



ROM3 USER'S GUIDE

FOR AFLOAT USERS

24 October 2013
Version 1.0

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Revision History

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1 Introduction

This guide provides instruction on using the Retail Operations Management (ROM) system and is for use by all ROM3 users.

Most procedures in this guide are written for users with an Activity user role. Consequently, the screen captures you see and the steps you follow may differ somewhat if you have an Enterprise, TYCOM or DFAS user role. See [Section 1.2 User Roles](#) for more information.

A separate user's guide is available for ashore users with Enterprise, or DFAS user roles. The [ROM3 User's Guide for Ashore Users](#) contains tasks that can only be performed by users with these user roles.



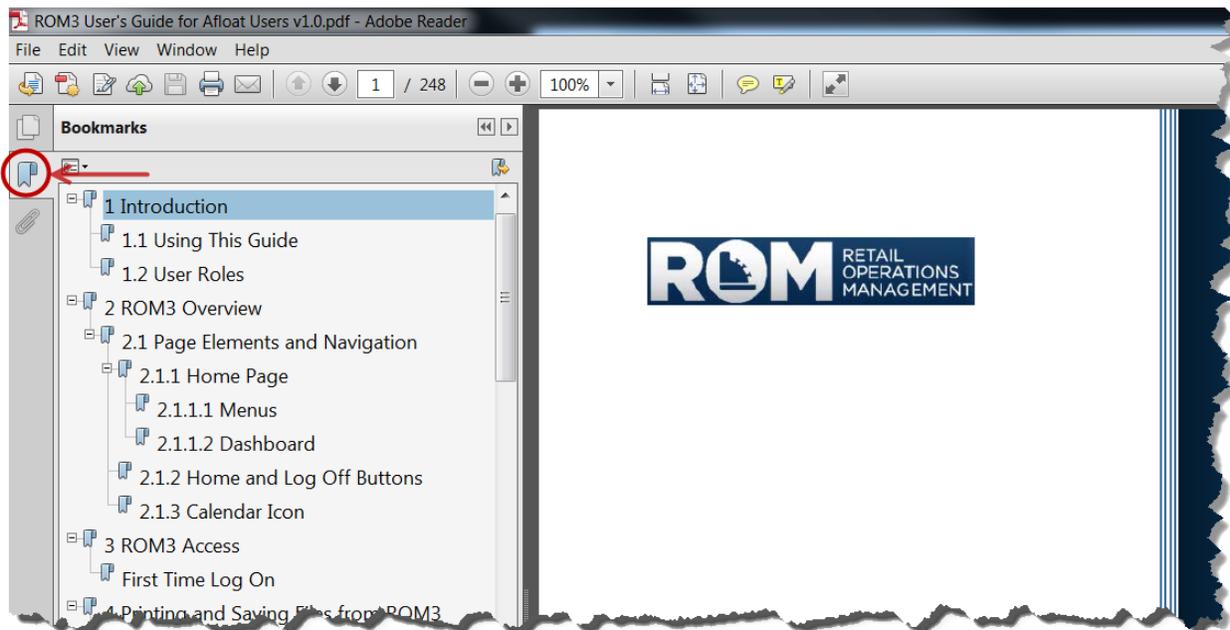
Note: TYCOM user roles also fall into the ashore category, but tasks performed by TYCOMs are included in this guide.

Navy Retail Operation Management business processes are not documented in this guide. Please refer to the [NAVSUP P-487](#) document for answers to your business process questions.

1.1 Using This Guide

To quickly find what you are looking for in this guide, click a link in the table of contents to go directly to that topic.

If you are viewing this document with Adobe® Reader®, you can also click the Bookmarks icon to display a list of bookmarked links. Click the links to quickly navigate to a topic without returning to the table of contents. Click the plus sign (+) character to expand a bookmark to view all subheadings.



1.2 User Roles

Each main section of this guide includes a table listing the tasks that can be performed in the different ROM3 modules. Each table includes four user groups and identifies which groups can perform each task. Each user group contains multiple user roles. The functionality available to you in ROM3 is based upon your user role.



Note: Although your user role may be included in a particular user group, you may not be able to perform all tasks indicated for that group.

The four user groups are Activity, Enterprise, TYCOM, and DFAS. The following table shows the user roles falling within each group.

User group	User roles within group
Activity	<ul style="list-style-type: none"> • Store Operator • Store Supervisor • Vending Operator • Collection Agent • Receipt Inspector • Storeroom Custodian • Retail Supervisor • Recordskeeper • Leading Petty Officer • Leading Chief Petty Officer • Sales Officer
Enterprise	<ul style="list-style-type: none"> • Ashore Recordskeeper • ATG Fleet Assistant • NEXCOM Activity Administrator • Enterprise Administrator • Enterprise Report Viewer
TYCOM	<ul style="list-style-type: none"> • Enterprise TYCOM
DFAS	<ul style="list-style-type: none"> • DFAS analyst • DFAS Supervisor

2 ROM3 Overview

The Retail Operations Management (ROM) system provides an automated means for personnel, both afloat and ashore, to perform all functions relating to daily operations of the Navy Ship's Store.

ROM3 provides for automated data backups and catalog updates, and eliminates the use of floppy disks and sending files via e-mail. The updated system includes enhanced item breakout and receiving capabilities, and provides the ability to view and reprint transactions from previous accounting periods. Many other functions associated with the operation of a ship's store have been automated or enhanced with the new Retail Operations Management system.

2.1 Page Elements and Navigation

You can navigate ROM3 using page elements similar to those you have used in other Windows-based applications, including links and buttons.



Caution: Do not use the **Back** and **Forward** buttons in your Web browser when navigating in ROM. Doing so could cause you to lose data.

2.1.1 Home Page

The starting page in the application is the home page, which you see after logging on. From this page, you can quickly navigate to the page you want to work with by choosing an option from one of the menus or by clicking an icon on the dashboard.

Retail Operations Management

Inventory Order / Receive Financials Register Reports System

Manage Items **Manage Orders** **Launch Register** **Accounting Closeouts** **Activity Constants**

Recent Enterprise Retail Price Changes

Date	Stock Number	Item Description
10/02/2013	050001HH0003	African Nut Bars
10/02/2013	050001HH0001	African Nut Bars
09/24/2013	050001HH0002	African Nut Bars
09/12/2013	050001HH0003	African Nut Bars
03/13/2013	1100006357	Listerine 11
03/07/2013	2420000010	IPOD CLASSIC 160GB B
03/07/2013	100000000014	Bic Disposable Light
03/01/2013	2420000010	IPOD CLASSIC 160GB B
02/25/2013	8700000081	DR. PEPPER, Diet
02/12/2013	2420000014	IPOD SHUFFLE 4GB 18

Recent Enterprise Financial Transactions

Date	UIC	Amount	Type
07/17/2013	W23153	1.00	NEXCOM Loans
07/15/2013	W23153	-5.00	DFAS Adjustments
03/01/2013	W23153	500.00	Rebates
02/13/2013	W23153	10.00	NEXCOM Loans
02/13/2013	W23153	1001.00	NEXCOM Loans
12/13/2012	W23153	-2000.00	DFAS Adjustments
12/13/2012	W23153	500.00	DFAS Adjustments
11/14/2012	W23153	5.00	DFAS Adjustments
11/07/2012	W23153	150000.00	NEXCOM Loans
10/23/2012	W23153	10000.00	NEXCOM Loans

Data & Replication Information
Last Replication: 02/27/2013
Current Catalog Published: 09/27/2013

Recent Additions to Document Library
 Added: 07/17/2013 [Accounting Adjustments.doc](#)
 Added: 05/14/2013 [CAC Renewal.doc](#)

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SHIPS STORE Naval Supply Systems Command
 5450 Carlisle Pike, P.O. Box 2050
 Mechanicsburg, PA 17055 NAVSUP



Note: The menus and icons you see on this page may vary from those shown in this guide. The functionality available to you depends on your user role. The user logged on in this example has an Activity user role.

2.1.1.1 Menus

Click a menu name to display a list of commands and then click a command name to go to the corresponding page.



2.1.1.2 Dashboard

The dashboard provides access to common tasks and key operating information.

Retail Operations Management



Manage Items



Manage Orders



Launch Register



Accounting Closeouts



Activity Constants

Recent Enterprise Retail Price Changes

Date	Stock Number	Item Description
09/24/2013	050001HH0002	African Nut Bars
09/12/2013	050001HH0003	African Nut Bars
03/13/2013	1100006357	Listerine 11
03/07/2013	2420000010	IPOD CLASSIC 160GB B
03/07/2013	100000000014	Bic Disposable Light
03/01/2013	2420000010	IPOD CLASSIC 160GB B
02/25/2013	8700000081	DR. PEPPER, Diet
02/12/2013	2420000014	IPOD SHUFFLE 4GB 18
02/10/2013	3113130000002	Saled Deluxe Mixed N
02/10/2013	3113130000001	Slim Jim Giant Stick

Recent Enterprise Financial Transactions

Date	UIC	Amount	Type
07/17/2013	W23153	1.00	NEXCOM Loans
07/15/2013	W23153	-5.00	DFAS Adjustments
03/01/2013	W23153	500.00	Rebates
02/13/2013	W23153	10.00	NEXCOM Loans
02/13/2013	W23153	1001.00	NEXCOM Loans
12/13/2012	W23153	-2000.00	DFAS Adjustments
12/13/2012	W23153	500.00	DFAS Adjustments
11/14/2012	W23153	5.00	DFAS Adjustments
11/07/2012	W23153	150000.00	NEXCOM Loans
10/23/2012	W23153	10000.00	NEXCOM Loans

Data & Replication Information

Last Replication: 02/27/2013
Current Catalog Published: 07/30/2013

Recent Additions to Document Library

Added: 07/17/2013 [Accounting Adjustments.doc](#)
Added: 05/14/2013 [CAC Renewel.doc](#)

The icons across the top are quick shortcuts to common tasks. Click an icon to quickly go to the main page for that task.

Recent Enterprise Retail Price Changes displays items whose retail price has been modified by NEXCOM. This typically only applies to cigarettes and postage stamps.

Recent Enterprise Financial Transactions displays the most recent financial transactions that have been applied to your activity by NEXCOM or DFAS. These transactions include Loans, Rebates, Grants, Equipment Purchases and Service Charges.

Data & Replication Information displays the date of the last replication cycle, and the date that the current ordering catalog was published. The replication date will be green if it is within the past 24 hours, yellow if between 24-48 hours, and red if the last replication occurred more than 48 hours ago. A red replication date may be an indication of problems with the NIAPS server.

Recent Additions to Document Library displays the two most recently added files and links to the Document Library.

2.1.2 Home and Log Off Buttons

At the top of each page in ROM3, you will see a page header with two buttons on the right-hand side.



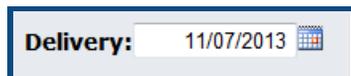
Each page contains the **Home** and **Log Off** buttons.

Click the **Home** button to return to the **Home** page. Save your work before clicking the **Home** button or you will lose any changes you have made.

When you are done using ROM3, click the **Log Off** button to log off the system.

2.1.3 Calendar Icon

You will find date fields like the one shown below throughout ROM3.



You can enter a date by typing directly in the field or by selecting a date from a calendar. The procedures in this guide instruct you to enter dates in date fields. An alternative way of selecting a date is to use the calendar icon . Click the icon to display the calendar, as shown here.



- Navigate to an earlier month by clicking the “back” arrow .
- Navigate to a later month by clicking the “forward” arrow .
- To select a date, click that number on the calendar.

After selecting a date, the calendar closes and the date you selected appears in the date field.

3 ROM3 Access

When you log on to ROM3 for the first time, your user profile is created.

Your profile is then edited by an individual with a user role of Leading Petty Officer (LPO), Leading Chief Petty Officer (LCPO), or Sales Officer (SO). The LPO, LCPO, or SO edits your user profile by selecting the appropriate role(s) and activity (or activities).

After your user profile is updated, you can then log on to ROM3 using the same user name and password you use to log on to your computer. If you log on using a Common Access Card (CAC), you can also log on to ROM3 using your CAC.



Note: Because the link to ROM3 is different for each activity, it is not provided in the following steps. If you do not know the URL for accessing ROM3, ask another user who currently has access before logging on for the first time.

FIRST TIME LOG ON

1. Log on to the computer you will be using to access ROM using your Common Access Card (CAC) or by entering your user name and password.
2. Access the ROM application by opening your Web browser and typing the ROM URL in the **Address** bar. The **Department of Defense (DoD) Notice and Consent Banner** page appears.
3. Click **OK**.
 - If you are a CAC user, the **Home Page** appears and displays a message stating that you do not have permission to access ROM. Your user profile has been created and is ready to be updated by the LPO, LCPO, or SO.
 - If you log on using a user name and password, continue to step 4.
4. Enter the user name and password you used to log on to the computer in the **User ID** and **Password** fields and then click **Login**.

The page updates and displays a message stating that you do not have permission to access ROM.

Your user profile has been created and is ready to be updated by the LPO, LCPO, or SO.



Note: If you are the LPO, LCPO, or SO needing to edit a new user's profile, see [Edit a User Account](#) for more information.

4 Printing and Saving Files from ROM3

In ROM3, you can generate or download numerous files, which you can then print or save.

The steps for saving downloaded files may be different from what you are used to, depending on the version of Internet Explorer (IE) you are using.

PRINTING FILES

1. Click the button to open a file (Generate Printable Version, etc.).
2. Click **Open**.
3. Select **Print** from the **File** menu or click **Print** on the toolbar.

SAVING FILES – IE8 OR EARLIER

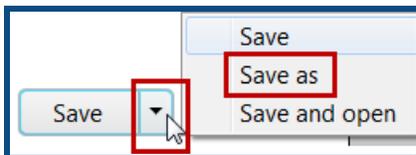
1. After clicking the button to open a file (Generate Printable Version, etc.), the **File Download** dialog box appears.
2. Click **Save**.
The **Save As** dialog box appears.
3. Navigate to the folder where you want to save the file and then click **Save**.

SAVING FILES – IE9 OR LATER

1. After clicking the button to open a file (Generate Printable Version, etc.), the **Notification Bar** appears at the bottom of your browser window, as shown here.



2. To save the file, click the arrow to the right of the **Save** button to display a submenu and then click **Save as**.



The **Save As** dialog box appears.

3. Navigate to the folder where you want to save the file and then click **Save**.

5 Inventory

5.1 Breakouts

Your activity may store inventory in multiple locations, such as a holding location, a retail store, or a hanger bay. With ROM3, you can transfer items between storage locations.

For example, you can move a case of 200 Snickers candy bars from Storeroom 9900 to Retail Store 1. The breakout decrements 200 Snickers from the Storeroom and increments 200 Snickers in Retail Store 1. With the exception of breakouts to snack bars, these transfers have no financial impact.

On a breakout to a snack bar location, items are immediately expended, and their quantities decremented from the on hand inventory. The cost of these items is charged to the Cost of Operations account.

There are three steps to a breakout, which may be completed by three different users at three separate times or by one user all at once, depending on user roles and permissions.

1. Create the breakout, add items, and record the intended breakout quantities for each item.
2. Update the breakout quantities to reflect actual quantities moved.
3. Confirm the transfer, causing system on hand quantities to update.

