Packing List For ROM II BACK OFFICE AND POINT OF SALE
Release 241-01.02.02 & 242-01.02.02

1. ROM II Software and Documentation CD, release 241-01.02.02 and 242-01.02.02 dated 08 November 05 (one, Compact Disc, 1 copy)

- Packing List for ROM II Back Office & Point of Sale
- Release Highlights for ROM II Back Office/ROM II Point of Sale
- Install Guide for ROM II for Windows 2000
- Update Guide for ROM II for Windows-NT
- Summary of Changes
- User's Guide of 29 August 2005

NOTICE
Documentation CD and Acrobat READER USAGE

To ensure compatibility between the PDF File(s) on the CD and Acrobat Reader software, use the version of Acrobat Reader provided on the documentation CD. To do this, follow all of the instructions outlined below.

1. Insert the ROM II CD into the CD drive.
2. On the Task Bar, right click on the Start Button. Select explore and Select the CD drive at the Root Directory and open the "Reader" folder.
3. Double click on the AcroRd32.exe to open Adobe file reader.
   If "AcroRd32.exe" is not listed in the folder's contents, double-click on the file "AcroRd32 with a file type of "Application". If you receive a software License Agreement dialog box, Click "Accept" to continue.
4. From the Tool Bar select file, then select open.
5. Double click to open the 241-242-01.02.01.pdf file.the left side of the screen **will d**isplay a list of all of the individual documentation files.
6. To print the entire document, select **File**, from the toolbar and then select **Print.** Ensure that the Print Range has **All** selected and click OK. This will print all of the documentation files listed as bookmarks.
7. To print selected pages, select **File** from the toolbar, and then select **Print.** Ensure that the Print Range has **Pages** selected. Enter the range of pages to be printed.
8. To close the Adobe Acrobat reader application from the Toolbar, select **File** and then select **Exit.**

RELEASE HIGHLIGHTS
For Resale Operations Management (ROM II) Back Office

ROM II version 241-01.02.02 highlights

- Provide cancellation of partial receipts
- Purge archived sales data.
- Add custom statements to the DD1149.
- Add Edi capability to Smart Reorder.
- Add NEXCOM Management Reports to the report function.

RELEASE HIGHLIGHTS
For Resale Operations Management (ROM II) Point of Sale

ROM II version 242-01.02.02 highlights

- Create logout button on sales screen.

TR/CP Number : 067584
Status + : 11A
Category : Trouble Report
Short Description : Req method to cancel outstanding items that won't be
received
Description : In release 241-01.00.00 users can only cancel outstanding items at
the same time they are posting other items. In version 3E they could later go
back to a P.O that was partially received, create a new receipt and then post
qty 0 to cancel the items that they were not going to get. This is not possible
in the current release. We have decided how we want to correct this: In the ROM
Receipt function add a button "View/Print Outstanding items" that will take the
user to a separate screen to view/print purchase orders with all outstanding
items listed. At that screen the user can then choose to "close out" a purchase
order once they determine that the remaining items will not be received at a
future time. For release 241-01.02.00 Create-date : 2/12/2003 11:41:17 AM
Priority : 4 - Non-essential

TR/CP Number : 067592
Status + : 11A
Category : Change Proposal
Short Description : Create a logout button on sales screen
Description : create a logout button on the sales screen so that an operator
does not have to go to the Manager form to logout
Create-date : 2/12/2003 1:02:50 PM
Priority : 4 - Non-essential

TR/CP Number : 067953
Status + : 11A
Category : Trouble Report
Short Description : Incorrect date format listed for min/max levels
Description : In set or review min/max levels for re-ordering, dates are
displyed as mm/dd/yyyy but user must enter as mm/dd/yy. Make them match
Create-date : 2/24/2003 11:09:45 AM
Priority : 4 - Non-essential

TR/CP Number : 069354
Status + : 11A
Category : Trouble Report
Short Description : Purge Sales_archived.mdb
Description : Add logic during closeout of ROM II to delete (purge) entries in
   Sale_archived_data.mdb where entries are over 2 years old. For release 01.02
Create-date : 4/4/2003 11:11:30 AM
Priority : 4 - Non-essential

TR/CP Number : 069413
Status + : 11A
Category : Change Proposal
Short Description : Flag for Flammable Stock Item
Description : Review article_item_table and determine if there is a field we can
use to flag items as flammable (yes/no). If so, then add flag option to Stock
Record Card and Create a Flammable Stock Report as provided by Nexcom
Create-date : 4/7/2003 10:08:02 AM
Priority : 4 - Non-essential

TR/CP Number : 074651
Status + : 11A
Category : Change Proposal
Short Description : Add automated statements on several expenditure docs
Description : There are some occasions where statements must be manually entered on DD 1149 expenditure documents. The ROM system should automatically put these statements on the document when it is created/printed. They are as follows:

   For transfers to Other appropriations, at the create screen, add a toggle button for three choices: "Issue to EDF", "Issue to Ships Use" and "other" If "Issue to Ship's Use" is selected, the following should be printed on the DD1149:

   Functional Account
   Credit   51000
   Charge   13000

   If "Issue to EDF" is selected, the following should print on DD1149:

   Functional Account
                Credit   51000
                Charge   73170

            If "other" is selected, the following should appear on the
DD1149:

                Functional Account
                Credit   51000
                Charge   _____

   For Cash refunds, the following statements should automatically print on 1149:

   "I acknowledge receipt of the above items returned for credit memorandum/cash refund"

   _____

   Vendor name and date

   "Make cash refund check payable to the Treasurer of the United States, and mail to
   Sales Officer, USS_____FPO_____."

   "Check#_____dated_____in the amount of $_____
   received and deposited with the disbursing officer on_____. Disbursing Officer's collection voucher#_____applies".

   For credit memorandums, the following statements should automatically print on the
   DD1149:

   "I acknowledge receipt of the above items returned for credit memorandum/cash refund".

   Vendor name and date

"Credit memorandum#_____dated_____in the amount of
_____received on_____".

      For rel 241-01.02.00
Create-date : 1/12/2004 8:55:16 AM
Priority : 4 - Non-essential

TR/CP Number : 076682
Status + : 11A
Category : Trouble Report
Short Description : Article creation for special orders
Description : When creating a new article within special order (see TC 88867),
the user needs to enter the new article number three times, once in the order
screen, once in the article creation screen and a third time upon returning to
the order screen.
      Article entry should only occur once at initial order entry.
Create-date : 7/12/2004 9:25:37 AM
Priority : 4 - Non-essential

TR/CP Number : 077237
Status + : 11A
Category : Trouble Report
Short Description : Detail legder not refreshing properly
Description : The detail ledger is not updating itself when there is a change.
   Such as if a DAP is created and the quantities are changed, like in a
receipt, the change is not showing up on the detail ledger.
   So if someone alters an inventory count, the over/under change does not show
up on the detail ledger.
Create-date : 8/23/2004 10:17:03 AM
Priority : 4 - Non-essential

TR/CP Number : 078503
Status + : 11A
Category : Change Proposal
Short Description : Smart Reorder
Description : Add EDI to Smart Reorder
Create-date : 12/20/2004 1:28:32 PM
Priority : 4 - Non-essential

TR/CP Number : 078584
Status + : 11A
Category : Trouble Report
Short Description : Bulk sales show up on the receipt transmittal as a credit
memorandum.
Description : Bulk sales show up on the receipt transmittal as a credit
memorandum.
Create-date : 1/5/2005 10:09:21 AM
Priority : 4 - Non-essential

TR/CP Number : 078585
Status + : 11A
Category : Trouble Report
Short Description : Error message displayed when processing a Cash Memo
Description : When processing a Memorandum Cash Sales Memorandum, if you select
the "Save changes" button, you get an error message. "The expression..."
Create-date : 1/5/2005 10:13:21 AM

Priority : 4 - Non-essential

TR/CP Number : 078587
Status + : 11A
Category : Trouble Report
Short Description : Functionality needs to be modified to allow for partial receipts. (PDT)
Description : When using the function for obtaining receipt data from PDT, the system will only let you receive exactly what was ordered. It does not allow for partial receipts. Functionality needs to be modified to allow for partial receipts. Work with NEXCOM to improve this functionality in combination with enhanced PDT programming.
Create-date : 1/5/2005 10:16:07 AM
Priority : 4 - Non-essential

TR/CP Number : 078597
Status + : 11A
Category : Trouble Report
Short Description : 153 B22 Cost of Operations Retail report
Description : When you pull up the report "153 B22 Cost of Operations Retail", you get an Access dialog saying "The existing table..."
Create-date : 1/5/2005 10:37:43 AM
Priority : 4 - Non-essential

TR/CP Number : 078622
Status + : 11A
Category : Trouble Report
Short Description : Export CMP using "Export Sales Data" function
Description : Add to CMP function a download of the data currently exported using the "Export Sales Data" function. Work with NEXCOM and TYCOM on this.
Create-date : 1/5/2005 1:39:32 PM
Priority : 4 - Non-essential

TR/CP Number : 078624
Status + : 11A
Category : Trouble Report
Short Description : The receipt transmittal has an extra address line in the DFAS address
Description : The receipt transmittal has an extra address line in the DFAS address that duplicates the city and state info. Need to get rid of the extra line
Create-date : 1/5/2005 1:43:26 PM
Priority : 4 - Non-essential

TR/CP Number : 078625
Status + : 11A
Category : Trouble Report
Short Description : Ordering Screen Change
Description : Change the functionality of the screens accessed when selecting items to order such that:
        a.   The order box is checked by default
        b.   The order quantity defaults to the case pack quantity.
        c.   The Case pack is displayed.
        d.   Remove the Dept and Category drop down boxes.
Create-date : 1/5/2005 1:45:30 PM
Priority : 4 - Non-essential

TR/CP Number : 078626
Status + : 11A
Category : Trouble Report
Short Description : End of Till import re-engineering
Description : Re-engineer the End of Till Import process so that if a POS register has been re-initialized, this does not result in duplicate transaction data that distorts operating results.
Create-date : 1/5/2005 1:53:15 PM
Priority : 4 - Non-essential

TR/CP Number : 078627
Status + : 11A
Category : Trouble Report
Short Description : CMP reports
Description : Add to CMP reports and download data the number of inventory spot checks that have been performed during the current accounting period.
Create-date : 1/5/2005 1:55:27 PM
Priority : 4 - Non-essential

TR/CP Number : 078628
Status + : 11A
Category : Trouble Report
Short Description : Add to CMP download data a current snapshot of the 153.
Description : Add to CMP download data a current snapshot of the 153.
Create-date : 1/5/2005 1:57:02 PM
Priority : 4 - Non-essential

TR/CP Number : 078736
Status + : 11A
Category : Trouble Report
Short Description : Wrong ship-to address in EDI 850
Description : Regardless of the ship-to destination selected when an order is processed, the FPO address is inserted in the 850 transaction set
Create-date : 1/12/2005 10:48:40 AM
Priority : 4 - Non-essential

TR/CP Number : 079026
Status + : 11A
Category : Trouble Report
Short Description : Unit of Conversion errors
Description : When an article is added to a previously generated purchase order via the ADD/VIEW LINE ITEMS button, the purchase unit and the sell unit produce an incorrect selling price. The unit price cannot be properly corrected on this screen.
Create-date : 2/16/2005 3:00:56 PM
Priority : 4 - Non-essential

TR/CP Number : 079270
Status + : 11A
Category : Trouble Report
Short Description : Changing Constants
Description : Changing a constant in the Ship Information screen does not take effect immediately. The user must exit and re-enter ROM to make the change effective.
   Make the change effective immediately or force the user to exit ROM.
Create-date : 3/10/2005 12:16:06 PM
Priority : 4 - Non-essential

TR/CP Number : 079271
Status + : 11A
Category : Trouble Report
Short Description : CLIN numbers in EDI orders
Description : CLIN numbers are not being assigned correctly. CLIN number should
come from the ASL/ACB but in some cases it is being assigned within each order
as a sequential number starting with 0001. This problem appears with VDO orders
and with items added to an order from the ADD/VIEW screen.
Create-date : 3/10/2005 12:24:08 PM
Priority : 4 - Non-essential

TR/CP Number : 079283
Status + : 11A
Category : Trouble Report
Short Description : EDI Receipts
Description : Receiving EDI orders with mismatched CLINs causes accounting
adjustments to be generated.
Create-date : 3/11/2005 2:05:02 PM
Priority : 4 - Non-essential

TR/CP Number : 079439
Status + : 11A
Category : Change Proposal
Short Description : POS Purge
Description : Change the retention period of tills on the POS system from 30
days to 120 days.
Create-date : 3/31/2005 11:51:15 AM
Priority : 4 - Non-essential

TR/CP Number : 079568
Status + : 11A
Category : Trouble Report
Short Description : 857 not updating cost changes
Description : When an EDI order is received and posted, it does not take into
account any cost price changes or quantity shipped changes that may have occured
when the corresponding 857 was processed. Modify the receipt screen to reflect
cost price and quantity from the 857 prior to posting receipt.
Create-date : 4/20/2005 12:37:55 PM
Priority : 3 - Essential - workaround

TR/CP Number : 079612
Status + : 11A
Category : Change Proposal
Short Description : Add the NEXCOM reports into the ROM II report function.
Description : Place multiple reports into the ROM II report function, that have
been supplied and created by NEXCOM.
Create-date : 4/29/2005 8:14:24 AM
Priority : 4 - Non-essential

TR/CP Number : 079613
Status + : 11A
Category : Change Proposal
Short Description : The stock record listing report needs to show the inventory
in vending.

Description : Currently, the stock record listing report does not allow the choice to view the vending quantities. Alter the report to show the vending quantities.
Create-date : 4/29/2005 8:18:02 AM
Priority : 4 - Non-essential

Product Baseline: 241-01.02.02 and 242-01.02.02

Resale Operations Management (ROM) II

10/25/2005

INITIAL INSTALL

INSTALLER'S GUIDE

for

ROM II

For Windows-2000

Product Baseline: 241-01.02.02 and 242-01.02.02

Resale Operations Management (ROM) II

Application Inventory and Review

10/25/2005

Prior to starting the installation process, inventory and review the material that was received with this application package. Use the Packing List provided as enclosure (1) to the SPAWARSYSCEN Norfolk Delivery letter to ensure that all the software media and support documentation items were received.

Review the hardware requirements and software installation procedures prior to starting the application installation.

Identify and have available any Commercial Off the Shelf (COTS) products cited in the Hardware Requirements and Installation section (i.e., appropriate Windows software for installing print drivers) required to support your site-specific configuration of this application.

Conducting the above inventory and review should ensure a smooth and successful installation of this application.

System (Hardware) Requirements Back Office:

The Resale Operations Management (ROM) II application runs on a stand-alone hardware configuration. Windows-2000 workstation is required.

The following components are needed:
    Symbol PDT-7200 barcode scanner and COM/DOC unit
    One of the following barcode label printers:
        Eltron 2622/2722 Series
        Zebra LP2722 Series

System (Hardware) Requirements POS:

The ROM II application runs on a stand-alone hardware configuration. A POS cash register workstation is required.

The following components are needed:
    Indiana RJ-11 Cash Drawer with cable
    Metrologic Scanner Voyager
    Epson Receipt Printer TM-88 with power supply
    Logitech Pole Display

Software Requirements Back Office:

Windows 2000

Software Requirements POS:

Windows 2000

1.1 ROM II - 2000 HARDWARE REQUIREMENTS AND INSTALLATION.

a. HARDWARE REQUIREMENTS.

ROM II requires the use of the following minimum characteristics for the Back Office Workstation:

Item	**Recommended**
System	Pentium 4, 1.8GHz
Random Access Memory	128 MB
Cache Memory	256K
Hard Disk Space	40 MB
Mouse	BUS Mouse (Recommended)
Floppy Disk Drive	3 1/2"
Zip Drive	250
CD-ROM	4x
COM Port	2 Serial Port adapter, configured as COM 1 and 2
Operating System	MS Windows 2000
Monitor	VGA Monitor (640X480 Large Font)
Printer	Standalone or network printer
Barcode Printer	Eltron 2622/2722 Series, Zebra LP2722 Series
Keyboard	Standard 101 Keyboard
Barcode Scanner	Symbol PDT7200 Scanner, Battery Pack and Battery Charger, Battery Charger Power Supply, Scanner to PC Transfer Cable

ROM II requires the use of the following minimum characteristics for the Point of Sale Workstation:

Item	**Recommended**
System	2.0GHz
Random Access Memory	64 MB
Cache Memory	128K
Hard Disk Space	20 GB
Mouse	PS2 Mouse
Floppy Disk Drive	3 1/2"
CD-ROM	4x
COM Port	Serial Port adapter, configured as COM 1
Operating System	MS Windows 2000
Monitor	9" Mono monitor

Printer   Epson TM-88 receipt printer
Keyboard   Cherry Qwerty
Cash Drawer   Indiana RJ-11 Cash Drawer with cable
POS Shoe   Indiana
Scanner   Metrologic Voyager
Printer Shoe   Indiana Printer Filler Kit
Pole Display   Metrologic Pole Display PD220S
UPS   Oceanic

b. INSTALLATION PROCEDURES

Back Office
1. Insert the ROM II Install Software into the CD ROM Drive. The following screen will appear to remind you to print the new user guide. Click the Yes button to get to the selection screen.

2. Choose the BackOffice button to start the installation.

Once the files are installed you will get a pop up window that will allow you to install the barcode printer.

3. Select *Next* to install the barcode printer

4. Select *Local Printer*

5. Select *Next*

6. Select *Use the following port*

7. Select *COM 1*

8. Select *Next*

Add Printer Wizard

Add Printer Wizard
The manufacturer and model determine which printer to use.

Select the manufacturer and model of your printer. If your printer came with an installation disk, click Have Disk. If your printer is not listed, consult your printer documentation for a compatible printer.

Manufacturers:

Compaq
Dataproducts
Diconix
Digital
ELTRON
Epson
Fujitsu

Printers:

Epson Stylus Pro 5000 ESC/P 2
Epson Stylus Pro ESC/P 2
Epson Stylus Pro XL ESC/P 2
Epson Stylus Pro XL+ ESC/P 2
Epson T-1000
Epson T-750
Epson TM-88 Partial Cut

Windows Update   Have Disk...

9. Select *Have Disk*

10. Select *Next*

< Back   Next >   Cancel

Install From Disk   ☒

Insert the manufacturer's installation disk into the drive selected, and then click OK.

OK

Cancel

11. Type C:\BackOffice\
Eltron_Printer\NT40

Copy manufacturer's files from:

C:\BackOffice\Eltron_Printer\NT40   ▼   Browse...

12. Select *OK*

8

13. Select *Eltron LP2622/2722*

14. Select *Next*

15. Select *Yes*

16. Select *Next*

17. Select *Do Not Share this Printer*

18. Select *Next*

19. Select *Finish*

20. Once the printer setup is complete, the software will finish the installation process. The following screen will appear:

Information

After successful completion of this update, send the -SAMPLE MESSAGE- to SPAWARSYSCEN via message or e-mail (sscn_cmsupport@navy.mil). To print the -SAMPLE MESSAGE-, place the ROM II CD in the appropriate drive and at the command prompt(If ROM II BackOffice was installed) type -COPY X:\BRS\MESSAGE.TXT PRN- (if ROM II POS was installed) type -COPY X:\POS\MESSAGE.TXT PRN- where X is your CD-ROM drive designation

21. Select *OK* ─────────────────────── OK

NEXCOM ROM II Setup

InstallShield load is complete

Setup has completed installing ROM II.

22. Select *Yes, I want to restart* ───── ⦿ Yes, I want to restart my computer now.
    my computer now
                                          ○ No, I will restart my computer later.

                                          Click Finish to exit ROM II setup.

23. Select *Finish* ────────────────── < Back   ▶ Finish   Cancel

NOTE: You must leave the CD in the CDROM drive while the system is restarting.

Point of Sale

1. Insert the ROM II Install Software into the CD ROM Drive. The following screen will appear to remind you to print the new user guide. Click the Yes button to get to the selection screen.
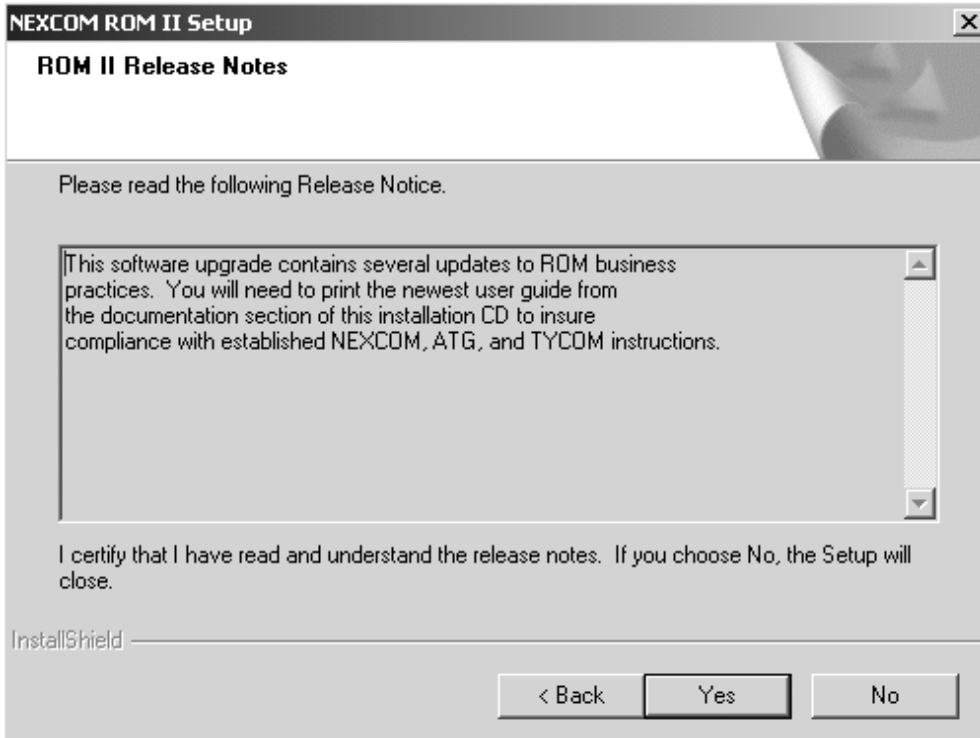
2. Choose the POS button to start the installation.
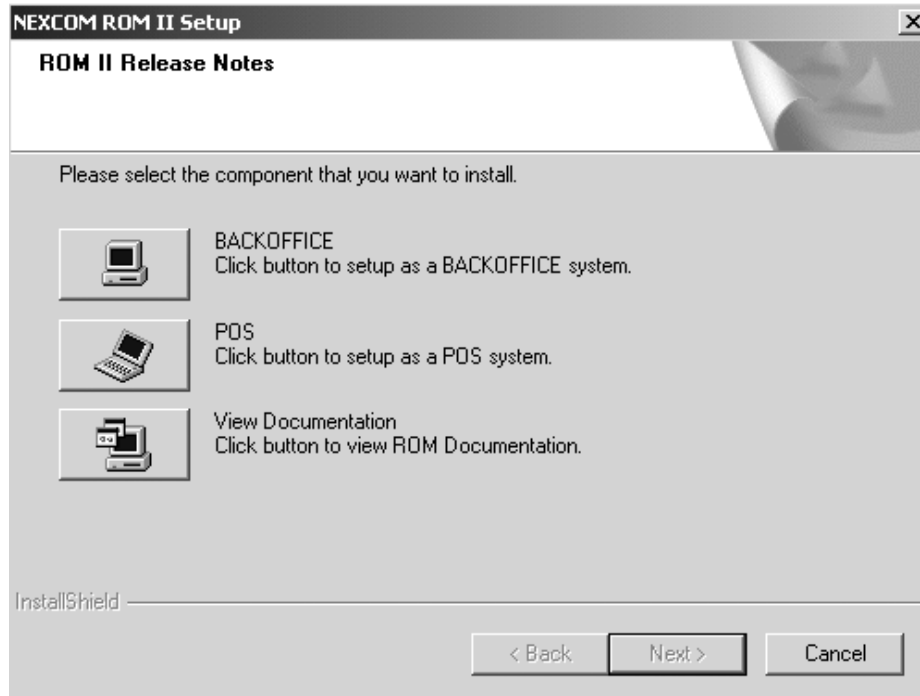
3. Once the files are installed you will get a pop up window that will allow you to install the receipt printer.

4. Select *Next* to install the barcode printer
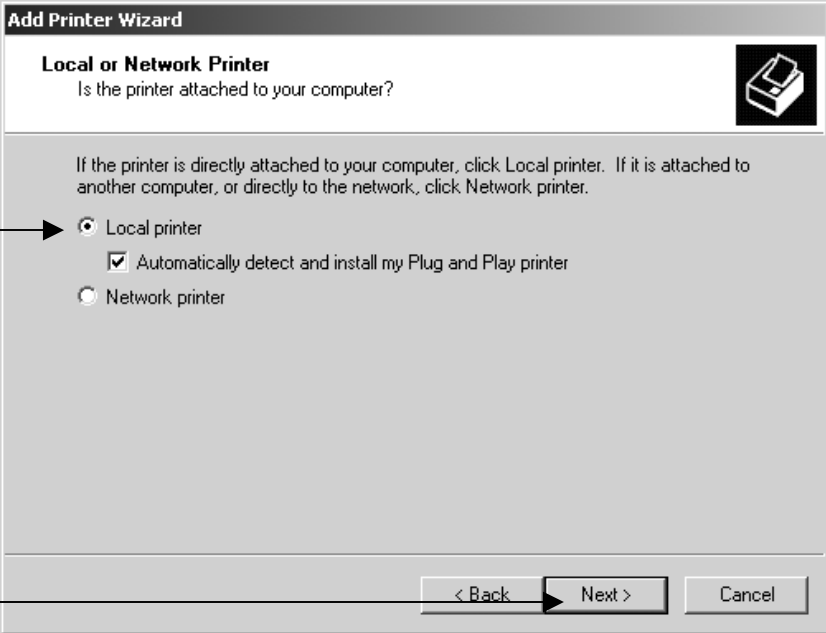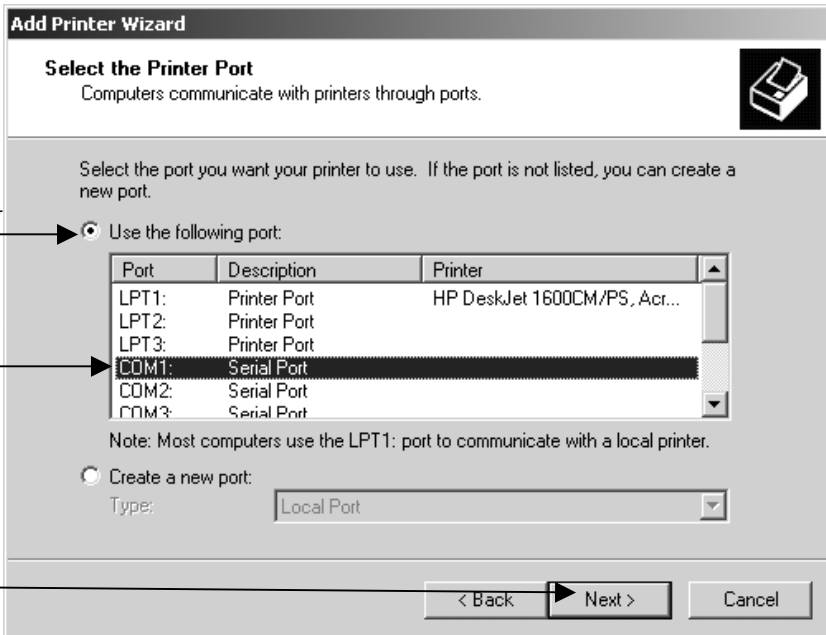
Add Printer Wizard

Local or Network Printer
Is the printer attached to your computer?

If the printer is directly attached to your computer, click Local printer. If it is attached to another computer, or directly to the network, click Network printer.

5. Select *Local Printer* ———► ⦿ Local printer
     ☑ Automatically detect and install my Plug and Play printer
     ○ Network printer

6. Select *Next* —————   < Back   ► Next >   Cancel

Add Printer Wizard

Select the Printer Port
Computers communicate with printers through ports.

Select the port you want your printer to use. If the port is not listed, you can create a new port.

7. Select *Use the following port* ———► ⦿ Use the following port:

Port	Description	Printer
LPT1:	Printer Port	HP DeskJet 1600CM/PS, Acr...
LPT2:	Printer Port	
LPT3:	Printer Port	
COM1:	Serial Port	
COM2:	Serial Port	
COM3:	Serial Port	
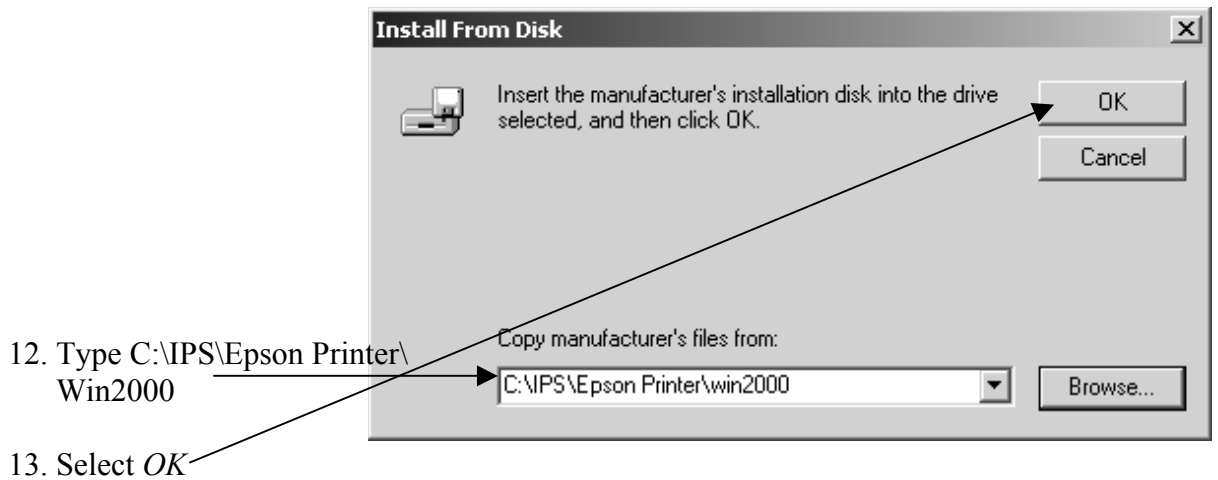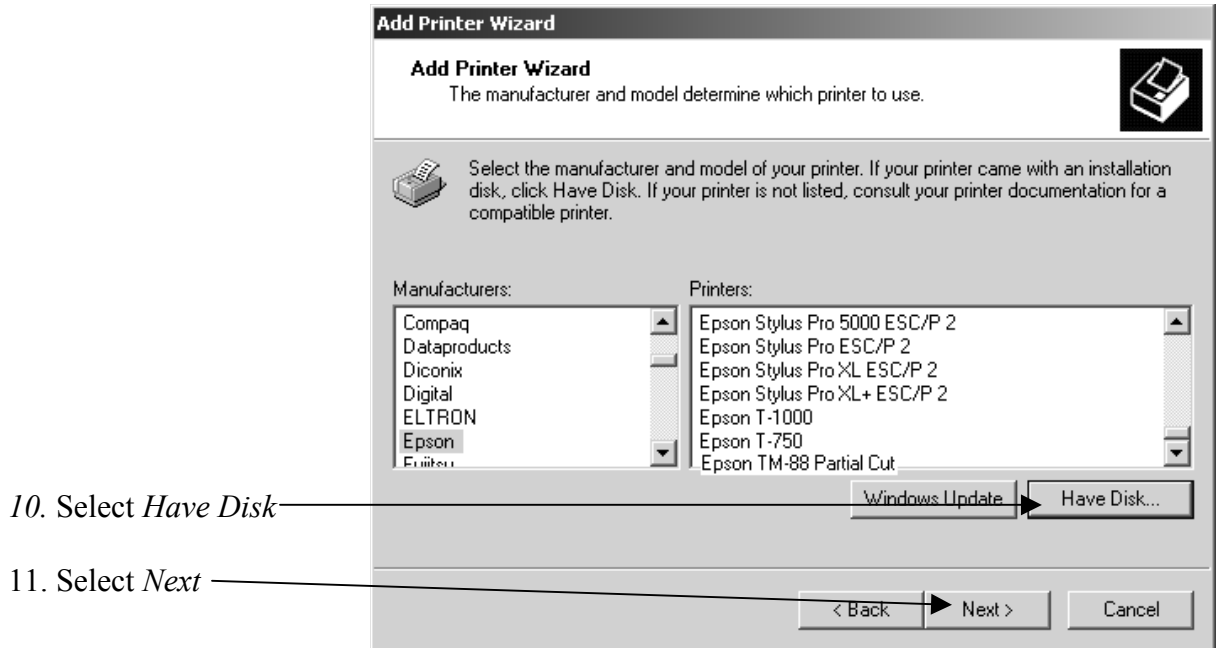
8. Select *COM 1* —————►

Note: Most computers use the LPT1: port to communicate with a local printer.

○ Create a new port:
Type: Local Port

9. Select *Next* —————   < Back   ► Next >   Cancel

14

10. Select *Have Disk*

11. Select *Next*

12. Type C:\IPS\Epson Printer\
    Win2000

13. Select *OK*

14. Select *EPSON TM-T88II Partial cut*
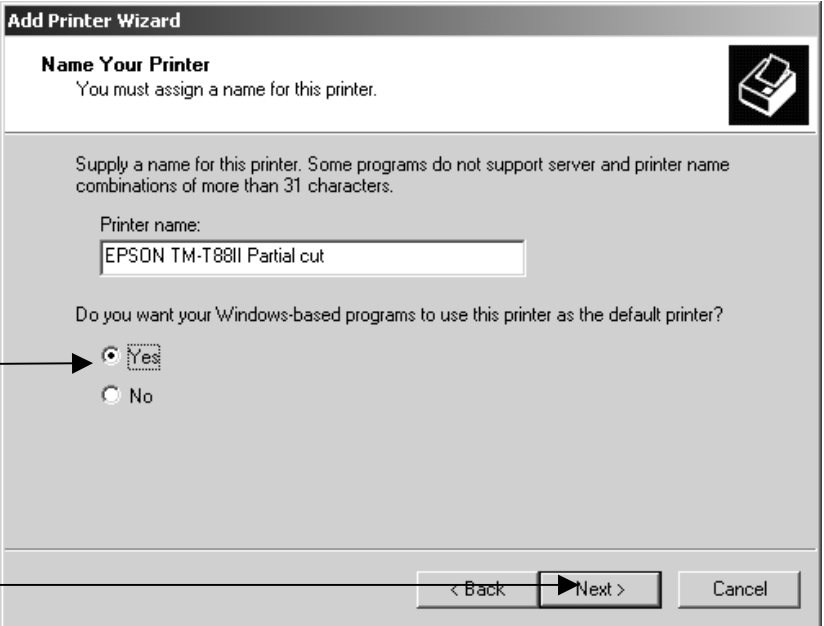
15. Select *Next*
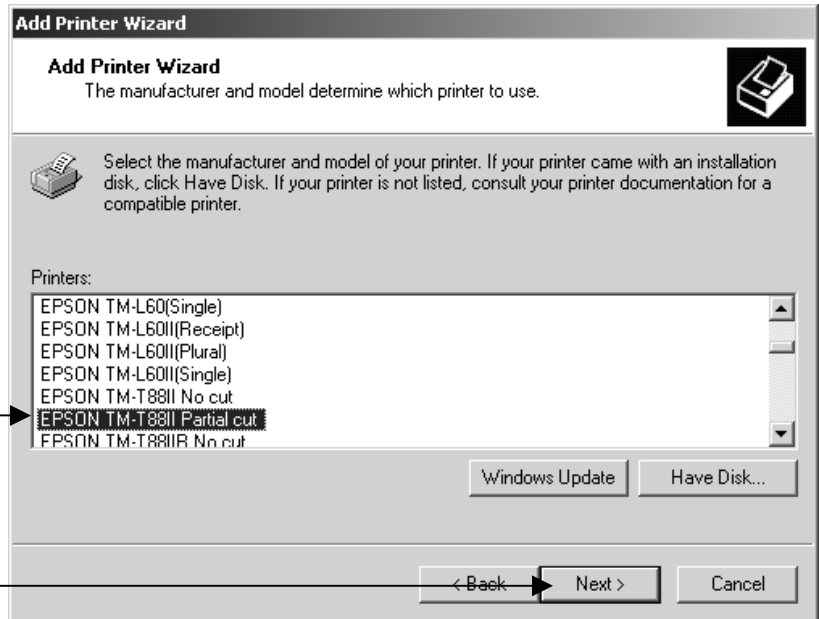
Add Printer Wizard

Name Your Printer
You must assign a name for this printer.

Supply a name for this printer. Some programs do not support server and printer name combinations of more than 31 characters.
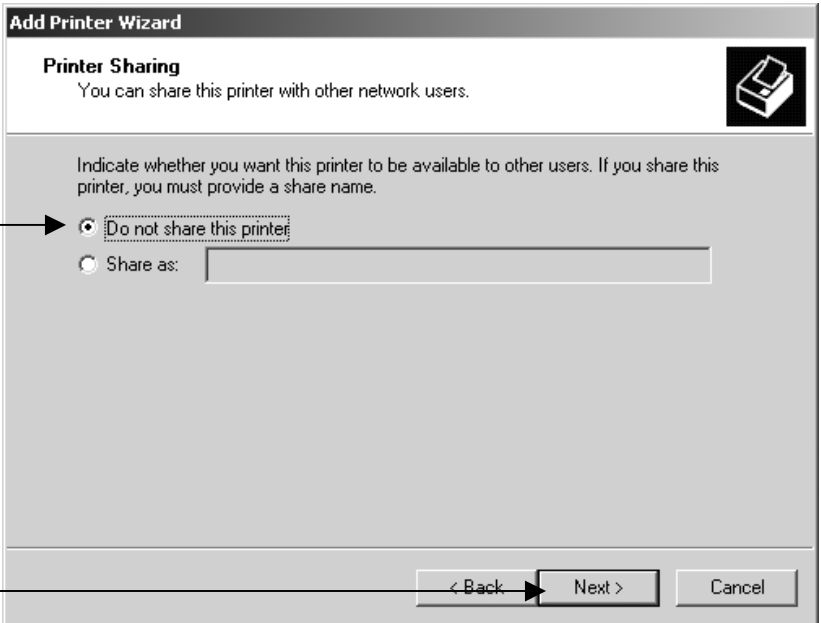
Printer name:

EPSON TM-T88II Partial cut

Do you want your Windows-based programs to use this printer as the default printer?

⊙ Yes

○ No

16. Select *Yes*

17. Select *Next*

< Back   ► Next >   Cancel

Add Printer Wizard

Printer Sharing
You can share this printer with other network users.

Indicate whether you want this printer to be available to other users. If you share this printer, you must provide a share name.

⊙ Do not share this printer

○ Share as:

18. Select *Do Not Share this Printer*

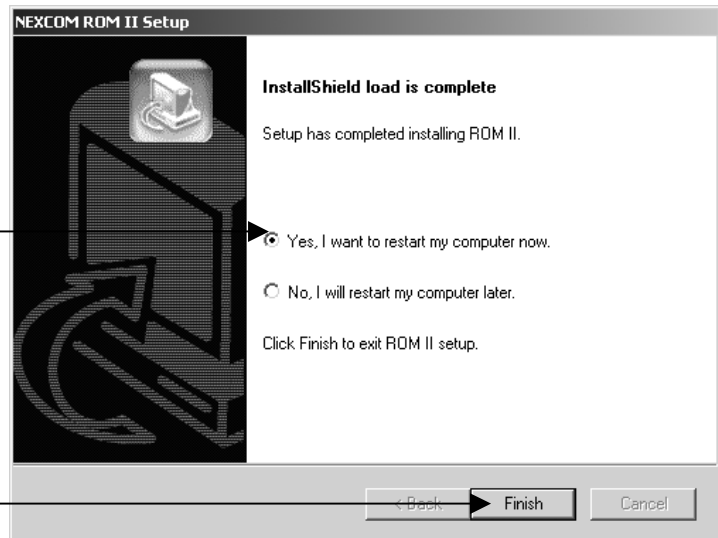19. Select *Next*

< Back   Next >   Cancel

17

20. Select *Finish*

21. Select *Yes, I want to restart my computer now*

22. Select *Finish*

23. NOTE: You must leave the CD in the CDROM drive while the system is restarting.

NOTICE: To View Documentation directly from the ROM II Installation CD, just click the View Documentation button on the selection screen:

Also, to save the user guide to your computer system; just copy the file named DOC_241-242_01_02_02.pdf from the CD to anywhere on your computer system you would like.

1.2 ROM II-2000 UNINSTALL PROCEDURES

1. From the Desktop, Select Start

2. Select Settings

3. Select Control Panel

4. Select Add/Remove Programs

5. Select *NEXCOM ROM II*, then select *Change/Remove*

6.   Select *OK*

7. Select *Finish*

8. Select *Yes, I want to restart my computer now,* Then select *Finish*

Product Baseline: 241-01.02.02 and 242-01.02.02

Resale Operations Management (ROM) II

10/25/2005

UPDATE INSTALL

INSTALLER'S GUIDE

for

ROM II

For Windows-2000

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        Zebra LP2722 Series

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The ROM II application runs on a stand-alone hardware configuration. A POS cash register workstation is required.

The following components are needed:
    Indiana RJ-11 Cash Drawer with cable
    Metrologic Scanner Voyager
    Epson Receipt Printer TM-88 with power supply
    Logitech Pole Display

Software Requirements Back Office:

Windows 2000

The ROM II application (241-01.02.01)

Software Requirements POS:

Windows 2000

The ROM II application (242-01.02.01)

1.1 ROM II-2000 HARDWARE REQUIREMENTS AND INSTALLATION.

a. HARDWARE REQUIREMENTS.

ROM II requires the use of the following minimum characteristics for the Back Office Workstation:

Item	Recommended
System	Pentium 4, 1.8GHz
Random Access Memory	128 MB
Cache Memory	256K
Hard Disk Space	40 MB
Mouse	BUS Mouse (Recommended)
Floppy Disk Drive	3 1/2"
Zip Drive	250
CD-ROM	4x
COM Port	2 Serial Port adapter, configured as COM 1 and 2
Operating System	MS Windows 2000
Monitor	VGA Monitor (640X480 Large Font)
Printer	Standalone or network printer
Barcode Printer	Eltron 2622/2722 Series, Zebra LP2722 Series
Keyboard	Standard 101 Keyboard
Barcode Scanner	Symbol PDT7200 Scanner, Battery Pack and Battery Charger, Battery Charger Power Supply, Scanner to PC Transfer Cable

ROM II requires the use of the following minimum characteristics for the Point of Sale Workstation:

Item	Recommended
System	2.0GHz
Random Access Memory	64 MB
Cache Memory	128K
Hard Disk Space	20 GB
Mouse	PS2 Mouse
Floppy Disk Drive	3 1/2"
CD-ROM	4x
COM Port	Serial Port adapter, configured as COM 1
Operating System	MS Windows 2000
Monitor	9" Mono monitor

Printer	Epson TM-88 receipt printer
Keyboard	Cherry Qwerty
Cash Drawer	Indiana RJ-11 Cash Drawer with cable
POS Shoe	Indiana
Scanner	Metrologic Voyager
Printer Shoe	Indiana Printer Filler Kit
Pole Display	Metrologic Pole Display PD220S
UPS	Oceanic

b. UPGRADE PROCEDURES

****IMPORTANT****

This ROM II Software can only be upgraded on a system running version 241-242-01.02.01. If you try to install on an earlier version you will receive this warning:

BackOffice:

Perform UPGRADE

Please Update ROM II BackOffice software to Version 01.02.01 and then restart this ROM II Version 01.02.02 Upgrade program.

OK

POS:

Perform UPGRADE

Please Update ROM II POS software to Version 01.02.01 and then restart this ROM II Version 01.02.02 Upgrade program.

OK

Back Office

1. Insert the ROM II Install Software into the CD ROM Drive. The following screen will appear to remind you to print the new user guide. Click the Yes button to get to the selection screen.

```
NEXCOM ROM II Setup                                              [X]

  ROM II Release Notes


  Please read the following Release Notice.

  ┌────────────────────────────────────────────────────────────┐ ▲
  │This software upgrade contains several updates to ROM business│
  │practices.  You will need to print the newest user guide from │
  │the documentation section of this installation CD to insure   │
  │compliance with established NEXCOM, ATG, and TYCOM instructions.│
  │                                                              │
  │                                                              │ ▼
  └────────────────────────────────────────────────────────────┘

  I certify that I have read and understand the release notes.  If you choose No, the Setup will
  close.

  InstallShield ──────────────────────────────────────────────────

                              [ < Back ]   [   Yes   ]   [   No   ]
```
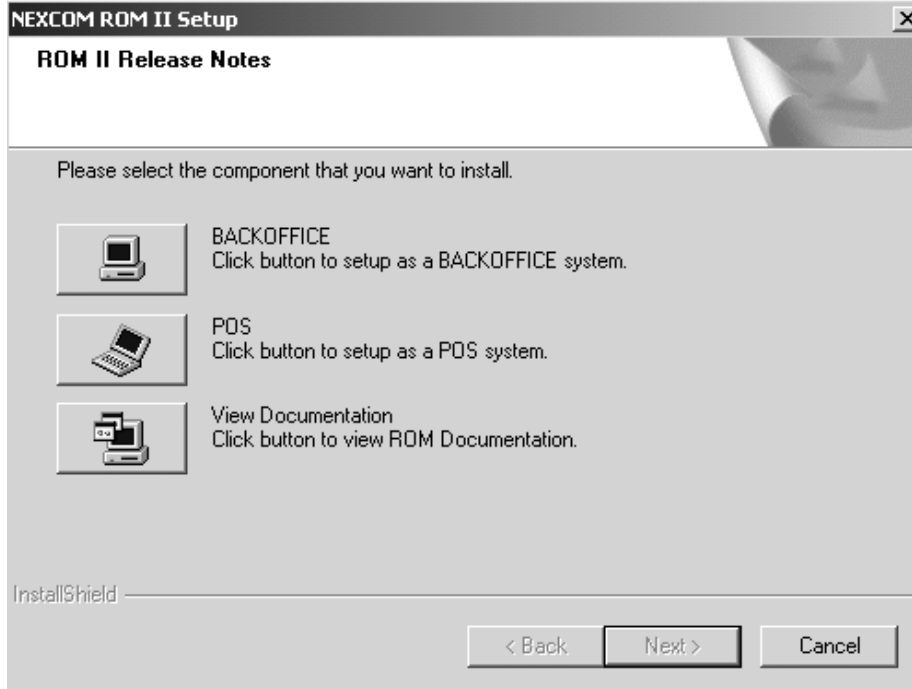
2. Choose the BackOffice button to start the installation.

NEXCOM ROM II Setup

ROM II Release Notes

Please select the component that you want to install.

BACKOFFICE
Click button to setup as a BACKOFFICE system.

POS
Click button to setup as a POS system.

View Documentation
Click button to view ROM Documentation.

InstallShield

< Back   Next >   Cancel

Question

Have you done a DAYBACK prior to installing this update?

3. Select Yes —————————————————▶ Yes   No

4. Once Yes has been selected, the ROM II software will auto-install. When the software is finished installing the following screen will appear.

Information

After successful completion of this update, send the -SAMPLE MESSAGE- to SPAWARSYSCEN via message or e-mail (sscn_cmsupport@navy.mil). To print the -SAMPLE MESSAGE-, place the ROM II CD in the appropriate drive and at the command prompt(If ROM II BackOffice was installed) type -COPY X:\BRS\MESSAGE.TXT PRN- (if ROM II POS was installed) type -COPY X:\POS\MESSAGE.TXT PRN- where X is your CD-ROM drive designation

5. Select *OK* —————————————————▶ OK

6. Select *Yes, I want to restart my computer now*

7. Select *Finish*

NOTE: You must leave the CD in the CDROM drive while the system is restarting.

Point of Sale

1. Insert the ROM II Install Software into the CD ROM Drive. The following screen will appear to remind you to print the new user guide. Click the Yes button to get to the selection screen.
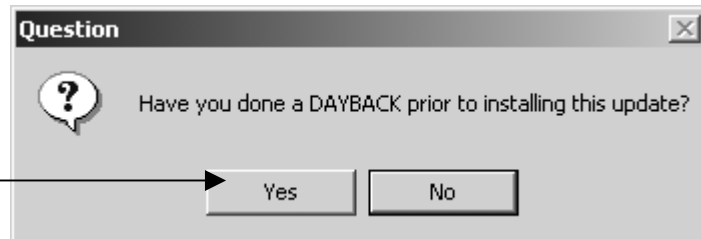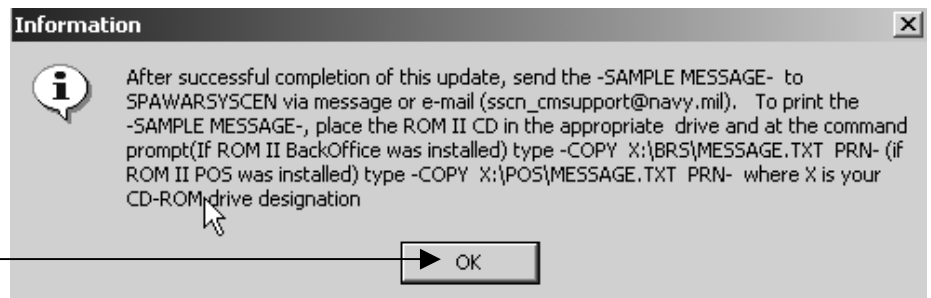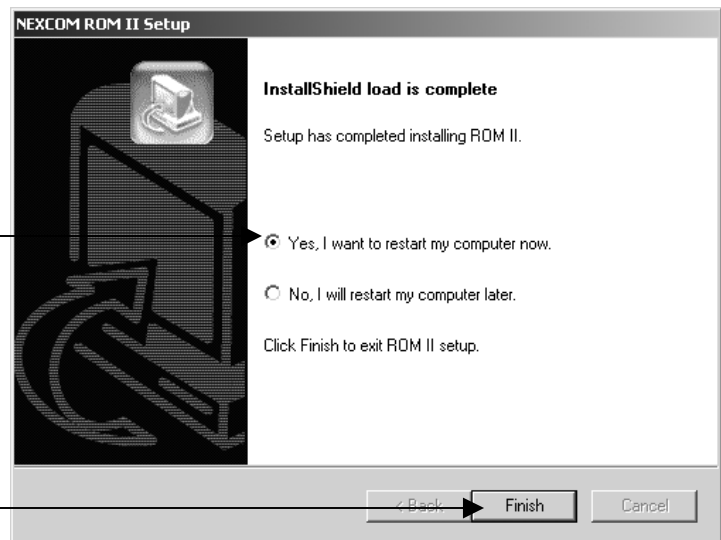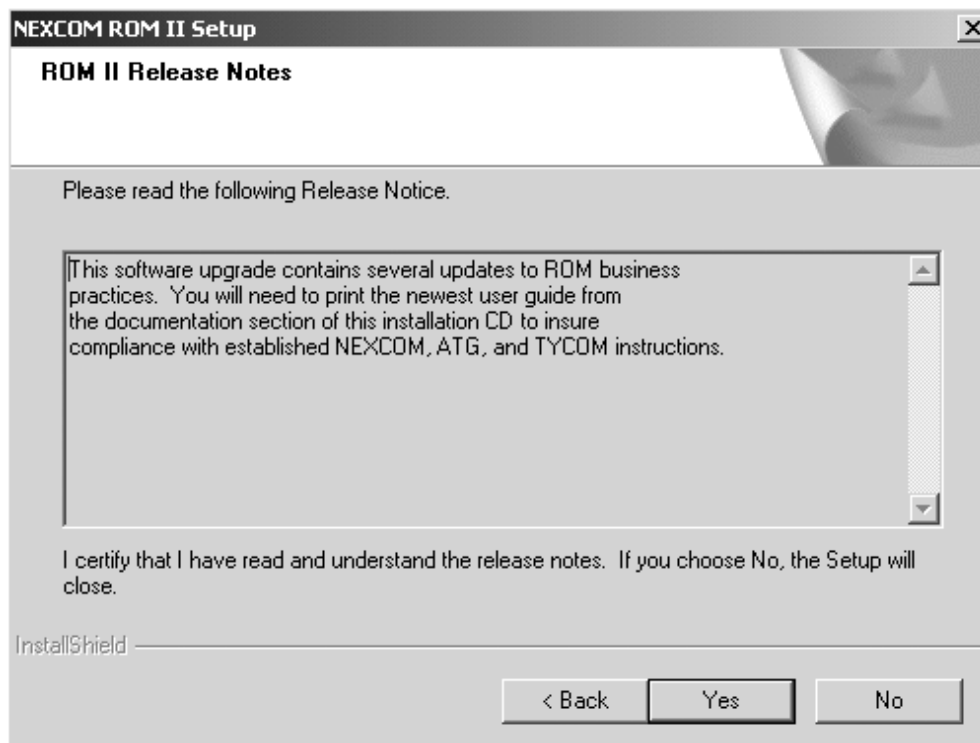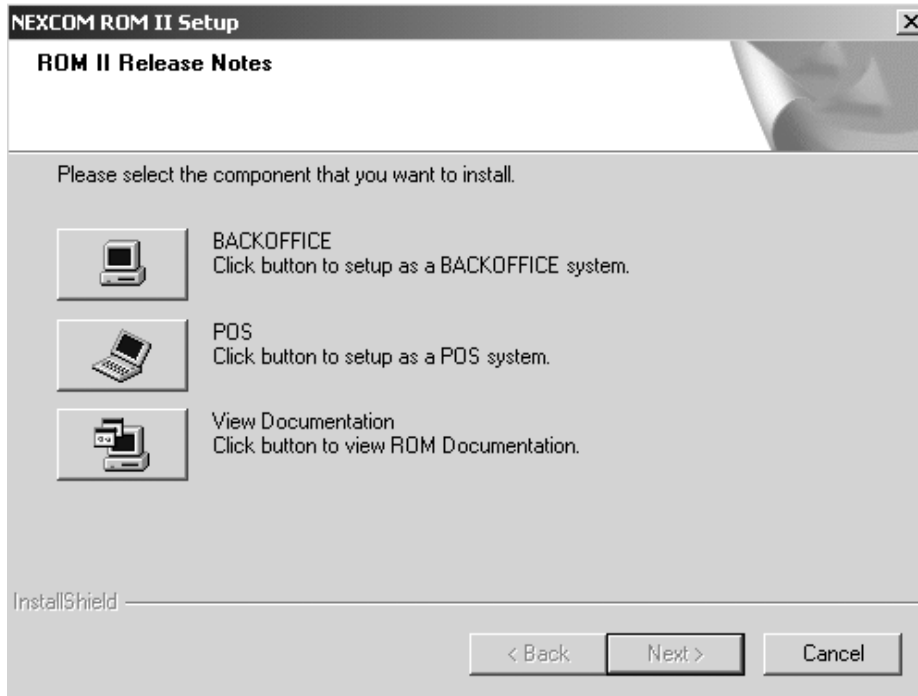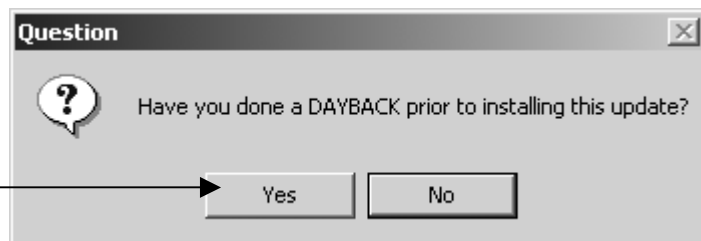
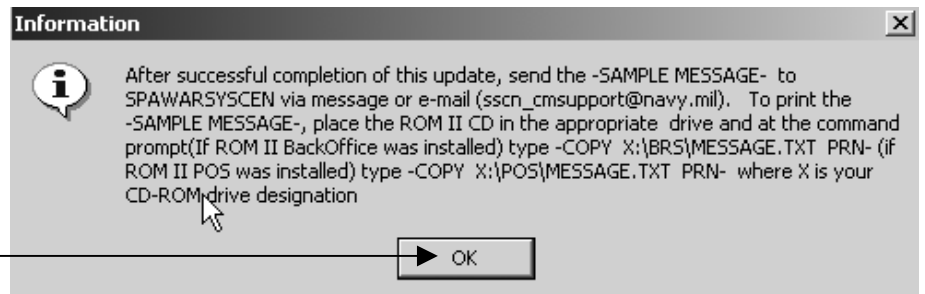2. Choose the POS button to start the installation.

3. Select Yes

4. Once Yes has been selected, the ROM II software will auto-install. When the software is finished installing the following screen will appear.
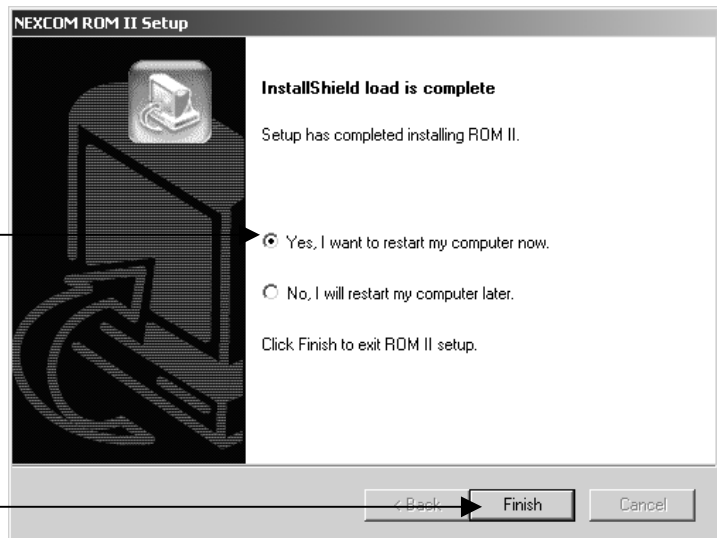

5. Select *OK*

6. Select *Yes, I want to restart my computer now*

7. Select *Finish*

NOTE: You must leave the CD in the CDROM drive while the system is restarting.

NOTICE: To View Documentation directly from the ROM II Installation CD, just click the View Documentation button on the selection screen:

Also, to save the user guide to your computer system; just copy the file named DOC_241-242_01_02_02.pdf from the CD to anywhere on your computer system you would like.

1.2 ROM II-2000 UNINSTALL PROCEDURES

1. From the Desktop, Select Start

2. Select Settings

3. Select Control Panel

4. Select Add/Remove Programs

5. Select *NEXCOM ROM II*, then select *Change/Remove*

6. Select *OK*

7. Select *Finish*

8. Select *Yes, I want to restart my computer now,* Then select *Finish*

RESALE OPERATIONS MANAGEMENT (ROM II)

BACK OFFICE AND POINT OF SALE

USER'S GUIDE

29 August 2005

VERSION: AII 241/242-01.02 and UP

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APPENDIX B

Introduction:

Welcome to the world of ROM II! What exactly is ROM II, you may ask? ROM II provides an automated means for personnel to perform all functions relating to daily operations of the Navy Ship's Store Afloat in a Windows environment. This includes generating financial reports needed to manage the ships funds and those required by a higher authority.

ROM II provides enhanced ordering capabilities, physical inventory functions, combined with new inventory management using Electronic Point of Sale (EPOS) technology. In essence, ROM II is an Inventory Control System.

The Purpose of this Manual:

The ROM II Users Manual is a fully illustrated guide designed to navigate the most inexperienced records-keeper throughout the entire ROM II program. Each function has a step-by-step process with an illustrated example to assist in performing their task.

Photos have been incorporated to provide a visual for proper hardware construction.

Terminology:

Listed below are some of the more frequently used terms you will need to become familiar with in order to fully understand how ROM II functions.

1. EPOS (Electronic Point of Sale) - The retail activities that have a scanning register and your Bulk storeroom operation.
2. Non-EPOS - Any retail activity that sales are not scanned. I.E. soda machines, phone card machines, hangar bay sales and snack vending machines.
3. BackOffice - The compute in the Sales Office that is used to perform all of your daily business transactions.
4. UPC's (Universal Product Code) - A manufacturers barcode placed on product packaging.
5. SKU (Store Kept Unit) - Is a ten-digit number that is identical to the Commercial Stock Number with the exception of the tack between the sixth and seventh digits. I.E. 0500000393.
6. PDT (Portable Data Terminal) - A hand held device used to scan and record UPC's and/ or SKU's for the purpose of Inventories, Breakouts and UPC maintenance.
7. Compact – Is a compacting program designed to compress data files within ROM II so they do not grow out of control over a period of time.
8. MDE - Is the executable program for ROM II.
9. MDB - Is the ROM II database (Your ship information).

