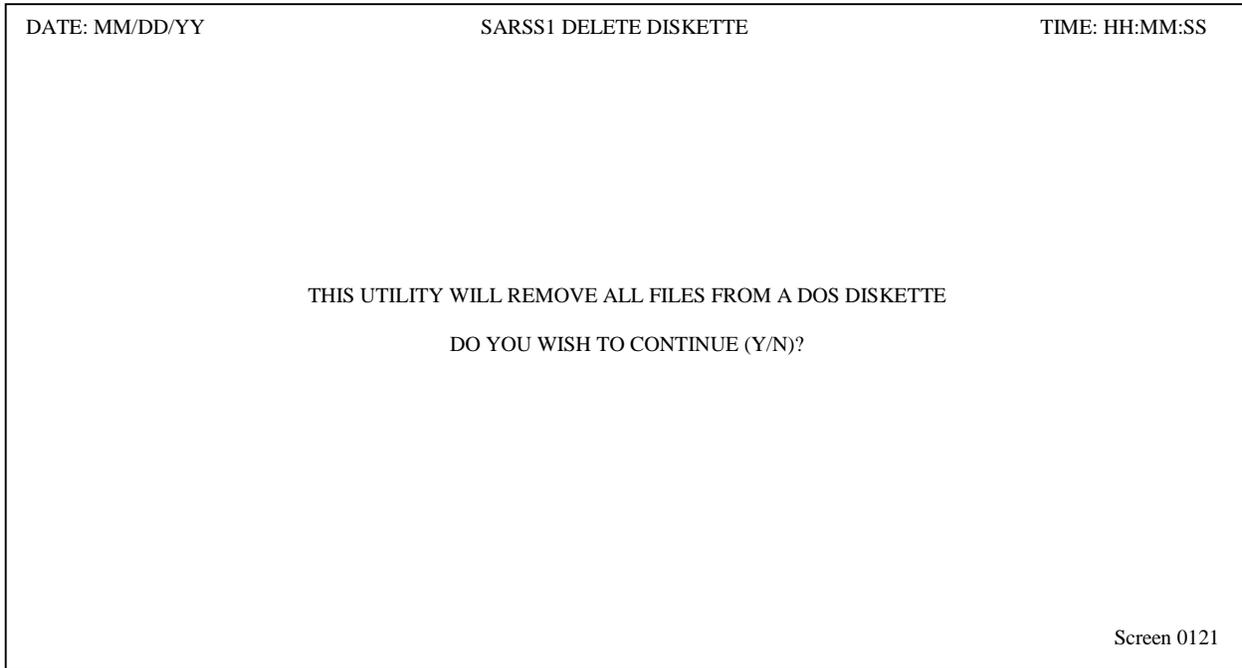


Figure 14.13-3. Delete Diskette Screen

- b. If you enter Y and press <Enter>, the system deletes the files. When it completes the process, the system displays a message stating it deleted all files and prompts you to press <Enter> to continue. The system returns to the Delete Diskette screen.
- c. When the system returns to that screen, remove the diskette from the drive.
- d. When you finish deleting data from diskettes, enter **N** to return to the SARSS1 Utilities Menu.

14.13.4 Floppy Copy (FLOP). The Floppy Copy Process copies data from one 3.50-inch, MS-DOS-formatted diskette to another. Enter **FLOP** on the action line and press <Esc>. The screen in figure 14.13-4 appears.