This section includes the following tasks, which can be performed by the user groups indicated with an "X."

	Activity	Enterprise	TYCOM	DFAS
• View a Breakout	X	X	X	
• Create a Breakout	X			
• Edit a Breakout	X			
• Delete a Breakout	X			
• Initiate a Breakout	X			
• Submit a Breakout	X			
• Print a Breakout Report	X	X	X	
• Print a Transfer Form (NAVSUP Form 973)	X	X	X	
• Print Breakout Item Labels	X			

VIEW A BREAKOUT

1. Select **Breakouts** from the **Inventory** menu.

The **BREAKOUTS – EXISTING RECORDS** page appears.

Breakouts

Existing Records

Create New Breakout

Generate Printable Version

Breakout Number:

Location From: ALL

Status: All

Location To: ALL

Accounting Period: 05/27/2012 - Present



Note: The fields and buttons you see on this page may be different from the ones shown here, depending on your user role.

2. Enter or select one or more of the following:
 - Enter a number or partial number in the **Breakout Number** field or leave the field blank
 - Select an option from the **Status** list
 - Select an option from the **Location From** list
 - Select an option from the **Location To** list
 - Select an activity from the **Select Activity** list (available for users with Enterprise user roles only)
 - Select an option from the **Accounting Period** list
3. Click **Search**.

The page updates and displays the search results.

Breakouts

Existing Records

Create New Breakout

Generate Printable Version

Breakout Number:

Location From: ALL

Status: All

Location To: ALL

Accounting Period: 05/27/2012 - Present

Date	Breakout Num	Location From	Location To	Value of Items	Status
07/30/2013	231530000354	9900 Storeroom	9300 Starbucks	3.99	Confirmed
07/30/2013	231530000352	9900 Storeroom	9200 Post Office	0.00	Initiated
07/30/2013	231530000351	9900 Storeroom	9800 Ter...	0.00	Initiated
07/16/2013	231530000343	9900 Retail Store 5	9900 Storeroom	11.49	Confirmed
07/16/2013	231530000342	9900 Storeroom	9507 Retail Store 3	0.00	Initiated
07/16/2013	231530000340	9900 Storeroom	9200 Post Office	0.00	Initiated

- In the **Date** column, click the link for the record you want to view.

The **BREAKOUTS – ITEM DETAILS** page appears.

Breakouts

Item Details

Breakout # 231530000337
Status: Confirmed
Date: 07/30/2013

Location From:

Location To:

Notes:

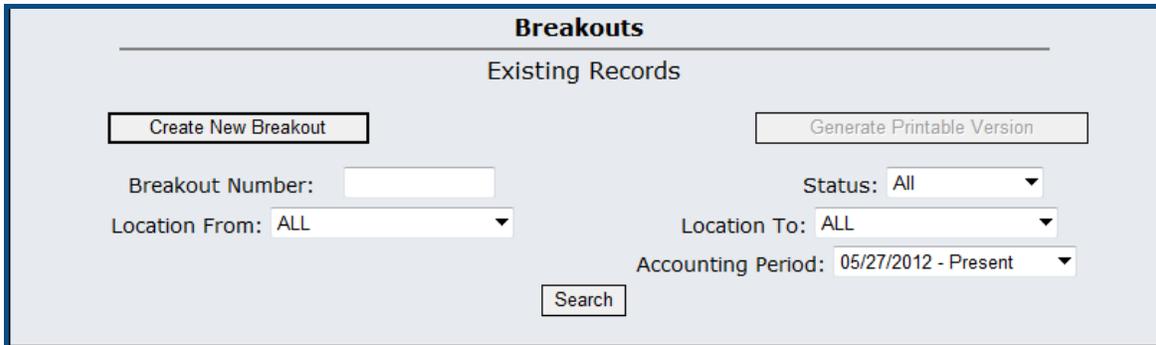
Breakout Items

Stock Num	Description	QOH	UI	Breakout QTY	Received QTY	# Labels
183939000006	Barbasol Shave Foam Original	25	EA	<input type="text" value="10"/>	<input type="text" value="10"/>	<input type="text" value="0"/>
322211000001	Chewy Bar - Smore	10	EA	<input type="text" value="70"/>	<input type="text" value="8"/>	<input type="text" value="0"/>

CREATE A BREAKOUT

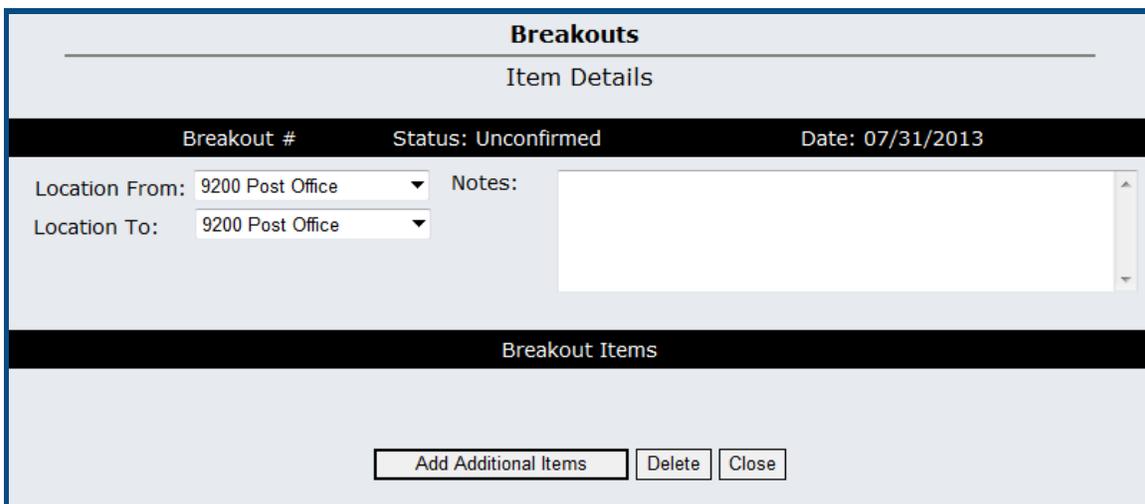
1. Select **Breakouts** from the **Inventory** menu.

The **BREAKOUTS – EXISTING RECORDS** page appears.



2. Click **Create New Breakout**.

The **BREAKOUTS – ITEM DETAILS** page appears.



3. Select or enter the following:

- Select the location you are taking items from in the **Location From** list
- Select the location you are taking items to in the **Location To** list
- Enter comments in the **Notes** field



Note: Breaking out inventory to a 9300 Snack Bar location will cause the inventory to be expended from the system, and the costs to be charged to Cost of Operations.

4. Click **Add Additional Items**.

The **BREAKOUTS – ADD ITEMS** page appears.

Breakouts
Add Items

Location: 9900 Storeroom

Item Search:

Department: ALL Category: ALL

5. Enter or select the following:
 - Enter a stock number or item name (or partial number or name) in the **Item Search** field
 - Select an option from the **Department** list
 - Select a category from the **Category** list (list becomes active after selecting a department)
6. Click **Search Inventory**.

The page updates and displays the search results.

Breakouts
Add Items

Location: 9900 Storeroom

Item Search:

Department: A1 Category: ALL

Dept	Category	Stock Num	Description	QOH	UI	Breakout QTY
A1	Food	3113130000005	ACT II Butter Lovers Popcorn	11	EA	<input type="text" value="0"/>
A1	Food	3113130000005	ACT II Butter Lovers Popcorn	11	EA	<input type="text" value="0"/>
A1	Cake	322211000001	Chewy Bar - Smore	2	EA	<input type="text" value="0"/>
A1	Beef Jerky	808500HH0001	Elliot's Jerky	44	EA	<input type="text" value="0"/>
A1	Food	3113130000007	Fruit Bits	30	EA	<input type="text" value="0"/>
A1	Food	3113130000000	Fruit Bits	1	EA	<input type="text" value="0"/>
A1	Food	3113130000009	Nerds Candy	1	EA	<input type="text" value="0"/>
A1	Food	3113130000002	Saled Deluxe Mixed Nuts	1	EA	<input type="text" value="0"/>
A1	Food	3113130000002	Saled Deluxe Mixed Nuts	455	BX	<input type="text" value="0"/>
A1	Food	3113130000007	Seafood Salad Kit w/Crab	1	EA	<input type="text" value="0"/>

7. Enter the number of each item you want to move in the **Breakout QTY** field for that item.



Note: If you have more than one page of search results, click the **Next** button  to go to the next page. You will not lose any selections made on the previous page.

8. Click **Save Changes**.

The page updates and the **Done Adding Items** button appears.

9. Click **Done Adding Items**.

The **BREAKOUTS – ITEM DETAILS** page appears.

Breakouts

Item Details

Breakout # Status: Unconfirmed Date: 07/31/2013

Location From: Notes:

Location To:

Breakout Items

Stock Num	Description	OOH	UI	Breakout QTY	Received QTY	Remove	# Labels
3113130000002	Saled Deluxe Mixed Nuts	455	BX	<input type="text" value="20"/>	<input type="text" value="0"/>	Remove	<input type="text" value="0"/>
3113130000006	Slim Jim Stick Counter Top	356	EA	<input type="text" value="10"/>	<input type="text" value="0"/>	Remove	<input type="text" value="0"/>

10 rows per page
 Go to page:

 Select Printer:

10. To save the breakout as “unconfirmed,” click **Save & Review Later**.

The **BREAKOUTS – EXISTING RECORDS** page appears and displays a confirmation message.

-or-

To initiate the breakout, click **Initiate Breakout**.

The page updates and a confirmation message appears. The **Submit Breakout** button also appears.

Continue to step 11.



Note: You may not see the **Initiate Breakout** button, depending on your user role. If not, click **Save & Review Later**.

11. To print a transfer form to use when conducting the physical breakout, click **Print Transfer Form**.

-or-

To submit the breakout, click **Submit Breakout**.

The page updates and displays a confirmation message.

12. Click **Close**.

The [BREAKOUTS – EXISTING RECORDS](#) page appears.

EDIT A BREAKOUT

Follow these steps to edit information for an unconfirmed breakout.

1. Select **Breakouts** from the **Inventory** menu.

The **BREAKOUTS – EXISTING RECORDS** page appears.

The screenshot shows the 'Breakouts Existing Records' page. At the top, there are two buttons: 'Create New Breakout' and 'Generate Printable Version'. Below these are search filters: 'Breakout Number' (text input), 'Status' (dropdown menu set to 'All'), 'Location From' (dropdown menu set to 'ALL'), 'Location To' (dropdown menu set to 'ALL'), and 'Accounting Period' (dropdown menu set to '05/27/2012 - Present'). A 'Search' button is located at the bottom center of the filter area.

2. Enter or select one or more of the following:

- Enter a number or partial number in the **Breakout Number** field or leave the field blank
- Select **Unconfirmed** from the **Status** list
- Select an option from the **Location** list
- Select an option from the **Accounting Period** list

3. Click **Search**.

The page updates and displays the search results.

The screenshot shows the 'Breakouts Existing Records' page after a search. The search filters are updated: 'Status' is now 'Unconfirmed'. Below the filters is a table with the following data:

Date	Breakout Num	Location From	Location To	Value of Items	Status
07/26/2013		9900 Storeroom	9400 HB Sales	0.00	Unconfirmed
07/10/2013		9900 Storeroom	9507 Retail Store 3	0.00	Unconfirmed
07/10/2013		9900 Storeroom	9508 Retail Store	0.00	Unconfirmed
07/09/2013		9200 Post Office	9502 e-store	0.00	Unconfirmed
07/09/2013		9200 Post Office	9502 e-store	0.00	Unconfirmed

At the bottom of the page, there is a pagination control showing 'Page 1 of 7', '10 rows per page', and a 'Go to page:' field with a 'Go' button.

4. In the **Date** column, click the link for the record you want to work with.

The **BREAKOUTS – ITEM DETAILS** page appears.

Breakouts

Item Details

Breakout #
Status: Unconfirmed
Date: 08/07/2013

Location From:

Location To:

Notes:

Breakout Items

Stock Num	Description	OOH	UI	Breakout QTY	Received QTY	Remove	# Labels
322211000001	Chewy Bar - Smore	2	EA	<input type="text" value="10"/>	<input type="text" value="0"/>	Remove	<input type="text" value="0"/>
311313000000	Fruit Bits	1	EA	<input type="text" value="40"/>	<input type="text" value="0"/>	Remove	<input type="text" value="0"/>

< Page 1 of 1 >
10 rows per page
Go to page:

Select Printer:

5. To edit the breakout, perform one or more of the following, as necessary:
 - Select a different option from the **Location To** list
 - Enter or update text in the **Notes** field
 - To adjust the quantity of an item, update the number in the **Breakout QTY** field
 - To remove an item from the breakout, click the **Remove** link for that item
 - To add an item to the breakout, click **Add Additional Items** and then follow steps 5 to 9 in the [Create a Breakout](#) procedure
 - To print barcode labels for any items on the breakout, follow steps 5 through 7 in [Print Breakout Items Labels](#)
6. To save your work and resume at a later time, click **Save & Review Later**.

The **BREAKOUTS – EXISTING RECORDS** page appears and displays a confirmation message.

-or-

To initiate the breakout, click **Initiate Breakout**. See [Initiate a Breakout](#) for instructions.

A confirmation message appears.



Note: You may not see the **Initiate Breakout** button, depending on your user role. If not, click **Save & Review Later**.

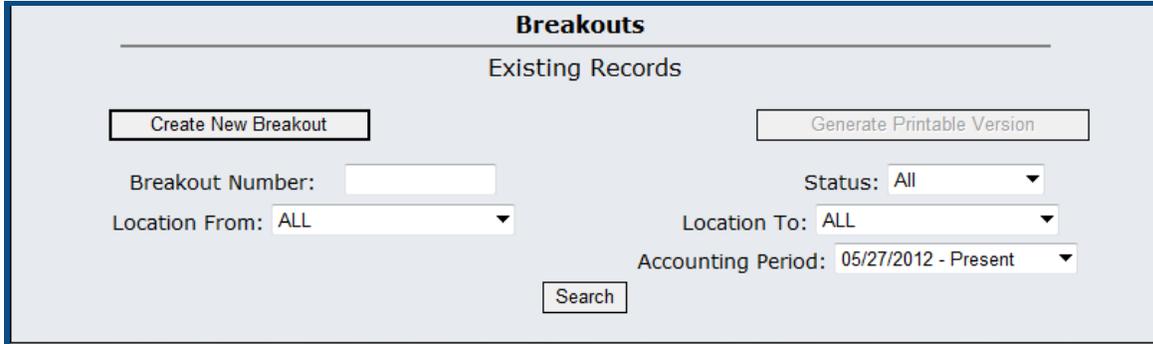
7. Click **Close**.

The **BREAKOUTS – EXISTING RECORDS** page appears.