Getting Started:

1.   From the Desktop, double click on the ROM II Icon. Refer to the following figure:
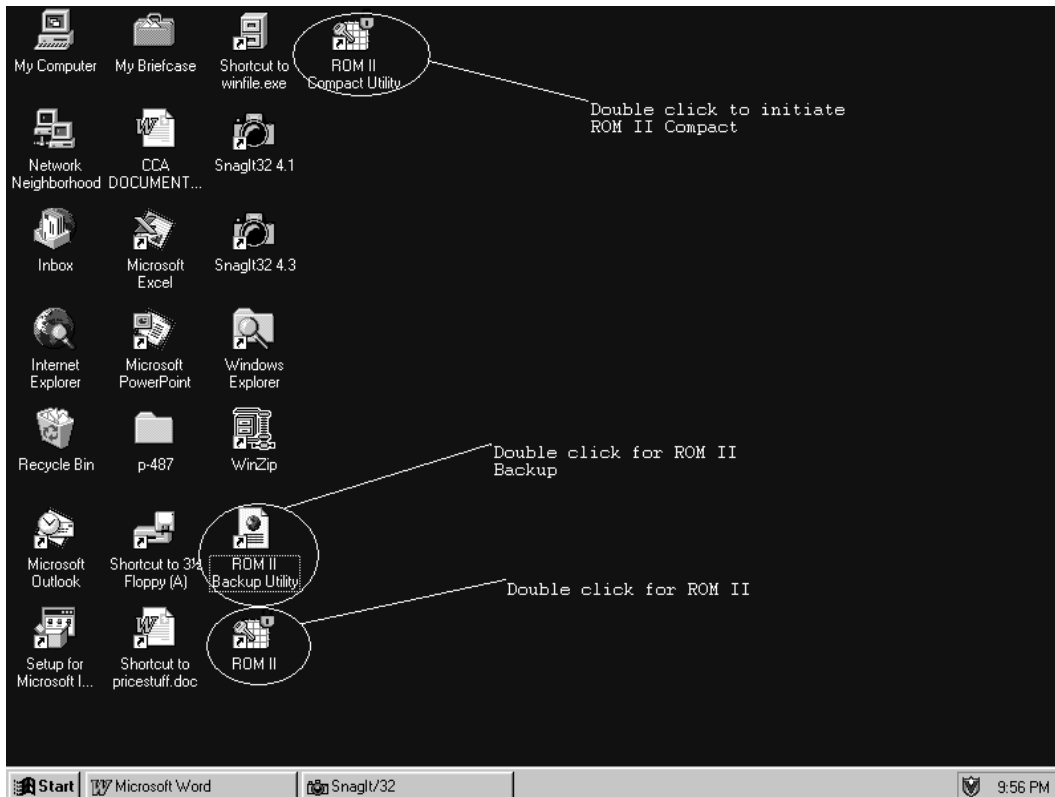
2.   After you have double clicked on the ROM II Icon the following screen will appear:

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3.   Use the drop down arrow and select the operation status of the ship at time of logon. Refer to the following figure:
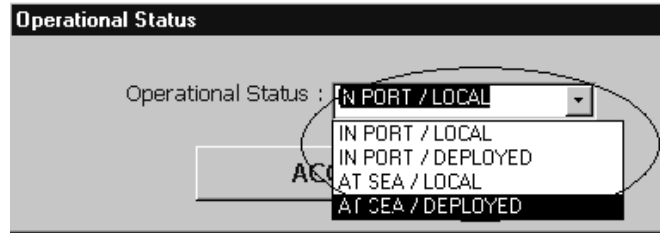
4.   After you have selected the appropriate choice, click on the Accept button and the following screen will appear:
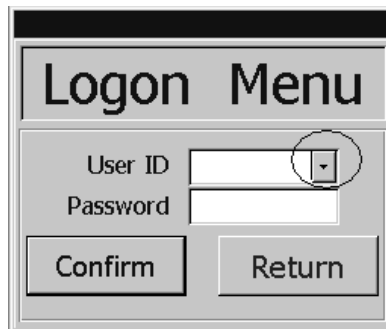
5.   In the User ID field, scroll and select the appropriate operator.
6.   Press the TAB button and enter the appropriate Password in the Password field and click on the Confirm button. The ROM II Main Menu will appear:
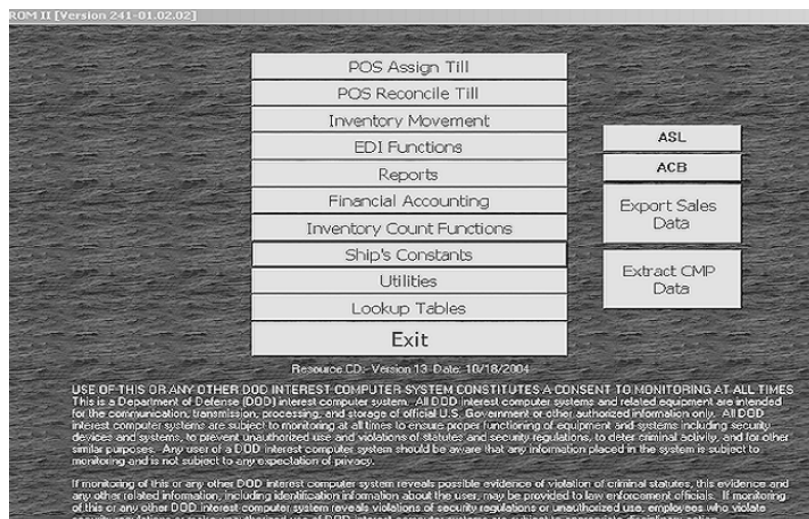
7.   From the ROM II Main Menu the operator can access the various options of the ROM II Program. Refer to the following sections in the User's Guide.

Point of Sale Construction:

Point of Sale Front View
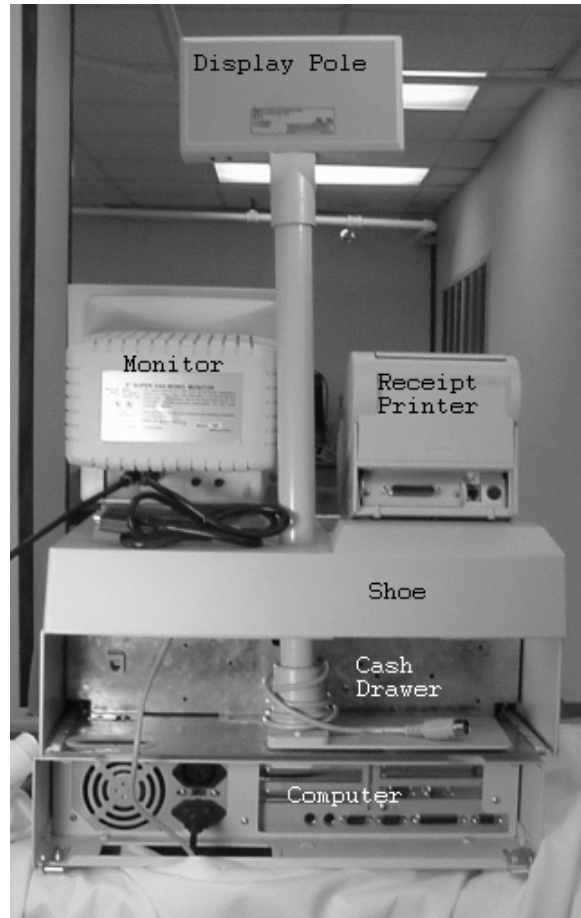
Point of Sale Rear View
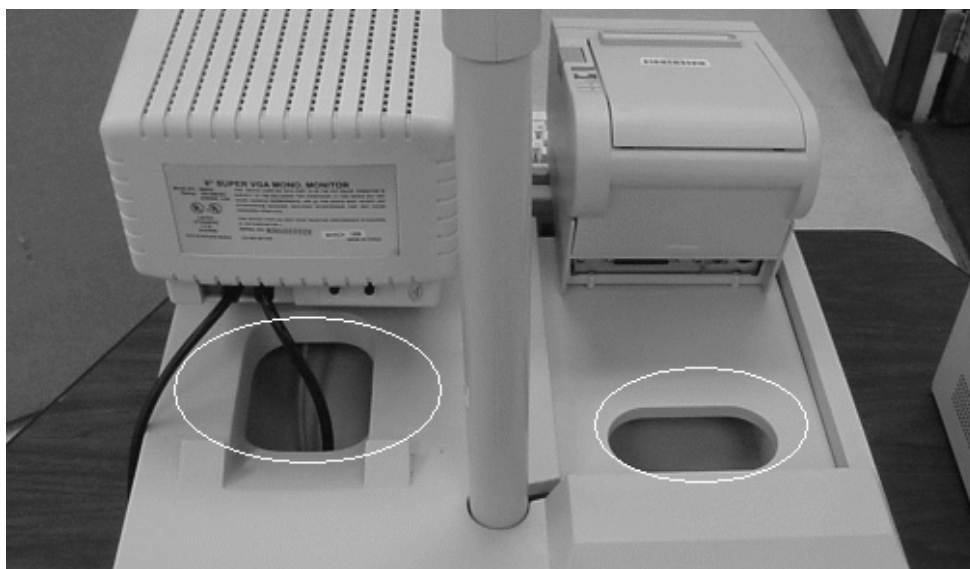
Top View of Shoe (Cables fed through circled areas)
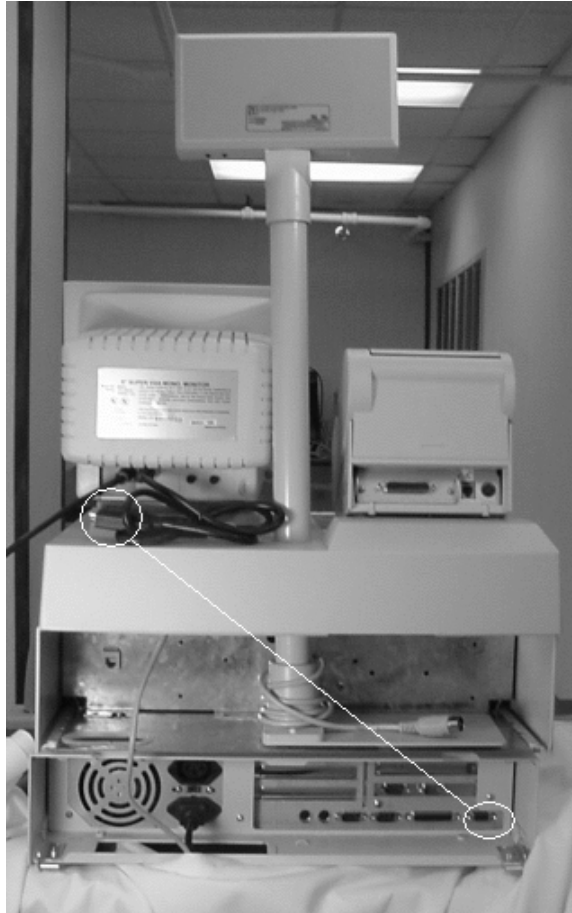
1. Feed the power cord and the video cord through the opening in the back of the Shoe down through the Cash drawer openings and connect the video connection to the video port on the computer. The power cord will be plugged into the Backup Power Supply.

Backup Power Supply (UPS) Uninterrupted Power Supply)
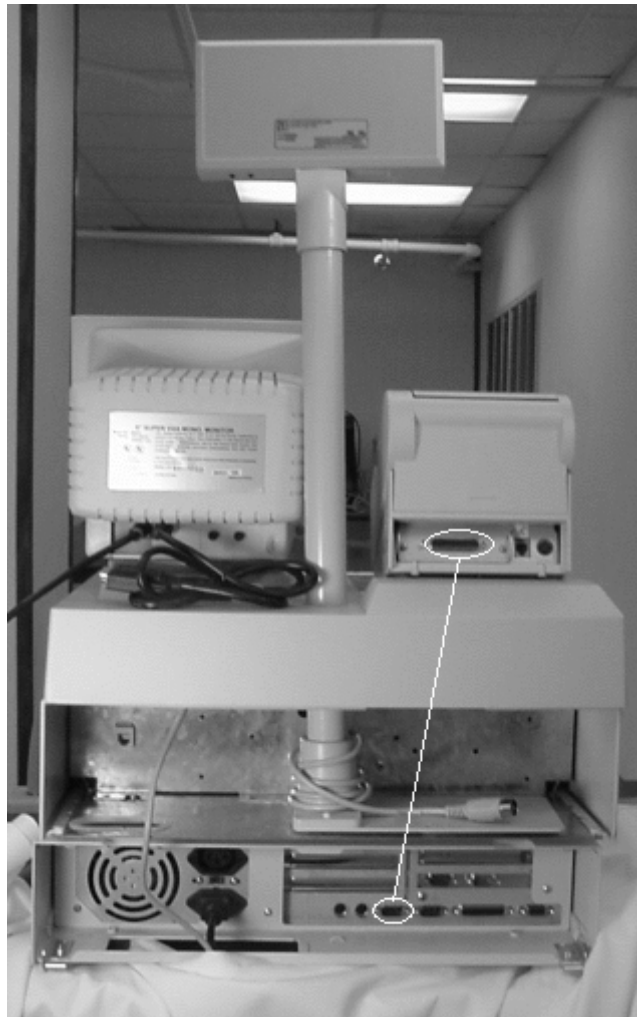
2. Connect the 25-pin to 9-pin Gender Adapter (Figure B.). The 25-pin connector will go to the receipt printer. The 9-pin connector will be fed through the back of the shoe and down through the cash drawer and connected to Serial Port ONE. Refer to Figure B.

Figure B.
9 Pin to 25
Pin Gender
Adapter.

To Serial
Port 1
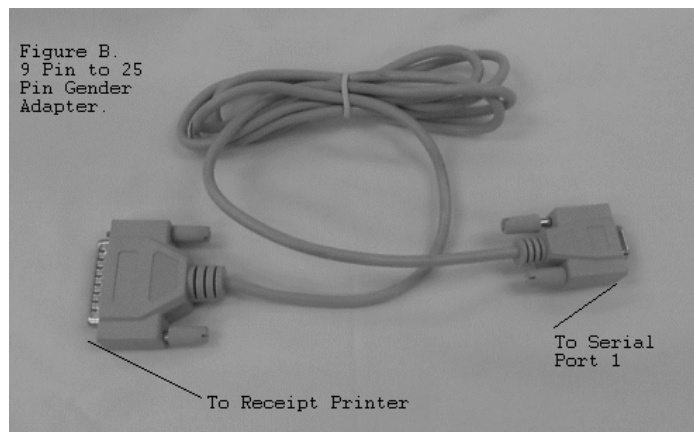
To Receipt Printer

FIGURE B

3.   Connect the phone line RJ-11 (Figure A.) to the receipt printer. Use the end that DOES NOT say to register. Feed the cable through the back of the shoe and down and connect to the slot on the cash drawer. This end of the cable indicates to Cash Drawer. Refer to Figure A.
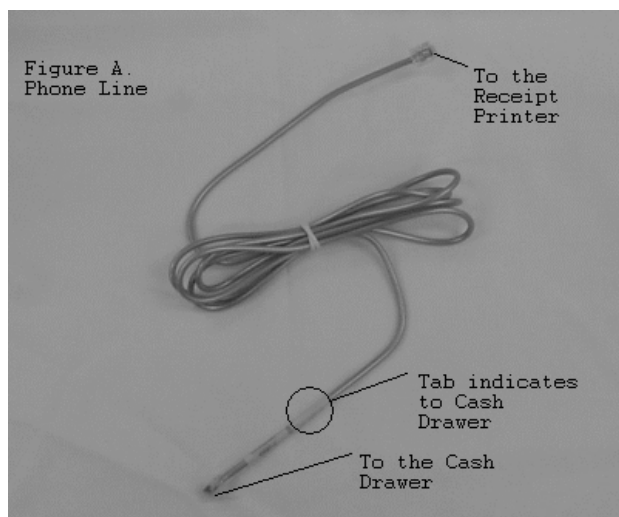
FIGURE A
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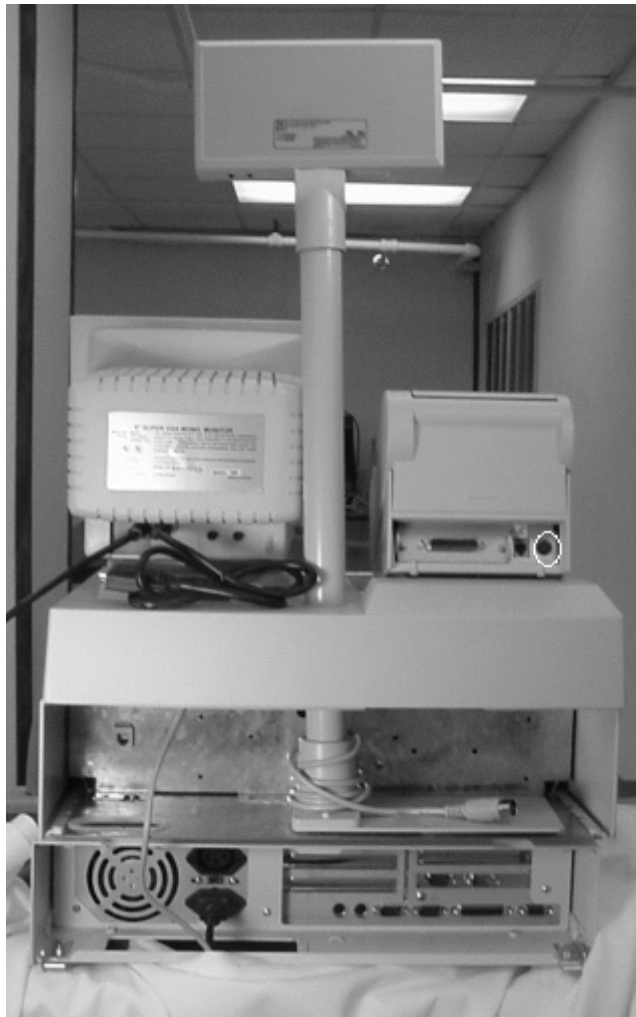
4. Feed the cable from the Epson TM-T88 Power Supply up and through the Cash Drawer opening through the back of the shoe and connect to the receipt printer. Place the unit in the cash drawer compartment. Refer to Figure C.

Connect to Figure G

Figure C.
Epson
TM-T88
Power cord

Connect to Receipt Printer
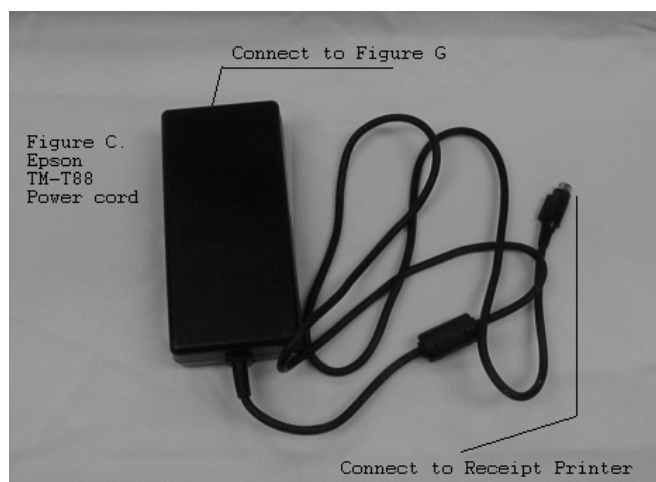
FIGURE C

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5.   Connect the power cord (Figure G.) to Figure C. Feed the plug down and through the bottom of the cash drawer and connect to the Backup Power Supply (UPS). Refer to Figure G.

Figure G.
Power Cord

Two cords are required. One will be connected to the computer one to Epson TM-T88 Receipt Printer. Refer to Figure C.
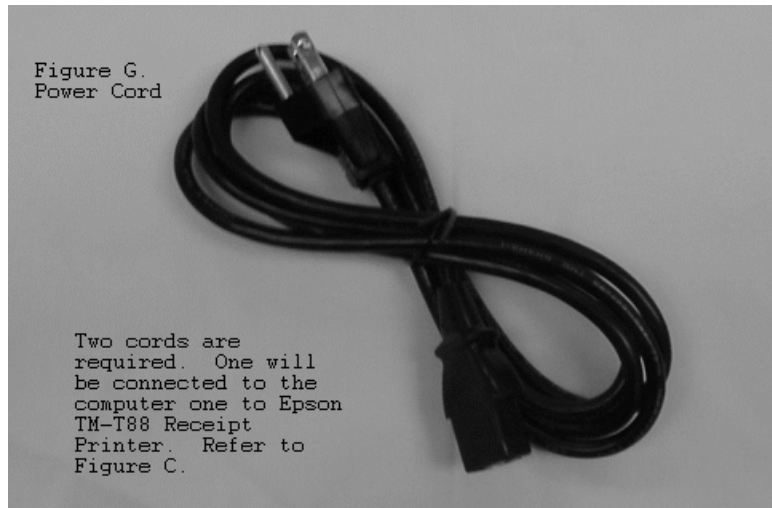
FIGURE G

Display Pole Male DB 5-PIN Connection

6.   Connect (D1) of Figure D to the Display pole DB 5-Pin connection. The rest of Figure D cable will be fed down and through to the computer. Refer to Figure D.
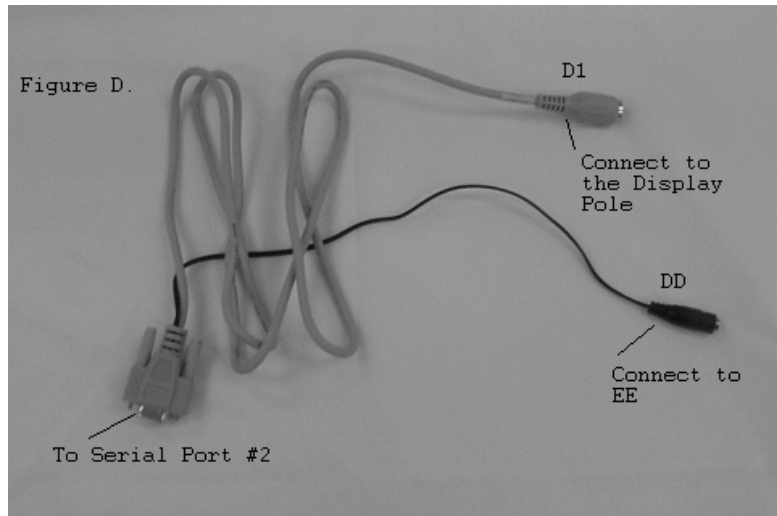
FIGURE D

7.   Connect the 9-pin connector of Figure D to Serial Port Two. Connect DD of Figure D to EE of Figure E. Ensure to feed cable up underneath Computer and connect plug from Figure E to Backup Power Supply (UPS). Refer to Figure E.
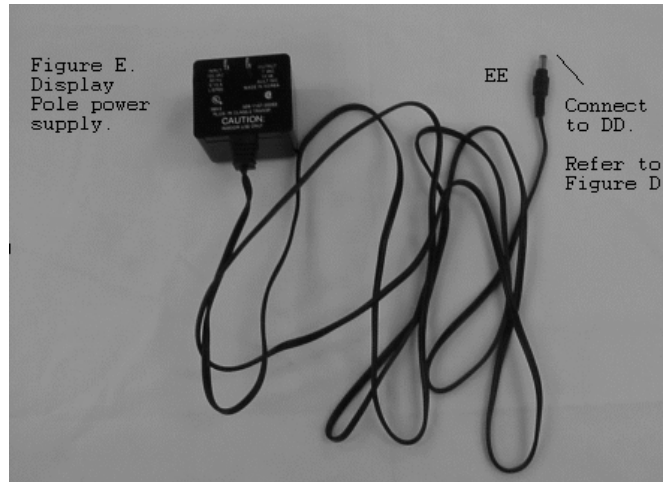
FIGURE E
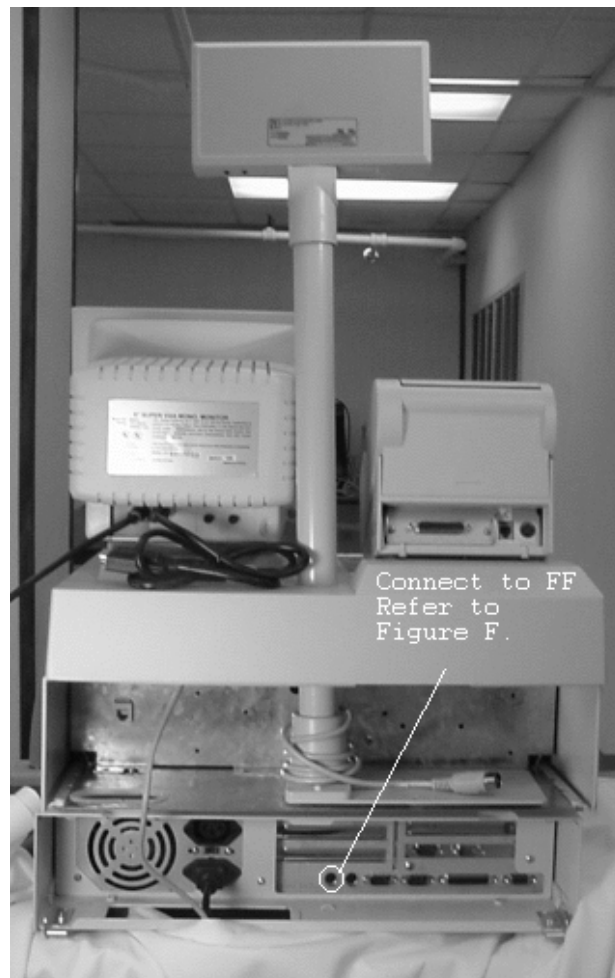
8.   Feed Connections FF and F1 up and through the bottom of the computer and connect FF to the Keyboard Slot. Refer to Figure F.
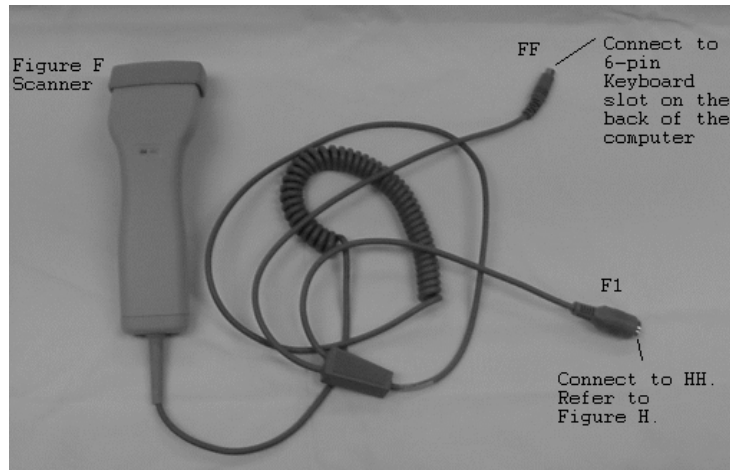
FIGURE F

9.   The Keyboard will be positioned on the Shoe. Ensure that the keyboard is securely set into the notches on the shoe.
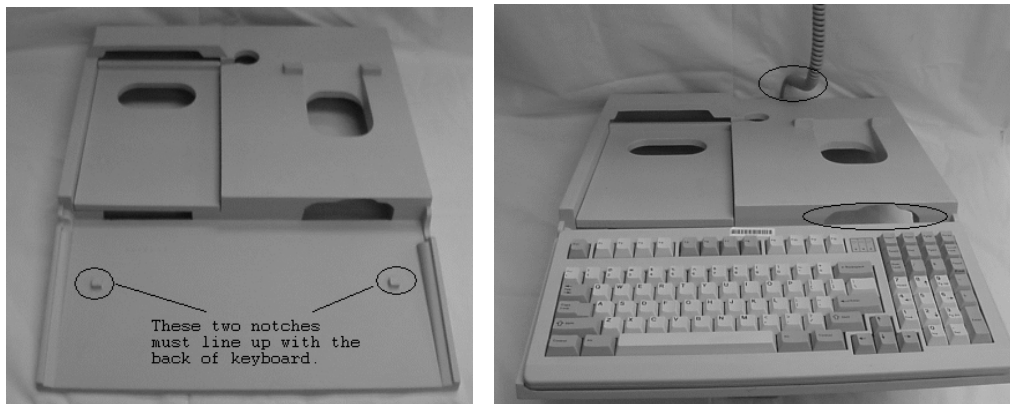
10.   Feed the Keyboard cable down and through the back of the Shoe.
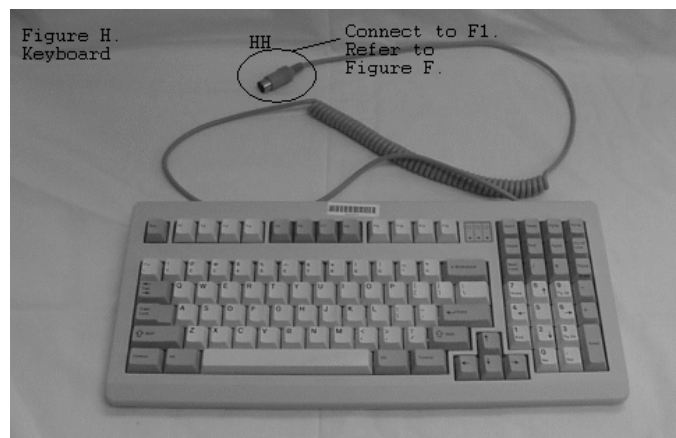
11.   Connect the mouse to the mouse slot on the back of the computer.
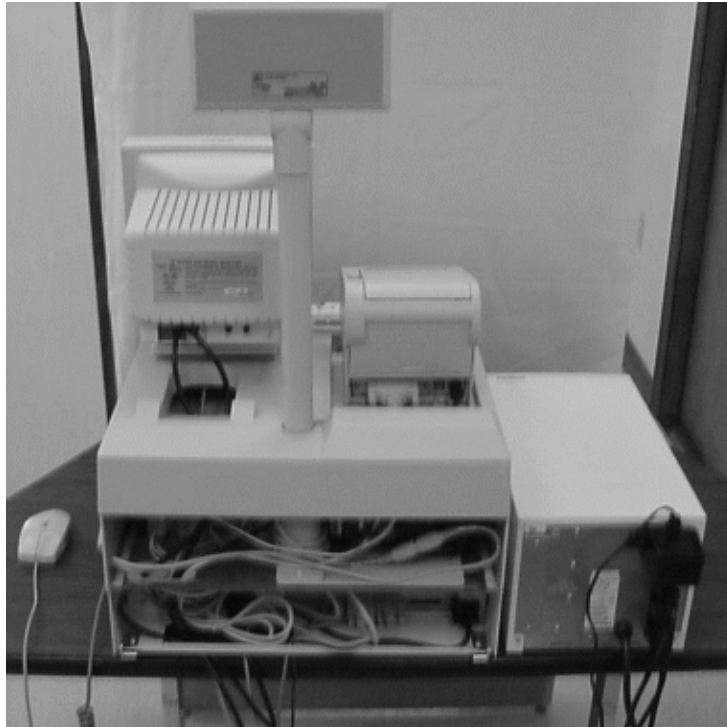
12.   Tuck all loose cables into the computer and cash drawer compartments.

13.   Attach the cash drawer and computer compartment covers and the system is ready to start up.

Back-Office:

9-PIN VIDEO
Connect
Monitor Cable

LPT-1
Connect
Printer

Comm Port Two
Connect to the
Eltron LP/2622
Label Printer

Comm Port One
Connect to PDT
9-pin to 25-pin
gender adapter
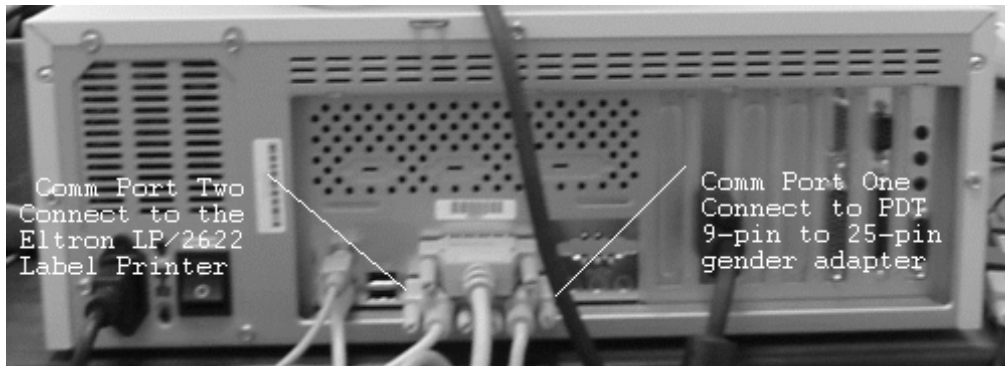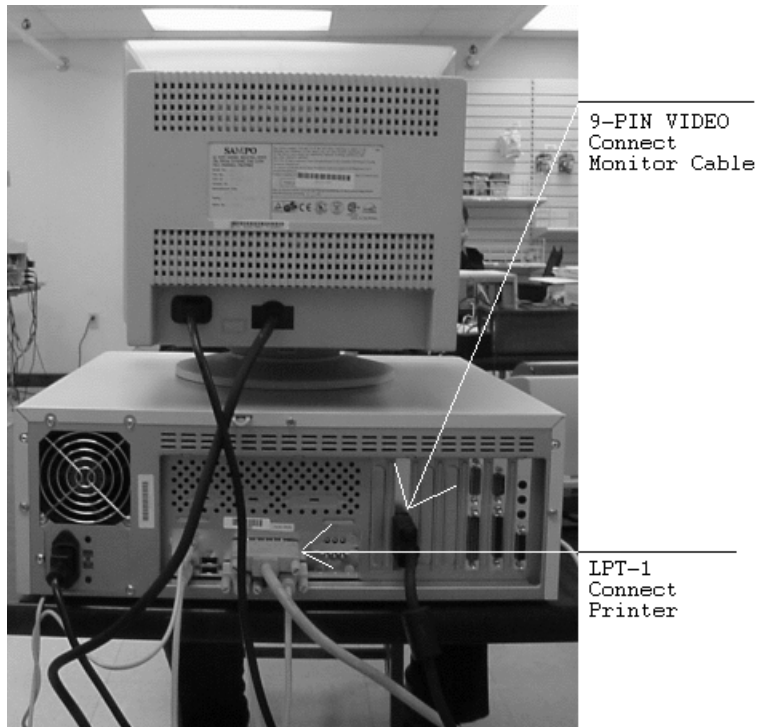
Ship's Constants:

When the system is initially installed there are a series of steps that must be performed in a particular sequence. The following section will describe the procedures and sequences for each of these steps. **Deviation from these steps may cause discrepancies with your ROM II system.** From the Main Menu screen select the Ship's Constants option.   The following screen will appear:

Ships Constants Main Menu

Ship Identification:

From the Ship's Constants menu select the Ship Identification choice.   The following screen will appear:

Ship Identification Screen

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This is the Ship's Identification screen; from this screen you will enter all the information about your ship.   Refer to the following steps:

1. The starting date of the current accounting period is populated by default.
2. Enter the ending date of the current accounting period.
3. Enter the Ship's name without the USS. The system enters this by default on the appropriate documents.
4. Enter the Ship's Hull Number.
5. Enter the Ship's UIC.
6. Enter the FPO Designator.
7. Enter the FPO Zip Code.
8. Enter the Pier Address of the ship.
9. Enter the Sales Officer's name and title. I.E. Thomas. J. Smith, LT, SC, USN.
10. Enter the Senior Supply Officer's name and title. Use the same method as in 9.
11. Scroll and select the Operating Zone that the ship falls under.
12. Enter the Disbursing Officer's name and title. Use the same method as in number 9.
13. Enter the Disbursing Officer Symbol. You will need to get this from the Disbursing Officer.
14. Enter the Crew Size. This includes all personnel assigned to ship's company including Officers. This information can be obtained from the Ship' Personnel Office.
15. Enter the Paying Activity and address.
16. Enter the Type Commander and address.
17. Enter the General Fund Assessment based on type of ship.
    - 1-500 Personnel   0.00%
    - 501-1000   4.50%
    - 1501 and up   5.00%
18. Enter .005 for the General Fund Local.
19. **FOR ASHORE SITES ONLY:** Click on the "Save As Ashore Site" button to establish your activity as an ashore site.
20. **USING YOUR MOUSE, CLICK ON THE SAVE RECORD LOCATED AT THE LOWER RIGHT HAND SIDE OF THE SCREEN.**
21. Click on the Return button to EXIT this function.

Store Setup:

The next step is to setup your retail outlets and storerooms.   From the Ship's Constants menu select the Store Setup option.

Adding a store:

From this screen, you can create the various outlets that your operation has. Click the Add Store and enter the required information.

1.   Store Number-Enter the number of the store that is to be created.

- EPOS Stores will be numbered 1,2,3 and so on.
- Canned drink will be numbered 9800.
- Snack Vending will be numbered 9700.
- Phone Card Machine will be numbered 9500.
- Hangar Bay/ Pier Sales will be numbered 9400.
- All other Non-EPOS outlets will be entered in descending order.

2.   Store Type-Scroll and select the desired Store type.

The various types of stores include:

- Bulk Store Room-There can only be one Bulk Storeroom.
- Retail Store-All stores that have scanning capability.
- Canned Vending Machine- The soda operation.
- Cup Vending Machine-This option is not used.
- Snack Vending- used for all Non-EPOS activities that post to CO2 of 153.
- Storage Rooms- Used for storerooms other than Bulk. I.E. if the operation has more than one Bulk storeroom operator. Several storerooms can be created giving separate accountability to each operator. These storerooms act very similar to other outlets in that, breakouts to and from the "MAIN BULK STOREROOM" must be done to establish a physical inventory.

3.   Opening Date- Double click this box and a calendar pop up will appear. Simply click on the desired date and this field becomes populated.

Store Information

Add Store   Save Changes   Delete Store   Return

Store Search   Store No 2   Opening Date

Store Type Retail Store   __-__-____

CALENDAR

December ▼   2000 ▼

S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Store Information

Name

Location

4.   Name-Enter the noun names for the store/ activity that is being created.

5.   Location-Enter the physical location of the store/ activity being created.

Store Information

Add Store   Save Changes   Delete Store   Return

Store Search   Store No 2   Opening Date

Store Type Retail Store   20-Dec-2000

Store Information

Name Ship's Store #2

Location 01 Level

6.   Click on the Save Changes button to save.

Click on the Return button to Exit this screen. Follow these same procedures for each additional retail store. Click on the Return button from the Store Information screen to Exit this function.

Deleting a retail store:

To delete a retail store, click on the desired store to be deleted and then click on the Delete Store button. A warning box will appear informing the operator that you are about to delete records for store selected.

Delete Store Information

? You are about to delete records for store number 1
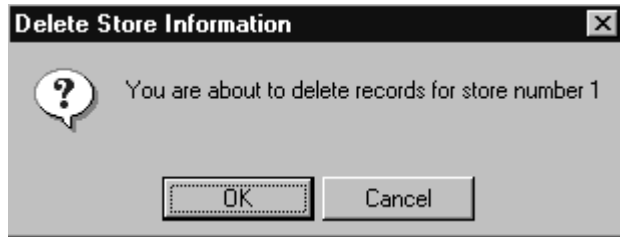
OK   Cancel

Select the OK button if you desire to continue, the following window will appear: (Click the cancel button if you do not desire to delete the store.)

MaxPoint POS System

The Store has been deleted successfully.

OK
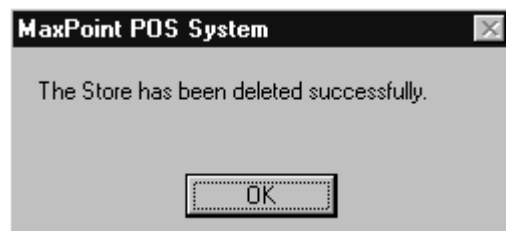
Adding a bulk storeroom:

There will not be a need to create a Bulk Storeroom #99, because the system has been designed to create #99 by default. This will be done when the system is installed.
Note: You cannot delete an outlet once an inventory has been created for that outlet.

Canned Drink Vending Storeroom Setup:

The vending operation will be maintained from a vending machine storeroom. To setup the vending storeroom select the store setup from the Ship's Constants menu.

1. Click on the Add Store button.
2. Enter the number 9800 for Canned Vending Storeroom.
3. Scroll down to the Canned Vending Machine option, and click on this choice.
4. Type in Soda Storeroom, and location.
5. Double click the Opening Date for calendar pop-up. Enter the opening date.
6. Save Changes.
7. Click on the Return Button.

Snack Vending Storeroom Setup:
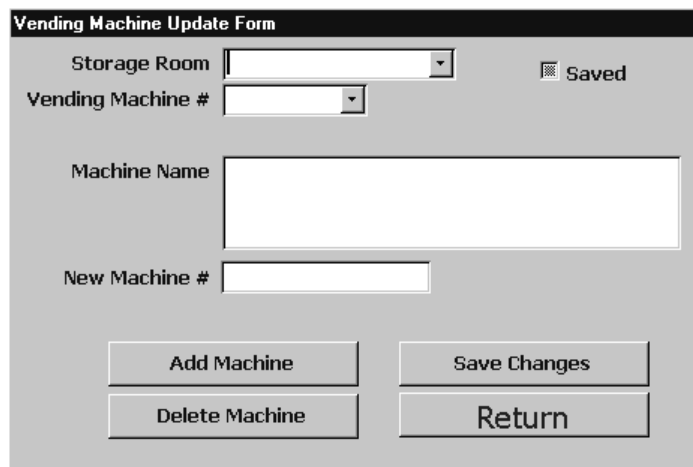
The vending operation will be maintained from a vending machine storeroom.   To setup the vending storeroom select the store setup from the Ship's Constants menu.

1. Click on the Add Store button.
2. Enter the number 9700 for Canned Vending Storeroom.
3. Scroll down to the Snack Vending option, and click on this choice.
4. Type in Snack Vending Storeroom, and location.
5. Double click the Opening Date for calendar pop-up. Enter the opening date.
6. Save Changes.
7. Click on the Return Button.

Note: All other Non-EPOS activities will be set up in this same fashion as the snack vending operation with the exception of the name and location of the activity.

Canned Drink Vending Machine Setup:

To add individual vending machines click on the Vending Machine Setup selection from the Ship's Constants menu.   The following screen will appear:

1. Click on the ADD MACHINE button.
2. Storage Room Block- Scroll the down arrow and click on the 9800 selection. Refer to the Figure below:

Vending Machine Update Form

Storage Room [0] [▼] ☒ Saved

Vending Machine # 9700
9800

Machine Name [ ]

New Machine # [0]

Use the drop-down
bar to select
desired activity.

Add Machine   Save Changes

Delete Machine   Return

3. Machine Name- Type the soda machine name. I.E. Soda Machine #9802.
4. New Machine Number- Enter the number of the machine. I.E. machine number 9802. Refer to the following figure:

Vending Machine Update Form

Storage Room [9800] [▼] ☒ Saved

Vending Machine # [▼]

Machine Name SODA MACHINE #9802

Manually
enter the
appropriate
information.

New Machine # [9802]

Add Machine   Save Changes

Delete Machine   Return

5. Click on SAVE.

*Note: Always enter the storage room that supplies that particular vending machine.
Once you have entered the new machine, you can scroll and select and verify the new machine is there. Refer to the following figure:

Snack Vending Machine Setup:

Click on the Vending Machine Setup from the Ship's Constants Menu.   The following screen will appear:

Vending Machine Update Form.

1. Click on Add Machine.
2. Storage Room- Scroll the down arrow and click on the 9700 choice. Refer to the following figure:

3. Machine Name- Enter the name of the vending machine. I.E. Candy Machine #9701.
4. New Machine- Enter the appropriate machine number. I.E. 9701. Refer to the following figure:

5. Save Changes. Refer to the following figure:

*Note: Always enter the storage room that supplies that particular vending machine.

Once you have entered the new machine, you can scroll and select and verify the new machine is there. Refer to the following figure:

Amusement Machine Setup:

Select the Amusement Machine Setup from the Ship's Constants menu.   The following screen will appear:

Amusement Machine Setup.

1. Click on the Add Machine button.
2. Charge Per Game- Enter the Charge Per Game. I.E. .50.
3. Description- Enter the name of the machine. I.E. Mortal Kombat 2001.
4. Click on the Save Machine button.   Refer to the following Figure:
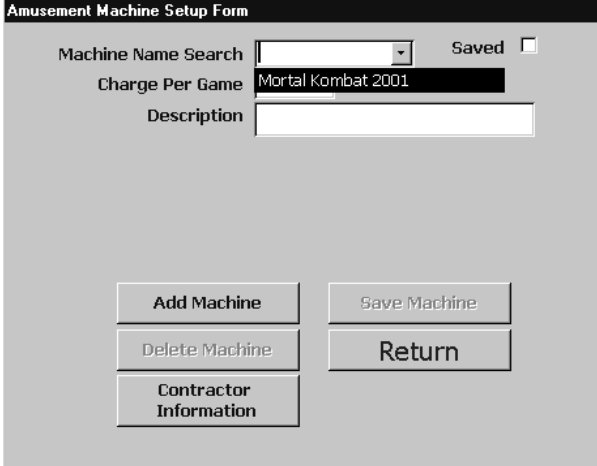
Properly Filled Out Amusement Machine Screen.

Contractor Information: Click on this button to enter information about the vendor. Refer to the following figure:

Deleting an Amusement Machine:

If you desire to delete an Amusement Machine, from the Ship's Constants Menu select the amusement setup choice.

1. Select the desired machine from the drop-down list.
2. Click on the delete machine button.
3. A message will appear informing the operator that you are about to delete the amusement machine.
4. Click the OK button if you wish to continue, cancel if not.
5. Click the Return button to Exit this function.

Assigning Expenditure Numbers:

The next step is to setup the Expenditure numbers that your operation will be operating under. From the Ship's Constants menu select the Locally Assigned Expenditures # choice.

When the ROM II system is initially installed, the setup of Expenditure numbers from the last used number is necessary.   Refer to the following Figure:

Locally Assigned Expenditure # screen.

The beginning Expenditure number will be placed in the Starting # block.   For example, if the numbers 7900-7999 were assigned then you would enter 7900 as the starting number.   The first number issued would be 7900. The ending number will be placed in the Ending # block.   As for the next number, this number will be the next available number. For example, the last number that was assigned was 7975, so the next available number would be 7976. This number would be entered in the Next # block.   The next number that the system will assign will be 7976.   Ensure that you save the changes by clicking on the Return button.

Assigning Purchase Order Numbers:

The next step is to setup the Purchase Order Numbers.   From the Ship's Constants Menu select the Locally Assigned Order # choice.   The following screen will appear:
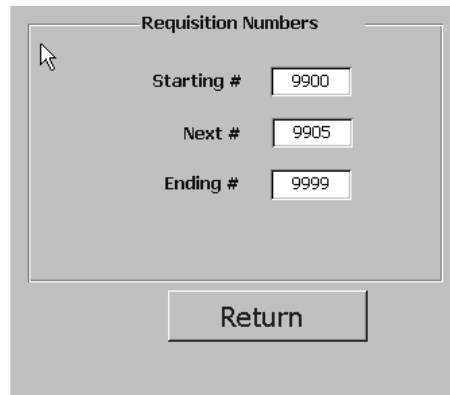
Purchase Order Number Setup screen.

Enter 9700 in the Starting # block and 9899 in the Ending # block. Enter the next available purchase order number in the Current # block. For example, 9700 is the next available Purchase Order Number assigned, then 9700 will be the next number that is assigned. Click on the Return button.

Assigning Requisition Numbers:

The next step is to setup the Requisition Numbers. From the Ship's Constants menu, select the Locally Assigned Requisition #. The following screen will appear:
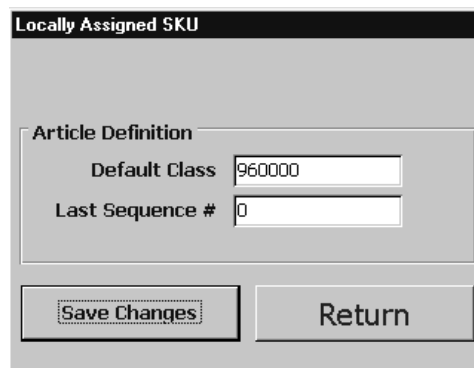
Requisition Number setup screen.

Enter 9900 in the Starting # block and 9999 in the Ending # block. Use the next available Requisition Number and enter that number in the Current # field. For example, if 9904 was the last Requisition that was used then enter 9905 in this field. The next number to be assigned will be 9905.

Locally Assigned SKU's:

A SKU (Store Kept Unit) is a ten-digit number assigned to a particular item. The same number that was being used on the stock record cards of the past, are being used as SKU's without the tack between sixth and seventh digits. Refer to the following Figure:

Locally Assigned SKU setup.

Enter the Default class 960000. Enter the Last Sequence Number 0000. Click on the Save Changes button.

Department Markup By %:
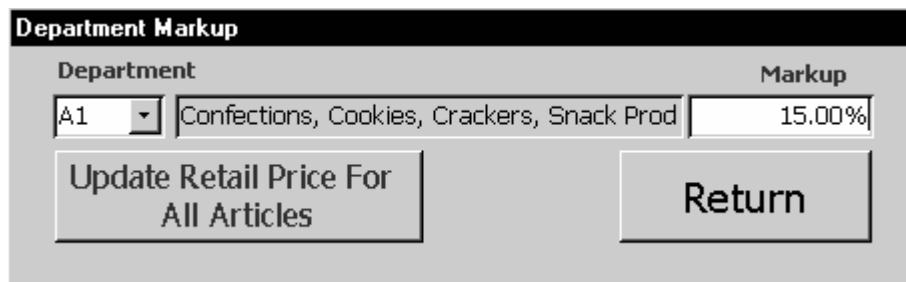
This function allows you to change a markup percentage for an entire department, or to update all items within that department to the existing markup percentage. Enter the appropriate "New Markup Percentage" and click the button update retail price for all articles. All retail prices on stock records in that department will be adjusted automatically. In most cases there should not be a need to make any changes, however at some point in the future it may be necessary to make a modification. From the Ship's Constants Main menu select this choice. The following screen will appear:

Department Markup by % screen

1. Scroll the down arrow in the Department field.
2. Select the desired department that you wish to view.
3. Click the Markup field and make any changes that are required. Refer to the following figure:
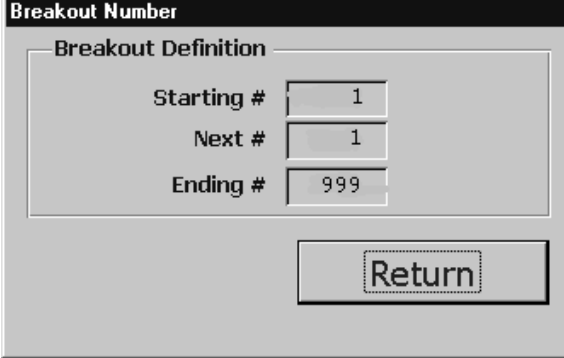
Properly filled out screen

Once you have made all the necessary changes, click the Update Retail Price for All Articles button. By doing this you will be updating the retail prices based on the Markup changes you incorporated. When finished, click the Return button to return to Ship's Constants Main Menu.

Locally Assigned Breakout Number:

The Locally Assigned Breakout Number field is created at migration. All Breakout Numbers begin with 1 at the beginning of each accounting period. The Next field indicates your next available breakout number. **The user cannot modify this screen!**
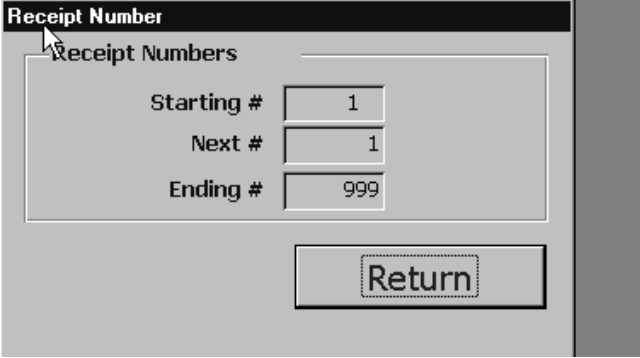
Breakout number setup

Locally Assigned Receipt Numbers:

The Locally Assigned Receipt Number field is created at migration. Currently all starting numbers begin with 1 by default and end with 999. The Next field indicates your next available receipt number. **The user cannot modify this screen!**

Cash Register Setup:

The Cash Register Setup option is where the registers for your outlets are established. Click on this option and the following screen will appear:

Adding a New Register:

1.   Click on the Add New Register button.
2.   Scroll the Store Number field and select the appropriate store.
3.   Enter the New Register Number in the Register Number field. Note that if establishing a register for store number one, the register will be 1001. If there is a second register to be created it will be 1002 and so on. For store two, the first register will be 2001 and a second would be 2002.
4.   Click on the Save Register to save changes.
5.   Click on the Return button to return to the previous screen.

Deleting a Register:

1.   Scroll the Store Number field and select the appropriate store.
2.   Scroll the Register Number field and select the appropriate register.
3.   Click on the Delete Register button and the register is now deleted.

Utilities:

This function lets you perform various ROM II data-management tasks, maintain passwords and menu access for users of the system. You can also access various functions that are designed for one-time use (All of your Open Forms are used to initiate Purchase, Requisitions, and Expenditure numbers during implementation.). Each of these utilities is described in this section.

To access the Utilities function, click this selection and the following screen will appear:

```
Utilities Menu
┌─────────────────────────────────────────┐
│ 153 Setup Form (1)                       │
│ Add/Delete Operator                      │
│ Change Password                          │
│ Edit Operational Status                  │
│ Menu Update/Security                     │
│ Update Julian Date on PO or REQ          │
│ Update Sequence # on PO or Req           │
│                                          │
│                                          │
│                                          │
│                                          │
│                                          │
├─────────────────────────────────────────┤
│                 Return                   │
└─────────────────────────────────────────┘
```
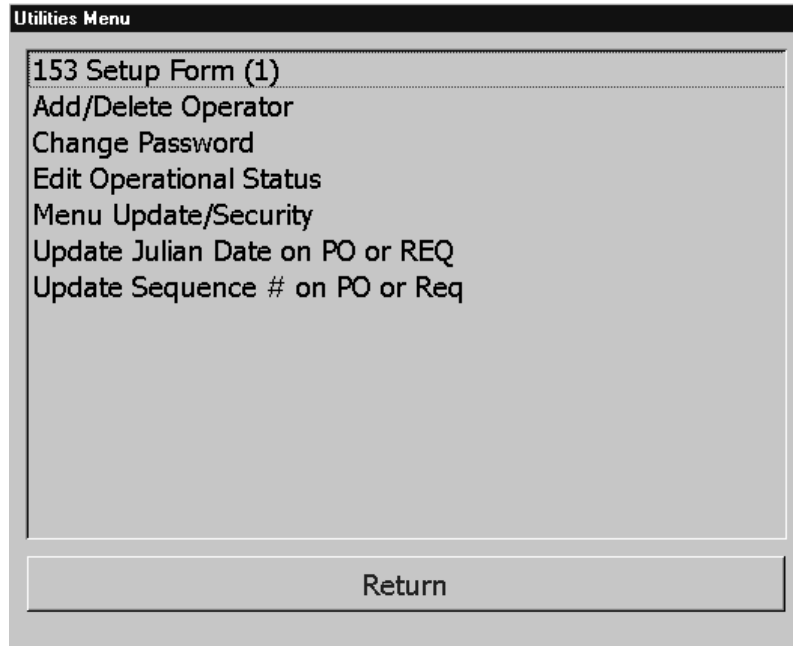
Menu Update/Security:

This function lets you control access to menus within the ROM II system. This is done by establishing security levels for each menu and category within the system, and by proper setting of those security levels for individual users. Various options are established throughout this area, however, theses would have been established prior to implementation and are **not** to be deviated by anyone who is not a ROM II technician. To access this function, click this selection, and the following screen will appear:

Menu Update/Create screen

Security Modification:

As previously mentioned the ROM II system allows access to the various menus and options through security codes. If the operator has not been given the necessary code he/she will not be able to access that particular area. At the right side of the screen the security level field exists. Each line is assigned a security level from 1-6. (These security levels will be established prior to fleet implementation.) The number 1 is the highest security level and will access everything throughout the system. The higher the number the less access the operator has. By scrolling each block in the security level field, the numbers can be modified.

Add/Delete Operator:

To add a new operator or delete an existing operator. Click on this selection the Add/Delete Operator screen will appear:

Add/ Delete Operator

From this screen, you can do the following:

- Add a new user to the ROM II system.
- Delete an existing user from the ROM II system.

Adding an Operator:

To add a new operator, complete the following:

1. Click on the **OPERATOR ID** button. Enter a unique identification number for each ROM II user. (A suggestion is to use the last four digits of operator's social security number.) TAB to the next field.

2. Type the user's first name. TAB to the next field.

3. Type the user's last name. TAB to the next field.

4. Use the drop-down arrow in the Security Level field to locate and select the appropriate security level for this user. Note that the security number assigned to the new operator must reflect the access required performing their job. Refer to the following chart:

Security #	Job Description
1.	Sales Officer
2.	LCPO/LPO
3.	Records Keeper

4.	Cash Collection Agent
5.	Retail Supervisor
6.	Cashier

5. Click on the **Save Changes** button.

6. To create a new password for the operator. Refer to the Password section.

Deleting an Operator:

Use the Operator Search drop-down arrow to select the user from the list of ROM II users. Notice that the Personal Information box will be populated with this person's name and user number. Now, do the following:

1. Click on the **Delete Operator** button. The following warning box will appear:
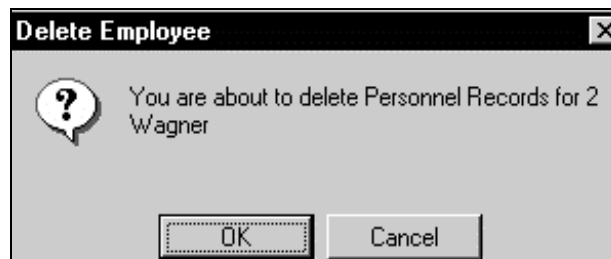
Delete Employee Message Box

2. Click on **OK**. The user is deleted from the ROM II system and will no longer appear on the list of users. You are returned to the Add/Delete Operator screen. Note that once the operator has been deleted you do not have to delete the password.

Create/Change Password:

This function lets you create or change passwords for users of the ROM II system. To change a password, click on this selection and the following screen will appear:

1. Enter the Logon ID into the Employee field. There are two ways to do this.

   - Type the Logon ID (if you know it), or

   - Use the drop-down arrow and select it from the list of Logon IDs. (ALT + down arrow ↓ will open the drop-down list.)

2. Enter the new seven-character password and press the TAB key to move to the Retype Password field. Note that when entering the password asterisks will be displayed vice the actual letters or numbers. Refer to the following picture:

WARNING: The new password must be seven characters in length and not currently in use or ROM II will reject it.

3. Enter the new password again (this is for comparison) and press the TAB key to move to the Confirm Changes button. If you mistype either of these passwords, you will receive the following message:

Invalid Password Message

4. Once you have entered matching new passwords, press the ENTER button. You will receive a message stating "Password updated successfully."

5. Position the cursor on **OK** and press the ENTER button. You are now returned to the previous screen.

Edit Operational Status:

The Operational Status allows the operator to make corrections to the ship's statuses that were erroneously made. Click this option and the following screen will appear:

Edit Operational Status

Select a Date to Modify:

			Update To :
1/1/97	IN PORT	LOCAL	
1/2/97	IN PORT	LOCAL	
1/3/97	IN PORT	LOCAL	Save Changes
1/4/97	IN PORT	LOCAL	
1/5/97	IN PORT	LOCAL	
1/6/97	IN PORT	LOCAL	Cancel
1/7/97	IN PORT	LOCAL	
1/8/97	IN PORT	LOCAL	
1/9/97	IN PORT	LOCAL	Return
1/10/97	IN PORT	LOCAL	
1/11/97	IN PORT	LOCAL	

1.   In the left-hand column, highlight the date that you want to make the correction to.

2.   Scroll the Update to: field and select the correct choice.

3.   Click on the Save Changes button to save changes or click the Cancel button to cancel altogether.

4.   Click on the Return button to return to the previous menu.

File Transfer to Shore Sites:

This option is currently unavailable with the current version of software.

Update Julian Date on PO or REQ:

This option allows the operator to make corrections to **Unconfirmed** Purchase Orders and/or Requisitions that have incorrect Julian dates. Click on this selection and the following screen will appear:

Change Order Julian Date Form

Order Number V20632-0057-9731

New Julian Date

Update Julian Date   Return

Use Page Up and Page Down keys to navigate records

- Use the Page Up and the Page Down to locate the Order Number that needs to be modified.

