

**The
International Merchants
Purchase Authorization
Card (IMPAC)**

**Users Guide
for the**

**Civil Engineering Material
Acquisition System
(CEMAS)**

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Section 1. Overview

- 1.1 Purpose.
- 1.2 Basic System Assumptions.
 - 1.2.1 Card Uses.
 - 1.2.2 Card Holders.
 - 1.2.3 Duties and Responsibilities.
 - 1.2.3.1 Financial/Funds Manager.
 - 1.2.3.2 Material Acquisitions Chief.
 - 1.2.3.3 Material Acquisitions Element.
 - 1.2.3.4 Card Holders.

Section 2. Basic WIMS/CEMAS Setup

- 2.1 Purpose.
- 2.2 WIMS Base Variable File (IVAR).
 - 2.2.1 WIMS Base Variable File Updater (IVARUD/I1XXOBJ).
 - 2.2.2 Bar Code and IMPAC Information.
 - 2.2.3 IMPAC EEIC Information.
- 2.3 Generic User Rights Files.
 - 2.3.1 User Rights Title File (IRGT).
 - 2.3.1.1 User Rights Title Program (IRGTUD/I1XXOBJ).
 - 2.3.1.2 User Rights Title MIMP Record Format.
 - 2.3.2 User Rights File (IUSR).
 - 2.3.2.1 User Rights Updater (IUSRUD/I1XXOBJ)
 - 2.3.2.2 Adding New Users.
- 2.4 CEMAS Organization Code File (MORG).
 - 2.4.1 IMPAC Organization Record (MORGUD).
 - 2.4.2 Organization Code 'Parent' Record.
- 2.5 CEMAS Variable File (MVAR).
 - 2.5.1 CEMAS Base Variable Updater (MVARUD).
 - 2.5.2 Store Stock Variables.
 - 2.5.3 Base Variables.

Section 3. The Processes

- 3.1 Purpose.
- 3.2 Construction, Service, Rental, and Other (Non-Material) Purchases.
 - 3.2.1 Purchase Approval.
 - 3.2.2 Transaction Processing.
- 3.3 Administrative Supply/Tool Purchases.
 - 3.3.1 Purchase Approval.
 - 3.3.2 Transaction Processing.
- 3.4 Purchase of Materials to Support Work Orders.
 - 3.4.1 Purchase Approval.
 - 3.4.2 Bill-of-Material Processing.
 - 3.4.3 Line Item Requisitioning.
- 3.5 Purchase of Materials for Main/Forward Store Operations.
- 3.6 Monthly IMPAC Card Bill Reconciliation.

Section 4. The Noun Dictionary

- 4.1 Purpose.
- 4.2 Noun Dictionary File (MNON).
 - 4.2.1 Noun Dictionary Add (MNONA).
 - 4.2.2 Noun Dictionary Updater (MNONA).

Section 5. The Bill-of-Material

- 5.1 Purpose.
- 5.2 Bill-of-Material Files (MBMF/MBMI).
 - 5.2.1 Creating a Bill-of-Material (MBMFA).
 - 5.2.2 Adding Items to the Bill-of-Material (MBMFA/MBMIADD).
 - 5.2.3 Bill-of-Material Inquiry/Update Program (MBMIUD).
 - 5.2.3.1 Work Order Material Information.
 - 5.2.3.2 Bill-of-Material Item Screen.
 - 5.2.4 Bill-of-Material Firming Program (MBMFFIRM).
 - 5.2.4.1 IMPAC Edits During Firming.
 - 5.2.4.2 Bill-of-Material Inquiry Print (MBMIR).
 - 5.2.5 Bill-of-Material Modification Program (MBMIMOD).
 - 5.2.5.1 Modifying Memo Records.
 - 5.2.5.2 Requisitioning Items.

Section 6. The Purchase Order

- 6.1 Purpose.
- 6.2 Purchase Order File (MPOF).
 - 6.2.1 Purchase Order File Updater (MPOFUD).
 - 6.2.1.1 Inquiry.
 - 6.2.1.2 Award.
 - 6.2.1.2.1 Mandatory Inputs.
 - 6.2.1.2.2 Optional Input.
 - 6.2.1.2.3 IMPAC Data File (MIMP).
 - 6.2.1.2.4 Reverse Post.
 - 6.2.1.3 Modify.
 - 6.2.1.4 Cancellation.
 - 6.2.1.5 Fax Document.

Section 7. Quick IMPAC Update and Reconciliation

- 7.1 Purpose.
- 7.2 IMPAC Purchase Updates (MIMPUD).
 - 7.2.1 Retrieving IMPAC Purchases.
 - 7.2.2 Quick Update of Purchase Order.
 - 7.2.2.1 Quick Update Requirements.
 - 7.2.2.2 Screen Edits.
 - 7.2.2.3 Screen Options.
 - 7.2.2.4 Vendor Selection Process.
 - 7.2.3 Reconcile IMPAC Purchases.
 - 7.2.3.1 The Concept.
 - 7.2.3.2 Updating IMPAC Records.
 - 7.2.3.2.1 Updating by PIIN/S-PIIN.
 - 7.2.3.2.2 Updating by Document Number.
 - 7.2.4 IMPAC Logs (MIMPPRT).
 - 7.2.4.1 PCN SF022-305 - Call Sequence.
 - 7.2.4.2 PCN SF022-306 - Line Item Sequence.
 - 7.2.4.3 Reprinting of Logs.

Section 8. Receiving

- 8.1 Purpose.
- 8.2 Receipt Processor (MRECUD).
 - 8.2.1 Record Updates.
 - 8.2.1.1 Full Quantity Receipts.
 - 8.2.1.2 Partial Quantity Receipts.

Section 9. Non-CEMAS Transactions

- 9.1 Purpose.
- 9.2 Material (MCWMOTH).
 - 9.2.1 Transaction Screen
 - 9.2.2 Transaction Edits
- 9.3 Construction, Services, Rental, etc.
 - 9.3.1 Non-Material Transactions (UIMPACUD/U1XXOBJ).
 - 9.3.1.1 CCS, CCO, CCC Processing.
 - 9.3.1.2 Memo Transactions

Section 10. Line Item/Store Requirements

- 10.1 Purpose.
- 10.2 Line Item Requisitions (MPOFUDLI).
- 10.3 End-of-Session (EOS) Store Reordering (MNONEODR).
- 10.4 Store/Forward Store Ordering Program (MSSNUDR)
 - 10.4.1 Store Selection Screen.
 - 10.4.2 Items to Reorder List.

Section 11. File Maintenance and Miscellaneous Programs

- 11.1 Purpose.
- 11.2 EOS Funds Verification (MFUNEODV).
- 11.3 EOS Funds Close-out (MFUNEODZ).
- 11.4 Financial Cost Distribution (MP2TUD and MP2TEOD).
- 11.5 Bill-of-Material End-of-Month Delete (MBMFEO MD).

Section 12. Miscellaneous Management Products

- 12.1 Purpose.
- 12.2 Items Committed not Obligated (MPOFCNO).
- 12.3 Memo Committed Work Orders (MBMFMEO).
- 12.4 List of Items Requisitioned (MREQEOD).
- 12.5 End of Session Receipt Products (MRECEOD).

Attachments

- 1. Sample Fax Letter**
- 2. PCN SF022-305, IMPAC Log, Call Sequence**
- 3. PCN SF022-306, IMPAC Log, Line Item Sequence**

Section 1. Overview

1.1 Purpose.

The purpose of this guide is to assist Base Civil Engineering (BCE) International Merchants Purchase Authorization Card (IMPAC) card holders in the processing of purchases in the Civil Engineering Material Acquisition System (CEMAS). In addition, it will explain the basic setup of files necessary for proper processing. This document is meant as an **unofficial guide** to policies and procedures. It is designed to explain the software and the basic processes being used and supported. This is in no way meant to be the only way of processing, but, the preferred.

1.2 Basic System Assumptions.

The following are procedural assumptions made during the design and development of the software.

1.2.1 Card Uses.

IMPAC cards may be issued for multiple purposes in support of the BCE mission. The most common is for the purchasing of materials. Most of the materials purchased will be in direct support of BCE work orders in support or real property. However, with the closing of many Standard Base Supply System (SBSS) Base Service Stores and Tool Issue Centers, purchases will also be made to support these overhead areas. In addition to material purchases, the card may be used for such things as purchasing of services, rental of equipment, renewal of subscriptions, etc. Basically, anything that used to be accomplished by AF form 9, through Base Contracting, that is under the spending threshold for IMPAC purchases.

1.2.2 Card Holders.

Cards should be issued to individuals in different functional areas based on the mission and need. Here are some examples of who should be issued cards and their primary purpose:

<u>Branch/Element</u>	<u>Purpose/Use</u>
Material Acquisitions	Purchase of all materials for direct work orders, including shop stocks and equipment.
Operations Zones/Shops	Purchase of services that are directly related to their tasks. Examples: motor rewinding, entomology services, equipment rental.
Administrative Areas/Orderly Room	Purchase of office supplies to support BCE and squadron operations.
Fire Department/Disaster Preparedness	Purchase of administrative supplies and items in support of base awareness programs, equipment repair and servicing
Engineering	Drafting support, purchase of minor construction services.
Environmental	Purchases/services that specifically require environmental fund cites.
Military Family Housing	Purchases/services that specifically require Military Family Housing fund cites.

1.2.3 Duties and Responsibilities.

Multiple sections within the BCE organization should have specific duties and responsibilities within the IMPAC program to ensure financial and material accountability and control.

1.2.3.1 Financial/Funds Manager.

The Financial Management Office has a critical part in the proper management of the program. They should:

- a. Act as the primary point of contact for requesting and issuing of IMPAC cards to the proper personnel within the BCE organization.
- b. Determine who is the best Approving Official (AO) for each card holder based on Branch/Element, mission, and type of purchases being made. They may assume this responsibility for non-material purchases.
- c. Establish records within the CEMAS organization (ORG) and Fund Cite Authorization (FCA) files to manage IMPAC funds. Instruct card holders which accounts are theirs for use.
- d. Prepare and coordinate funding documents necessary for card holders to make their purchases.
- e. Grant access rights to financial management IMPAC Transaction Processing Program to card holders, and train card holders on transaction processing.
- f. Ensure that work orders and financial records are being properly updated with IMPAC charges in a timely manner.

1.2.3.2 Material Acquisitions Chief.

The Chief of Material Acquisitions has the responsibility of acquiring the materials necessary for the BCE to accomplish its mission. This individual is also the accountable officer for material stored and used by the BCE organization. Specific tasks that should be accomplished by this position are:

- a. Act as the AO for card holders whose primary purpose is to purchase materials in support of BCE work orders, shop stocks, and equipment.
- b. Act as a coordinating function before material purchases are made in support of other missions within the BCE organization.
- c. Ensure that primary data files necessary to support IMPAC purchases are properly setup and maintained within CEMAS.
- d. Grant access rights in CEMAS to IMPAC card holders as needed to support their purchases, and provide training on transaction processing.

1.2.3.3 Material Acquisitions Element.

The Material Acquisitions personnel will probably have the biggest part of the day to day use of the IMPAC card. Their primary purpose is to acquire and store material needed in support of the BCE mission. Their responsibilities should include:

- a. Purchase or coordinate the purchase of all materials needed in support of BCE work orders, shop stocks, and equipment. Coordinating of purchases would include use of Base Contracting personnel using an IMPAC card to purchase material in support of the BCE.
- b. Properly store and account for materials bought with the IMPAC card as they would with materials bought through any other source of supply.

- c. Distribute CEMAS generated management products to IMPAC card holders based on their purchases.

1.2.3.4 Card Holders.

Card holders are entrusted with the proper use of the IMPAC card. They should also be aware of the critical need of proper documentation and processing of transactions. Responsibilities include.

- a. Making purchases that are verified as needs to support BCE operations.
- b. Verifying that funds are available prior to making purchases.
- c. Maintaining proper documentation to support their purchases.
- d. Processing of transactions in the Work Information Management System (WIMS) to update financial and work order records with purchase costs.
- e. Reconcile the monthly IMPAC bill with appropriate supporting records. This should include ensuring materials are received prior to certification.

Section 2. Basic WIMS/CEMAS Setup

2.1 Purpose.

The purpose of this section is explain the basic setup of WIMS and CEMAS necessary to properly operate IMPAC software. In most cases, IMPAC software is transparent to the users, that is, if you opt not to use it, it will not hinder current operations.

2.2 WIMS Base Variable File (IVAR).

The base variable file controls multiple areas of operations within WIMS. Three (3) new optional data fields were added in support of IMPAC.