DELETE A BREAKOUT

1. Select **Breakouts** from the **Inventory** menu.

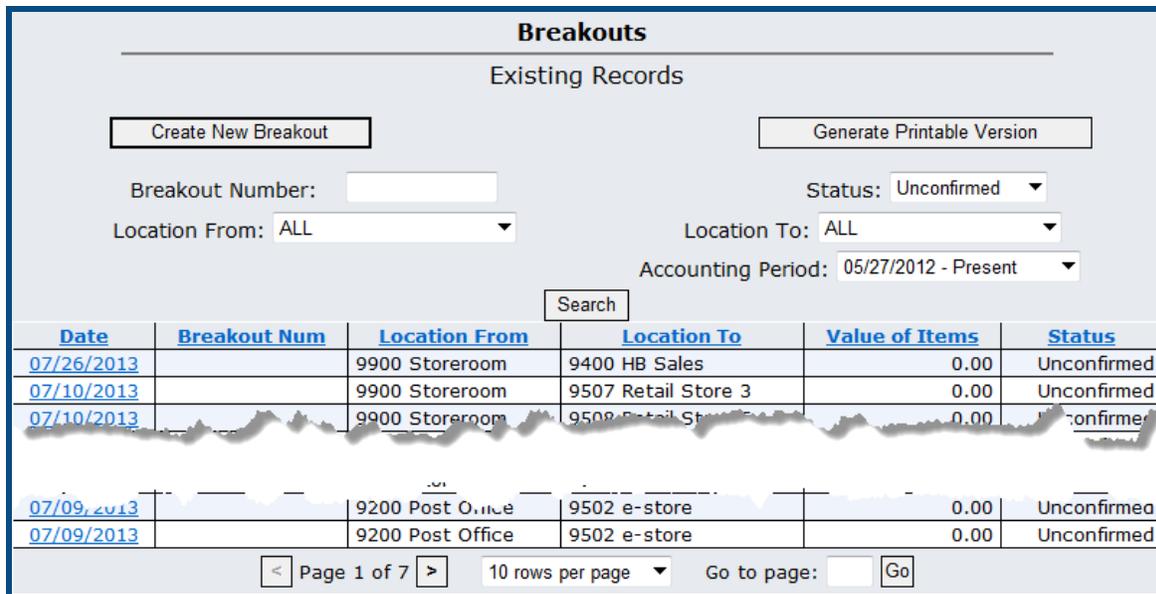
The **BREAKOUTS – EXISTING RECORDS** page appears.



The screenshot shows the 'Breakouts Existing Records' page. At the top, there are two buttons: 'Create New Breakout' and 'Generate Printable Version'. Below these are search filters: 'Breakout Number' (text input), 'Status' (dropdown menu set to 'All'), 'Location From' (dropdown menu set to 'ALL'), 'Location To' (dropdown menu set to 'ALL'), and 'Accounting Period' (dropdown menu set to '05/27/2012 - Present'). A 'Search' button is located at the bottom center of the filter area.

2. Enter or select one or more of the following:
 - Enter a number or partial number in the **Breakout Number** field or leave the field blank
 - Select **Initiated**, **Submitted**, or **Unconfirmed** from the **Status** list
 - Select an option from the **Location** list
 - Select an option from the **Accounting Period** list
3. Click **Search**.

The page updates and displays the search results.



The screenshot shows the 'Breakouts Existing Records' page with search results. The search filters are updated: 'Status' is set to 'Unconfirmed'. The 'Search' button is highlighted. Below the filters is a table with the following data:

Date	Breakout Num	Location From	Location To	Value of Items	Status
07/26/2013		9900 Storeroom	9400 HB Sales	0.00	Unconfirmed
07/10/2013		9900 Storeroom	9507 Retail Store 3	0.00	Unconfirmed
07/10/2013		9900 Storeroom	9508 Retail Store 3	0.00	Unconfirmed
07/09/2013		9200 Post Office	9502 e-store	0.00	Unconfirmed
07/09/2013		9200 Post Office	9502 e-store	0.00	Unconfirmed

At the bottom of the page, there is a pagination control showing 'Page 1 of 7', '10 rows per page', and a 'Go to page:' field with a 'Go' button.

4. In the **Date** column, click the link for the record you want to delete.

The **BREAKOUTS – ITEM DETAILS** page appears.

Breakouts

Item Details

Breakout #
Status: Unconfirmed
Date: 08/07/2013

Location From:

Location To:

Notes:

Breakout Items

Stock Num	Description	OOH	UI	Breakout QTY	Received QTY	Remove	# Labels
322211000001	Chewy Bar - Smore	2	EA	<input type="text" value="10"/>	<input type="text" value="0"/>	Remove	<input type="text" value="0"/>
311313000000	Fruit Bits	1	EA	<input type="text" value="40"/>	<input type="text" value="0"/>	Remove	<input type="text" value="0"/>

< Page 1 of 1 >
10 rows per page
Go to page:

Select Printer:

5. Click **Delete**.

A confirmation dialog box appears.

6. Click **OK**.

The **BREAKOUTS – EXISTING RECORDS** page appears.

INITIATE A BREAKOUT

1. Select **Breakouts** from the **Inventory** menu.

The **BREAKOUTS – EXISTING RECORDS** page appears.

The screenshot shows the 'Breakouts Existing Records' page. At the top, there are two buttons: 'Create New Breakout' and 'Generate Printable Version'. Below these are search filters: 'Breakout Number' (text input), 'Status' (dropdown menu set to 'All'), 'Location From' (dropdown menu set to 'ALL'), 'Location To' (dropdown menu set to 'ALL'), and 'Accounting Period' (dropdown menu set to '05/27/2012 - Present'). A 'Search' button is located below the filters.

2. Enter or select one or more of the following:
 - Enter a number or partial number in the **Breakout Number** field or leave the field blank
 - Select **Unconfirmed** from the **Status** list
 - Select an option from the **Location** list
 - Select an option from the **Accounting Period** list
3. Click **Search**.

The page updates and displays the search results.

The screenshot shows the 'Breakouts Existing Records' page with search results. The filters are updated: 'Status' is set to 'Unconfirmed'. The 'Search' button is highlighted. Below the filters is a table with the following data:

Date	Breakout Num	Location From	Location To	Value of Items	Status
07/26/2013		9900 Storeroom	9400 HB Sales	0.00	Unconfirmed
07/10/2013		9900 Storeroom	9507 Retail Store 3	0.00	Unconfirmed
07/10/2013		9900 Storeroom	9508 Retail Store	0.00	Unconfirmed
07/09/2013		9200 Post Office	9502 e-store	0.00	Unconfirmed
07/09/2013		9200 Post Office	9502 e-store	0.00	Unconfirmed

At the bottom of the page, there is a pagination control: '< Page 1 of 7 >' and '10 rows per page' (dropdown), followed by 'Go to page: [input] Go'.

4. In the **Date** column, click the link for the record you want to work with.

The **BREAKOUTS – ITEM DETAILS** page appears.

Breakouts

Item Details

Breakout # Status: Unconfirmed Date: 08/07/2013

Location From: Notes:

Location To:

Breakout Items

Stock Num	Description	OOH	UI	Breakout QTY	Received QTY	Remove	# Labels
322211000001	Chewy Bar - Smore	2	EA	<input type="text" value="10"/>	<input type="text" value="0"/>	Remove	<input type="text" value="0"/>
311313000000	Fruit Bits	1	EA	<input type="text" value="40"/>	<input type="text" value="0"/>	Remove	<input type="text" value="0"/>

Go to page:

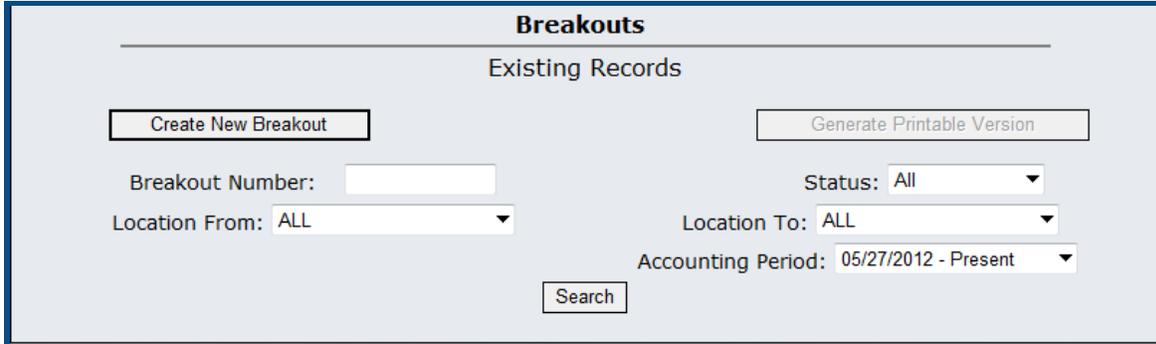
 Select Printer:

5. Make any adjustments to the fields on the page and then click **Initiate Breakout**.
The page updates and displays a confirmation message and the **Submit Breakout** button appears.
6. To print barcode labels for any items on the breakout, follow steps 5 through 7 in [Print Breakout Items Labels](#).

SUBMIT A BREAKOUT

1. Select **Breakouts** from the **Inventory** menu.

The **BREAKOUTS – EXISTING RECORDS** page appears.



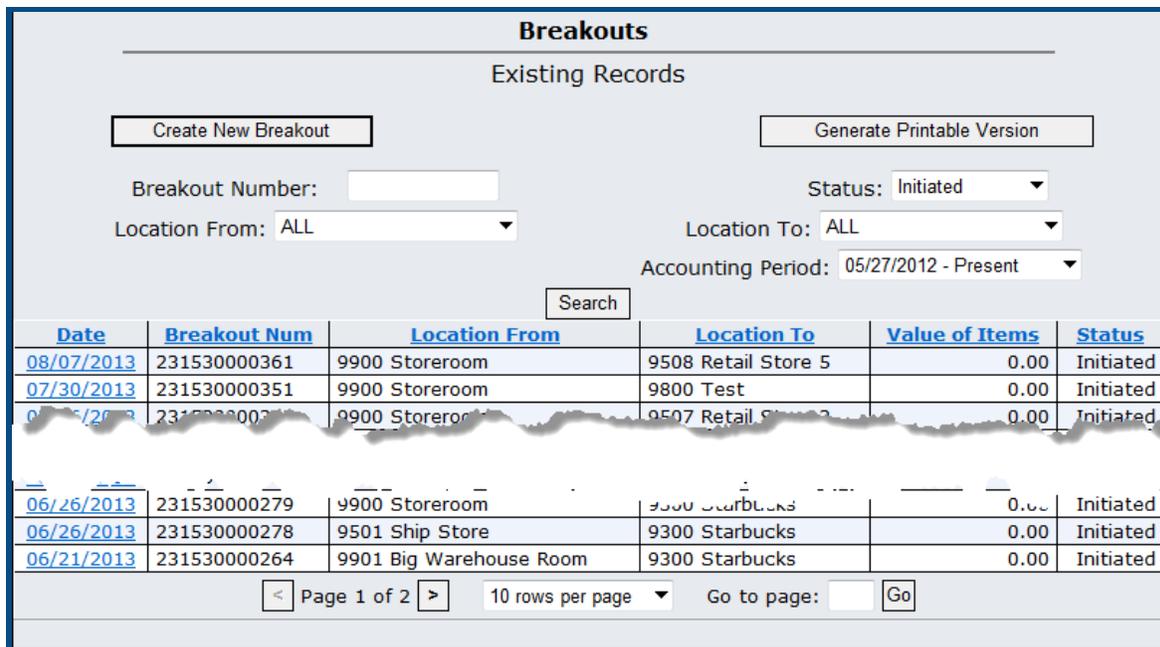
The screenshot shows the 'Breakouts Existing Records' page. At the top, there are two buttons: 'Create New Breakout' and 'Generate Printable Version'. Below these are search filters: 'Breakout Number' (text input), 'Status' (dropdown menu set to 'All'), 'Location From' (dropdown menu set to 'ALL'), 'Location To' (dropdown menu set to 'ALL'), and 'Accounting Period' (dropdown menu set to '05/27/2012 - Present'). A 'Search' button is located below the filters.

2. Enter or select one or more of the following:

- Enter a number or partial number in the **Breakout Number** field or leave the field blank
- Select **Initiated** from the **Status** list
- Select an option from the **Location** list
- Select an option from the **Accounting Period** list

3. Click **Search**.

The page updates and displays the search results.



The screenshot shows the 'Breakouts Existing Records' page after a search. The search filters are updated: 'Status' is now 'Initiated'. Below the filters is a table with the following data:

Date	Breakout Num	Location From	Location To	Value of Items	Status
08/07/2013	231530000361	9900 Storeroom	9508 Retail Store 5	0.00	Initiated
07/30/2013	231530000351	9900 Storeroom	9800 Test	0.00	Initiated
07/25/2013	231530000351	9900 Storeroom	9507 Retail Store 2	0.00	Initiated
06/26/2013	231530000279	9900 Storeroom	9300 Starbucks	0.00	Initiated
06/26/2013	231530000278	9501 Ship Store	9300 Starbucks	0.00	Initiated
06/21/2013	231530000264	9901 Big Warehouse Room	9300 Starbucks	0.00	Initiated

At the bottom of the table, there is a pagination control: '< Page 1 of 2 >' and '10 rows per page' with a dropdown arrow. To the right is 'Go to page: [] Go'.

4. In the **Date** column, click the link for the record you want to work with.

The **BREAKOUTS – ITEM DETAILS** page appears.

Breakouts

Item Details

Breakout # 231530000361 Status: Initiated Date: 08/07/2013

Location From: Notes:

Location To:

Breakout Items

Stock Num	Description	QOH	UI	Breakout QTY	Received QTY	# Labels
3113130000005	ACT II Butter Lovers Popcorn	4	EA	<input type="text" value="4"/>	<input type="text" value="4"/>	<input type="text" value="0"/>
3113130000005	ACT II Butter Lovers Popcorn	6	EA	<input type="text" value="6"/>	<input type="text" value="6"/>	<input type="text" value="0"/>

Go to page:

 Select Printer:

5. Make any adjustments to the fields on the page and then click **Submit Breakout**.

The page updates and displays a confirmation message.

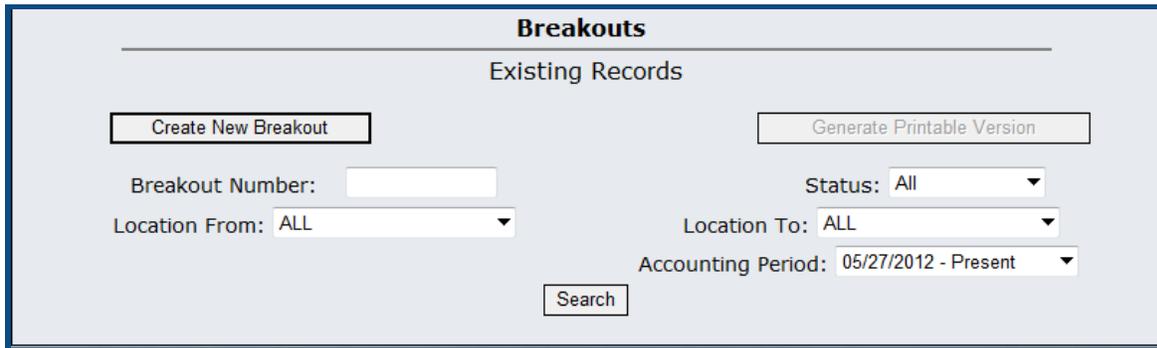
6. To print barcode labels for any items on the breakout, follow steps 5 through 7 in [Print Breakout Items Labels](#).