- Once you have located the desired Number, enter the correct Julian date in the New Julian Date field.

- Click on the Update Julian Date button to make the required change.

- Click on the Return button to return to the previous screen.

Update Sequence Number on PO and/or REQ:

This option allows the operator to make corrections to **Unconfirmed** Purchase Orders and/or Requisitions that have incorrect Sequence Numbers. Click on this selection and the following screen will appear:

- Use the Page Up and the Page Down to locate the Order Number that needs to be modified.

- Once you have located the desired Number, enter the correct Sequence Number in the New Sequence Number field.

- Click on the Update Sequence Number button to make the required change.

- Click on the Return button to return to the previous screen.

Lookup Tables:

The *Lookup Tables* function provides the operator with the ability to setup and maintain a variety of statements that are required on procurement and expenditure documents, as well as maintain and modify department and categories of ship's store stock. The information that is created in these Look-up Tables appear on each of the above-mentioned documents, therefore, it is necessary that you use caution when adding, deleting, or modifying any of this information. Each of the statements are referenced in the P-487 Instruction.

To access the Lookup Tables function, click on the **Lookup Tables**. The following screen will appear:

```
Lookup Tables Menu
┌─────────────────────────────────────────────┐
│ Authority/Purpose Statements                │
│ Mode of Transportation Statements           │
│ Purchase Order Statements                   │
│ Survey Reason Statements                    │
│ Category Update/Creation                    │
│ Department Update/Creation                  │
│                                             │
│                                             │
│                                             │
│                                             │
│                                             │
│                                             │
├─────────────────────────────────────────────┤
│                  Return                     │
└─────────────────────────────────────────────┘
```
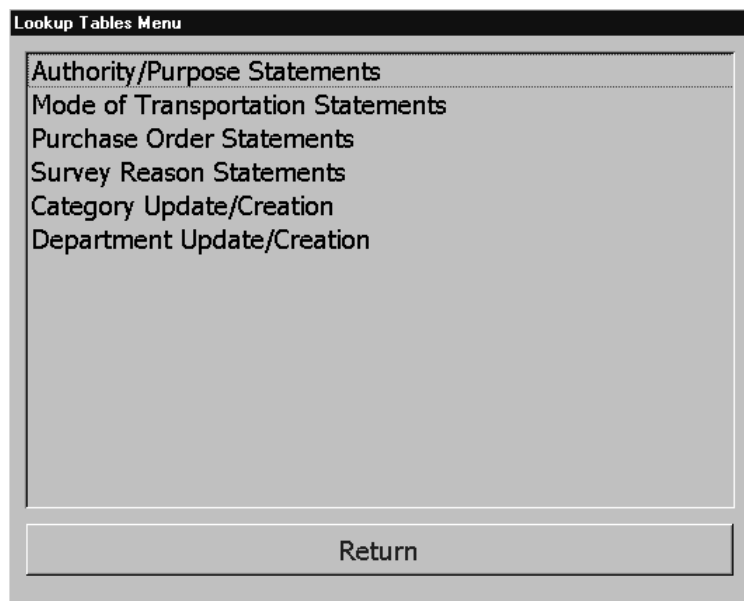
Lookup Tables Menu

Authority Purpose Statements:

This table contains data associated with authority purpose statements used throughout the ROM II system. A statement must be created in the Authority Purpose Statements table before it can be selected and used on the appropriate document/s. It is important that this table be as inclusive and thorough as possible.
To access the Authority Purpose Statements function, click on this option. The following screen will appear:

Authority Purpose Statement Update

ID	Statement
1	NAVSUP PUB 487 par 7200.
2	NAVSUP PUB 487 par 7311.
3	NAVSUP PUB 487 par 7310.
4	NAVSUP PUB 487 par 7600.
5	NAVSUP PUB 487 par 2205.

Add Statement   **Save Changes**   **Return**

Authority Purpose Statement Update Screen

Adding a Statement:

To add a new statement to the database, click on the **Add Statement** button. Your cursor will advance to the first available (blank) line on this screen. Enter the number for the first item and tab to the Statement field and enter the appropriate statements. Refer to the following table:

- NAVSUP PUB 487 par 7200.
- NAVSUP PUB 487 par 7311.
- NAVSUP PUB 487 par 7310.
- NAVSUP PUB 487 par 7600.
- NAVSUP PUB 487 par 2205.

 When you are finished adding or modifying statements, click on the **Save Changes** button. Note that the statements that are entered must reference the appropriate section in the NAVSUP P-487.

Deleting a Statement:

To delete an entry from this table, click in the column directly to the left of its ID column (There will be an arrow pointing to the right.) and press the DELETE key. A warning message will inform you that you are about to delete a record. Click on **Yes**. The record will be deleted.

Mode of Transportation Statement Update:

This table contains data associated with the modes of transportation that your ship's store system uses. A mode of transportation must be created in this table before it can be selected as one of your Mode of Transportation statements. It is important that this table be as inclusive and thorough as possible.

To access the Mode of Transportation Statement function, click on this selection. The following screen will appear:

Mode of Transportation Statement Update Screen

Adding a Mode of Transportation Statement:

To add a new mode of transportation to the database, click on the **Add Statement** button. Your cursor will advance to the first available (blank) line on this screen. Enter the next sequential number and the desired transportation statement. When you are finished adding or modifying statements, click on the **Save Changes** button. Note: This field is limited to 39 alphanumeric characters.

Deleting a Mode of Transportation Statement:

To delete an entry from this table, click in the column directly to the left of its ID column (There will be an arrow pointing to the right.) and press the DELETE key. A warning message will inform you that you are about to delete a record. Click on **Yes**. The record will be deleted.

Purchase Order Statements:

This table contains data associated with statements that your ship's store system uses on Purchase Orders. A statement must be created in this table before it can be selected as one of your Statement choices. These statements can be referenced in the NAVSUP P-487. It is important that this table be as inclusive and thorough as possible.

To access the Statement Maintenance function, click on this selection. The following screen will appear:

Statement Form

ID Number	Statements
▶	FAST PAY PROCEDURES APPLY. THE SIGNED ORIGINAL OF THIS ORDER MUST ACCOMPANY
	CERTIFICATE OF CONFORMANCE PROCEDURES APPLY.
	FAR 52.222-36 AFFIRMATIVE ACTION FOR HANDICAPPED WORKERS. (APRIL 1984)
	These tobacco products will held as sea stores for issue or consumption outside the three mi
	RETURN FOR CREDIT. Any unsold items may be returned prepaid to the vendor for credit me
	Transportation Charges are authorized and should be added to the invoice as a separate item

Save Changes   **Return**

Statement Maintenance Screen

Adding a Statement:

To add a new statement to the database, advance your cursor to the first available (blank) line on this screen. Enter the next sequential number and your statement. When you are finished adding your statement, click on the **Save Changes** button.
Note: Ensure that you use the appropriate statements referenced in the NAVSUP P-487.

Deleting a Statement:

To delete an entry from this table, click in the column directly to the left of its ID column (There will be an arrow that points to the right.) and press the DELETE key. A warning message will inform you that you are about to delete a record. Click on **Yes**. The record will be deleted.

Survey Reason Statements:

This table contains data associated with survey reason statements that your ship's store system uses. A survey reason statement must be created in this table before it to be selected as a Survey Reason. Note that the appropriate survey reason must be referenced from the NAVSUP P-487. It is important that this table be as inclusive and through as possible.
To access the Survey Reason Statements function, click on this selection. The following screen will appear:

Survey Reason Statement Update Screen

<u>Adding a Statement:</u>

To add a new Survey Reason Statement to the database, click on the **Add Statement** button. Your cursor will advance to the first available (blank) line on this screen. Enter the next sequential number and the desired Survey Reason as referenced in the NAVSUP P-487. Once you have entered your Survey Reason, click on the **Save Changes** button.

<u>Deleting a Statement:</u>

To delete an entry from this table, click in the column directly to the left of its ID column (There will be an arrow that points to the right.) and press the DELETE key. A warning message will inform you that you are about to delete a record. Click on **Yes**. The record will be deleted.

<u>Category Update / Creation:</u>

This table contains data associated with the categories of products within your ship's store system. A category must be created in this table before it can be selected as one of your category choices. It is important that this table be as inclusive and thorough as possible.

To access the Categories Update/Creation function, click on this selection. The following screen will appear:

Category Creation Form

Adding a Category:

To add a new category to the database, complete the following:

1. Click on the **Create Category** button.

2. Enter the new category name into the Category Name field.

3. Use the drop-down arrow in the Department Search field to select the department to which this new category will belong.

4. Click on the **Save Changes** button. The new category will now be available for use throughout the ROM II system.

Editing a Category:

To edit an existing category, do the following:

1. Click on the **Edit Category** button.

2. Make the appropriate change/s. (You can use the drop-down arrow in the Department Search field to reassign this category to another department.)

3. When you are finished, click on the **Save Changes** button. The changes will now be reflected throughout the ROM II system.

Deleting a Category:

To delete an entry from this table, do the following:

1. Use the drop-down arrow in the Category Search field to locate and select the category.

2. Click on the **Delete Category** button. A warning message will inform you that you are about to delete a record.

3. Click on **Yes**. The record will be deleted.

Department Update / Creation:

This table contains data associated with the departments within your ship's store system. A department must be created in this table before it can be used as one of your department choices. It is important that this table be as inclusive and through as possible.

To access the Departments Update/Creation function, click on this selection. The following screen will appear:

Department Creation Form

Adding a Department:

To add a new department to the database, click on the **Add Dept.** button. Your cursor will advance to the first available (blank) line on this screen. Enter the name of your new department. When you are finished adding your new department, click on the **Save Changes** button.

Deleting a Department:

To delete an entry from this table, click in the column directly to the left of its ID column (There will be a arrow pointing to the right.) and press the DELETE key. A warning message will inform you that you are about to delete a record. Click on **Yes**. The record will be deleted.

INVENTORY MOVEMENT:

From the Inventory Movement option the operator can conduct various tasks. Stock Record Card maintenance, Receiving stock, Moving stock from one activity to another, Procurement of stock, Expending stock and using sales history utilize the Smart Re-Order function. From the main menu select the Inventory Movement option and the following screen will appear:

```
Inventory Movement Menu
┌──────────────────────────────────────────────┐
│ Orders                                        │
│ Receipts                                      │
│ Breakouts                                     │
│ Expenditures                                  │
│ Stock Record Card                             │
│ Smart Reorder                                 │
│ Breakout Report                               │
│                                               │
│                                               │
│                                               │
│                                               │
│                                               │
│                                               │
├──────────────────────────────────────────────┤
│                    Return                     │
└──────────────────────────────────────────────┘
```
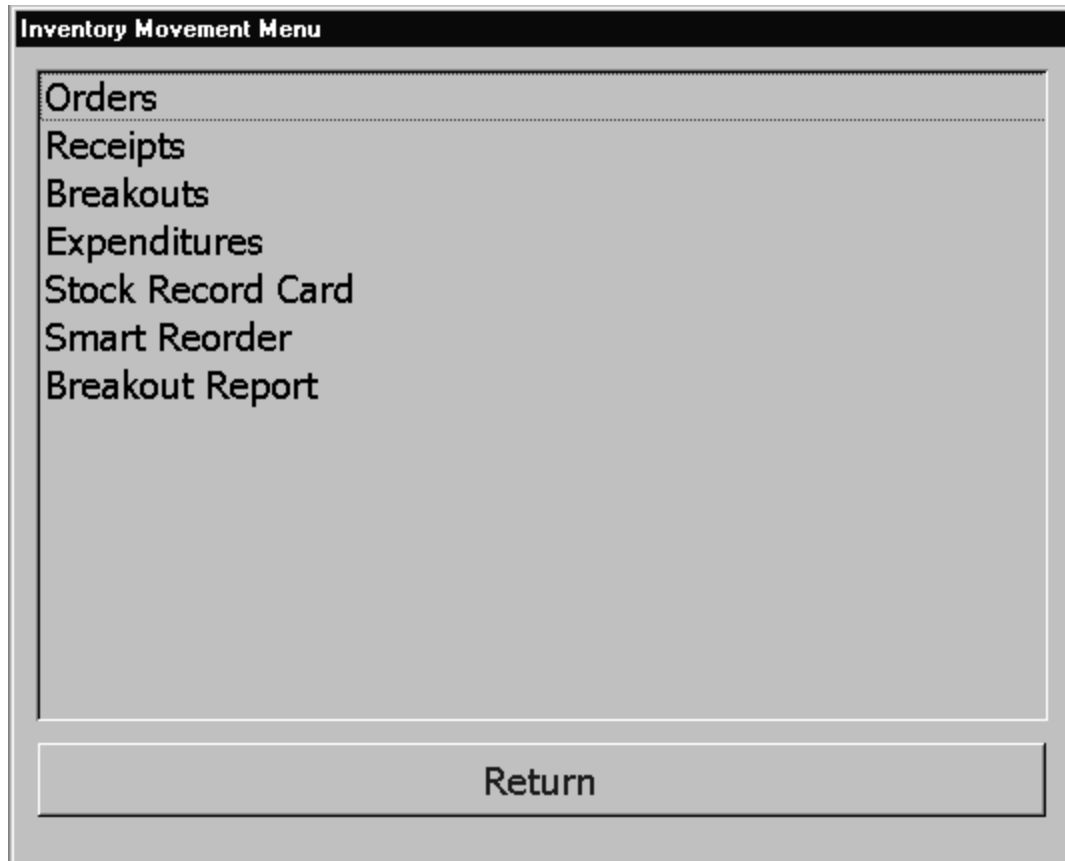
The Inventory Movement option has six options each will have its own section dedicated to it.

Stock Record Card:

A stock record card exists for each article in your inventory database. The stock record cards contain SKU numbers, pricing and categorical information. This function lets you create new stock record cards and modify existing ones.

To access this function, click on Stock Record Card, and the following screen will appear:

Adding a New Stock Record Card:

To create a stock record for a new article, do the following:

1. Click on the **New Article** button. The system will search for the next available Article number, and the following dialog box will appear:
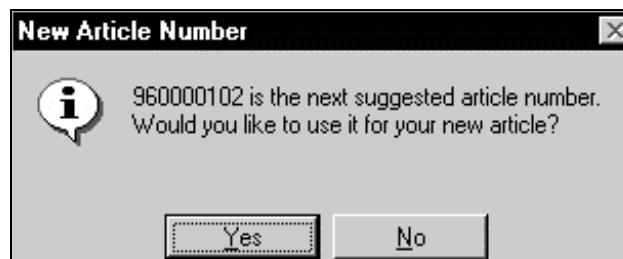
2. To accept the suggested Article number, click on the **Yes** button. Or click on **No** if you must enter your own Article number. In most cases the items already has a stock number or SKU assigned to it. In these cases enter the assigned number vice using the system-generated number.

3. Type in a description of the new article. **Note: THE SYSTEM WILL NOT ALLOW YOU TO ENTER COMMAS.**

4. Use the drop-down arrow in the Department field to locate and select the department to which this article will be assigned.

5. Use the drop-down arrow in the Category field to locate and select the category to which this article will be assigned.

6. Enter "E" if the item is an emblematic item. Leave blank if not.

7. Check the flammable box if the object is flammable. Leave blank if not.

8. Enter the minimum on hand number in the Min field. This step is optional.

9. Enter the maximum on hand number in the Max field. This step is optional.

10. Enter the case pack quantity in the Case Pack Quantity field. Note for items that have a unit conversion such as sodas and cigarettes, ensure that the case pack is listed a one.

11. Enter the case sub-pack quantity in the Case Sub-Pack Quantity field. Note for items that have a unit conversion such as sodas and cigarettes, ensure that the case pack is listed as the number of selling units that are in the carton or case. I.E. cigarettes come ten to a carton so the sub pack will be listed as ten.

12. Enter the Re-Order Units in the Re-Order Units field. This is how the item is ordered. I.E. Each.

13. The Re-Order level is established via the Smart Re-Order function.

14. The Sell level is established via the Smart Re-Order function.

15. Enter the Sell Units in the Sell Units field. This is how the item is sold. I.E. each, pack etc.

16. Enter the Cost Price in the Cost Price field.

17. Enter the Retail Price in the Retail Price field or let the system do it for you. Refer to the following figure:

Stock Record Card

Article Search

Department	▾
Category	▾
Article No	▾

Assign UPC's	New Article	Edit Article	Save Changes
Stock Activity	**Save New Article**	Delete Article	Return
Print Barcodes	**Cancel**		

Article Definition

Article No 3041600043

Categorizing

...artment Hobby Items, Game ▾

...ategory (C6) STUFFED ANIM ▾

Update retail price ☒

ⓘ You have just changed the cost price for this article. Would you like to update the retail price now?

[Yes] [No]

Vendor Name

Article Pricing

Retail Price	$0.00	Current Cost	12.20
Dept. Markup %		Average Cost	$12.2000
Prev Retail Price	$0.00	Last Cost	$0.0000

...onal Information

"E" if Emblematic	E
Min	0
Max	0
Case Pack Quantity	1
Case Pack Sub Quant	1
Re-Order Units	EA ▾
Re-Order Level	
Sell Level	
Sell Units	EA ▾

Store No	Article No	Stock Quantity

18. Scroll the Vendor Name field and click on the appropriate vendor. Note: If the vendor does not exists in the database, use the Dummy Vendor or Unassigned Vendor.

Stock Record Card

Article Search
Department
Category
Article No

Assign UPC's | New Article | Edit Article | Save Changes
Stock Activity | **Save New Article** | Delete Article | Return
Print Barcodes | **Cancel**

Article Definition
Article No 3041600043   Description Teddy Bear with ships crest

Vendor Name

C. LLOYD JOHNSON COMPANY, INC.	97-D-0065
C. LLOYD JOHNSON COMPANY, INC.	98-D-0009
C. LLOYD JOHNSON COMPANY, INC.	98-D-N306
COMSAT MOBILE COMMUNICATIONS	S0274
Dummy Vendor	L000
ECI SYSTEMS & ENGINEERING	00-D-0055
EURPAC WAREHOUSE SALES INC.	99-D-0065
LINDSAY PHILLIPS MARKETING (LP	S0089

Vendor Form

$12.2000
$12.2000
$0.0000

Categorizing
Department Hobby Items, Game
Category (C6) STUFFED ANIM

Additional Information

"E" if Emblematic   E
Min   0
Max   0
Case Pack Quantity   1
Case Pack Sub Quant   1
Re-Order Units   EA
Re-Order Level
Sell Level
Sell Units   EA

Stock Record Card

Article Search
Department
Category
Article No

Assign UPC's | New Article | Edit Article | Save Changes
Stock Activity | **Save New Article** | Delete Article | Return
Print Barcodes | **Cancel**

Article Definition
Article No 3041600043   Description Te

Vendor Name
Dummy Vendor

Article Pricing
Retail Price $14.05
Dept. Markup %   15.00%
Prev Retail Price $0.00

Please select the appropriate contract number for this article.

Continue

Last Cost $0.0000

Store No   Article No   Stock Quantity

Categorizing
Department Hobby Items, Game
Category (C6) STUFFED ANIM

Additional Information

"E" if Emblematic   E
Min   0
Max   0
Case Pack Quantity   1
Case Pack Sub Quant   1
Re-Order Units   EA
Re-Order Level
Sell Level
Sell Units   EA

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Please select the
appropriate contract
number for this article.

UNASSIGNED ▼

UNASSIGNED

Continue

Stock Record Card

Article Search		
Department		
Category		
Article No		

Assign UPC's   New Article   Edit Article   Save Changes

Stock Activity   **Save New Article**   Delete Article   Return

Print Barcodes   **Cancel**

Article Definition

Article No 3041600043   Description Teddy Bear with ships crest

Vendor Name

Dummy Vendor ▼   **Vendor Form**

Article Pricing

Retail Price	$14.05	Current Cost	$12.2000
Dept. Markup %	15.00%	Average Cost	$12.2000
Prev Retail Price	$0.00	Last Cost	$0.0000

Store No	Article No	Stock Quantity

Categorizing

Department Hobby Items, Game ▼

Category (C6) STUFFED ANIM ▼

Additional Information

"E" if Emblematic	E
Min	0
Max	0
Case Pack Quantity	1
Case Pack Sub Quant	1
Re-Order Units	EA ▼
Re-Order Level	
Sell Level	
Sell Units	EA ▼

19. When you are finished, click on the **Save New Article** button. The system will display a message block requesting if you want to add the new article to a non-confirmed inventory count sheet. Click NO is Recommended.

20. Click on the Return button to return to previous screen.

Manual UPC Maintenance

Most UPCs are input via the PDT. When the PDT is not available, manual UPC maintenance is necessary. To maintain UPCs manually select Assign UPC's from the Stock Record Card, the below screen will appear.

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Select Add UPC. This will give you a blank space to enter the UPC. Select return to return to the previous screen.

Deleting a Stock Record Card:

To delete a stock record for an existing article, do the following:

Hint: There should not be any significant reason to delete a stock record card, however use caution if you do. Stock record cards with a balance cannot be deleted.

1. Use the drop-down arrow in the Department field to locate and select the department to which the article is assigned.

2. Use the drop-down arrow in the Category field to locate and select the category to which the article is assigned.

3. Use the drop-down arrow in the Article Number field to locate and select the item that you wish to delete.

4. Click on the **Delete Article** button. The following dialog box will appear:

Delete Article dialog box

5. Either click on **OK** to delete the item or click on **Cancel**. If you click on OK, the article is deleted from the inventory database.

6. Click on the Return button.

DETAILED LEDGER:

The purpose of the detail ledger is to provide a view of receipts and expenditures for any stock record. To use this report, select a valid article (SKU#) number from the drop down. This same article (SKU#) number can be typed in as well.

Stock Record Card

Article Search
Department [　　　▼]
Category [　　　　▼]
Article No [8700003123　▼]

Article #	Description
8700003123	WATER AQUAFINA 20 OZ
8700003185	DEER PARK SPRING WATER
8700003210	WILD CHERRY PEPSI 20 OZ.
8700003286	SEAGRAMS GINGER ALE
8700003357	FRUITWORKS PEACH PAPAYA
8700003358	FRUITWORKS PINK LEMONADE
8700003359	FRUITWORKS STRAWBERRY M

Article Definition
Article No [8700...] ... OZ

Vendor Name
[　　　　　　]

Article Pricing
Retail Price	$0.45
Dept. Markup %	15.00%
Prev Retail Price	$0.40
Current Cost	$0.3542
Average Cost	$0.3542
Last Cost	$0.3542

Store No	Article No	Stock Quantity
1	8700003123	144
2	8700003123	0
99	8700003123	24
9700	8700003123	0
9800	8700003123	0

Buttons: **Assign UPC's**, **New Article**, **Edit Article**, Save Changes, **Detail Ledger**, Save New Article, **Delete Article**, **Return**, **Print Barcodes**, Cancel

Categorizing
Department [Beverages, non-ven ▼]
Category [(K4) WATER ▼]

Additional Information
"E" if Emblematic	[　]
Min	0
Max	0
Case Pack Quantity	1
Case Pack Sub Quant	24
Re-Order Units	CS ▼
Re-Order Level	[　]
Sell Level	[　]
Sell Units	CN ▼

Click on the button marked "Detail Ledger".

Stock Record Card

Article Search
Department [▼]
Category [▼]
Article No [8700003123 ▼]

Assign UPC's	New Article	Edit Article	Save Changes
Detail Ledger	Save New Article	Delete Article	Return
Print Barcodes	Cancel		

Article Definition
Article No [8700003123]
Description [WATER AQUAFINA 20 OZ]

Vendor Name
[▼]

Categorizing
Department [Beverages, non-ven ▼]
Category [(K4) WATER ▼]

Article Pricing
Retail Price [$0.45] Current Cost [$0.3542]
Dept. Markup % [15.00%] Average Cost [$0.3542]
Prev Retail Price [$0.40] Last Cost [$0.3542]

Store No	Article No	Stock Quantity
1	8700003123	144
2	8700003123	0
99	8700003123	24
9700	8700003123	0
9800	8700003123	0

Additional Information
"E" if Emblematic [ ]
Min [0]
Max [0]
Case Pack Quantity [1]
Case Pack Sub Quant [24]
Re-Order Units [CS ▼]
Re-Order Level [ ]
Sell Level [ ]
Sell Units [CN ▼]

The report will look similar to the one below.

SKU Detailed Ledger

USS OAK HILL   UIC V21958

Stock Number: 8700003123   **Run Time:** 03:56 PM

Description: WATER AQUAFINA 20 OZ

Outlet: *Store 099*

Date	Doc Number	Transaction	Receipt	Expenditure	Balance
		Opening Inventory	0	0	0
10/3/02	V21958-2255-9704	B01 Receipts from Purchase	192	0	192
10/4/02	0008 , STORE 1	BreakOuts	0	48	144
10/9/02	0009 , STORE 1	BreakOuts	0	72	72
10/16/02	0011 , STORE 1	BreakOuts	0	48	24
10/27/02	V21958-2296-9701	B01 Receipts from Purchase	192	0	216

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INVENTORY MOVEMENT:

From the Inventory Movement option the operator can conduct various tasks. Stock Record Card maintenance, Receiving stock, Moving stock from one activity to another, Procurement of stock, Expending stock and using sales history utilize the Smart Re-Order function. From the main menu select the Inventory Movement option and the following screen will appear:

```
Inventory Movement Menu
Orders
Receipts
Breakouts
Expenditures
Stock Record Card
Smart Reorder
Breakout Report




                    Return
```

The Inventory Movement option has six options each will have its own section dedicated to it.

Orders:

This function allows you to create, view, edit, print and account for various kinds of orders or requisitions, including:

- Purchase orders
- OSO Requisitions
- Other appropriations

From the Orders option, the operator has various other options to choose from. These choices include creating, viewing and modifying various procurement documents.

Orders Menu

```
Create Purchase Orders (ASL/ACB)
Create Purchase Orders (Smart Reorder)
Outstanding Orders Report
View/Print/Edit  Purchase Orders (ASL/ACB)
All Other Purchase Orders
Create Requisitions OSO
View/Print/Edit Requisitions OSO
Create Requisitions Other Appropriations
View/Print/Edit Requisitions Other Appropriations
Cancel Order Form
Cancel Outstanding Partial Receipts



                        Return
```

Orders Main Menu

Create Purchase Orders (ASL/ACB):

This function allows you to create purchase orders. To access this function, click this option and the following screen will appear:

Purchase Order ordering screen

NOTE: If an order diskette has been supplied by a vendor, insert the diskette into the proper drive and click on the IMPORT VENDOR DATA button. The Order Report screen will be filled with data supplied by the vendor and each item will be marked for selection. When the diskette has finished inputting data, click on the CREATE PO button and continue the normal PO procedures.

From this screen the operator can select items to be ordered from a commercial vendor.
To create a purchase order, you must first select the items that you want to order, and then create the purchase order. Complete the following steps:

1. Click on the drop-down arrow in the SKU # field and select the specific item or you can just enter the SKU in the field.

2. Once you do this, the description, contract number, stock level on hand and the cost of the item will be populated by default. Refer to the following figure:

3. Click on the Order Amount field and enter the quantity that you want to order.

Hint: This block is automatically populated with a zero, highlight the zero with your mouse and enter the quantity that you desire to order. Always ensure that you review your quantities prior to executing create purchase order option.

After you have entered the quantity that you want to order and press the Enter button the system will automatically determine the case pack validity. If the case pack is correct based off of ASL/ACB the system will allow you to continue with the next item. If the case pack differs from ASL/ACB you will get the following message:
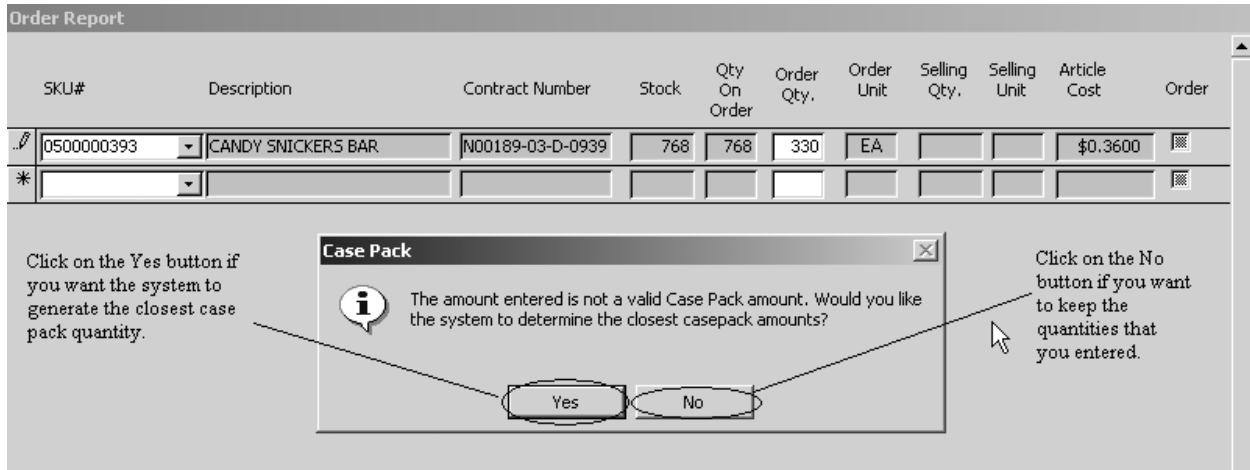
If you let the system to determine the case pack it will place the new quantity in the field by default. Refer to the following figure:
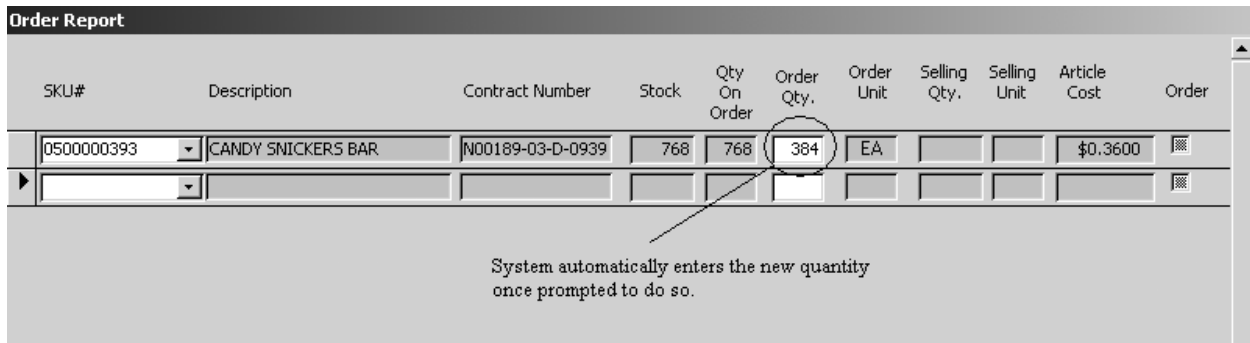
The article cost field is populated by default. This information is based on ASL/ ACB information

4. Continue this process until you have selected all items that you wish to order.

- Activate the Order check box (at the far-right side of the line) to indicate that this item is to be placed onto the purchase order. **OR**

- Click on the **Select All** button. This flags all of the items for inclusion.

5. Once you have selected all of the items that you need to order (ensure that you have activated the appropriate Order check boxes), click on the **Create PO** button.

   ROM II will scan your purchasing worksheet and determine how many purchase orders are required for this order. A message box similar to the following will appear:

Hint: ROM will automatically determine how many Purchase Order Numbers to create based on what you order. Order what you need and let ROM worry about creating the Purchase Orders Numbers.

6. Click on **Yes** to create the purchase orders. The Purchase Order Creation Status screen will appear.

Purchase Order Creation Status Screen

This screen displays the newly created purchase order number(s).

Hint: Click on any of the newly created Purchase Order numbers and you will go directly to the Orders Updating and Management screen. If a Purchase Order is EDI then the string "EDI" will appear to the right of the Vendor ID number. From this screen you can edit, confirm or delete a non-confirmed order. You can also access purchase orders from the View Edit Print Purchase Orders ASL/ACB option. Refer to page 57.

HOW TO MAKE CORRECTIONS TO THE ORDER REPORT FORM PRIOR TO CREATING THE PURCHASE ORDER:

At times the contract number, cost price or unit of issue that is extracted from the ASL/ACB may be incorrect. These errors can be corrected by utilizing the Update ASL/ACB button. The following are some common examples:

From the Order Report Screen enter the items intended to order. For our example we will be ordering the following items from Eurpac Warehouse Sales Inc. Contract Number N00189-99-D-0065.

1.	0111204170	PEN MSP-21 BIC	12	. 47
2.	1100000285	TOOTHPASE COLGATE REG	48	1.64
3.	1100000932	DEOD. AP FRESH SCENT	48	1.59
4.	1100000978	DEOD. SPEED STICK REG	48	1.59
5.	1100000997	DEOD. AP SPORT TALC	48	1.59
6.	1100005262	DEOD. SPEED STK CLEAR OCEAN	48	1.59
7.	5500001920	UNDERWEAR XLG FRUIT LOOM	36	4.98
8.	5500001919	UNDERWEAR LG FRUIT LOOM	36	4.98
9.	8700003388	WATER GRAYSON	50	6.00

Order Report

Dept.	Category	SKU#	Description	Contract Number	Stock	Order Qty.	Order Unit	Selling Qty.	Selling Unit	Article Cost	Order
C2	(C2) PEN	0111204170	(C2) PEN MSP-21 BIC C	N00189-99-D-0065	0	12	PK			$0.4300	▨
D1	(D1) TOOTHPA	1100000285	(D1) TOOTHPASTE COL	N00189-99-D-0065	0	48	EA			$1.6400	▨
D1	(D1) DEODORA	1100000932	(D1) DEODORANT COL	N00189-99-D-0065	0	48	EA			$1.5900	▨
D1	(D1) DEODORA	1100000978	(D1) DEODORANT COL	N00189-99-D-0065	0	48	EA			$1.5900	▨
D1	(D1) DEODORA	1100000997	(D1) DEODORANT COL	N00189-99-D-0065	0	48	EA			$1.5900	▨
D1	(D1) DEODORA	1100005262	(D1) DEODORANT COL	N00189-99-D-0065	0	48	CS	576	EA	$1.5900	▨
E2	(E2) UNDERWE	5500001920	(E2) UNDERWEAR BVD	N00189-99-D-0065	0	36	PK			$4.9800	▨
E2	(E2) UNDERWE	5500001919	(E2) UNDERWEAR BVD	N00189-99-D-0065	0	36	PK	100	EA	$4.9800	▨
K4	(K4) WATER	8700003388	(K4) WATER GRAYSON	N00140-97-D-N235	0	50	CN			$6.0000	▨
											▨

Update ASL/ACB	Select All	Create PO	
Delete Current	De-Select All	Stock Record	Return

After entering the above information we can see that there are a number of discrepancies between the vendor worksheet and the ASL/ACB that need to be corrected prior to creating the Purchase order.

Items 1100005262, 5500001919 and 8700003388 have unit of issue conversion problems that require maintenance. Item 8700003388 has an incorrect contract number and item 0111204170 has an incorrect cost price.

Order Report

Dept.	Category	SKU#	Description	Contract Number	Stock	Order Qty.	Order Unit	Selling Qty.	Selling Unit	Article Cost	Order
C2	(C2) PEN	0111204170	(C2) PEN MSP-21 BIC C	N00189-99-D-0065	0	12	PK			$0.4300	
D1	(D1) TOOTHPA	1100000285	(D1) TOOTHPASTE COl	N00189-99-D-0065	0	48	EA			$1.6400	
D1	(D1) DEODORA	1100000932	(D1) DEODORANT COL	N00189-99-D-0065	0	48	EA			$1.5900	
D1	(D1) DEODORA	1100000978	(D1) DEODORANT COL	N00189-99-D-0065	0	48	EA			$1.5900	
D1	(D1) DEODORA	1100000997	(D1) DEODORANT COL	N00189-99-D-0065	0	48	EA			$1.5900	
D1	(D1) DEODORA	1100005262	(D1) DEODORANT COL	N00189-99-D-0065	0	48	CS	576	EA	$1.5900	
E2	(E2) UNDERWE	5500001920	(E2) UNDERWEAR BVD	N00189-99-D-0065	0	36	PK			$4.9800	
E2	(E2) UNDERWE	5500001919	(E2) UNDERWEAR BVD	N00189-99-D-0065	0	36	PK	100	EA	$4.9800	
K4	(K4) WATER	8700003388	(K4) WATER GRAYSON	N00140-97-D-N235	0	50	CN			$6.0000	

Incorrect Contract

Unit Conversion Errors

Incorrect cost price

| Update ASL/ACB | Select All | Create PO | Return |
| Delete Current | De-Select All | Stock Record | |

Each of these items can be easily corrected. Click on the Update ASL/ ACB button and the following screen will appear:

Edit Article Contract Number

Stock #   Description
Select

	Current	New
Contract #		
Article Cost		
Re-Order Unit		
Selling Unit		
Unit Conversion Factor		
Case Pack Qty.		

Change   Return

The first item we will correct is item 0111204170. Enter the SKU number in the Stock # field and press the Enter button. The item information from ASL/ ACB will appear. This process will take a few moments to process so be patient.

Edit Article Contract Number

	Current	New
Stock #	0111204170	
Description		MEDIUM POINT, COLORS: BLUE & BLACK (2 P
Contract #	N00189-99-D-0065	N00189-99-D-0065
Article Cost	$0.43	$0.43
Re-Order Unit	PK	PK
Selling Unit	PK	PK
Unit Conversion Factor	1	1
Case Pack Qty.	12	12

Change   Return

In the New column in the Article Cost field, change the .43 to reflect .47.

Edit Article Contract Number

	Current	New
Stock #	0111204170	
Description		MEDIUM POINT, COLORS: BLUE & BLACK (2 P
Contract #	N00189-99-D-0065	N00189-99-D-0065
Article Cost	$0.43	.47
Re-Order Unit	PK	PK
Selling Unit	PK	PK
Unit Conversion Factor	1	1
Case Pack Qty.	12	12

Change   Return

Click on the Change button.

The ASL/ACB has been updated with the correct cost price. Click on the Return button and you will be returned to the Order Report Form.

From the Order Report Form you can see that the corrected cost price has been automatically updated.

The next item that will be corrected is 8700003388. This item has an incorrect contract number and the unit of issue for this item is not correct. The item is ordered by the case and sold by the can. The system is not converting the number of cases to cans. Click on the Update ASL/ACB button and enter the SKU 8700003388 in the Stock # field and press the enter button.

Scroll and select the correct contract in the New Contract # field.

Scroll and select CS in the Re-Order unit field.

The system will prompt the user to enter the conversion quantity. Refer to the following message:

Click on the OK button and enter 24 in the Case Pack Qty field.

Edit Article Contract Number

	Stock #	Description	
	8700003388	GRAYSON MOUNTAIN	

	Current	New
Contract #	N00140-97-D-N235	N00189-99-D-0065
Article Cost	$6.00	$6.00
Re-Order Unit	CN	CS
Selling Unit	CN	CN
Unit Conversion Factor	1	1
Case Pack Qty.	24	24

Change   **Return**

Once you have entered the Case Pack Qty, click on the Change button.

Edit Article Contract Number

	Stock #	Description	
	8700003388	GRAYSON MOUNTAIN	

	Current	New
Contract #	N00189-99-D-0065	N00189-99-D-0065
Article Cost	$6.00	$6.00
Re-Order Unit	CS	CS
Selling Unit	CN	CN
Unit Conversion Factor	1	1
Case Pack Qty.	24	24

Change   **Return**

Both the Current and the New fields should be populated with the correct information. Click on the Return button.

Order Report

Dept.	Category	SKU#	Description	Contract Number	Stock	Order Qty.	Order Unit	Selling Qty.	Selling Unit	Article Cost	Order
C2	(C2) PEN	0111204170	(C2) PEN MSP-21 BIC C	N00189-99-D-0065	0	12	PK			$0.4700	
D1	(D1) TOOTHPA	1100000285	(D1) TOOTHPASTE COL	N00189-99-D-0065	0	48	EA			$1.6400	
D1	(D1) DEODORA	1100000932	(D1) DEODORANT COL	N00189-99-D-0065	0	48	EA			$1.5900	
D1	(D1) DEODORA	1100000978	(D1) DEODORANT COL	N00189-99-D-0065	0	48	EA			$1.5900	
D1	(D1) DEODORA	1100000997	(D1) DEODORANT COL	N00189-99-D-0065	0	48	EA			$1.5900	
D1	(D1) DEODORA	1100005262	(D1) DEODORANT COL	N00189-99-D-0065	0	48	CS	576	EA	$1.5900	
E2	(E2) UNDERWE	5500001920	(E2) UNDERWEAR BVD	N00189-99-D-0065	0	36	PK			$4.9800	
E2	(E2) UNDERWE	5500001919	(E2) UNDERWEAR BVD	N00189-99-D-0065	0	36	PK	108	EA	$4.9800	
K4	(K4) WATER	8700003388	(K4) WATER GRAYSON	N00189-99-D-0065	0	50	CS	1200	CN	$6.0000	

The Order Report form is automatically updated with the correct Contract and with correct conversion information as indicated in yellow. The order was for 50 cases and the correct conversion is for the number of cases times the number of cans/ bottles per case. In the above example 50 cases times 24 cans/ bottles is equal to 1200. 1200 is the selling units and will be the number that posts to the stock record card once received. 24 is divided into $6.00 to give the conversion cost price for this item and should be reflected as so on the stock record card at .25.

NOTE: THE SAME PROCEDURE WILL BE USED TO CORRECT THE REMAINING DISCREPANCIES FROM OUR EXAMPLE.

View/ Print/ Edit and Confirming a Purchase Order:

You can access this screen one of two ways. The first and quickest is to click on the Purchase Order number when you initially create it and the second way is to select from the View Print Edit Purchase Orders ASL/ACB option.

7.   From this screen we need to enter all of the pertinent information such as the delivery date and all statements that are required.   A purchase order cannot be confirmed until a DELIVERY DATE has been established. For EDI orders, the CONFRIM ORDER button will have the caption CONFIRM ORDER AND GENERATE 861. When the CONFRIM ORDER AND GENERATE 861button is clicked, the program will ask for a write-enabled floppy disk be placed in the floppy drive. Data will be written to the floppy which will then be given to the ship's SALTS operator to be transmitted to the vendor.

Note: If an EDI order is being viewed, then the string "EDI Order" will appear to the right of the contractor number on both the display form and the DD Form 1155.

Note: If the VENDOR information requires modification you can do this in any of the White blocks under the Contractor field.

From this screen the operator can:
- Edit the Purchase Order by entering the required information.
    - Delivery to FOB
    - All required statements
    - Ships Address
    - Add/ Delete merchandise on the same contract.
- Confirm the Purchase Order when ready.
- Delete the Purchase Order (Only if the PO has not been previously confirmed)

- Print the Purchase Order.

Hint: If the Purchase Order has been confirmed and the merchandise has not been received you can cancel the order from the Cancel Order form. The Cancel Order form is located in the Orders main menu option.

ORDER FOR SUPPLIES OR SERVICES DD-1155	RECEIVE NUMBER	CONFIRMED	CERTIFIED FOR NATIONAL DEFENSE UNDMS REG 100

1. (PURCHASE ORDER NO.) N00189-99-D-0061	2. DELIVERY ORDER NO	3. DATE OF ORDER 11-Jan-00	4.REQUISITION / ORDER NO R20993-0011-9737	

6. ISSUED BY UIC R20993
USS Carl Vinson CVN-70
FPO AP 96629-2840

7.ADMINISTERED B

8. DELIVERY FO
☑ Destination
☐ Other

9. CONTRACTOR 99-D-0061

Name and Address: LLOYDS INTERNATIONAL SUPPLIERS
1690 BRANDYWINE AVE.. SUITE B
CHULA VISTA. CA. 91911-4973

10. Delivery to FOB Point By (DATE)
25-Jan-00

12. Discount Term

13. Mail Invoices to
SEE BLOCK 15

11.MARK IF BUSINESS
☐ Small
☐ Small Disadvantage
☐ Women Owned

14. SHIP TO:
SALES OFFICER
USS Carl Vinson CVN-70
Pier B Barge, 120 S. Dewey St
Bremerton, WA 98314

15. PAYMENT WILL BE MADE BY N60951
DEFENSE FINANCE & ACCOUNTING SERVICE
NORFOLK OPLOC, CODE AAMC
9712 VIRGINIA AVENUE, NORFOLK, VA 23511

MARK ALL PACKAGES AND PAPERS WITH CONTRACT OR ORDER NUMBER

16. ORDER TYPE
Delivery ☑
Purchase ☐

This delivery order is issued on another Government agency or in accordance with and subject to terms an conditions of above numbered contract.

Reference Your   Furnish the following of terms specified herein.
ACCEPTANCE. THE CONTRACTORY HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH AND AGREES TO PERFORM THE SAME.

NAME OF CONTRACTOR	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED

☐ If this box is marked, supplier must sign Acceptance and return the following number of copies:

17. Accounting and Appropriation Data

Appropriation Symbol And SubHead	Object class	Bureau Control No.	Sub Allot	Authorization Acct'g Act'y	Trans Type	Property Acct'g Act'y	Cost Code	Amount
97X4930.NC1A	000	21001	0	000250	7C	R20993	000000119737	$76.32

Stock #	Description	Quantity	Unit	Unit Price	Amount
0600000434	SOCIABLES	36	BX	$2.1200	$76.32
			25.	Total:	$76.32

FAST PAY PROCEDURES APPLY. THE SIGNED ORIGINAL OF THIS ORDER MUST ACCOMPANY THE INVOICE AT TIME OF SUBMISSION TO DAO OF PAYMENT. ONE COMPLY OF THE INVOICE MUST BE MAILED TO THE SHIP CARE OF FLEET POST OFFICE ADDRESS.

Completed and confirmed Purchase Order:

Outstanding Orders Report:

Selecting the Outstanding Orders Report entry located on the Orders Main Menu can access this report. This report will list all outstanding orders created using the ROM II system. This document will show, for each article (SKU#), its outstanding quantity on a particular purchase order. A sample of this report is displayed below. This same report is also accessible from the INVENTORY MANAGEMENT REPORTS MENU.

Outstanding Orders Report

Run Date: 5/16/03
Run Time: 02:24 PM

USS OAK HILL   UIC V21958

Article	Order Number	Order Date	Delivery Date	Original Total	Outstanding Total	Unit	Cost
0100000334	V21958-1271-9700	28-Sep-01	10/9/01	72	0	E A	$1.97
0500000196	V21958-2352-9711	18-Dec-02	12/18/02	432	432	E A	$0.33
0500000198	V21958-1296-9727	23-Oct-01	10/24/01	864	0	E A	$0.33
0500000200	V21958-1296-9727	23-Oct-01	10/24/01	864	0	E A	$0.33
0500000206	V21958-1296-9727	23-Oct-01	10/24/01	432	0	E A	$0.33
0500000206	V21958-2352-9711	18-Dec-02	12/18/02	432	432	E A	$0.33
0500000217	V21958-1296-9727	23-Oct-01	10/24/01	864	0	E A	$0.33
0500000393	V21958-1205-9819	24-Jul-01	7/30/01	384	0	E A	$0.33
0500000394	V21958-1205-9819	24-Jul-01	7/30/01	360	0	E A	$0.33
0500000396	V21958-1295-9724	22-Oct-01	10/24/01	360	0	E A	$0.33
0500000401	V21958-1295-9724	22-Oct-01	10/24/01	360	0	E A	$0.33
0500000441	V21958-2002-9765	02-Jan-02	2/1/02	576	0	E A	$0.32
0500000825	V21958-1296-9728	23-Oct-01	10/24/01	40	0	E A	$0.39
0500000826	V21958-1296-9728	23-Oct-01	10/24/01	40	0	E A	$0.39
0500000827	V21958-1296-9728	23-Oct-01	10/24/01	40	0	E A	$0.39
0500000828	V21958-1296-9728	23-Oct-01	10/24/01	40	0	E A	$0.39

All Other Purchase Orders:

Other Purchases are defined as purchases that are non-standard in some way. These include, but are not limited to:

- Equipment ----USE THE FINANCIAL ACCOUNTING OPTION AND EQUIPMENT PURCHASE SELECTION.
- Special 1155's

- Vending repair----USE THE FINANCIAL ACCOUNTING OPTION AND LAUNDRY CLAIMS/ SERVICE CHARGE SELECTION.

Note: Refer to the Overseas Ordering Chapter for Equipment and Service Charges.

This function allows you to create, view, print and edit these purchases. To access this function, click this selection, and the following menu will appear:

Other Purchases Screen

From this screen, you can view, print or edit a Special 1155.

1. Click on the Add Order button and the next available Purchase Order Number will appear.

Other Purchases

Purchase Order #

Print Order Invoice | Confirm Order | Delete Order

Add/View Line Items | Add Order | Stock Record

Return

ORDER INFORMATION

Order Confirmed: ☐
Accounting Type NWCF   Cost Code

Purchase Type
○ Equipment
⦿ Special 1155
○ Vending Repair

Contract/Purchase   Date of Order   Purch Order No
22-Jun-2004   R22202-4174-9715

ISSUED BY
R22202
USS BONHOMME RICHARD LHD
FPO AP 96617-1656

Administer By
COMNAVSURPAC
SAN DIEGO, CA
64513

Delivery FOB
⦿ Destination
○ Other

☑ Fast Pay

CONTRACTOR
Name and Address

Delivery to FOB Point By

Stmt 1
Stmt 2
Stmt 3

Discount Terms
NET 30

Ref Comment

SHIP TO
SALES OFFICER
USS BONHOMME RICHARD LHD 6
32 ND STREET NAVAL STATION
SAN DIEGO, CA 92136

⦿ PiersSide Address
○ FPO Address

PAYMENT WILL BE MADE BY

Payment UIC
N60951

DEFENSE FINANCE & ACCOUNTING SERVICE
NORFOLK OPERATION LOCATION, CODE NIBM
9712 VIRGINIA AVENUE
NORFOLK, VA 23511-3297

2. Leave the Contract field blank until you get the authorized contract number from NEXCOM.
Note: You must have this information prior to confirmation.
3. Enter the Recommended source and address in the Contractor Name and Address field.
4. Double click in the Delivery to FOB Point By field and select the desired date of delivery.
5. Enter any Discount that may apply to this order.
6. Scroll and select any statements that are required in the Stmt fields. Refer to the following figure:

7. Click on the Add/View Line Items button and the following screen will appear:

8. Enter the SKU Number for the item you want to order in the SKU field and enter the quantity for order. If the SKU number does not exist, then SKU, Description, Quantity, Unit, and Unit Price are required. This data is passed to the Article Creation Screen

9. Once all information has been approved, you may confirm this order.

Create Requisitions OSO:

This function lets you create a new requisition for stock from another ship's officer (OSO). To access this function, click this selection. From this screen, you can initialize a new OSO requisition and orders from a Cargo Ship.

Software Process Note:

To order an item that has never been part of your inventory database, you must first:
- **Create a stock record card for that item.**
- **Link the item to a Dummy Vendor/ Unassigned Vendor.**
- **Then proceed to the Requisitions OSO screen and order.**

To create a new Requisition from Other Supply Officer click on this option and the following screen will appear:

Requisition Criteria Box

- Enter Sales Officer in the TO field.

- Enter the Ship's Name in the Ship Name field.

- Enter the Ship's FPO Address in the FPO ADDR field.

- *Once you have entered the entire required information click on the Continue button and the following screen will appear:*

- Scroll and select the desired Department. If you know what the SKU is for the item you can skip this process and advance to the SKU # field and enter the SKU.

- Scroll and select the desired Category. If you know what the SKU is for the item you can skip this process and advance to the SKU # field and enter the SKU.

- Scroll and select or manually enter the SKU.

- Enter the quantity to be ordered in the Amt. Field.

- Verify cost price and modify if necessary. Refer to the following figure:

- Total cost field is automatically populated.

- Enter each item to be ordered and complete all the information from the previous steps.

- Click on the Create Requisition button. The system will automatically send you to the View/ Print/ Edit Requisition OSO screen.

View/Print/Edit Requisition OSO:

This function let you view, print, or edit existing requisitions that have been submitted for stock from another ship's officer (OSO). To access this function, click this selection, and the following menu will appear:

From this screen, you can view, print or edit an existing OSO requisition or a newly created requisition.

- Scroll and select the appropriate statement in the Authority or Purpose field.

View/Edit Requisition OSO Screen

- Enter the expenditure number in the Transferring Ship's Expenditure Number field.

- Double click in the Required field and select the appropriate date.

- Click on the appropriate address in the Ships Address field.

Once you have entered all the correct information on the View/ Edit Requisition OSO Form, Click on the Add/ View Line Items button and verify that all items are correct. Refer to the following figure:

- Click on the Return button to return to the View/ Edit Requisition OSO Form.

From this screen you can print, cancel and confirm the requisition. Note that prior to receipt of the items that the requisition must be confirmed. A checked box in the Requisition Confirmed field will indicate a confirmed requisition.

Create Requisitions Other Appropriations:

This function lets you create a new requisition for stock from another division within your ship. To access this function, click this selection, and the following menu will appear:

Requisition Criteria Screen

From this screen, you can initialize a new "other appropriation" requisition.

- Enter the Officer in charge that you are getting the stock from in the TO field. I.E. General Mess would be FOOD SERVICE OFFICER, OPTAR would be SUPPLY OFFICER.

- Enter the Ship's Name in the Ship Name field.

- Enter the Ship's FPO Address in the FPO ADDR field.

Requisition Criteria Screen

- Once you have entered the entire required information click on the Continue button and the following screen will appear:

Requisition Other Appropriations Form

- Scroll and select the desired Department. If you know what the SKU is for the item you can skip this process and advance to the SKU # field and enter the SKU.

- Scroll and select the desired Category. If you know what the SKU is for the item you can skip this process and advance to the SKU # field and enter the SKU.

- Scroll and select or manually enter the SKU.

- Enter the quantity to be ordered in the Amt. Field.

- Verify cost price and modify if necessary. Refer to the following figure:

Requisition Other Appropriations Form

- Total cost field is automatically populated.

- Enter each item to be ordered and complete all the information from the previous steps.

- Click on the Create Requisition button. The system will automatically send you to the View/ Print/ Edit Requisition Other Appropriations screen.

View/Print/Edit Requisitions Other Appropriations:

This function let you view, print, or edit existing requisitions that have been submitted for stock from another department or division within your ship. To access this function, click this selection, and the following menu will appear:

Requisition Other Appropriation Screen

From this screen, you can view, print or edit an existing or newly created "other appropriation" requisition.

- Scroll and select the appropriate statement in the Authority or Purpose field.

Requisition Other Appropriation Screen

- Enter the expenditure number in the Transferring Ship's Expenditure Number field.

- Double click in the Required field and select the appropriate date.

- Click on the appropriate address in the Ships Address field.

Once you have entered all the correct information on the View/ Edit Requisition OSO Form, Click on the Add/ View Line Items button and verify that all items are correct. Refer to the following figure:

Requisition Other Appropriation Screen

- Click on the Input Acct. Data button.
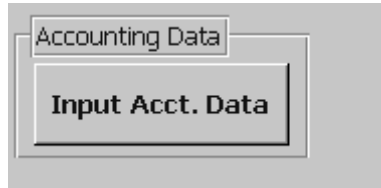
The following screen will appear:

- Enter the Accounting Spread Information in the appropriate fields.

NOTE: the same division/ department that the stock is coming from will provide this information to you.

- Once you have entered all of the correct information click on the Confirm Acct. Data button. You will get the following message:
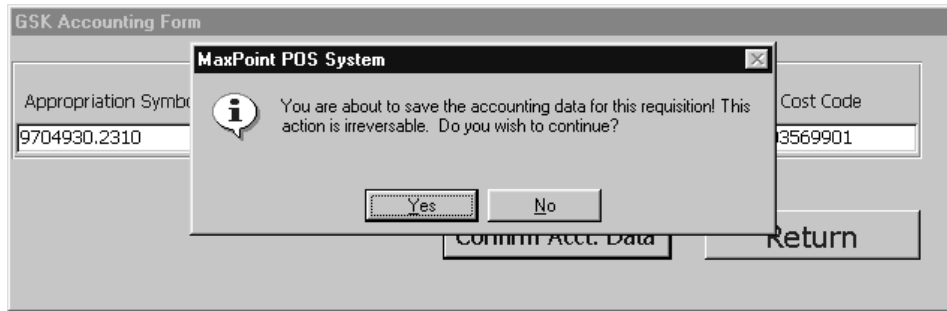
NOTE: Once you confirm the accounting data you will not be able to make changes.

- Click on the Yes button if you wish to continue No if not.

The form will be grayed out and no other modifications can be made. Refer to the following figure:
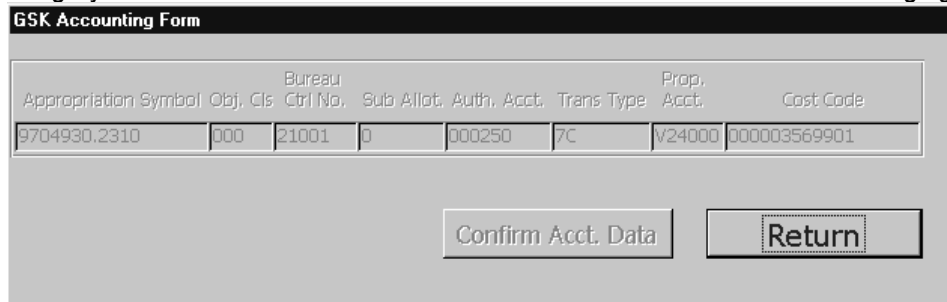
- Click on the Return button to return to the View/ Edit Requisition Other Appropriation Form.

From this screen you can print, cancel and confirm the requisition. Note that prior to receipt of the items that the requisition must be confirmed. A confirmed requisition will be indicated by a checked box in the Requisition Confirmed field.

Cancel Purchase Order Form:

This function allows you cancel previously submitted, confirmed Purchase Orders/ Requisitions. The Purchase Order/ Requisition must be in a *confirmed* status and the stock must **not** have been received yet. To access this function, click this selection and the following screen will appear:

```
┌─────────────────────────────────────────────────────┐
│ Order Cancellation                                   │
│                                                      │
│     Select Order to be Cancelled: [          ▼]      │
│                                                      │
│                    Order Date: [              ]      │
│  Scroll and                                          │
│  select the         Vendor ID: [              ]      │
│  desired PO to                                       │
│  be cancelled     Vendor Name: [              ]      │
│                                                      │
│                  Order Number: [              ]      │
│                                                      │
│                    EDI Status: [              ]      │
│                                                      │
│          [ Cancel Order ]      [ Return ]            │
│                                                      │
└─────────────────────────────────────────────────────┘
```

When selecting a particular Purchase Order, the form becomes populated with all the information for that Purchase Order.

Click the Cancel Order Button and the Purchase Order will be cancelled.

For EDI orders, the CANCEL ORDER button will read CANCEL ORDER AND GENERATE 860. When the CANCEL ORDER AND GENERATE button is clicked, the program will request a write enabled floppy disk be inserted into the floppy drive. The program will ask if the purchase order being cancelled has been transmitted to the vendor. If it HAS NOT, then the program will direct that the original diskette containing the 850 transaction for the cancelled purchased be placed in the floppy drive. The 850 transaction for the cancelled purchase order will be removed from the floppy diskette. If the purchase HAS BEEN transmitted to the vendor then an 860 transaction will be created and sent (via SALTS) to the vendor.

Cancel Outstanding Partial Receipts:

This function allows you to cancel partially received Purchase Orders. To access this function, click this selection and the following screen will appear.

Cancel Outstanding Partial Receipts

Order Search
V03369-5130-9832

Return

Order Number V03369-5130-9832

Article	Order Number	Order Date	Delivery Date	Original Total	Outstanding Total	Cost	
2400005578	03369-5130-9832	):59:23 AM		12	12	$42.5000	☐
2400005579	03369-5130-9832	):59:23 AM		8	8	$49.2000	☐
		9:04:25 AM		0	0	$0.0000	☐

Cancel Selected Line Item(s)

Click on the articles to be cancelled.

When a particular Purchase Order is selected, the form is populated with the outstanding line item data for that Purchase Order. Click on the check box for each article to be cancelled. Clicking on all the check boxes will cancel the entire outstanding balance for that Purchase Order.

Cancel Outstanding Partial Receipts

Order Search

Return

Order Number V03369-5130-9832

Article	Order Number	Order Date	Delivery Date	Original Total	Outstanding Total	Cost	
		9:05:19 AM		0	0	$0.0000	☐

Cancel Selected Line Item(s)

Click on the CANCEL BUTTON to cancel the selected articles.