2.2.1 WIMS Base Variable File Updater (IVARUD/I1XXOBJ).

```
Rec#: Z                               WIMS Base Variable Menu

      PF Key  Display Screen

      (1)    Volume Assignments
      (2)    Miscellaneous Information
      (3)    Miscellaneous Information Cont.
      (4)    RWP and CEMAS Information
      (5)    Pesticide & CCMAS Information
      (6)    PDC and PCMS Project Information
      (7)    AFIT Local Variables

      (11)   Add an IVAR Record

      (12)   Automated File Transfer Info

      (13)   Help
      (14)** IINFWIMS and END OF SESSION INFO
      (15)   Bar Code & IMPAC Information
      (16)   Exit
```

2.2.2 Bar Code and IMPAC Information.

```
Rec#: Z                               Bar Code Information

Bar Code Supported: Y  Y = Bar Code is Supported.
                    N  N = Bar Code is NOT supported.

Bar Poll Status:     Y  Y = Running.
                    N  N = Not running, Only EOS can set this value.
                    S  S = Suspended, user can set this value or
                        when IINFWIMS status is set to a 'T'.

                                     IMPAC EEIC INFORMATION
-----
CCC: 529   CCO: 639   CCS: 594 .
```

2.2.3 IMPAC EEIC Information.

The three default Element of Expense Identification Codes (EEIC) were placed in the IVAR to assist non-financial management personnel in properly processing non-material transactions into WIMS. Each of the fields, Contract Construction Costs (CCC), Other Costs (CCO), and Service Costs (CCS), can be set with a local or MAJCOM directed default. These defaults will show up when transactions are processed through the Financial Managers IMPAC Transaction Processing program (UIMPACUD/U1XXOBJ). Though placed here and showing up as the default EEIC in the program, they will be modifiable on transaction inputs.

2.3 Generic User Rights Files.

Prior to processing transactions through the Financial Managers IMPAC Transaction Processing program (UIMPACUD/U1XXOBJ), individuals must be loaded in the user rights files.

2.3.1 User Rights Title File (IRGT).

The Title for Generic User Rights Program lists user rights titles. A record must be loaded for IMPAC program access as follows. If not found it can be loaded through the 'Add' function key.

2.3.1.1 User Rights Title Program (IRGTUD/I1XXOBJ).

Title for Generic User Rights Program		
File	Option	Description
— MIMP		IMPAC CARD FILE
— MPST		Pesticide Software User Rights
— MRES		Refrigeration Management
— MVAM		
— MVMA		
— MVMD		
— MVUR		
— MWOL		Water Operations
— MWUAEXTR		Water Poll Operating Log Sys
— MXAM		
— MXMA		
— MXMD		
— MXMF		

2.3.1.2 User Rights Title MIMP Record Format.

The Right's Title Must look like this:

Right's Titles			
File:	MIMP	Option Title:	
Option:			
Descr:	IMPAC CARD FILE		
1	ADD CCS OBLIGATION TRANSACTION	15	ADD CCO MEMO TRANSACTIONS
2		16	
3	ADD CWM OBLIGATION TRANSACTION	17	ADD CCC MEMO TRANSACTIONS
4		18	
5	ADD CCO OBLIGATION TRANSACTION	19	
6		20	
7	ADD CCC OBLIGATION TRANSACTION	21	
8		22	
9		23	
10	RETRIEVE MEMO TRANSACTIONS	24	
11	ADD CCS MEMO TRANSACTIONS	25	
12		26	
13		27	
14		28	Grant rights to others

2.3.2 User Rights File (IUSR).

The User Rights file is updated with the individuals who are granted access to certain files based on the User Rights Title File. By entering on the screen above, you can add, modify, or delete access rights to the program.

2.3.2.1 User Rights Updater (IUSRUD/I1XXOBJ)

User Rights System			
File	Option	UID	User's Name
_ MIMP		Z19	Dan Hickingbottom, SSG,
_ MIMP		Z20	Dan Beasley, SSG,
_ MIMP		Z32	Jeff Palmer, SSG,
_ MIMP		Z33	Isvan Mercer
_ MIMP		Z36	Catherine Connell, SSG,
_ MIMP		Z37	Alex Rose, SSG,,
_ MIMP		Z39	Art Uhlig, SBE,

2.3.2.2 Adding New Users.

User rights for Data file	MIMP	IMPAC CARD FILE
User: <u>Z00</u>		
<input checked="" type="checkbox"/> ADD CCS OBLIGATION TRANSACTION		<input checked="" type="checkbox"/> ADD CCO MEMO TRANSACTIONS
<input checked="" type="checkbox"/> ADD CWM OBLIGATION TRANSACTION		<input checked="" type="checkbox"/> ADD CCC MEMO TRANSACTIONS
<input checked="" type="checkbox"/> ADD CCO OBLIGATION TRANSACTION		
<input checked="" type="checkbox"/> ADD CCC OBLIGATION TRANSACTION		
<input checked="" type="checkbox"/> RETRIEVE MEMO TRANSACTIONS		
<input checked="" type="checkbox"/> ADD CCS MEMO TRANSACTIONS		
		<input checked="" type="checkbox"/> Grant rights to others

2.4 CEMAS Organization Code File (MORG).

The CEMAS organization code is the link to the internal WIMS financial management systems. Organization codes should be established for controlling IMPAC funds. These records can be linked to a 'parent' record for automatic processing of IMPAC requirements.

2.4.1 IMPAC Organization Record (MORGUD).

Organization records loaded for IMPAC can be loaded without any coordination with the Base Supply or Budget offices. These codes will strictly be used within CEMAS operations. IMPAC records must be loaded with EEIC 61950. They should have their own Fund Area to segregate funds from other local purchase spending. Additionally, they cannot have any associated records due to their classification as a subordinate record. If the IMPAC use flag is set to 'Y', no other flag can be a 'Y'.

CEMAS ORGANIZATIONAL CODE UPDATER			
CTLINSTL: WXYZ			
ORG CODE:	119	TITLE:	IMPAC SUP/EQUIP
FIN MGT INFO:		ASSOCIATED RECORDS:	
RCCC Code.....	56	COCESS.....	000
OAC Code.....	64	IMPAC.....	000
OBAN CODE.....	31	PFMR.....	000
AFO CODE.....	0		
Fund Area.....	28	THIS ORG USED FOR:	
Fund Code.....	30	Work Orders.....	N
BAC or BPAC.....	03	Line Item Req.....	N
Prior Year Ind.....	00	Store Stock.....	N
Direct Fund Cite Ind.....	N	COCESS.....	N
CEMAS EEIC.(619XX).....	61950	IMPAC.....	Y

2.4.2 Organization Code ‘Parent’ Record.

Parent records are the organization codes that are used by the craftsman/customers of CEMAS when requesting materials. If, during processing, the source of supply is determined to be IMPAC for the purchase, the associated record will be pulled in and used. The EEIC for this account should be 61930 if the organization code could be used for contracting purchased materials without the use of the IMPAC card. Even though the IMPAC organization code is added here as a default, all requisitioning programs will allow modification of the organization code during requisitioning.

CEMAS ORGANIZATIONAL CODE UPDATER			
CTLINSTL: WXYZ			
ORG CODE:	593	TITLE:	SUPPLIES/EQUIPMENT
FIN MGT INFO:		ASSOCIATED RECORDS:	
RCCC Code.....	56	COCESS.....	193
OAC Code.....	64	IMPAC.....	119
OBAN CODE.....	31	PFMR.....	515
AFO CODE.....	0		
Fund Area.....	33	THIS ORG USED FOR:	
Fund Code.....	30	Work Orders.....	Y
BAC or BPAC.....	30	Line Item Req.....	Y
Prior Year Ind.....	00	Store Stock.....	Y
Direct Fund Cite Ind.....	N	COCESS.....	N
CEMAS EEIC.(619XX).....	61930	IMPAC.....	N

2.5 CEMAS Variable File (MVAR).

The CEMAS base variable file is used for multiple purposes. Several fields are specifically used in support of IMPAC transaction processing.

2.5.1 CEMAS Base Variable Updater (MVARUD).

There are IMPAC options under Store Stock Variables and Base Variables.

BASE VARIABLES OPTION	
Control Installation WXYZ	
PF KEY	FUNCTION
1	Add Base Variable
3	Delete Base Variable
5	Store Stock Variables
9	Base Variables
10	Base Address
11	COCESS Variables
14	Printer Variables

2.5.2 Store Stock Variables.

The Amount of Funds to be Used areas in the base variable file are used by the end of session main store reordering program (MNONEODR). The dollar value indicated is the **maximum** amount of money the end of session program will spend in each area (provided that amount is available to be spent on the organization record). The IMPAC organization code selected here is based on the Store Stock Org Code identified in the Base Variable options (next paragraph).

BASE STORE FUNDING VARIABLES							

==== LP INFORMATION ====							
RCCC	Fund Area	Est FCA Balance	% Used	Amount of Funds to be			
56	30	539722.24	39.0	Used for LP			
ORG Code	Target	Obligated	Committed	Memo-Comm	Balance	% Used	
911	194200.00	140203.86	37.06	.00	53959.08	72.2	
====IMPAC INFORMATION====							
RCCC	Fund Area	Est FCA Balance	% Used	Amount of Funds to be			
56	28	1040620.23	5.3	Used for IMPAC			
ORG Code	Target	Obligated	Committed	Memo-Comm	Balance	% Used	
119	150000.00	59379.77	.00	.00	90620.23	39.5	
==== SBSS INFORMATION ====							
PFMR	Cemas Balance	% Used		Amount of Funds to be			
523	-75767.89	222.2		Used for SBSS			
	Target	Obligated	Committed	Memo-Comm	Balance	% Used	
	64700.00	2700.00	137767.89	.00	-75767.89	2.1	

2.5.3 Base Variables.

The IMPAC Transaction Limit is used to suppress automatic requisitioning of IMPAC items that exceed the unit's maximum spending limit. This limit is established when IMPAC cards are requested and approved for individuals. This limit should be set to the highest amount for any of the users in the squadron. The IMPAC/CE Local Buy must be set to a 'Y' to display the CE Buy flag in the ordering programs. The CEMAS EEIC could be set to 61950 if the BCE is a pure IMPAC local purchase operation.

BASE VARIABLES UPDATE				(COV 05.03)
Installation Code	WXYZ	SBSS Doc Serial Block		7001
Control Center	A	Next SBSS Serial		7001
Store Stock Org Code	911	LP DOC Serial Block		0001
PO Document Nbr Constant	FC3300	Next LP Serial		0002
BCAS Activity Nbr Constant	F4169197	Last CSL Number Used		AB208Y
CEMAS EEIC	61930	NOUN Control Installation		
Accounting ADSN	660700			
System Designator	01	BCAS Interface Active		Y
XX4480 BAC/BPAC	03	RDD Buy		N
Delivery destination	891	Contracting Supports Multi CEMAS		N
IMPAC Transaction Limit	\$ 2500.00	COCESS		N
SRAN Numbers 3089 3500		GOCESS		Y
		IMPAC/CE Local Buy		Y
		BPA Buy		Y
		Partial COCESS		Y
		Print Online BCAS Abstract		Y
INVENTORY: # Store:	25	CEMAS Operations Only		N
# Residue:	10	Automatic Store Transfers		Y
# Holding:	10	CEMAS BARCODE		Y

Section 3. The Processes

3.1 Purpose.

The purpose of this section is to explain the assumed work flow processes used in developing the software. These will be further shown through the software in the following Sections. In the following references, the term Material Acquisition Element may include contracting buyers assigned to the BCE to assist in purchasing requirements.

3.2 Construction, Service, Rental, and Other (Non-Material) Purchases.

In most cases we have assumed these types of transactions will be accomplished outside the Material Acquisitions Element. The card holders doing these purchases will normally have minimal access rights within CEMAS.

3.2.1 Purchase Approval.

These purchases would be approved by either the Financial Management Element or the Approval Official (AO) for the buyer. This could include Fire and Readiness Flight Chiefs.

3.2.2 Transaction Processing.

The software was written so IMPAC card holders can process their own transactions through the Financial Managers IMPAC Transaction Processing program (UIMPACUD/U1XXOBJ). The purchases should be charged to the appropriate work order the service was being purchased for or to a collection work orders for the functional area or facility.

3.3 Administrative Supply/Tool Purchases.

Just about everyone who has an IMPAC card will at one time or another make purchases of administrative supplies or tools. Since the primary purpose of these materials is not BCE work orders, they would not be normally processed through the CEMAS requisitioning programs. These purchases can be made either through the GSA system or from local vendors.

3.3.1 Purchase Approval.

These purchases would be approved by either the Financial Management Element or the Approval Official (AO) for the buyer. This could include Fire and Readiness Flight Chiefs.