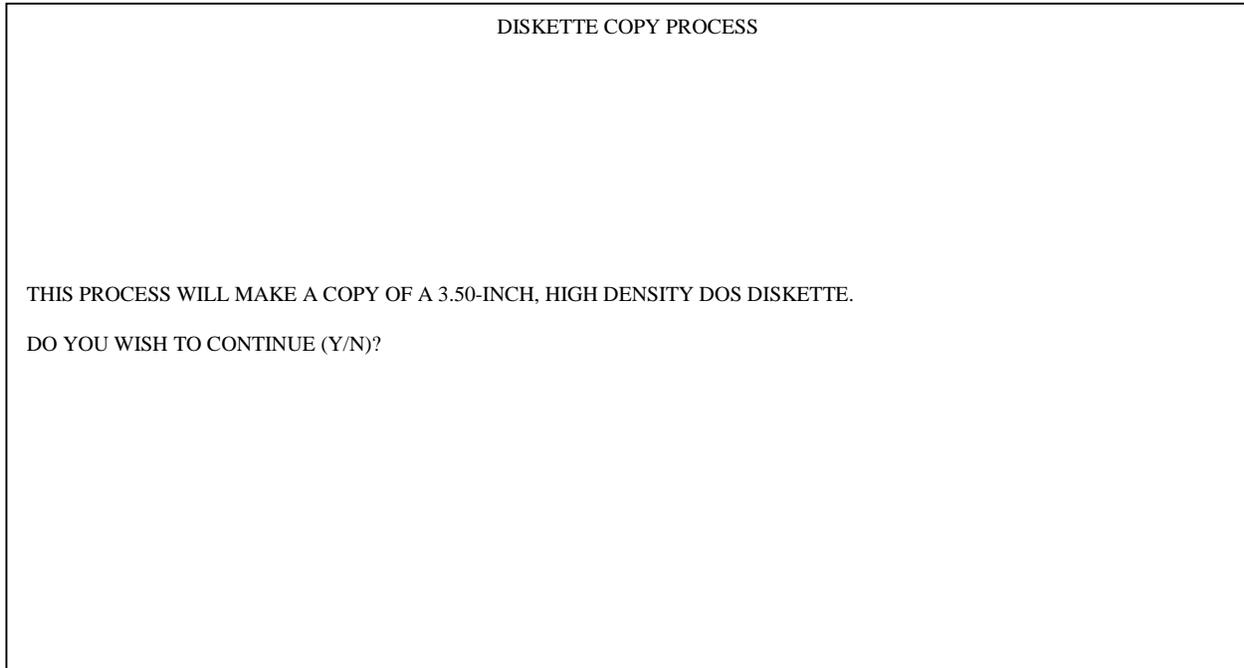


Figure 14.13-4. Floppy Copy Process Screen

a. Enter **Y** and press <Enter>. Insert the source diskette (the one you wish to copy) in drive A and press <Enter> to continue (figure 14.13-5).

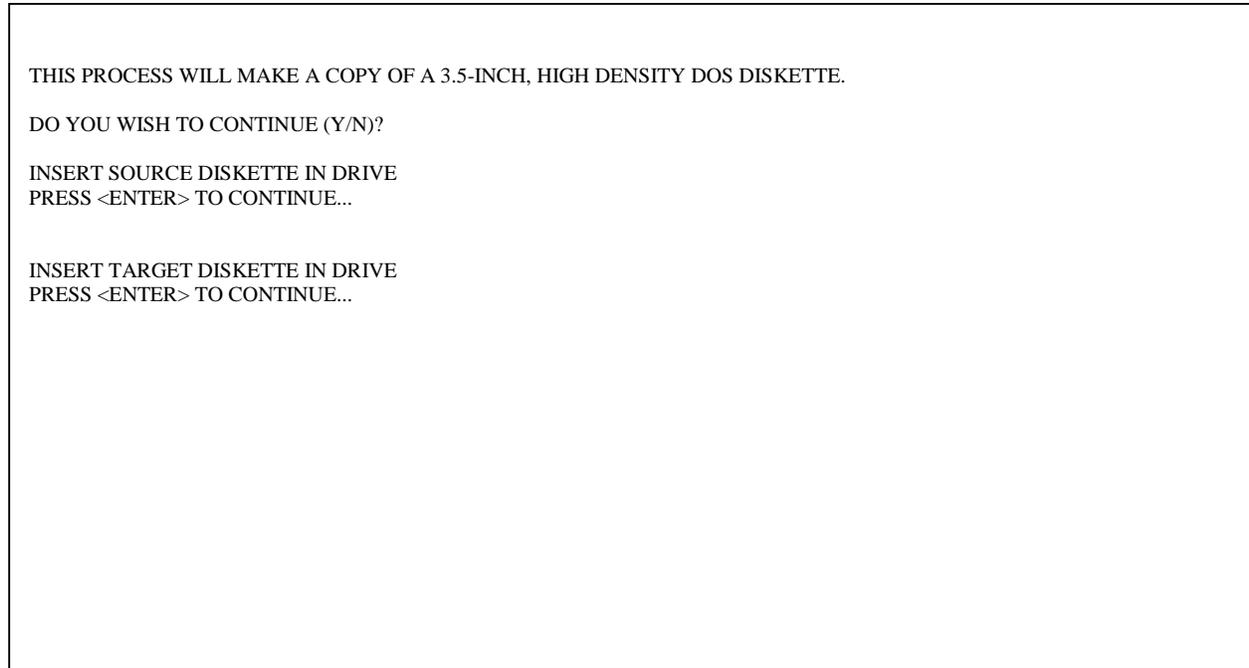


Figure 14.13-5. Insert Master Copy Prompt Screen

b. The system copies the information from the diskette into a temporary file and displays the file name. Remove the source diskette and insert the target (blank) diskette in drive A. Press <Enter> to continue.

c. The system displays these messages, "Checking diskette", "Reading diskette", "Copying..." and "Diskette copy complete." Press <Enter> to return to the Floppy Copy Process screen (figure 14.13-4).

d. Enter **N** and press <Enter> to return to the SARSS1 Utilities Menu. The system will not make multiple copies of the source diskette.