When all desired articles have been selected, click on the CANCEL SELECTED LINE ITEM(S) Button to complete the cancel transaction.

5.40
29 August 2005
Versions 241/242-01.02 and UP

INVENTORY MOVEMENT:

From the Inventory Movement option the operator can conduct various tasks. Stock Record Card maintenance, Receiving stock, Moving stock from one activity to another, Procurement of stock, Expending stock and using sales history utilize the Smart Re-Order function. From the main menu select the Inventory Movement option and the following screen will appear:

```
Inventory Movement Menu
┌──────────────────────────────────────────────┐
│ Orders                                        │
│ Receipts                                      │
│ Breakouts                                     │
│ Expenditures                                  │
│ Stock Record Card                             │
│ Smart Reorder                                 │
│ Breakout Report                               │
│                                               │
│                                               │
│                                               │
│                                               │
│                                               │
└──────────────────────────────────────────────┘
┌──────────────────────────────────────────────┐
│                  Return                        │
└──────────────────────────────────────────────┘
```

The Inventory Movement option has six options each will have its own section dedicated to it.

Receipts:

This function lets you receive stock that has been acquired through purchase orders and various requisitions. To access the Receipts function, click this selection and the following screen will appear:

Hint: Before you can receive, you must first have the Receipt Inspectors copy of the procurement document in hand to receive the correct quantities.

Performing a New Receipt:

To initiate a new receipt, complete the following:

NOTE: Before clicking the New Receipt button, if you want to create a receipt using data that was imported from the ship's PDT 7200, select PDT Receiving Data check box in the Choose Order Search Mode. **(If the PDT download is to be used ensure that the receipt data has been downloaded prior to this step. See PDT Users Guide section of this manual.)** Then click the New Receipt button.

1. Click on the **New Receipt** button. A message will inform you that you are about to create new receipt. If this is an EDI Purchase Order, then the string "EDI ORDER" will appear to the right of the RECEIVING DATE. Click on **Yes** to continue. Refer to the following figure:

2. Advance to the Receipt Options box and activate the option button for the type of receipt this will be. Purchase Order, Requisition OSO, or Requisition Other Appropriation, as desired. (This will limit the list that you see in the next step to **only** those types of orders.)

3. Use the drop-down arrow in the Order/Requisition field to locate and select the order that you wish to receive. (Only orders that have been *confirmed* will appear in the drop-down list.) Once you have selected the order, data from the order will populate the remainder of the screen.

4. Ensure that if there are any transportation charges or cash discounts that you use the appropriate buttons to enter them into system. Refer to the following:

5. Click on the **Add/View Line Items** button. The following screen will appear.

If this is an EDI Purchase Order then the string "EDI ORDER" will appear to the right of the RECEIPT NO. and the POST button will show the caption POST ORDER AND GENERATE 861

Receiving - Article Information

Receipt No 0010

Article No	Description	Current Cost Order Unit	Quantity Ordered	Quantity Received	Quantity Previously Received	Quantity Outstanding	Quantity Canceled	CONVERSION: Rate	Qty
2700000480	(B3) NUTRITION SUPPL 79108300129	$29.6700	16	16	0	0	0	1	16
2768000176	(B3) NUTRITION SUPPL 79108300003	$13.3000	12	12	0	0	0	1	12

Stock Record Card   Post   Receive All   Return

6. If the Purchase Order can be received "as is" with no changes to costs and quantities click on the Receive All button. Otherwise, advance through the Current Cost, Quantity Received, Quantity Canceled and Conversion Rate fields for each item being received and update them as necessary. You can change a conversion rate and quantity (the quantity field box will inform the user of how many will be added to the stock quantity of that article) from the conversion rate box. Just change the amount shown and the system will update the quantity. When you are finished, click on the Post button. The receipts of the amounts that you have indicated with be posted, and the database will be updated with receipt and inventory information. For an EDI order, when the POST AND GENERATE 861 button is clicked, the program will request that a write enabled floppy diskette be inserted in the floppy drive. An 861 transaction, containing receipt information, will be written to the floppy for transmission via SALTS.

Hint: If the quantity received is less than that of that was ordered, enter the actual quantity delivered (You cannot enter more than that was ordered). You can cancel the difference of quantity ordered and quantity received.

7. When new items are received or the cost price of a previously carried item has changed, the Retail Price Update Form will appear with a message block suggesting a new retail price. To accept this price, click on the "accept change button". To create a new or different price, enter the retail price that you want and then click on the "accept change button". If a new or different price is entered here, you will be prompted (when the receipt process is complete) to print new bar code labels

NOTE: Ensure that when receiving Vending Items that the standard selling price is entered otherwise the Profitability report for your non-epos activities will indicate the most recent retail price.

8. Click on the stock record card button to verify the correct posting. Refer to Chapter 4 Stock Record Card.

9. Print and view the Receiving Report. This report will be filed in the BO1/ B05 File. Refer to the following figures:

The receiving report will indicate any transportation charges or discounts for the receipt. Refer to the following report:

Receiving Report

USS SAIPAN UIC V20632

| Order Nbr | V20632-0092-9745 | Order Date | 01-Apr-00 | ROBERT HALE & ASSOCIATES, INC. |

| Receipt No. | 0089 | Receipt Date | 31-May-00 |

Sku #	Description	Uni	Ordered Qty	Ordered Cost	Ordered Total	Received Qty	Rcvd Cost	Received Total
230000373S	HEADPHONE, SONY EARBUD #MDRE821LP	EA	10	$5.95	59.5	10	$5.95	59.5
230000374S	HEADPHONE, SONY VERTICLE EAR #MDR-A44L	EA	15	$14.10	211.5	15	$14.10	211.5
230000382S	CAMERA, SONY 8MM Camcorder W/Digital Zoom Nightsho	EA.	6	$312.35	1874.1	6	$312.35	1874.1
230000394S	CAMERA, SONY 8MM Camcorder W/2.5 LCD & Nightshot	EA.	6	$452.25	2713.5	6	$452.25	2713.5
233860373S	HEADPHONE, SONY MDRV-200	EA	6	$28.90	173.4	6	$28.90	173.4
380000925S	CAMERA, SONY MAVICA DIGITAL CAMERA #MVC-FD73	EA.	4	$427.38	1709.52	4	$427.38	1709.52

Total Received this Receipt No.	**$6,741.52**
Add: Shipping Charges this Receipt No.	**$0.00**
Less: Cash Discounts this Receipt No.	**$674.15**
Total this Receipt No.	**$6,067.37**
Total Ordered	**$6,741.52**
Total Received for Order	**$6,741.52**
Add: Total Shipping Charges for Order	**$0.00**
Less: Total Cash Discounts for Order	**$674.15**
Grand Total for Order	**$6,067.37**

After you have reviewed and printed out the receiving report, file in B01/B05 File. The system will by default print out an UPC maintenance listing report for the receipt when you exit from the Receiving Report Screen. Refer to the following report:

Current UPC'S For Items Received

USS SAIPAN UIC V20632

Order Number   V20632-0092-9745

Sku #	UPC	Description
2300003733S	2300003733S	HEADPHONE, SONY EARBUD #MDRE821LP
2300003734S	2300003734S	HEADPHONE, SONY VERTICLE EAR #MDR-A44L
2300003828S	2300003828S	CAMERA, SONY 8MM Camcorder W/Digital Zoom Nightsho
2300003948S	2300003948S	CAMERA, SONY 8MM Camcorder W/2.5 LCD & Nightshot
2338603730S	2338603730S	HEADPHONE, SONY MDRV-200
3800009250S	3800009250S	CAMERA, SONY MAVICA DIGITAL CAMERA #MVC-FD73

The purpose of this report is to identify ship's store stock that has not had UPC maintenance completed. Every item that has been received will be displayed on this report. The SKU Number by system default will create a SKU barcode. If the manufacturers UPC has been assigned to an item a separate line for the same item will be displayed with the appropriate UPC attached. For our example, **no** UPC maintenance has been completed. This would be the time to collect the items and marry up the UPC to the SKU. This task is conducted at the stock record card function or via by the PDT. Once this maintenance is completed, it can be viewed again by selecting the appropriate receipt number and selecting the Receiving Report button and then exiting the report. The system will display the UPC report with all additions made. Refer to the following report:

Current UPC'S For Items Received

USS SAIPAN UIC V20632

Order Number   V20632-0092-9745

Sku #	UPC	Description
2300003733S	2300003733S	HEADPHONE, SONY EARBUD #MDRE821LP
2300003733S	9858585838539	HEADPHONE, SONY EARBUD #MDRE821LP
2300003734S	2300003734S	HEADPHONE, SONY VERTICLE EAR #MDR-A44L
2300003734S	984848484849	HEADPHONE, SONY VERTICLE EAR #MDR-A44L
2300003828S	2300003828S	CAMERA, SONY 8MM Camcorder W/Digital Zoom Nightsho
2300003828S	98383838389	CAMERA, SONY 8MM Camcorder W/Digital Zoom Nightsho
2300003948S	2300003948S	CAMERA, SONY 8MM Camcorder W/2.5 LCD & Nightshot
2300003948S	98282828289	CAMERA, SONY 8MM Camcorder W/2.5 LCD & Nightshot
2338603730S	2338603730S	HEADPHONE, SONY MDRV-200
2338603730S	912121212129	HEADPHONE, SONY MDRV-200
3800009250S	3800009250S	CAMERA, SONY MAVICA DIGITAL CAMERA #MVC-FD73
3800009250S	91000010009	CAMERA, SONY MAVICA DIGITAL CAMERA #MVC-FD73

UPC's have now been correctly married up to the desired item.

Verification of UPC maintenance can also be conducted at the stock record card. Refer to Chapter 4 Stock Record Card.

10. Click on **Return** to return to the previous screen.

Making Corrections to Receipts:

You cannot make corrections to the physical receipt, but only make the necessary adjustments that will offset the mistake. Complete the following steps:

1. From the Financial Accounting menu, select the Accounting Adjustment option, and the following screen will appear:

```
Accounting Adjustment

          Receipt #   0092              Confirmed ☐

                Date    07-Jun-00      ┌ Adjustment Type ┐
              Amount  [            ]    │ ☑ Purchase     │
       Letter  Serial #  [            ]  │ ☐ OSO          │
  Original Document Date  [          ]   └                ┘
       Original  Receipt #  [          ]
           Document #  [          ]
            Comments   [                ]
                       [                ]
                       [                ]
  Original Transmittal Date  [ 07-Jun-2000 ]

              [  Add  ]      [  Post  ]

          [ Delete Record ]  [ Return ]

              [ DD-1149 ]

      Use Page Up and Page Down keys to navigate records
```

2. From this screen you will complete the following:
    - Click on the Add button
    - Leave the Date field as is, the system enters this information by default.
    - Enter the amount of the financial adjustment. **(Ensure that all negative adjustments are in parenthesis)**
    - Enter the last four digits of the procurement document in the Letter Serial # field.
    - Enter the date of the original procurement document in the Original Document Date field.
    - Enter the receipt number for the document posted incorrectly in the Original Receipt # field.
    - Enter the month of the original receipt that is incorrect in the Month Orig. Receipt field.

- Enter the procurement document number in the Purchase Order # field.
  Hint: Either purchase orders or requisitions can be entered in this field.
- Enter any comments regarding this transaction in the Comments field. This information will appear on the Accounting Adjustment Report.
- Enter the date that the transmittal was sent in the Month of Transmittal field.
- Check the appropriate adjustment type box.
- Review each of the fields to ensure all the correct information has been entered.
- Click the Post button to post the adjustment to the 153 and all-supporting documents.

This transaction corrects the BO9 and B22 for retail/ B26 for vending of the Balance Sheet. If quantities have been affected there is still a need to make the correction to the stock record cards for the correct quantities. Conducting a spot inventory for the particular items that are incorrect is required. Complete the following steps:

1. From the Inventory Count Functions Menu, select the Create New Inventory Function. From this screen complete the following:
   - Scroll the Select Store field and select 99
   - Scroll the Select Criteria field and select Article #
   - Check the box next to the items that you require to conduct a spot inventory on.
   - Click on the Generate Worksheet button, and you will get a warning message (You are about to create a new inventory count worksheet. Do you wish to continue. Yes or No. If you want to continue select yes, if not select the no option.
2. From the Inventory Worksheet screen complete the following:
   - Scroll the Search for Count field and select the appropriate date and Inventory control number.
   - Select store number 99.
   - Enter the correct quantities in the Current Actual column.
   - Click on the Confirm button and you will receive the following message (You are about to update the inventory for store # 99. This action is irreversible. Do you wish to Continue? Click on Yes to continue or No to stop.
   - Click on the Return button to exit this screen.

3. This process has adjusted B14 accordingly and will negate the entry made to B22 for retail or B26 for vending.

INVENTORY MOVEMENT:

From the Inventory Movement option the operator can conduct various tasks. Stock Record Card maintenance, Receiving stock, Moving stock from one activity to another, Procurement of stock, Expending stock and using sales history utilize the Smart Re-Order function. From the main menu select the Inventory Movement option and the following screen will appear:

```
Inventory Movement Menu

Orders
Receipts
Breakouts
Expenditures
Stock Record Card
Smart Reorder
Breakout Report




                    Return
```
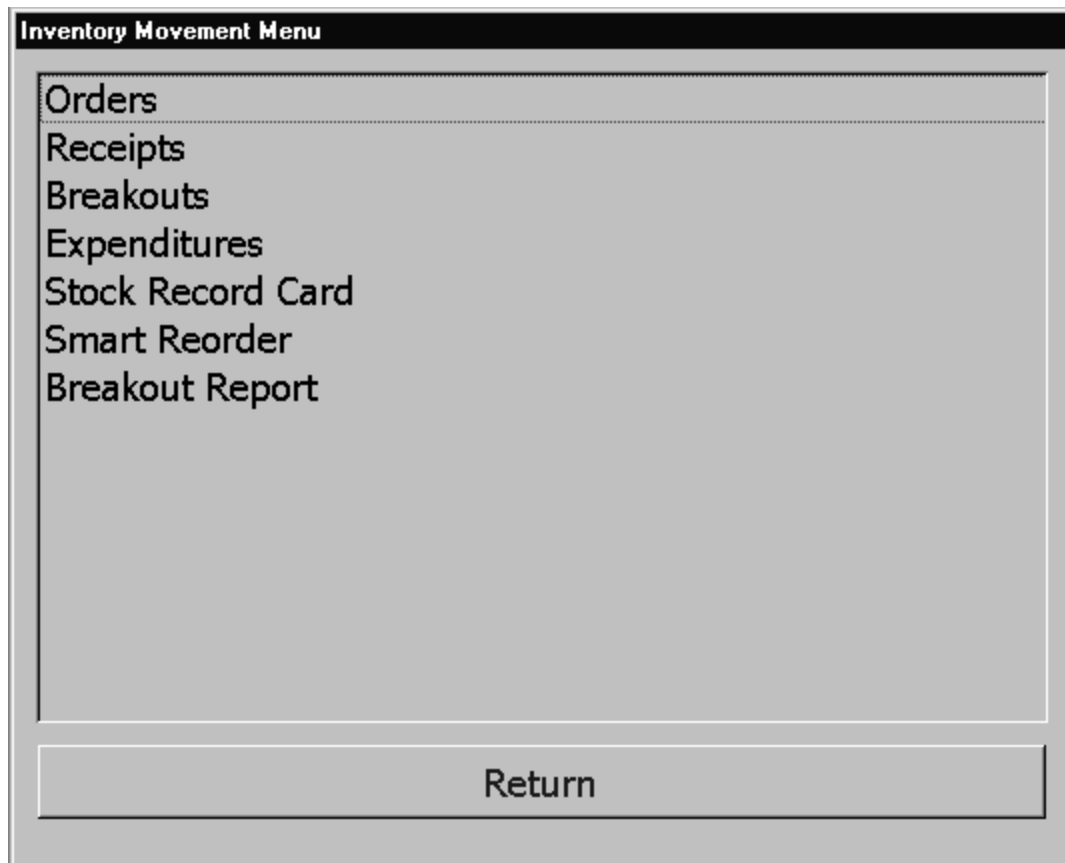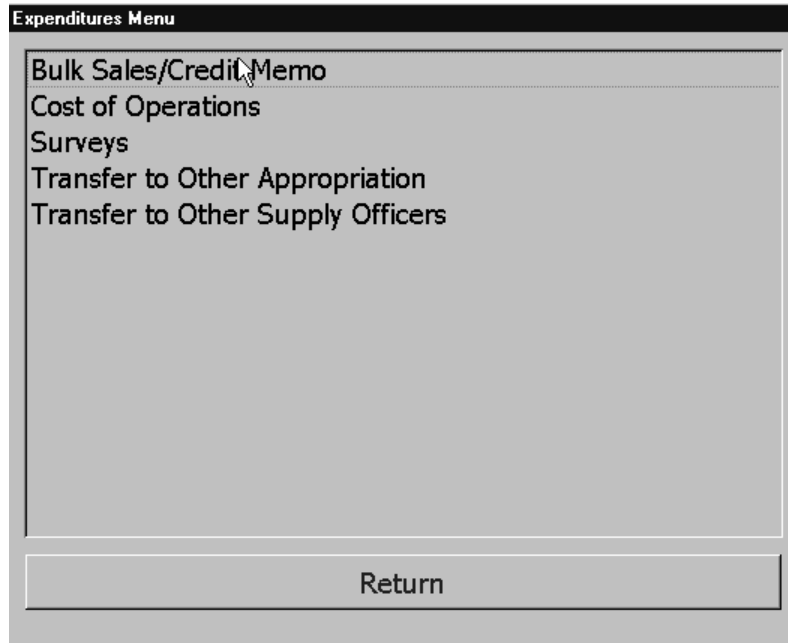
The Inventory Movement option has six options each will have its own section dedicated to it.

Expenditures:

This function allows you manage and account for various types of expenditures, including:

- Transferring ship's store stock to other ships or shore facilities.

- Transferring ship's store stock to divisions (for example, the officer's mess) outside your ship's store system, but within your ship.

- Returning unsold (or damaged) stock to vendor.

- Investigating and reporting on lost or damaged stock.

- Marking stock down to zero.
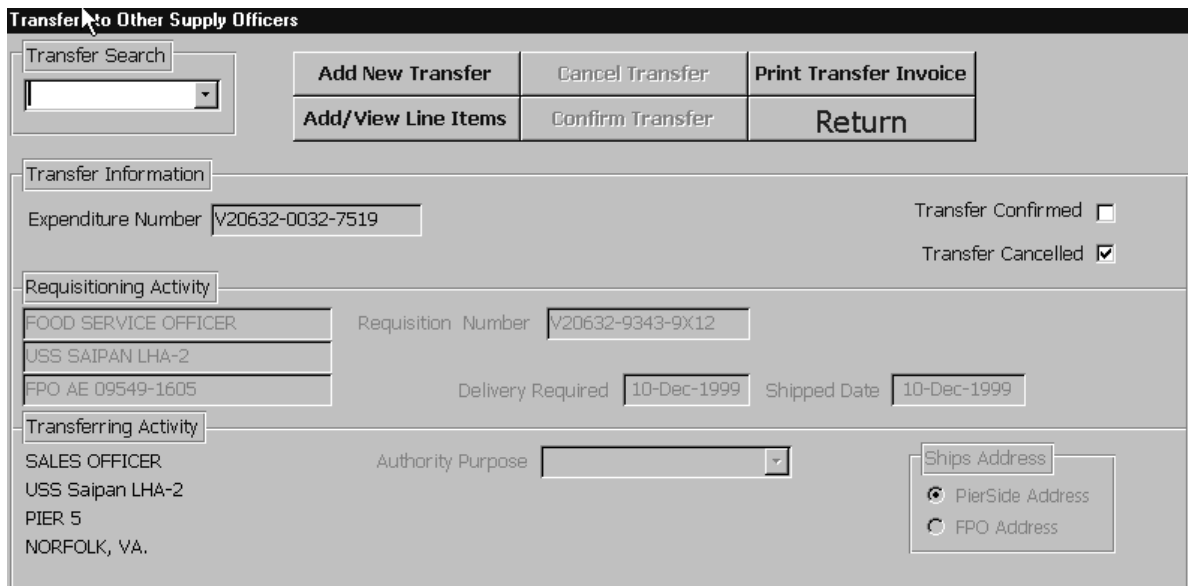
To access the Expenditures function, click this selection, and the following screen will appear:

Transfers to Other Supply Officers:

This function lets you transfer stock to other ships or facilities. Click on this selection, and the following screen will appear:

From this screen, you can initiate the movement of stock to another ship.

Create a New Transfer to Other Supply Officers:

1.   Click on the Add/ New Transfer Button.

Once you have clicked on the Add New Transfer button the screen will refresh and the Expenditure Number field will populate with the next available expenditure number. Refer to the following figure:

2. Enter "Sales Officer" on the first line of the Requisitioning Activity field.

3. Enter the name of the ship on the second line of the Requisitioning Activity field.

4. Enter the FPO address on the third line of the Requisitioning Activity field. Refer to the following figure:

5. Enter the Requisition Number from the Requesting ship in the Requisition Number field.

6. Double click in the Delivery Required field and select the appropriate date that the requesting ship desires delivery.

7. Double click in the Shipped Date field and select the appropriate date that the stock was or will be shipped.

8. Scroll and select the appropriate P-487 reference in the Authority Purpose field. Refer to the following figure:

9. Select the appropriate option in the Ship's Address field.

10.   Click on the Add/View Line Items button. The following screen will appear:

Transfers to Other Supply Officers - Article Information

Expenditure No V20632-0152-7546

Article No	Description	QOH	Quantity	Unit Cost	Total Cost	Reimbursement Cost
▼		0	0	$0.0000	$0.0000	$0.00

Totals

Return

11. Enter the SKU (STOCK NUMBER) in the Article Number field. The description will populate by default one the item is found by the system.

12. Enter the Quantity to be transferred in the Quantity field.

NOTE: The QOH field will populate by default. This number is the quantity on hand.

Refer to the following figure:

Transfers to Other Supply Officers - Article Information

Expenditure No V20632-0152-7545

Article No		Description	QOH	Quantity	Unit Cost	Total Cost	Reimbursement Cost
0500000393	▼	CANDY, SNICKERS BAR	194	194	$0.3300	$64.0200	$64.02
0700002396	▼	POP SECRET MW POPCORN BUTTER	590	590	$0.4000	$236.0000	$236.00
1100000705	▼	DENTAL FLOSS, J&J WAXED/UNWAXED	252	120	$0.9100	$109.2000	$109.20
5523122135MEI	▼	T-SHIRTS, HANES COTTON SZ MED	24	24	$5.9600	$143.0400	$120.00
	▼		0	0	$0.0000	$0.0000	$0.00

Totals $552.26 $529.22

Return

13. The Unit Cost field populates by default. When you enter quantities in the Quantity field the Total Cost field automatically calculates.

14. The Reimbursement Cost field is designed to populate by default with the same figure as the Total Cost field, however there may be a time that a mutually agreed upon price for transfer is made. In these situations the total cost at the agreed price will be manually entered in this field, overriding the system's Reimbursement Cost price total. Refer to the following figure:

Transfers to Other Supply Officers - Article Information

Expenditure No V20632-0152-7545

Article No	Description	QOH	Quantity	Unit Cost	Total Cost	Reimbursement Cost
0500000393	CANDY, SNICKERS BAR	194	194	$0.3300	$64.0200	$64.02
0700002396	POP SECRET MW POPCORN BUTTER	590	590	$0.4000	$236.0000	$236.00
1100000705	DENTAL FLOSS, J&J WAXED/UNWAXED	252	120	$0.9100	$109.2000	$109.20
5523122135MEl	T-SHIRTS, HANES COTTON SZ MED	24	24	$5.9600	$143.0400	$120.00
		0	0	$0.0000	$0.0000	$0.00

The system calculates the total cost price automatically. In this example 24 units times the cost price of $5.96

A mutually agreed price was reached at $5.00 ea. The new Reimbursement Cost is now $120.00 vice $143.04

Totals $552.26 $529.22

Return

15. There will be a variance between the Total fields. The difference will be realized and taken up as a Cost of Operations Retail. Refer to the following figure:

Transfers to Other Supply Officers - Article Information

Expenditure No V20632-0152-7545

Article No	Description	QOH	Quantity	Unit Cost	Total Cost	Reimbursement Cost
0500000393	CANDY, SNICKERS BAR	194	194	$0.3300	$64.0200	$64.02
0700002396	POP SECRET MW POPCORN BUTTER	590	590	$0.4000	$236.0000	$236.00
1100000705	DENTAL FLOSS, J&J WAXED/UNWAXED	252	120	$0.9100	$109.2000	$109.20
5523122135MEl	T-SHIRTS, HANES COTTON SZ MED	24	24	$5.9600	$143.0400	$120.00
		0	0	$0.0000	$0.0000	$0.00

The system calculates the total cost price automatically. In this example 24 units times the cost price of $5.96

A mutually agreed price was reached at $5.00 ea. The new Reimbursement Cost is now $120.00 vice $143.04

Observe that the system captures both totals and that there is a $23.04 difference.

Totals $552.26 $529.22

Return

16. Click on the Return button to go back to the previous screen.

Canceling a Transfer to Other Supply Officers:

1. To cancel a previously created Transfer to Other Supply Officers that has not been confirmed, scroll and select the appropriate expenditure number from the Transfer Search scroll down field.

2. Click on the Cancel Transfer button and the following message will appear:

3. Click on the Yes button and the transfer will be canceled. You will note that the system will place a check mark in the Transfer Cancelled box located on the right hand side of the screen.

Confirming a Transfer to Other Supply Officers:

NOTE: By confirming a Transfer to Other Supply Officers all items will be expended from stock so ensure that the items have been taken by the Receiving Activity prior to Confirmation.

1. To Confirm a Transfer to Other Supply Officers, scroll and select the appropriate expenditure number from the Transfer Search scroll down field.

2. Click on the Confirm Transfer button and the following message will appear:

3. Click on the OK button and the transfer will be confirmed. You will note that the system will place a check mark in the Transfer Confirmed box located on the right hand side of the screen. Refer to the following figure:

TRANSFER TO OTHER SUPPLY OFFICER	Confirmed		Page 1 of 1	4.TRANSFER DATE 31-May-00	5. EXPENDITURE NUMBER FROM TRANSFERING SHIP V20632-0152-7545

6. TRANSFERRED FROM

UIC V20632
USS SAIPAN LHA-2
09549-1605

7. DATE MATERIAL REQUIRED

30-May-00

9. TRANSFERRED TO:

Sales Officer
USS George Washington (CVN-73)
FPO AE 09550-2873

10. AUTHORITY OR PURPOSE

NAVSUP PUB 487 par 7200

11. SIGNATURE

12. REQUISITION NUMBER FROM RECEIVING SHIP
V21214-0152-9925

13. SHIP TO:

Sales Officer
USS George Washington (CVN-73)
FPO AE 09550-2873

14. DATE SHIPPED

15. MODE OF SHIPMENT

16. AIR MOVEMENT DESIGNATOR

17. Accounting and Appropriation Data

Appropriation Symbol And SubHead	Object class	Bureau Control No.	Sub Allot	Authrization Acct'g Act'Yo	Trans Type	Property Acct'g Act'y	Cost Code	Amount
97X4930.NC1A	000	21001	0	000250	7C	V21214	000001529925	$529.22

Stock Number	Description	Qty	Unit	Book Cost	Book Cost Ext.	XFER Cost	XFER COST Ext.	Gain (loss)
0500000393	CANDY, SNICKERS BAR	194	EA	$0.3300	$64.02	$0.3300	$64.02	$0.00
1100000705	DENTAL FLOSS, J&J WAXED/UNWAXED	120		$0.9100	$109.20	$0.9100	$109.20	$0.00
0700002396	POP SECRET MW POPCORN BUTTER	590		$0.4000	$236.00	$0.4000	$236.00	$0.00
5523122135MED	T-SHIRTS, HANES COTTON SZ MED	24	PK	$5.9600	$143.04	$5.0000	$120.00	($23.04)

Total Book Cost $552.26

Gain(Loss) realized, posted to Cost of Ops Retail ($23.04)

Expenditure Total $529.22

Approved for transfer by _____

Received by _____

Date _____

7.11
29 August 2005
Versions 241/242-01.02 and UP

Transfer to Other Appropriations:

This function lets you transfer stock to other divisions (for example, the officer's mess) outside your ship's store system, but within your ship. Click on this selection and the following screen will appear:

From this screen, you can initiate the movement of stock to a division/ department within your ship.

1. To create a new Transfer to other Appropriates, click on the Add New Transfer button. The Expenditure Number field will be automatically populated with the next available expenditure number. Refer to the following figure:

2. Enter the position title of the officer in charge of the requisitioning activity. I.E. Food Service Officer, Supply Officer etc., on the first line of the Requisitioning Activity field.

3. Enter the name and hull number of the ship on the second line in the Requisitioning Activity field.

4. Enter the FPO address on the third line on the Requisitioning Activity field.

5. Enter the Requisition Number in the Requisition Number field.

6. Double click in the Delivery Required field and select the date that delivery is required.

7. Double click in the Shipped Date field and select the date that the stock was or will be shipped.

8. Scroll and select the appropriate statement in the Authority Purpose field.

9. Scroll and select the method of shipment in the Mode of Shipment filed. Refer to the following figure:

Transfers to Other Appropriations

Transfer Search	Add New Transfer	Cancel Transfer	Print Transfer Invoice
	Add/View Line Items	Confirm Transfer	Return

Transfer Information

Expenditure Number V20632-0154-7547

Transfer Confirmed ☐

Transfer Cancelled ☐

Requisitioning Activity

Food Service Officer

USS Saipan (LHA-2)

FPO 09549-1605

Requisition Number V20632-0154-1234

This number is provided by the requisitioning activity.

Delivery Required 02-Jun-2000   Shipped Date 02-Jun-2000

Transferring Activity

SALES OFFICER

USS SAIPAN LHA-2

FPO AE 09549-1605

Authority Purpose NAVSUP PUB 487 par 732 ▾

Mode of Shipment HAND DELIVERED ▾

Ships Address

○ PierSide Address

⊙ FPO Address

Scroll and select the appropriate selection.

Accounting Data

Input Acct. Data

10. Click on the Input Acct. Data button and the following screen will appear:

GSK Accounting Form

Appropriation Symbol	Obj. Cls	Bureau Ctrl No.	Sub Allot.	Auth. Acct.	Trans Type	Prop. Acct.	Cost Code
17X1453.2241	026	41118	0	000031	1J		206327317OPZ

Confirm Acct. Data   Return

11. Once you have entered all the accounting data click on the Confirm Acct. Data button.   The following message will appear:

```
GSK Accounting Form

Appropriation Symt                                              Cost Code

17X1453.2241                                                    7317OPZ
```

MaxPoint POS System dialog box:
You are about to save the accounting data for this expenditure! This action is irreversable. Do you wish to continue?

Yes   No

Confirm Acct. Data   Return
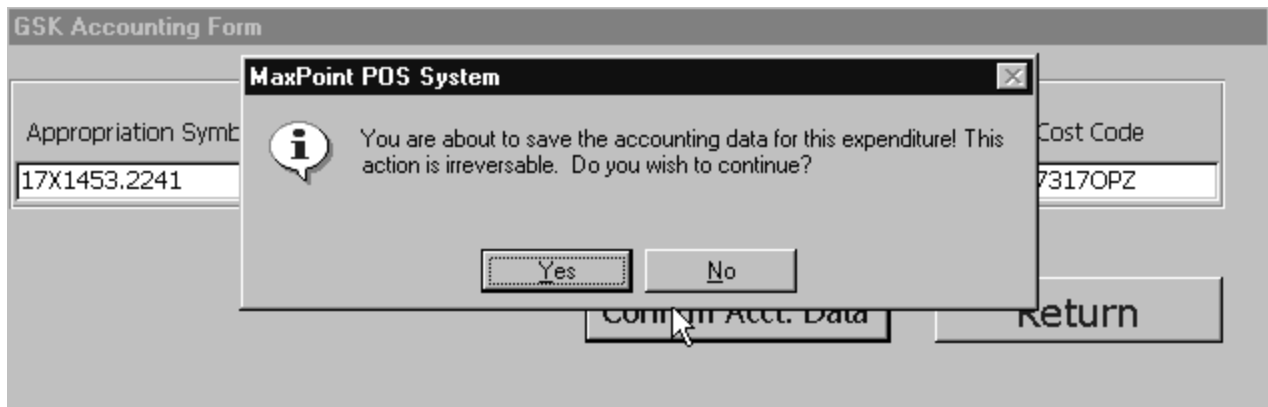
12. Click on the Yes button to confirm information or No not to confirm.

NOTE: Ensure that prior to confirming the Input Acct. that you have the correct and complete Accounting data to be entered. If you do not complete this field in its entirety the information cannot be changed later. A new expenditure will need to be generated.

Note: X=THE FISCAL YEAR. This Accounting data will be obtained from the Requisitioning activity.


```
GSK Accounting Form

                          Bureau                              Prop.
Appropriation Symbol  Obj. Cls  Ctrl No.  Sub Allot.  Auth. Acct.  Trans Type  Acct.       Cost Code

17X1453.2241          026      41118     0          000031      1J                      206327317OPZ


                                        Confirm Acct. Data        Return
```
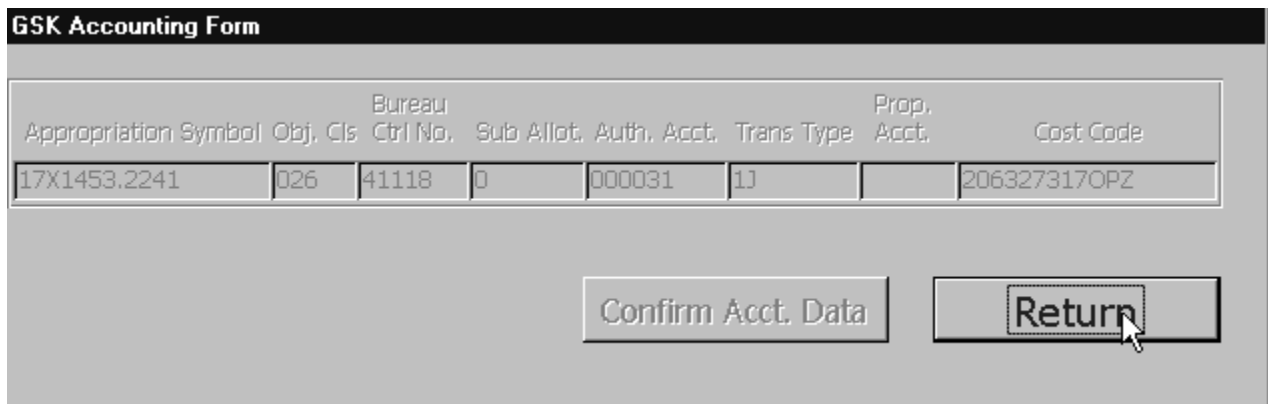
13. Click on the Return button to return to the previous screen.

Transfers to Other Appropriations

Transfer Search

Add New Transfer   Cancel Transfer   Print Transfer Invoice
Add/View Line Items Confirm Transfer   Return

Transfer Information

Expenditure Number V03369-5242-7925

Click to add or view line items.   This button stays greyed out until transaction is complete.

Transfer Confirmed ☐
Transfer Cancelled ☐

Requisitioning Activity

Food Service Officer
USS Saipan (LHA-2)
FPO 09549-1605

Requisition Number V20632-015401234
Delivery Required 31-Aug-2005
Shipped Date 31-Aug-2005

IssueTo
◉ EDF
○ Ship's Use
○ Other

Transferring Activity

SALES OFFICER
USS DWIGHT D EISENHOWER CVN·
FPO AE 09532-2830

Authority Purpose NAVSUP PUB 487 par 731 ▾
Mode of Shipment HAND DELIEVERED ▾

Ships Address
○ PierSide Address
◉ FPO Address

Accounting Data

Input Acct. Data

14. Click on the Add/ View Line Items button and the following screen will appear:

Transfers to Other Appropriation - Article Information

Expenditure No V20632-0154-7547

Article No	Description		QOH	Quantity	Unit Cost	Total Cost	Reimbursement Cost
▾			0	0	$0.0000	$0.0000	$0.00

Totals

Return

15. Enter the SKU (STOCK NUMBER) in the Article Number field. The description will populate by default one the item is found by the system.

16. Enter the Quantity to be transferred in the Quantity field.

NOTE: The QOH field will populate by default. This number is the quantity on hand.

Refer to the following figure:

Article No	Description	QOH	Quantity	Unit Cost	Total Cost	Reimbursement Cost
0700005924	CHIPS, CHEETOS CRUNCHY VENDING	432	200	$0.2200	$44.0000	$44.00
0700005932	SNACK, DORITO NACHO VENDING	880	200	$0.2200	$44.0000	$44.00
0700005936	SNACK, FRITO REG V/MACHINE	559	200	$0.2100	$44.0000	$44.00
0700005938	SNACK, LAYS KC BBQ VENDING	548	200	$0.2200	$44.0000	$44.00
0700005940	SNACK, LAYS REGULAR VENDING	622	200	$0.2200	$44.0000	$44.00
		0	0	$0.0000	$0.0000	$0.00

Expenditure No V20632-0154-7547

Totals $220.00 $220.00

17. The Unit Cost field populates by default. When you enter quantities in the Quantity field the Total Cost field automatically calculates.

18. The Reimbursement Cost field is designed to populate by default with the same figure as the Total Cost field, however there may be a time that a mutually agreed upon price for transfer is made. In these situations the total cost at the agreed price will be manually entered in this field, overriding the system's Reimbursement Cost price total. There will be a variance between the Total fields. The difference will be realized and taken up as a Cost of Operations Retail.

19. Click on the Return button to go back to the previous screen.

Canceling a Transfer to Other Appropriations:

1. To cancel a previously created Transfer to Other Appropriations that has not been confirmed, scroll and select the appropriate expenditure number from the Transfer Search scroll down field.

2. Click on the Cancel Transfer button and the following message will appear:
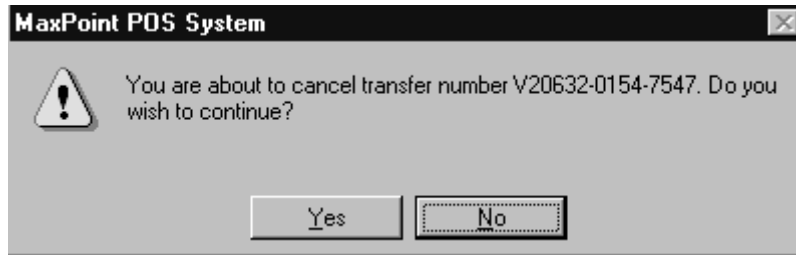
3. Click on the Yes button and the transfer will be canceled. You will note that the system will place a check mark in the Transfer Cancelled box located on the right hand side of the screen.

Confirming a Transfer to Other Appropriations:

NOTE: By confirming a Transfer to Other Supply Officers all items will be expended from stock so ensure that the items have been taken by the Receiving Activity prior to Confirmation.

1. To Confirm a Transfer to Other Appropriations, scroll and select the appropriate expenditure number from the Transfer Search scroll down field.

2. Click on the Confirm Transfer button and the following message will appear:

3. Click on the OK button and the transfer will be confirmed. You will note that the system will place a check mark in the Transfer Confirmed box located on the right hand side of the screen. Refer to the following figure:

Transfers to Other Appropriations

Transfer Search

Add New Transfer | Cancel Transfer | Print Transfer Invoice
Add/View Line Items | Confirm Transfer | Return

Transfer Information

Expenditure Number V03369-5242-7925

Transfer Confirmed ☐
Transfer Cancelled ☐

Requisitioning Activity

Food Service Officer
USS Saipan (LHA-2)
FPO 09549-1605

Requisition Number V20632-015401234
Delivery Required 31-Aug-2005
Shipped Date 31-Aug-2005

IssueTo
⦿ EDF
○ Ship's Use
○ Other

Transferring Activity

SALES OFFICER
USS DWIGHT D EISENHOWER CVN-
FPO AE 09532-2830

Authority Purpose NAVSUP PUB 487 par 731 ▾

Mode of Shipment HAND DELIEVERED ▾

Ships Address
○ PierSide Address
⦿ FPO Address

Accounting Data

Input Acct. Data

4. Click on the Return button.

TRANSFER TO OTHER APPROPRIATION	Confirmed		Page 1 of 1	4.TRANSFER DATE 02-Jun-00	5. EXPENDITURE NUMBER FROM TRANSFERING SHIP V20632-0154-7547

6. TRANSFERRED FROM

V20632
USS SAIPAN LHA-2
09549-1605

7. DATE MATERIAL REQUIRED
02-Jun-00

8. PRIORITY

9. TRANSFERRED TO:
Food Service Officer
USS Saipan (LHA-2)
FPO 09549-1605

10. AUTHORITY OR PURPOSE
NAVSUP PUB 487 par 7321

11. SIGNATURE

12. REQUISITION NUMBER FROM RECEIVING SHIP
V20632-0154-1234

13. SHIP TO:
Food Service Officer
USS Saipan (LHA-2)
FPO 09549-1605

14. DATE SHIPPED

15. MODE OF SHIPMENT

16. AIR MOVEMENT DESIGNATOR

17. Accounting and Appropriation Data

Appropriation Symbol And SubHead	Object class	Bureau Control No.	Sub Allot	Authorization Acct'g Act'Y	Trans Type	Property Acct'g Act'y	Cost Code	Amount
17X1453.2241	026	41118	0	000031	1J	N/A	206327317OPZ	$220.00

Stock Number	Description	Qty	Unit	Book Cost	Book Cost Ext.	XFER Cost	XFER COST Ext.	Gain (loss)
0700005938	(A1) 1 OZ LAY'S POTATO CHIPS BBQ	200	EA	$0.2500	$50.00	$0.2500	$50.00	$0.00
0700005950	(A1) SNACK 1 OZ RUFFLES POTATO CHIPS REGULAR(VEN)	200	EA	$0.2500	$50.00	$0.2500	$50.00	$0.00
0700005932	(A1) SNACK 1.125 OZ DORITOS NACHO	200	EA	$0.2500	$50.00	$0.2500	$50.00	$0.00
0700005924	(A1) SNACK 1.25 OZ CHEETOS CRUNCHY	200	EA	$0.2500	$50.00	$0.2500	$50.00	$0.00

Total Book Cost — $200.00

Gain(Loss) realized, posted to Cost of Ops Retail — $0.00

Expenditure Total — $200.00

Functional Account: Credit 51000   Charge 73170

Approved for transfer by _____

Received by _____

Date _____

Confirmed Transfer Other Appropriation

**7.20
29 August 2005
Versions 241/242-01.02 and UP**

Bulk Sales / Credit Memo:

This function lets you return unsold or defective stock to vendors for cash refund or credit, and conduct Bulk Sales. Click on this option, and the following screen will appear:

Creating Credit Memorandums:

1. Click on the New Document button. The next available expenditure number will be assigned.

2. Select the Credit Memorandum option in the Expenditure Type field. Refer to the following figure:

3. Enter the name of the Vendor on the first line of the Vendor/ Shipped to Information field.

4. Enter the address of the vendor the second through fourth lines in the Vendor/ Shipped to Information field.

5. Enter the Purchase Order number that the stock was originally ordered in the Order Number field.

6. Double click and select the appropriate date in the Date required field.

7. Double click and select the appropriate date in the Date Shipped field.

8. Scroll and select the appropriate statement in the Authority Statement field.

9. Select the appropriate address in the Ships Address field. Refer to the following figure:

10. Click on the Add/View Line Items button. The following screen will appear:

11. Enter the SKU (STOCK NUMBER) in the Article Number field. The description will populate by default one the item is found by the system.

12.   Enter the Quantity to be returned in the Quantity field.

**NOTE: The QOH field will populate by default. This number is the quantity on hand.** Refer to the following figure:

13. The Unit Cost field populates by default. When you enter quantities in the Quantity field the Total Cost field automatically calculates.

14. The Reimbursement Cost field is designed to populate by default with the same figure as the Total Cost field, however there may be a time that a mutually agreed upon price for return is made. In these situations the total cost at the agreed price will be manually entered in this field, overriding the system's Reimbursement Cost price total. There will be a variance between the Total fields. The difference will be realized and taken up as a Cost of Operations Retail.

15. Click on the Return button to go back to the previous screen.

Canceling a Credit Memorandum:

1. To cancel a previously created Credit Memorandum that has not been confirmed, scroll and select the appropriate expenditure number from the Expenditure Search scroll down field.

2. Click on the Cancel Transfer button and the following message will appear:
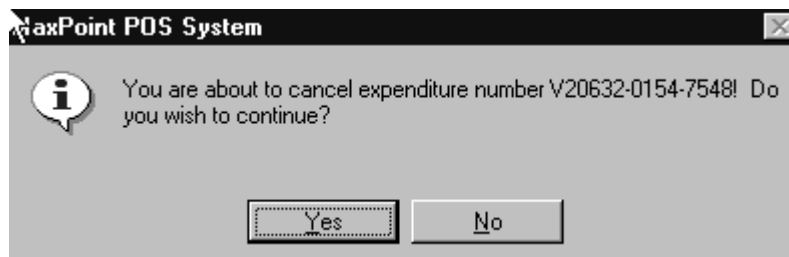
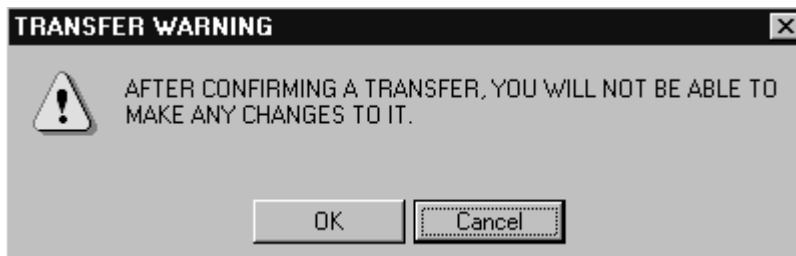

3. Click on the Yes button and the transfer will be canceled. You will note that the system will place a check mark in the Cancelled box located on the right hand side of the screen.

Confirming a Credit Memorandum:

1. To Confirm a Credit Memorandum, scroll and select the appropriate expenditure number from the Expenditure Search scroll down field.

2. Click on the Confirm button and the following message will appear:

3. Click on the OK button and the credit memorandum will be confirmed. You will note that the system will place a check mark in the Confirmed box located on the right hand side of the screen.

Credit Memorandum	Retail	Confirmed		Page 1 of 1	4.EXPENDITURE DATE 02-Jun-00	5. EXPENDITURE NUMBER V20632-0154-7548

6. FROM UIC V20632 USS SAIPAN LHA-2 09549-1605	7. DATE MATERIAL REQUIRED 15-Jun-00	8. PRIORITY
9. TO: C. Lloyd Johnson Inc. 1234 Hampton Blvd. Norfolk, VA. 65432	10. AUTHORITY OR PURPOSE NAVSUP PUB 487 par 7522	
	11 .SIGNATURE	12.VOUCHER # V20632-0091-9754
13. SHIP TO C. Lloyd Johnson Inc. 1234 Hampton Blvd. Norfolk, VA. 65432	14 .DATE SHIPPED 6/2/2000	
	15 .MODE OF SHIPMENT	
	16. AIR MOVEMENT DESIGNATOR	

17. Accounting and Appropriation Data

Appropriation Symbol And SubHead	Object class	Bureau Control No.	Sub Allot	Authorization Acct'g Act'Y	Trans Type	Property Acct'g Act'y	Cost Code		Amount
97X4930.NC1A	000	21001	0	000250	7C	V20632	000001547548		$239.50

Stock Number	Description	Qty	Unit	Cost	Ext. Cost	Sale/Credit	Gain (loss)
2252200034	BATTERY ENERGIZER AA 4-PACK	10	PK	$1.6098	$16.10	$16.10	$0.00
2252200039	ENERGIZER D (2PK)	10	PK	$1.3732	$13.73	$13.73	$0.00

Total Book Cost	$29.83
Gain(Loss) realized, posted to Cost of Ops Retail	$0.00
Expenditure Total	$29.83

I acknowledge receipt of the above items returned for credit memorandum.

Vendor Name _____ Date _____

Credit Memorandum # _____ dated _____ in the amount of $ _____ received on _____ .

Confirmed Credit Memo

Creating a Cash Refund/Bulk Sale:

1. Click on the New Document button.

2. Select the Cash Refund/Bulk Sale option in the Expenditure Type field. The next available expenditure number will be assigned. Refer to the following figure:

3. For Cash Refunds-Enter the name of the Vendor on the first line of the Vendor/ Shipped to Information field.

   For Bulk Sales-Enter Officer in Charge on the first line of the Vendor/Shipped to Information field.

4. Enter the UIC and address of the vendor or requisitioning activity on the second through fourth lines in the Vendor/ Shipped to Information field.

5. For Cash Refunds-Enter the Purchase Order number that the stock was originally ordered in the Order Number field.

   For Bulk Sales-Enter the Order Number supplied by the requisitioning activity.

6. Double click and select the appropriate date in the Date required field.

7. Double click and select the appropriate date in the Date Shipped field.

8. Scroll and select the appropriate statement in the Authority Statement field. Refer to the following figure:

9. Click on the Add/View Line Items button.

Bulk Sales/Cash Refund - Article Information

Expenditure No V20632-0157-7550

Article No	Description	QOH	Quantity	Unit Cost	Total Cost	Reimbursement Cost
1000005301	DEORDERANT MITCHUM ROLL ON	24	24	$2.5400	$60.9600	$60.96
1100002108	SHAMPOO, PERT PLUS 7oz (AFS)	24	24	$1.9700	$47.2800	$47.28
1100002231	REVLON FLEX BALSON	24	24	$1.9000	$45.6000	$45.60
1100003801	SUNTAN COPPERTONE SPF4 FLAM	48	48	$3.1500	$151.2000	$151.20
*		0	0	$0.0000	$0.0000	$0.00

Totals $305.04 $305.04

Return

10. Enter the SKU (STOCK NUMBER) in the Article Number field. The description will populate by default one the item is found by the system.

11. Enter the Quantity to be returned or Transferred in the Quantity field.

NOTE: The QOH field will populate by default. This number is the quantity on hand.

Refer to the following figure:

**Bulk Sales/Cash Refund - Article Information**

Expenditure No V20632-0157-7550

Article No		Description	QOH	Quantity	Unit Cost	Total Cost	Reimbursement Cost
1000005301	▾	DEORDERANT MITCHUM ROLL ON	24	24	$2.5400	$60.9600	$60.96
1100002108	▾	SHAMPOO, PERT PLUS 7oz (AFS)	24	24	$1.9700	$47.2800	$47.28
1100002231	▾	REVLON FLEX BALSON	24	24	$1.9000	$45.6000	$45.60
1100003801	▾	SUNTAN COPPERTONE SPF4 FLAM	48	48	$3.1500	$151.2000	$151.20
	▾		0	0	$0.0000	$0.0000	$0.00

Totals $305.04 $305.04

Return

12. The Unit Cost field populates by default. When you enter quantities in the Quantity field the Total Cost field automatically calculates.

13. The Reimbursement Cost field is designed to populate by default with the same figure as the Total Cost field, however there may be a time that a mutually agreed upon price for return is made. In these situations the total cost at the agreed price will be manually entered in this field, overriding the system's Reimbursement Cost price total. There will be a variance between the Total fields. The difference will be realized and taken up as a Cost of Operations Retail.

14. Click on the Return button to go back to the previous screen.

Canceling a Cash Refund/Bulk Sale:

1. To cancel a previously created Cash Refund or Bulk Sale that has not been confirmed, scroll and select the appropriate expenditure number from the Expenditure Search scroll down field.

2. Click on the Cancel Transfer button and the following message will appear:

MaxPoint POS System

You are about to cancel expenditure number V20632-0157-7550! Do you wish to continue?

Yes   No
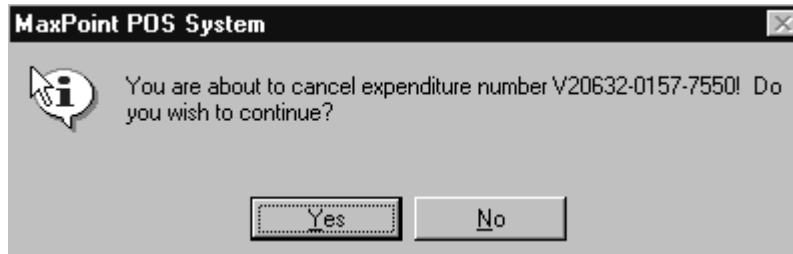
3. Click on the Yes button and the transfer will be canceled. You will note that the system will place a check mark in the Cancelled box located on the right hand side of the screen.

Confirming a Cash Refund/ Bulk Sale:

1. To Confirm a Cash Refund or Bulk Sale, scroll and select the appropriate expenditure number from the Expenditure Search scroll down field.

2. Click on the Confirm button and the following message will appear:

BULK SALE/CREDIT MEMO WARNING

AFTER CONFIRMING A BULK SALE/CREDIT MEMO, YOU WILL NOT BE ABLE TO MAKE ANY CHANGES TO IT.

OK   Cancel

3. Click on the OK button and the credit memorandum will be confirmed. You will note that the system will place a check mark in the Confirmed box located on the right hand side of the screen.

Bulk Sale/ Cash Retail Confirmed Refund			Page 1 of 1	4.EXPENDITURE DATE 05-Jun-00	5. EXPENDITURE NUMBER V20632-0157-7550

6. FROM	7. DATE MATERIAL REQUIRED	8. PRIORITY
UIC V20632 USS SAIPAN LHA-2 09549-1605	06-Jun-00	

9. TO:	10 .AUTHORITY OR PURPOSE	
Officer In Charge Navy Exhange Norfolk 1818 SOUTH DR Norfolk, VA 65432	NAVSUP PUB 487 par 2205	
	11 .SIGNATURE	12.VOUCHER # enter number here

13. SHIP TO	14 .DATE SHIPPED	
Officer In Charge Navy Exhange Norfolk 1818 SOUTH DR Norfolk, VA 65432	6/5/2000	
	15 .MODE OF SHIPMENT	
	16. AIR MOVEMENT DESIGNATOR	

17. Accounting and Appropriation Data

Appropriation Symbol And SubHead	Object class	Bureau Control No.	Sub Allot	Authorization Acct'g Act'Y	Trans Type	Property Acct'g Act'y	Cost Code	Amount
97X4930.NC1A	000	21001	0	000250	7C	V20632	000001577550	$305.04

Stock Number	Description	Qty	Unit	Cost	Ext. Cost	Sale/Credit	Gain (loss)
0500000217	CANDY REESES P-NUT BUTTER CUP	5	EA	$0.3988	$1.99	$1.99	$0.00

Total Book Cost	**$1.99**
Gain(Loss) realized, posted to Cost of Ops Retail	**$0.00**
Expenditure Total	**$1.99**

I acknowledge receipt of the above items returned for cash refund.

Vendor Name _____ Date _____

Make cash refund payable to the Treasurer of the United States and mail to the ship's Sales Officer

Check # _____ dated _____ in the amount of $ _____ received and deposited with the

disbursing officer on _____.   Disbursing Officer's collection voucher # _____ applies.

Confirmed Bulk Sale/ Cash Refund:

Cost of Operations:

This function allows you to transfer stock to your own ship's store system, for the purpose of using this stock for your operation. Click on this selection and the following screen will appear:

1. To create a new Cost of Ops transaction click on the New Cost of Ops button. The next expenditure number will automatically be assigned. Refer to the following picture:

2. Select the appropriate operation in the Type of Cost field. Refer to the following figure:

3. You can enter any notes on the transaction in the Notes field, however these notes do not appear on the final document.

4. Click on the Add/View Line Items button. The following screen will appear:

5. Enter the SKU (STOCK NUMBER) in the Article Number field. The description will populate by default.

6. Enter the Quantity in the Quantity field.

 NOTE: The QOH field will populate by default. This number is the quantity on hand.

Refer to the following figure:

Cost of Operations - Article Information

	Article No	Description	QOH	Quantity	Unit Cost	Total Cost
	2252200039	BATTERIES, ENERGIZER SIZE "D" 2pk	48	10	$1.5200	$15.2000
▶			0	0	$0.0000	$0.0000

Expenditure No 6180

Total $15.20

Return

7. The Unit Cost field populates by default. When you enter quantities in the Quantity field the Total Cost field automatically calculates.

8. Click on the Return button to go back to the previous screen.

Canceling a Cost of Ops:

1. To cancel a previously created Cost of Ops that has not been confirmed, scroll and select the appropriate expenditure number from the Cost of Ops Search scroll down field.

2. Click on the Cancel Cost of Ops button and the following message will appear:

CANCEL COST OF OPS

You are about to cancel cost of ops number 6180. Do you wish to continue?

OK   Cancel

3. Click on the Yes button and the transfer will be canceled. You will note that the system will place a check mark in the Cancelled box located on the right hand side of the screen.

Confirming a Cost of OP's:

1. To Confirm a Credit Memorandum, scroll and select the appropriate expenditure number from the Cost of Ops Search scroll down field.

2. Click on the Confirm Cost of Ops button and the following message will appear:

```
┌─────────────────────────────────────────────────────────┐
│ MaxPoint POS System                                  [X] │
├─────────────────────────────────────────────────────────┤
│   ┌─┐                                                     │
│   │?│  AFTER CONFIRMING A COST OF SALES, YOU WILL NOT BE │
│   └─┘  ABLE TO MAKE ANY CHANGES TO IT.                   │
│                                                           │
│            ┌──────────┐    ┌──────────┐                  │
│            │    OK     │    │  Cancel   │                  │
│            └──────────┘    └──────────┘                  │
└─────────────────────────────────────────────────────────┘
```

3. Click on the OK button and the credit memorandum will be confirmed. You will note that the system will place a check mark in the Confirmed box located on the right hand side of the screen.

Confirmed   **Cost of Operations Retail**   Run Date: 6/5/00
                                                                                 Run Time: 11:39

T R A N S F E R	**Store To** Cost of Operations Retail **Store From** 99 **Breakout Number** 6180	MERCHANDISE RECEIVED BY (SIGNATURE) (DATE) MERCHANDISE DELIVERED BY (SIGNATURE) (DATE) THIS FOR ISSUED BY (SIGNATURE) (DATE)

Stock #	Description	Unit	Cost	Quantity Requested	Extended Cost	Qty sent from Store 99	Qty Rcvd at Store 0
2252200039	BATTERIES, ENERGIZER SIZE "D" 2pk	EA	$1.52	10	$15.20		
Grand Total					$15.20		

Confirmed Cost of OP's

Surveys:

This function lets you document and quantify the circumstances and monetary impact associated with the loss of, or damage to ship's store stock. A *survey* is the process of assessing and reporting these circumstances or incidents and then charging the stock off of your ships store operation. To create or review a survey, click on this selection, and the following screen will appear:

New Survey:

Markdown to Zero:

1. Click on the New Survey Button. The next available expenditure number will be assigned. Refer to the following figure:

2. Scroll and select the appropriate survey reason in the Reason field.

From the Survey Type field you can initiate one of three types of surveys:

Note: See the P-487 for further information.

1. Survey to NWCF, Requires Suppo Approval up to $10,000.00 and Commanding Officer's approval $10,000.00 and above.

2. Survey to SSPN, Retail. Requires Supply Officers Approval.

3. Survey to SSPN, Vending. Requires Supply Officers Approval.

Note: REFER TO THE P-487 FOR SELECTING THE APPROPRIATE TYPE OF SURVEY.

3. Select the SSPN, Retail option. Refer to the following picture:

4. Double click in the Loss/ Gain Discovered field and select the appropriate date.

5. In Block 9, Check on the Damaged Box and enter the following statement:

- "Markdown to Zero"

6. In block 10, enter the following appropriation and account:

- 17X8723.2301   99207

Refer to the following figure:

7. Block 11 leave blank.

8. In block 12a, enter the Ships name and hull number.

9. In block 12b, the system populates Suppo's name by default.

10. In block 13, leave the number of documents used to adjust property record blank. The system populates the Ship's name and Sales Officer's name by default. Refer to the following figure:

11. Block 14 – Leave blank.

12. Block 14a – Leave Blank.

13. Block 15 – Leave blank.

14. Block 16 – Leave blank.

15. Block 17 – Leave blank.

Refer to the following figure:

16. Block 18a - Ensure that the Approve block is checked and the system will populate the Suppo's name and rank by default.