3.3.2 Transaction Processing.

Bulk purchases of this nature do not need to be itemized against a work order with a bill-of-material. The best way of processing them would be summary posting of the total cost to the collection work orders set up for capturing overhead costs. They are work order:

00001	Shop Stock/Shop Items
00002	Administrative/Office Supplies
00004	Clothing
00006	Hand Tools
00009	Equipment

These transactions can be summary posted to the financial system through the Non-CEMAS IMPAC Purchasing program (MCWMOTH). This program is available to IMPAC card holders through the Financial Managers IMPAC Transaction Processing program (UIMPACUD/U1XXOBJ) or directly though CEMAS menus.

3.4 Purchase of Materials to Support Work Orders.

Material needed to support BCE work orders or specific items needed to support Operations Branch missions are bought through CEMAS. The two (2) methods of identifying these requirements are through the bill-of-material or line item requisition processes. These requirements are identified by the craftsman and, at the time they are requested, the source of supply has yet to be determined.

3.4.1 Purchase Approval.

The Chief of Material Acquisitions should be the primary approving official on this type of IMPAC purchasing. Determining which is the proper source of supply for all purchases of this nature is the responsibility of this position his/her section.

3.4.2 Bill-of-Material Processing.

Bills-of-material (BOM) are normally built by craftsman from all areas within the BCE complex. The creator of these BOMs will load all required items using the default 'parent' organization code for their shop/area. Appropriate management within the Operations Branch will determine which BOMs will be ordered. Personnel within the Material Acquisitions Element will take the approved/funded BOMs and research which is the best source of supply to meet the requirements and order as appropriate. If items are identified as IMPAC, they will order them using the appropriate IMPAC organization code. Additionally, they will have the material delivered to BCE central receiving area, award the transaction in the purchase order file, process receipts when delivered, and store materials items until needed. The requesting craftsman will then be issued items as they are needed for the job.

3.4.3 Line Item Requisitioning.

Line items requirements are those items that are not required for a planned job, however, are still needed to support operations. Shops can request these items verbally, in writing, or by placing them in the Pending Material Ordering (MPMO) file through the Pending Material Ordering Updater (MPMOUD/MLOGOBJ) in CEMAS. Again, these request should be made without consideration of the source of supply and with the default 'parent' organization code for their shop/area. Material Acquisition Element personnel will coordinate funding and determine the proper source of supply. If IMPAC is determined to be the proper source of supply, they will requisition, award, receive, and issue material upon receipt to the original requester.

3.5 Purchase of Materials for Main/Forward Store Operations.

When it is determined that IMPAC should be the primary source of supply for a specific items stocked in the main/forward store, the appropriate CSL should be flagged with the IMPAC source of supply. Main/forward store ordering programs will then order items properly using IMPAC organization codes. Material Acquisitions Element personnel will award the purchase, receive, and stock the items. Craftsman will request the items from the stores as they would for any other items.

3.6 Monthly IMPAC Card Bill Reconciliation.

The monthly bills will be generated for each IMPAC card issued to a user. Prior to signing the statements, they must be reconciled with transaction logs, receiving documents, etc. A specific part of the IMPAC Transaction Program (MIMPUD) is designed to assist in this process. It should be the responsibility of each card holder to reconcile their bills with the IMPAC data file (MIMP) and forward them to their approving official.

Section 4. The Noun Dictionary

4.1 Purpose.

This section will explain the changes made to the noun dictionary to support IMPAC purchasing.

4.2 Noun Dictionary File (MNON)

The noun dictionary provides the default source of supply for items being ordered. A series of flags being set will direct the requisitioning programs as to how or where to order materials.

4.2.1 Noun Dictionary Add (MNONA).

The noun add program allows users to load new items to the noun dictionary. Individuals with CEMAS security access code '51' will be able to identify items as IMPAC when loading by setting the CE Buy flag to 'I'.

NOUN ADDITION & RESEARCH SCREEN						
Ctl Instl	WXYZ	Categories	TYPE	STYLE	OTHER	SIZE/OTHER
Noun	WIRE	Adjectives	#4	BARE	SOLID	COPPER
Further Descr.	500 FT COIL					
CSL Nbr	AB208Z	NSN	6145	Suffix	01	Unit cost/issue 55.00 / CL
MFG Name	CAROL			Part Nbr	BARE#4COPPER	
Rec. source/phone	THE ELECTRIC STORE			/ 555-1212		
SBSS/GSA source	N			Added by		
Individual equip unit	N			Hazardous material/IEX N /		
Seasonal	N			Chemical (Short form)		
				EAID N DIFM N		
Pre priced BPA/CE Buy	N / I			Acquisition advice code		
Store Stocked	N			COCESS Item/Stocked N / N		
Store Reorder Point	Schedule of Item					
Reorder Quantity	Primary Shop					
Min Order qty	Order Unit issue					
Min Level	Max Level					
Bench Stock Detail #:	0000			Auth Qty		00000
Bin location	Sub location					

4.2.2 Noun Dictionary Updater (MNONUD).

The Noun Dictionary Updater allows modification of existing records in the MNON file. This could be for researching of a new item, or modification of an existing CSL. Items can be identified as IMPAC by modifying/changing the CE Buy flag to 'I'.

NOUN MAINTENANCE SCREEN							CTLINSTL: WXYZ
Noun	WIRE	Category	TYPE	STYLE	OTHER	SIZE/OTHER	
Further Descr.	BOUGHT IN COILS OF 500 FEET, COPPER.						600V
CSL	AA484A	NSN	6145	SUFFIX	01	Unit cost/issue	73.00 / CL
MFG Name	TRIANGLE CONDUIT AND CABLE			Part Nbr	8 STR THHN GREEN		
Rec. source/phone	DEALERS ELEC			/ 828-1374			
Researched by/date	Z39 / 7165			Added by/date		SAR / 0000	
SBSS/GSA Item	N			Deleted			N
Individual equip unit	N			Hazardous material/IEX			N /
Seasonal	N			Chemical (short form)			
Inventory freeze	N			EAID N DIFM N			
Pre Priced BPA/CE Buy	N / I			Acquisition advice code			
Store Stocked	Y			COCESS Item/Stocked			N /
Store stock on order	N			Schedule of Item			
Date added to store stock	9265			Primary Shop			
Available	0	Bin location	01A040B033		Sub location		
Store due in	0	Total due in	0		Min ord qty	ORD UI	
Reorder point	2	Reorder qty	1		LEVELS: Min	Max	

Section 5. The Bill-of-Material

5.1 Purpose.

This section will explain the changes made to the bill-of-material to support IMPAC purchasing.

5.2 Bill-of-Material Files (MBMF/MBMI).

The bill-of-material is used to identify the items needed to complete a specific job. Information needed for the job is maintained in these 2 files. The MBMF contains information pertaining to the job, such as the title, building number, and key dates. The MBMI contains the specific items needed for the job.

5.2.1 Creating a Bill-of-Material (MBMFA).

When creating the initial bill-of-material, the default organization code is loaded. The organization code should be the default parent organization code for the shop/area. Even if IMPAC items are added to the job, the default record will still be input. If during the adding of an item, the CSL is flagged as IMPAC, the IMPAC organization code linked to the parent will be placed in the MBMI record as it is created. If the parent record does not have a associated IMPAC record, the parent record will be used and will have to be changed during the requisitioning process.

```

**** BUILD A BILL OF MATERIALS ****

Control Installation XLWU      Control Center A      Planned By A39
Work Order Number A1234      Installation Code XLWU      Facility Number 00028
Work Description REPAIR BROKEN DOOR HINGE      Org Code 814

The following Org Codes are available for BOM selection.

CODE          TITLE          CODE          TITLE
764          MFH SERVICES          807          325 OG SELF HELP
808          325 SG SELF HELP          809          325 LG SELF HELP
811          ZONE II (WEST)          814          ELECTRICAL (INFRA)
816          WATER & WASTE          818          ZONE I (EAST)
819          LIQUID FUELS          820          HORIZONTAL (HVY RPR)
    
```

5.2.2 Adding Items to the Bill-of-Material (MBMFA/MBMIADD)

Items that are added to the bill-of-material through either program, will only accept the parent organization code when being added. At the point of verification, if the system determines the source of supply is IMPAC in the noun dictionary, it will move the associated IMPAC organization record to the processing screen. (Note: individuals with CEMAS access code '51', Material Acquisitions, can process with any valid IMPAC organization code.) If there is not currently an associated IMPAC organization code linked to the parent code, the parent code will be used in creation of the detail. It will then be the responsibility of the requisitioner to determine which IMPAC organization code will be used during ordering.

```

ADD LINE ITEM TO BOM

Ctl Instl WXYZ  Ctl Cntr A      Work Order H1227  Planned by Z39
BOM Value      2741.35      BOM Firm Date
Org Code       119      Priority      Date Mat Comp
-----
Ordering Information -----RDD
CSL No. Needed AA484A      Cost Center 452  Sub Cost Center 0
Qty Needed     1 CL      Craft Code 2C   Order Item(Y/N) Y
-----
Additional Information for this Item -----
Unit Cost      73.00      Unit of Issue CL Total Cost 73.00
Item Descr.    WIRE      8 AWG STR THHN GREEN 600V
Manuf Name     TRIANGLE CO      P/N 8 STR THHN NSN: 6145

Qty in Residue      Bin
Qty in Store        Bin 01A040B033
Qty in Holding      Bin
Shops Authorized this CSL
Further Descr. BOUGHT IN COILS OF 500 FEET, COPPER.
    
```

5.2.3 Bill-of-Material Inquiry/Update Program (MBMIUD).

The Bill-of-Material Inquiry/Update program is used to accomplish many tasks. Though this program is primarily an inquiry program, it provides access to many programs that will be handling IMPAC transactions.

5.2.3.1 Work Order Material Information.

The bill-of-material summary information screen will display the value of items that are coded IMPAC for the work order.

```

-----WORK ORDER MATERIAL INFORMATION-----
Ctl Instl: WXYZ  Ctl Cntr: A  WO: H1227  Org: 905  Priority:   Fac #: 00000
Work Description:  IMPAC TEST
Planner ID   :  Z39                               Req Delivery Date  :
Firmed By    :                                   RDD Assgn By      :
Researched By:                                   BOM Firm Date     :
-----
LP Value   :   $520.00  COCESS Value:   $700.00
SBSS Value:   $423.00  IMPAC Value :   $1025.35  BOM Value:   $2668.35
-----
                        BILL-OF-MATERIAL ITEM INFORMATION
•      6  Items on BOM                               Latest Agreed Delivery Date
•      0  'DO NOT order' items                       Latest Required Delivery Date
•      0  Items not received
•      0  Items counter issues                       Date Material Ordered
•      0  Items transferred                           Date Material Complete
•      0  Items Ordered after Firmed                 BOM Close Date
•      0  Items received in full                     Earliest ADD
•      0  Items pending ordering action
•      0  Items requiring purchase authorization

```

5.2.3.2 Bill-of-Material Item Screen.

The bill-of-material item will be coded with a CE Local Buy of 'I' when created if the CSL was code as IMPAC in the noun dictionary. This code is modifiable, prior to requisitioning, through the MBMIMOD/MLOGOBJ program by individuals with CEMAS access code '51' rights.

```

                        BILL OF MATERIAL ITEM SCREEN
Ctl Instl/Cntr: WXYZ A  WO: H1227  PRI:   Date Ordered: 000000  RDD Date: 000000
Item      3 of 7       Noun: DOOR                               Doc Nbr :
CSL#:     AB182E      Adjs: WOOD          SOLID CORE BIRCH    3'6"X7'0"
Unit of Isu:  EA
NSN : 5520PAB182E3089
MFG Name/PN:  CAMERON / 1 3/4"X3'6"X7'0"

Item PRI/RDD : / 000000  Agreed Del(ADD): 000000  Order (Y/N/A): Y
RDD Assgn By :                               Org Code   : 905
Qty Requested: 1      New Unit Cost: 1.00        Researched By: Z39
Qty Due In   : 0      Unit Cost   : 400.00       Item Planner : Z39
Qty Received : 0      Total Cost  : 400.00       CE Local Buy : I
Qty in Bin   : 0      Bin Location :           Cost Center  : 453
Qty Issued   : 0      Last Issue To:           Sub Cost Cntr: 0
IEX Code:                               ID#:           Craft Code   : 3B
Chemical (short name) :
Chemical (long name)  :
Date Last Inv: 000000

```

5.2.4 Bill-of-Material Firming Program (MBMFFIRM).

The bill-of-material firming program does recognize IMPAC as a source of supply. Any item that was coded as IMPAC when loaded to the BOM or modified through the modification process will be considered IMPAC when ordered. The value of these items will show up in the IMPAC Value field.