14.13.5 Create Blank Diskette Labels (LABELS). This process prints labels for diskettes or tapes created by the Backup, Transactions-Out, and Close-Out Processes.

- a. Enter **LABELS** on the action line and press <Esc>. The screen in figure 14.13-6 appears.

DATE: MM/DD/YY	SARSS1 GENERATE LABELS	TIME: HH:MM:SS
ENTER 'X' BY APPROPRIATE SELECTION		
....OUTPUT LABELS		
....BACKUP LABELS		
NUMBER OF LABELS REQUIRED...._____		
ENTER PRINTER NUMBER...._____		
ACTION: <HOME>=HELP	<=== ENTER COMMAND TO SELECT YOUR PROCESS MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;	SCREEN 0104 LOGOUT = QUIT

Figure 14.13-6. SARSS1 Generate Labels Screen

- b. Enter **X** next to the type of labels you want to generate, and enter the number of labels required.

c. Press <Esc> and the screen shown in figure 14.13-7 appears. This screen displays a set of instructions to print the labels. Follow these instructions to send the labels to the printer. After you press <Esc>, the system returns to the SARSS1 Generate Labels screen.

DATE: MM/DD/YY	SARSS1 CREATE BLANK LABELS	TIME: HH:MM:SS
INSTRUCTIONS:		
1. ENSURE ALL PRINT HAS BEEN PRINTED FROM THE SPL QUEUE.		
2. SET PRINTER QUEUE TO SPL QUEUE.		
3. MOUNT BLANK LABELS ON PRINTER - (LABEL SIZE 4" BY 1").		
4. WHEN LABELS HAVE FINISHED PRINTING MOUNT LETTER SIZE PAPER ON PRINTER.		
PRESS <Esc> TO CONTINUE		
ACTION: <HOME>=HELP	<=== ENTER COMMAND TO SELECT YOUR PROCESS MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;	SCREEN 1711 LOGOUT = QUIT

Figure 14.13-7. SARSS1 Create Blank Labels Screen

14.13.6 Listing of SARSS1 Commands (COMMAND). When you cannot remember the particular command or menu for a process you desire to execute, enter **COMMAND** on the action line and press <Esc>. The screen shown in figure 14.13-8 appears.