PRINT A BREAKOUT REPORT

Follow these steps to generate a printable report of the search results displayed on the **Breakouts – Existing Records** page.

1. Select **Breakouts** from the **Inventory** menu.

The **BREAKOUTS – EXISTING RECORDS** page appears.



Note: The fields and buttons you see on this page may be different from the ones shown here, depending on your user role.

2. Enter or select one or more of the following:
 - Enter a number or partial number in the **Breakout Number** field or leave the field blank
 - Select an option from the **Status** list
 - Select an option from the **Location From** list
 - Select an option from the **Location To** list
 - Select an activity from the **Select Activity** list (available for users with Enterprise user roles only)
 - Select an option from the **Accounting Period** list
3. Click **Search**.

The page updates and displays the search results.

Breakouts

Existing Records

Breakout Number:

Location From: ALL

Status: All

Location To: ALL

Accounting Period: 05/27/2012 - Present

Date	Breakout Num	Location From	Location To	Value of Items	Status
07/30/2013	231530000354	9900 Storeroom	9300 Starbucks	3.99	Confirmed
07/30/2013	231530000352	9900 Storeroom	9200 Post Office	0.00	Initiated
07/30/2013	231530000351	9900 Storeroom	9800 Ter...	0.00	Initiated
07/16/2013	231530000343	9900 Retail Store 5	9900 Storeroom	11.49	Confirmed
07/16/2013	231530000342	9900 Storeroom	9507 Retail Store 3	0.00	Initiated
07/16/2013	231530000340	9900 Storeroom	9200 Post Office	0.00	Initiated

4. Click **Generate Printable Version**.



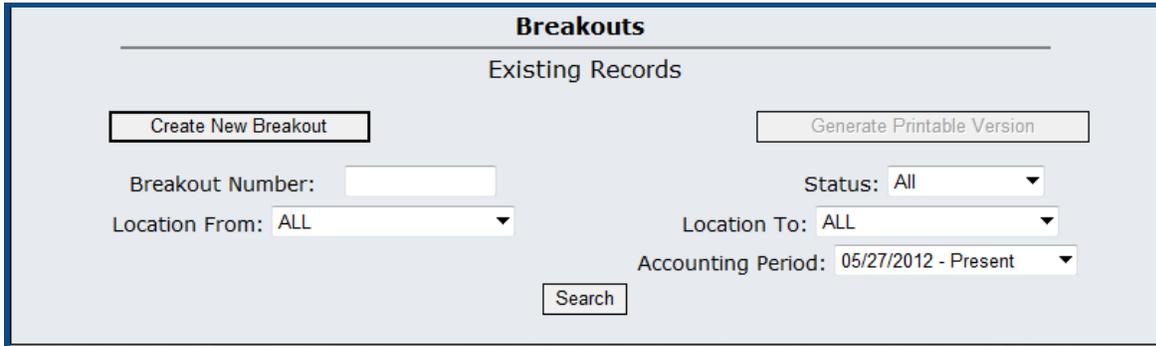
Note: See [Section 4 Printing and Saving Files from ROM3](#) for more information.

PRINT A TRANSFER FORM (NAVSUP FORM 973)

Follow these steps to print a transfer form to use when conducting the physical breakout.

1. Select **Breakouts** from the **Inventory** menu.

The **BREAKOUTS – EXISTING RECORDS** page appears.



The screenshot shows a web interface titled "Breakouts Existing Records". It features a "Create New Breakout" button on the left and a "Generate Printable Version" button on the right. Below these are several input fields: "Breakout Number" (a text box), "Status" (a dropdown menu set to "All"), "Location From" (a dropdown menu set to "ALL"), "Location To" (a dropdown menu set to "ALL"), and "Accounting Period" (a dropdown menu set to "05/27/2012 - Present"). A "Search" button is located at the bottom center of the form area.



Note: The fields and buttons you see on this page may be different from the ones shown here, depending on your user role.

2. Enter or select one or more of the following:
 - Enter a number or partial number in the **Breakout Number** field or leave the field blank
 - Select an option from the **Status** list
 - Select an option from the **Location From** list
 - Select an option from the **Location To** list
 - Select an activity from the **Select Activity** list (available for users with Enterprise user roles only)
 - Select an option from the **Accounting Period** list
3. Click **Search**.

The page updates and displays the search results.

Breakouts

Existing Records

Create New Breakout
Generate Printable Version

Breakout Number:

Location From: ALL

Status: All

Location To: ALL

Accounting Period: 05/27/2012 - Present

Search

Date	Breakout Num	Location From	Location To	Value of Items	Status
08/20/2013	231530000390	9900 Storeroom	9902 Soda locker	221.70	Confirmed
08/19/2013	231530000389	9900 Storeroom	9506 Retail Store 2	282.80	Confirmed
08/14/2013	231530000388	9900 Storeroom	9511 Retail Store 7	72.28	Confirmed
08/12/2013	231530000381	9900 Storeroom	9505 Retail Store 1	33.00	Confirmed
08/12/2013	231530000383	9501 Ship Store	9200 Post Office	2.60	Confirmed
08/12/2013	231530000382	9900 Storeroom	9506 Retail Store 2	0.80	Confirmed

- In the **Date** column, click the link for the record you want to work with.

The **BREAKOUTS – ITEM DETAILS** page appears.

Breakouts

Item Details

Breakout # 231530000384
Status: Confirmed
Date: 08/21/2013

Location From: 9900 Storeroom

Location To: 9510 Retail Store 6

Notes:

Breakout Items

Stock Num	Description	QOH	UI	Breakout QTY	Received QTY	# Labels
183939HH0001	AXE Shower Gel Kilo	144	BX	20	20	0

Select Printer: Reg 2

- Click **Print Transfer Form**.



Note: See [Section 4 Printing and Saving Files from ROM3](#) for more information.

PRINT BREAKOUT ITEM LABELS

1. Select **Breakouts** from the **Inventory** menu.

The **BREAKOUTS – EXISTING RECORDS** page appears.

Breakouts

Existing Records

Create New Breakout

Generate Printable Version

Breakout Number:

Location From: ALL

Status: All

Location To: ALL

Accounting Period: 05/27/2012 - Present



Note: The fields and buttons you see on this page may be different from the ones shown here, depending on your user role.

2. Enter or select one or more of the following:
 - Enter a number or partial number in the **Breakout Number** field or leave the field blank
 - Select an option from the **Status** list
 - Select an option from the **Location From** list
 - Select an option from the **Location To** list
 - Select an activity from the **Select Activity** list (available for users with Enterprise user roles only)
 - Select an option from the **Accounting Period** list
3. Click **Search**.

The page updates and displays the search results.

Breakouts

Existing Records

Create New Breakout

Generate Printable Version

Breakout Number:

Location From: ALL

Status: All

Location To: ALL

Accounting Period: 05/27/2012 - Present

Date	Breakout Num	Location From	Location To	Value of Items	Status
08/20/2013	231530000390	9900 Storeroom	9902 Soda locker	221.70	Confirmed
08/19/2013	231530000389	9900 Storeroom	9506 Retail Store 2	282.80	Confirmed
08/14/2013	231530000388	9900 Storeroom	9511 Retail Store 7	72.29	Confirmed
08/14/2013	231530000381	9900 Storeroom	9505 Retail Store 1	33.00	Confirmed
08/12/2013	231530000383	9501 Ship Store	9200 Post Office	2.60	Confirmed
08/12/2013	231530000382	9900 Storeroom	9506 Retail Store 2	0.80	Confirmed

- In the **Date** column, click the link for the record you want to work with.

The **BREAKOUTS – ITEM DETAILS** page appears.

Breakouts

Item Details

Breakout # 231530000384 Status: Confirmed Date: 08/21/2013

Location From: Notes:

Location To:

Breakout Items

Stock Num	Description	OOH	UI	Breakout QTY	Received QTY	# Labels
183939HH0001	AXE Shower Gel Kilo	144	BX	<input type="text" value="20"/>	<input type="text" value="20"/>	<input type="text" value="0"/>

 10 rows per page Go to page:

 Select Printer:

- Enter the number of labels to print for each item in the **# Labels** field for each item.
- Select a printer from the **Select Printer** list.
- Click **Print Labels**.

5.2 Cost of Operations

In ROM3, you can appropriate items in inventory for use within the store operation.

For example, the store needs new batteries for the clock on the wall. The activity may expend a pack of batteries from a selected location. The batteries will be removed from inventory, and the cost will be charged to B22 – Cost of Operations Retail.

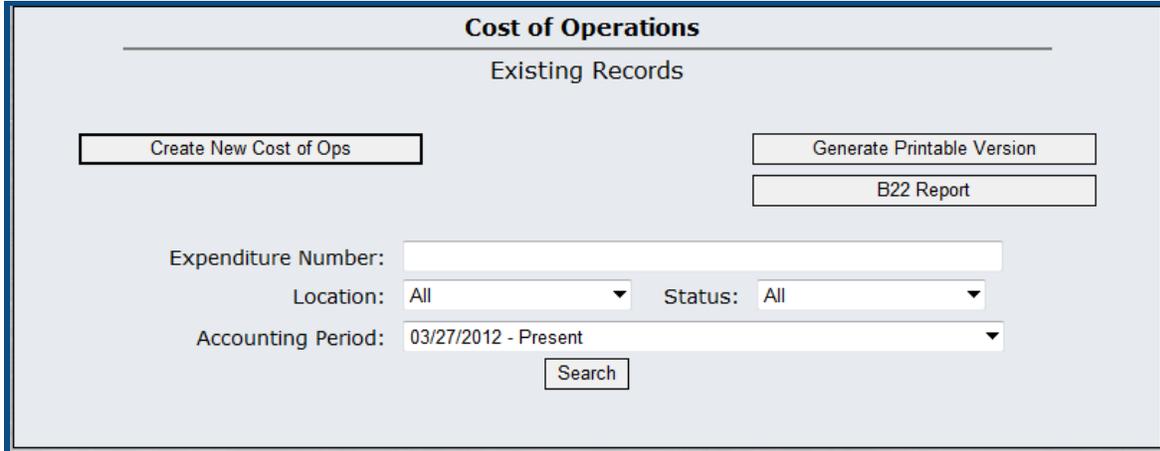
This section includes the following tasks, which can be performed by the user groups indicated with an “X.”

	Activity	Enterprise	TYCOM	DFAS
• View a Cost of Operations	X	X	X	X
• Create a Cost of Operations	X			
• Edit or Confirm a Cost of Operations	X			
• Delete a Cost of Operations	X			
• Print a Cost of Operations Report	X	X	X	X
• Print a Cost of Operations Transfer Document	X	X	X	X
• Print a Cost of Operations B22 Report	X	X	X	X

VIEW A COST OF OPERATIONS

1. Select **Cost of Operations** from the **Inventory** menu.

The **COST OF OPERATIONS – EXISTING RECORDS** page appears.



Cost of Operations
Existing Records

Create New Cost of Ops Generate Printable Version
B22 Report

Expenditure Number:

Location: All Status: All

Accounting Period: 03/27/2012 - Present

Search



Note: The fields and buttons you see on this page may be different from the ones shown here, depending on your user role.

2. Enter or select one or more of the following:
 - Enter a number or partial number in the **Expenditure Number** field or leave the field blank
 - Select an option from the **Location** list
 - Select an option from the **Status** list
 - Select an activity from the **Select Activity** list (available for users with Enterprise user roles only)
 - Select an option from the **Accounting Period** list
3. Click **Search**.

The page updates and displays the search results.

Cost of Operations

Existing Records

Create New Cost of Ops
Generate Printable Version

B22 Report

Expenditure Number:

Location: 9900 Storeroom Status: All

Accounting Period: 03/27/2012 - Present

Date	Expenditure Num	Location From	Amount	Status
06/04/2013	W23153-3155-7988	9900 Storeroom	\$1.00	Confirmed
05/22/2013		9900 Storeroom	\$8.10	Unconfirmed
05/22/2013	W23153-3141-7977	9900 Storeroom	\$0.33	Confirmed
04/26/2013	W23153-3116-7951	9900 Storeroom	\$110.50	Confirmed
04/26/2013	W23153-3116-7950	9900 Storeroom	\$110.83	Confirmed
04/25/2013	W23153-3115-7949	9900 Storeroom	\$0.50	Confirmed

10 rows per page
Go to page:

- In the **Date** column, click the link for the record you want to view.

The **COST OF OPERATIONS – COST OF OPERATIONS DETAILS** page appears.

Cost of Operations

Cost of Operations Details

Expenditure # W23153-3114-7947
Status: Confirmed
Transfer Date: 4/24/2013

Location: 9900 Storeroom Notes:

Transfer Items

Stock Num	Description	QOH	Cost	UI	Transfer QTY	Total Price
311313000005	ACT II Butter Lovers Popcorn	147	\$77.4692	EA	2	\$154.9384

10 rows per page
Go to page:

Total (Charged to B22): \$154.9384

CREATE A COST OF OPERATIONS

1. Select **Cost of Operations** from the **Inventory** menu.

The **COST OF OPERATIONS – EXISTING RECORDS** page appears.

The screenshot shows the 'Cost of Operations Existing Records' page. At the top, there is a header 'Cost of Operations' and a sub-header 'Existing Records'. Below the header, there are two buttons: 'Create New Cost of Ops' on the left and 'Generate Printable Version' on the right. Below these buttons, there is a 'B22 Report' button. The main area contains search filters: 'Expenditure Number:' followed by a text input field, 'Location:' with a dropdown menu set to 'All', 'Status:' with a dropdown menu set to 'All', and 'Accounting Period:' with a dropdown menu set to '05/27/2012 - Present'. A 'Search' button is located below the filters.

2. Click **Create New Cost of Ops**.

The **COST OF OPERATIONS – COST OF OPERATIONS DETAILS** page appears.

The screenshot shows the 'Cost of Operations Cost of Operations Details' page. At the top, there is a header 'Cost of Operations' and a sub-header 'Cost of Operations Details'. Below the header, there is a table with the following information: 'Expenditure #', 'Status: Unconfirmed', and 'Transfer Date: 7/2/2013'. Below the table, there is a 'Location:' dropdown menu set to '9200 Post Office' and a 'Notes:' text input field. Below the notes field, there is a 'Transfer Items' section with the text 'No items have been added.' and three buttons: 'Add Additional Items', 'Delete', and 'Close'.

3. Select the location from where you are taking items from the **Location** list.
4. Click **Add Additional Items**.

The **COST OF OPERATIONS – ADD ITEMS** page appears.

5. Enter or select the following:
 - Enter a stock number or item name (or partial number or name) in the **Item Search** field
 - Select an option from the **Department** list
 - Select an option from the **Category** list (list becomes active after selecting a department)
6. Click **Search Inventory**.

The page updates and displays the search results.

Dept	Category	Stock Num	Description	QOH	Cost	UI	Order QTY
A1	Food	3113130000007	Seafood Salad Kit w/Crab	1	\$111.32	EA	0

7. Enter the number of each item you want to appropriate in the **Order QTY** field for that item.



Note: If you have more than one page of search results, click the **Next** button  to go to the next page. You will not lose any selections made on the previous page.