SCREEN TO MODIFY/FIRM BILL OF MATERIALS(BOM)			
-----General Data-----			
Ctl Instl :	WXYZ	Priority(E/U/R):	RDD (YYMMDD): 000000
Ctl Cntr :	A	Date Firm :	RDD Assgn By :
Work Order:	H1227	Date Mat Comp :	Planner : Z39
Fac Nbr :	00000		
Instl Code:	WXYZ		
-----SBSS Related Data-----			
Urgency Code:	CW	Delivery Dest:	891 System Designator: 01
FAD Code :	4	Project Code :	000
-----Cost Data-----			
LP Value :	\$331.00	COCESS Value:	\$700.00
SBSS Value:	\$14.00	IMPAC Value :	\$75.00 Total Cost: \$1120.00

5.2.4.1 IMPAC Edits During Firming.

A series of edits will be accomplished during the firming process on all IMPAC items. Error messages will be printed on the PCN SF022-106, Firm Transaction Report. Edits include:

- a. Does the extended value of the purchase exceed the IMPAC limit in the Base Variable File. If the limit is exceeded, MBMFFIRM will not order the item. These item will need to be ordered through the bill-of-material modification (MBMIMOD) program.
- b. Does the organization record loaded on the item have an IMPAC organization record associated with it. If not, the item can be ordered through the MBMIMOD program or re-firmed after an associated IMPAC organization code is added to the parent record in the organization file. (Reference paragraph 2.4.2)
- c. All edits used for ordering items will be accomplished using the associated IMPAC organization code.

FIRM BOM TRANSACTION REPORT							WXYZ SF022-106
CONTROL INSTALLATION WXYZ CONTROL CENTER A WORK ORDER H1227							
Julian Date 7168 Firmed By Z39							
CSL	DOCUMENT #	ITEM	NOUN	U/I	REQ'D QTY	ACTION QTY	SOURCE/EXPLANATION
AA484A		WIRE		CL	1	0	Exceeds IMPAC Limit
AB179G		DOOR		EA	1	0	No IMPAC Org
AB182E	I1193B71680007	DOOR		EA	1	0	IMPAC
AB182N	F3533B71680004	DOOR		PR	1	1	COCESS
AB186R	R9053B71687001	DOOR		EA	1	1	SBSS
AB188J	F9053B71680005	DOOR		EA	1	1	LP CES
AB188K	FC123471680006	DOOR		EA	1	1	LP

5.2.4.2 Bill-of-Material Inquiry Print (MBMIR).

After firming is complete and from the main Bill-of-Material (BOM) Inquiry screen, a bill-of-material inquiry, PCN SF022-105, is printed. The value of IMPAC transactions is reflected on the printed products. Items that have been ordered as IMPAC will have the activity code 'I' in the document number.

```

PREPARED 97 JUN 17 22:53                                WXYZ SF022-105
INSTALLATION: BOONDOCK AFB                              Wo: WXYZAH1227

                                Bill of Material Inquiry Print

Work Order: H1227 Cntl Instl: WXYZ Cntrl Ctr: A Facility #: 00000
Work Descr: IMPAC TEST
                                Planner: Z39 Priority: E
DATE: Required: 971201 Firmed: 970617 Complete: 000000

                                Estimated Bill of Material Values

LP      :      $331.00          COCESS :      $700.00
SBSS    :      $14.00          IMPAC  :      $474.00          TOTAL:      $1519.00

                                Bill of Material Detail Records

  CSL#    QUANTITY  ITEM DESCRIPTION
  UI      UNIT COST  TOT COST      NSN          COST CNTR  SUB  CRAFT  PLN
-----
AB188J  00001  DOOR ,WOOD ,SOLID CORE,1 3/4IN ,3'0"X 7'0"
EA      $1.00      $1.00  5520PAB188J3089  453      0      3B      Z39
                                I1193B71680005      0      0      0  000000  000000  971201
    
```

5.2.5 Bill-of-Material Modification Program (MBMIMOD).

The bill-of-material modification program can be used to manage IMPAC transactions.

```

                                BILL OF MATERIAL ITEM SCREEN
Ctl Instl/Cntr: WXYZ A WO: H1227 PRI: E Date Ordered: 970617 RDD Date: 971201
Item      1 of 7      Noun: WIRE      Doc Nbr :
CSL#:    AA484A      Adjs: 8 AWG STR THHN      GREEN      600V
Unit of Isu: CL
NSN : 6145
MFG Name/PN: TRIANGLE CONDUIT AND CABLE / 8 STR THHN GREEN

Item PRI/RDD : E / 971201 Agreed Del(ADD): 000000 Order (Y/N/A): Y
RDD Assgn By : Z39      Org Code : 119
Qty Requested: 1      New Unit Cost: 73.00      Researched By: Z39
Qty Due In : 0      Unit Cost : 73.00      Item Planner : Z39
Qty Received : 0      Total Cost : 73.00      CE Local Buy : I
Qty in Bin : 0      Bin Location :      Cost Center : 452
Qty Issued : 0      Last Issue To:      Sub Cost Cntr: 0
IEX Code:      ID#:      Craft Code : 2C
Chemical (short name):
Chemical (long name) :
Date Last Inv: 000000
    
```

5.2.5.1 Modifying Memo Records.

When items are added to the BOM, the CE Local Buy flag is set based on the noun dictionary or user input. The flag can be changed to IMPAC (I) or from IMPAC to CE Local Buy (Y), or to Local Purchase through contracting (N). These are examples of memo records which may be made prior to the bill-of-material being firmed. Additionally, the organization code may be changed to reflect a different IMPAC organization code or one needed to support a change from IMPAC purchasing.

5.2.5.2 Requisitioning Items.

Items added to a firm BOM or those bypassed through MBMFFIRM may be ordered through MBMIMOD. Through this option, additional edits are placed on IMPAC items. These edits include:

- a. Is there an IMPAC organization code associated with the bill-of-material organization code.
- b. Does the extended estimated cost exceed the limit identified in the CEMAS Variable File. Even though an edit is performed and a warning message is generated, it may be overridden and requisitioning action will continue.

Section 6. The Purchase Order

6.1 Purpose.

This section explains the changes made in the purchase order system to support IMPAC purchasing.

6.2 Purchase Order File (MPOF).

The purchase order file is created at the time an item is ordered. IMPAC items will be identified with a purchase order record just as any other item on order. Changes have been made to simplify the awarding process of IMPAC purchases. Additionally, some information will default for IMPAC purchases.

6.2.1 Purchase Order File Updater (MPOFUD).

The purchase order file updater will be used to inquiry, award, modify, or delete IMPAC purchase order records.

6.2.1.1 Inquiry.

IMPAC purchase orders are retrieved from the file in the same manners as other purchase orders. The record that is displayed will display information that is unique to IMPAC purchases. Identifying information is:

- a. All purchases will have:
 - the purchase order document number will start with the 'I'.
 - the Org will be an IMPAC organization code.
 - the CE Local Buy flag will be an 'I'.

- b. If the purchase order has already been awarded:
 - the PIIN will start with the word IMPAC.
 - the Buyer ID may contain an 'I'.
 - the IMPAC Buyer will reflect the user ID of the buyer.
 - the Extra Info field may contain information pertaining to the purchase.

PURCHASE FILE INQUIRY				FCA # 22497
CSL AA003M Priority R	Ctl Instl/Cntr WXYZ A	WO 11201		
PIIN IMPAC 97A1234	S-PIIN 0001	PR Number I119FH	71360025	
Item Desc. ADAPTER	PVC DWV	FEMALE	H X FPT	4IN
Additional Desc. H X FPT, NON ODC ITEM COMPLIES WITH PUBLIC LAW 102-484.				
Chemical	IEX	Last Price	2.45	
		Total Cost	20.00	
QTY Required	4 EA	Unit Cost	5.0000	AMT Award 20.00
FOB Indicator	Buyer ID/NSN	I 4730	PAA147V3008	Org/Craft 119 FH
	EDD 970930	RDD 970530	ADD 970930	Cost Cntr/Sub 432 0
MFG Name/Part # GSR	Part # 2894	Vendor Code ARTS	Conf. with	QTY Received
		Competit Code.	% Variance	Date Recv.
General Prov.	Del. Cost			Complete Flg N
CE Local Buy/Pay I	Date Awarded 970716			# Follow Ups
				Next follow up 970930
				Demand Code
IMPAC Buyer Z39			Extra Info	

6.2.1.2 Award.

The awarding process must be completed prior receiving the item purchased. By entering the purchase order file inquiry/update program as a 'buyer', you will be able to award IMPAC purchases. Retrieving an IMPAC purchase order and using the 'award' option, can input the information required for award. In award mode, multiple fields are modifiable on the screen.

6.2.1.2.1 Mandatory Inputs.

There are five (5) mandatory fields that new inputs are required for awarding.

PURCHASE FILE INQUIRY		FCA # 97100	
CSL AB208Q Priority R	Ctl Instl/Cntr WXYZ A	WO 00003	
PIIN IMPAC 97	S-PIIN		PR Number I119WA 71400025
Item Desc.	PIG	NOTSTOCKED	IMPAC
Additional Desc. THIS IS AN IMPAC NON-STORE STOCKED PIG			
Chemical	IEX	Last Price	1.02
		Total Cost	
QTY Required	400 EA	Unit Cost	000000.00
FOB Indicator	Buyer ID/NSN	I 8010	AMT Award
EDD 000000	RDD 970530	ADD 000000	Org/Craft 119 WA
MFG Name/Part #	GOD	QTY Received	Cost Cntr/Sub 441 0
Part #	PIG-IMPAC	Date Recv.	
Vendor Code	XXXXXXXX	Conf. with	Complete Flg N
Competit Code.	% Variance	# Follow Ups	
General Prov.	Del. Cost	Next follow up	970522
CE Local Buy/Pay I	Date Awarded	970716	Demand Code N
IMPAC Buyer	Z39	Extra Info	XXXXXXXXXX

a. Purchase Order Number (PIIN). The default PIIN will start with a constant 'IMPAC' that is not modifiable. It is followed by a seven (7) character purchase order number that defaults with the fiscal year in the first two (2) positions. All positions of this area are modifiable. It is recommended the purchase order number contain information that would help cross-reference the purchase back to the original funding document. Example: When the finance office coordinates on the funding document, they put a control number on it for tracking in their system. This control number could be used for all purchases made against the funding document. Could be formatted as 97A0015 for a control number HSA-0015.

b. Sub-PIIN. The S-PIIN, commonly referred to as a call number, is a four (4) character field. It will take any combination of alpha and numeric characters. It is recommended that it refer to the number of calls made against the funding document. Example: When you start a new funding document and you make the first call against it, the S-PIIN would be '0001', the second '0002', etc. All items purchased on the call would have the same S-PIIN number. (i.e. if you bought 8 items from the same vendor that will be charged to your credit card as one purchase would have the same S-PIIN.)

c. Unit Cost. This will reflect the unit price (cost of ONE (1) unit of issue). If there is a shipping or handling charge on an item, you may want to prorate the cost and include it in the unit price.

d. Estimated Delivery Date (EDD). The agreed upon delivery date from the vendor. This date must be the current or a future date.

e. Vendor Code. The vendor code must be loaded in the Vendor File (MVEN). Vendor codes for the most common vendors should be loaded in the file in advance of processing. Vendor codes should be created that are easy to recognize or remember. Examples: WALMART for Wal-Mart, SEARS for Sears, OFFICED for Office Depot. The use of funny alphanumeric combinations assigned by contracting is not required for our internal processing requirements.

6.2.1.2.2 Optional Input.

There is one (1) optional field for IMPAC use. The Extra Info is a ten (10) character field that was designed to allow for a general comment to be input that is related to the purchase. This may include a cross-reference log number or a point of contact

6.2.1.2.3 IMPAC Data File (MIMP).

The IMPAC Data File contains a record for each IMPAC purchase. It is created when an IMPAC item is awarded in the purchase order file, when a Non-CEMAS IMPAC transaction (see section 9) is processed, or a non-material transaction is processed through UIMPACUD (see section 9). The purpose of the file is to capture all IMPAC information necessary for printing of logs and reconciliation of bills. The file contains the following information pertaining to the purchase.