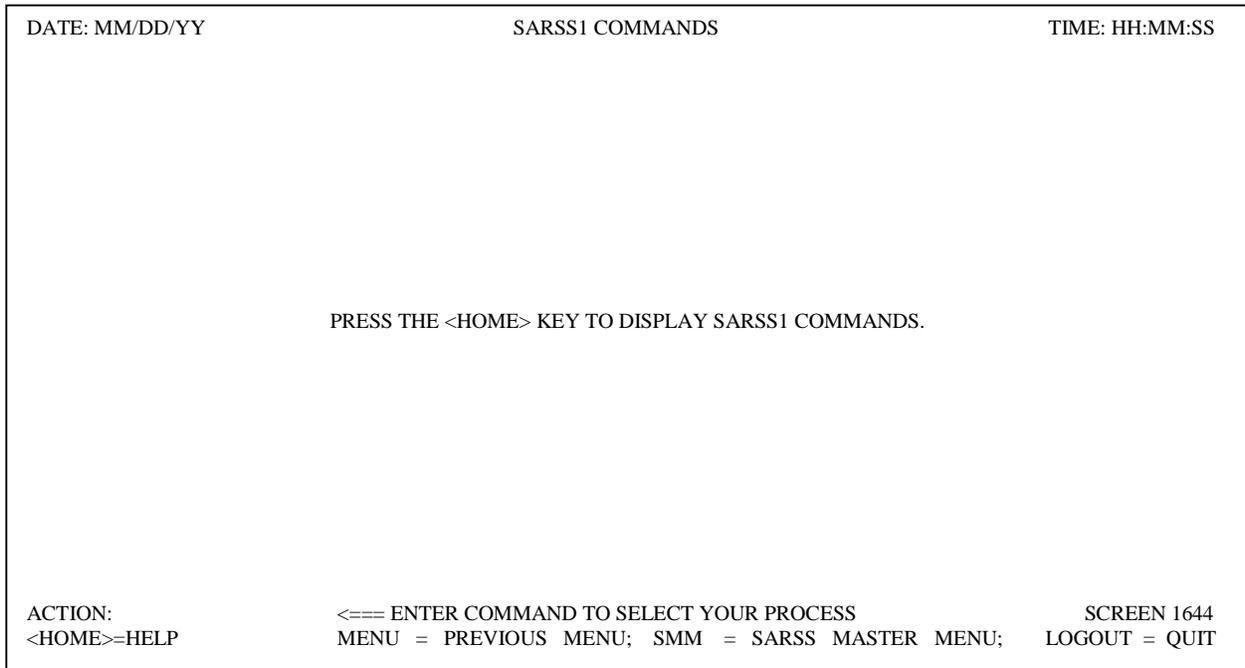


Figure 14.13-8. SARSS1 Commands Screen

- a. Follow the instruction on the screen and press <HOME>. The screen displays a list of SARSS1 commands and a brief description of the process accessed by each command.
- b. Use <Page Up> and <Page Down> to scroll through the list until you find the command you need. Then press <End> to exit this utility.

14.13.7 Create System Build Disk and Tape. This command allows the operator to create the software to rebuild the system. The System Build Disk is created as a bootable floppy with the operating system load. The System Build Tape is created with all the components of SARSS1 and a full system backup. This command should be executed immediately following a fielded ICP. It can be run periodically so an operator is equipped with a recent copy of the SYSBLD. Whenever a system has crashed, a previous copy of the SYSBLD Disk and Tape are mandatory in order for a system to be loaded correctly. In conjunction with the SYSBLD, there should be a recent master file backup available to restore. Enter **SYSBLD** on the action line and press <Esc>. The screen shown in figure 14.13-9 appears.

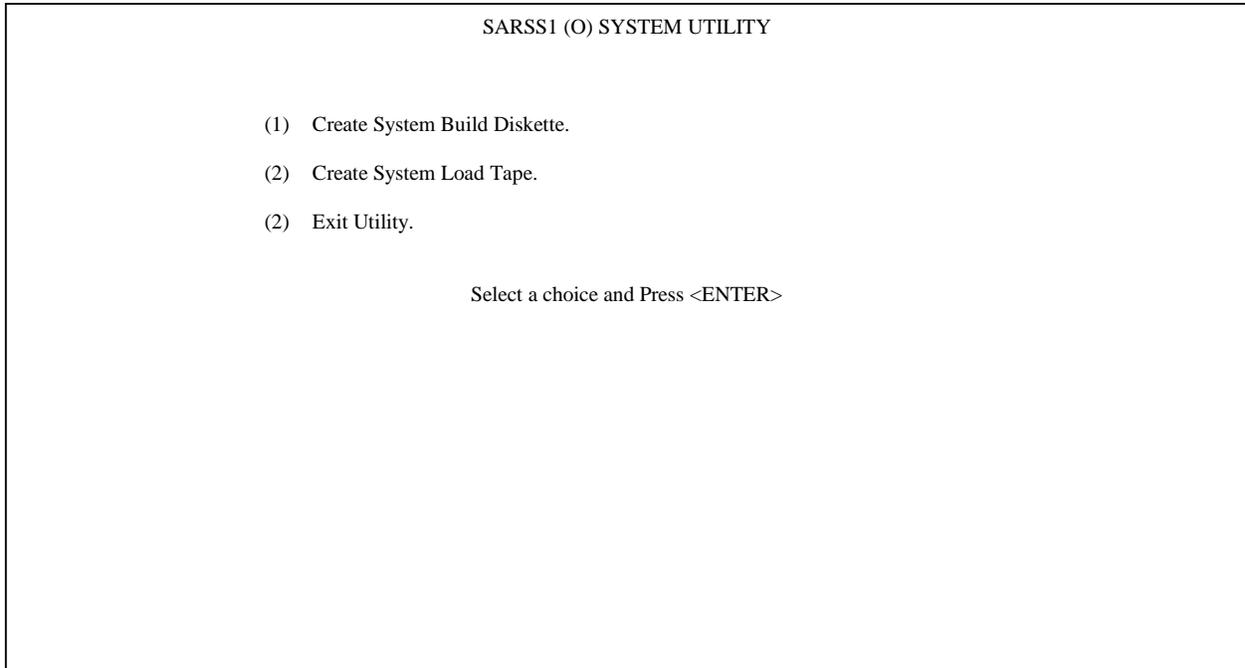


Figure 14.13-9. SARSS1 (O) System Utility Screen