17. Block 18b – Enter Supply Officer Statement "I have seen the above merchandise and have ordered it destroyed".

Refer to the following figure:

18. Scroll to the top of the form and click on the ADD VIEW LINE ITEMS button. The following screen will appear:

18. Enter the SKU (STOCK NUMBER) in the Article Number field. The description will populate by default.

19. Enter the Quantity in the Quantity field. Refer to the following figure:

 NOTE: The QOH field will populate by default. This number is the quantity on hand. You cannot survey more than the QOH field indicates. Ensure that all items in Retail activities are broken back to Bulk prior to the survey.
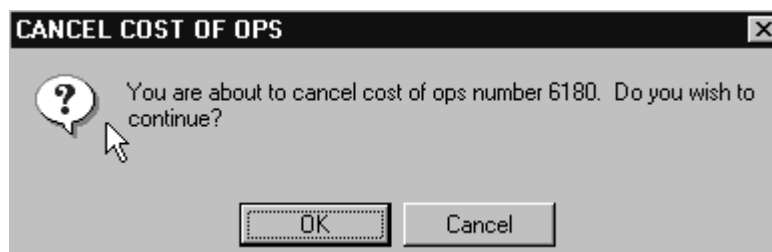
20. The Unit Cost field populates by default. When you enter quantities in the Quantity field the Total Cost field automatically calculates.

21. Click on the Return button to go back to the previous screen.

Survey to NWCF:

1. Click on the New Survey Button. The next available expenditure number will be assigned. Refer to the following figure:

3. Scroll and select the appropriate survey reason in the Reason field.

From the Survey Type field you can initiate one of three types of surveys:

Note: Refer to the P-487 for further information.

      1. Survey to NWCF, Requires Suppo Approval up to $10,000.00 and Commanding Officer's approval $10,000.00 and above.

      2. Survey to SSPN, Retail. Requires Supply Officers Approval.

      3. Survey to SSPN, Vending. Requires Supply Officers Approval.

Note: REFER TO THE P-487 FOR SELECTING THE APPROPRIATE TYPE OF SURVEY.

4. Select the NCWF option.

5. Double click in the Loss/ Gain Discovered field and select the appropriate date. Refer to the following picture:

6. In Block 9, Check on the Appropriate Box and enter the statement that describes the circumstances that the item/s were damaged, destroyed or lost.
7. In Block 10, enter a statement for actions taken to correct circumstances reported in Block 9.

Refer to the following figure:

4. Block 11, leave blank.

5. In block 12, the system enters the Suppo's name by default.

6. In block 13, leave the number of documents used to adjust property record blank. The system enters the Ship's name and Sales Officer's name by default. Refer to the following figure:

11. Individual completing blocks 9 and 10

a. Typed Name(Last,First, Initial) | Sales Officers Name and rank | d. Autovon No | 444-1111

12. Responsible Officer

a. Organizational Address

USS CLASSROOM CVN-90

b. Name | M.E. TUELL,LT,SC,US

c. Autovon No | 444-2222

13. Accountable Officer

a. No of documents used to adjust property record | 0

b.Organizational Address

USS CLASSROOM CVN-90

c. Name | Sales Officers name

d. Autovon No | 444-1111

---

7. Block 14, Enter the statement of the Surveying Officer.

8. Enter the dollar amount of loss/gain in 14a.

9. Block 15 – Leave blank.

10. Block 16 – Leave blank. Refer to the following figure:

14. Findings and recomendations Of Survey Officer

Recommend that the above listed items be Surveyed to the Navy Working Capital Fund.

b. Dollar ammount of loss/gain | c. Recmd. pecuniary charge | d. Loss/gain to government

174.00 | $0.00 | $0.00

15. Survey Officer

a.Organizational Address

Date report Submitted

Appointed

b. Name

c. Autovon No

16. Individual charged

a. I Have Examined the Findings...

⦿ 1) Submit the Attached Statement of Objection

○ 2) Do Not Intend to Make such a Statement

Name

Autovon No

11. Block 17 – Leave blank.

12. Block 17a- Ensure that the Approve option is checked.

13. Block 18, Ensure that the Approve block is checked and the system will enter the Suppo's name and rank by default. If the survey is $10,000.00 or above the Commanding Officer must be the approving official. Refer to the following figure:

14. Scroll to the top of the form and click on the ADD VIEW LINE ITEMS button. The following screen will appear:

Survey - Article Information

Expenditure No | V24000-0362-7901

Article No	Description	QOH	Quantity	Unit Cost	Total Cost
		0	0	$0.0000	$0.0000

Total [   ]

[Return]

2. Enter the SKU (STOCK NUMBER) in the Article Number field. The description will populate by default.

3. Enter the Quantity in the Quantity field. Refer to the following figure:

Survey - Article Information

Expenditure No V24000-0362-7901

Article No	Description	QOH	Quantity	Unit Cost	Total Cost
2300003609 ▾	PORTABLE CD	3	3	$58.0000	$174.0000
▸ ▾		0	0	$0.0000	$0.0000

Total $174.00

Return

NOTE: The QOH field will populate by default. This number is the quantity on hand. You cannot survey more than the QOH field indicates. Ensure that all items in Retail activities are broken back to Bulk prior to the survey.

4. The Unit Cost field populates by default. When you enter quantities in the Quantity field the Total Cost field automatically calculates.

5. Click on the Return button to go back to the previous screen.

Canceling a Survey:

1. To cancel a previously created Survey that has not been confirmed, scroll and select the appropriate expenditure number from the Survey Search scroll down field.

Note that a confirmed survey cannot be canceled.

2. Click on the Cancel Survey button and the following message will appear:

MaxPoint POS System

ⓘ You are about to cancel survey number V20632-0157-7552! Do you wish to continue?

[Yes] [No]
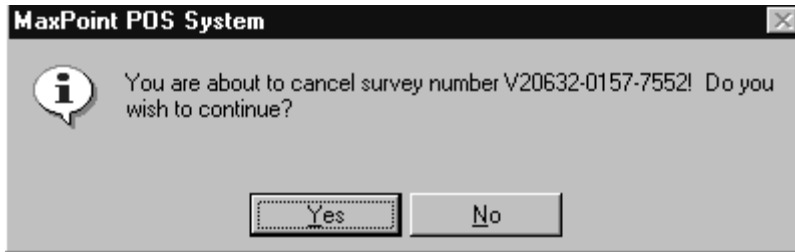
3. Click on the Yes button and the survey will be canceled. You will note that the system will place a check mark in the Cancelled box located on the right hand side of the screen.

Confirming a Survey:

1. To Confirm a Survey scroll and select the appropriate expenditure number from the Survey Search scroll down field.

2. Click on the Confirm Survey button and the following message will appear:
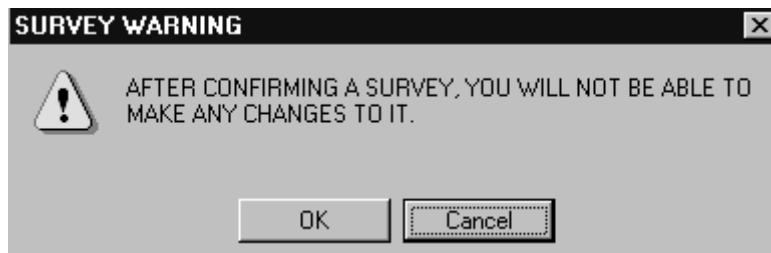
SURVEY WARNING

⚠ AFTER CONFIRMING A SURVEY, YOU WILL NOT BE ABLE TO MAKE ANY CHANGES TO IT.

[OK] [Cancel]

3. Click on the OK button and the credit memorandum will be confirmed. You will note that the system will place a check mark in the Confirmed box located on the right hand side of the screen.

Printing a Survey:

1. Scroll and select the appropriate expenditure number from the Survey Search scroll down field.

2. Click on the Print Survey button and the transfer invoice will appear on the screen. Refer to the following:

Confirmed   Report Of Survey to SSPN RETAIL

Privacy Act Statement Personal information from the individual is solicited. As required by the Privacy Act of 1974, we advise: Authority: 16 USC 136; USC 1071;DoD instruction 7200 10. Principal purrpose: To officially report the facts and circumstances supporting the assessment of pecuniary charges for the loss, damage or destruction of DoD-controlled property. Routine uses: To initiate investigations of losses/gains of DoD-controlled property and record the findings and actions taken. Disclosure is voluntary: Refusal to explain the circumstances under which the property was lost, damaged or destroyed may be considered with other factors in determining if an individual will be held pecuniarily liable.	1. Type report (x one) ☐ a. Report of Survey ☐ b. Government Property
	2 Survey Number V 24000-0362-7900
	3. Date Loss/Gain Discovered 27-Dec-00

Article #	Descriptio	Cost Price	Qty	Total Cost
0700001165	BEEF JERKY, LONG RIDER GIANT	$0.5900	10	$5.90
Survey Total				**$5.90**

9. Circumstances under which property was	☐ Lost	☐ Gained	☑ Damaged	☐ Destroyed

Markdown to Zero.

10. Actions taken to correct circumstances reported in block 9 and prevent future occurrences

Markdown to Zero

11. Individual completing blocks 9 and 10

a. Name Sales Officer's name a	b. Signature	c. Date Signed	d. Autovon # 444-1111

12. Responsible Officer

a. Organizational Address USS CLASSROOM CVN-90	b. Name Sales Officer's name	c. Autovon # 444-1111
	d. Signature	e. Date Signed

13. Accountable Officer

a. No of documents used to adjust property record

0

b. Address USS CLASSROOM CVN-90	c. Name Sales Officer's name	d. Autovon # 444-1111
	e. Signature	f. Date Signed

Confirmed Markdown to Zero for SSPN Retail

14. a. Findings and recomendations

I have personally seen the merchandise listed markdown to zero and have ordered it destroyed.

14. b. Dollar amount of gain/loss	14. c. Recommended pecuniary charge	14. d. Loss/Gain to government
$5.90	$0.00	$0.00

15. Survey Officer

a. Organizational Address	b. Name	c. Autovon #
	d. Date Report filed	e. Date Appointed
	f. Signature	g. Date Signed

16. Individual charged

a. I have examined the findings and reccomendations of the survey officer and (x one):

⊙ (1)Submit the attached statement of objection

○ (2)Do not intend to make such a statement.

b. I am aware of my right to (1)Legal advice and (2) appeal if pecuniary charges are assessed. Enlisted personnel have the right to request remmision of indebtedness.

c. Name	d. Signature	e. Date Signed	f. Autovon #

17. Appointing Official

a. Recommendation (x one)

X (1)Approved

(2)Disapproved

b. Comments

c. Organizational Address	d. Name	e. Autovon #
	f. Signature	g. Date Signed

18. Approving Official

a. Action (x one)

X (1)Approved

(2)Disapproved

b. Comments

	c. Name	d. Autovon #
	M.E. TUELL,LT,SC,USN	

e. Organizational Address	f. Signature	g. Date Signed

Confirmed Markdown to Zero for SSPN Retail

7.50
29 August 2005
Versions 241/242-01.02 and UP

Confirmed   **Report Of Survey to NWCF**

Privacy Act Statement Personal information from the individual is solicited. As required by the Privacy Act of 1974, we advise: Authority: 16 USC 136; USC 1071;DoD instruction 7200 10. Principal purrpose: To officially report the facts and circumstances supporting the assessment of pecunuary charges for the loss, damage or destruction of DoD-controlled property. Routine uses: To initiate investigations of losses/gains of DoD-controlled property and record the findings and actions taken. Disclosure is voluntary: Refusal to explain the circumstances under which the property was lost, damaged or destroyed may be considered with other factors in determining if an individual will be held pecuniarily liable.	**1. Type report (x one)** ☐ **a. Report of Survey** ☐ **b. Government Property** **2 Survey Number** V 24000-0362-7901 **3. Date Loss/Gain Discovered** 27-Dec-00

Article #	Descriptio	Cost Price	Qty	Total Cost
2300003609	PORTABLE CD	$58.0000	3	$174.00
Survey Total				**$174.00**

9. Circumstances under which property was	☐ Lost	☐ Gained	☐ Damaged	☑ Destroyed

Deck drain bursted in storeroom destroying electronic stock.

10. Actions taken to correct circumstances reported in block 9 and prevent future occurrences

Electronic stock will be stowed in a different location with shelving units

11. Individual completing blocks 9 and 10

a. Name	b. Signature	c. Date Signed	d. Autovon #
Sales Officers Name a			444-1111

12. Responsible Officer

a. Organizational Address	b. Name	c. Autovon #
USS CLASSROOM CVN-90	M.E. TUELL,LT,SC,USN	444-2222
	d. Signature	e. Date Signed

13. Accountable Officer

a. No of documents used to adjust property record
0

b. Address	c. Name	d. Autovon #
USS CLASSROOM CVN-90	Sales Officers name	444-1111
	e. Signature	f. Date Signed

Confirmed Survey to NWCF

14. a. Findings and recomendations
Recommend that the above listed items be Surveyed to the Navy Working Capital Fund.

14. b. Dollar amount of gain/loss	14. c. Recommended pecuniary charge	14. d. Loss/Gain to government
$174.00	$0.00	$0.00

15. Survey Officer

a. Organizational Address	b. Name	c. Autovon #
	d. Date Report filed	e. Date Appointed
	f. Signature	g. Date Signed

16. Individual charged		b. I am aware of my right to (1) Legal advice and (2) appeal if pecuniary charges are assessed. Enlisted personnel have the right to request remmision of indebtedness.	
a. I have examined the findings and reccomendations of the survey officer and (x one):			
⊙ (1)Submit the attached statement of objection			
○ (2)Do not intend to make such a statement.			
c. Name	d. Signature	e. Date Signed	f. Autovon #

17. Appointing Official

a. Recommendation (x one)	b. Comments		
X (1)Approved			
(2)Disapproved			
c. Organizational Address	d. Name		e. Autovon #
	f. Signature		g. Date Signed

18. Approving Official

a. Action (x one)	b. Comments	c. Name	d. Autovon #
X (1)Approved		Suppo's name, rank	
(2)Disapproved			
e. Organizational Address		f. Signature	g. Date Signed

Confirmed Survey to NWCF

INVENTORY MOVEMENT:

From the Inventory Movement option the operator can conduct various tasks. Stock Record Card maintenance, Receiving stock, Moving stock from one activity to another, Procurement of stock, Expending stock and using sales history utilize the Smart Re-Order function. From the main menu select the Inventory Movement option and the following screen will appear:

```
Inventory Movement Menu

    Orders
    Receipts
    Breakouts
    Expenditures
    Stock Record Card
    Smart Reorder
    Breakout Report




                    Return
```
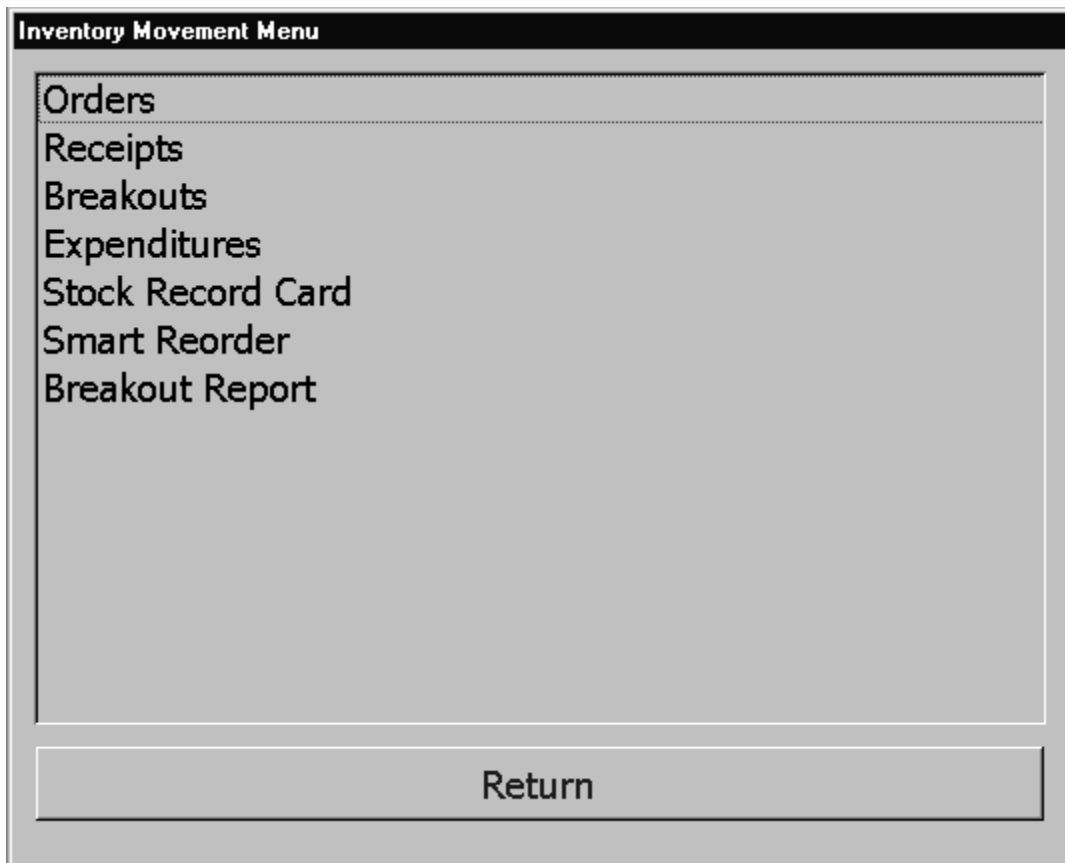
The Inventory Movement option has six sections each will have its own chapter dedicated to it.

Breakouts:

This function allows the operator to move ship's store internally of the operation (From Bulk to a retail outlet and vice versa.) Note: Breakouts cannot be conducted from one retail space to another.   To access this function, click this selection and the following screen will appear:

Breakout process manually:

New Breakout:

To perform a new breakout, complete the following:

1. Click on the **New Breakout** button. The next available Breakout Number will appear in the Breakout Number field. This will become the number for this breakout.

2. Click on the drop-down arrow in the Location Created field and select the location where the stock is coming **from**.

NOTE: *This field will default to* **Location 99 – Bulk Store Room**. *(You can select a new location if necessary.)*

Breakouts

| Breakout Search | Print Breakout | New Breakout | Import Breakout Items from PDT | Confirm Breakout |
| | Add/View Line Items | Cancel Breakout | Reverse Breakout | Return |

Breakout Information
Breakout No
Breakout Date 24-Feb-2003

Breakout Recommendation Report

Breakout Confirmed ☐
Breakout Cancelled ☐

From Store/Store Room
Location Created 99
Store Name Bulk

1	Ship's Store # 1
99	Bulk
9600	Candy\ Chips Machines
9800	Canned Soda Vending

Scroll and select the desired issuing activity.

To Store/Store Room
Destination Store
Store Name
Store Type

Breakout Notes

3. Use the drop-down arrow in the Destination Store field to select the store to which the stock is being transferred.

4. Click on the **Breakout Notes** field and add any notes about this breakout, if needed. These notes do not appear on the breakout document.

5.   Click on the **Add/View Line Items** button.

6.   Use the drop-down arrows to select the Article number for each item that is to be broken out. (If you know what the article number is, you can enter it directly to the block.) For each item you select, advance to the Breakout Quantity field and enter the exact quantity to be broken out. Note that the breakout quantity must be equal to or less than the quantity on hand.

Repeat this step for each item to be transferred on this breakout.

Breakout - Article Information

Breakout No 6078

Article No	Description	Quantity On Hand	Breakout Quantity	Quantity Received
▼		0	0	0

0100000010	*ENVELOPES 24/50 CT
0100000013	*WRITING TABLETS 100 SHEETS
0100000088	CHRISTMAS CARD, ASST. W/SHIP'S PIC.
0100000089	GREETING CARD, SHIPS SPECIAL XMAS
0100000276	CARDS, GREETING ASST
0100000293	GREETING CARDS ASSTD./BEACONS OF LOVE
0111200514	INK PENS, BIC 2 PK #FSP21 FINE PT
0111204115	PEN, GARLAND HEFFTY GOLD

Scroll and select desired items or enter the stock numbers in the article Number field. Ensure that you enter the qunatity to be issued or broken back in the Breakout quantity field.

Return

7.   When you are finished selecting items and entering their quantities for this breakout, click on the **Return** button. You will be returned to the Breakouts screen.

Breakout - Article Information

Breakout No 6078

Article No	Description	Quantity On Hand	Breakout Quantity	Quantity Received
0500004737 ▼	M&M'S PLAIN "PARTY M" DISPENSR	1	1	0
0500004740 ▼	M&M'S PEANUT LA-Z-BOY DISPENSER	1	1	0
0100000089 ▼	GREETING CARD, SHIPS SPECIAL XMAS	310	100	0
0111204115 ▼	PEN, GARLAND HEFFTY GOLD	5	2	0
0100000010 ▼	*ENVELOPES 24/50 CT	728	48	0
▼		0	0	0

Return

NOTE: *If you need to review the entire list of items on this breakout, you can click the **Add/View Line Items** button at any time. The Breakout Article screen will appear, populated with the items that you have selected for breakout, but once a breakout has been confirmed no other modifications can be done.*

Printing the Intra Store Transfer 973:

Once you have selected all the items for the breakout, you can print the 973 form, as follows:

1. Click on the **Print Breakout** button to print a detailed list of this breakout (NAVSUP Form

2. 973), which includes signature blocks for authorization, delivery and receipt personnel.

Not Confirmed   Intra-Store Transfer Data (Navsup Form 973)   Run Date: 1/24/00   Run Time: 08:45

| T R A N S F E R | Store To 1 Store From 99 Breakout Number 6078 | MERCHANDISE RECEIVED BY (SIGNATURE)   (DATE) MERCHANDISE DELIVERED BY (SIGNATURE)   (DATE) THIS FOR ISSUED BY (SIGNATURE)   (DATE) |

Stock #	Description	Unit	Retail	Quantity Requested	Extended Retail	Qty sent from Store 99	Qty Rcvd at Store 1
0100000010	*ENVELOPES 24/50 CT	EA	$0.70	48	$33.60		
0100000089	GREETING CARD, SHIPS SPECIAL XMAS	EA	$4.75	100	$475.00		
0111204115	PEN, GARLAND HEFFTY GOLD	EA	$12.00	2	$24.00		
0500004737	M&M'S PLAIN "PARTY M" DISPENSR	EA	$9.05	1	$9.05		
0500004740	M&M'S PEANUT LA-Z-BOY DISPENSER	EA	$12.35	1	$12.35		
Grand Total					**$554.00**		

Printed 973 process:

1. The Records Keeper prints out one copy of the 973. This copy is signed by the Records Keeper and then given to the issuing activity. Note: You will have to click on the Printer Icon to Print the document.

2. The issuing activity circles the quantities that were delivered and enters an amount in the "QTY FROM STORE " 99 field if requested amount differs from the delivered amount and signs the 973. Then gives this copy to the Receiving activity.

3. The Receiving activity counts the quantities and enters the quantities received in the QTY RECEIVED AT STORE column and signs the 973.

4. The Receiving activity verifies that the quantities received are the same as the quantities delivered. If the quantities are different, then the receiving activity and the issuing activity must rectify the difference. If the issuing activity and the receiving activity cannot agree to the quantities the Sales Officer must conduct a spot inventory of the items in question. Once all quantities match the 973 will be given to the Records Keeper.

5. The Records Keeper will verify that the quantities received matches the quantities issued. If they do not refer to step #4. If the quantities match, the 973 will be confirmed and the final 973 will be printed.

| | Confirmed at 2/14/02 12:02:23 PM | Intra-Store Transfer Data (Navsup Form 973) | Run Date: 2/14/02 Run Time: 12:02 | | | | |

Intra-Store Transfer Data (Navsup Form 973) — Confirmed at 2/14/02 12:02:23 PM — Run Date: 2/14/02, Run Time: 12:02

TRANSFER — Store To 1 — Store From 99 — Breakout Number 0015

MERCHANDISE RECEIVED BY (SIGNATURE) (DATE)
MERCHANDISE DELIVERED BY (SIGNATURE) (DATE)
THIS FORM ISSUED BY (SIGNATURE) (DATE)

Stock #	Description	Unit	Retail	Quantity Requested	Extended Retail	Qty sent from Store 99	Qty Rcvd at Store 1
0500000200	CANDY, HERSHEY MR. GOODBAR	EA	$0.40	20	$8.00	20	20
0500000395	CANDY, MARS BAR 288'S	EA	$0.40	20	$8.00	20	20
1100003570	TOOTHBRUSH, REACH FULL/SOFT	EA	$1.50	10	$15.00	10	10
Grand Total					**$31.00**		

Once the 973 has been confirmed, there cannot be any modification. So ensure that proper care is taken prior to posting.

Canceling a Breakout:

You can cancel a breakout at any time **before** you have confirmed it. To cancel a breakout, click on the **Cancel Breakout** button. A message will inform you "You are about to cancel breakout NN." If you click on **OK,** the breakout will be canceled.

Note: Ensure that the receipt quantities and the delivered quantities match prior to confirmation.

Confirming a Breakout:

To confirm the breakout, click on the **Confirm Breakout** button. A message will inform you "after confirming, you will not be able to make any quantity changes. If you click on **OK**, the breakout will be confirmed and the inventory database will be updated. The date and time the breakout was confirmed will appear at the upper left hand corner of the form. When the start of day is conducted for the POS system, the retail store will be updated with the items that were received from the breakout. These quantities can be viewed from the stock record card function, and noted under the appropriate outlet. See stock record card for further information. **Please note that breakouts and breakbacks for non-epos and canned vending outlets will update the quantity on hand (stock record card) for those outlets just like retail store and bulk storeroom outlets**. **Non-Epos and Canned profitability will be recorded when a user generates a confirmed inventory count.**

Breakout Process with PDT:

Breakouts can also be accomplished with the aid of a PDT. The first step is to upload the PDT with the most current UPC database.

1. From the Main Menu select the Inventory Count Functions Option. The following screen will appear:

Inventory Functions Menu

Create New Inventory Count
PDT Communications
View/Update Inventory Count

Return
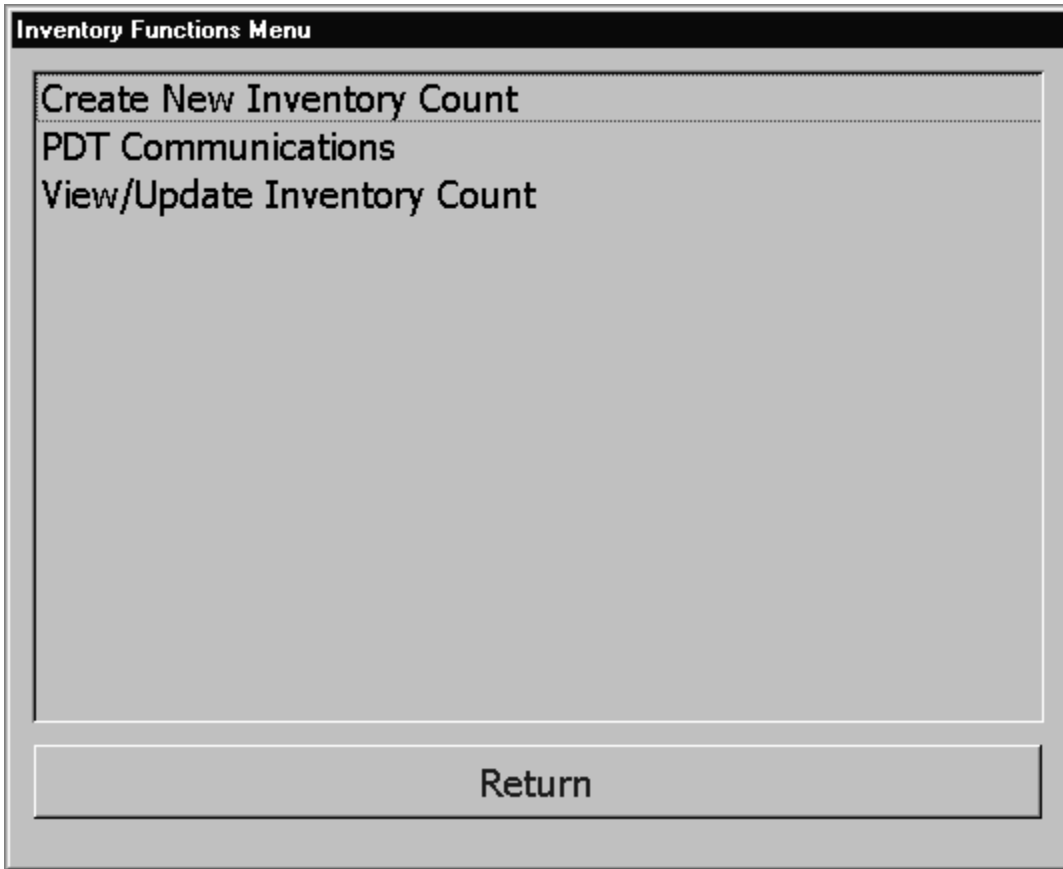
2. Click on the PDT Communications option. The following screen will appear:

Sending UPC's to PDT:

- Click the Send UPC's to PDT button. At this time the user does not have to do anything with the PDT 7200.
- Once the data has been completely sent, the ROM II system will inform the user.
- At this time you can use the PDT 7200 to pick up the data.

PDT FUNCTIONS:

- From the PDT main menu, select Communication button.
- From the PDT main menu, select Receive button.
- From the PDT main menu, select Data File button.
- The PDT will upload the data.

Import Inv/BRKOUT Data from PDT:

PDT FUNCTIONS:

- From the PDT main menu, select Communication button.
- From the PDT main menu, select Send Data button.
- From the PDT main menu, select Collected.Dat button.

- The PDT will download the data.

ROMII FUNCTIONS:

- Once the Symbol PDT 7200 has finished downloading the data. Click the Import Inv/BRKOUT Data from PDT button.
- Once the data has been completely sent, the ROM II system will inform the user.
- The ROM II system will now have the requested data.

1. Once all the data has been downloaded, click on the Return button until you reach the main menu.
2. Click on the Inventory Movement option from the Main Menu. The following screen will appear:

```
┌─────────────────────────────────────────────┐
│ Inventory Movement Menu                      │
├─────────────────────────────────────────────┤
│ ┌─────────────────────────────────────────┐ │
│ │ Orders                                  │ │
│ │ Receipts                                │ │
│ │ Breakouts                               │ │
│ │ Expenditures                            │ │
│ │ Stock Record Card                       │ │
│ │ Smart Reorder                           │ │
│ │ Breakout Report                         │ │
│ │                                         │ │
│ │                                         │ │
│ │                                         │ │
│ │                                         │ │
│ │                                         │ │
│ └─────────────────────────────────────────┘ │
│ ┌─────────────────────────────────────────┐ │
│ │                 Return                  │ │
│ └─────────────────────────────────────────┘ │
└─────────────────────────────────────────────┘
```

3. Click on the Breakouts option and the following screen will appear:

4. Click on the **New Breakout** button. The next available Breakout Number will appear in the Breakout Number field. This will become the number for this breakout.

5. Click on the drop-down arrow in the Location Created field and select the location where the stock is coming **from**.

NOTE: *This field will default to* **Location 99 – Bulk Store Room***. (You can select a new location if necessary.)*

6. Use the drop-down arrow in the Destination Store field to select the store to which the stock is being transferred.

Breakouts

| | Print Breakout | New Breakout | Import Breakout Items from PDT | Confirm Breakout |
| Breakout Search | Add/View Line Items | Cancel Breakout | Reverse Breakout | Return |

Breakout Recommendation Report

Breakout Information

Breakout No [   ]   Breakout Date 25-Feb-2003

Breakout Confirmed ☐
Breakout Cancelled ☐

From Store/Store Room

Location Created 99 ▾   Store Name Bulk

Store Type Bulk Store Room

Scroll and select the destination outlet.

To Store/Store Room

Destination Store [▾]   Store Name [   ]

1	Ship's Store # 1
9600	Candy\ Chips Machines
9800	Canned Soda Vending

Breakout Notes

7. Click on the **Breakout Notes** field and add any notes about this breakout, if needed. These notes do not appear on the breakout document.

8. Click on the Import Breakout Items from PDT button and the items scanned will be imported to the breakout.

Printing the Intra Store Transfer 973:

Once you have selected all the items for the breakout, you can print the 973 form, as follows:

1. Click on the **Print Breakout** button to print a detailed list of this breakout (NAVSUP Form 973), which includes signature blocks for authorization, delivery and receipt personnel.

Printed 973 process:

1. The Records Keeper prints out one copy of the 973. This copy is signed by the Records Keeper and then given to the issuing activity. Note: You will have to click on the Printer Icon to Print the document.

2. The issuing activity circles the quantities that were delivered and enters an amount in the "QTY FROM STORE " 99 field if requested amount differs from the delivered amount and signs the 973. Then gives this copy to the Receiving activity.

3. The Receiving activity counts the quantities and enters the quantities received in the QTY RECEIVED AT STORE column and signs the 973.

4. The Receiving activity verifies that the quantities received are the same as the quantities delivered. If the quantities are different, then the receiving activity and the issuing activity must rectify the difference. If the issuing activity and the receiving activity cannot agree to the quantities the Sales Officer must conduct a spot inventory of the items in question. Once all quantities match the 973 will be given to the Records Keeper.

5. The Records Keeper will verify that the quantities received matches the quantities issued. If they do not refer to step #4. If the quantities match, the 973 will be confirmed and the final 973 will be printed.

Once the 973 has been confirmed, there cannot be any modification. So ensure that proper care is taken prior to posting.

Canceling a Breakout:

You can cancel a breakout at any time **before** you have confirmed it. To cancel a breakout, click on the **Cancel Breakout** button. A message will inform you "You are about to cancel breakout NN." If you click on **OK,** the breakout will be canceled.

Note: Ensure that the receipt quantities and the delivered quantities match prior to confirmation.

Confirming a Breakout:

To confirm the breakout, click on the **Confirm Breakout** button. A message will inform you "after confirming, you will not be able to make any quantity changes. If you click on **OK**, the breakout will be confirmed and the inventory database will be updated. When the start of day is conducted for the POS system, the retail store will be updated with the items that were received from the breakout. These quantities can be viewed from the stock record card function, and noted under the appropriate outlet. See stock record card for further information. **Please note that breakouts and breakbacks for non-epos and canned vending outlets will update the quantity on hand (stock record card) for those outlets just like retail store and bulk storeroom outlets**. **Non-Epos and Canned profitability will be recorded when a user generates a confirmed inventory count.**
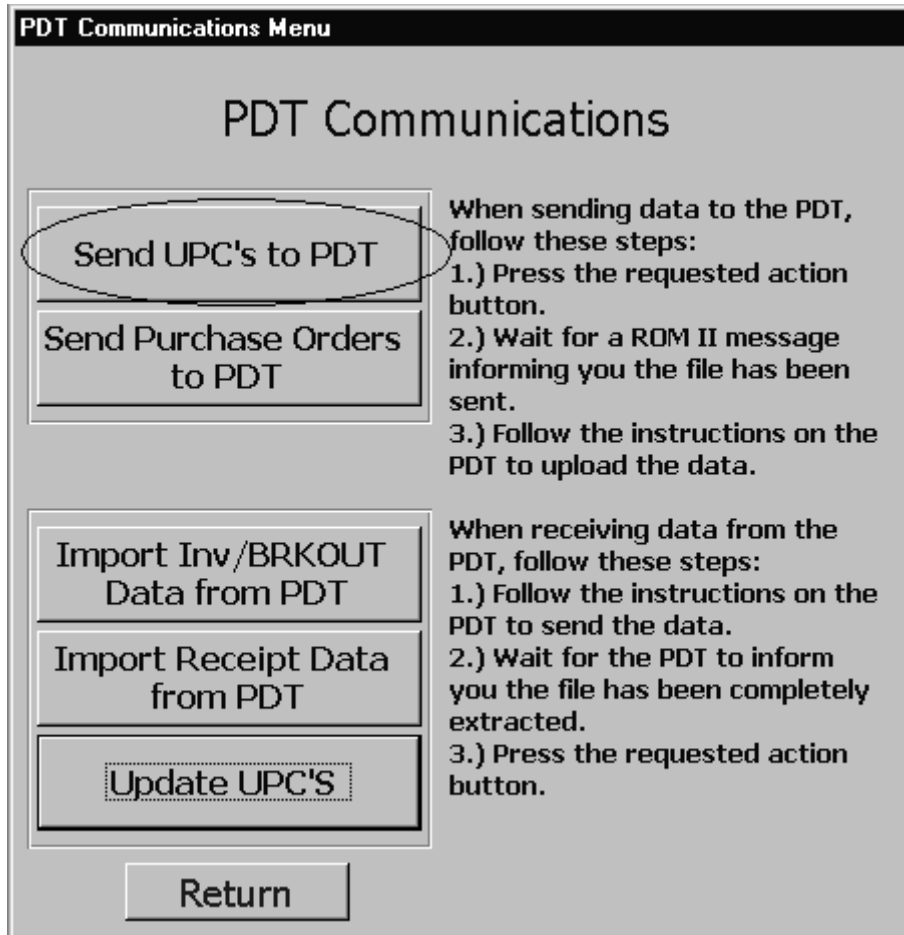
Reverse Breakout:

This option allows the operator to reverse a previously confirmed breakout. The purpose would be to UN-do breakouts that were erroneously sent to the wrong space and to help speed up the closeout process. **Please note that in ROM II a user can now create non-epos and canned vending inventory counts. These confirmed inventory counts from the vending operation will determine the outlet's profitability.**

1. Scroll and select the desired breakout to be reversed from the Breakout Search field.

Breakouts

| Breakout Search | Print Breakout | New Breakout | Import Breakout Items from PDT | Confirm Breakout |
| | Add/View Line Items | Cancel Breakout | Reverse Breakout | Return |

Breakout Recommendation Report

Breakout Information

Breakout No 0002   Breakout Date 25-Feb-2003   Breakout Confirmed ☑

Breakout Cancelled ☐

From Store/Store Room

Location Created 99   Store Name Bulk

To reverse a breakout, click this button. Ensure the proper breakout number has been selected.

Store Type Bulk Store Room

To Store/Store Room

Destination Store 1   Store Name Ship's Store # 1

Store Type Retail Store

Breakout Notes

Enter any comment or just leave blank.

2. Click on the Reverse Breakout button. Note that when you click this button that the destination store and the location created field have been reversed. The following screen will appear:

Breakout - Article Information

Breakout No 6082

Article No		Description	Quantity On Hand	Breakout Quantity	Quantity Received	
▶	0100000010	▾	*ENVELOPES 24/50 CT	48	48	0
0100000089	▾	GREETING CARD, SHIPS SPECIAL XMAS	100	100	0
0111204115	▾	PEN, GARLAND HEFFTY GOLD	2	2	0
0500004737	▾	M&M'S PLAIN "PARTY M" DISPENSR	1	1	0
0500004740	▾	M&M'S PEANUT LA-Z-BOY DISPENSER	1	1	0
✱		▾		0	0	0

Return

3. Review the line items to ensure that they are correct and click on the Return button to exit this screen.

Breakouts

Breakout Search	Print Breakout	New Breakout	Import Breakout Items from PDT	Confirm Breakout
[▼]	Add/View Line Items	Cancel Breakout	Reverse Breakout	Return
			Breakout Recommendation Report	

Breakout Information

Breakout No [ ]   Breakout Date [24-Feb-2003]

Breakout Confirmed ☐
Breakout Cancelled ☐

From Store/Store Room

Location Created ⟨99 ▼⟩   Store Name [Bulk]

Store Type [Bulk Store Room]

Note that the Location Created field and the Destination Store field have reversed.

To Store/Store Room

Destination Store ⟨1 ▼⟩   Store Name [ ]

Store Type [ ]

Breakout Notes

[   ]

The original Breakout was created in store 1 and the destination was bulk 99.

The Breakout Notes field can be used to enter information about the breakout. Click on the Confirm button once you are satisfied that all information is correct. Once this is completed, you have reversed the breakout. Click on the Return button to exit this screen.

Breakout Report:

The breakout report lists all unconfirmed and confirmed breakouts entered in the ROM II system. The report will list the breakout number, the store that breakout quantity originated, the store where that breakout quantity will be going and whether that breakout is confirmed or unconfirmed. This report is accessible from the INVENTORY MOVEMENT menu screen.

Inventory Movement Menu

Orders
Receipts
Breakouts
Expenditures
Stock Record Card
Smart Reorder
Breakout Report

Return
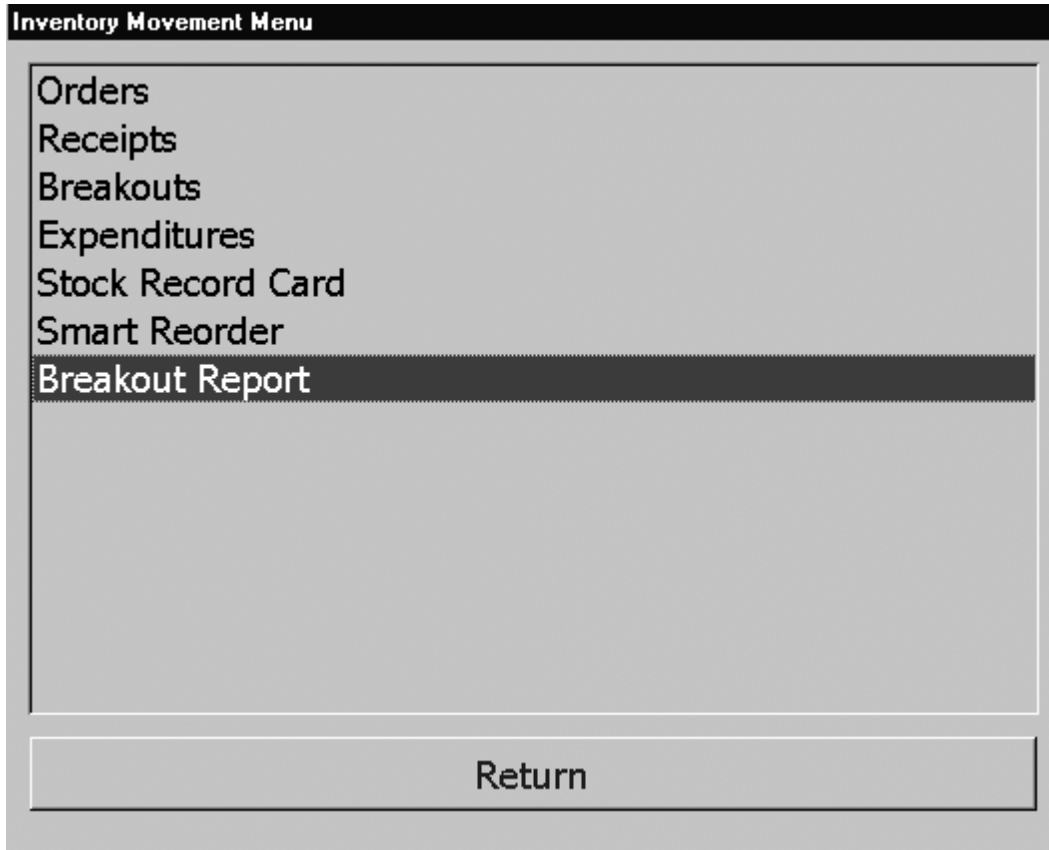
Once the "Breakout Report" entry is selected from the menu, the following report will display.

Breakout Report

USS OAK HILL   UIC V21958

Breakout Date	Breakout Number	Store From	Store To	Transfer Confirmed	Transfer Cancelled
10/3/02	0001	99	9700	Yes	No
10/3/02	0002	99	9800	Yes	No
10/4/02	0003	99	9700	Yes	No
10/4/02	0004	99	9800	No	No
10/4/02	0005	99	1	Yes	No
10/4/02	0006	99	1	Yes	No
10/4/02	0007	99	1	Yes	No
10/4/02	0008	99	1	Yes	No
10/9/02	0009	99	1	Yes	No
10/9/02	0010	99	9700	Yes	No
10/16/02	0011	99	1	Yes	No
10/17/02	0012	99	1	Yes	No
10/27/02	0013	99	9700	Yes	No
10/27/02	0014	99	9800	Yes	No
10/27/02	0015	99	1	Yes	No
10/30/02	0016	1	99	Yes	No
10/30/02	0017	9700	99	Yes	No
10/30/02	0018	9800	99	Yes	No

INVENTORY MOVEMENT:

Smart reorder:

The Smart reorder function allows the operator to generate calculated restocking orders based off the sales history of an item. This history takes time to generate the appropriate algorithm, so do not use this reorder function until you have had at least two months worth of sales.

There are two levels at which the reorder is utilized:
- The Storeroom
- The Store Level (EPOS RETAIL SPACES)

Each of the above-mentioned has two steps in the process.
1. Review/ Update Min/ Max Levels.
2. Re-Order Recommendation Report.

Refer to the following screen:
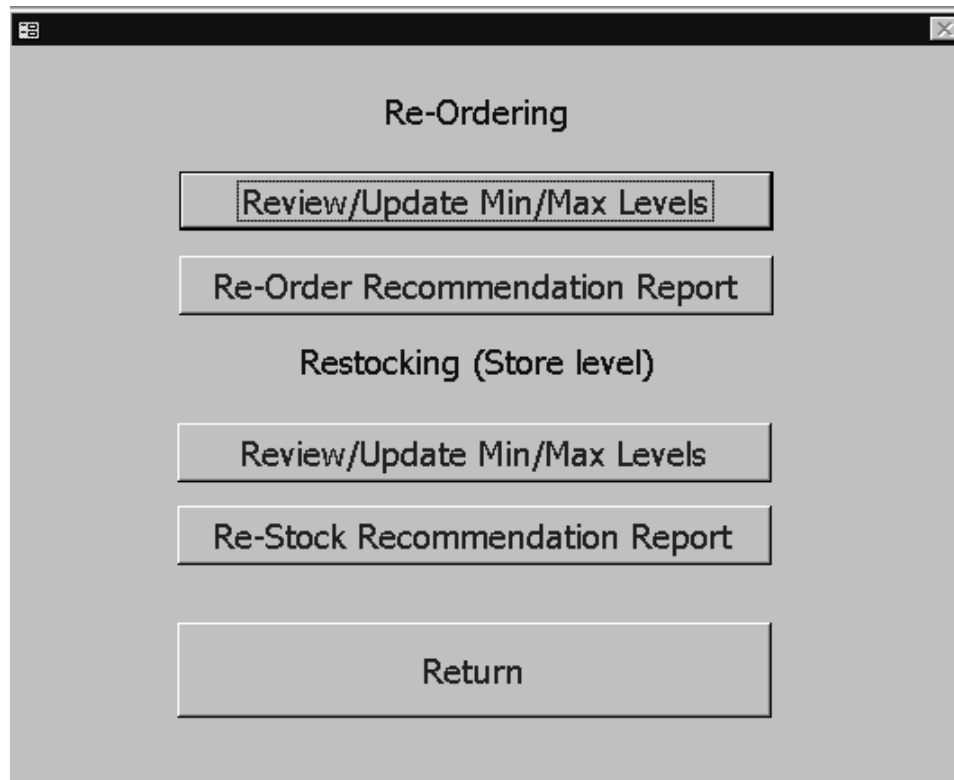
Re-Ordering (Bulk Storeroom):

Review/ Update Min/ Max Levels:

The reorder form is utilized to calculate and edit items of stock from the bulk storeroom for reorder based on the sales history of that particular item/s. The system has several criteria that can be selected to customize you reorder. Click on the Review/ Update Min/Max Levels and the following screen will appear:

1.   Click on the Change Mode button to initiate the Calculate Min/ Max Levels. Refer to the following figure.

2.   Enter the appropriate criteria in the Factors for Determining Min/Max.

- Days Required for Shipping

- Days between Re-Orders

- Minimum Days of Stock on Hand

Refer to the following figure:

- Days Required for Shipping- Enter the number of days from the time you place order until you receive order.

- Days between Re-Order-Enter the number of days between orders.

- Minimum Days of Stock on Hand- Enter the number of days of stock you want on hand.

Refer to the following figure:
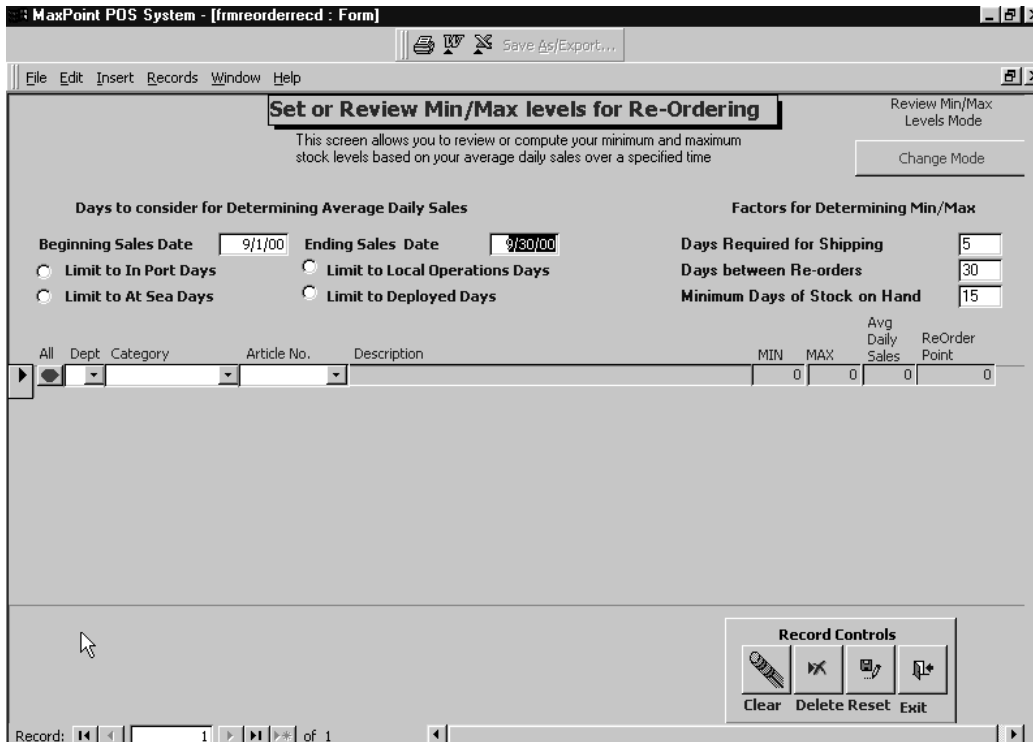
3. Select the appropriate Beginning Date and Ending Date for the period you desire to calculate from. Refer to the following figure:
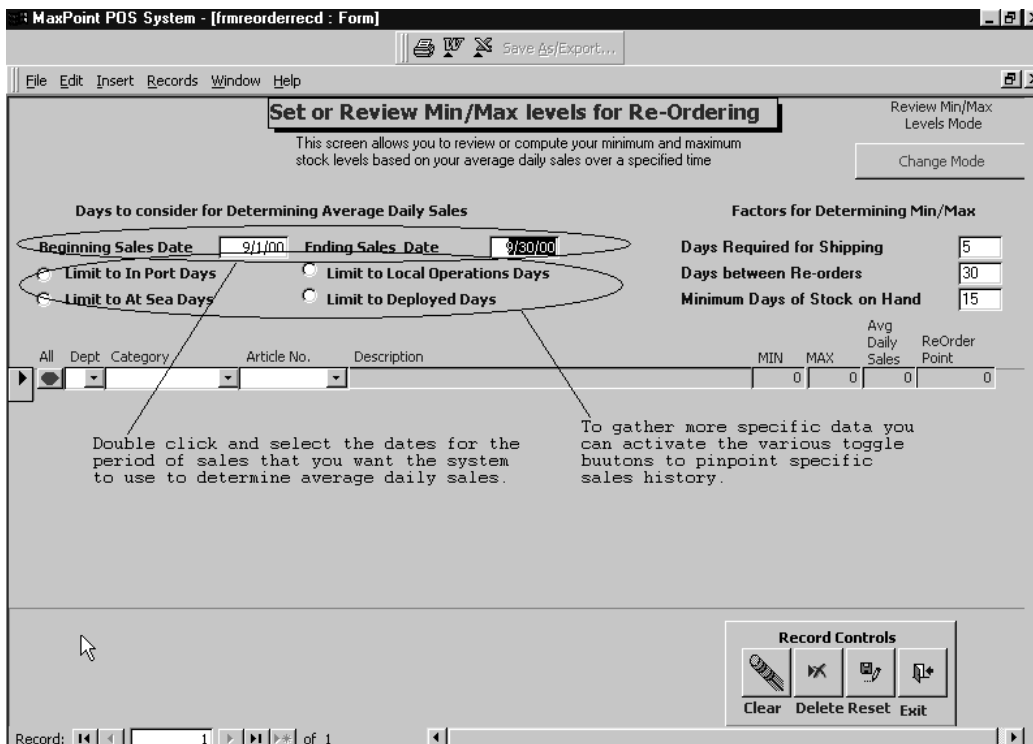
4. Select the department for the items to be calculated. Refer to the following figure:
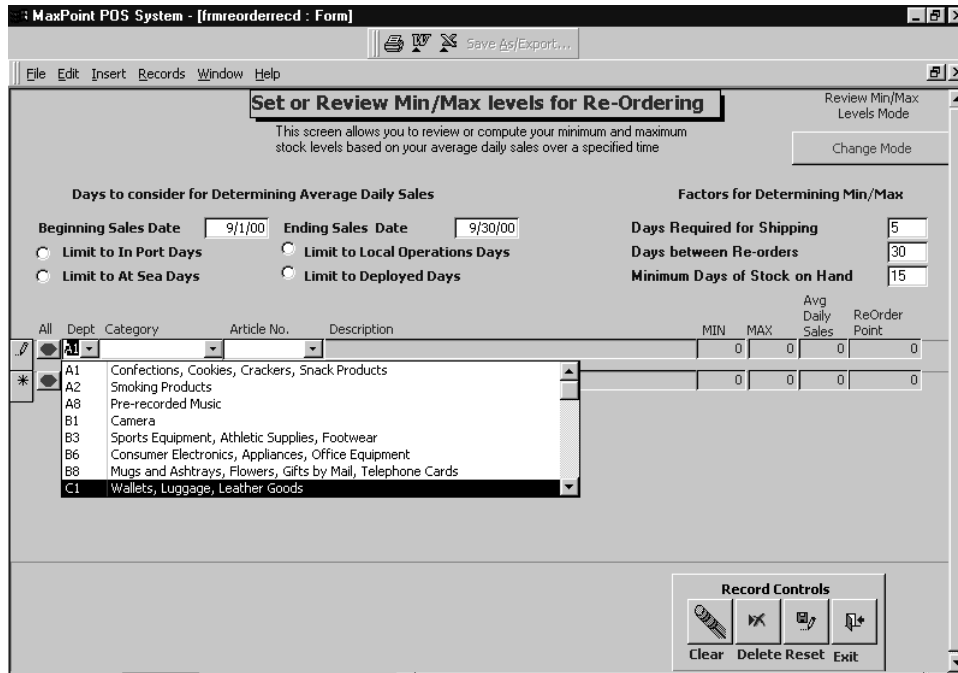
Note that the system has the ability to calculate for a specific item. Use the Category and Article fields to generate a specific item. Refer to the following figures.

MaxPoint POS System - [frmreorderrecd : Form]

File Edit Insert Records Window Help

Save As/Export...

Set or Review Min/Max levels for Re-Ordering

This screen allows you to review or compute your minimum and maximum stock levels based on your average daily sales over a specified time

Review Min/Max Levels Mode

Change Mode

Days to consider for Determining Average Daily Sales

Beginning Sales Date 9/1/00   Ending Sales Date 9/30/00

○ Limit to In Port Days   ○ Limit to Local Operations Days
○ Limit to At Sea Days   ○ Limit to Deployed Days

Factors for Determining Min/Max

Days Required for Shipping 5
Days between Re-orders 30
Minimum Days of Stock on Hand 15

All	Dept	Category	Article No.	Description	MIN	MAX	Avg Daily Sales	ReOrder Point
●	A1	(A1) CANDY	0500000393	SNICKERS (384)(288)	3025	9075	0	0
●					0	0	0	0

Article #	description
0500000393	SNICKERS (384)(288)
0500000394	MARS/3 MUSKETEERS (360)
0500000395	MARS/MARS CANDY BAR (288)
0500000396	TWIX CARAMEL (360)
0500000400	STARBURST ORIGINAL FRUIT CHEW
0500000401	SKITTLES
0500000402	MARS/M&M PLAIN (384)
0500000403	MARS/M&M PNUT (384)
0500000418	STARBURST TROPICAL FRUIT CHEW
0500000441	NESTLES/BABY RUTH (288)
0500000443	NESTLES/BUTTERFINGER (288)
0500000521	NESTLES CRUNCH BAR (360)
0500000526	NESTLES 100 GRAND BAR (360)
0500000556	(A1) CANDY HERSHEY FOODS COR

Record Controls

Clear Delete Reset Exit

Record: Click here to begin 1 of 1

MaxPoint POS System - [frmreorderrecd : Form]

File Edit Insert Records Window Help

Save As/Export...

Set or Review Min/Max levels for Re-Ordering

This screen allows you to review or compute your minimum and maximum stock levels based on your average daily sales over a specified time

Review Min/Max Levels Mode

Change Mode

Days to consider for Determining Average Daily Sales

Beginning Sales Date 9/1/00   Ending Sales Date 9/30/00

○ Limit to In Port Days   ○ Limit to Local Operations Days
○ Limit to At Sea Days   ○ Limit to Deployed Days

Factors for Determining Min/Max

Days Required for Shipping 5
Days between Re-orders 30
Minimum Days of Stock on Hand 15

All	Dept	Category	Article No.	Description	MIN	MAX	Avg Daily Sales	ReOrder Point
●	A1	(A1) CANDY	0500000393	SNICKERS (384)(288)	3025	9075	0	0
●					0	0	0	0

Record Controls

Clear Delete Reset Exit

Record: 1 of 1

1. To generate the re-order for an entire Department, Click on the RED All button. The system will begin calculating the re-order based on the criteria selected. You will see a status bar at the bottom of the screen. Refer to the following figure:

2. Once the system has finished the following screen will appear:

3. The system has determined the Min and Max Levels as well as the Average Daily Sales. Refer to the following figure:

4. The system also calculates the Re-Order amount in the last field. Refer to the following figure:

5. Click on the Save button in the lower right side of the screen to save this information. Refer to the following figure:

6. Click on the Change Mode button again to reflect Review Min/ Max Levels Mode. Enter the same criteria as before and click on the RED All button. The units have been rounded off to the nearest whole number. Refer to the following figure:

7. Click on the exit button to return to the Smart Re-Order main menu.

Re-Order Recommendation Report:

The Re-Order Recommendation Report can be generated for the manager to review items that the system has suggested for re-order. It is not necessary to print the report, however you may find it useful to do so at some point. Click on the Re-Order Recommendation Report button and the report will be generated. Refer to the following figure:

Note: You must first calculate the re-order and save prior to generating this report.

Re-order
Recommendation
Report

USS THEODORE ROOSEVELT UIC VI1247

Article	Discription	Case Pack	Min	Max	Re-order Point	Ship Time (Days)	Avg Sales/ Day	Qty On Hand	Qty On Order	Re-order Qty	Re-orderQty (Rounded to nearest Case Pack)
050000208	CHICLETS, FRUIT FLAVOR	1	47	156	62	5	9.115935	24	0	147	147
050000307	DENTYNE, CINNAMON	1	51	169	63	5	9.994815	0	0	135	135
050000327	COUGH DROPS HALLS HNY	40	18	54	22	5	1.078929	0	0	59	40
050000323	COUGH DROPS HALLS MEN	40	20	87	27	5	1.948154	7	0	88	80
050001950	BEACH SOUR BALLS	1	5	17	7	5	0.948154	5	0	19	19
050002013	LOLLIPOPS (240)	1	14	48	19	5	0.92907	3	0	42	42
050002950	CHOC TOFF RAY HAZELNU	1	1	2	1	5	0.093482	0	0	2	2
050002499	CANDY ATOMIC FIRE BALL	1	114	379	152	5	7.578929	0	0	418	418
050009566	JOLLY RANCHER PASSON	12	47	156	62	5	9.115935	0	0	171	183
050004000	JOLLY RANCHER GUMMIES	12	31	102	41	5	2.093481	2	0	110	108
050004139	ENERGY CLUB GLOWORM	12	59	198	79	5	0.92907	1	0	214	218
050004359	CANDY "AIRHEADS" ASSTT	1	44	148	59	5	2.92907	40	0	120	120
050004599	HERSHEY JUJUBES 1.5L (2	288	2	8	2	5	0.115935	0	0	8	0
050004477	LOLLIPOPS ICE CREAM	1	5	15	8	5	0.907892	0	0	18	18
050004473	Lollipop, Fruit Flavored	1	1	4	2	5	0.078929	0	0	4	4
050004497	CANDY SOUR GUMMI BEAN	1	89	212	85	5	4.290789	13	0	215	215
050004593	CANDY HIC ORANGE SLIC	12	1	4	2	5	0.078929	0	0	4	0
050004540	MILKMAID CARMELS	12	1	4	2	5	0.078929	0	0	4	0
050004542	HIC FRUITY HARD CANDE	12	17	53	23	5	1.159348	11	0	52	43
050004810	PEACH LOOPIES	144	43	142	57	5	2.948154	0	0	158	144
050004889	JOLLY RANCHER LOLLIPOP	12	43	182	65	5	9.290789	0	0	173	180
050004718	JUICY TWISTS STRAWBER	12	57	190	79	5	9.207892	0	0	209	204
050004717	JUICY TWISTS GREEN APP	12	35	117	47	5	2.948154	4	0	124	120
050004352	DOUBLEMINT (5 STICK)	40	152	508	202	5	10.11599	0	0	558	580
050005170	NESTLES BUNCHACRUNCH	1	5	17	7	5	0.948154	2	0	18	18
050009017	CANDY SOUR BRITE CRAN	1	88	294	118	5	5.994815	49	0	274	274

Page 1 of 3

Using the Create Purchase Order Smart Re-Order:

From the Create Purchase Order Smart Re-Order option from the Inventory Movement option the following screen will appear:

Click on the Populate button and the following message will appear:
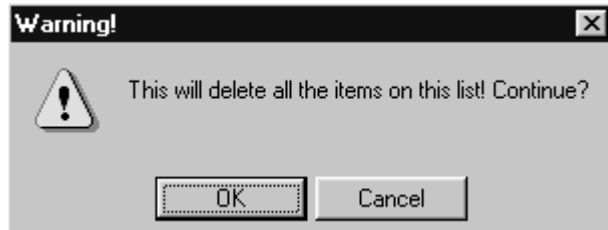
Click on the OK Button. This will purge any other smart order data with new.