- Control Installation
- Document Number
- Vendor Code
- Type Transaction
- CSL
- Fund Cite Authorization Number (FCA)
- Purchase Order Number (PIIN)
- Sub-PIIN (Call Number)
- Quantity Purchased
- Unit Price Date Awarded
- Buyers User ID
- Additional Information
- Receipt Date
- Quantity Received
- Record Status/Complete Flag
- FCA Close-out Date
- Reconciliation Date
- Reconciliation User ID
- Memo Transaction Hold Information
- End-of-Session Print Date
- Control Center
- Unit of Issue
- Noun
- Date Awarded
- Buyers User ID
- Additional Information
- Receipt Date
- Quantity Received
- Record Status/Complete Flag
- FCA Close-out Date
- Reconciliation Date
- Reconciliation User ID
- Memo Transaction Hold Information
- End-of-Session Print Date
- Control Center

6.2.1.2.4 Reverse Post.

Reverse post of IMPAC awarded purchase orders is not allowed. Any errors made during the award process can be fixed by modifying the record. If a vendor cannot provide an item after it was awarded, the purchase order should be canceled and reordering action taken for a new vendor. These actions are necessary to ensure integrity of the financial records.

6.2.1.3 Modify.

Modification of existing IMPAC purchase order records is similar to modification of other records. All fields that are input in the award mode are modifiable, except the EDD. However, the Agreed Delivery Date is now modifiable. Any change made to the purchase order will also update the supporting MIMP record created during the award process.

6.2.1.4 Cancellation.

Cancellation of IMPAC purchase order records is authorized and does not require any prior coordination with contracting. This means that after inputting the cancellation information, the purchase order will disappear.

a. Cancellation of an awarded transaction will create a de-obligated amount in the FCA. This is required based on the current rules on posting obligations to funding documents. The basic rule is once obligated, purchases cannot be de-obligated in a way that can funds can be re-obligated without accounting and finance coordination.

b. Cancellation of a not awarded requirement will reduce the amount of committed dollars in the FCA. If the purchase was for a bill-of-material, the same amount will be added to the memo-committed value in the FCA. If the purchase was for a line item or store requirement, the will be reflected in the available balance.

6.2.1.5 Fax Document.

On occasion, there will be a requirement to fax a description or purchase information to a vendor to assist in the bidding processes. This is available through the purchase order record 'fax print' option. The document generated contains information necessary without compromising prior purchase history or estimated price. (See attachment 1 for a sample letter.) The sources of information on the letter are as follows:

Return Address	CEMAS Variable File Base Address
Document Date	Current system date
Phone	CEMAS Variable File Buyer Phone Number
PR Number, QTY, UI	Purchase Order Document Number, Quantity, and Unit of Issue
Required Delivery Date	Converted based on Purchase Order RDD
Item Description	Purchase Order Noun and Adjectives
MFG Name, MFG Part #	Purchase Order Manufacturers Name and Part Number
Further Description	Noun additional description of the CSL on the purchase

Section 7. Quick IMPAC Update and Reconciliation.

7.1 Purpose.

The purpose of this section is to explain the use of the Quick IMPAC Update and Reconciliation program. This program was designed specifically to help with processing of IMPAC purchases in CEMAS. Additionally, it will provide a method of reconciling purchases with your IMPAC card billing statements.

7.2 IMPAC Purchase Updates (MIMPUD).

The IMPAC purchase program is the link to easier/quicker updates. It provides the ability to award purchases with the minimum of information, reconcile your monthly statements, and print or reprint purchase logs.

7.2.1 Retrieving IMPAC Purchases.

All items that are in the purchase order file with the CE local buy flag of 'I' and a blank Agreed Delivery Date (ADD) will be retrieved. Options are as follows:

- a. Display all by document number in date/serial number sort. Can be used when you want to know all the pending purchases and which ones are the oldest.
- b. Display a specific document by date/serial number. Should be used when only awarding one or two items and you know the document number.
- c. Display for a specific CSL or Craft Code (one or the other) in date/serial number sequence. The option will allow you consolidate purchases for a specific item or review all purchases for a specific shop.
- d. Display all by work order number in work order number sequence.
- e. Display all pending purchases for a specific work order.
- f. Display for a specific CSL or Craft Code (one or the other) in work order number sequence.

```
IMPAC Purchase Updates
Date/Serial Number Sort
PF1 - Display All by Document Number
PF2 - Document Date/Serial Number _____
PF3 - Search by:  CSL _____ -OR- Craft Code  __

Work Order Number Sort
PF5 - Display All by Work Order Number
PF6 - Work Order Number _____
PF7 - Search by:  CSL _____ -OR- Craft Code  __

Utility Options
PF10 - Reconcile IMPAC Purchases with Monthly Bill _____ (YYYYMMDD)
PF11 - Print Purchase Logs
```

7.2.2 Quick Update of Purchase Order.

After retrieving items through the above options, the following screen will display item. From one (1) to eight (8) purchase records will be displayed at one time. All displayed records can be updated and processed together.

Quick Update of Credit Card Purchases										
Item 008 of 054	Doc Nbr	WO	CSL	Noun	Unit	Price	Ctl Inst WXYZ	Ctrl Cntr	A	
	FCA	QTY	UI	PIIN - Sub	Vendor		Add	Extra Info		
I119CA71550002		1	EA	97A0015	0015	ARTS	15.00	970930	FOR	BBQ
I119CA71550003		1	EA	97			.00			
I119CA71550009		1	EA	97			.00			
I119CA71550011		1	EA	97			.00			
I119LG71560002		1	BX	97			.00			
I1193B71560007		1	EA	97			.00			
I1193B71560008		1	EA	97			.00			
I1193B71560012		1	EA	97			.00			
BUYER ID Z39										
PF1 Update all			PF3 Display POF Record				PF14 Select Vendor			
PF2 First			PF5 Next		PF8 Find		PF16 Exit			

7.2.2.1 Quick Update Requirements.

The Purchase Order Number (PIIN), Sub-PIIN, Vendor Code, Unit price, and ADD are mandatory inputs. (See paragraph 6.2.1.2.1 for field explanations.) The Extra Info field is an optional input field. (See paragraph 6.2.1.2.2 for field explanation.) The buyer ID on the bottom of the screen defaults to the logged on user. However, if someone else is awarding transactions for the buyer, the user ID should be changed to reflect the actual buyer. This action is important to make the reconciliation process explained below work properly..

7.2.2.2 Screen Edits.

Each of the mandatory fields have an established set of edits.

- a. PIIN. The PIIN defaults with the fiscal year in the first two positions. However, these positions are modifiable. Any combination of alphanumeric character can be used. The only field edit is that all seven (7) positions must contain a character.
- b. S-PIIN. The sub-PIIN (call number) is also a field that will take any combination of alphanumeric characters. Again, the only field edit is that all four (4) positions must contain a character.
- c. Vendor Code. Any vendor code loaded in the vendor file will except. However, the vendor codes SBSS, COCESS, BCAS, \$UPLOAD\$, and IMPAC are edited out, even if they are found in the vendor file.
- d. Unit Price. This is the key field in the update process. Any record with the unit price of .00 will be ignored during processing. Only positive unit prices will be accepted.
- e. ADD. The agreed delivery date must be in YYMMDD format. Edits ensure it is a valid date that is not in the past.
- f. Buyer ID. The input Buyer ID must be found in the CEMAS identification file (MVAR).

7.2.2.3 Screen Options.

The following options are available from this screen.

- a. Update All. This option will try to process all transactions that have an input unit cost. All records that would have been updated through the purchase order file award process will be updated on these transactions.
- b. First. This option will return you to the first record selected.
- c. Display POF Record. Tabbing to the record desired and selecting this option will link you to the purchase order file inquiry program, passing the document number for inquiry purposes.
- d. Next. Displays the next eight (8) records in the selection table.
- e. Find. The find option has two fields that are displayed based on which select option was used to build the screen. If selection was made for date/serial sort, an eight (8) position field will be displayed to find a specific document number and move the display table to start with that document. If selection was for work order sort, a five (5) position field will be displayed to find a specific work order and move the display table to start with that record.
- f. Select Vendor. This option will allow you to review and select vendor codes already loaded in the vendor file. Your screen cursor must be in the vendor field you are trying to locate for the program to link and retrieve properly. (See below for vendors selection screen.)

7.2.2.4 Vendor Selection Process.

The Vendor Selection option allow you to review and select a vendor for a purchase. Additionally, individual with vendor code maintenance allowed in the CEMAS Identification file, may link to the Vendor Updater (MVENU) to load new vendor codes.

Vendor Selection Screen			
Vendor	Description	Vendor	Description
_ ACE RENT	ACE RENTALS		
_ ARTS	ARTS IMPAC ACCEPTED		
_ BOOKS IN	BOOKS INCORPORATED		
_ BUSHWACK	BUSHWACKERS YARD SERVICE		
_ CCD	CC DISTRIBUTORS		
_ DANS	HORSE TRADER DAN'S		
_ INVSVC	STORE INVENTORY CO		
_ KINKOS	KINKOS		
_ OFFDEPOT	OFFICE DEPOT		
_ RADIO SH	RADIO SHACK		
_ ROSEY	ROSEY'S RIPOFF CORP		

Place an 'X' next to an entry and press ENTER to select.
(2)First (5)Next
(11)Add

7.2.3 Reconcile IMPAC Purchases.

On a monthly basis, IMPAC card holders receive a bill for the purchases made during the month. Card holders are required to reconcile their purchases with the monthly statement. Due to the large volume of purchases that could be made on a Civil Engineering owned IMPAC cards, the following process was included in CEMAS to assist in reconciliation's.

7.2.3.1 The Concept.

The basic concept of the process is based around all IMPAC transactions made by BCE personnel be processed within the Work Information Management System (WIMS). Material transactions should be processed through CEMAS, and non-material items through financial management programs. All transactions processed will have the supporting IMPAC record described in paragraph 6.2.1.2.3. This record records the dollar value, vendor, buyer ID, and receipt information necessary for reconciliation.

7.2.3.2 Updating IMPAC Records.

From the IMPAC Purchase Updates screen (see paragraph 7.2.1) input the close-out date found on the billing statement. This date must be in YYYYMMDD format. By selecting the options, all items in the IMPAC file that have been received and not had a prior reconciliation, will be displayed. The display table will be in PIIN/S-PIIN sequence within the Buy ID. This sequence will allow a buyer to search for their user ID and bring up the list of their purchases requiring reconciliation. Additionally, the PIIN/S-PIIN sort should put purchases in date sequence if the method to purchase order number assignment described in the purchase order updater was used. The reflected date received is that of the last item received on the call.

IMPAC Reconciliation							
Billing Date	970625		Ctl Instl WXYZ		Ctl	Cntr	A
Purchase Order	S-PIIN	Vendor Code	Date Received	Extended Cost	Buyer ID	Mark	Items on Bill
9711111	2222	ROSEY	970520	1.00	Z19		-
9711111	9999	ROSEY	970520	1.00	Z19		-
9722222	1111	ROSEY	970520	1.00	Z19		-
9733333	1111	ROSEY	970520	1.00	Z19		-
97S7163	0010	MERC	970612	555.55	Z36		-
970527I	0002	ROSEY	970527	20.00	Z37		-
970527I	0003	ROSEY	970527	.99	Z37		-
970529I	0010	ROSEY	970530	84.80	Z37		-
970602I	0001	PIGSINC	970602	49.50	Z37		-
9711111	0001	PIGSINC	970522	35.89	Z37		-

PF1 - Will allow multiple update of all awarded items on the screen. All items on the call, with a received date, will be updated in the IMPAC data file with the billing date.
 To display individual line items - tab to item and press PF3

ENTER to find record
 PF2 First PF5 Next PF8 Find Buyer _____ PF12 Reverse _____ PF16 Exit

7.2.3.2.1 Updating by PIIN/S-PIIN.

Update of records with the above screen will update all records in the IMPAC date file with the marked purchase order number/call. The thought process used to develop this option is that when a monthly statement is received, you would match transactions based on date purchased/received, vendor code, and extended cost. If all matched, one transaction will update all items purchased on the call. Other options on this screen are.

- a. First. Return to the first page of the items displayed. This has the same effect of exiting the option and rerunning it.
- b. Next. Next page of records.
- c. Find Buyer. Move table to begin display with the input Buyer ID.
- d. Reverse. This option will allow to remove the reconciliation date from all records with the input purchase order/call number. (A fat finger fix...)
- e. Display Individual Items. Explained next paragraph.

7.2.3.2.2 Updating by Document Number.

On occasion, vendors will partial ship an order and bill you on two different transactions. At times, these two (or more) billings will be on different statements. If during the process explained above, the dollar value doesn't agree, tab to the record and press PF3. The following screen will appear showing all items received on the call by document number. The date received will reflect the processed date for the individual document. Additional notes about the screen are below.