8. Click **Save Changes**.

The page updates and the **Done Adding Items** button appears.

9. Click **Done Adding Items**.

The **COST OF OPERATIONS – COST OF OPERATIONS DETAILS** page appears.

Cost of Operations

Cost of Operations Details

Expenditure # **Status:** Unconfirmed **Transfer Date:** 7/2/2013

Location: Notes:

Transfer Items

Stock Num	Description	OOH	Cost	UI	Transfer QTY	Total Price	Remove
3113130000007	Seafood Salad Kit w/Crab	1	\$111.3200	EA	1	\$111.3200	Remove

Total (Charged to B22): \$111.3200

10. Enter notes in the **Notes** field, if desired.

11. To save the cost of operations as “unconfirmed,” click **Save & Review Later**.

The **COST OF OPERATIONS – EXISTING RECORDS** page appears and displays a confirmation message.

-or-

To confirm and generate the cost of operations, click **Confirm & Submit**.

A confirmation dialog box appears. **Continue to step 12.**

12. Click **OK**.

The **COST OF OPERATIONS – EXISTING RECORDS** page appears and displays a confirmation message.

EDIT OR CONFIRM A COST OF OPERATIONS

Follow these steps to edit or confirm an unconfirmed cost of operations record.

1. Select **Cost of Operations** from the **Inventory** menu.

The **COST OF OPERATIONS – EXISTING RECORDS** page appears.

Cost of Operations
Existing Records

Create New Cost of Ops Generate Printable Version
B22 Report

Expenditure Number:

Location: All Status: All

Accounting Period: 05/27/2012 - Present

Search

2. Enter or select one or more of the following:
 - Enter a number or partial number in the **Expenditure Number** field or leave the field blank
 - Select an option from the **Location** list
 - Select **Unconfirmed** from the **Status** list
 - Select an option from the **Accounting Period** list
3. Click **Search**.

The **COST OF OPERATIONS – EXISTING RECORDS** page appears.

Cost of Operations

Existing Records

Expenditure Number:

Location: Status:

Accounting Period:

Date	Expenditure Num	Location From	Amount	Status
07/05/2013		9506 Retail Store 2	\$1.00	Unconfirmed
07/02/2013		9200 Post Office	\$10.46	Unconfirmed
06/27/2013		9200 Post Office	\$117.61	Unconfirmed
05/01/2013	W23153-3127-7955	9900 Storeroom	\$0.00	Confirmed
04/30/2013	W23153-3120-7954	9900 Storeroom	\$4.77	Confirmed

4. In the **Date** column, click the link for the record you want to work with.

The **COST OF OPERATIONS – COST OF OPERATIONS DETAILS** page appears.

Cost of Operations

Cost of Operations Details

Expenditure #
Status: Unconfirmed
Transfer Date: 7/2/2013

Location: Notes:

Transfer Items

Stock Num	Description	QOH	Cost	UI	Transfer QTY	Total Price	Remove
3113130000007	Seafood Salad Kit w/Crab	1	\$111.3200	EA	<input type="text" value="1"/>	\$111.3200	Remove

Total (Charged to B22): \$111.3200

5. To edit the cost of operations:

- Enter or update text in the **Notes** field
- To adjust the quantity of an item, update the number in the **Transfer QTY** field
- To remove an item from the cost of operations, click the **Remove** link for that item
- To add an item to the cost of operations, click **Add Additional Items** and then follow steps 5 to 9 in

the [Create a Cost of Operations](#) procedure.

6. To save your work and resume at a later time, click **Save & Review Later**.

The [COST OF OPERATIONS – EXISTING RECORDS](#) page appears and displays a confirmation message.

-or-

To confirm and generate the cost of operations, click **Confirm & Submit**.

A confirmation dialog box appears. **Continue to step 7**.

7. Click **OK**.

The [COST OF OPERATIONS – EXISTING RECORDS](#) page appears and displays a confirmation message.

DELETE A COST OF OPERATIONS

Follow these steps to delete an unconfirmed cost of operations record.

1. Select **Cost of Operations** from the **Inventory** menu.

The **COST OF OPERATIONS – EXISTING RECORDS** page appears.

Cost of Operations
Existing Records

Create New Cost of Ops Generate Printable Version
B22 Report

Expenditure Number:

Location: All Status: All

Accounting Period: 05/27/2012 - Present

Search

2. Enter or select one or more of the following:
 - Enter a number or partial number in the **Expenditure Number** field or leave the field blank
 - Select an option from the **Location** list
 - Select **Unconfirmed** from the **Status** list
 - Select an option from the **Accounting Period** list
3. Click **Search**.

The **COST OF OPERATIONS – EXISTING RECORDS** page appears.

Cost of Operations

Existing Records

Expenditure Number:

Location: Status:

Accounting Period:

Date	Expenditure Num	Location From	Amount	Status
07/05/2013		9506 Retail Store 2	\$1.00	Unconfirmed
07/02/2013		9200 Post Office	\$10.46	Unconfirmed
06/11/2013		9200 Post Office	\$117.61	Unconfirmed
05/01/2013	W23153-3127-7955	9900 Storeroom	\$0.00	Confirmed
04/30/2013	W23153-3120-7954	9900 Storeroom	\$4.77	Confirmed

- In the **Date** column, click the link for the record you want to delete.

The **COST OF OPERATIONS – COST OF OPERATIONS DETAILS** page appears.

Cost of Operations

Cost of Operations Details

Expenditure #
Status: Unconfirmed
Transfer Date: 7/2/2013

Location: Notes:

Transfer Items

Stock Num	Description	QOH	Cost	UI	Transfer QTY	Total Price	Remove
3113130000007	Seafood Salad Kit w/Crab	1	\$111.3200	EA	1	\$111.3200	Remove

Total (Charged to B22): \$111.3200

- Click **Delete**.

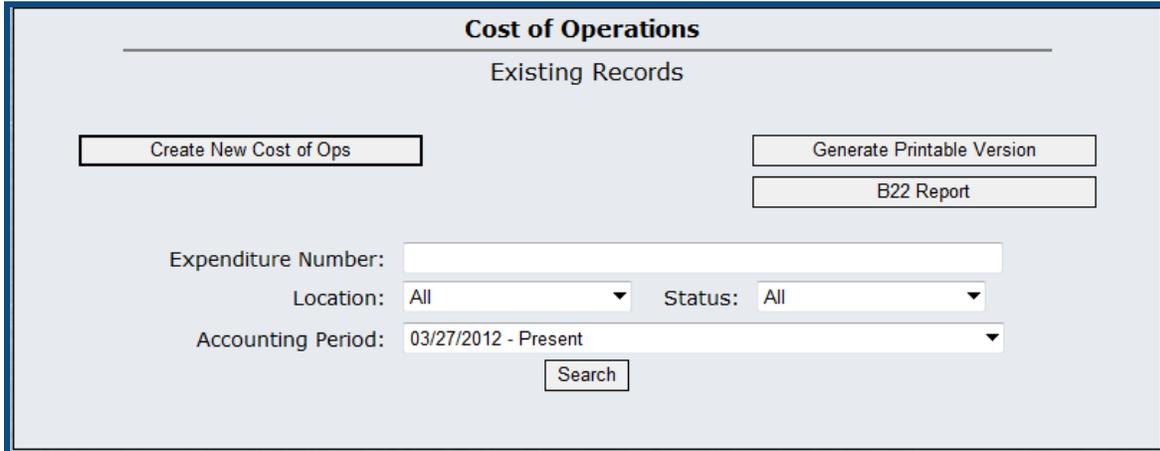
The **COST OF OPERATIONS – EXISTING RECORDS** page appears and displays a confirmation message.

PRINT A COST OF OPERATIONS REPORT

Follow these steps to generate a printable view of your search results on the **Cost of Operations – Existing Records** page.

1. Select **Cost of Operations** from the **Inventory** menu.

The **COST OF OPERATIONS – EXISTING RECORDS** page appears.



Note: The fields and buttons you see on this page may be different from the ones shown here, depending on your user role.

2. Enter or select one or more of the following:
 - Enter a number or partial number in the **Expenditure Number** field or leave the field blank
 - Select an option from the **Location** list
 - Select an option from the **Status** list
 - Select an activity from the **Select Activity** list (available for users with Enterprise user roles only)
 - Select an option from the **Accounting Period** list
3. Click **Search**.

The page updates and displays the search results.

Cost of Operations

Existing Records

Create New Cost of Ops
Generate Printable Version

B22 Report

Expenditure Number:

Location: 9900 Storeroom Status: All

Accounting Period: 03/27/2012 - Present

Date	Expenditure Num	Location From	Amount	Status
06/04/2013	W23153-3155-7988	9900 Storeroom	\$1.00	Confirmed
05/22/2013	W23153-3141-7987	9900 Storeroom	\$8.10	Unconfirmed
05/22/2013	W23153-3141-7987	9900 Storeroom	\$0.33	Confirmed
04/26/2013	W23153-3116-7951	9900 Storeroom	\$110.50	Confirmed
04/26/2013	W23153-3116-7950	9900 Storeroom	\$110.83	Confirmed
04/25/2013	W23153-3115-7949	9900 Storeroom	\$0.50	Confirmed

< Page 1 of 2 >
10 rows per page
Go to page: Go

- Click **Generate Printable Version**.

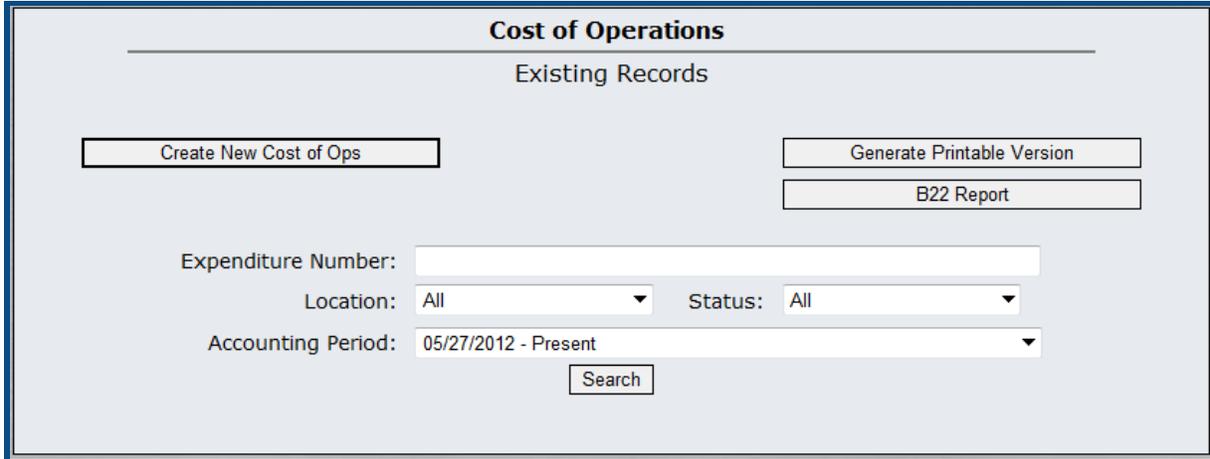


Note: See [Section 4 Printing and Saving Files from ROM3](#) for more information.

PRINT A COST OF OPERATIONS TRANSFER DOCUMENT

1. Select **Cost of Operations** from the **Inventory** menu.

The **COST OF OPERATIONS – EXISTING RECORDS** page appears.



Cost of Operations
Existing Records

Create New Cost of Ops Generate Printable Version
B22 Report

Expenditure Number:

Location: All Status: All

Accounting Period: 05/27/2012 - Present

Search



Note: The fields and buttons you see on this page may be different from the ones shown here, depending on your user role.

2. Enter or select one or more of the following:
 - Enter a number or partial number in the **Expenditure Number** field or leave the field blank
 - Select an option from the **Location** list
 - Select an option from the **Status** list
 - Select an activity from the **Select Activity** list (available for users with Enterprise user roles only)
 - Select an option from the **Accounting Period** list
3. Click **Search**.

The page updates and displays the search results.

Cost of Operations

Existing Records

Create New Cost of Ops
Generate Printable Version

B22 Report

Expenditure Number:

Location: Status:

Accounting Period:

Date	Expenditure Num	Location From	Amount	Status
07/05/2013		9506 Retail Store 2	\$1.00	Unconfirmed
07/02/2013		9200 Post Office	\$10.46	Unconfirmed
06/27/2013		9200 Post Office	\$117.61	Unconfirmed
05/07/2013	W23153-3127-7955	9900 Storeroom	\$0.00	Confirmed
04/30/2013	W23153-3120-7954	9900 Storeroom	\$4.77	Confirmed

- In the **Date** column, click the link for the record you want to work with.

The **COST OF OPERATIONS – COST OF OPERATIONS DETAILS** page appears.

Cost of Operations

Cost of Operations Details

Expenditure #
Status: Unconfirmed
Transfer Date: 7/2/2013

Location: Notes:

Transfer Items

Stock Num	Description	OOH	Cost	UI	Transfer QTY	Total Price	Remove
3113130000007	Seafood Salad Kit w/Crab	1	\$111.3200	EA	1	\$111.3200	Remove

Total (Charged to B22): \$111.3200

- Click **Print Transfer Document**.

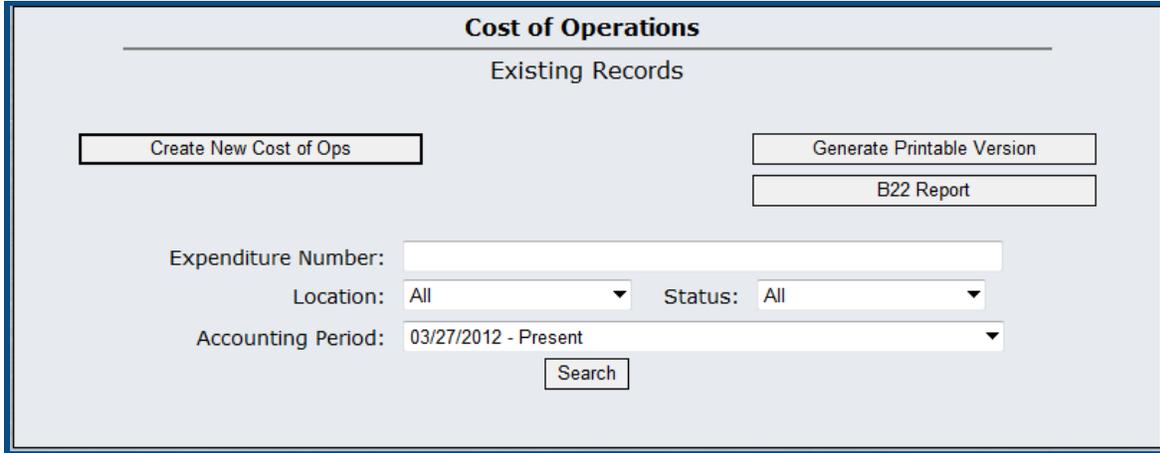


Note: See [Section 4 Printing and Saving Files from ROM3](#) for more information.