The system will begin to populate the order fields with the recommended re-order. Note that any case packs that are valid the system will prompt the user to make the necessary decision. Refer to the following figure

Smart Order Report

Dept.	Category	SKU#	Description	Contract No.	Stock	Order Qty.	Order Unit	Selling Qty.	Selling Unit	Article Cost	Order
A1	(A1) GUM	0500000806	CHICLETS, FRUIT FLA	N00189-97-D-0100	0	147	PK	147	EA	$0.2500	
A1	(A1) GUM	0500000807	DENTYNE, CINNAMON	N00189-97-D-0100	0	185	PK	185	EA	$0.2300	
A1	(A1) COUGH DRO									$0.3900	

0500000827 - COUGH DROPS HALLS HNY LMN (480)

The quantity entered (59) is not a multiple of a Case Pack quantity (40).
The system will either round up (80) or down (40) to the nearest Case Pack quantity.

Would you like the system to round up?

[Yes]   [No]

Populate	Update ASL/ACB	Select All	Create PO	Return
	Delete Current	De-Select All	Stock Record	

Once all the items have been updated, the manager will need to review the items for the order. If an item is not desired for once reason or another it can be deleted or not selected for order. The recommendation report also provides the same information. Once all items have been reviewed the user can then process this order in the method described in the Orders section of this manual. Refer to the following figure:

Smart Order Report

Dept.	Category	SKU#	Description	Contract No.	Stock	Order Qty.	Order Unit	Selling Qty.	Selling Unit	Article Cost	Order
A1	(A1) GUM	0500000806	CHICLETS, FRUIT FLA	N00189-97-D-0100	0	147	PK	147	EA	$0.2500	
A1	(A1) GUM	0500000807	DENTYNE, CINNAMON	N00189-97-D-0100	0	185	PK	185	EA	$0.2300	
A1	(A1) COUGH DRO	0500000827	COUGH DROPS HALLS	N00189-97-D-0100	0	80	EA			$0.3900	
A1	(A1) COUGH DRO	0500000828	COUGH DROPS HALLS	N00189-97-D-0100	0	80	EA			$0.3900	
A1	(A1) CANDY	0500001950	BRACH SOUR BALLS	N00189-97-D-0099	0	13	EA			$0.4900	
A1	(A1) CANDY	0500002018	LOLLIPOPS (240)	unassigned	0	42	EA			$0.3500	
A1	(A1) CANDY	0500002350	CHOC TOFFIFAY HAZ	N00189-98-D-0008	0	2	EA			$0.3700	
A1	(A1) CANDY	0500002439	CANDY ATOMIC FIRE	N00189-96-D-0103	0	416	JR	416	EA	$0.0300	
A1	(A1) CANDY	0500003566	JOLLY RANCHER PASS	N00189-97-D-0099	0	180	EA			$0.5600	
A1	(A1) CANDY	0500004000	JOLLY RANCHER GUM	N00189-97-D-0099	0	120	EA			$0.8600	
A1	(A1) CANDY	0500004183	ENERGY CLUB GLO W	N00189-96-D-0098	0	216	EA			$0.6500	
A1	(A1) CANDY	0500004359	CANDY "AIRHEADS" A	N00189-99-D-0055	0	120	EA			$0.8200	
A1	(A1) CANDY	0500004389	HERSHEY/JUJUBES 1.	N00189-97-D-0099	0	288	EA			$0.3300	
A1	(A1) CANDY	0500004779	LOLLIPOPS ICE CREAI	SSD-234-00-98	0	16	EA			$0.0800	
A1	(A1) CANDY	0500004478	Lollipops, Fruit Flavore	SSD-234-00-95	0	4	EA.	4	EA	$0.0800	
A1	(A1) CANDY	0500004497	CANDY SOUR GUMMI	SSD-194-00-96	0	215	EA			$0.7900	
A1	(A1) CANDY	0500004538	CANDY HI-C ORANGE	N00189-97-D-0099	0	12	EA			$0.9000	
A1	(A1) CANDY	0500004540	MILKMAID CARMELS	N00189-97-D-0099	0	12	EA			$0.9000	
A1	(A1) CANDY	0500004542	HI-C FRUITY HARD CA	N00189-97-D-0099	0	60	EA			$0.9000	

Populate	Update ASL/ACB	Select All	Create PO	Return
	Delete Current	De-Select All	Stock Record	

Restocking (Store Level):

Review/ Update Min/ Max Levels:

The reorder form is utilized to calculate and edit items of stock from the retail store for reorder based on the sales history of that particular item. The system has several criteria that can be selected to customize you reorder. Click on this option and the following screen will appear:

1.   Click on the Change Mode button to activate the Calculate Min/ Max Levels Mode.

2.   Scroll and select the appropriate EPOS activity that the smart re-stocking calculation is to be generated for. Refer to the following figure:

Select the appropriate
EPOS activity for smart
re-stocking to be
calculated.

3.   Enter the number of days between breakouts in the Days between Re-Orders field.
4.   Enter how many days of stock you want to keep on hand in the Minimum Days of Stock on Hand field. Refer to the following figure:

Enter the desired days beween breakouts and
the minimum days of stock on hand.

5.   Enter the starting and ending dates for the specific period that you want use as filtering criteria.

6. You can use additional filtering criteria to make the smart re-stock more specific. Refer to the following figure:
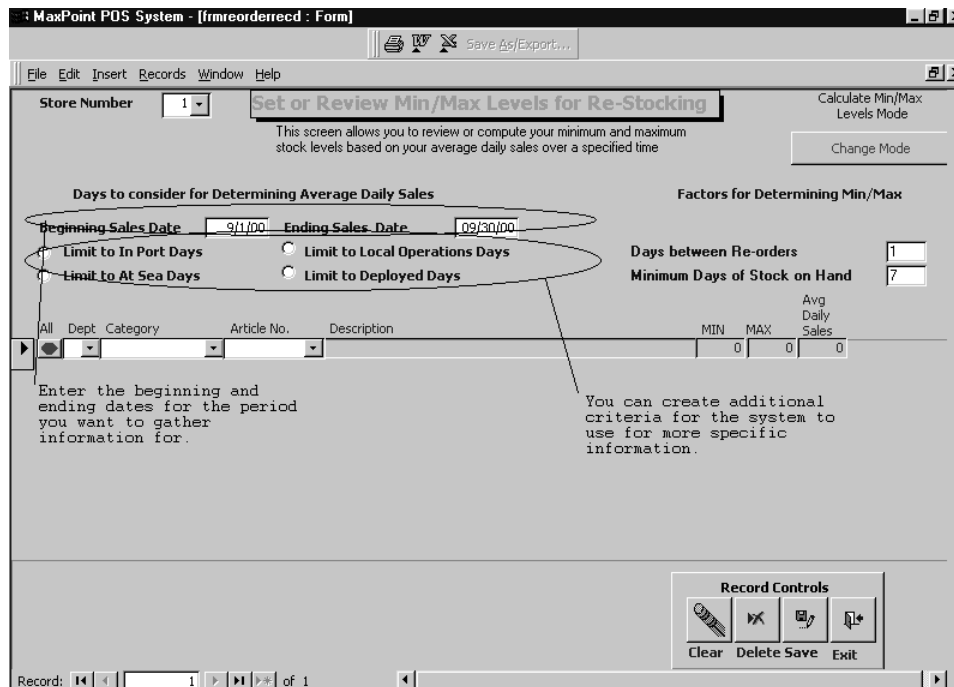
7. Scroll and select the department that you want to generate the smart re-stocking for. Refer to the following figure:
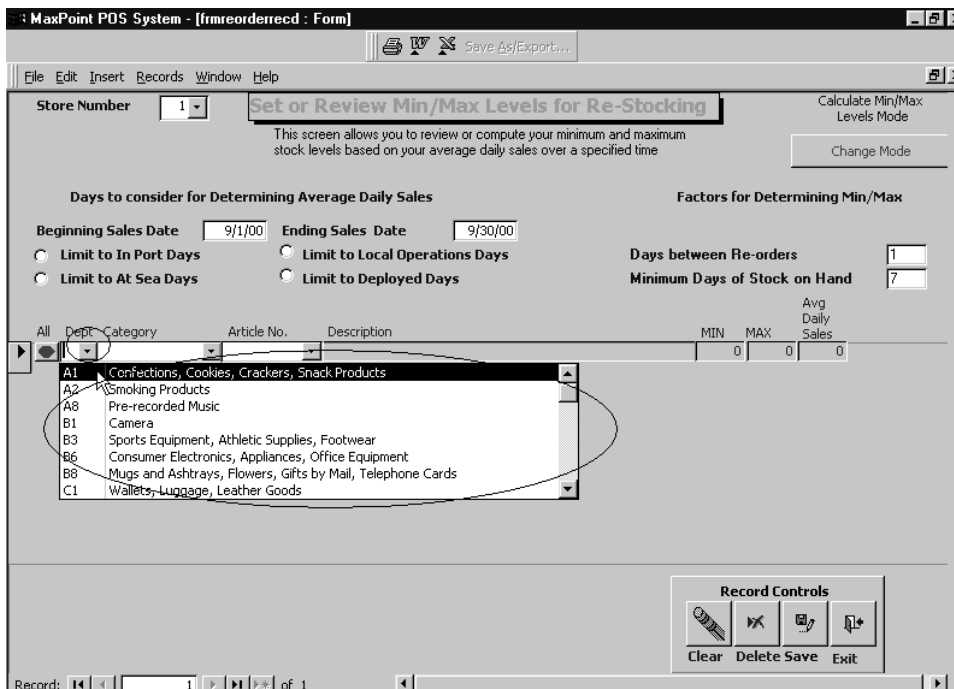
8. You can identify specific items for smart re-stocking or generate a re-stocking for the entire department.

9. Click on the RED All button and the system will calculate the Re-stocking level for the EPOS activity. Refer to the following figure:

10. Once the system has finished with its calculations based on the criteria selected the following screen will appear populated with the information:
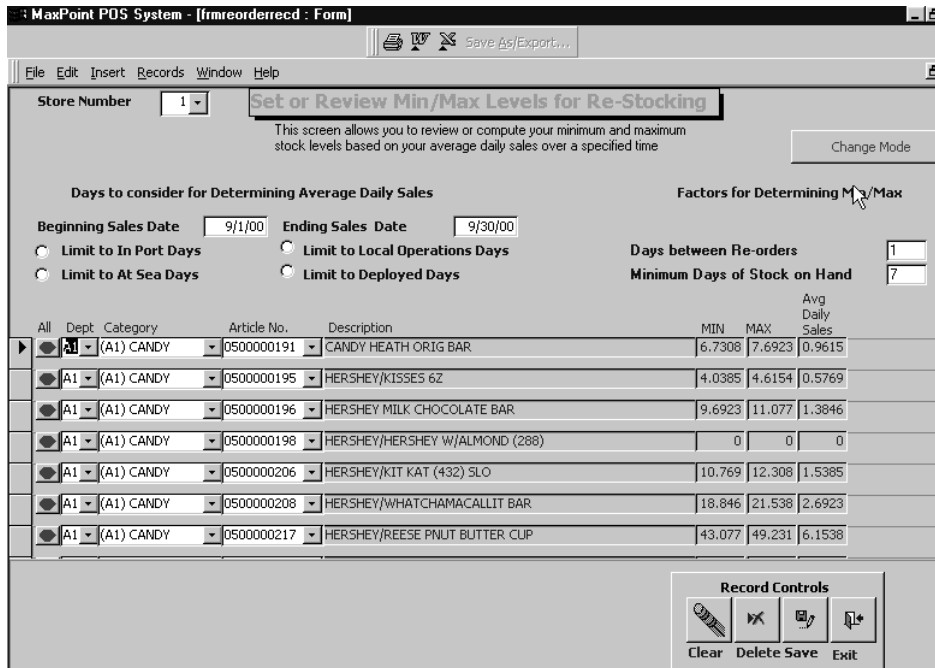
11. Click on the save button to save this information. Refer to the following figure:
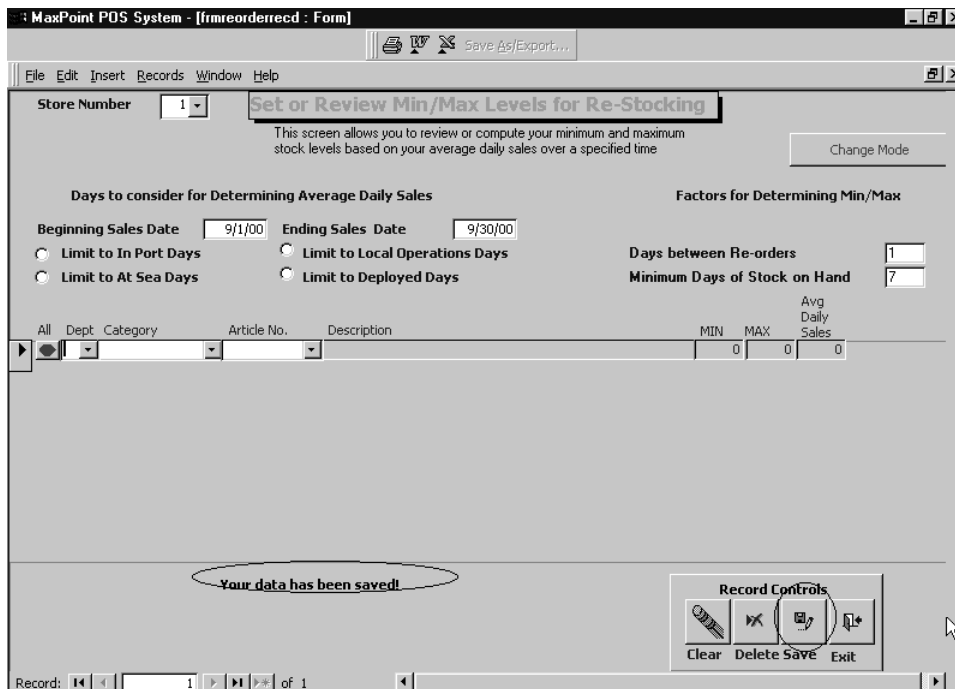
11. Click on the Exit button to return to the Smart Re-Order Main menu.

Re-Stock Recommendation Report:

The Re-Stock Recommendation Report can be generated for the manager to review items that the system has suggested for re-stock. Click on the Re-Stock Recommendation Report button and the report will be generated. Refer to the following figure:

Note: You must first calculate the re-stock and save prior to generating this report.

Breakout
Recommendation
Report

Run Date: 1/5/0
Run Time: 21:2

USS THEODORE ROOSEVELT UIC V 21247

Store   1

Stock Number	Description	Min	Max	QTY On Hand Store	QTY On Hand Bulk	Brkou QTY
0500000191	CANDY HEATH ORIG BAR	7	8	0	576	288
0500000195	HERSHEY/KISSES 6Z	4	5	0	168	24
0500000196	HERSHEY MILK CHOCOLATE BAR	10	11	0	1728	432
0500000208	HERSHEY/WHATCHAMACALLIT BAR	19	22	7	394	394
0500000217	HERSHEY/REESE PNUT BUTTER CUP	43	49	5	5714	432
0500000232	HERSHEY/MINIATURES ASSTD	6	7	0	144	24
0500000807	DENTYNE, CINNAMON	24	27	0	0	NIS
0500000816	TRIDENT, SPEARMINT SUGAR FREE	26	29	6	96	23
0500000827	COUGH DROPS HALLS HNY LMN (480)	8	9	0	0	NIS
0500000828	COUGH DROPS HALLS MENTHO (480)	9	11	7	0	NIS
0500002107	CANDY DOVE MILK CHOC	6	7	2	288	288
0500002416	DOUBLE DECKER MOON PIE	7	8	2	72	12

Use this report to generate your next Breakout.
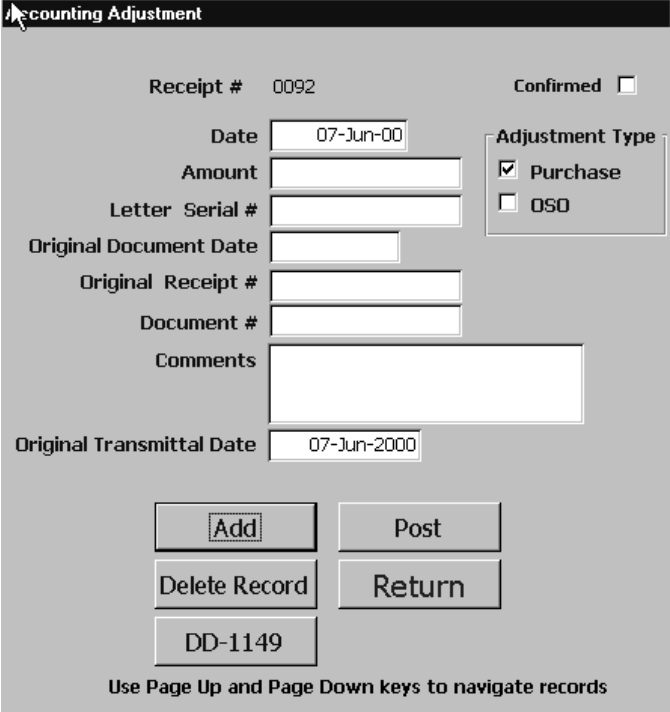
Financial Accounting:

This function allows the operator to perform all of the accounting functions related to your ship's store system. To access this function, click on Financial Accounting. The following screen will appear:

Financial Accounting Menu

- Accounting Adjustments
- Amusement Collections
- Amusement Machine Remittance
- Cash Memorandum
- Close out 153
- Contributions to Ship Stores
- Daily Returns Report
- Daily Transaction Report
- Equipment Purchases
- Grants to Ship
- Laundry and Service Charges
- Liabilities Assumed
- Loans Paid
- Loans Received
- Rebates
- Receipt Transmittal
- Transfer of Ships Funds
- Vending Collections

Return

Accounting Adjustments:

This function allows you to make adjustments to receipts. To access this function, click on this selection, and the following menu will appear:

Adding a New Accounting Adjustment:

1. Click on the Add button. The next available receipt number and the current date fields are populated.

2. Enter the amount of the accounting adjustment. For negative figures ensure that a minus sign precedes the amount.

3. Enter the sequence number in the Letter Serial Number field.

4. Double click in the Original Document Date field and select the appropriate date.

5. Enter the receipt number in the Original Receipt Number field.

6. Enter the procurement document number in the Document Number field.

7. Enter any comments about the accounting adjustment in the Comments field.

8. Check the appropriate box in the Adjustment Type field.

9. Once you have verified that all information is correct, click on the Post button to finalize the accounting adjustment.

Accounting Adjustment

Receipt # 0092	Confirmed ☐
Date 07-Jun-00	**Adjustment Type**
Amount ($211.50)	☑ Purchase
Letter Serial # 9745	☐ OSO
Original Document Date 01-Apr-2000	
Original Receipt # 89	
Document # v20632-0092-9745	
Comments receiving error	
Original Transmittal Date 6/1/2000	

Add	Post
Delete Record	Return
DD-1149	

Use Page Up and Page Down keys to navigate records

Deleting a Accounting Adjustment:

Once an Accounting Adjustment has been posted it cannot be deleted. Another accounting adjustment must be created to correct an error to the specific accounting adjustment.

If you have not posted the accounting adjustment you can then delete it.

1. Use the Page Up and Page Down keys to locate the accounting adjustment that you desire to delete.

2. Once you have located the appropriate accounting adjustment, click on the Delete Record button.

Printing a Accounting Adjustment:

1. Use the Page Up and Page Down keys to locate the accounting adjustment that you desire to delete.

2. Once you have located the appropriate accounting adjustment, click on the DD-1149 button.

ACCOUNTING ADJUSTMENT	RECEIPT NUMBER 0092	Confirmed	Page 1 of 1	5. DATE 07-Jun-00	6.REQUISITION NUMBER v20632-0092-9745

1. FROM

V20632

USS SAIPAN LHA-2

FPO AE 09549-1605

7. DATE MATERIAL REQUIRED   **8. PRIORITY**

2. TO:

9 .AUTHORITY OR PURPOSE

10 .SIGNATURE

S. L. DORMAN , ENS,SC,USNR

11 .VOUCHER NUMBER

3. SHIP TO:

12 .DATE SHIPPED

13 .MODE OF SHIPMENT

14 AIR MOVEMENT DESIGNATOR

4.   Accounting and Appropriation Data

Appropriation Symbol And SubHead	Object class	Bureau Control No.	Sub Allot	Authorization Acct'g Act'Y	Trans Type	Property Acct'g Act'y	Cost Code	Amount
97X4930.NC1A	000	21001	0	000250	7C	V20632	000000929745	($211.50)

ACCOUNTING ADJUSTMENT   PURCHASES   ($211.50)

THIS DOCUMENT EFFECTS RECEIPT # 89, DOCUMENT # v20632-0092-9745
ORIGINALLY TRANSMITTED IN THE MONTH OF 6/2000

receiving error

Confirmed Accounting Adjustment
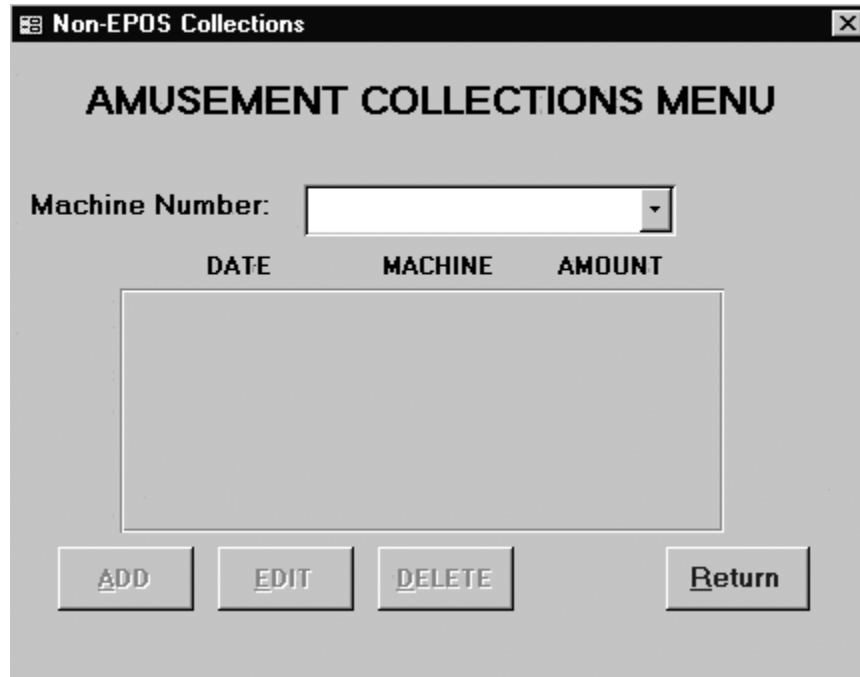
10.4

29 August 2005

Versions 241/242-01.02 and UP

Amusement Collections:

This function allows you to enter data regarding the collection of money from amusement machines. To access this function, click on this selection and the following screen will appear:

Adding a Amusement Collection:

To post an amusement collection to the ROM II system, complete the following:

1. Use the drop-down arrow in the Machine field to locate and select the machine from which a collection was made.

2. Highlight the collection entry.

Non-EPOS Collections   ✕

AMUSEMENT COLLECTIONS MENU

Machine Number: [▼]

DATE   [Video   ]

[   ]

[ADD]   [EDIT]   [DELETE]   [Return]

Non-EPOS Collections   ✕

AMUSEMENT COLLECTIONS MENU

Machine Number: [Video   ▼]

DATE	MACHINE	AMOUNT
5/15/03 11:32:23 AM	1	$0.00

[ADD]   [EDIT]   [DELETE]   [Return]

```
┌─────────────────────────────────────────────┐
│ Vending Collection                            │
├─────────────────────────────────────────────┤
│                                               │
│        ADD AMUSEMENT COLLECTION               │
│                                               │
│        Machine Number:  [1    ]               │
│     Machine Descriptionr: [Video         ]    │
│         Today's Date:  [        15-May-2003]  │
│            Counter:  [          ]             │
│      Amount Collected:  [        $0.00]       │
│          Collected By:  [              ]      │
│        ┌─────────────────────────┐            │
│        │      Save Changes       │            │
│        └─────────────────────────┘            │
│        ┌─────────────────────────┐            │
│        │         Return          │            │
│        └─────────────────────────┘            │
│                                               │
└─────────────────────────────────────────────┘
```

Adding or Editing an Amusement Collection:

- After highlighting the particular collection.

- Click the Add or Edit button and then put in the required information.

Deleting an Amusement Collection:

- After highlighting the particular collection.

- Once you have located the collection, click on the Delete button.

Amusement Machine Remittance:.

The Amusement Machine Remittance form allows the operator to enter information and post checks sent to the amusement machine vendor for leasing.

Adding a Amusement Machine Remittance:

1. Click on the Add Remittance button. The screen will refresh. Refer to the following figure:

2. Double click in the Starting Date field and select the appropriate date starting date.

3. Double click in the End Date field and select the appropriate ending date. Refer to the following figure:

4. Click on the Compute Total Collections and Total Due button. The system will automatically calculate amusement machine collections and calculate the percentage due to the vendor. Refer to the following figure:

5. Enter the total that is displayed in the Total Due field in the Amount field. Refer to the following figure:

Note prior to confirming any remittance, verify that the Total Collections amount is the same as that that is totaled in the cashbooks.

07-Jun-00

From: Commanding Officer, USS SAIPAN, LHA-2
To: SPRING VALLEY AMUSEMENT
       1529 TECHNOLOGY DRIVE
       CHESAPEAKE, VA 23320

Subj: MONTHLY TRANSMITTAL OF MONIES FOR LEASED AMUSEMENT MACHINES

Encl: (1) Check Number 123456 in the amount $144.57

1. Enclosure (1) is forwarded in accordance with the terms of the lease contract for electronic amusement machines. The following information applies:

    a. Period Covered: 6/1/2000 to 6/7/2000
    b. Total Cash Collected per Cashbook:

6. Click on the Transmittal button and the following letter be generated:

10.10

29 August 2005

Versions 241/242-01.02 and UP

Name of Game	Current Meter Reading	Previous Meter Reading	Number of	Cash Collected
METAL SLUG	249136	248447	689	$62.00
STREET FIGHT	38645	37347	1298	$75.00
TEKKEN III	205047	205070	-23	$100.00
DIE HARD	111933	111424	509	$12.00
AREA 51	0	0	0	$25.00
RAIDEN	0	0	0	$63.00

c. Contractor's Remittance:
42.9% of Gross Sales: $337

A. H. PAGE, CDR, SC, USN
By direction

Copy to:
Commander
Navy Exchange Service Command (Code A)
3280 Virginia Beach Blvd
Virginia Beach, VA 23452-5724

Amusement Machine Remittance Letter

Cash Memorandum:

This function lets you run your monthly Cash Memorandum report. To access this function, click on this selection. From this screen, you can print an existing Cash Memorandum (one that was previously generated), or create a new one. Click on this option and the following screen will appear:

Creating a New Cash Memorandum:

To create a new Cash Memorandum report, complete the following:

1.   Click on the Generate Voucher Number button. A new voucher number will be inserted into the Voucher Number field.

2.   Advance to the Start Date field and double-click. Use the calendar selection box to select a start date for your report.

3.   Advance to the End Date field and double-click. Use the calendar selection box to select an end date for your report. Refer to the following figure:

4.   To save just click the Return button and select the yes button on the message box that pops up.

5.   Click on the Print Memorandum Cash Sales Invoice button. The report will be generated and then displayed for you to view. Refer to the following:

10.12

29 August 2005

Versions 241/242-01.02 and UP

REQUISITION AND INVOICE/SHIPPING DOCUMENT		5.REQUISITION DATE	6. REQUISITION NUMBER
Page 1 of 1			

1. FROM
S. L. DORMAN, ENS,SC,USNR
USS SAIPAN LHA-2

7. DATE MATERIAL REQUIRED

8. PRIORITY

2. TO
DISBURSING OFFICER
USS SAIPAN LHA-2

9. AUTHORITY OR PURPOSE
NAVSUP PUB 487, PAR 2232

10. SIGNATURE
S. L. DORMAN, ENS,SC,USNR

11. VOUCHER #/DATE
V20632-0159-7554

3. SHIP TO

12. DATE SHIPPED

11B.

13. MODE OF SHIPMENT

14. BILL OF LADING

15. AIR MOVEMENT DESIGNATOR

4. Appropriation Symbol And SubHead	Object class	Bureau Control No.	Sub Allot	Authorization Acct'g Act'Y	Trans Type	Property Acct'g Act'y	Cost Code	Amount
97X4930.NC1A	007		0	060951	3C	100721	0V2063298074	$305.04
17R8723.2301			0		3C		0V2063275400	$337.00

ITEM NO. (a)	FEDERAL STOCK NO.,DESC.AND CODING OF MATERIAL AND/OR SERVICE (b)	UNIT OF ISS. (c)	QUANTITY REQ. (d)	SUPPLY ACTION (e)	TYPE CON-TAINER (f)	CON-TAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)
	CASH DEPOSITED WITH THE DISBURSING OFFICER ON 6/7/2000							
	CASH FROM SALES (97X4930)							$0.00
	CASH FROM SOFT DRINK VENDING CUP AND CAN TYPES (97X4930)							$0.00
	CASH FROM BULK SALES (97X4930)							$305.04
	CASH COLLECTED FROM AMUSEMENT MACHINES (178723)							$337.00
	OTHER CONTRIBUTIONS AND SERVICE CHARGES (178723)							$0.00
	I CERTIFY THAT I HAVE RECEIVED FROM S. L. DORMAN, ENS,SC,USNR CASH IN THE AMO						TOTAL	$642.04

$642.04 REPRESENTING CASH COLLECTED FROM RETAIL SALES $0.00,
CASH COLLECTED FROM SOFT DRINK, CUP AND CAN TYPE
VENDING MACHINES $0.00, CASH COLLECTED FROM FOUNTAIN SALES (NONE),
CASH COLLECTED FROM BULK SALES $305.04, CASH COLLECTED FROM AMUSE MACHINES $337.00,
REB. CHECKS FROM EXCHANGE CAT. SALES (NONE), OTHER CONTRIB. & SERVICE CHARGES $0.00,
FOR THE PERIOD 6/1/2000 TO 6/7/2000 WHICH AMOUNT HAS BEEN INCLUDED IN MY STATEMENT
OF ACCOUNTABILITY FOR THE PERIOD ENDING 6/7/2000

16. TRANSPORTATION VI				17. SPECIAL HANDLING					
18. ISSUED BY	TOTAL CONTAINER	TYPE CONTAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CURRENT	19. R E C E I P T	Containers Received Except As Noted	DATE / BY	Sheet Total $642.04
CHECKED BY			C.F.GONZALEZ,ENS,SC,US SYMBOL NO. 8356 6/6/00				Quantities Received Except as Noted	DATE / BY	Sheet Total
PACKED BY							Posted	DATE / BY	Sheet Total

DD FORM 1149   ORIGINAL

10.13

29 August 2005

Versions 241/242-01.02 and UP

Printing an Existing Cash Memorandum:

To print an existing Cash Memorandum report, complete the following:

1.   Click on the Voucher Number drop-down arrow to locate and select the voucher number for the Cash Memorandum that you wish to print.

2.   Click on the Print Memorandum Cash Sales Invoice button. The report will be generated and then displayed for you to view.

3.   When you are ready to print the report, from the preview screen, click on the print memorandum cash sales invoice button.

4.   Click on the return button to exit to the previous screen.

Close Out 153:

The Close Out 153 function is used at the end of the accounting period. To close out the 153, click on this option and the following screen will appear:

1.   Click on the Close Accounting Period button and you will get the following question messages:

MaxPoint POS System

Have you completed and posted your physical inventories?

[Yes] [No]

Message Number One

MaxPoint POS System

Have you verified that all information on your 153 is correct?

[Yes] [No]

Message Number Two

NEXCOM BackOffice

Has a backup been done?

[Yes] [No]

Message Number Three

NEXCOM BackOffice

Extract CMP data and generate CMP report

[Yes] [No]
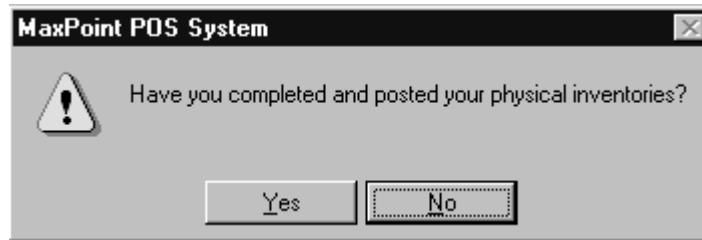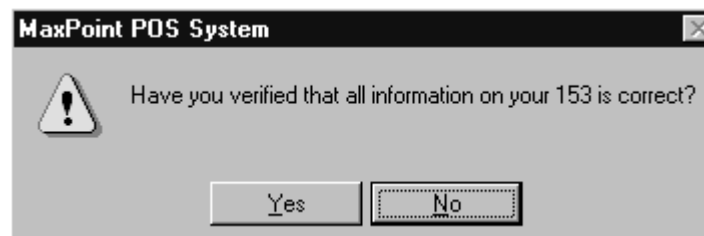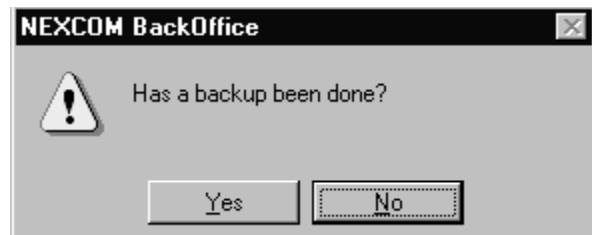
Message Number Four

Close Out Accounting Period

Extract CMP Data ▨
Update Opening Inventory ▨

NEXCOM BackOffice

Please insert a disk into drive A: to export the CMP Data

[OK]   [Cancel]

Update Beg

Next A

Next Accounting Period Ending Date   21-May-03

mm/dd/yy

[Start New Fiscal Year]   [Extract CMP Data AND Close Accounting Period]   [Return]

▮▮▮▮▮▮▮▮▮▮

Message Number Five

Continuous Monitoring Program
ROM II Data Elements and PulsePoint Grades

Unit - USS RENTZ		Accounting Period Start Date: 2/1/2006		Date- 6/22/2006

Emblematic %
(Total Emblematic Cost / B28) — 23.21 (YELLOW) (Emblematic% > 15% and < 25%)

153 Block B28: 18997.76
Total Emblematic Cost 4410.16

Financial Difference % — -0.90 (GREEN) NET DIFF <= $1500 OR Financial Difference % <= 1%
Net Difference 73.52
Total Sales Cost 8142.60

Canned Vending Gross Profit % — 45.12 (GREEN) GP >= 35% and <= 55%
Sales at Cost 1076.15
Sales at Retail 1961.00
Gross Profit 884.85

Snack Vending Gross Profit % — 0.00 (RED) GP <= 6% OR GP >= 24%
Sales at Cost 0.00
Sales at Retail 0.00
Gross Profit 0.00

Retail Gross Profit% — 15.78 (GREEN) GP >= 10% and <= 20%
Sales at Cost 7066.45
Sales at Retail 8390.75
Gross Profit 1324.30

Stock Turn — 0.68 (RED) StockTurn < 1.23
Acct Period month: 4

Automated Accounting Adjustment % — 4.20 (RED) AAA >= 3%
Automated Accounting Adjustment 341.60
Total Sales Cost 8142.60

Retail Stores (EPOS) % Diff — -1.47 (GREEN) NET DIFF <= $1500 OR Financial Difference % <= 1%
Cash Over (short), Cost Basis -146.60
Inv Over (short) 42.91
Net Diff -103.69
Sales at Cost 7066.45

Random Spot Check Inventories — 0   One per week required for each Bulk and Retail Outlet.

% Line Items Verified (Retail) — 0   5% per week required

% Line Items Verified (Bulk) — 0

Continuous Monitoring Report

Continuous Monitoring Program
ROM II Data Elements and PulsePoint Grades

Unit - USS KAUFFMAN	Date- 11/

Emblematic %
(Total Emblematic
Cost / B28)   6.32   (GREEN) Emblematic% <= 15%   Stock Turn   0.21   (RED) Stock Turn 1.0

153 Block B28:   12065.05

Total Emblematic Cost   763.05

Financial Difference %   -387.24   (GREEN) NET DIFF <= $1500 AND Financial Difference % <= 1%   Cost of Operations   0.00   (GREEN) AAA < sales

Net Difference   -2542.48

Total Sales Cost   656.57

Canned Vending
Actual Gross Profit %   216.98   (RED) GP <= 30% and >= 60%

Sales at Cost   72.17

Collections   300.00

Sales at Retail   105.00

NEXCOM BackOffice ☒
⚠ Do you wish to continue Closeout Process?

[Yes]   [No]

Over
)>=

Message Number Six

Continuous Monitoring Program
ROM II Data Elements and PulsePoint Grades

Unit - USS KAUFFMAN   Date- 11/

Emblematic %
(Total Emblematic
Cost / B28) | 6.32 | (GREEN) Emblematic % <= 15%

153 Block B28:   12065.05

Total Emblematic Cost   763.05

Stock Turn | 0.21 | (RED) Stock Turn 1.0

Financial Difference % | -387.24 | (GREEN) NET DIFF <= $1500 AND Financial Difference % <= 1%

Net Difference   -2542.48

Total Sales Cost   656.57

Cost of Operations | 0.00 | (GREEN) AAA < sales

Canned Vending
Actual Gross Profit % | 216.98 | (RED) GP <= 30% and >= 60%

Sales at Cost   72.17

Collections   300.00

Sales at Retail   105.00

START CLOSEOUT FUNCTION! ☒

Click OK to start the Accounting Period Closeout

[OK] [Cancel]

Message Number Seven

The following screen will appear like this when a closeout is performed.

Close Out Accounting Period

Extract CMP Data ☑
Update Opening Inventory ☑
Update Funds Brought Foward ☑
Update Beginning Loan Balance ☑
Update Beginning and Ending Dates of Accounting Period ☑

Next Accounting Period Beginning Date | 20-May-03 |

Next Accounting Period Ending Date | 21-May-03 |

mm/dd/yy

[Start New Fiscal Year] [Extract CMP Data AND Close Accounting Period] [Return]

Note: To learn more about CMP, go to the chapter labeled Continuous Monitoring Program in the user's guide.

Clicking on the START NEW FISCAL YEAR button will display:
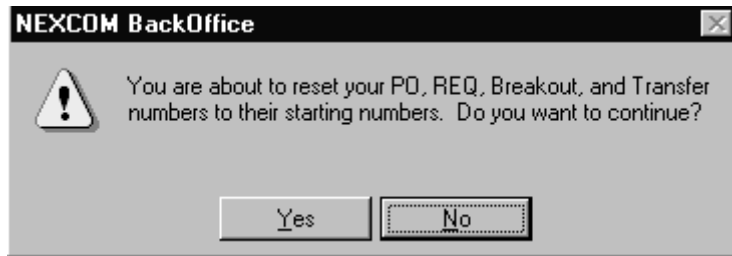
Message Number Eight

Once you have completed all of the things that are requested, then the system will close out and refreshes all information.

Contribution to Ship's Store:

This function lets you enter contributions received by the Ship's Store system into ROM II. To access this function, click on this selection and the following screen will appear:

Adding a New Contribution:

To add a new contribution, do the following:

1. Click on the Add Contribution button.

2. Enter the amount of the contribution (include the decimal point) into the Amount field.

3. Advance to the Date field and double-click. Use the calendar selection box to select the date that the contribution was received.

4. Advance to the Check # field and enter the check number.

5. Advance to the Comments field and enter any appropriate comments (for instance, the contributor's name).

6. Click on the Save Changes button. Refer to the following figure:

Deleting a Contribution:

To delete a contribution, do the following:

1. Scroll to the contribution desired to delete.

2. Click on the Delete Contribution button.

3. Click on the Save Changes button.

4. On the Return button to return to the previous menu.
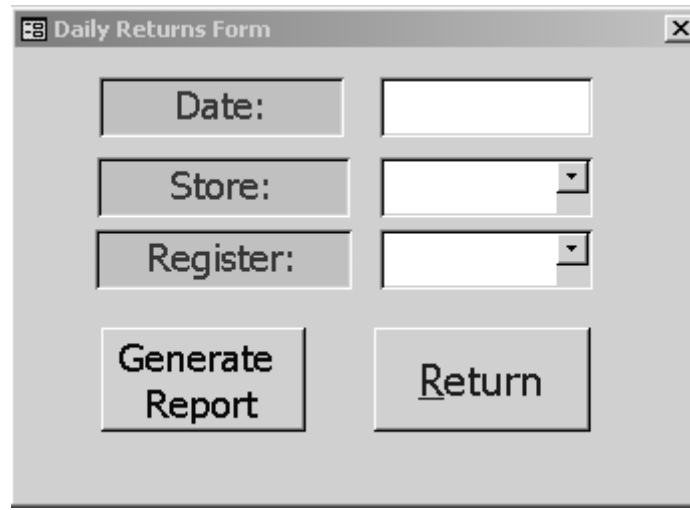
Daily Returns Report:

The Daily Returns Log is used that when given a specific set of filters will generate a report of returned items in a specific EPOS activity.

1. Double click in the Date field and enter the desired date.

2. Scroll and select the appropriate store.

3. Scroll and select the appropriate register.

4. To generate the report, click on the Generate Report button

Daily Transaction Report:

The Daily Transaction Log is used that when given a specific set of filters will generate a report of sales in a specific EPOS activity.

5. Double click in the Date field and enter the desired date.

6. Scroll and select the appropriate store.

7. Scroll and select the appropriate register.

8. To generate the report click on the Generate Report button. Refer to the following figure:

Equipment Purchase:

This function lets you account for the purchase of major equipment. (For a list of authorized equipment, refer to NAVSUP P-487 chapter 4 paragraph 4411.1). To access this function, click on this selection and the following screen will appear:

Adding a New Equipment Purchase Record:

To add a new equipment purchase, do the following:

1. Click on the Add Purchase button.

2. Enter the amount of the purchase (include the decimal point) into the Amount field.

3. Advance to the Date field and double-click. Use the calendar selection box to select the date that the purchase occurred.

4. Advance to the Comments field and enter a brief description of the equipment and from whom it was purchased. Refer to the following figure:

5. Click on the Save Changes button. Refer to the following figure:

Equipment Purchases

Amount $200.00 Posted to 153 ☑

Date 07-Jun-2000

Comments coin changer

Add Purchase   Post to 153

Delete Purchase   Return

Use Page Up and Page Down keys to navigate records

Grants to Ship:

This function lets you enter grants received into ROM II. To access this function, click on this selection and the following screen will appear:

Grants

Amount   Posted to 153 ☐

Date

Comments

Add Grant   Post to 153

Delete Grant   Return

Use Page Up and Page Down keys to navigate records
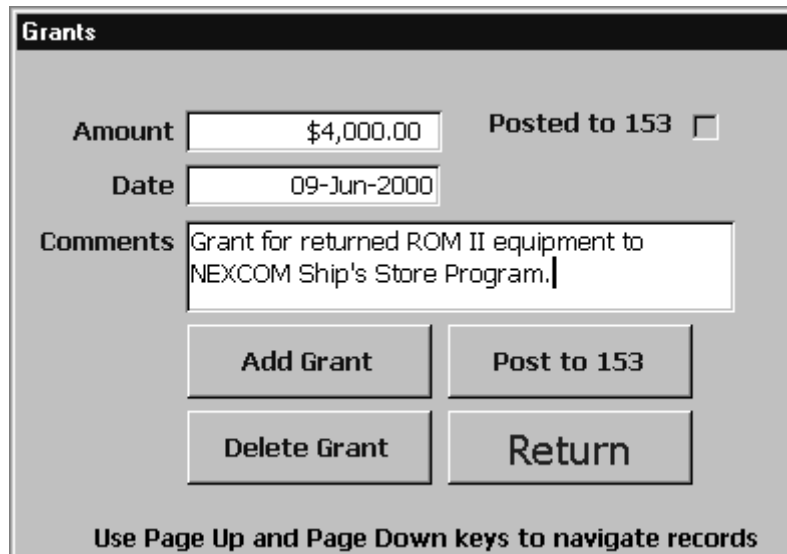
Adding a New Grant:

1. To add a new grant, do the following:

2. Click on the Add Grant button.

3. Enter the amount of the grant into the Amount field.

4. Advance to the Date field and double-click. Use the calendar selection box to select the date that the grant was received.

5. Advance to the Comments field and enter a brief explanation for the grant.

6. Click on the Save Changes button.

7. Click on the Return button to return to the previous menu.

Deleting a New Grant:

1. Use the Page Up and the Page Down keys to select the desired Grant.

2. Click on the Delete Grant button and the appropriate grant will be deleted from the system.

Laundry and Service Charges:

This function lets you enter laundry and service charges into ROM II. To access this function, click on this selection and the following screen will appear:

Adding a Claim:

To add a new claim, do the following:

1. Click on the Add Record button.

2. Use the drop-down arrow in the Type of Charge field to locate and select the Laundry Claim option. Refer to the following figure:

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3. Advance to the Name field and enter the name of the person filing laundry claim.

4. Advance to the Tracking # field and enter the tracking number, this is a locally prepared number by your ship. This could also be the social security number of the person filing the laundry claim.

5. Advance to the Amount field and enter the amount of the laundry claim.

6. Advance to the Date field and double-click. Use the calendar selection box to select the date that of the claim.

7. Advance to the Comments field and enter a brief description of the laundry claim. Refer to the following figure:

8. Click on the Post to 153 button to save the changes and post to ROM II system. Refer to the following figure:

9. Click on the Return button to return to previous screen.

Deleting a Laundry Claim:

1. Use the Page Up and the Page Down key to select the desired Laundry Claim.

2. Click on the Delete Record Button. The following message will appear:
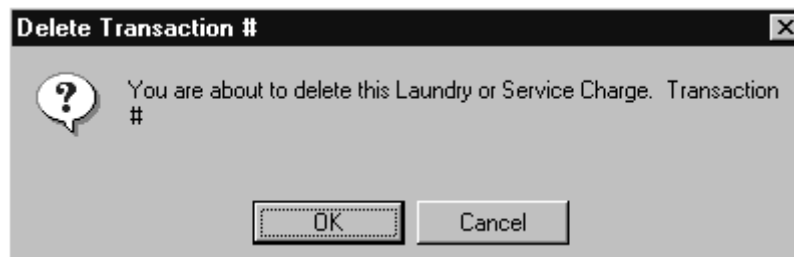
3. Click on the appropriate response.

Adding a Service Charge:

To add a new service charge, do the following:

1. Click on the Add Record button.

2. Use the drop-down arrow in the Type of Charge field to locate and select the Service Charge option. Refer to the following figure:

3. Advance to the Name field and enter the name of the Company performing the service.

4. Advance to the Tracking # field and enter the Invoice number for the service. This invoice is provided by the company performing the service.

5. Advance to the Amount field and enter the amount of the Service Charge.

6. Advance to the Date field and double-click. Use the calendar selection box to select the date that of the claim.

7. Advance to the Comments field and enter a brief description of the service charge. Refer to the following figure:

8   Click on the Post to 153 button to save the changes and post to ROM II system. Refer to the following figure:

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9. Click on the Return button to return to previous screen.

Deleting a Service Charge:

1. Use the Page Up and the Page Down key to select the desired Service Charge.

2. Click on the Delete Record Button. The following message will appear:

Delete Transaction #

? You are about to delete this Laundry or Service Charge. Transaction #

OK   Cancel

3. Click on the appropriate response.

Liabilities Assumed:

The liabilities function allows the operator to enter a figure for anticipated expenses for the next accounting period. This is then entered to the line C24A of the 153.

Liabilities Assumed

Liabilities Assumed $0.00
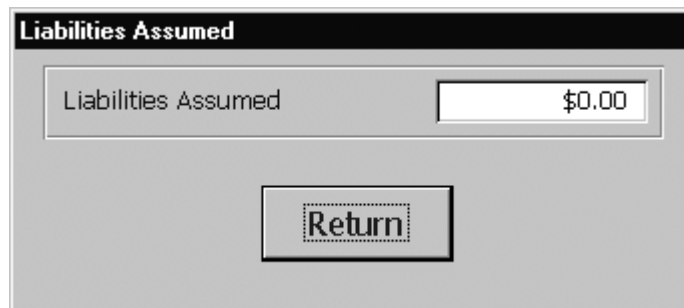
Return

Enter the dollar figure that you want to hold back for anticipated expenses for the next accounting period. Click on the return button to exit and save. The figure will post to line C24A on the 153.

Loans Paid:

This function lets you enter loan payments, to NEXCOM, into ROM II. Once a loan has been added, this function lets you track the payments that your ship makes on the loan. To access this function, click on this selection. The following screen will appear:

Adding a Loan Payment:

To add a new loan payment, do the following:

1. Click on the Add Payment button.

2. Enter the amount of the Payment into the Amount field.

3. Advance to the Date field and double-click. Use the calendar selection box to select the date of the loan payment. Refer to the following figure:

Loan Payments Form

Starting Balance	$0.00	Posted to 153 ☐
Current Balance	$5,000.00	
New Balance		
Amount		
Date		

Add Payment   Post to 153

Delete Payment   Return

Use Page Up and Page Down keys to navigate records

Loan Payments Form

Starting Balance	$0.00	Posted to 153 ☐
Current Balance	$5,000.00	
New Balance		
Amount	$2,000.00	
Date	12-Jun-2000	

Add Payment   Post to 153

Delete Payment   Return

Use Page Up and Page Down keys to navigate records

4. Click on the Post to 153 button.

5. Click on the Return button to return to the previous menu.

Deleting a Loan Payment:

To delete a Loan Payment do the following:

1. Use the Page Up and Page Down Keys to locate the record that you wish to delete.

2. Click on the Delete Loan button.

3. Click on the Return button to return to the previous menu.

Loans Received:

This function lets you enter loans received, from NEXCOM, into ROM II. Once a loan has been added, you track the payments that your ship makes on the loan through the Loan Payments function. To access this function, click on this selection and the following screen will appear:

Adding a Loan:

To add a new loan, complete the following:

1. Click on the Add Loan button.

2. Enter the amount of the loan into the Amount field.

3. Advance to the Date field and double-click. Use the calendar selection box to select the date of the loan.

4. Advance to the Letter Serial # field and enter the serial number of the letter that authorized the loan.

5. Advance to the Comments field and enter a brief description of the loan. Refer to the following figure:

6. Click on the Post to 153 button. The New Balance field is updated automatically.

7. Click on the Return button to return to the previous menu.

Note: Once you have entered all the information and saved the new loan the New Balance field will reflect the new loan figure and the Current Balance field. Once you have save this information the 153 will be adjusted accordingly.

Deleting a Loan:

To delete a Loan Received, do the following:

1. Use the Page Up and Page Down Keys to locate the record that you wish to delete.

2. Click on the Delete Loan button.

3. Click on the Return button to return to the previous menu.

Rebates:

This function lets you enter Rebates into ROM II. To access this function, click on this selection. The following screen will appear:

Adding a new Rebate:

1. Click on the Add Rebate button.

2. Enter the amount of the Rebate in the Amount field.

3. Double click in the Date field and enter the appropriate date.

4. Enter any information about the Rebate in the Comments field. Refer to the following figure:

Rebates

Amount	$200.00
Date	12-Jun-2000
Comments	Enter who rebate comes from here.

Posted to 153 ☐

[Add Rebate]   [Post to 153]

[Delete Rebate]   [Return]

Use Page Up and Page Down keys to navigate records

Deleting a Rebate:

To delete a Rebate do the following:

4. Use the Page Up and Page Down Keys to locate the record that you wish to delete.

5. Click on the Delete Rebate button.

6. Click on the Return button to return to the previous menu.

Receipts Transmittal:

The receipts transmittal option allows the operator to generate the monthly transmittal report and disk. Click this option and the following screen will appear:

TRANSMITTAL OF SHIP'S STORE RECEIPTS
Ship's Store, USS HARRY S. TRUMAN CVN-75, UIC V21853

Create Diskette

Print

Return

Date Range
Start

End

<u>Creating a Receipt Transmittal:</u>

1. Double click in the Start field and select the desired start date.

2. Double click in the End field and select the desired end date.

3. Press the Enter button and the Print and Create disk buttons will become active. Refer to the following figure:

TRANSMITTAL OF SHIP'S STORE RECEIPTS
Ship's Store, USS HARRY S. TRUMAN CVN-75, UIC V21853

Create Diskette

Print

Return

Date Range
Start
01-Sep-00
End
10-Sep-00

<u>Printing the Monthly Transmittal:</u>

1. Click on the Print button and the report will be generated. Refer to the following cover letter:

17-Apr-01

From: Commanding Officer, USS HARRY S. TRUMAN, CVN-75
To: DEFENSE FINANCE & ACCOUNTING SERVICE
NORFOLK OPLOC, CODE FPVB
9712 VIRGINIA AVENUE, NORFOLK, VA 23511
NORFOLK, VA 23511-3297

Subj: TRANSMITTAL OF SHIP'S STORE RECEIPTS

Ref: (a) NAVSUP Pub 487, par. 5305

Encl: (1) RECEIPTS FROM PURCHASE
(2) RECEIPTS FROM OTHER SUPPLY OFFICERS

1. In accordance with reference (a), enclosures (1) and (2) are forwarded
for the period beginning 9/1/00 and ending 9/10/00 and containing
receipt numbers 0227 through 0233.

R.J.BIANCHI,CDR,SC,USN
By direction

The monthly receipts and accounting adjustments will be reported on the sheet/s following the cover letter.
Refer to the following report:

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TRANSMITTAL OF SHIP'S STORE RECEIPT DOCUMENTS
Ship's Store, USS HARRY S. TRUMAN CVN-75, UIC V21853
For Period: 9/1/00 Through 9/10/00

Date of Receipt	Receipt No	P.O./Req No	OSO's	Purchase's
9/5/00	0227	AA / V21853-0084-9795		$144.00
9/5/00	0228	AA / V21853-0095-9838		$584.25
9/6/00	0229	V21853-0228-9704		$808.50
9/7/00	0232	V21853-0249-9721		$2,181.57
9/7/00	0233	V21853-0249-9722		$1,914.25
Totals				$5,632.57

Creating a Transmittal Disk:

1. Format a floppy disk.
2. Click on the Create Diskette button.
3. The system will copy the transmittal information to disk.

Transfer of Ship's Funds:

This function allows you to post funds transferred to MWR from your ship's operation. To access this function, click on this selection and the following screen will appear:

Funds Transferred

Amount [_____]   Posted to 153 ☐

Date [_____]

Comments [_____]

[Add Transfer]   [Post to 153]

[Delete Transfer]   [Return]

Use Page Up and Page Down keys to navigate records

Adding Funds:

To add funds, do the following:

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1. Click on the Add Transfer button.

2. Enter the amount into the Amount field.

3. Advance to the Date field and double-click. Use the calendar selection box to select the date.

4. Advance to the Comments field and enter a brief description of the funds being transferred and check number. Refer to the following figure:

5. Click on the Post to 153 button.

6. Click on the Return button to return to the previous menu.

Vending Collections:

This function lets you enter data regarding the collection of money from vending machines. To access this function, click on this selection and the following screen will appear:

Adding a Vending Collection:

To post a Vending collection to the ROM II system, complete the following:

- Use the drop-down arrow in the Store Number field to locate and select the store from which a collection was made.

- Select a collection by highlighting it (click the collection in the window.)

NON-EPOS COLLECTIONS MENU

Store Number: 9700

DATE	MACHINE	AMOUNT
10/31/01	9701	1055.35
11/28/01 7:31:47 PM	9701	4142.9
12/28/01 1:24:32 PM	9701	4396.9
1/11/02	9701	2537.4

ADD   EDIT   DELETE   Return

Adding or Editing a Vending Collection:

- After highlighting the particular collection.

- Click the Add or Edit button and then put in the required information.

Deleting a Vending Collection:

- After highlighting the particular collection.

- Once you have located the collection, click on the Delete button.

Vending Collection

ADD VENDING COLLECTION

Store Number: 9700

Vending Machine Number: 9701

Today's Date: 15-May-2003

Amount Collected: $0.00

Save Changes

Return

Inventory Count Functions:

This function lets you create, view, edit, track and account for the inventory in your ship's store system.

To access this function, click on Inventory Functions. The following screen will appear:

```
Inventory Functions Menu

Create New Inventory Count
Create New Inventory Count (5% Random)
PDT Communications
View/Update Inventory Count




                    Return
```
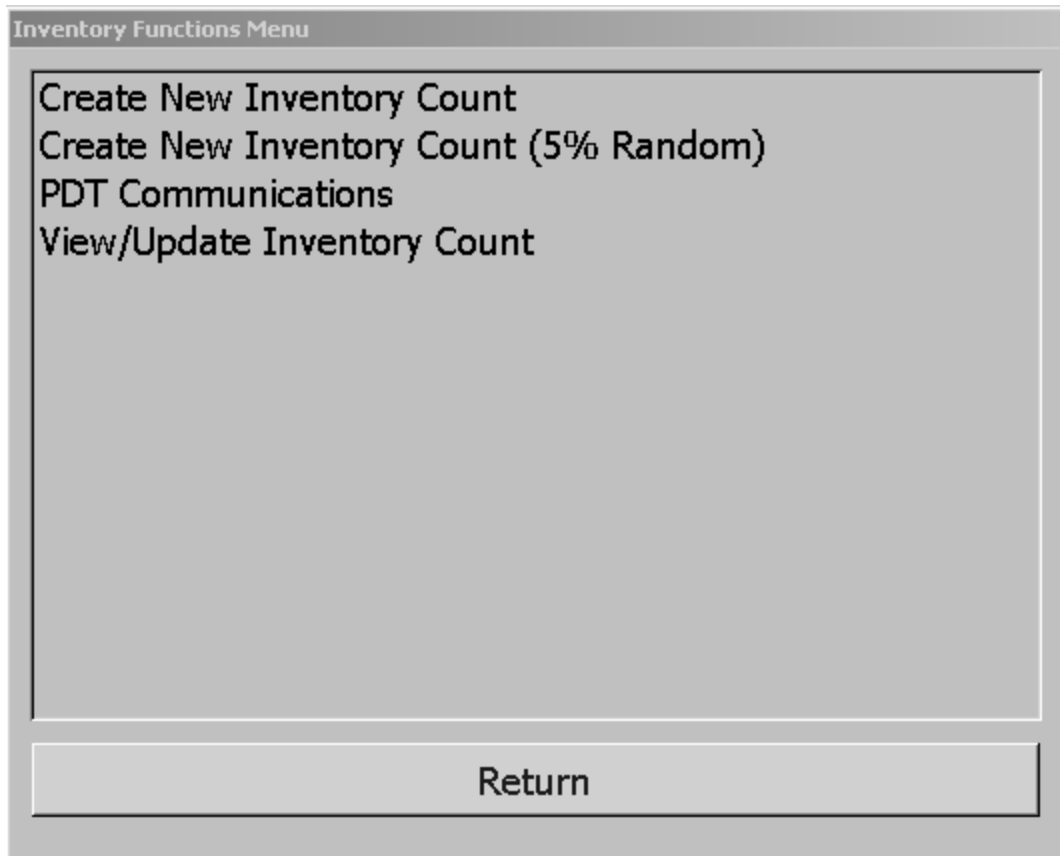
Create New Inventory Count:

This function lets you generate an inventory worksheet on which a physical count will be recorded. A physical count can be recorded manually or via PDT transfer. To generate a New Inventory Count Sheet, click on the Create New Inventory Count option. The following screen will appear:

Inventory Count Selection

Item		
0700006322 CHIPS POTATO 6 OZ	☐	
1100006012 TP COLGATE MTWASH WHITENING	☐	
0000260016 EMB MEDALLIOUS ANTIQUE GOLD FINISH COIN	☐	
0000260016A EMB MEDALLIOUS ANTIQUE BRASS FINISH SE	☐	
0100000000 NEW ITEM FOREIGN MERCHANDISE	☐	
0100000010 ENVELOPES 24/50 COUNT	☐	
0100000013 TABLET 6X9 LINED	☐	
0100000014 TABLET, 6X9, LINED	☐	
0100000040 EMB, SEATTLE PHOTO W/CHART	☐	
0111200543 PEN, JOTTER SPECIAL BALL PEN	☐	
0111204130 EMB, PEN 390 PLASTIC GAR BARR CHROME	☐	
0111204147 PEN CLASSIC STAINLESS SET	☐	
0111204170 PEN MED 2PK MSP21	☐	
0114200134 PEN, MEDIUM POINT, BLK	☐	

Select Store

Generate Inventory Count

Select All

De-Select All

Return

1.   Click on the drop-down arrow in the select store field. Select the outlet that is to be inventoried. **Please note that non-epos and canned vending outlets can now be inventoried! This new feature to inventory non-epos and canned vending outlets will be to update sales.** Refer to the following figure:

Select Store

1	Retail Store 1
2	Snack Shack
99	Bulk Storeroom
9500	AT&T PHONE CARD MAC
9600	JUICE STOREROOM
9700	SNACK MACHINE STORE

Inventory Count

Select All

De-Select All

Return

2.   For a specific item/s or category, click on the appropriate check box. For a complete inventory click on the Select All button. For a spot inventory, just check the items for the spot inventory.