Billing Date 970625		IMPAC Reconciliation					
Purchase Order	S-PIIN	Vendor Code	Document Number	Date Received	Ctl Instl Extended Cost	WXYZ Buyer ID	Ctl Cntr A Mark Items on Bill
970529I	0010	ROSEY	71490002A	970530	4.30	Z37	—
970529I	0010	ROSEY	71490002B	970530	8.60	Z37	—
970529I	0010	ROSEY	71490003A	970530	5.30	Z37	—
970529I	0010	ROSEY	71490003B	970530	10.60	Z37	—
970529I	0010	ROSEY	71490004A	970530	7.00	Z37	—
970529I	0010	ROSEY	71490004B	970530	4.90	Z37	—
970529I	0010	ROSEY	71490004C	970530	6.86	Z37	—
970529I	0010	ROSEY	71490005	970530	7.42	Z37	—
970529I	0010	ROSEY	71490006	970530	14.70	Z37	—
970529I	0010	ROSEY	71490007	970530	7.14	Z37	—
970529I	0010	ROSEY	71490009	970530	.42	Z37	—
970529I	0010	ROSEY	71490010	970530	2.10	Z37	—

PF1 - Will allow multiple update of all items on the screen.

PF5 Next PF12 Reverse Recon _____ PF16 EXIT

a. Document Number. The document may contain a suffix code (A - I). The suffix is assigned if a partial receipt is processed for a specific document. At the time of receipt, the original IMPAC record is rewritten with a suffix 'A' for the quantity processed. At the same time, a new record is established for the remaining quantity on order. This will continue until the total amount ordered received (up to 9 partial receipts).

b. Selecting the records that total the amount billed and marking them, can be updated all at one time using PF1. Records will remain on the screen with a non-modifiable mark on bill field until you exit the screen.

c. Next. Move to the next screen displaying additional records.

d. Reverse. Allows the removal of the reconciliation date for a specific record. Record will return to display after this option. (Another fat finger fix....)

e. Exit. Return to previous screen. If items were reconciled on this purchase order/call, the extended cost of unreconciled items will be updated when you return to the previous screen.

7.2.4 IMPAC Logs (MIMPPRT).

To assist in day to day maintenance of IMPAC purchases, two (2) IMPAC transaction logs have been created. The PCN SF022-305, Call Sequence, and PCN SF022-306, Line Items Sequence are produced during End-of-Session (EOS) processing. Transactions are printed on the log the first EOS processed after the IMPAC data record was created (IMPAC award is processed). After printing during EOS, a date printed is added to the IMPAC data record to assist in other printing options identified below.

7.2.4.1 PCN SF022-305 - Call Sequence.

The PCN 305 identifies all IMPAC purchases made since last EOS was processed. This listing summarizes purchases by Purchase Order/S-PIIN, and sorts them within Fund Cite Authorization (FCA) number. A daily total is printed at the end of each FCA area. This total could be used for summary posting to funding documents. The list is produced in 80 column format and is sent to the 80 column printer identified in the CEMAS Variable (MVAR) file. (See attachment 2 for sample listing.)

7.2.4.2 PCN SF022-306 - Line Item Sequence.

The PCN 306 identifies all IMPAC purchases made since last EOS was processed. This listing displays purchase by document number and sorts them within Fund Cite Authorization (FCA) number. A daily total is printed at the end of each FCA area. This total could be used for summary posting to funding documents. The list is produced in 80 column format and is sent to the 80 column printer identified in the CEMAS Variable (MVAR) file. (See attachment 3 for sample listing.)

7.2.4.3 Reprinting of Logs.

The ability to reprint logs exists through the Quick IMPAC Update program. By selecting the options on the following menu, IMPAC logs can be displayed, printed, or reprinted. Most options will display the product first and only print if requested from display. Note: Reprint options can only be guaranteed for 120 days past reconciliation or receipt. (See section 11 for file maintenance criteria.)

```

                                IMPAC LOG PRINT OPTIONS
Call Sequence (PCN 305)                                XL Inst WXYZ Ctl Cntr A
PF1 - Display/Print Daily Log for Date _____ FCA _____
                                     (yyyymmdd)
PF3 - Display/Print Monthly Log for Date _____ FCA _____
                                     (yyyymm)
PF5 - Display/Print Log From Date _____ to Date _____ for FCA _____
                                     (yyyymmdd) (yyyymmdd)
Line Item Sequence (PCN 306)
PF7 - Display/Print Daily Log for Date _____ FCA _____
                                     (yyyymmdd)
PF9 - Display/Print Monthly Log for Date _____ FCA _____
                                     (yyyymm)
PF11 - Display/Print Log From Date _____ to Date _____ for FCA _____
                                     (yyyymmdd) (yyyymmdd)
Awarded Since Last End of Session
PF13 - Print CURRENT Log (Produces both products)

          ****IF FCA IS LEFT BLANK - ALL FCAs WILL BE SELECTED****
Call option will total all items awarded for a specific call/log number and
print as the consolidated total
L/I option will print log with each line item awarded.
                                                                    PF16 - EXIT

```

a. Display/Print Daily PCN 305 Log. Displays list for all transactions for an input date, or for a specified FCA for the input date.

b. Display/Print Monthly PCN 305 Log. Displays list of all transactions for an input calendar month, or for a specified FCA for the input month. This option will not work for the current month. The product was designed to assist with monthly purchase summaries required by some contracting offices.

c. Display/Print Variable Date PCN 305 Log. Displays list of all transactions for an input time frame, or for a specified FCA for the input time frame. This option was designed so you could match the time frames to the billing cycle.

d. PCN 306 Print Options. Same as PCN 305 criteria.

e. Print Current Log. Prints both PCN 305 and 306 for transactions since last EOS was processed. This does not update date printed, and transactions will still print during the next EOS.

Section 8. Receiving.

8.1 Purpose.

The purpose of this section is to explain the processing of IMPAC receipts. IMPAC receipts will be processed in the same manner as other local purchase receipts. However, there are several differences.

8.2 Receipt Processor (MRECUD).

The standard receiving program will be used for processing IMPAC receipts. Retrieval of documents options are the same, however, some input modifications made need to be made.

RECEIVING SELECTION	
PFkey	Inquire by Control Installation WXYZ
-----	-----
(1)	Print for PIIN F4169197 _____ and S-PIIN _____
(2)	PIIN F4169197 _____ and S-PIIN _____
(3)	Document Date and Serial Number _____
(4)	CSL Number _____
(5)	NSN _____
(7)	Multiple for PIIN F4169197 _____ and S-PIIN _____
(9)	Holding Area Inquiry
(12)	Reverse Post
(16)	Exit

a. Options 1, 2, and 7 will require the changing of the default RFQ constant to the word IMPAC. As explained in paragraph 6.2.1.2.1a, ALL IMPAC awards will have this as the default. You then would put in the PIIN/S-PIIN assigned to the purchases.

b. All other options work without modification.

8.2.1 Record Updates.

In addition to the purchase order, bill-of-material, etc. files being updated by a receipt, the IMPAC (MIMP) data file will also be updated. When an item is received, a date received will be added to the record. It is this date that is used in the reconciliation process to determine which items are eligible for payment. (Refer to paragraph 7.2.3.)

8.2.1.1 Full Quantity Receipts.

If the item being received is the full quantity that was ordered, the IMPAC record will be flagged as complete.

8.2.1.2 Partial Quantity Receipts.

If the item being received is less than the quantity ordered, it is considered a partial quantity receipt. When updating the MIMP record on these receipts, the program does it differently than full quantity receipts. The original IMPAC record is rewritten for the partial quantity received as complete. The document on this record has a suffix code 'A' added to it. The remaining quantity on order will be written to a new IMPAC record with the suffix code 'B'. If a second partial receipt is processed, the rewriting and creation process will continue with the letter 'C', etc. A total of nine (9) partial receipts may be processed for each document number. If the 9th receipt is not for the remaining quantity, the system will prompt you to process the entire remaining quantity. This whole process was developed to assist in the reconciliation process when the vendor bills for the partial quantity.

Section 9. Non-CEMAS Transactions

9.1 Purpose.

The purpose of non-CEMAS transactions is to update costs into the WIMS system that are not processed through the normal requisition and receipt methods. These transactions fall into material and non-material areas.

9.2 Material (MCWMOTH)

Most material transactions bought with the IMPAC card should be processed through normal requisition and receipt methods. However, there will be times when this is not convenient nor make much sense. The non-CEMAS Material Transaction program supports these occasions. When the program is run, it first asks you what type of transaction do you want to process. The following screen is used to make that determination.

```
Non-CEMAS Type Transaction Determination

PF1 - IMPAC Transaction
      Purchases made with International Merchants Purchase Authorization Card
      Examples: office supplies, one time purchases against collection work
              orders

PF4 - Other Transaction
      Material charges for items acquired through other than normal CEMAS
      procedures
      Examples: donated material, medical supply, COPARS
```

9.2.1 Transaction Screen.

The following screen will be used to process IMPAC transactions through this program.

```
'IMPAC' MATERIAL TRANSACTIONS (CWM)
Control Installation/Control Center WXYZ A

Effective Date: 970729

Work/Shop Info: W/O Number: 00002   Craft Code CA   Cost Center/Sub 451 0

Financial Info: Org Code 119       Extended Cost   15.00       EEIC 61950

Description: CSL ZZ999Y (Optional)  Noun OFFICE SUP Qty 1 U/I EA
Note: If CSL is input, Noun and U/I will be from CSL. If CSL
      is not input, Noun and Unit of Issue are required inputs.

Buying Info: PIIN IMPAC 97 00355 Sub PIIN 0021 Vendor Code OFFDEPOT

Additional Information Buyer/User ID Z39
Verification: Document Number I119CA72100002 FCA Number 22497

PF1 Add Transaction
      PF12 INQ CSL PF13 INQ Work Order PF14 Vendor File PF16 Prev
      PF32 Exit
```

a. Effective Date: Defaults to the current system date. However, can be modified to a previous date to allow update of prior months transactions through the WIMS/Financial Management interfaces.

b. Work Order. The appropriate work order number for the transaction. If the work order indicator is other than 'O', and is authorized material, a record will be added to the bill-of-material (BOM) for the work order. If no BOM exists, one will be created.

c. Craft Code. The appropriate craft code for the transaction. The craft code must be loaded on the work order input.

d. Organization Code. The organization coded loaded for the fund cite authorization used to purchase the material. This record **MUST** be coded for IMPAC use in the organization code file.

e. Extended Cost. The total cost for the transaction. This cost will be used only to update financial records. If a CSL is input for the transaction, this price **WILL NOT** be moved to the noun dictionary.

f. EEIC. Will always be 61950 and is not modifiable.

g. CSL. If the CSL is left blank (as it should for multiple item/consolidated purchases), ZZ999Y will be programmatically assigned. If a CSL is input, it must be found in the noun dictionary. The quantity input will be updated in the noun dictionary quantity used fields.

h. Noun. If no CSL is used, whatever you input will be accepted. If a CSL is used, input of a noun is not required. The noun will be retrieved for the input CSL.

i. Quantity. If a CSL is used, input of the actual quantity purchased is required for proper update of consumption date in the noun dictionary. If a CSL is not input, the input quantity will be used.

j. Unit of Issue. If a CSL is used, the unit of issue **MUST** agree with the noun dictionary. If a CSL is not used, the input unit of issue will be accepted.

k. PIIN/S-PIIN. The purchase order number must be input. The format is the same as awarding items through the purchase order or IMPAC update programs.

l. Vendor Code. A valid vendor code must be input. The list of vendors can be retrieved by selecting the vendor option.

j. Buyer ID. The user-id of the individual logged on will default to this field. However, it is modifiable to the user-id of the individual who made the purchase.

k. Document Number. After all edits are processed, the IMPAC document number will be displayed prior to processing.

9.2.2 Transaction Updates.

Completed transactions will update/create records within CEMAS.

a. IMPAC data file. A new record will be created as a completed transaction with the a date received.

b. Fund Cite Authorization. The FCA record tied to the input organization code will be updated in the 'obligated' field with the extended cost of the transaction. These purchases will show up on end-of-session purchases logs as any other IMPAC award.

c. WIMS Interface. A transaction will be written to the IINF/I1XXDATA data file for processing costs to the work order and financial records. This interface will also create a transaction in the monthly financial management transaction register (UTHFxxxx/U1XXDATA).

d. Bill-of-Material. If the work order type warrants a BOM creation, a record will be added.

e. CEMAS Transaction Register. A CEMAS transaction will be added to the MTHF file for the input or default (as appropriate) CSL.

9.3 Construction, Services, Rental, etc.

On occasion, the IMPAC card is used to do things other than purchase materials. It can be use to rent equipment, do minor construction, renew magazines subscriptions, hire services, etc. It is necessary to process these transactions into the WIMS cost systems.