PRINT A COST OF OPERATIONS B22 REPORT

1. Select **Cost of Operations** from the **Inventory** menu.

The **COST OF OPERATIONS – EXISTING RECORDS** page appears.



Note: The fields and buttons you see on this page may be different from the ones shown here, depending on your user role.

2. Click **B22 Report**.

The **COST OF OPERATIONS RETAIL (B22) REPORT** page appears.



3. Select an option from the **Accounting Period** list and then click **Search**.

The page updates and displays the search results.

Cost of Operations Retail (B22) Report

Existing Records

Accounting Period:

Date	Transaction Type	Reference Number	Amount
06/10/2013	Cost of Operations	W23153-3161-7992	\$0.6666
06/04/2013	Shipping Charge	088	\$0.0300
06/04/2013	Cash Discount	087	(\$0.1100)
06/04/2013	Cost of Operations	W23153-3155-7988	\$1.0000
06/03/2013	Shipping Charge	086	\$10.0000
05/30/2013	Shipping Charge	085	\$2.0000
05/30/2013	Cash Discount	084	(\$0.0500)
05/29/2013	Cash Discount	082	(\$2.7500)
05/29/2013	Cash Discount	080	(\$100.0000)
05/28/2013	Shipping Charge	078	\$6.0000

Rounding Differences: \$ 0.0099
(from receipt cost price)

Total: \$ -1.7280

- Click **Generate Printable Report**.



Note: See [Section 4 Printing and Saving Files from ROM3](#) for more information.

5.3 Credit Memos

In ROM3, you can return unsold or defective stock to vendors for a cash refund or credit. The transaction is processed as a negative receipt.

This section includes the following tasks, which can be performed by the user groups indicated with an "X."

	Activity	Enterprise	TYCOM	DFAS
• View a Credit Memo	X	X	X	X
• Create a Credit Memo	X			
• Edit a Credit Memo	X			
• Confirm a Credit Memo	X			
• Delete a Credit Memo	X			
• Print a Credit Memo Form	X	X	X	X
• Print a B01/B05 Journal of Receipts	X	X	X	X

VIEW A CREDIT MEMO

1. Select **Credit Memo** from the **Inventory** menu.

The **MANAGE CREDIT MEMOS – EXISTING RECORDS** page appears.

Manage Credit Memos

Existing Records

Create New Credit Memo
B01/B05 Journal Of Receipts

Receipt or Expenditure:

Status: ALL ▼

Accounting Period: 05/27/2012 - Present ▼



Note: The fields and buttons you see on this page may be different from the ones shown here, depending on your user role.

2. Enter or select one or more of the following:
 - Enter a number or partial number in the **Receipt or Expenditure** field or leave the field blank
 - Select an option from the **Status** list
 - Select an activity from the **Select Activity** list (available for users with Enterprise user roles only)
 - Select an option from the **Accounting Period** list
3. Click **Search**.

The page updates and displays the search results.

Manage Credit Memos

Existing Records

Create New Credit Memo
B01/B05 Journal Of Receipts

Receipt or Expenditure:

Status: Confirmed ▼

Accounting Period: 05/27/2012 - Present ▼

Date	Expenditure Number	Receipt Number	Order Number	Vendor / Source	Credit Amount	Status
08/08/2013	W23153-3220-7914	170	W23153-3219-9847	ACOSTA, INC.	\$3.00	Confirmed
07/24/2013	W23153-3205-7983	122	13579	ACOSTA, INC.	\$1.25	Confirmed

10 rows per page ▼
Go to page:

4. In the **Date** column, click the link for the record you want to view.

The **CREDIT MEMO – CREDIT MEMO DETAILS** page appears.

Credit Memo

Credit Memo Details

Expenditure #: W23153-3219-7906 **Receipt #:** 149 **Status:** Confirmed **Date:** 08/07/2013

Reimbursement Type: Credit Memorandum **Current Address:** Pier Side Address FPO Address **Item(s) Location:** 9900 Storeroom

Vendor/Shipped To

Vendor: Baba Lou's Grill	Vendor Name: Baba Lou's Grill	Date Required: 08/05/2013
Original Order #: 12345	Address 1: 2705 Sibley Ave.	Date Shipped: 08/05/2013
Other Order #:	Address 2: address_2	
Order Type: <input type="radio"/> B01 <input checked="" type="radio"/> B05	Address 3: Terre Haute, IN 47803	
	Phone: 812-235-7145	

Credit Memo Items

Stock Num	Description	UI	QOH	QOO	Transfer QTY	Cost	Total Cost	Total Reimburse	Remove
520000000001	Diet Sprite	EA	10	49	1	\$3.0000	\$3.0000	13.00	Remove

< Page 1 of 1 > 10 rows per page Go to page: Go

Print Credit Memo

Total Cost: \$3.0000

Total Reimbursement: \$13.0000

Difference (Charged to Cost of Ops): \$10.0000

Close

CREATE A CREDIT MEMO

1. Select **Credit Memo** from the **Inventory** menu.

The **MANAGE CREDIT MEMOS – EXISTING RECORDS** page appears.

The screenshot shows the 'Manage Credit Memos' interface with the following elements:

- Section: **Manage Credit Memos**
- Sub-section: **Existing Records**
- Buttons: **Create New Credit Memo** and **B01/B05 Journal Of Receipts**
- Form fields: **Receipt or Expenditure:** (text input), **Status:** (dropdown menu set to 'ALL'), **Accounting Period:** (dropdown menu set to '05/27/2012 - Present')
- Button: **Search**

2. Click **Create New Credit Memo**.

The **CREDIT MEMOS – CREDIT MEMO DETAILS** page appears.

The screenshot shows the 'Credit Memo Details' page with the following sections and data:

- Section: **Credit Memo**
- Sub-section: **Credit Memo Details**
- Summary: **Expenditure #:**, **Receipt #:**, **Status:** Unconfirmed, **Date:** N/A
- Reimbursement Type: Credit Memorandum
- Current Address: Pier Side Address, FPO Address
- Item(s) Location: 9900 Storeroom
- Section: **Vendor/Shipped To**
- Vendor: ACOSTA, INC. (dropdown)
- Vendor Name: ACOSTA, INC.
- Address 1: 8031 HAMPTON BLVD.
- Address 2: address_2
- Address 3: NORFOLK, VA 23505-1001
- Phone: (800) 446-8089
- Date Required: 08/09/2013
- Date Shipped: 08/09/2013
- Original Order #: W23153-3219-9847 (dropdown)
- Other Order #: (text input)
- Order Type: B01, B05
- Section: **Credit Memo Items**
- Message: No data available for search criteria.
- Buttons: **Add Additional Items**, **Save & Review Later**, **Confirm & Submit**, **Close**

3. Select or enter the following:

- Select a **Current Address** option (your current operating address)
- From the **Item(s) Location** list, select the location from where you will be taking items
- From the **Vendor** list, select the vendor to whom you will be returning the items



Note: If the vendor you are returning items to is not on the **Vendor** list, select the **Other Vendor** option and complete the **Other Order #**, **Vendor Name** and **Vendor Address** fields.

- If applicable, select the order that the items were originally ordered on from the **Original Order #** list
- If the original order number is not listed on the **Original Order #** list, enter the order number in the

Other Order # field (field becomes active after selecting **Other Vendor** from the **Vendor** list or after selecting **Other Order** from the **Original Order #** list)

- Select an **Order Type** option (list becomes active after selecting **Other Vendor** from the **Vendor** list or after selecting **Other Order** from the **Original Order #** list)



Note: Select **B01** if the original order was a purchase order, or **B05** if it was a requisition.

- Enter or update the vendor's name, address, and telephone number in the **Vendor Name, Address 1, Address 2, Address 3, and Phone** fields, if necessary
- Select dates from the **Date Required** and **Date Shipped** fields

4. Click **Add Additional Items**.

The **CREDIT MEMOS – ADD ITEMS** page appears.

Credit Memo

Add Items

Location: Vendor:

Item Search:

Department: Category:

5. Enter or select the following:

- Enter a stock number or item name (or partial number or name) in the **Item Search** field
- Select an option from the **Department** list
- Select a category from the **Category** list (list becomes active after selecting a department)

6. Click **Search Inventory**.

The page updates and displays the search results.

Credit Memo

Add Items

Location: Vendor:

Item Search:

Department: Category:

Dept	Category	Stock Num	Description	QOH	UI	QTY
C1	Snack Bar	050001HH0002	African Nut Bars	10	EA	0

7. Enter a number in the **QTY** field for each item you want to return.



Note: If you have more than one page of search results, click the **Next** button  to go to the next page. You will not lose any selections made on the previous page.

8. Click **Save Changes**.

The page updates and the **Done Adding Items** button appears.

9. Click **Done Adding Items**.

The **CREDIT MEMO – CREDIT MEMO DETAILS** page appears.

Credit Memo

Credit Memo Details

Expenditure #:	Receipt #:	Status: Unconfirmed	Date: N/A
-----------------------	-------------------	----------------------------	------------------

Reimbursement Type: <input checked="" type="radio"/> Credit Memorandum	Current Address: <input checked="" type="radio"/> Pier Side Address <input type="radio"/> FPO Address	Item(s) Location: 9900 Storeroom
---	---	---

Vendor/Shipped To

Vendor: ACOSTA, INC.	Vendor Name: ACOSTA, INC.	Date Required: 08/12/2013
Original Order #: Other Order	Address 1: 8031 HAMPTON BLVD.	Date Shipped: 08/12/2013
Other Order #: W23153-3219-9847	Address 2: address_2	
Order Type: <input checked="" type="radio"/> B01 <input type="radio"/> B05	Address 3: NORFOLK, VA 23505-1001	
	Phone: (800) 446-8089	

Credit Memo Items									
Stock Num	Description	UI	QOH	QOO	Transfer QTY	Cost	Total Cost	Total Reimburse	Remove
050001HH0002	African Nut Bars	EA	10	0	5	\$11.0000	\$55.0000	55.00	Remove

< Page 1 of 1 >

10 rows per page Go to page: Go

Print Credit Memo

Total Cost: \$55.0000

Total Reimbursement: \$55.0000

Difference (Charged to Cost of Ops): \$0.0000

Add Additional Items	Save & Review Later	Confirm & Submit	Close
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Note: By default, the **Total Reimbursement** amount equals the **Total Cost** of the items being returned. However, in many cases the vendor will only provide a partial reimbursement.

10. Update the amount in the **Total Reimburse** field for each item, as necessary. Any difference is automatically charged to cost of operations.
11. To save the credit memo as “unconfirmed,” click **Save & Review Later**.

The **MANAGE CREDIT MEMOS – EXISTING RECORDS** page appears and displays a confirmation message.

-or-

To confirm the credit memo, click **Confirm & Submit**.

A confirmation dialog box appears. **Continue to step 12.**

12. Click **OK**.

The **COST OF OPERATIONS – EXISTING RECORDS** page appears and displays a confirmation message.

EDIT A CREDIT MEMO

Follow these steps to edit an unconfirmed credit memo.

1. Select **Credit Memo** from the **Inventory** menu.

The **MANAGE CREDIT MEMOS – EXISTING RECORDS** page appears.

The screenshot shows the 'Manage Credit Memos' interface with the following elements:

- Title:** Manage Credit Memos
- Section:** Existing Records
- Buttons:** Create New Credit Memo, B01/B05 Journal Of Receipts
- Form Fields:**
 - Receipt or Expenditure: [Empty text box]
 - Status: ALL (dropdown menu)
 - Accounting Period: 05/27/2012 - Present (dropdown menu)
 - Search: [Search button]

2. Enter or select one or more of the following:
 - Enter a number or partial number in the **Receipt or Expenditure** field or leave the field blank
 - Select **Unconfirmed** from the **Status** list
 - Select an option from the **Accounting Period** list
3. Click **Search**.

The page updates and displays the search results.

The screenshot shows the 'Manage Credit Memos' interface with search filters updated to 'Status: Unconfirmed'. Below the filters is a table of search results:

Date	Expenditure Number	Receipt Number	Order Number	Vendor / Source	Credit Amount	Status
08/07/2013			W23153-3193-9890	ATLANTIC DOMINION DISTR[...]	\$1,644.21	Unconfirmed
08/07/2013			12345	ACOSTA, INC.	\$3.00	Unconfirmed
08/02/2013			12345	ACOSTA, INC.	\$3.00	Unconfirmed
08/02/2013			12345	ACOSTA, INC.	\$3.00	Unconfirmed

At the bottom of the table, there is a pagination control: Page 1 of 2, 10 rows per page, and a Go to page: [] Go button.

4. In the **Date** column, click the link for the record you want to work with.

The CREDIT MEMO – CREDIT MEMO DETAILS page appears.

Credit Memo

Credit Memo Details

Expenditure #:	Receipt #:	Status: Unconfirmed	Date: N/A
-----------------------	-------------------	----------------------------	------------------

Reimbursement Type: <input checked="" type="radio"/> Credit Memorandum	Current Address: <input checked="" type="radio"/> Pier Side Address <input type="radio"/> FPO Address	Item(s) Location: 9900 Storeroom
---	---	---

Vendor/Shipped To

Vendor: ACOSTA, INC.	Vendor Name: ACOSTA, INC.	Date Required: 08/02/2013
Original Order #: 12345	Address 1: 8031 HAMPTON BLVD.	Date Shipped: 08/02/2013
Other Order #:	Address 2: address 2	
Order Type: <input checked="" type="radio"/> B01 <input type="radio"/> B05	Address 3: NORFOLK, VA 23505-1001	
	Phone: (800) 446-8089	

Credit Memo Items

Stock Num	Description	UI	QOH	QOO	Transfer QTY	Cost	Total Cost	Total Reimburse	Remove
5200000000001	Diet Sprite	EA	10	49	1	\$3.0000	\$3.0000	3.00	Remove

 Go to page:

Total Cost: \$3.0000

Total Reimbursement: \$3.0000

Difference (Charged to Cost of Ops): \$0.0000

<input type="button" value="Add Additional Items"/>	<input type="button" value="Save & Review Later"/>	<input type="button" value="Confirm & Submit"/>	<input type="button" value="Delete"/> <input type="button" value="Close"/>
---	--	---	--

5. To edit the credit memo:

- Select a different **Current Address** option, if necessary
- Update the vendor's name, address, and telephone number in the **Vendor Name, Address 1, Address 2, Address 3,** and **Phone** fields, if necessary
- Enter dates in the **Date Required** and **Date Shipped** fields
- Update the numbers in the **Transfer QTY** and **Total Reimburse** fields, if necessary

6. To save the credit memo as "unconfirmed," click **Save & Review Later**.

The **MANAGE CREDIT MEMOS – EXISTING RECORDS** page appears and displays a confirmation message.

-or-

To confirm the credit memo, click **Confirm & Submit**.

A confirmation dialog box appears. **Continue to step 7.**

7. Click **OK**.

The **COST OF OPERATIONS – EXISTING RECORDS** page appears and displays a confirmation message.

CONFIRM A CREDIT MEMO

1. Select **Credit Memo** from the **Inventory** menu.

The **MANAGE CREDIT MEMOS – EXISTING RECORDS** page appears.