Inventory Count Selection

0700006322 CHIPS POTATO 6 OZ	☐
1100006012 TP COLGATE MTWASH WHITENING	☐
0000260016 EMB MEDALLIOUS ANTIQUE GOLD FINISH COIN	☐
0000260016A EMB MEDALLIOUS ANTIQUE BRASS FINISH SE	☐
0100000000 NEW ITEM FOREIGN MERCHANDISE	☐
0100000010 ENVELOPES 24/50 COUNT	☐
0100000013 TABLET 6X9 LINED	☐
0100000014 TABLET, 6X9, LINED	☐
0100000040 EMB, SEATTLE PHOTO W/CHART	☐
0111200543 PEN, JOTTER SPECIAL BALL PEN	☐
0111204130 EMB, PEN 390 PLASTIC GAR BARR CHROME	☐
0111204147 PEN CLASSIC STAINLESS SET	☐
0111204170 PEN MED 2PK MSP21	☐

Select Store: 99

Generate Inventory Count
Select All
De-Select All
Return

3.   Click on Generate worksheet. The following message box will appear:

Inventory Create

You are about to create a new inventory count worksheet. Do you wish to continue ?

Yes   No

4.   Click on the Yes button. The Inventory Count screen will appear populated with only those items that you checked.

5.   If you are creating an inventory for the Bulk Storeroom, the user will also receive a spot inventory question. If this is for a spot inventory select Yes.

Spot Inventory

Is this a spot inventory to correct a posting error of a receipt document?

Yes   No

Create New Inventory Count (5% Random):

This function lets you generate an inventory worksheet of randomly selected articles on which a physical count will be recorded. A physical count can be recorded manually or via PDT transfer. To generate a New Inventory Count Sheet, click on the Create New Inventory Count (5% Random) option. Articles will be randomly selected and checked to be included in this spot inventory. If you have 1,459 articles in the ship's inventory, then 73 items will be selected. The next random spot inventory will select a different set of articles. The following screen will appear:

6.   Click on the drop-down arrow in the select store field. Select the outlet that is to be inventoried. **Please note that non-epos and canned vending outlets can now be inventoried! Inventories for non-epos and canned outlets will be to record sales.** Refer to the following figure:

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7.   Click on Generate worksheet. The following message box will appear:

8.   Click on the Yes button. The Inventory Count screen will appear populated with only those items that you checked.

9.   If you are creating an inventory for the Bulk Storeroom, the user will also receive a spot inventory question. If this is for a spot inventory select Yes.

View/Update Inventory Count:

From this option you can view and update inventories that you have conducted. Click on this option and the following screen will appear:

1. Use the drop-down arrow in the Search for the Count field to locate the inventory count sheet that you just created. Look for the date of count and for the corresponding inventory control number. Note that the inventory control numbers will begin with the numbers you assigned your outlets. I.E. Bulk will start with 99 and be followed by three digits and look something like 99001. Refer to the following figure:

2. Use the drop-down arrow in the Store Number field to locate and select the appropriate outlet. Refer to the following figure:

3. To enter quantities on the Inventory count sheets you can either manually type in the quantities in the current actual field, or you click on the Update Inventory with PDT Download. **(If the PDT download is to be used ensure that the inventory has been downloaded prior to this step. See PDT Users Guide section of this manual.)** This will initiate an update of the *Current Actual* column. Refer to the following figures:

Inventory Count

Search for Count 28-Feb-2000 ▾

Store No 2 ▾

Inventory Control No 9916

This field is where the actual inventory will be posted. You can modify this field manually.

Dept.	Category	Article No	Description	Current Book	Current Actual
C2	(C2) PHOTOGRAI	0100000040	PICTURE, SAIPAN SHIPS PICTURE	75	0
C2	(C2) PHOTOGRAI	0100000044	POST CARD, SHIPS 10 PER PACK	100	0
C2	(C2) CARD	0200000161	CARDS, CREATA CARD (BLANK-MACHINE)	191	0
A1	(A1) CANDY	0500000191	HEALTH ORIGINAL	288	0
A1	(A1) CANDY	0500000204	CANDY, ROLO	0	0
A1	(A1) CANDY	0500000394	CANDY, THREE MUSKETEERS BAR	0	0
A1	(A1) CANDY	0500000395	CANDY, MARS BAR	288	0
A1	(A1) CANDY	0500000400	CANDY, STARBURST ORIGINAL	720	0
A1	(A1) CANDY	0500001671	CANDY, JOLLY RANCHERS ASST.	48	0
A1	(A1) CANDY	0500003561	CANDY, NUTRAGEOUS	0	0
A1	(A1) CANDY	0500004000	CANDY, JOLLY RANCHERS GUMMIS	48	0
A1	(A1) CANDY	0500004136	STARBURST JELLY BEANS	36	0
A1	(A1) CANDY	0500004206	CANDY STARBURST TWIST	288	0
A1	(A1) CANDY	0500004207	CANDY, TOOTSIE POP	0	0

Sort Article # Ascending	Sort Desc. Ascending	Update Inventory From PDT Download	Inventory Count Sheet	Inventory Count Report	Confirm Inventory
Sort Article # Descending	Sort Desc. Descending		Items Scanned but not found Report	Descrepencies Report	Return

EXAMPLE NON-EPOS INVENTORY COUNT

Inventory Count

Search for Count `10/19/2003 1▾`
Store No `9700` ▾
Inventory Control No `9700178`

Return

Dept.	Category	Article No	Description	Current Book	Current Actual
C2	(C2) REFILL	0121500001	REFILL CUSTOM STATIONERY	10	10
A1	(A1) CANDY	0500004554	MIKE & IKE ORIGINAL	10	10
A1	(A1) CANDY	0500004865	MIKE & IKE ZOURS	10	0
A1	(A1) CANDY	0500005131	STARBURST TROPICAL HARD	0	10

Sort Article # Ascending	Sort Desc. Ascending		Update Inventory From PDT	Inventory Count Sheet	Inventory Count Report	Confirm Inventory
Sort Article # Descending	Sort Desc. Descending			Items Scanned but not found Report	Sales Report	Delete Unconfirmed
					Sales Report By Department	

EXAMPLE SALES REPORT

Store   9700
Inv Ctrl Nbr   9700178

Non Epos Sales Report

Run Date: 11/15/2004
Run Time: 15:10

Dept	SKU	Description	Cost	Book Inv	Book Total	Actual Inv	Actual Total	Sales Qty	Sales Dollars
A1	0500004865	MIKE & IKE ZOURS	$0.3600	10	$3.60	0	$0.00	10	$3.60
Grand Totals					$3.60		$0.00		$3.60

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Functions of the various buttons on this screen:

- **UPDATE INVENTORY FROM PDT DOWNLOAD – Used to download inventory counts to the inventory count sheet.**

- **INVENTORY COUNT SHEET – Is a hard copy inventory count sheet that quantities can be entered on.**

- **ITEMS SCANNED BUT NOT FOUND REPORT – Is a report that tracks UPC's scanned at inventory, but were not found within the system.**

- **INVENTORY COUNT REPORT – Is a report for the final dollar value. This report list all items inventoried with dollar amount extensions.**

- **DESCREPENCY REPORTS – Is a detailed report for all items that show a variance between the Book Quantity and Actual Quantity for retail and bulk storeroom inventories.**

- **SALE REPORTS – Is a detailed report for all items that show sales. This sale report is for non-epos and canned vending inventories only. The discrepancy report button will change to a sales report button once non-epos or canned vending inventories has been selected for viewing.**

- **CONFIRM INVENTORY - Use this button to confirm the inventory once all reconciliation has been completed. This process cannot be undone.**

- **SORT ARTICLE NUMBER ACCENDING AND DECENDING – Use this button to create a filter to report the inventory by stock numbers in sequence.**

- **SORT DESC ACCENDING AND DECENDING – Use this button to create a filter to report the inventory by description in sequence.**

- **DELETE UNCONFIRMED– Use this button to delete an inventory that has NOT been confirmed. This process cannot be undone.**

PDT Communications:

Note: ROM II interaction with the Symbol PDT 3100 has been discontinued.

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ROM II lets you use the Symbol PDT 7200 to send or receive data from the ROM II system. You can only send or receive data using a PC that is loaded with the ROM II – Back Room Service system and MCL-Link program. The MCL-Link program is used by the Symbol PDT 7200 to import and export data. Click on this option and the following screen will appear:
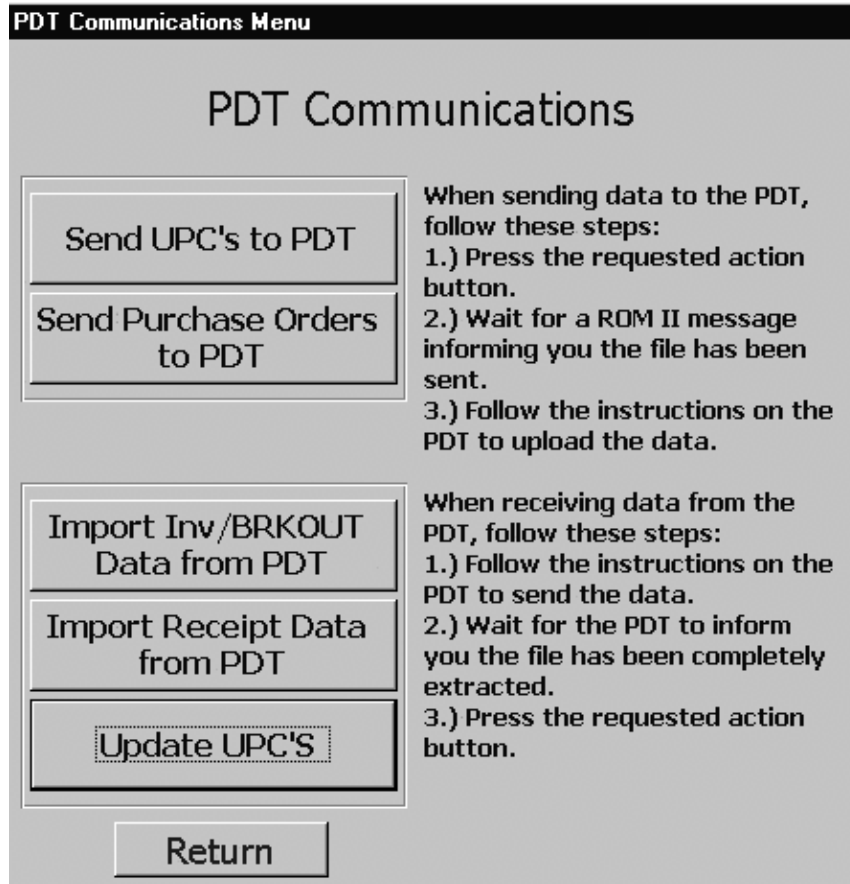
To use this function ensure, that the PDT is properly connected to the BackOffice system. Use COMM PORT ONE.

Sending UPC's to PDT:

- Click the Send UPC's to PDT button. At this time the user does not have to do anything with the PDT 7200.

- Once the data has been completely sent, the ROM II system will inform the user.

- At this time you can use the PDT 7200 to pick up the data.

PDT Functions:

- From the PDT main menu, select Communication button.

- From the PDT main menu, select Receive button.
- From the PDT main menu, select Data File button.
- The PDT will upload the data.

Sending Purchase Orders to PDT:

- Click the Send Purchase Orders to PDT button. At this time the user does not have to do anything with the PDT 7200.
- Once the data has been completely sent, the ROM II system will inform the user.
- At this time you can use the PDT 7200 to pick up the data.

PDT Functions:

- From the PDT main menu, select Communication button.
- From the PDT main menu, select Receive button.
- From the PDT main menu, select Order Data button.
- The PDT will upload the data.

Import Inv/BRKOUT Data from PDT:

PDT FUNCTIONS:

- From the PDT main menu, select Communication button.
- From the PDT main menu, select Send Data button.
- From the PDT main menu, select Collected.Dat button.
- The PDT will download the data.

ROMII Functions:

- Once the Symbol PDT 7200 has finished downloading the data. Click the Import Inv/BRKOUT Data from PDT button.
- Once the data has been completely sent, the ROM II system will inform the user.
- The ROM II system will now have the requested data.

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Import Receipt Data from PDT:

PDT Functions:

- From the PDT main menu, select Communication button.
- From the PDT main menu, select Send Data button.
- From the PDT main menu, select UpOrders.Dat button.
- The PDT will download the data.

ROMII Functions:

- Once the Symbol PDT 7200 has finished downloading the data. Click the Import Receipt Data from PDT button.
- Once the data has been completely sent, the ROM II system will inform the user.
- The ROM II system will now have the requested data.

Update UPC's:

PDT Functions:

- From the PDT main menu, select Communication button.
- From the PDT main menu, select Send Data button.
- From the PDT main menu, select UpUpc.Dat button.
- The PDT will download the data.

ROMII Functions:

- Once the Symbol PDT 7200 has finished downloading the data. Click the Update UPC's button.
- Once the data has been completely sent, the ROM II system will inform the user.
- The ROM II system will now have the requested data.

General Information:

1. To turn on the PDT depress the red button round control at the upper left part of the PDT screen.
2. To turn the PDT off depress the red button round control at the upper left part of the PDT screen.

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3. The F key is the FNC button

4. To backspace depress the BSP button

5. To clear an erroneous entry depress the CLR button

6. To clear data from the PDT:

   - From the PDT Main Menu select File Maint Menu button.

   - Select which data that needs to be erased (Data, Collected, Orders, or All.)

Hint: This must be done prior to conducting an inventory for a new store, otherwise the old data will remain in the PDT.

Battery Charging:

> **The Symbol PDT 7200 will communicate with the ROM II Back Office computer through the 7200 cradle, which should be connected to Communication port one.**

Using the Cradle:

1. Plug the power supply cord round plug in the power connector on the back of the cradle

2. Connect the power supply cord AC plug to a standard electrical outlet

3. Place the terminal in the cradle.

4. While the PDT 7200 is [placed in the cradle the battery will charge.

5. There is also an extra slot to charge an extra battery

6. Always have the Symbol PDT 7200 in the cradle while importing or exporting data.

7. Make sure that the communication cable is properly inserted from the back of the PDT 700 cradle into the ROM II Back Office system's communication port.

Scanning With The PDT:

The PDT is designed to scan the Universal Product Code (UPC) of an item. The ROM II system allows the operator to create UPC's and labels for those items that do not have a UPC present. (See UPC's and Labels in the Stock Record Cards section of this manual

Hint: **The PDT will scan all UPC's regardless if the item is in the system or not. Ensure that all items carried as inventory have had the UPC's assigned to it.**

1. Power on the PDT.

2. Lift and turn the scanner to face the direction you wish to scan from.

3. Press the trigger that you are most comfortable using. This selects the scanner trigger.

4. Point the scanner at the barcode (UPC) and press the trigger. The thin, red laser beam covers the entire length of the barcode. The terminal indicates a successful scan by illuminating the green scanner LED, beeping one or more times and/ or displaying the de-coded barcode on the screen of the PDT.

Reports and Auditing:

B01/B05 Journal of Receipts:

OBJECTIVE

The B01/B05 Report replaced the NAVSUP Form 977. It records all receipts processed for the current accounting period. These include receipt from purchase, receipt from other supply officers, credit memos and accounting adjustments.

HOW TO AUDIT

- Verify that the dollar amounts posted on the B01/B05 report for each transaction, matches the dollar amount on the corresponding document. i.e. 1155, 1149, 1348-1

- Verify that each receipt document has a corresponding receiving report attached and that all discounts and shipping charges are properly taken up.

- Verify that the receiving number on the report matches the receiving number on the documents

- Verify that amounts are posted in the correct columns i.e. receipts from purchase, accounting adjustments for purchase orders and credit memos posted under B01. Receipts from OSO, accounting adjustments for receipts from OSO posted under B05

- Verify that the total amounts for B01 and B05 matches amount posted on lines B01 and B05 of the 153

B10 Issues to Use:

OBJECTIVE

The B10 Report records all receipts and expenditures to and from other appropriations for the current accounting period. These includes issues / receipts from the General Mess and issues / receipts from GSK on non-207 class ships (issues / receipts from GSK on 207 class ships are processed as OSO transactions)

HOW TO AUDIT

- Verify that the dollar amounts posted on the report for each transaction matches the amount on the corresponding document (1149)

- Verify that receipts are posted as negative figures [number in parenthesis e.g. ($25.00)] and expenditures posted as positive figures

- Verify that the expenditure number on the report matches the expenditure number on the corresponding document (1149)
- Verify that the total dollar figure posted on the report matches the amount on line B10 of the 153

B12 Bulk Sales / Cash Refund:

OBJECTIVE

The B10 report records all confirmed Bulk Sales / Cash Refund. These include merchandise sold to the Navy Exchange, Military Sealift Command branch exchanges, ships not operating a ships store when the transferring ship does not provide a composite recreation fund. Emblematic items sold to the commanding officer for official representation, and merchandise returned to the vendor for cash refund.

HOW TO AUDIT

- Verify that the dollar amount posted on the report for each transaction matches the amount on the corresponding document (1149)
- Verify that the total dollar amount posted on the report matches the amount reported on the cash sales memorandum
- Verify that the total dollar amounts posted on the report matches the amount on line B12 of the 153

B14 Gain / Loss by Inventory:

OBJECTIVE

The GAINS/LOSSES by Inv. Consolidated report list the total amount of gains and losses on inventory to be reported on line B14. These amounts listed come from confirmed inventories conducted during the accounting period

HOW TO AUDIT

- Verify all items listed match the total of all inventory discrepancy lists from confirmed inventories for the accounting period
- Verify that the bottom line total matches line B14 on the Form 153

B15 SURVEYS TO NWCF :

OBJECTIVE

This report records all surveys approved and confirmed during the current accounting period and charged to the Navy Working Capital Fund (formerly DBOF)

HOW TO AUDIT

- Verify that the dollar figure for each transaction listed on the reported matches the dollar amount on the corresponding document (DD 200)

- Verify that the expenditure number on the listed on the report matches the expenditure number on the corresponding document

- Verify that the total dollar amount listed on the report matches the amount posted on line B15 of the 153

B19 Transfers To OSO:

OBJECTIVE

This report replaced the NAVCOMPT 176. It records all transfers of ship store stock to another supply officer during the accounting period.

HOW TO AUDIT

- Verify that the dollar figure for each transaction listed on the reported matches the dollar amount on the corresponding document (1149)

- Verify that the expenditure number on the listed on the report matches the expenditure number on the corresponding document

- Verify that the total dollar amount listed on the report matches the amount posted on line B19 of the 153

B21 Cost of Retail sales:

OBJECTIVE

This report record the quantity of all items sold during the accounting period and tabulates the total cost value of these sales.

HOW TO AUDIT

- Verify that each item listed on the report has a cost price assigned

- Verify that the cost prices assigned matches the cost priced on the stock record listing

- Verify that the extended cost for each item listed is computed correctly

- Verify that only items sold in a retail store (except canned drink vending) are listed

- Verify that the total dollar amount listed on the report matches the amount posted on line B21 of the 153

B22 Cost of Operation Retail:

OBJECTIVE

This report record all cost incurred by the retail operation (except canned drink vending) during the current accounting period. These include accounting adjustments, shipping charges, discounts and rounding differences; (a rounding difference occurs when the retail operation incurs a loss that cannot be attributed to any other known factors)

HOW TO AUDIT

- Verify that cash discounts are posted as a negative figure

- Verify that shipping charges are posted as a positive figure

- Verify that the rounding difference is a relatively small amount (approximately $250.00 or less)

- Verify that the total dollar amount of accounting adjustments matches the amount on the corresponding documents

- Verify that the total dollar amount listed on the report matches the amount posted on line B22 of the 153

B23 Surveys To SSPN Retail:

OBJECTIVE

This report record all surveys of stock items (excluding canned drink vending items) approved and confirmed during the accounting period and charged to SSPN.

HOW TO AUDIT

- Verify that the dollar figure for each transaction listed on the report matches the dollar amount on the corresponding document (DD 200)

- Verify that the expenditure number listed on the report matches the expenditure number on the corresponding document

- Verify that the total dollar amount listed on the report matches the amount posted on line B23 of the 153

B25 Canned Vending Sales:

OBJECTIVE

This report record the quantity of all items sold in the canned drink vending operation during the accounting period and tabulates the total cost value of these sales.

HOW TO AUDIT

- Verify that each item listed on the report has a cost price assigned

- Verify that the cost prices assigned matches the cost price on the stock record listing

- Verify that the extended cost for each item listed is computed correctly

- Verify that only items sold in canned drink vending machines are listed

- Verify that the total dollar amount listed on the report matches the amount posted on line B21 of the 153

B26 Cost of Operations Vending:

OBJECTIVE

This report record all cost incurred by the canned drink vending operations with the exception of the cost of items sold.

HOW TO AUDIT

- Verify that the dollar figure for each transaction listed on the report matches the dollar amount on the corresponding document

- Verify that the total dollar amount listed on the report matches the amount posted on line B26 of the 153

B27 Surveys to SSPN Vending:

OBJECTIVE

This report record all surveys of canned drink vending items approved and confirmed during the accounting period and charged to SSPN.

HOW TO AUDIT

- Verify that the dollar figure for each transaction listed on the report matches the dollar amount on the corresponding document (DD 200)

- Verify that the expenditure number listed on the report matches the expenditure number on the corresponding document

- Verify that the total dollar amount listed on the report matches the amount posted on line B27 of the 153

C02 Retail Sales:

OBJECTIVE

This report record the total cash collected daily from each retail outlet during the accounting period.

HOW TO AUDIT

- Verify that each entry on the report matches the amount recorded in the NAVSUP 469

- Verify that the amount listed on the report matches the amount posted on the cash sale memorandums for the accounting period

- Verify that the total dollar amount listed on the report matches the amount posted on line C02 of the 153

C03 Drink Vending Sales:

OBJECTIVE

This report record the total cash collected daily from each canned drink vending machine during the accounting period.

HOW TO AUDIT

- Verify that each entry on the report matches the amount recorded in the NAVSUP 469

- Verify that the amount listed on the report matches the amount posted on the cash sale memorandums for the accounting period

- Verify that the total dollar amount listed on the report matches the amount posted on line C03 of the 153

C04 Amusement Machines Sales:

OBJECTIVE

This report record the total cash collected daily from each amusement machine during the accounting period.

HOW TO AUDIT

- Verify that each entry on the report matches the amount recorded in the NAVSUP 469

- Verify that the amount listed on the report matches the amount posted on the cash sale memorandums for the accounting period

- Verify that the total dollar amount listed on the report matches the amount posted on line C04 of the 153

C04A Rebates:

OBJECTIVE

This report record all rebates authorized by NEXCOM and posted to the system during the accounting period.

HOW TO AUDIT

- Verify that the dollar figure for each transaction listed on the report matches the dollar amount on the corresponding document (NEXCOM LETTER)

- Verify that the serial number listed on the report matches the serial number on the corresponding document

- Verify that the total dollar amount listed on the report matches the amount posted on line C04A of the 153

C04B Contributions :

OBJECTIVE

This report record all contributions received and posted to the system during the accounting period.

HOW TO AUDIT

- Verify that the amount listed on the report matches the amount posted on the cash sale memorandums for the accounting period

- Verify that the amount listed on the report matches the amount posted in the NAVSUP 470

- Verify that the total dollar amount listed on the report matches the amount posted on line C04B of the 153

C05/C20 Loans Received / Loan Repayment:

OBJECTIVE

This report list all loan amounts received and repaid during the current accounting period.

HOW TO AUDIT

- Verify that the loan received amount matches the amount on the letter authorizing the loan

- Verify that the total amount of loans received matches the amount posted on line C05 of the 153

- Verify that the total amount of loan paid matches the amount posted on line C20 of the 153

C06 Grants:

OBJECTIVE

This report record all grants authorized by NEXCOM and posted to the system during the accounting period.

HOW TO AUDIT

- Verify that the dollar figure for each transaction listed on the report matches the dollar amount on the corresponding document (NEXCOM LETTER)

- Verify that the serial number listed on the report matches the serial number on the corresponding document

- Verify that the total dollar amount listed on the report matches the amount posted on line C06 of the 153

C13 Laundry Claims / Service Charges:

OBJECTIVE

This report records all laundry claims and service charges paid during the current accounting period.

HOW TO AUDIT

- Verify that the dollar amount of laundry claims listed on the report matches the amount on the corresponding documents (1034)

- Verify that the dollar amount of service charges listed on the report matches the amount on the corresponding documents (abstract data report)

- Verify that the total dollar amount listed on the report matches the amount posted on line C13 of the 153

C18 Equipment Purchases:

OBJECTIVE

This report record all equipment purchases made during the accounting period. These include vending machine repair parts, vending machines, coin sorters, coin counters, etc.

HOW TO AUDIT

- Verify that the dollar amount of listed on the report matches the amount on the corresponding documents (abstract data report)

- Verify that the total dollar amount listed on the report matches the amount posted on line C18 of the 153

C19 Amusement Disbursement :

OBJECTIVE

This report records the amount of funds disbursed to an amusement machine contractor during the accounting period.

HOW TO AUDIT

- Verify that the dollar amount listed on the report matches the amount reported on the monthly transmittals

- Verify that the dollar amount listed on the report reflects the correct percentage stipulated in the contract

- Verify that the dollar amount listed on the report matches the amount posted on line C19 of the 153

FINANCIAL ACCOUNTING:

RECEIPT TRANSMITTAL:

OBJECTIVE

The Receipt Transmittal report is used to list all receipts under a specific date range to be sent to DFAS at the end of each month. This report includes all receipts from purchase, receipts from other supply officers, credit memos and accounting adjustments.

HOW TO AUDIT

- Verify that each receipt document on hand is listed on the report

- Verify that the dollar amount posted on the report matches the dollar amount on the corresponding document, i.e. 1155, 1149, 1348-1

- Verify that the receiving number on the report matches the receiving number on the documents

- Verify that amounts are posted in the correct columns i.e. receipts from purchase, receipts from OSO

- Verify that the total of each receipt transmittal combined matches the total on line BO1/ BO5

- Verify that the information in the vendor/ship name field matches the information on the receipt document

REPORTS/ INVENTORY MANAGEMENT:

BARCODE LISTING:

OBJECTIVE

The barcode listing report prints out a paper copy of each stock number in the database bar-coded for use as the managers' see fit

EMBLEMATIC LISTING:

OBJECTIVE

The Emblematic Listing report lists all emblematic items coded with "E" on the stock record card to provide a quick view of your emblematic inventory currently on hand. The report includes current cost, extended cost, current retail, extended retail and is compiled in stock number order and by store number.

HOW TO AUDIT

- Ensure the total extended cost of all emblematic inventory does not exceed 15% of your total on hand inventory reported on line B28 of the 153 report

- Ensure that all items on the report are emblematic inventory and that no emblematic items are omitted. If there is an item missing, check to see if it is coded "E" on the stock record card

FLAMMABLE LISTING:

OBJECTIVE

The Flammable Listing report lists all flammable items checked on the stock record card as flammable.

GAINS/LOSSES by Inv Consolidated:

OBJECTIVE

The GAINS/LOSSES by Inv Consolidated report list the total amount of gains and losses on inventory to be reported on line B14. These amounts listed come from confirmed inventories conducted during the accounting period

HOW TO AUDIT

- Verify all items listed match the total of all inventory discrepancy lists from confirmed inventories

- Verify that the bottom line total matches line B14 on the Form 153

GAINS/LOSSES by Inv Detailed:

OBJECTIVE

The GAINS/LOSSES by Inv Detailed report list the total amount of gains and losses on inventory to be reported on line B14. These amounts listed come from confirmed inventories conducted during the accounting period. The GAINS/LOSSES by Inv Detailed report contains the same information as the

GAINS/LOSSES by Inv Consolidated, except that it is listed by Inventory Count Sheet serial number.

HOW TO AUDIT

- Verify all items listed match the total of all inventory discrepancy lists from confirmed inventories

- Verify that the bottom line total matches line B14 on the Form 153

- Verify that the inventory count sheet serial numbers match the serial numbers listed on the report.

GAINS/LOSSES by Inv Summary:

OBJECTIVE

The GAINS/LOSSES by Inv Summary report list the total amount of gains and losses on inventory to be reported on line B14.

HOW TO AUDIT

- Verify that the total amount matches the total amount reported on the GAINS/LOSSES by Inv Consolidated and GAINS/LOSSES by Inv Detailed

- Verify that the bottom line total matches line B14 on the Form 153

SALES RANKING BY QUANTITY:

OBJECTIVE

The SALES RANKING BY QUANTITY report consolidates and lists all sales quantities for the accounting period and ranks the top selling items according to quantity sold. The report is arranged by department number.

HOW TO AUDIT

- Review the list to determine your best sellers by department

- Review the list to determine your slow selling items by department

SCANNED WITH PDT BUT NO FOUND:

OBJECTIVE

The scanned with PDT but not found report list all items that are rejected during import of inventory counts. The rejection is caused when the computer cannot recognize the UPC and Stock Number entered in the PDT.

HOW TO AUDIT

- Investigate the cause of the rejection by reviewing the stock numbers reflected on the report

STOCK RECORD LISTING:

OBJECTIVE

The Stock Record Listing report list all stock items and current book inventory quantities on hand. This report is arranged by store number and then by stock number order.

HOW TO AUDIT

- Use this report to check quantities on hand to determine if a breakout is needed to the EPOS store or if addition stock is needs to be requisitioned or procured.

- At the end of the accounting period, the bottom line total should match the grand total of the confirmed closing inventory count sheet for the accounting period

STOCK TURN REPORT:

OBJECTIVE

The Stock Turn report replaces the old ICR to determine the Stock Turn ration of the operation. The report is listed in stock number order and contains quantities by line number on the Form 153.

HOW TO AUDIT

- Use this report to determine the stock turn ration per line item and identify slow selling items

- Use this report to determine the stock turn ration of the operation at any time

- Ensure that the stock turn ration is .33 per month and 1.33 per accounting period

FINANCIAL REPORTS:

BACK OF 153 REPORT:

OBJECTIVE

The Back of 153 Report is a consolidated overview report of the entire ships store operation. It lists the sales (cost and retail), gross profit percentages, cash collections, overages/shortages (cost and retail), inventory gains and losses (cost and retail) and net differences by individual outlets. This report is used to balance your operation and determine your financial position. This report is also used to determine if the operation has an excessive or disproportionate difference.

HOW TO AUDIT

- Verify that the Sales at Cost and Retail by EPOS outlet totals match the total on the Retail (EPOS) Profitability Report.

- Verify that the Collections total for each outlet matches the corresponding totals on the 469's, EPOS Cash Over / Short Summary Report and the profitability reports.

- Review the overall difference of each outlet by percentage difference and verify that the outlet is in tolerance, less that 1% or $750 whichever is greater

- Verify that the Sales at Cost and Retail for Snack Vending outlets match the total on the Snack Vending (NON_EPOS) Profitability Report.

- Verify that the Sales at Cost and Retail by Non EPOS Canned Vending outlet totals match the total on the Canned Vending (NON_EPOS) Profitability Report.

EPOS Cash Over/Short Detailed Report:

OBJECTIVE

The EPOS Cash Over/Short Detailed Report lists each till reconciliation for each EPOS store by date. The report includes the amount of cash difference between cash collected and the register readings. The report will also list the cumulative overage or shortage of cash for the accounting period.

HOW TO AUDIT

- Verify that every till assignment has been reconciled and is listed on the report.

- Verify that the grand total "To Date Actual" amount matches the total cash collected amounts of the EPOS Store 469's for the accounting period. Investigate any differences.

- Investigate all differences over $5.00

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Cash Over / Short Summary Report:

OBJECTIVE

This report records the total collection for each retail outlet (EPOS AND NONEPOS) for the accounting period. The report also lists the cumulative overage or shortage of cash for each outlet for the accounting period.

HOW TO AUDIT

- Verify that the amount listed on the report for each outlet matches the amount recorded in the corresponding NAVSUP 469
- Verify that the amount listed on the report for all retail outlets matches the amount posted on line C02 of the 153
- Verify that the amount listed on the report for canned drink vending sales matches the amount posted on line C03 of the 153
- Verify that the amount listed on the report for amusement machine sales matches the amount posted on line C04 of the 153

All Retail Transaction Report:

OBJECTIVE

When a ship is using the navy cash and cash transactions at the same time they can view a breakdown of what monetary amount was collected per till assignment.

Navy Cash Reports:

OBJECTIVE

This is a selection of reports to views cash collections and sales for ships using the navy cash system.

Profitability Reports:

OBJECTIVE

This report replaces the NAVSUP form 235; it displays the financial position of a retail outlet base on the sales for that outlet. This report records the sale of each item and computes the gross profit of each item sold and the total gross profit for each outlet during the accounting period. The report also records the total cash collected form each outlet, which is compared to the total sales amount in order to identify any shortages or overages that may exist. Before generating profitability report ensures that all items in a non-EPOS outlet are broken back to the bulk storeroom, all breakouts in the system are confirmed and all cash collections posted. The reported is cumulative and is normally generated on a monthly basis.

HOW TO AUDIT

Canned Drink Vending :

- Verify that breakouts and breakbacks quantities are correct

- Verify that cost and retail prices are correct

- Verify that extended cost and retail figures are correct

- Verify that book gross profit figures are correct (if figures are erroneous cost and retail prices may be wrong, items may have been sold at a reduced price without documentation, or breakout and breakback quantities may be wrong)

- Verify that cash collections matches amount recorded in NAVSUP 469

- Verify that actual gross profit percentages are within limits (40 – 55 %)

- Verify that overage or shortage is within limits ($750 or 1 % whichever is greater)

Snack Vending Machine:

- Verify that breakouts and breakbacks quantities are correct

- Verify that cost and retail prices are correct

- Verify that extended cost and retail figures are correct

- Verify that book gross profit figures are correct (if figures are erroneous cost and retail prices may be wrong, items may have been sold at a reduced price without documentation, or breakout and breakback quantities may be wrong)

- Verify that cash collections matches the amount recorded in the NAVSUP 469 and the snack vending collections report; remember to include collections from hangar bay sales and phone card machines.

- Verify that actual gross profit percentage are within limits (12 – 15 %)

- Verify that overage or shortage is within limits ($750 or 1 % whichever is greater)

EPOS:

- Verify that cost and retail prices are correct

- Verify that extended cost and retail figures are correct

- Verify that book gross profit figures are correct (if figures are erroneous, cost and retail prices may be wrong, items may have been sold at a reduced price without documentation)

- Verify that cash collections are correct; remember that all EPOS collections must be combined in order to verify this amount.

- Verify that actual gross profit percentage are within limits (12 – 15 %)
- Verify that overage or shortage is within limits ($750 or 1 % whichever is greater)

Snack Vending Collection Report:

OBJECTIVE

This report record cash collected from NON-EPOS outlets other than canned vending machines. These include but are not limited to; candy machines, phone card machines and hangar bay sales.

HOW TO AUDIT

- Verify that the daily amounts listed on the reported matches the amounts recorded in the NAVSUP 469
- Verify that the total amount collected listed on the report matches the amounts recorded in the NAVSUP 469 for all outlets combined
- Verify that the total amount collected matches the cash collection amount on the snack vending profitability report.

Voided Transactions Report:

OBJECTIVE

This report records all sales that have been voided in an EPOS outlet during the accounting period. This report should be generated after each end of till reconciliation is performed at the BackOffice.

HOW TO AUDIT

- Verify that the stock record cards for each item on the report were credited with the void and not posted as a sale
- Verify that the total sale for that register correctly reflect the voided transaction.

CMP Report (Previous Accounting Period):

OBJECTIVE

This report records CMP (Continuous Monitoring Program) pulse points and data elements from the previous accounting period.

NEXCOM Reports:

OBJECTIVE

NEXCOM Reports were added for ROM II version 241-01.02.02, these were created and supplied by NEXCOM.

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POS Assign Till :

This function lets you transfer data from the back office to the Point of Sale outlet prior to the start of each business day or each shift. To access this function, click on this selection and the following menu will appear:


```
Start-of-Day Menu
┌─────────────────────────────────────────┐
│ Till Assignment                          │
│                                          │
│                                          │
│                                          │
│                                          │
│                                          │
│                                          │
│                                          │
├─────────────────────────────────────────┤
│                 Return                   │
└─────────────────────────────────────────┘
```

Till Assignment:

This function lets you assign a till (change fund), to a cashier, update articles prices and UPC's at the beginning of the business day. To access this function, click on this selection and the following screen will appear:

To assign a till to a cashier, do the following:

1. Use the drop-down arrow in the cashier field to locate and select the cashier to which you are assigning the till. Refer to the following figure:

2. Use the drop-down arrow in the store # field to locate and select the store in which the cashier will be working. Refer to the following figure:

3. Use the drop-down arrow in the register # field to locate and select the register at which the cashier will be working. Refer to the following figure:

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4. Advance to the max amount button and enter the maximum dollar amount (include the decimal point) that the register should contain at any given time. When this threshold is reached, the ROM II system will issue a message to the cashier, recommending that a cash drop be made.

Note: The Max Amount is established on a ship-by-ship basis, there are no set amounts. The sales officer should determine this as he / she deems necessary.

5. Click on the Export Till Data to Diskette button to copy the till assignment to disk.

6. Click on the return button to return to the previous screen.

Point of Sale:

  In this section we will discuss the operational procedures for initial setup to daily functions of the Point of Sale system (Referred to as POS hereafter). POS has similar setup requirements as that of the Back office and must be adhered to, to ensure proper installation and functionality of the system.

Importing Till Assignment Disk:

Place the Till Assignment Disk in the "A" drive of the computer. The disk will be extracted automatically when you activate the POS software. Refer to the following:

Note: The operator will not be allowed to log onto the register once an End of Day has been performed and reconciled at the Back-Office.
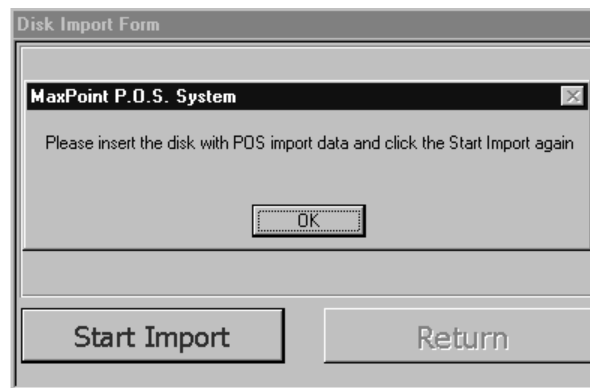
If you receive the above message, ensure that you have the disk properly inserted and click on the OK button. Then click on the Start Import button to import the Till Assignment disk. Refer to the following picture:
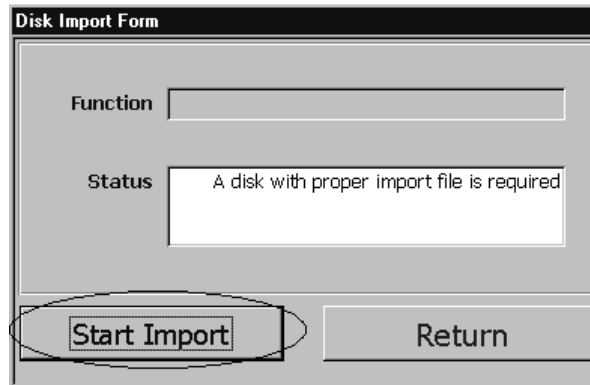
You will get the following message:

Import Warning ✕

Please Insert the floppy disk.

[OK] [Cancel]

Click on the OK button and the following screen will appear:

Logon Screen

Logon [▼]

Password [ ]

[Clock in as Cashier] [Exit]

1. Scroll and select the appropriate operator (This would be the operator that the till assignment disk was generated for at the BackOffice).
2. Enter the operator's password.
3. Click on the Clock in as Cashier button and the following screen will appear:

NEXCOM - Main Sales Form

| Cashier | 1 | Register No | 1001 | Date | 29-Aug-05 | End of Till |
| Store No | 1 | Transaction No | 1 | Time | 11:13 AM | |

| Article # | Description | Price Override | Price | Qty. | Total Price |
| [▼] | [ ] | | $0.00 | 1 | |

| Manager | Change | | Subtotal: | | Reprint |
| EXIT | Due | | | | Last Receipt |

The Main Sales Form is where all sales are conducted. Use the hand held scanner and scan the item to be sold. If UPC maintenance has been conducted, the item will be displayed in the Article field with the description and current retail price. If for some reason the item does not scan, then press the F4 button at the top of the keyboard and a drop down list of stock will appear. Enter the SKU of the item or point and click with the mouse. Refer to the following picture:

From this screen all sales, refunds and voids are conducted. Items can be scanned or manually inputted. The following keys produce the following results:

- F1-F3   No Functionality.
- F4   Item Scroll.
- F5   No Functionality.
- F6   Change the Quantity of an Item.
- F7   No Functionality.
- F8   Refunds (Return without a receipt)
- F9-F10   No Functionality.
- F-11   Voids Previous Transaction.
- F-12   Voids a Particular Line Item.
- END   Total Sale for Payment.
- HOME   No Functionality.
- PAGE UP   No Functionality.
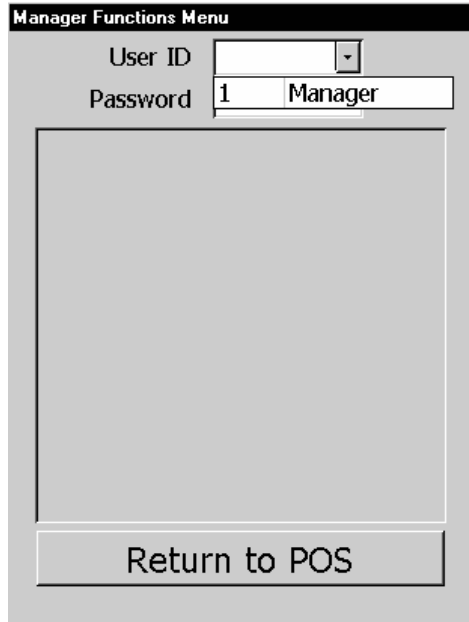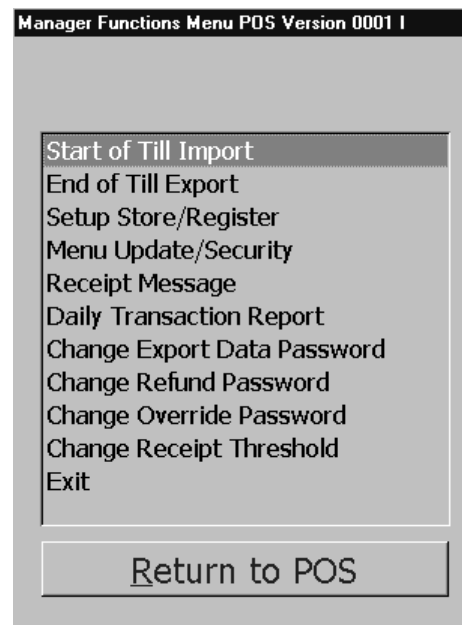
Manager Form:

The Manager Form is used for various tasks such as establishing new registers, modifying receipts and modifying manager passwords for function over-rides. Click on this button and the following screen will appear:

```
┌────────────────────────────────────┐
│ Manager Functions Menu             │
│                                    │
│     User ID  [            ][▾]     │
│                                    │
│     Password [1    Manager    ]    │
│                                    │
│  ┌──────────────────────────────┐  │
│  │                              │  │
│  │                              │  │
│  │                              │  │
│  │                              │  │
│  │                              │  │
│  │                              │  │
│  │                              │  │
│  │                              │  │
│  └──────────────────────────────┘  │
│  ┌──────────────────────────────┐  │
│  │        Return to POS         │  │
│  └──────────────────────────────┘  │
└────────────────────────────────────┘
```
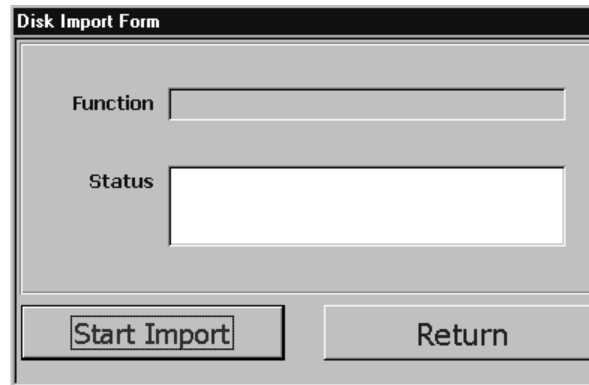
1. Scroll and select the appropriate manager.
2. Enter the password for that manager and press the Enter button. The following screen will appear:

```
┌────────────────────────────────────────┐
│ Manager Functions Menu POS Version 0001 I│
│                                        │
│  ┌──────────────────────────────────┐  │
│  │ Start of Till Import             │  │
│  │ End of Till Export               │  │
│  │ Setup Store/Register             │  │
│  │ Menu Update/Security             │  │
│  │ Receipt Message                  │  │
│  │ Daily Transaction Report         │  │
│  │ Change Export Data Password      │  │
│  │ Change Refund Password           │  │
│  │ Change Override Password         │  │
│  │ Change Receipt Threshold         │  │
│  │ Exit                             │  │
│  └──────────────────────────────────┘  │
│  ┌──────────────────────────────────┐  │
│  │        Return to POS             │  │
│  └──────────────────────────────────┘  │
└────────────────────────────────────────┘
```

Start of Till Import:

The Start of Till Import allows the manager to import till assignments within the program instead of having to back out each and every time a till assignment is required. Click on this function and the following screen will appear:
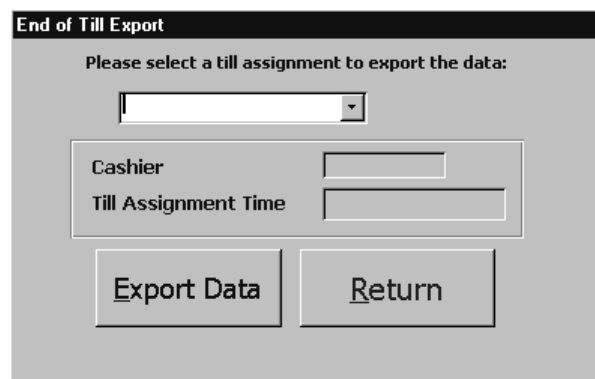
Disk Import Form

Function

Status

Start Import   Return

Place the Till Assignment Disk in the "A" drive of the computer and click on the Start Import button. The import process will begin and all data on the disk will be imported to the Point of Sale register.

End of Till Export:

The End of Till Export allows the manager to recover previously created End of Day Till Exports to disk. The purpose for such a function is a backup method if data is lost or corrupted on a disk at the initial time of export. Click on this function and the following screen will appear:

End of Till Export

Please select a till assignment to export the data:

Cashier

Till Assignment Time

Export Data   Return

1. Scroll and select the desired till. Refer to the following picture:

End of Till Export

Please select a till assignment to export the data:

Cashier	Till Assignment
1	6/5/00 3:10:03 PM
1	6/6/00 1:49:42 PM

Till Assignment Time

Export Data   Return

2. Ensure that a formatted floppy disk is in the "A" drive.

3. Click on the Export Data button and the information will be copied to disk.

Menu Update/ Security:

From the Security/ Update screen the Manager can assign a security number for a specific function of the ROM II system and select Payment Transaction types. The number 1 is the highest security and 6 is the lowest. All that is required is to modify the existing number with the desired number. Click the Save Changes button to save. Click on this function and the following screen will appear:

Menu Update/Security Form

Menu Search [Manager]   High Range [1999]

Menu Type [Manager]   Low Range [1005]

Payment Transaction:
- Cash Enabled
- Navy Cash Disabled
- All Disabled

Get Merchant ID List   Chose Merchant Name: [   ]

Menu Id	Seq #	Belonging To	Form to Activate	Security Level
1030	1		None	1
1031	2	Start of Till Import	End_Day_Diskette_import_frm	1
1041	3	End of Till Export	mat_end_of_till_frm	6
1045	4	Setup Store/Register	store_register_number_frm	1
1047	5	Menu Update/Security	menu_creation_frm	1
1050	6	Receipt Message	new_message_frm	1
1055	7	Daily Transaction Report	mat_daily_trans_frm	1
1065	8	Change Refund Password	mat_data_password_frm	1

Save Changes   Return

1) Scroll and select the desired access level to the specific screen in the Security Level field.
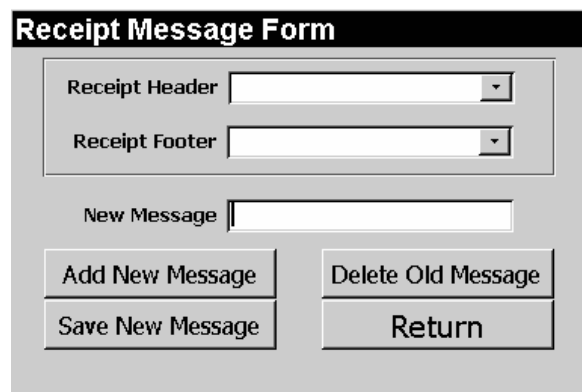
2) Select the desired PAYMENT TRANSACTION type.

    a) CASH ENABLED – Clicking on the option enables the CASH, CHECK and HAC transaction types on the Cash Payment Form and changes the text of the other two buttons to disabled

    b) NAVY CASH DISABLED – Clicking on this option disables all other transaction type and allows ONLY NAVY CASH transactions on the Cash Payment Form and changes the text of the other two buttons to disabled.

    c) ALL DISABLED – Clicking on this option enables ALL transaction types on the Cash Payment Form and changes the text of the other two buttons to disabled.

3) Click on the Save Changes button.

Note: Navy Cash activation. (Make positive your Navy Cash proxy is running on you Point Of Sale machine then:

To activate the Navy Cash feature you must select the middle button so that it will say Navy Cash enabled. Then you must select the Get Merchant ID List button to fill in the merchant name list. This is very important due to this information is sent with all transactions.

Receipt Message:

To create, delete or modify register receipt messages, click on the Receipt Message function. The following screen will appear:

Receipt Message Form

Receipt Header [▼]

Receipt Footer [▼]

New Message [   ]

| Add New Message | Delete Old Message |
| Save New Message | Return |

Adding a new Message:

1. Click on the Add New Message button.

2. Enter the new message in the New Message Block.

3. Save the new message by clicking on the Save New Message button. (Receipt messages cannot exceed 20 alphanumeric spaces.)

4. To save these changes simply click on the Return button.

5. Scroll either the Receipt Header or the Receipt Footer to find your new message.   If the message does not appear, simply exit and return to the Receipt Message screen.   This refreshed the screen.

Receipt Message Form

| Receipt Header | |
| Come Again |
| Grand Opening 1997 |
| New Product |
| 10 % Sale |
| Thank You |
| Return |
| Clothing |
| Testing new message! |

Receipt Footer

New Message

Add New Messa

Save New Message   Return

6. Click on the desired message for the Receipt Header and or Receipt Footer.

Deleting a Message:

1. From the Receipt Message Form screen click on the Delete Old Message button.   The following screen will appear:

Delete Receipt Message F...

Select Message To Delete

Delete Message

Return

2. Scroll the appropriate message desired.

3. Click on the Delete Message button.   The following message block will appear:

Delete Message

You are about to delete the Testing new message! message. Do you wish to continue?

Yes   No
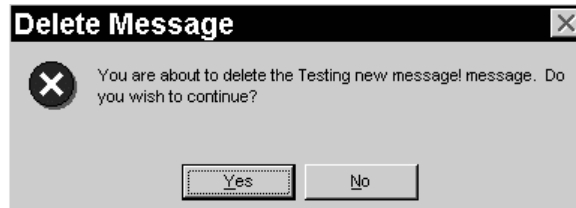
4. Click the appropriate block and you will return to the previous screen.
5. Continue to delete messages or click on the Return buttons until you return to the main menu.

Register/ Store Setup:

Click on the Setup Store/ Register option from the Manager Functions Menu.   The following screen will appear:

Store/Register Setup Form

Ship Name   Carr

Store No   1

Register No   1001

Shore Site   ☐   Save As Shore Site (For Shore Sites Only)

Confirm   Return

From the Store/ Register Setup Form, the manager can add the following information:
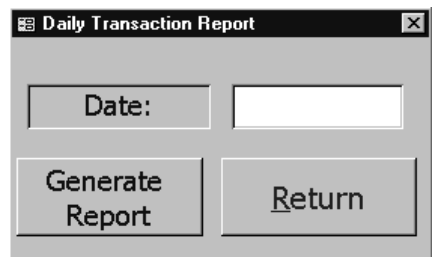
1.   SHIP NAME: Enter the name of the ship system is installed on. Never include the USS part because this is defaulted into the system.

2.   STORE NO.   Enter the appropriate store number.

3.   REGISTER NO.   Enter the appropriate register number.   If more than one register exists in an outlet insure that the register numbers are different.

4. FOR SHORE SITES ONLY: This button is for shore site ONLY! When this button is clicked, the "USS" prefix tag will not display on the register tape.

Once you have made all the required changes, click on the Confirm button to save the information.

Daily Transaction Report:

The Daily Transaction Report is the detailed tape for all sales at a specific register in a specific retail outlet. Click on this function and the following screen will appear:

1. Double click in the date field and select the specific dates that you want to create the report.
2. Click on the Generate Report button and the receipt printer will generate the detail tape for that date selected.

Change Export Data Password:

This function allows the manager to change their password for the End of Till Export function. Click on this function and the following screen will appear:

1. Enter your current password in the Old Password field.

2. Enter the new password in the New Password field.
3. Re-enter the new password in the New Password field.
4. Click on the Confirm button.

Change Refund Password:

This function allows the manager to change their password for the Refunds (F8 button). Click on this function and the following screen will appear:

Change Refund Password

Change Refund Password

Old Password [   ]
New Password [   ]
Retype Password [   ]

| Confirm | Return |

1. Enter your current password in the Old Password field.
2. Enter the new password in the New Password field.
3. Re-enter the new password in the New Password field.
4. Click on the Confirm button.

Change Override Password:

This function allows the manager to change their password for the Price Override function from the main sales screen. Click on this function and the following screen will appear:

Change Override Password

Change Override Password

Old Password [   ]
New Password [   ]
Retype Password [   ]

| Confirm | Return |

1. Enter your current password in the Old Password field.
2. Enter the new password in the New Password field.
3. Re-enter the new password in the New Password field.
4. Click on the Confirm button.

Change Receipt Threshold:

This function allows the manager to change the receipt threshold at which the register generates a receipt. In most cases the threshold is set to zero. This meaning that for all transactions a receipt will be generated. There may be times that you may want to set the receipt threshold to only print a receipt for transactions in excess of 10.00. Click on this function and the following screen will appear:

1. Enter a desired amount in the Threshold Amount field.
2. Click on the Confirm button and now receipts for transactions in excess of that amount will be generated.

Exit:

Use this function to exit from the Point of Sale program.

Return to POS:

Use this function to return to the Main Sales screen.

Sales Screen:

Click on the Return to POS button from the Manger Functions menu. This will take you directly to an Operators Logon screen. Refer to the following figure:

1. The operator will logon and the following screen will appear:

Logon Screen

Logon [▼]

Password [   ]

[Clock in as Cashier] [Exit]

2. Scroll and select the appropriate operator (This would be the operator that the till assignment disk was generated for at the BackOffice).
3. Enter the operator's password.
4. Click on the Clock in as Cashier button and the following screen will appear:

NEXCOM - Main Sales Form

| Cashier | 1 | Register No | 1001 | Date | 29-Aug-05 | End of Till |
| Store No | 1 | Transaction No | 1 | Time | 11:13 AM | |

| Article # | Description | Price Override | Price | Qty. | Total Price |
| [▼] | | | $0.00 | 1 | |

| Manager | Change | | Subtotal: | | Reprint |
| EXIT | Due | | | | Last Receipt |

End of Till button – Used for end of day till export.

Manager Form button – Used to navigate to the Manager Form menu.

EXIT button – Used to exit ROM II without having to go to the manager form.

Reprint the Last Receipt – Used to print a duplicate receipt for the current transaction.

Price Override button - Used to override a retail price for a specific item. This is a one-time event and **does not** change the current retail price for the entire quantity still on hand. Refer to the following picture:

NEXCOM - Main Sales Form						
Cashier	1	Register No	1001	Date	29-Aug-05	End of Till
Store No	1	Transaction No	1	Time	11:15 AM	

Article #	Description	Price Override	Price	Qty.	Total Price
0100000085 ▾	SHIPS PHOTO W/TRAC CHART		$4.75	1	$4.75
0100000087 ▾	RONALD REAGAN POST CARDS		$1.90	1	$1.90
0500000196 ▾	CANDY BAR HERSHEY MILK CHOC		$0.50	1	$0.50
▾			$0.00	1	

Manager	Change	$0.00	Subtotal:	$7.15	Reprint
EXIT	Due				Last Receipt

1. Scan the item that you wish to conduct a price override on.
2. Click on the Price Override button and the following screen will appear:

Price Override

Please enter the overrride password and new price:

WRITING TABLETS,RULED

Override Password:

Override Price:

[Confirm]   [Return]

3. The manager must enter the password in the Override Password field.

4. The manager must enter the new retail price in the Override Price field.
5. Click on the Confirm button and the item will reflect the new price on the Sales screen.

Conducting a Sale:

1. Scan each and every item that is to be sold. Refer to the following picture:

2. Once you have all items that are to be sold press the END Button. The following screen will appear:

For a cash transaction :

1. Simply enter the amount that the customer gives you in the Amount Paid field. I.e. if the customer gives you a $10.00 bill for a $5.65 total, enter 1000 in the Amount Paid field.
DO NOT ENTER THE DECIMAL POINT.
2. Press the Enter key then click on the CASH button.
3. The system will open the drawer and display the amount of change due (if any).

RECEIPT TAPE:

The register drawer will not open if the receipt printer is out of paper. The cash register drawer key will need to be used for each cash transaction with change to open the drawer. Ensure that an adequate amount of receipt paper is kept on hands at all times to eliminate this problem.

For a check transaction :

1. Click on the Check button and the following screen will appear:

```
 ┌─────────────────────────────────────────────┐
 │ Check │                                       │
 ├───────┘                                       │
 │                                               │
 │        ID #    │                          │   │
 │                                               │
 │                                               │
 │     Tender Amount  │         $15.40 │         │
 │       Amount Due   │         $15.40 │         │
 │                                               │
 │   ┌──────────────────┐   ┌──────────────────┐ │
 │   │     Accept       │   │     Return       │ │
 │   └──────────────────┘   └──────────────────┘ │
 └─────────────────────────────────────────────┘
```

2. Enter the customers social security number in the ID # field. First ensure that the customers social security number in not on the bad checklist supplied to you by the Disbursing Officer. The system does not keep track of this list, so this will be done manually each and every time.