9.3.1 Non-Material Transactions (UIMPACUD/U1XXOBJ).

This program will allow the processing of non-material transactions into the financial and work control systems of WIMS. It allows the processing of transaction identification codes (TRIC) CCC, CCO, and CCS. Access to the program and options requires the user to have rights in the Generic Users Rights File (refer to paragraph 2.3). The initial screen allows the selection of which transaction you are trying to process. The additional option for material transactions links to the MCWMOTH programs described above.

```
International Merchants Purchase Authorization
Card (IMPAC) Processor
CTL INSTL: WXYZ CTL CNTR: A
PLEASE SELECT THE TYPE OF TRANSACTION FOR INPUT

MEMO
OBLIGATE - COMMIT

PF1 - PF11 Service Contract Cost (CCS)

PF3 - Material Purchases (CWM) (MCWMOTH)

PF5 - PF15 Other Costs (CCO)
(example: rentals, computer purchases)

PF7 - PF17 Contract Project Cost (CCC)

PF10 Retrieve MEMO Transactions
```

9.3.1.1 CCS, CCO, CCC Processing.

The following input screen will be used to process actual transactions in a post-post (after the fact) mode. It was designed to duplicate the Accounting & Finance interface reject screen for familiarity purposes. The processing of transactions in this method duplicates what Finance would have sent through the ABQ16A process if an AF Form 9 would have been used for the purchase.

International Merchants Purchase Authorization Card Transaction			
Control Installation:	WXYZ	Control Center:	A
Transaction ID:	CCS	Transaction Date:	19970612
Work Order:	_____	Craft Code:	_____
IMPAC Org Code:	000	EEIC:	594
Cost Amount:	00000.00	Description:	_____
Vendor Code:	_____	Extra Information:	_____
PIIN/S-PIIN:	IMPAC 97	User ID of Buyer:	Z39
Document Number:			
DO NOT CHANGE INFORMATION BELOW WITHOUT FINANCIAL MANAGEMENT APPROVAL			
Cost Descriptor:	W	Quantity:	000000000
AFO ID:	0	Fund Code:	
Operating Agency:	00	OBAN:	
Budget Year:	0	Fiscal Year:	0
Type in the information and press PF1 to add the record.			
PF1 Process Transaction		PF3 Link to Work Order	
UIMPACUD-1		PF14 Select	PF16 Exit
		PF29 Documentation	

- a. Control Installation. This is the default control installation for the user.
- b. Control Center. This is the default control center for the user.
- c. Transaction ID. Transaction ID is based on which option was selected from the calling screen.
- d. Transaction Date. Current system date, however, the date can be modified to any prior date during the current fiscal year. During end of year close-out window of October 1-15, a prior year date can be used. However, if end of year has been processed for financial management prior year will not accept.
- e. Work Order. Any valid, open work order in ready status may be used except work orders 00001-00012 and any work order loaded as a CEMAS forward store. Additionally, the work order indicator must be one that accepts costs based on the type transaction.
- f. Craft Code. Craft code for the appropriate shop generating the requirement. The craft code must be valid in the CEMAS Shop File (MSCF), Shop Working Logistics File (USWL), and loaded against the work order being charged.
- g. IMPAC Organization Code. This organization code must be loaded in the CEMAS Organization code file (MORG) and identified as authorized for IMPAC use. **Financial records, to include the Fund Cite Authorization (FCA) and Cost Distribution Record (MP2T), will be updated based on the input organization code.**
- h. EEIC. The Element of Expense Indicator Code will display the one established in the IVAR as the default for the input TRIC. This code is modifiable on input and must pass edits based on the type transaction. These edits are identical to those placed on Accounting & Finance interface (ABQ16A) transactions.
- i. Cost Amount. The total cost of the purchase.

j. Description. This field is used to put some type of information to identify what the IMPAC was use for. Example would be 'RENT TRUCK'. Something must be input for transaction processing and will show up as the noun in the financial management transaction history file and on other management products generated out of CEMAS.

k. Vendor Code. This must be a valid vendor code found in the CEMAS Vendor file (MVEN). A list of vendors can be displayed by tabbing to this field and using the 'select' option. From this list, users with Vendor File Maintenance may link with the CEMAS vendor file and add/load a new vendor code if needed. Four vendor codes will not be accepted by this program, they are: SBSS, COCESS, BCAS, or IMPAC. This edit was included to ensure a valid vendor was linked to the transaction.

l. Extra Information. This is an optional field that can be used for other pertinent information and will be printed on transactions logs generated through CEMAS.

m. PIIN/S-PIIN. The purchase order identification number is required for input. The number assigned is locally determined and is usually tied to the funding document for the IMPAC card used during the transaction. The sub-PIIN is an optional field that will default to '0000' if not input. An input should be made and assigned based on the transaction sequence being posted to the IMPAC transaction log. Example: the first purchase made against a funding document should get S-PIIN of '0001', the second '0002', etc.

n. User ID of Buyer. This will be the user ID of the individual processing the transaction. However, it may be modified to any individual whose user ID is in the CEMAS security file (MIDF).

o. Cost Descriptor. Will default to 'W', and normally would not be modified.

p. Quantity. Will default to '000000000', and normally would not be modified.

r. AFO ID. The accounting and finance identification number will initially display as '0', however will change to the AFO Code loaded against the organization code used on the transaction. Normally, this should not be changed.

s. Fund Code. Initially will display as blank, however, will change to the fund code linked to the organization code used on the transaction. Normally, this should not be changed.

t. Operating Agency. Initially will display as blank, however, will change to the OAC code linked to the organization code used on the transaction. Normally, this should not be changed.

u. OBAN. The Operating Base Account Number will initially display as blank, however, will change to the OBAN code linked to the organization code used on the transaction. Normally, this should not be changed.

v. Budget Year. Initially will display as blank, however, will change to budget year based on the transaction date. Normally, this should not be changed.

w. Fiscal Year. Initially will display as blank, however, will change to fiscal year based on the transaction date. Normally, this should not be changed.

x. Document Number. The document number will be assigned during the transaction process. It will consist of an activity code of 'I', the organization code used on the transaction, the craft code used on the transaction, the current Julian date, and the next sequence number from the CEMAS control file.

9.3.1.2 Memo Transactions.

During the negotiation process of getting a repair or service accomplished, it may be necessary to work with an “estimated” cost. To protect the estimated amount from being used for other purchases, it is possible to create a memo transaction. The transaction will update the ‘committed’ value of the associated FCA area. The items in memo status will show up on the CEMAS Committed Not Obligated List and may be retrieved through this program for update/processing.

International Merchants Purchase Authorization Card Transaction										
MEMO-COMMITTED TRANSACTIONS										
CTLINST	CC	TRIC	W/O	SHOP	ORG	EEIC	COST	DESCRIPTION	DATE	
—	WXYZ	A	CCS	D0415	WA	119	59400	14.00	STUFF	19970527
—	WXYZ	A	CCO	00026	EO	120	63900	41.00	TEST EODV	19970520
—	WXYZ	A	CCS	00026	EO	120	59400	200.00	TEST EODV	19970520
—	WXYZ	A	CCS	82042	EG	350	59400	99.99	TEST	19970612

Tab to desired transaction and enter. Transaction processing screen will come up with information to update/verify and process.

ENTER to Review/Upd PF2 First PF4 Prev PF5 Next
PF12 Delete PF16 Exit

UIMPACUD-2

a. The screen displays the following fields of information from the original input.

- (1) CTLINST - Control Installation.
- (2) CC - Control Center.
- (3) TRIC - Transaction Identification Code.
- (4) W/O - Work Order.
- (5) SHOP - Craft Code.
- (6) ORG - Organization Code.
- (7) EEIC - Element of Expense Indicator Code.
- (8) Cost.
- (9) Description.
- (10) Date - input transaction date.

b. If a purchase is canceled, it can be deleted from the file and funds will be made available for re-use. The committed dollar amount in the supporting FCA area will be reduced by value of the transaction.

c. To update and process the transaction, enter the transaction. The original input screen based on the TRIC will be regenerated with the original information. Exact cost should be updated and transaction processed.

Section 10. Line Item/Store Requirements

10.1 Purpose.

The purpose of the following changes was to allow the use of IMPAC to purchase materials to fill requirements for shop requirements, or to stock the main and forward stores. The changes to the forward store ordering program will be in two phases. The initial change will allow items coded as IMPAC in the noun dictionary to order properly for the forward stores. These changes are in WIMS release 970801 (August 1997). The second phase will change the basis of the program from the forward store ordering to the store ordering program which will include both the main store and forward stores. These changes are planned to be released in the December 1997. The explanations below will include the December changes.

10.2 Line Item Requisitions (MPOFUDLI)

The Line Item Requisition processes will now allow the changing of the CE Authorized Local Buy to 'I' for purchasing of IMPAC items. The input CSL does not have to be coded as IMPAC in the noun dictionary for items to be ordered as IMPAC. The use of the CE Buy flag of 'I' will override any source of supply identified in the noun dictionary. If an item is coded as IMPAC in the noun file, the CE Buy flag will automatically be updated to 'I' after initial PF1 to requisition item. In the verify mode, the flag can be changed back to 'N' (BCAS) or 'Y' (CE Local) if you want the item to go to the other source. The organization code input can be either a parent or IMPAC organization record. If the parent record is used, the organization code used will change to the linked IMPAC organization code for the purchase order and document number creation. If the extended value of the requisition exceeds the amount identified in the CEMAS Variable file, a warning message will be displayed, but requisitioning actions can be continued. Requisitions for store/forward store requirements will take any organization code identified as IMPAC.

```
Line Item Requisitions
Control Installation WXYZ

Control Cntr A          CSL Number          Quantity
Wo Number             Cost Center/Sub 438 0    Craft
Org Code              Priority Code      RDD YY/MM/DD 000000
Requester's Name      Phone 000 - 0000

CE Auth Local Buy I
UJC Code              CW      Installation Code      WXYZ Control Center      A
Sys. Designator 01   Delivery Destination 891 FAD Code              4

The following Org Codes are available for Line Item selection.
CODE  TITLE                                CODE  TITLE
351   BASE SUPPORT AMU3                      352   BASE SUPPORT INFRAST
591   SUPPLIES/EQUIPMENT                    593   SUPPLIES/EQUIPMENT
904   SUPPLIES/EQUIPMENT                    905   SELF HELP CENTER
906   POWER PRODUCTION                     907   BS HEAVY REPAIR
909   SHC/MFH SUPPORT ONLY                 910   BASE APPLIANCES

Name: Uhlig
```

10.3 End-of-Session (EOS) Store Reordering (MNONEODR).

The EOS ordering program will automatically order IMPAC items if the CSL is identified as IMPAC in the noun dictionary. For this process to work properly, the organization code loaded for store ordering must have an IMPAC organization linked to it. Additionally, the store stock variable within the CEMAS Variable file must be set up properly. (Reference paragraph 2.5.2)

10.4 Store/Forward Store Ordering Program (MSSNUDR).

The MSSNUDR program is now the Online Store Reordering program. In addition to making changes to support IMPAC purchases, the ability to retrieve items needing ordering for the main store (work order 00011) has been added.

10.4.1 Store Selection Screen.

Any work order found in the Forward Store file (MFOR) or work order 00011 (main store) can be input for ordering.

```

                                ONLINE STORE REORDERING

Enter the WORK ORDER for the Store/Forward Store and Press PF 1

                                CTLINSTL WXYZ  CTLCNTR A WORK ORDER  00014

All items identified for the above store/forward store will be reviewed for
possible ordering actions. Refer to the online documentation for exact
selection criteria. The Store Manager will have the opportunity to review
the items before reorder action takes place.

-----
MSSNUDR      PF 1 - Display Items                                PF16 - EXIT

```

Once input and the display items is selected, the remaining store ordering information is displayed. A new area has been added to identify the linked IMPAC organization code for the default store organization code. This organization code will be used if any item is identified to be ordered as IMPAC. It is possible to modify the record to use a different IMPAC organization code for these purchases.

```

                                ONLINE STORE REORDERING

Enter the WORK ORDER for the Store/Forward Store and Press PF 1

                                CTLINSTL WXYZ  CTLCNTR A WORK ORDER  00014

All items identified for the above store/forward store will be reviewed for
possible ordering actions. Refer to the online documentation for exact
selection criteria. The Store Manager will have the opportunity to review
the items before reorder action takes place.

-----

The following information will be used when ordering:
Work Order 00014          If requisitions will be made using
Shop Code   LG           IMPAC procedures, input of IMPAC
Org Code    908          authorized organization code is required:
Priority     R
RDD         7284         IMPAC Organization Code: 119

```

10.4.2 Items to Reorder List.

The Items to Reorder list now identifies the default source of supply (SOS) for the CSL based on the noun dictionary. The definition of each SOS is on the bottom of the screen. During the ordering process, the SOS can be overridden to redirect the ordering:

Default SOS

Supply (S)
COCESS (C)
IMPAC (I)
LP BCAS (B)
CE Local (L)

Can be Redirected to:

IMPAC (I), LP BCAS (B), CE Local (L)
IMPAC (I), LP BCAS (B), CE Local (L)
LP BCAS (B), CE Local (L)
IMPAC (I), CE Local (L)
IMPAC (I), LP BCAS (B)

The GOCESS/Residue column identifies the quantity on hand in either of those areas. If a forward store is selected, the field will show this information. If the main store is selected, this will always be blank or zero (you cannot have an item in both the main store and residue).