Manage Credit Memos

Existing Records

Create New Credit Memo

B01/B05 Journal Of Receipts

Receipt or Expenditure:

Status: ALL ▼

Accounting Period: 05/27/2012 - Present ▼

2. Enter or select one or more of the following:
 - Enter a number or partial number in the **Receipt or Expenditure** field or leave the field blank
 - Select **Unconfirmed** from the **Status** list
 - Select an option from the **Accounting Period** list
3. Click **Search**.

The page updates and displays the search results.

Manage Credit Memos

Existing Records

Create New Credit Memo

B01/B05 Journal Of Receipts

Receipt or Expenditure:

Status: Unconfirmed ▼

Accounting Period: 05/27/2012 - Present ▼

Date	Expenditure Number	Receipt Number	Order Number	Vendor / Source	Credit Amount	Status
08/07/2013			W23153-3193-9890	ATLANTIC DOMINION DISTR[...]	\$1,644.21	Unconfirmed
08/07/2013			12345	ACOSTA, INC.	\$3.00	Unconfirmed
08/02/2013			12345	ACOSTA, INC.	\$3.00	Unconfirmed
08/02/2013			12345	ACOSTA, INC.	\$3.00	Unconfirmed

Page 1 of 2
10 rows per page ▼
Go to page:

4. In the **Date** column, click the link for the record you want to work with.

The CREDIT MEMO – CREDIT MEMO DETAILS page appears.

Credit Memo

Credit Memo Details

Expenditure #:	Receipt #:	Status: Unconfirmed	Date: N/A
-----------------------	-------------------	----------------------------	------------------

Reimbursement Type: <input checked="" type="radio"/> Credit Memorandum	Current Address: <input checked="" type="radio"/> Pier Side Address <input type="radio"/> FPO Address	Item(s) Location: 9900 Storeroom
---	---	---

Vendor/Shipped To

Vendor: ACOSTA, INC.	Vendor Name: ACOSTA, INC.	Date Required: 08/02/2013
Original Order #: 12345	Address 1: 8031 HAMPTON BLVD.	Date Shipped: 08/02/2013
Other Order #:	Address 2: address 2	
Order Type: <input checked="" type="radio"/> B01 <input type="radio"/> B05	Address 3: NORFOLK, VA 23505-1001	
	Phone: (800) 446-8089	

Credit Memo Items

Stock Num	Description	UI	QOH	QOO	Transfer QTY	Cost	Total Cost	Total Reimburse	Remove
5200000000001	Diet Sprite	EA	10	49	1	\$3.0000	\$3.0000	3.00	Remove

Total Cost: \$3.0000
Total Reimbursement: \$3.0000
Difference (Charged to Cost of Ops): \$0.0000

- Click **Confirm & Submit**.

A confirmation dialog box appears.

- Click **OK**.

The [MANAGE CREDIT MEMOS – EXISTING RECORDS](#) page appears and displays a confirmation message.

DELETE A CREDIT MEMO

1. Select **Credit Memo** from the **Inventory** menu.

The **MANAGE CREDIT MEMOS – EXISTING RECORDS** page appears.

The screenshot shows the 'Manage Credit Memos' interface with the following elements:

- Manage Credit Memos** (Title)
- Existing Records** (Section Header)
- Create New Credit Memo** (Button)
- B01/B05 Journal Of Receipts** (Button)
- Receipt or Expenditure:** (Text input field)
- Status:** ALL (Dropdown menu)
- Accounting Period:** 05/27/2012 - Present (Dropdown menu)
- Search** (Button)

2. Enter or select one or more of the following:
 - Enter a number or partial number in the **Receipt or Expenditure** field or leave the field blank
 - Select **Unconfirmed** from the **Status** list
 - Select an option from the **Accounting Period** list
3. Click **Search**.

The page updates and displays the search results.

The screenshot shows the search results table with the following data:

Date	Expenditure Number	Receipt Number	Order Number	Vendor / Source	Credit Amount	Status
08/07/2013			W23153-3193-9890	ATLANTIC DOMINION DISTR[...]	\$1,644.21	Unconfirmed
08/07/2013			12345	ACOSTA, INC.	\$3.00	Unconfirmed
08/02/2013			12345	ACOSTA, INC.	\$3.00	Unconfirmed
08/02/2013			12345	ACOSTA, INC.	\$3.00	Unconfirmed

Page 1 of 2 | 10 rows per page | Go to page: [] Go

4. In the **Date** column, click the link for the record you want to work with.

The CREDIT MEMO – CREDIT MEMO DETAILS page appears.

Credit Memo

Credit Memo Details

Expenditure #:	Receipt #:	Status: Unconfirmed	Date: N/A
-----------------------	-------------------	----------------------------	------------------

Reimbursement Type: <input checked="" type="radio"/> Credit Memorandum	Current Address: <input checked="" type="radio"/> Pier Side Address <input type="radio"/> FPO Address	Item(s) Location: 9900 Storeroom
--	--	---

Vendor/Shipped To

Vendor: ACOSTA, INC.	Vendor Name: ACOSTA, INC.	Date Required: 08/02/2013
Original Order #: 12345	Address 1: 8031 HAMPTON BLVD.	Date Shipped: 08/02/2013
Other Order #:	Address 2: address 2	
Order Type: <input checked="" type="radio"/> B01 <input type="radio"/> B05	Address 3: NORFOLK, VA 23505-1001	
	Phone: (800) 446-8089	

Credit Memo Items

Stock Num	Description	UI	QOH	QOO	Transfer QTY	Cost	Total Cost	Total Reimburse	Remove
5200000000001	Diet Sprite	EA	10	49	1	\$3.0000	\$3.0000	3.00	Remove

10 rows per page
Go to page:

Total Cost: \$3.0000

Total Reimbursement: \$3.0000

Difference (Charged to Cost of Ops): \$0.0000

<input type="button" value="Add Additional Items"/>	<input type="button" value="Save & Review Later"/>	<input type="button" value="Confirm & Submit"/>	<input type="button" value="Delete"/>	<input type="button" value="Close"/>
---	--	---	---------------------------------------	--------------------------------------

5. Click **Delete**.

A confirmation dialog box appears.

6. Click **OK**.

The [MANAGE CREDIT MEMOS – EXISTING RECORDS](#) page appears and displays a confirmation message.

PRINT A CREDIT MEMO FORM

1. Select **Credit Memo** from the **Inventory** menu.

The **MANAGE CREDIT MEMOS – EXISTING RECORDS** page appears.

Manage Credit Memos

Existing Records

Create New Credit Memo
B01/B05 Journal Of Receipts

Receipt or Expenditure:

Status: ALL ▼

Accounting Period: 05/27/2012 - Present ▼



Note: The fields and buttons you see on this page may be different from the ones shown here, depending on your user role.

2. Enter or select one or more of the following:
 - Enter a number or partial number in the **Receipt or Expenditure** field or leave the field blank
 - Select an option from the **Status** list
 - Select an activity from the **Select Activity** list (available for users with Enterprise user roles only)
 - Select an option from the **Accounting Period** list
3. Click **Search**.

The page updates and displays the search results.

Manage Credit Memos

Existing Records

Create New Credit Memo
B01/B05 Journal Of Receipts

Receipt or Expenditure:

Status: Confirmed ▼

Accounting Period: 05/27/2012 - Present ▼

Date	Expenditure Number	Receipt Number	Order Number	Vendor / Source	Credit Amount	Status
08/08/2013	W23153-3220-7914	170	W23153-3219-9847	ACOSTA, INC.	\$3.00	Confirmed
07/24/2013	W23153-3205-7983	122	13579	ACOSTA, INC.	\$1.25	Confirmed

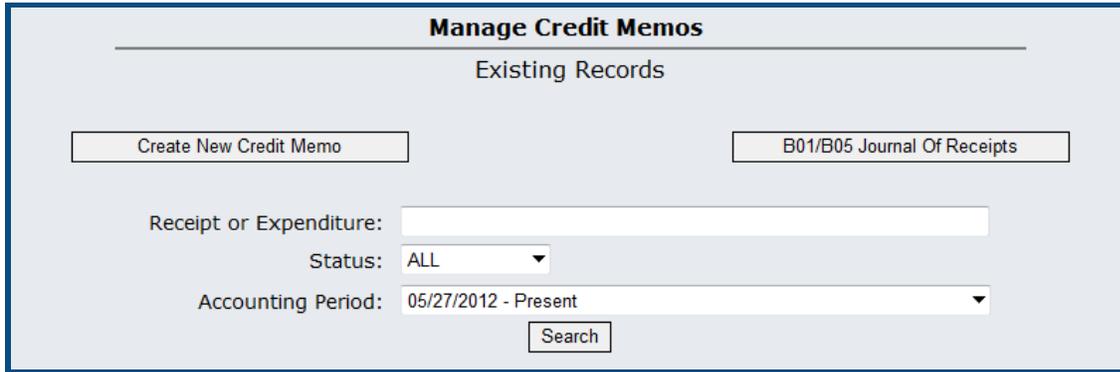
10 rows per page ▼
Go to page:

PRINT A B01/B05 JOURNAL OF RECEIPTS

Follow these steps to generate and print a B01/B05 Journal of Receipts for a specific accounting period.

1. Select **Credit Memo** from the **Inventory** menu.

The **MANAGE CREDIT MEMOS – EXISTING RECORDS** page appears.



Manage Credit Memos
Existing Records

Create New Credit Memo B01/B05 Journal Of Receipts

Receipt or Expenditure:

Status: ALL ▼

Accounting Period: 05/27/2012 - Present ▼

Search



Note: The fields and buttons you see on this page may be different from the ones shown here, depending on your user role.

2. Enter or select one or more of the following:
 - Select an activity from the **Select Activity** list (available for users with Enterprise user roles only)
 - Select an option (do not select the **ALL** option) from the **Accounting Period** list
3. Click **B01/B05 Journal Of Receipts**.



Note: See [Section 4 Printing and Saving Files from ROM3](#) for more information.

5.4 Physical Inventories

On a regular basis, store personnel must inventory all the various locations that contain inventory. This includes the holding locations as well as the individual retail stores.

When the actual inventory is being conducted, the retail stores may not be actively selling items. When conducting an inventory of a non-EPOS selling location (for example, vending, hanger bay), all losses of inventory are considered to be sales, resulting in a charge to Cost of Retail Sales.

When creating an inventory, you may choose to inventory all items in a location (full inventory), manually select specific items (spot inventory), or receive a random selection of 5% of the items in that location (random inventory).

There are four stages to an inventory, reflected by one of the following statuses:

- **Unconfirmed:** Create the inventory and select the items to include
- **Initiated:** Item selection is locked and the physical inventory count is being performed
- **Submitted:** Physical inventory counts are entered and saved in ROM3
- **Confirmed:** Physical inventory counts and accepted and on-hand inventory has been updated



Note: Inventories with a status of **Initiated** can be completed with a handheld device if a handheld synchronization is performed.

This section includes the following tasks, which can be performed by the user groups indicated with an "X."

	Activity	Enterprise	TYCOM	DFAS
• View an Inventory	X	X	X	X
• Create and Initiate a Full Inventory	X			
• Create and Initiate a Random Inventory	X			
• Create and Initiate a Spot Inventory	X			
• Edit or Confirm an Inventory	X			
• Submit Inventory Quantities and Confirm an Inventory	X			
• Delete an Inventory	X			
• Print a Physical Inventory Report	X			
• Print an Inventory Consolidated Report (B14) or a Gains/Loss Detailed Report	X			
• Print an Inventory Count Sheet	X			
• Print Other Inventory Reports	X	X	X	X

VIEW AN INVENTORY

1. Select **Inventory Counts** from the **Inventory** menu.

The **PHYSICAL INVENTORIES – EXISTING RECORDS** page appears.

Physical Inventories

Existing Records

Inventory Number:
Status: All

Inventory Location: ALL
 Type: ALL

Accounting Period: 05/27/2012 - Present



Note: The fields and buttons you see on this page may be different from the ones shown here, depending on your user role.

2. Enter or select one or more of the following:
 - Enter a number or partial number in the **Inventory Number** field or leave the field blank
 - Select an option from the **Status** list
 - Select an option from the **Inventory Location** list
 - Select an option from the **Type** list
 - Select an activity from the **Select Activity** list (available for users with Enterprise user roles only)
 - Select an option from the **Accounting Period** list
3. Click **Search**.

The page updates and displays the search results.

Physical Inventories

Existing Records

Inventory Number:
Status: All

Inventory Location: ALL
 Type: ALL

Accounting Period: 05/27/2012 - Present

Date	Inventory Num	Inventory Location	Type	Gain/Loss	Cost of Sales	Status
08/12/2013	0000681	9200 Post Office	SPOT	0.0000	0.0000	Confirmed
08/12/2013	0000681	9200 Post Office	SPOT	0.0000	0.0000	Unconfirmed
08/07/2013	0000674	9200 Post Office	FULL	0.0000	1347.4118	Confirmed
06/27/2013	0000648	9800 Test	RAND	0.0000	4.7850	Confirmed
Total Gain/Loss				\$2,990,986.45	Total Cost	\$2,127.94

10 rows per page
Go to page:

- In the **Date** column, click the link for the record you want to view.

The **INVENTORY – VIEW INVENTORY** page appears.



Note: You may see the **Inventory – Edit Inventory** page instead, depending on your user role and/or the rebate status.

Inventory						
View Inventory <i>Inventory #0000643 has been confirmed.</i>						
Inventory Control #0000643		Status: Confirmed			Date: 08/07/2013	
Inventory Location: 9512 Retail Store 8						
Inventory Items						
Stock Num	Description	UI	QOH	Inventory QTY	Difference	
3113250000003	311311 test	EA	0	<input type="text" value="0"/>	0	
3113130000000	Fruit Bits	EA	20	<input type="text" value="44"/>	24	
100000000014	Bic Disposable Lighter	EA	4	<input type="text" value="4"/>	0	
1839390000002	AXE Shower Gel Kilo	BX	4	<input type="text" value="4"/>	0	
3113130000005	ACT II Butter Lovers Popcorn	EA	4	<input type="text" value="4"/>	0	
< Page 1 of 1 >		10 rows per page		Go to page: <input type="text"/> <input type="button" value="Go"/>		
<input type="button" value="Print Discrepancy Report"/>				Total Gain/Loss: \$42.9504		
<input type="button" value="Close"/>			<input type="button" value="Print Relieving Inventory Sheet"/>			

CREATE AND INITIATE A FULL INVENTORY

Follow these steps to create and initiate a full inventory, which will count all items in inventory at a selected location.

1. Select **Inventory Counts** from the **Inventory** menu.

The **PHYSICAL INVENTORIES – EXISTING RECORDS** page appears.

The screenshot shows the 'Physical Inventories' interface. At the top, there are three buttons: 'Create New Inventory', 'Existing Records', and 'Generate Printable Report'. Below these are several input fields and dropdown menus: 'Inventory Number' (text box), 'Status' (dropdown menu set to 'All'), 'Inventory Location' (dropdown menu set to 'ALL'), 'Type' (dropdown menu set to 'ALL'), and 'Accounting Period' (dropdown menu set to '05/27/2012 - Present'). There are also three report buttons: 'B14 Consolidated Report', 'Gains/Loss Detailed Report', and a 'Search' button at the bottom.