3. Click on the Accept button.

4. The system does not open the drawer for check transactions. All checks must be inserted into the register through the slot located at the front of the register drawer.

For a Health & Comfort transaction :

1. Click on the HAC button and the following screen will appear:

```
┌─────────────────────────────────────────────┐
│ HAC │                                         │
│─────┘                                         │
│                                               │
│        Document #    [_____]       │
│                                               │
│                                               │
│        Tender Amount    [      $15.40]        │
│        Amount Due       [      $15.40]        │
│                                               │
│                                               │
│   ┌───────────────┐     ┌───────────────┐     │
│   │    Accept     │     │    Return     │     │
│   └───────────────┘     └───────────────┘     │
└─────────────────────────────────────────────┘
```

2. Enter the customers document number in the Document # field. Ensure that you have the final copy of the Health and Comfort with the required signatures.

3.   Click on the Accept button.

4.   Place the Health & Comfort document on the bottom of the register drawer.

For a Navy Cash Transaction :
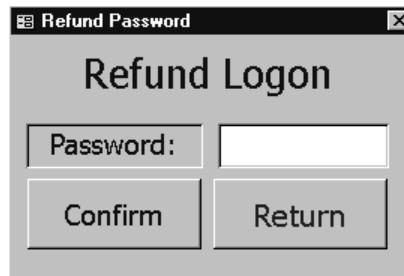
1. Click on the Navy Cash button, no screen is displayed.
2. User should insert their smart card into the K22 reader.
3. User enters PIN number.
4. User chooses OK to approve transaction or CANCEL to end transaction.
5. If there is not enough money on the card the transaction will be cancelled and the operator will be notified.

If the Navy Cash Proxy Server is not running, or the Navy Cash Server is not available, the following error message will be displayed:


```
┌─────────────────────────────────────────────────────┐
│ NEXCOM P.O.S. System                            [X]  │
├─────────────────────────────────────────────────────┤
│   ⚠    Could not log on to the Navy Cash Server. The Funge Proxy Program │
│        is not running.                               │
│                                                       │
│                  ┌──────────────┐                     │
│                  │      OK       │                    │
│                  └──────────────┘                     │
└─────────────────────────────────────────────────────┘
```

14.18
29 August 2005
Versions 241/242-01.02 and UP
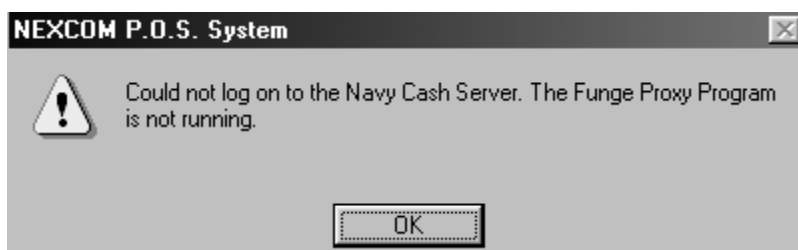
Refunds:

There will be times that a customer will bring something back to the store for a refund. The manager must approve and conduct all refunds. Click on this option and the following screen will appear:

1. **F-8 Refunds:** This Function is used to conduct refunds. Press the F8 button and a Return Form will appear. The manager must enter the password and Click on the Confirm button to access the actual Refund form. Click on the Return Reason and then check the box to the left of the item/s that are to be returned. Enter the quantity returned in the box under the Return Now column, and click on the Press F12 to Accept button located at the lower left side of screen. The system will return to the sales screen with the selected items indicated with negative numbers. Press the End button and enter 000. Click the Enter button and the register will open. Give the customer his refund and have him/ her sign the receipt and place the refund receipt in the cash drawer. **NOTE: No cash is dispersed on a refund of a Navy Cash transaction. The refund will be handled in the usual manner, but then the customer needs to take their receipt to the Disbursing Officer to have the money added back onto their Smart Card.**

Register Function Keys:

F1-F3 (No Functionality)

F4 Item Scroll: Use this function to display a list of ship's store stock that is carried. This would be beneficial when an item does not have a UPC on it. You would scroll the list and find the appropriate item and then click that selection. The item will then appear on the sales screen with the price.

F5 (No Functionality)

F6 Quantity Change Function: This Function is used to change the quantity of an item that has already been scanned. For example, if a snickers candy bar was scanned and then a variety of other items and the customer decide to purchase 4 more snickers bars, scroll to the line of the snickers bars on and press the F6 button. The quantity will be highlighted, just enter the total quantity and press the Enter button. The transaction will be adjusted once you press the Enter button.

F7 (No Functionality)

F8 Refunds: This Function is used to conduct refunds. Press the F8 button and a Return Form will appear. The manager must enter the password and Click on the Confirm button to access the actual Refund form. Click on the Return Reason and then check the box to the left of the item/s that are to be returned. Enter the quantity returned in the box under the Return Now column, and click on the Press F12 to Accept button located at the lower left side of screen. The system will return to the sales screen with the selected items indicated with negative numbers. Press the End button and enter 000. Click the Enter button and the register will open. Give the customer his refund and have him/ her sign the receipt and place the refund receipt in the cash drawer.

F9 – F10 (No Functionality)

F-11 VOIDING PREVIOUS TRANSACTIONS: If an operator has made a mistake, the POS system will allow them to void a previous transaction. Press the F11 button and the Void Transaction Form will appear. Scroll the Transaction Number field and select the appropriate transaction number. Scroll and select the user ID and enter the appropriate password. Scroll and select the reason for void and click on the Confirm button. The Confirm button is used twice for this function. The first time releases the drop down box for reason to void transaction. After selecting reason, click the Confirm button again to close transaction. **A supervisor must perform this function.**

F-12 Voiding a Particular Line: The system is designed to allow an operator to void a single line of a sale prior to a cash exchange. For example, if a customer decided they did not want an item that had already been scanned, you could scroll to the line of that item and press the F12 button to void it out. The operator would then press the Enter button; this would correct the final total field of the sales screen.

End button: Ends the current sales transaction and brings the operator to the payment form.

 Home/ Page Up buttons: (No Functionality)

POS Reconcile Till:

The End of Day Functions menu enables you to perform end of the day operations such as cashier closeout and reconciliation of cash, inventory updating based on the sales generated from your POS outlets and data for reports. Click on this option and the following screen will appear:

```
CloseOut Menu

  End of Till Import
  Edit Cash Collection
  Navy Cash Cancelled Transactions
  Navy Cash Sales Export
  End of Till Reconciliation




                    Return
```
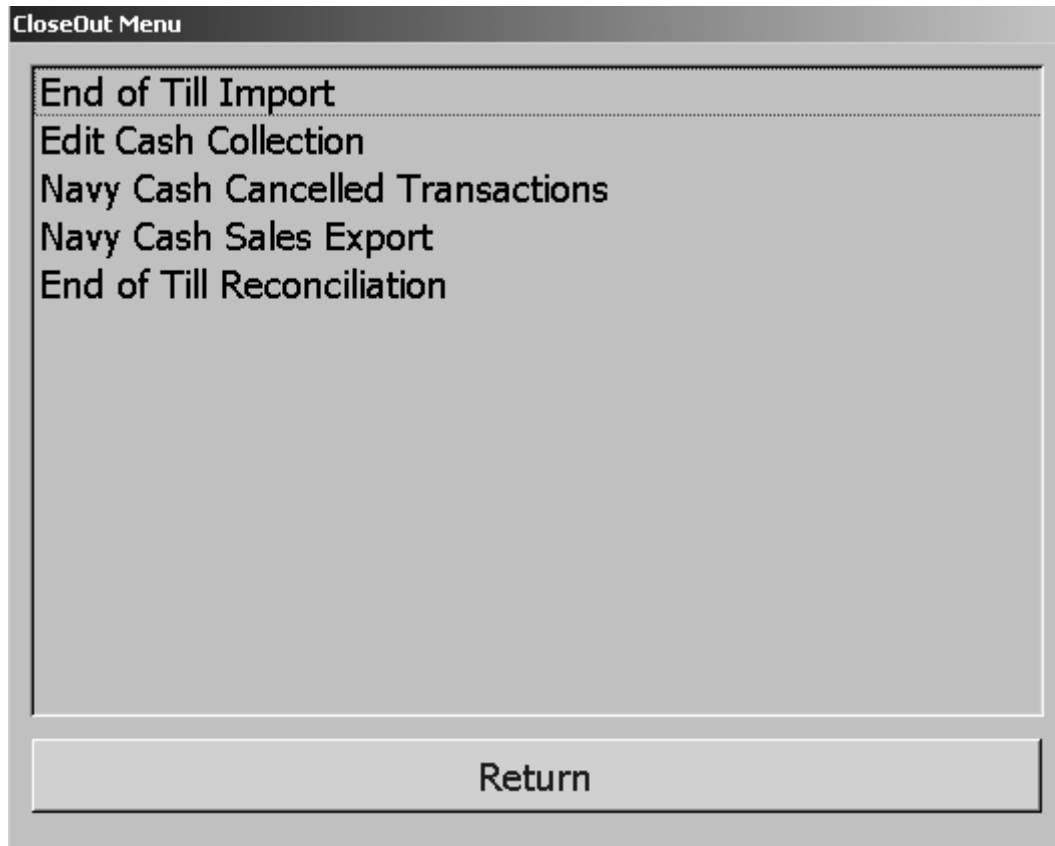
End-of-Day Import:

This function lets you import a diskette (from a given cashier) at the end of the cashier's shift, or end of the business day. End-of-Day import should normally be done in conjunction with a cash drop, and the diskette handed to the back office person, along with the till. To access this function, click on this selection, and the following menu will appear:

To import a diskette, complete the following:

1. Insert the diskette into your "A: drive".

2. Click on the Start Import button. The import process will begin.

3. When the import is complete, the Status field will display "Finished Updating."

4. Either insert another diskette for import (from another cashier/register) or click on the Return button to return to the previous menu.

Edit Cash Collection:

This function allows the user to alter the cash collected amount for a previous reconciled till. To access this function, click on this selection, and the following menu will appear:

15.2

29 August 2005

Versions 241/242-01.02 and UP

Edit Retail Form

Edit Retail Cash Collections

After choosing a collection, the collected retail amount wil be shown in the amount collected box. To change the amount collected press the change amount button and enter in the new amount and select the OK button.

Choose Collection:

| 12/3/02 | 8:26:47 AM | 1001 | 1 | $1.45 |

Amount Collected:

Scroll and select the appropriate selection.

Change Amount   **Return**

To import a diskette, complete the following:

1. Select a collection through the Choose Collection drop down box.

2. The previous cash amount collected will show up in the Amount Collected box.

3. Click the Change Amount button.

4. Enter in the new amount and click the OK button.

Edit Retail Form

Edit Retail Cash Collections

After choosing a collection, the collected retail amount wil be shown in the amount collected box. To change the amount collected press the change amount button and enter in the new amount and select the OK button.

Choose Collection: 12/3/02

Amount Collected: $1.45

Change Amount   **Return**

End-of-Day Reconciliation:

This function lets you balance the returned till with the sales transaction data that you import. End-of-Day Reconciliation should normally be done at the end of the business day. To access this function, click on this selection, and the following menu will appear:

Note that this process must be accomplished after the End of Day Import has been done and not prior.

1. Scroll and select the desired till in the Please select a till assignment field. Refer to the following picture:

End of Day Reconciliation

Please select a till assignment:

Store #	Register	Cashier	Till Assignment Date
1	1001	1	10/28/99 8:33:52 AM

Operator:

Till Assinment Time:

2. Once you have selected the desired Till, the system will automatically query information for that till assignment.

3. Enter the cash amount collected from the operator in the Cashier field located at the lower left hand side of the screen. You can also change the Till Close Date if you do not reconcile the till on the same day it is imported. To do this, double click on the Till Close Date field. The pop-up calendar form will be displayed for day selection.

4. Once you are finished with step 3 above, click on the Check Totals button. ROM II will compare the cash collected with the sales transaction data from that cashier's register.

5. If you are satisfied with the verification, click on the Verify and Save Record button. The record will post to the system.

6. If you wish to proceed with another reconciliation, click on the Clear Amounts button, and then begin this process again, beginning with step 1. Note that each operator and register must have a separate diskette.

7. If you wish to exit this screen, click on the Return button and you will be returned to the previous menu.

Navy Cash Sales Export:

This function allows the user to extract the sales data to a floppy disk for disbursing to compare with the Navy Cash server to see if all transactions are correct. The following form will show up:

To export a file to a diskette, complete the following:

1. Chose the start date (double click the text box to activate the calendar control.)

2. Chose an ending date (double click the text box to activate the calendar control.)

3. Click the Export Data button, the system will tell the user when it is done.

Navy Cash Cancelled Transactions:

This function allows the user to complete a valid sale, even though the system might have not originally approved a Navy Cash transaction. This allows for the proper sales figures and inventory control. To access this function, click on this selection, and the following menu will appear:

1. Select a transaction number through the drop down box.

2. The previous sales items will show up in the Amount Collected box.

3. Click the Confirm Sale button.

Backup and Restore:

The Backup and Restore function allows the user to maintain data incase of system interruptions or failures. In order to maintain the system so that you do not loose data you should perform a backup. Click on the ROM II Backup icon on the desktop and the following screen will appear:

Compact:

This function lets you compact the database making it smaller so when backing up the data it does not take as long or as much space. **This function is strongly recommended**. To access this function, click on the START button under the Compact on the left side of the screen, and the following screen will appear:

Note: The Compact on the right side of the screen is the same function as the above the only difference is the one on the right compacts the archived data. To use this function follow the same steps for the above compact.
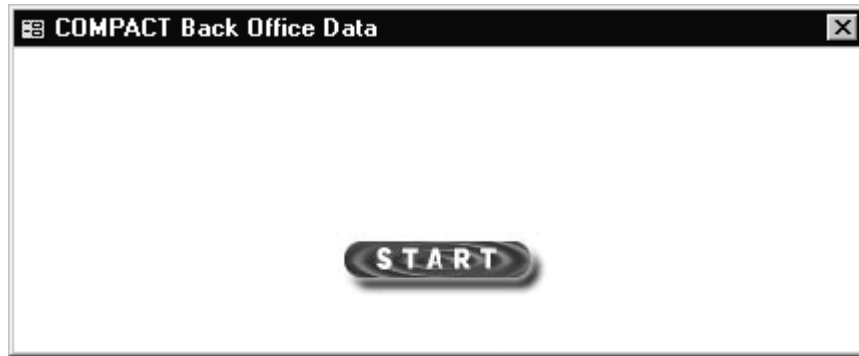
1. Click on the START button and the following screen will appear:

This function will run. Once it has finished the following screen will appear:

2. Click on OK.

Daily Backup:

This function lets you backup the database. **This function is strongly recommended and should be performed daily**. To access this function, click on the START button under the Daily Backup on the left side of the screen, and the following screen will appear:

Drive Select

Select Drive   A:\
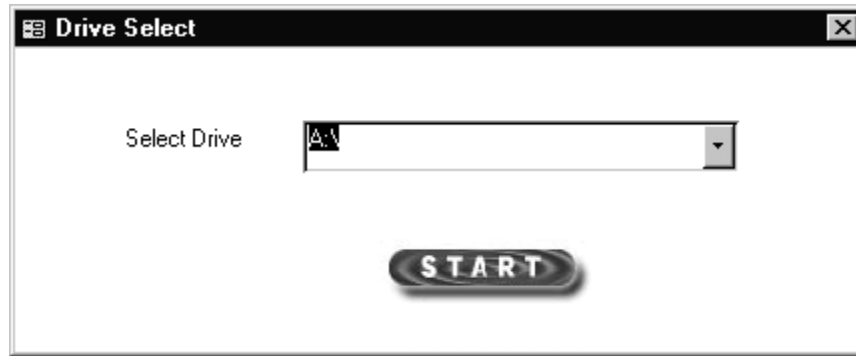
START

1. Select the drive you will be using to backup to (this will either be a floppy drive or a zip drive). Click START. **YOU MUST INSERT THE DISKETTE INTO THE DRIVE BEFORE YOU START**. The following screen will appear:

```
C:\WINNT\System32\CMD.exe

PKZIP(R)  Version 2.50  FAST!  Compression Utility for Windows 95/NT  4-15-1998
Copyright 1989-1998 PKWARE Inc.  All Rights Reserved. Shareware Version
PKZIP Reg. U.S. Pat. and Tm. Off.  Patent No. 5,051,745


Creating .ZIP: A:/posa97_e.zip
  Adding File: posa97be_bo.mdb Deflating      70%
```
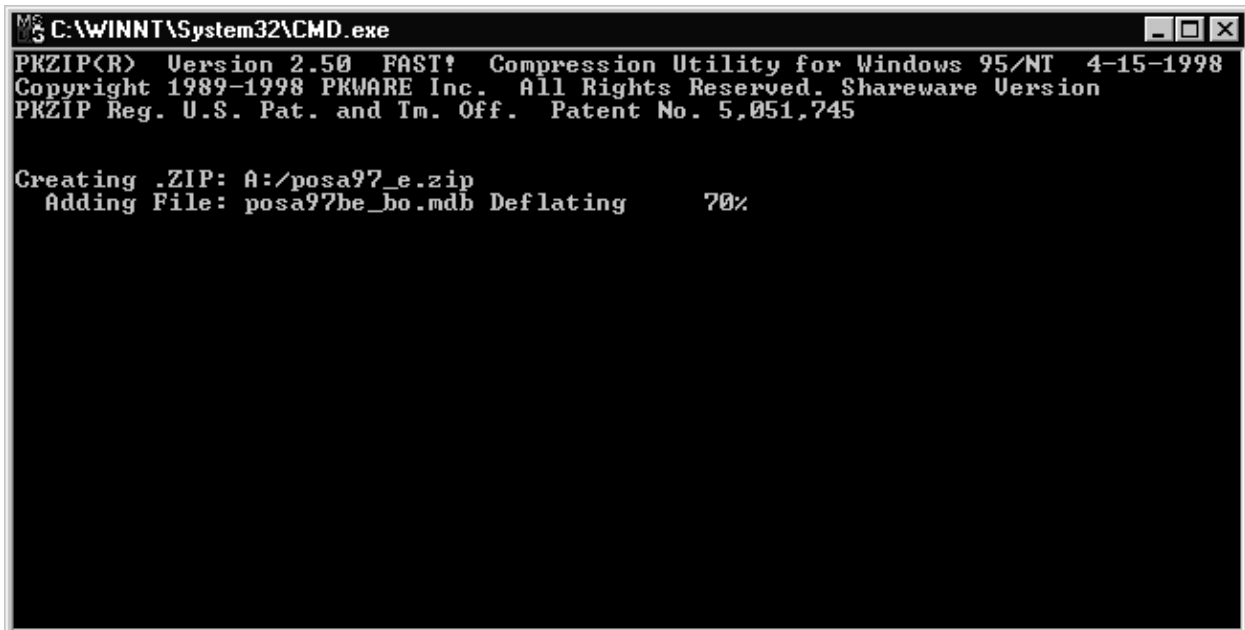
This function will run automatically. To verify the diskette use your NT Explorer to view contents on the diskette.

Daily Restore:

This function allows the user to restore the daily backup. To access this function, click on the START button under the Daily Restore on the left side of the screen, and follow the instructions for the daily backup. **YOU MUST INSERT THE DISKETTE INTO THE DRIVE BEFORE YOU START**

Smart Order Backup:

This function lets you backup the database. **This function is strongly recommended**. To access this function, click on the START button under the Smart Order Backup on the right side of the screen, and follow the instructions for the daily backup. **YOU MUST INSERT THE DISKETTE INTO THE DRIVE BEFORE YOU START**

Smart Order Restore:

This function allows the user to restore the Smart Order backup. To access this function, click on the START button under the Smart Order Restore on the right side of the screen, and follow the instructions for the daily backup. **YOU MUST INSERT THE DISKETTE INTO THE DRIVE BEFORE YOU START**

The *EDI Functions* provides the operator with the ability to control the sending, receiving and retransmission of EDI transactions as well as providing a variety of reports. Outgoing EDI transactions are written to a floppy disk for transmission via SALTS. Incoming EDI transactions are input from a floppy disk received via SALTS.

Creating a purchase order generates an 850 transaction (outgoing transaction) that must be transmitted to the vendor. When a vendor fills and ships an order, an 857 transaction (incoming transaction) is created that must be taken up by the ship prior to receiving the order. When a purchase order is received, an 861 transaction (outgoing transaction) is generated that must be transmitted to DFAS.

EDI orders are generated when an order is created (see section 5). An order automatically becomes an EDI order if the vendor being ordered from is capable of receiving EDI orders. EDI receipts can be posted (see section 6) after its 587 transaction is processed.

To access the *EDI Functions* menu, click on the **EDI Functions** button on the main menu. The following screen will be displayed.
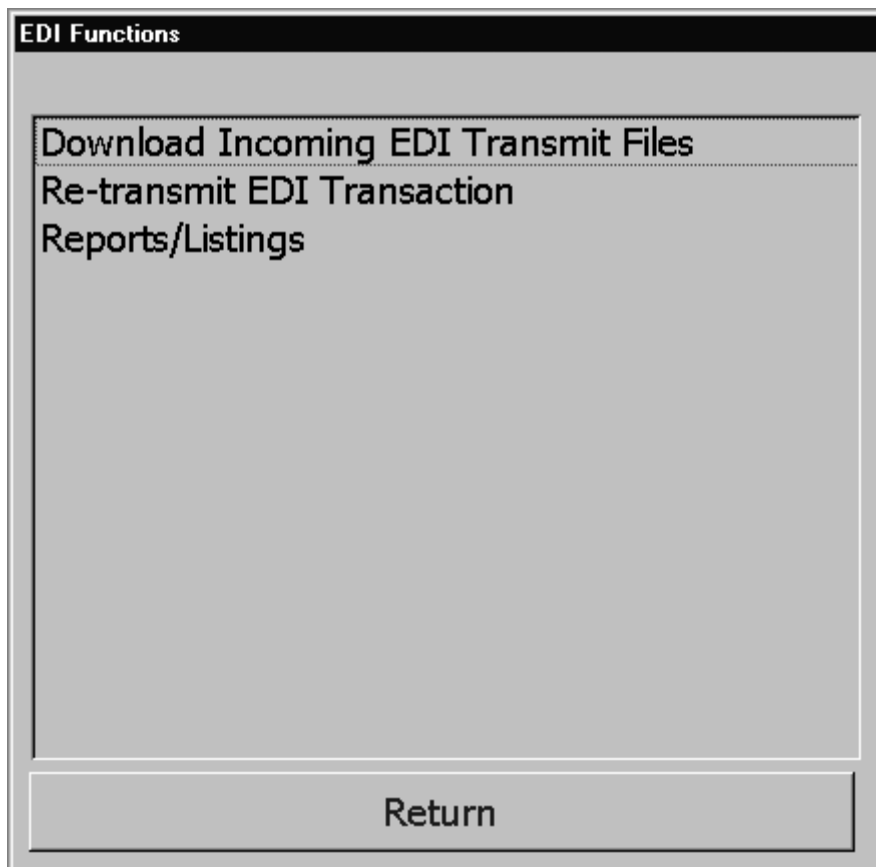
EDI Functions Menu

Download Incoming EDI Transmit Files:

```
┌─────────────────────────────────────────────────┐
│ EDI Functions                                    │
├─────────────────────────────────────────────────┤
│                                                  │
│   ┌──────────────────────────────────────────┐   │
│   │⟨Download Incoming EDI Transmit Files⟩     │   │
│   │ Re-transmit EDI Transaction               │   │
│   │ Reports/Listings                          │   │
│   │                                           │   │
│   │                                           │   │
│   │                                           │   │
│   │                                           │   │
│   │                                           │   │
│   │                                           │   │
│   └───────────────────────────────────────────┘  │
│   ┌───────────────────────────────────────────┐  │
│   │                  Return                    │  │
│   └───────────────────────────────────────────┘  │
└─────────────────────────────────────────────────┘
```
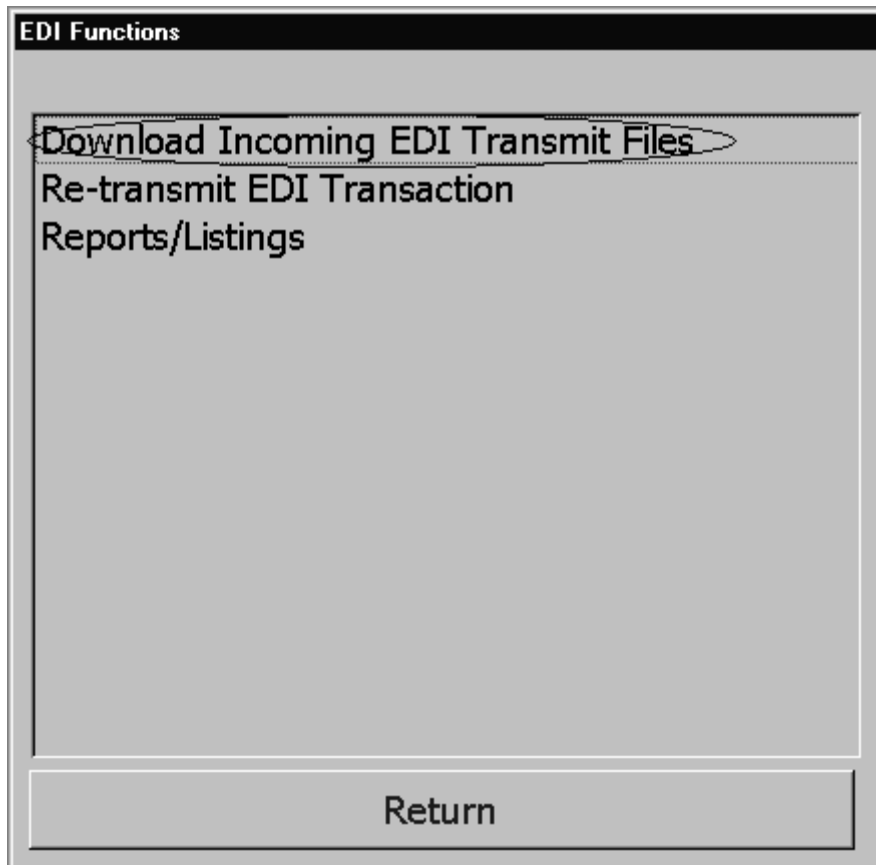
To download EDI transactions, click on *Download Incoming EDI Transmit Files.*

Before downloading incoming EDI transactions into ROM, insert the proper floppy diskette (received from your SALTS operator) into your floppy disk drive. For every incoming transaction, a screen similar to the one shown below will be displayed.

```
┌────────────────────────────────────────────┐
│ NEXCOM BackOffice                        ⊠ │
├────────────────────────────────────────────┤
│                                            │
│  Importing Purchase Order number V21560-3111-9738 │
│                                            │
│            ┌──────────────┐                │
│            │      OK       │                │
│            └──────────────┘                │
└────────────────────────────────────────────┘
```
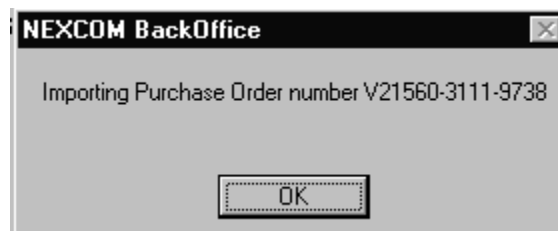
This is a Purchase Order that has had an 850 transaction set transmitted to a vendor. The vendor has processed the order and is returning an 857 transaction set. An 857 transaction signifies that the vendor has filled the order and is shipping the merchandise.

As the 857 transaction is being processed, the Download program checks to see if an 861 transaction has been generated against this Purchase Order. An 861 is generated when a Purchase Order receipt is posted. The 861 data is transmitted to DFAS for processing and payment. It is possible for an 861 transaction to be created and transmitted before the receipt of the 857. When this happens, the total cost between the two documents (857 transaction set and 861 transaction set) is computed. If there is a variance of more than plus or minus ten (10) dollars an accounting adjustment is automatically generated and the following message screen is displayed.
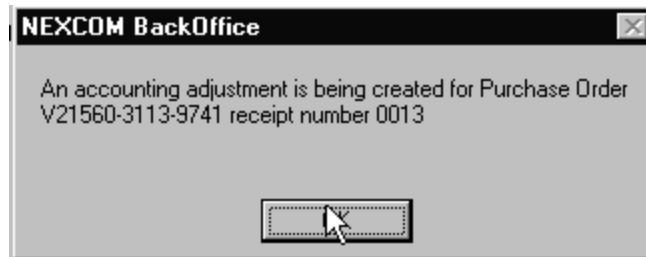
The DD Form 1149 (Accounting Adjustment Form) is then displayed for printing.

If no transactions were downloaded from the floppy disked being processed, you will see the following screen.
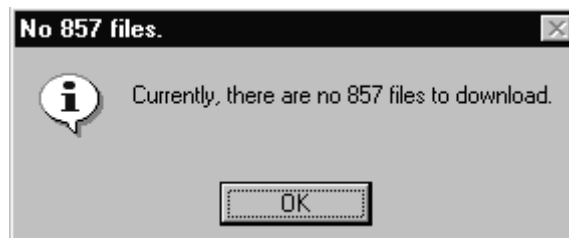
RE-Transmit EDI Transactions:
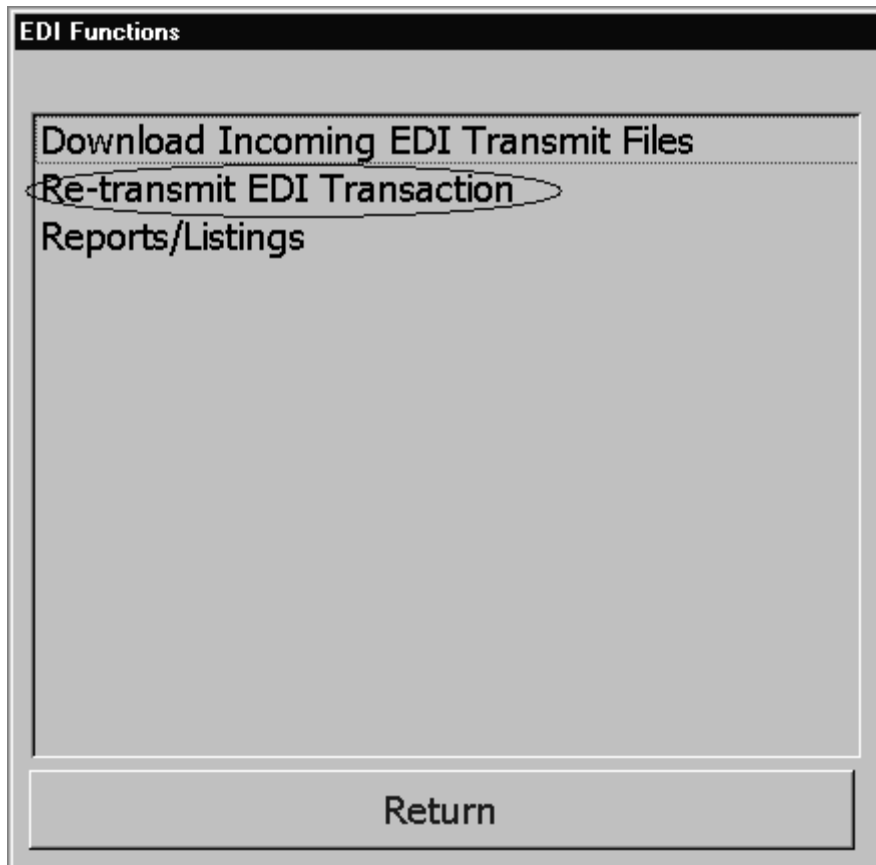
To re-transmit any EDI transaction, click on *Re-transmit EDI Transactions* and the following screen will be displayed.

RE-Transmit Purchase Order:

```
┌─────────────────────────────────────────────────────┐
│ EDI Purchase Order Re-transmit                        │
├─────────────────────────────────────────────────────┤
│ 850 - Purchase Order/Requisition Data (DD 1155)       │
│ 860 - Cancellation                                    │
│ 861 - Receiving Advice/Acceptance Certification       │
│                                                       │
│                                                       │
│                                                       │
│                                                       │
│                                                       │
│                                                       │
│                                                       │
│                                                       │
│                                                       │
│ ┌───────────────────────────────────────────────┐   │
│ │                   Return                        │   │
│ └───────────────────────────────────────────────┘   │
└─────────────────────────────────────────────────────┘
```

EDI TRANSACTION Re-TRANSMIT

To re-transmit a purchase order (EDI transaction 850)*,* click on *Purchase Order/Requisition Data (DD1155)* and the following screen will be displayed.

Re-Submit Purchase Orders (850)

Select Orders

	Order Date	Order Number	Re-Submit	
▶	15-May-02	V21233-2135-9703	☐	
	14-Aug-02	V21233-2226-9704	☐	
	14-Aug-02	V21233-2226-9705	☐	
	14-Aug-02	V21233-2226-9706	☐	
	14-Aug-02	V21233-2226-9707	☐	
	15-Aug-02	V21233-2227-9708	☐	
	15-Aug-02	V21233-2227-9709	☐	
	15-Aug-02	V21233-2227-9710	☐	
	05-Sep-02	V21233-2248-9711	☐	
	05-Sep-02	V21233-2248-9712	☐	
	18-Sep-02	V21233-2261-9713	☐	

Record: |◀ ◀ | 1 | ▶ ▶| ▶*| of 23

[Re-Submit 850]   [Return]

To re-transmit a purchase order, click in the box in the **Re-Submit** column for each purchase order that needs to be re-transmitted. This will place a check mark in the box. When the selection process is complete, insure a floppy diskette is in the floppy diskette drive and click on the **Re-Submit 850** button. When all the selected purchase orders have been written to the floppy, the check mark in each box will be removed. Click in the **RETURN** button when done to return to the previous menu.

RE-Transmit Cancellation:

To re-transmit a cancellation, click on *Cancellation* and the following screen will be displayed.

Re-cancel Purchase Orders (860)

Re-Cancel Purchase Order (860)

	Order Date	Order Number	Re-Cancel
▶	15-Aug-02	V21233-2227-9709	☐
	05-Sep-02	V21233-2248-9711	☐
	05-Nov-02	V21233-2309-9719	☐
	05-Nov-02	V21233-2309-9720	☐
	05-Dec-02	V21233-2339-9904	☐
✳	28-Feb-03		☐

Record: |◄ ◄ | 1 | ► ►| ►✳ | of 5

Cancel P.O. (860)   **Return**

To re-transmit a cancellation, click in the box in the **Re-Cancel** column for each purchase order that needs to be re-transmitted. This will place a check mark in the box. When the selection process is complete, insure a floppy diskette is in the floppy diskette drive and click on the **Cancel P.O. (860)** button. When all the selected purchase orders have been written to the floppy, the check mark in each box will be removed. Click in the **RETURN** button when done to return to the previous menu.

RE-Transmit Receiving Advice/Acceptance Certification:

EDI Purchase Order Re-transmit

850 - Purchase Order/Requisition Data (DD 1155)
860 - Cancellation
861 - Receiving Advice/Acceptance Certification

Return

To re-transmit receiving advice, click on *Receiving Advice/Acceptance Certification* and the
following screen will be displayed

Re-Submit Receiving Advice/Acceptance (861)

Select Order

	Order Date	Order No	Re-Submit 861
▶	14-Aug-02	V21233-2226-9705	☐
	15-Aug-02	V21233-2227-9708	☐
	05-Sep-02	V21233-2248-9712	☐
*	28-Feb-03		☐

Record: |◀ ◀ | 1 | ▶ ▶| ▶* | of 3

[Generate 861] [Return]

To re-transmit a receiving advice, click in the box in the **Re-Submit 861** column for each purchase order that needs to be re-transmitted. This will place a check mark in the box. When the selection process is complete, insure a floppy diskette is in the floppy diskette drive and click on the **Generate 861** button. When all the selected purchase orders have been written to the floppy, the check mark in each box will be removed. Click in the **RETURN** button when done to return to the previous menu.

Reports/Listings:
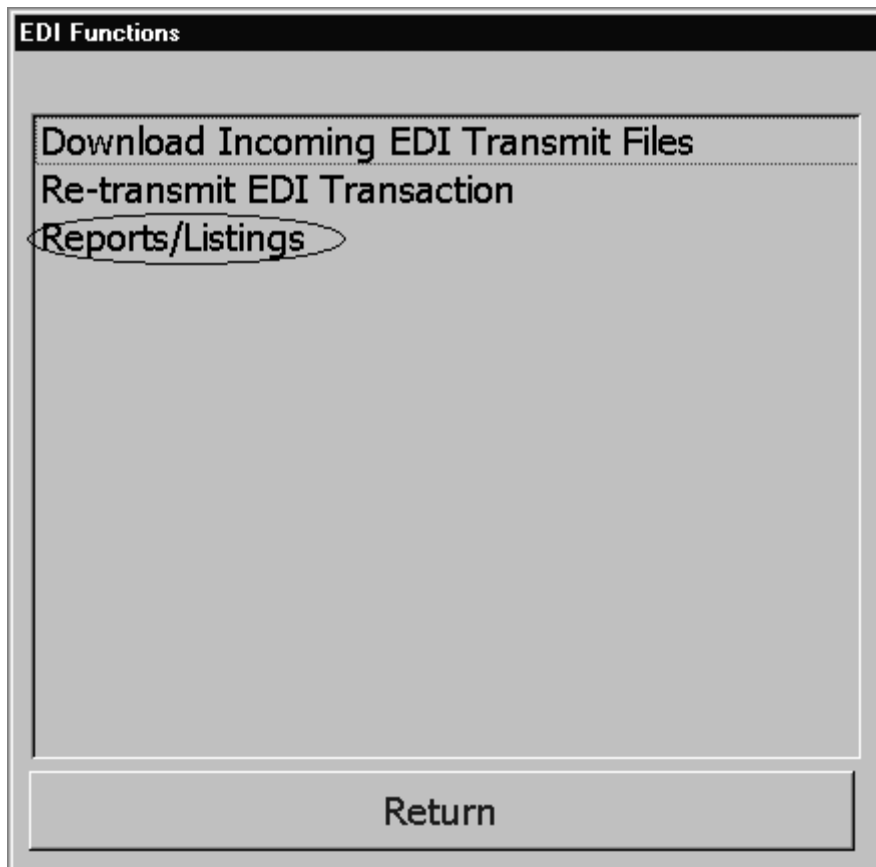
To view reports and listing available, click on *Reports/Listings* and the following screen will be displayed.

Purchase Order/Requisition Data Report:

EDI Reports

〈Purchase Order/Requisition Data (850)〉
Application Advice (824)
Shipping and Billing Notice Data (857)
Receiving Advice/Accept Certification Data (861)
EDI Transaction Summary List

Return

The Purchase Order/Requisition EDI Report can print a summary of a single purchase order or all EDI purchase orders. To run this report, click on *Purchase Order/Requisition Data*. The following screen will be displayed.
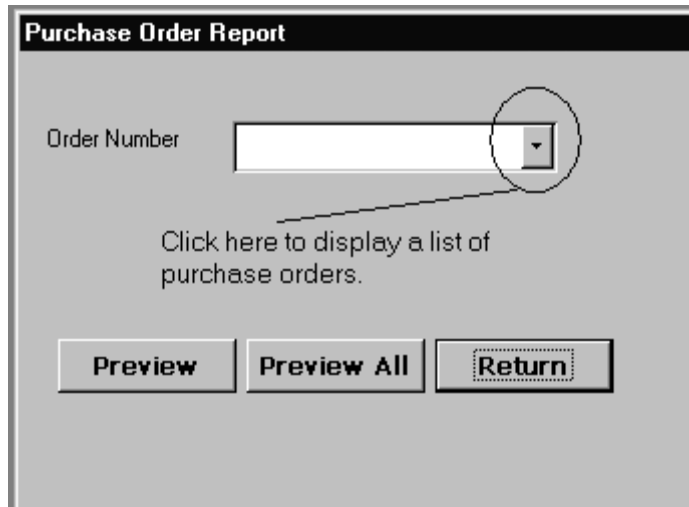
To preview all purchase orders, click on the **PREVIEW ALL** button.

To preview a single purchase order, click on the drop down button to display a list of purchase orders. Select a purchase order from the displayed list, then click the **PREVIEW** button.
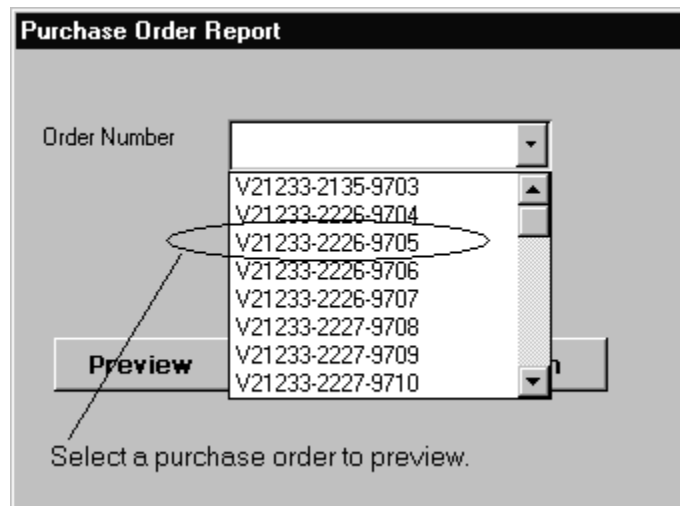
Purchase Order Description
(850)

USS NEXCOM UIC V00250

Order #	Order Date	Article #	Description	# Ordered	Cost EA	Total
V00250-3058-9742	27-Feb-03	0700006410	(A1) SNACK 072043000180 S	12	$3.36	$40.32
		0500002347	(A1) CANDY 072799008666	10	$0.37	$3.70
				Total For Order		$44.02
V00250-3058-9743	27-Feb-03	0500002347	(A1) CANDY 072799008666	10	$0.37	$3.70
				Total For Order		$3.70
V00250-3058-9744	27-Feb-03	0700006410	(A1) SNACK 072043000180 S	12	$3.36	$40.32
				Total For Order		$40.32

Application Advise:

EDI Reports

- Purchase Order/Requisition Data (850)
- Application Advice (824)
- Shipping and Billing Notice Data (857)
- Receiving Advice/Accept Certification Data (861)
- EDI Transaction Summary List

Return

This report is not currently active. Clicking on *Application Advice* will display the following screen.

NEXCOM BackOffice

There is no data for this report. Please make another selection.

OK

Shipping and Billing Notice Data:

```
EDI Reports
┌──────────────────────────────────────────────┐
│ Purchase Order/Requisition Data (850)        │
│ Application Advice (824)                      │
│ Shipping and Billing Notice Data (857)        │
│ Receiving Advice/Accept Certification Data (861) │
│ EDI Transaction Summary List                  │
│                                               │
│                                               │
│                                               │
│                                               │
│                                               │
│                                               │
│                                               │
├──────────────────────────────────────────────┤
│                   Return                       │
└──────────────────────────────────────────────┘
```

The Shipping and Billing Notice produces a report for a single purchase order that may be used in receiving an EDI order. Click on *Shipping and Billing Notice Data* and the following screen will be displayed.

857 Shipping/Billing Notice

Purchase Order Number [   ] ▼

Click here to display a list of purchase orders.

Preview   Return
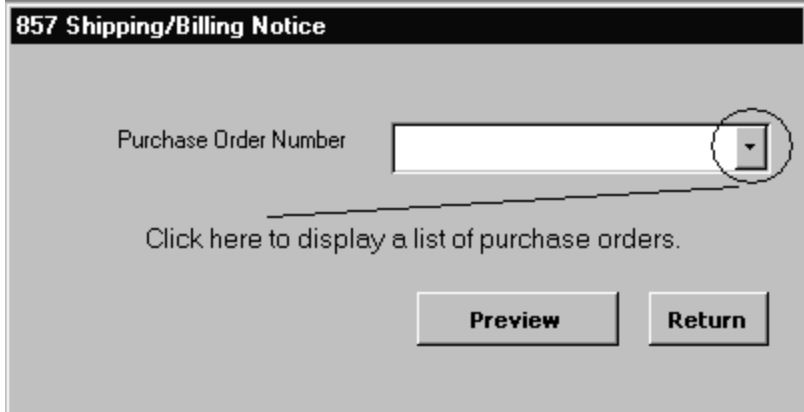
To preview a purchase order, click on the drop down button to display a list of purchase orders. Select a purchase order from the displayed list, the click the **PREVIEW** button.
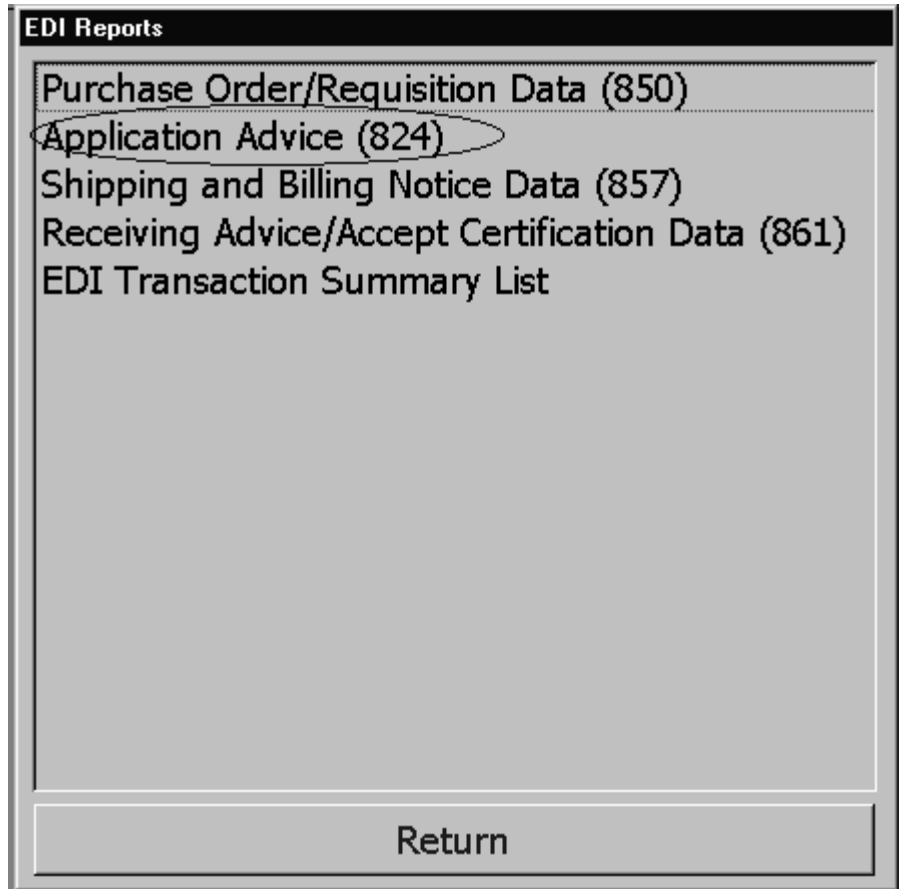

857 Shipping/Billing Notice

Purchase Order Number [   ] ▼

V21233-2226-9705
V21233-2227-9708
V21233-2248-9712
V21233-3051-9741

Select a purchase to preview.

Preview   Return

Start Date: 5/1/02
End Date: 5/2/02

857 Order Delivery Information Report

USS NEXCOM UIC V00250

Requisition/Purchase Order Number   V21233-3051-9741

Stock Number	Description	Quantity Ordered	Quantity Shipped	Quantity Received
0700006410	(A1) SNACK 072043000180 S	12	12	_____
0500002347	(A1) CANDY 072799008666 S	10	10	_____

Receiving Advice/Accept Certification Data:

```
EDI Reports
─────────────────────────────────────────
 Purchase Order/Requisition Data (850)
 Application Advice (824)
 Shipping and Billing Notice Data (857)
 Receiving Advice/Accept Certification Data (861)
 EDI Transaction Summary List




─────────────────────────────────────────
            Return
```

The Receiving Advice/Accept Certification Data can print a summary of a single purchase order or all EDI purchase orders. To run this report click on *Receiving Advice/Accept Certification Data*. The following screen will be displayed.

To preview all purchase orders, click on the **PREVIEW ALL** button.

To preview a single purchase order, click on the drop down button to display a list of purchase orders. Select a purchase order from the displayed list, then click on the **PREVIEW** button.
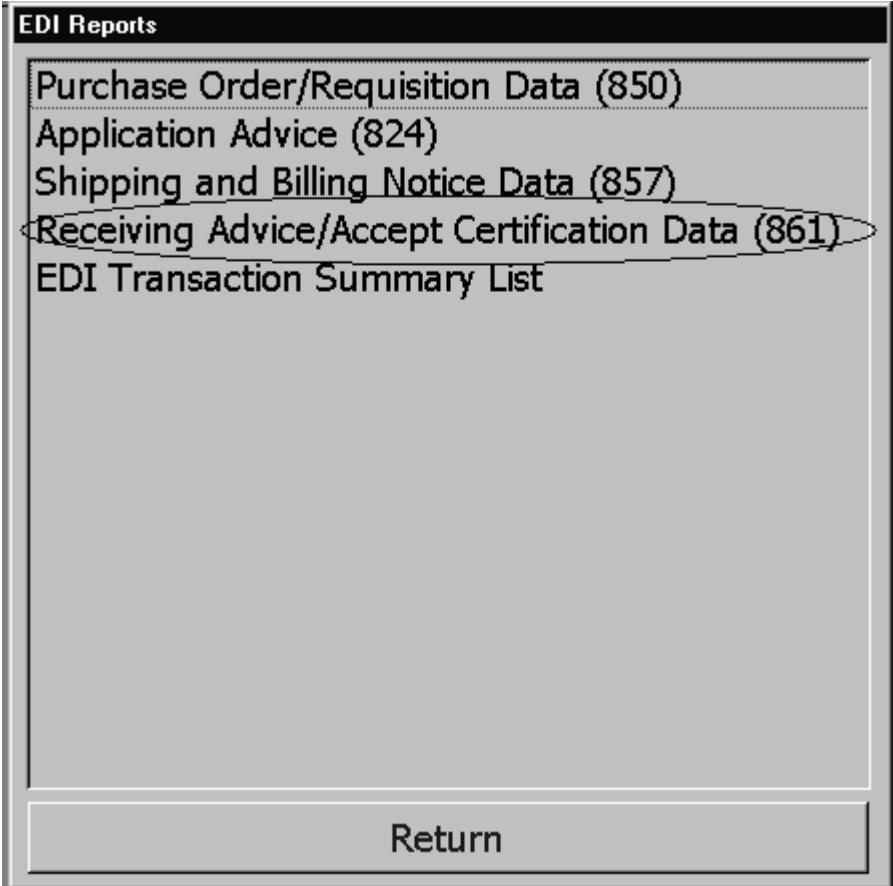
EDI 861 TRANSACTION
SUMMARY LIST

USS NEXCOM UIC V00250

PO Date	Order	Article	Description	Qty Ord	Qty Rcv'd	Qty Rtn	Qty in Question	Qty not Rcv'd
10/3/02	V21233-2248-9712	0700006410	(A1) SNACK 0720430001	12	12	0	0	0
10/3/02	V21233-2248-9712	0500002347	(A1) CANDY 0727990086	10	10	0	0	0

EDI Transaction Summary List:

The EDI Transaction Summary prints of summary report of all transactions for all purchase orders. To run this report, click on *EDI Transaction Summary List.*

EDI TRANSACTION
SUMMARY LIST

USS NEXCOM UIC V00250

Transaction		Purchase Order	Extract Date	Ship Date	Received Date	Cancel Date
850	(FORM 1155)	V00250-3058-9742	27-Feb-03			
850	(FORM 1155)	V00250-3058-9743	27-Feb-03			
850	(FORM 1155)	V00250-3058-9744	27-Feb-03			
850	(FORM 1155)	V00250-3058-9745	27-Feb-03			
850	(FORM 1155)	V00250-3058-9746	27-Feb-03			

Continuous Monitoring Program:

COMNAVSURFLANT has requested that NEXCOM provide data extraction from ROM II to use in their Continuous Monitoring Program. The Continuous Monitoring Program will also be an additional function of the closeout process. Please refer to section 10.14 of the user's guide for step-by-step instructions on how to close out an accounting period and extract Continuous Monitoring Program data.

Note: The CMP data can be extracted WITHOUT having to closeout an accounting period by clicking the "EXTRACT CMP Data" button located on the ROM II main menu. This feature was added for the capability of extracting CMP without needing to go through the closeout process.

The Continuous Monitoring Program or CMP is founded upon automated data extraction of important information from supply management information systems. The gathering of key performance indicators or "pulse points" is the center of this program. The pulse points are pulled from the ROM II program during the accounting period closeout process. This pulse points were chosen because they mark key areas in ROM II that are in use and hold traits for objective evaluation. Each pulse point is graded as green, yellow, or red and is based on supply system standards. These pulse points and their grading are listed below.

A**. Emblematic %**

PULSE POINTS: 1. (GREEN) Emblematic % <= 15%
                        2. (YELLOW) (Emblematic% >15% and < 25%)
                        3. (RED) Emblematic% >= 25%

B. **Financial Difference %**

PULSE POINTS: 1. (GREEN) NET DIFF <= $1500 AND DIFF% <= 1%
                        2. (YELLOW) (NET DIFF > $1500 and < $3000) AND (DIFF% >
                           1% AND < 3%)
                        3. (RED) NET DIFF >= $3,000 AND DIFF% >= 3%

C. **Retail Actual Gross Profit (All EPOS Locations)**

PULSE POINTS: 1. (GREEN) AGP% >= 10% and AGP% <= 20%
                         2. (YELLOW) AGP% > 6 and < 10% OR > 20 and < 24
                         3. (RED) AGP% <= 6% or >= 24

D. **Actual Gross Profit (All Non EPOS Locations other than Canned Vending)**

PULSE POINTS: 1. (GREEN) AGP% >= 10% and AGP% <= 20%
                        2. (YELLOW) AGP% > 6 and < 10% OR > 20 and < 24

3. (RED) AGP% <= 6% or >= 24

E. **Financial Profitability Canned Vending**

PULSE POINTS: 1. (GREEN) GP >= 35% and <= 55%
　　　　　　　　2. (YELLOW) GP > 30% and < 35% OR GP > 55%
　　　　　　　　　 < 60%
　　　　　　　　3. (RED) GP <= 30% OR >= 60%

F. **Stock Turn**

PULSE POINT:
　　　　　　　　1. (GREEN) Stock Turn (ST) >= 1.33
　　　　　　　　2. (YELLOW) ST < 1.0 and ST > 1.32
　　　　　　　　3. (RED) ST <= 1.0

G. **Cost of Operations**

PULSE POINTS: 1. (GREEN) Automatic Accounting Adjustment (AAA) <= 1% of Total Retail Sales
　　　　　　　　2. (YELLOW) AAA > 1% AND < 3% of Total Retail Sales
　　　　　　　　3. (RED) AAA > 3% of Total Retail Sales

H. **Cash Over Short Report**

PULSE POINTS: 1. (GREEN) Cash Over Short Difference <= 1% of Total Retail Sales
　　　　　　　　2. (YELLOW) Cash Over Short Difference > 1% AND < 3% of Total Retail Sales
　　　　　　　　3. (RED) Cash Over Short Difference > 3% of Total Retail Sales

ROM II displays the CMP report with data elements and pulse points grading.

Continuous Monitoring Program
ROM II Data Elements and PulsePoint Grades

Emblematic %
(Total Emblematic
Cost / B28)   0.19   **(YELLOW) (Emblematic % >= 16% and <= 20%)**   **Stock Turn**   0.2951   **(RED) StockTurn < 1.0**

153 Block B28:   59769.82

Total Emblematic Cost   11345.49

Financial Difference   -0.343   **(GREEN) NET DIFF < $1500**
Net Difference   **AND Financial Difference %**
                 -5411.67   **<= 1%**

Canned Vending
Actual Gross Profit %   -0.0304

APPENDIX A

TROUBLE REPORTING

<u>INTRODUCTION</u>

In order to obtain maximum response, NEXCOM has set up a trouble desk to receive fleet reported problems.

<u>PROCEDURE FOR TROUBLE REPORTING</u>

In the event a problem is encountered, the following action should be taken:

Notify NEXCOM Fleet Assist Team via telephone (1-877-418-6824/Support Magic) to give a detailed description of the problem. Include and error messages that may be displayed at the time the error occurred.

APPENDIX B

NEXCOM FLEET ASSISTANCE TEAM

Closeout Checklist

The following checklist has been established to aid in the closeout of the ROM II system. Conduct a full backup before you begin.

☐ 1. Verify that all receipts have been posted and any necessary accounting adjustments made.
- If an accounting adjustment is made for errors in receipt quantities, a spot inventory must be made to rectify the stock record card.

☐ 2. Ensure that all breakouts have been verified and confirmed.

☐ 3. Verify that all Outstanding Expenditures are complete and have been posted.
- Bulk Sales, Credit Memo's and Cash Refunds are liquidated or added to Bulk storeroom inventory.
- Get required approval/ signatures and confirm all Surveys.
- Transfers to OSO and Other Appropriations are completed and confirmed.

☐ 4. Ensure that all miscellaneous transactions have been posted.
- Laundry Claims
- Service Charges and Equipment Purchases if received ADR from DFAS.
- Loans received and payments made are posted.
- Contributions and Grants posted.

☐ 5. Review the Profitability Reports for the Non-EPOS activities.
- Canned Drink Vending and Snack Vending each have their own profitability report. Ensure that the appropriate report is generated. Note that 9700 (snack vending), 9500 (phone card machine) and 9400 (hangar bay/ pier sales) will appear on the Snack Vending Profitability report. 9800 (canned drink vending) will appear on the Canned Vending Profitability report.

☐ 5a. Verify each item for correct retail price and profit percentage.

☐ 5b. Verify Overage/ Shortage.
- Cash collections have been verified in step 6.
- Possible errors in breakout and or breakback procedures.
- Possible gains/ losses in money.

☐   6c.   Verify the Actual Gross Profit %.

- The Actual Gross Profit % is the overall percentage of book gross profit totals calculated with any shortages or overages. This figure is the operating percentage of the activity.

☐   7.   Validate the operational status of the Non EPOS activities on the Back of 153 report.
- Note that if your operation is excessive or disproportionate follow P-487 guidelines.

☐   8.   Conduct Bulk Storeroom Inventory.
- Print discrepancy report.
- Conduct recounts for discrepancies and modify Inventory Count Sheet as needed.
- Confirm Inventory.

☐   9. Validate the operational status of the Bulk Storeroom on the Back of 153 report.
- Add/ subtract spot inventories for accounting adjustments from Net Difference total. These are spot inventories generated to correct receiving errors in quantities received only.
- Note that if your operation is excessive or disproportionate follow P-487 guidelines.

☐   10.   Verify that all End of Day Till Assignments have been imported and reconciled.

- Verify the Cash Collections total to be the same as that totaled from the NAVSUP 469's.
- Stock record cards and EPOS Profitability report will not reflect accurately if End of Day disks have not been imported, reconciled and posted.
- View till report to verify all tills are closed.

☐   11.   Conduct Ship's Store Inventory. (As Required)
- Print discrepancy report.
- Conduct recounts for discrepancies and modify Inventory Count Sheet as needed.
- Confirm Inventory.

☐   12.   Review the Retail EPOS Profitability Report.
- The Actual Gross Profit % is the overall percentage of book gross profit totals calculated with any shortages or overages. This figure is the operating percentage of the activity.

☐   13. Validate the operational status of the EPOS activities on the Back of 153 report.
- Note that if your operation is excessive or disproportionate follow P-487 guidelines.

☐   14.   Verify that Collections for Amusement machines (If any) have been posted.
- Verify that the C04 Report (Amusement Machine Collections Report) total to be the same as that totaled from the NAVSUP 469's.

☐ 15. Generate Monthly Cash Sales Invoice.
  • Verify cash totals to be the same as that totaled from NAVSUP 469's.

☐ 16. Generate Monthly Amusement Disbursement. (If amusement machines present.)

☐ 17. Review Line C24 of NAVCOMPT 153 and determine how much money you want to hold back for Anticipated Liabilities and enter figure to system.

☐ 18. Enter figure to be transferred to MWR into system.

☐ 19. Perform Backup.

☐ 20. Generate all required reports in accordance with P-487.

☐ 21. Close out 153.

☐ 22. Generate Breakouts to Non EPOS activities.