1 THRU 15 OF 107		ITEMS TO REORDER FOR					CTLINSTL WXYZ			
PF8-Find _____		BOOKDOCK AFB.SHC BLDG 5					WORK ORDER 00014			
CSL	NOUN	ORD	QTY TO ORD	SOS	ON HAND	GOCESS/RES QTY	REORD QTY	QTY ON ORD	MIN/MAX	
AA008Q	ADHESIVE	N	4	S	1	5	4			
AA026Y	BASE	N	1	B			1			
AA027A	BASE	N	5	I			5			
AA100J	COMPOUND	N	3	B			3			
AA100K	COMPOUND	N	6	B	1	8	6			
AA154N	DOORSTOP	N	150	B	33	90	150			
AA179P	FILLER	N	20	B	10	60	20			
AA220N	HASP	N	10	B	3	4	10			
AA223L	HINGE	N	10	B	3	2	10			
AA225R	HOLDER	N	25	B	4	3	25			
AA227A	HOOK	N	200	B	64		200			
AA252N	LAMP	N	36	B	23		36			
AA256E	LATTICE	N	122	B	49		122			
AA319O	PAINT	N	5	B		13	5			
AA386X	SHADE	N	18	B	6		18			

SOS: C = COCESS, S = SBSS, B = BCAS, L = LP, I = IMPAC
 PF1-Order Items PF5-Next PF7-Inq Noun PF9-Fwd Store PF15 Print
 MSSNUDR-1 PF16-Exit

Section 11. File Maintenance and Miscellaneous Programs.

11.1 Purpose.

The purpose of this section is to explain how IMPAC files are managed and purged.

11.2 EOS Funds Verification (MFUNEODV).

The funds verification program will handle IMPAC purchases in the same way as other local purchase requisitions. When the bill-of-material and purchase order are created for IMPAC items, the IMPAC organization code is added to the detail. The funds programs use this organization code to determine which area is updated. The only difference is now items identified in the IMPAC data file as non-material memo transactions (reference paragraph 9.3.1.2) will be included in the memo-committed dollar amount for their organization record.

11.3 EOS Funds Close-out (MFUNEODZ).

The funds close-out program will close out IMPAC FCA area's in the same way as other local purchase financial area's. Additionally, if the FCA Number being closed is found in the IMPAC data file, an FCA close date is added to the IMPAC record.

11.4 Financial Cost Distribution System (MP2TUD and MP2TEOD).

The cost distribution system will handle IMPAC transaction against EEIC 61950. This EEIC is loaded in the organization records for each IMPAC organization code. Items processed through the Financial Management IMPAC Program (UIMPACUD) with an EEIC that starts with other than '6' will have P2T transactions automatically generated to credit obligations from 61950 and to debit the transaction EEIC. This will basically do an electronic journal voucher entry to move costs to the appropriate EEIC.

11.5 Bill-of-Material End-of-Month Delete (MBMFEOMD).

The end-of-month processing programs will be doing all the appropriate file maintenance to ensure IMPAC data files don't get out of hand in size. To support IMPAC processing and audit trails, the systematic deletion of bills-of-material has been extended to 120 days past close-out. This was done to extend the life of a purchase order file that may have a supporting IMPAC data record. When a BOM is deleted, the associated purchase order record and IMPAC data record will be deleted. If there is not purchase order file associated with the IMPAC data record, it will be deleted 120 days after bill reconciliation or 120 days after receipt if a reconciliation date is not found. With these purges, the accuracy of the IMPAC file is only guaranteed for 120 days.

Section 12. Miscellaneous Management Products.

12.1 Purpose.

The purpose of this section is to explain what other management products are available or have changed to support IMPAC operations.

12.2 Items Committed not Obligated (MPOFCNO).

The Committed not Obligated List, PCN SF022-435, was changed to include the non-material memo committed transactions input through the Financial Managers IMPAC Transaction program. A Part II of this product will reflect these transactions.

12.3 Memo Committed Work Orders (MBMFMEO).

The Memo Committed Work Order Listing, PCN SF022-535, was changed to include a separate dollar value for memo IMPAC purchases.

12.4 List of Items Requisitioned (MREQEOD).

The List of Items Requisitioned list, PCN SF022-190, will sort IMPAC requisitions into a separate area.

12.5 End of Session Receipt Products (MRECEOD).

Several EOS receipt products were changed to reflect IMPAC changes. They are as follows:

a. PCN SF022-240, List of Receipts for Accounting - A Part II of the list was added to reflect receipts of IMPAC documents. The thought behind this part was that normally the finance office does not want to know when you receive individual items. The signed monthly statement is all that is required to pay the bill. This allows you to send them only the information they want. If for some reason they want to know when IMPAC receipts are processed, the information is still available.

b. PCN SF022-241, CEMAS Receipts: Receipts for Accounting - will not generated for IMPAC receipts.

c. PCN SF022-242, CEMAS Receipts: Receipts for Accounting (REV POST) - will not generated for IMPAC receipts.

CES LOGISTICS
BOONDOCK AFB
SUNSHINE COUNTY FL 700004513
Phone: (555) 121-9999

July 29, 1997

TO:

Please provide a bid on the following item. If a substitute or alternate equal item is available, please provide manufacturer's name and part number when submitting bid. Quoted price will include shipping and handling to the above location. Purchases are tax exempt. Payment will be made through the government International Merchants Purchase Authorization Card (IMPAC) program (currently VISA credit card). Please refer to the PR NUMBER when returning bids via telephone.

PR NUMBER	QTY	UI	Unit Cost	Extended Cost(Include shipping)
I1193B71560007	1	EA	\$ _____	\$ _____

Required Delivery Date: July 30, 1997

ITEM DESCRIPTION:	TYPE	,STYLE	,OTHER	,SIZE/OTHER
DOOR	,METAL	,HOLLOWCORE,	1 3/4IN	,3'0"X 7'0"

MFG NAME: CECO MFG PART#: 1 3/4 3 0 X 7 .0

FURTHER DESCRIPTION:

HOLLOW CORE STEEL DOOR 18 GAUGE PRIMED FINISH SIZE 1 3/4IN X 36IN X 7FT R/H SWING HINGE LAYOUT TO BE TO HINGE 5 1/4 IN MIDDLE 37 3/16 IN BOTTOM 69 3/16 WITH 24X24IN BRUSH ALUMINUM LOUVER DOOR GRILLE TO BE INSTALL 8"FROM BOT PREP FOR 4 7/8 IN STRIKE PLATE 41 3/8 IN C/L FROM BOTTOM NON-ODC ITEM COMPLIES WITH PUBLIC LAW 102-484"

Base Point of Contact: _____

Return Fax Number : _____

Attachment 1. Sample Fax Letter

PREPARED:97 JUL 29 15:51 IMPAC TRANSACTION LOG WXYZ SF022-305
 INSTALLATION: BOONDOCK AFB CALL SEQUENCE
 END OF SESSION DATE: JUL 29 1997

Purchase Order	S-PIIN	Vendor Code	Total Of Purchases	Extra Info	Buyer Logon
-----	-----	-----	-----	-----	-----
97111111	1111	ROSEY	\$137.00	MULTIPLE	
97111111	2222	ROSEY	\$1.00		Z19
97111111	3333	ROSEY	\$2.00	MULTIPLE	
97111111	4444	ROSEY	\$1.00		Z19
97111111	5555	ROSEY	\$1.00		Z19
97111111	9999	ROSEY	\$1.00		Z19
97222222	1111	ROSEY	\$1.00		Z19
97333333	1111	ROSEY	\$1.00		Z19
ROS0521	0001	ROSEY	\$354.51	MULTIPLE	

TOTAL FOR FCA 97100 - POST TO AF FORM 616 \$499.51

Attachment 2. PCN SF022-305, IMPAC Log, Call Sequence

PREPARED:97 JUL 29 15:51
 INSTALLATION: BOONDOCK AFB

IMPAC TRANSACTION LOG
 LINE ITEM SEQUENCE
 END OF SESSION DATE: JUL 29 1997

WXYZ SF022-306

Purchase Order	S-PIIN	DOC Number	Item Descript	Vendor Code	Extended Cost	Extra Info	Buyer Logon
97111111	1111	72090002	PIG	ROSEY	\$39.00		Z19
97111111	1111	72090002	PIG	ROSEY	\$1.00		Z19
97111111	1111	72090002	PIG	ROSEY	\$1.00		Z19
97111111	1111	72090002	PIG	ROSEY	\$1.00		Z19
97111111	1111	72090002	PIG	ROSEY	\$1.00		Z19
97111111	1111	72090002	PIG	ROSEY	\$1.00		Z19
97111111	1111	72090002	PIG	ROSEY	\$1.00		Z19
97111111	1111	72090002	PIG	ROSEY	\$3.00		Z19
97111111	1111	72090002	PIG	ROSEY	\$2.00		Z19
97111111	1111	72090001	PIG	ROSEY	\$36.00		Z19
97111111	1111	72090001	PIG	ROSEY	\$1.00		Z19
97111111	1111	72090001	PIG	ROSEY	\$1.00		Z19
97111111	1111	72090001	PIG	ROSEY	\$1.00		Z19
97111111	1111	72090001	PIG	ROSEY	\$1.00		Z19
97111111	1111	72090001	PIG	ROSEY	\$1.00		Z19
97111111	1111	72090001	PIG	ROSEY	\$1.00		Z19
97111111	1111	72090001	PIG	ROSEY	\$1.00		Z19
97111111	1111	72090001	PIG	ROSEY	\$3.00		Z19
97111111	1111	72090001	PIG	ROSEY	\$2.00		Z19
97111111	1111	71550009	PIG	ROSEY	\$30.00	REV POST	ZZZ
97111111	1111	71550009	PIG	ROSEY	\$1.00	REV POST	ZZZ
97111111	1111	71550009	PIG	ROSEY	\$1.00	REV POST	ZZZ
97111111	1111	71550009	PIG	ROSEY	\$1.00	REV POST	ZZZ
97111111	1111	71550009	PIG	ROSEY	\$1.00	REV POST	ZZZ
97111111	1111	71550009	PIG	ROSEY	\$1.00	REV POST	ZZZ
97111111	1111	71550009	PIG	ROSEY	\$1.00	REV POST	ZZZ
97111111	1111	71550009	PIG	ROSEY	\$2.00	REV POST	ZZZ
97111111	1111	71400008	DOOR	ROSEY	\$1.00		Z19
97111111	2222	71400014	DOOR	ROSEY	\$1.00		Z19
97111111	3333	71400013	DOOR	ROSEY	\$1.00		Z39
97111111	3333	71400012	DOOR	ROSEY	\$1.00		Z19
97111111	4444	71400017	DOOR	ROSEY	\$1.00		Z19
97111111	5555	71400009	DOOR	ROSEY	\$1.00		Z19
97111111	9999	71400011	DOOR	ROSEY	\$1.00		Z19
97222222	1111	71400010	DOOR	ROSEY	\$1.00		Z19
97333333	1111	71400015	DOOR	ROSEY	\$1.00		Z19
ROS0521	0001	71410001	PIG	ROSEY	\$52.52	TST MRECUD	Z37
ROS0521	0001	71410001	PIG	ROSEY	\$49.49	TST MRECUD	Z37
ROS0521	0001	71410001	PIG	ROSEY	\$51.51	TST MRECUD	Z37
ROS0521	0001	71410001	PIG	ROSEY	\$101.00	TST MRECUD	Z37
ROS0521	0001	71410001	PIG	ROSEY	\$29.29	TST MRECUD	Z37
ROS0521	0001	71410001	PIG	ROSEY	\$50.50	TST MRECUD	Z37
ROS0521	0001	71410001	PIG	ROSEY	\$20.20	TST MRECUD	Z37

TOTAL FOR FCA 97100 - POST TO AF FORM 616 \$499.51

Attachment 3. PCN SF022-306, IMPAC Log, Line Item Sequence