2. Click **Create New Inventory**.

The **INVENTORY – CREATE INVENTORY** page appears.

The screenshot shows the 'Inventory - Create Inventory' page. At the top, there is a title 'Inventory' and a subtitle 'Create Inventory'. Below this, there are three fields: 'Inventory Control # N/A', 'Status:', and 'Date: N/A'. A dropdown menu for 'Inventory Location' is set to '9200 Post Office'. Below this is a section titled 'Inventory Items' with three buttons: 'Add All Items (Full Inventory)', 'Add 5% Items (Random Inventory)', and 'Add Additional Items'. There is also a 'Print Count Sheet' button. At the bottom, there are four buttons: 'Save & Review Later', 'Initiate Inventory', 'Delete', and 'Close'.

3. Select the location to be inventoried from the **Inventory Location** list.
4. Click **Add All Items (Full Inventory)**.

The page updates and displays all items in inventory for the selected location.

Inventory

Create Inventory

Inventory Control # N/A Status: Date: N/A

Inventory Location:

Inventory Items

Stock Num	Description	UI	QOH	Inventory QTY	Remove
1839390000001	Suave Mens Body Wash Refresh	EA	5	<input type="text" value="0"/>	Remove
3113130000009	Nerds Candy	EA	14	<input type="text" value="0"/>	Remove
3113130000001	Slim Jim Giant Stick Nacho	BX	3	<input type="text" value="0"/>	Remove
3113130000005	ACT II Butter Lovers Popcorn	EA	30	<input type="text" value="0"/>	Remove

Go to page:

5. To remove an item from the inventory, click the **Remove** link for that item.
6. Click **Initiate Inventory**.

The page updates and displays a confirmation message, and the **Print Count Sheet** button becomes active.

7. Click **Print Count Sheet** to print the inventory count sheet and perform the physical inventory.



Note: See [Section 4 Printing and Saving Files from ROM3](#) for more information.

-or-

Perform a handheld synchronization to download the inventory and complete the physical inventory on the device. See [Section 10.1 Synchronizing the Handheld](#) for more information.

CREATE AND INITIATE A RANDOM INVENTORY

Follow these steps to create and initiate a random inventory, which will count 5% of the items in inventory at a selected location.

1. Select **Inventory Counts** from the **Inventory** menu.

The **PHYSICAL INVENTORIES – EXISTING RECORDS** page appears.

The screenshot shows the 'Physical Inventories' interface. At the top, there are three buttons: 'Create New Inventory', 'Existing Records', and 'Generate Printable Report'. Below these are several input fields and dropdown menus: 'Inventory Number' (text input), 'Status' (dropdown menu set to 'All'), 'Inventory Location' (dropdown menu set to 'ALL'), 'Type' (dropdown menu set to 'ALL'), and 'Accounting Period' (dropdown menu set to '05/27/2012 - Present'). There are also three report buttons: 'B14 Consolidated Report', 'Gains/Loss Detailed Report', and a 'Search' button at the bottom center.

2. Click **Create New Inventory**.

The **INVENTORY – CREATE INVENTORY** page appears.

The screenshot shows the 'Inventory' interface for creating a new inventory. At the top, there are buttons for 'Add All Items (Full Inventory)', 'Add 5% Items (Random Inventory)', and 'Add Additional Items'. Below these are 'Print Count Sheet', 'Save & Review Later', 'Initiate Inventory', 'Delete', and 'Close' buttons. The form includes fields for 'Inventory Control # N/A', 'Status', 'Date: N/A', and 'Inventory Location' (dropdown menu set to '9200 Post Office').

3. Select the location to be inventoried from the **Inventory Location** list.
4. Click **Add 5% Items (Random Inventory)**.

The page updates and displays 5% of the items in inventory for the selected location.

Inventory

Create Inventory

Inventory Control # N/A Status: Date: N/A

Inventory Location:

Inventory Items

Stock Num	Description	UI	QOH	Inventory QTY	Remove
273000000004	BOTTLE, SHAKER GNC	EA	2	<input type="text" value="0"/>	Remove
3113130000001	Slim Jim Giant Stick Nacho	BX	48	<input type="text" value="0"/>	Remove

Go to page:

5. To remove an item from the inventory, click the **Remove** link for that item.

Continue to step 6 if you are adding additional items to the inventory.

-or-

Go to step 12 to initiate the inventory.

6. To add items to the inventory, click **Add Additional Items**.

The **INVENTORY – ADD ITEMS** page appears.

Inventory

Add Items

Inventory Location:

Item Search:

Department: Category:

7. Enter or select one or more of the following:
- Enter a stock number or item name (or partial number or name) in the **Item Search** field
 - Select an option from the **Department** list
 - Select an option from the **Category** list (list becomes active after selecting a department)
8. Click **Search Inventory**.

Inventory

The page updates and displays the search results.

Inventory

Add Items

Inventory Location:

Item Search:

Department: Category:

Select All

Dept	Category	Stock Num	Description	QOH	UI	Inventory
A1	Food	3113130000002	Saled Deluxe Mixed Nuts	-10	EA	<input type="checkbox"/>
A1	Food	3113130000002	Saled Deluxe Mixed Nuts	1	EA	<input type="checkbox"/>
A1	Food	3113130000001	Slim Jim Stick Nacho			<input type="checkbox"/>
A1	Food	3113130000006	Slim Jim Stick Cooler Top			<input type="checkbox"/>
A1	Food	3113130000000	Fruit Bits	9	EA	<input type="checkbox"/>
A1	Food	3113130000007	Seafood Salad Kit w/Crab	5	EA	<input type="checkbox"/>

Page 1 of 2

Go to page:

9. Select the check box in the **Inventory** column for item you want to include in the inventory.

-or-

Select the **Select All** check box above the **Inventory** column to select all items.



Note: If you have more than one page of search results, click the **Next** button to go to the next page. You will not lose any selections made on the previous page.

10. Click **Save Changes**. The page updates and displays a confirmation message. The **Done Adding Items** button also appears.
11. Click **Done Adding Items**.

The INVENTORY – CREATE INVENTORY page appears.

Inventory
 Create Inventory

Inventory Control # N/A
Status:
Date: N/A

Inventory Location:

Inventory Items

Stock Num	Description	UI	QOH	Inventory QTY	Remove
311313000007	Fruit Bits	EA	15	<input type="text" value="0"/>	Remove
273000000004	BOTTLE, SHAKER GNC	EA	2	<input type="text" value="0"/>	Remove
3113130000001	Slim Jim Giant Stick Nacho	BX	48	<input type="text" value="0"/>	Remove

12. Click **Initiate Inventory**.

The page updates and displays a confirmation message. The **Print Count Sheet** button also becomes active.

13. Click **Print Count Sheet** to print the inventory count sheet and perform the physical inventory.



Note: See [Section 4 Printing and Saving Files from ROM3](#) for more information.

-or-

Perform a handheld synchronization to download the inventory and complete the physical inventory on the device. See [Section 10.1 Synchronizing the Handheld](#) for more information.

CREATE AND INITIATE A SPOT INVENTORY

Follow these steps to create and initiate a spot inventory. With this type of inventory, you can add only those items to be included in the inventory for a selected location.

1. Select **Inventory Counts** from the **Inventory** menu.

The **PHYSICAL INVENTORIES – EXISTING RECORDS** page appears.

The screenshot shows the 'Physical Inventories' interface. At the top, there are three buttons: 'Create New Inventory', 'Existing Records', and 'Generate Printable Report'. Below these are several input fields and dropdown menus: 'Inventory Number' (text box), 'Status' (dropdown menu set to 'All'), 'Inventory Location' (dropdown menu set to 'ALL'), 'Type' (dropdown menu set to 'ALL'), and 'Accounting Period' (dropdown menu set to '05/27/2012 - Present'). There are also three report buttons: 'B14 Consolidated Report', 'Gains/Loss Detailed Report', and a 'Search' button at the bottom center.

2. Click **Create New Inventory**.

The **INVENTORY – CREATE INVENTORY** page appears.

The screenshot shows the 'Inventory' interface for creating a new inventory. At the top, there are buttons for 'Create Inventory', 'Inventory Control # N/A', 'Status:', and 'Date: N/A'. Below these is a dropdown menu for 'Inventory Location' set to '9200 Post Office'. Underneath is a section titled 'Inventory Items' with three buttons: 'Add All Items (Full Inventory)', 'Add 5% Items (Random Inventory)', and 'Add Additional Items'. At the bottom, there is a 'Print Count Sheet' button and a row of four buttons: 'Save & Review Later', 'Initiate Inventory', 'Delete', and 'Close'.

3. Select the location to be inventoried from the **Inventory Location** list.
4. Click **Add Additional Items**.

The **INVENTORY – ADD ITEMS** page appears.

5. Enter or select one or more of the following:
 - Enter a stock number or item name (or partial number or name) in the **Item Search** field
 - Select an option from the **Department** list
 - Select an option from the **Category** list (list becomes active after selecting a department)
6. Click **Search Inventory**.

The page updates and displays the search results.

Dept	Category	Stock Num	Description	OOH	UI	Inventory
B3	Nutritional Supplement	273000000007	MAXIMUM GREENS COMPLETE	1	EA	<input type="checkbox"/>
A3	M...	311325000000	31131...	1	EA	<input type="checkbox"/>
B3	Nutritional Supplement	273000000004	JOT, LE, ...AKER INC		EA	<input type="checkbox"/>
C1	Snack Bar	050001HH0001	African Nut Bars	10	EA	<input type="checkbox"/>

7. Select the check box in the **Inventory** column for item you want to include in the inventory.

-or-

Select the **Select All** check box above the **Inventory** column to select all items.



Note: If you have more than one page of search results, click the **Next** button  to go to the next page. You will not lose any selections made on the previous page.

8. Click **Save Changes**.

The page updates and the **Done Adding Items** button appears.

Inventory

- Click **Done Adding Items**.

The **INVENTORY – CREATE INVENTORY** page appears.

Inventory

Create Inventory

Inventory Control # N/A
Status:
Date: N/A

Inventory Location:

Inventory Items

Stock Num	Description	UI	QOH	Inventory QTY	Remove
3113130000005	ACT II Butter Lovers Popcorn	EA	0	<input type="text" value="0"/>	Remove
050001HH0001	African Nut Bars	EA	10	<input type="text" value="0"/>	Remove

- Click **Initiate Inventory**.

The **INVENTORY – EDIT INVENTORY** page appears and displays a confirmation message.

Inventory

Edit Inventory

Inventory Control #0000700
Status: Initiated
Date: 08/14/2013

Inventory Location:

Inventory Items

Stock Num	Description	UI	QOH	Inventory QTY	Remove
050001HH0001	African Nut Bars	EA	10	<input type="text" value="10"/>	Remove
3113130000005	ACT II Butter Lovers Popcorn	EA	0	<input type="text" value="0"/>	Remove

- Click **Print Count Sheet** to print the inventory count sheet and perform the physical inventory.



Note: See [Section 4 Printing and Saving Files from ROM3](#) for more information.

-or-

Perform a handheld synchronization to download the inventory and complete the physical inventory on the device. See [Section 10.1 Synchronizing the Handheld](#) for more information.

EDIT OR CONFIRM AN INVENTORY

Follow these steps to edit an unconfirmed inventory.

1. Select **Inventory Counts** from the **Inventory** menu.

The **PHYSICAL INVENTORIES – EXISTING RECORDS** page appears.

Physical Inventories

Existing Records

Inventory Number:
Status: All

Inventory Location: ALL
 Type: ALL

Accounting Period: 05/27/2012 - Present

2. Enter or select one or more of the following:

- Enter a number or partial number in the **Inventory Number** field or leave the field blank
- Select **Unconfirmed** from the **Status** list
- Select an option from the **Inventory Location** list
- Select an option from the **Type** list
- Select an option from the **Accounting Period** list

3. Click **Search**.

The page updates and displays the search results.

Physical Inventories

Existing Records

Inventory Number:
Status: Unconfirmed

Inventory Location: ALL
 Type: ALL

Accounting Period: 05/27/2012 - Present

Date	Inventory Num	Inventory Location	Type	Gain/Loss	Cost of Sales	Status
08/13/2013		9501 Ship Store	SPOT	0.0000	0.0000	Unconfirmed
05/29/2013		9900 Storeroom	SPOT	0.0000	0.0000	Unconfirmed
05/29/2013		9900 Storeroom	SPOT	0.0000	0.0000	Unconfirmed
05/29/2013		9900 Storeroom	SPOT	0.0000	0.0000	Unconfirmed

10 rows per page
Go to page:

Total Gain/Loss	Total Cost
\$.00	\$.00

4. In the **Date** column, click the link for the record you want to work with.

The **INVENTORY – EDIT INVENTORY** page appears.

Inventory						
Edit Inventory						
Inventory Control # N/A		Status: Unconfirmed			Date:	
Inventory Location: 9501 Ship Store						
Inventory Items						
Add All Items (Full Inventory)		Add 5% Items (Random Inventory)			Add Additional Items	
Stock Num	Description	UI	QOH	Inventory QTY	Remove	
3113130000006	Slim Jim Stick Counter Top	EA	5	0	Remove	
3113130000003	Sunmaid Yogurt Raisins	EA	5	0	Remove	
Page 1 of 1		10 rows per page		Go to page: <input type="text"/> <input type="button" value="Go"/>		
<input type="button" value="Print Count Sheet"/>						
<input type="button" value="Save & Review Later"/>		<input type="button" value="Initiate Inventory"/>		<input type="button" value="Delete"/>		<input type="button" value="Close"/>

5. To change the inventory type to a **full** inventory, click **Add All Items (Full Inventory)**.

-or-

To change the inventory type to a **random** inventory, click **Add 5% Items (Random Inventory)**.

-or-

To change the inventory type to a **spot** inventory, click **Add Additional Items**. See [Create a Spot Inventory for more information](#).

6. To save the inventory, click **Save & Review Later**.

The **PHYSICAL INVENTORIES – EXISTING RECORDS** page appears and displays a confirmation message.

-or-

To confirm the inventory, click **Confirm & Submit**.

A confirmation dialog box appears. **Continue to step 7.**

-or-

To submit inventory counts, click **Submit Counts**.

7. Click **OK**.

The **PHYSICAL INVENTORIES – EXISTING RECORDS** page appears and displays a confirmation message.

SUBMIT INVENTORY QUANTITIES AND CONFIRM AN INVENTORY

Follow these steps to submit inventory quantities and to confirm an inventory. Depending on your user role, you may perform one or both of these steps



Note: If the inventory was completed on a handheld device, it will automatically be submitted during synchronization.

1. Select **Inventory Counts** from the **Inventory** menu.

The **PHYSICAL INVENTORIES – EXISTING RECORDS** page appears.

Physical Inventories

Create New Inventory
Existing Records
Generate Printable Report

Inventory Number:

Status: All ▼

B14 Consolidated Report

Inventory Location: ALL ▼

Type: ALL ▼

Gains/Loss Detailed Report

Accounting Period: 05/27/2012 - Present ▼

2. Enter or select one or more of the following:
 - Enter a number or partial number in the **Inventory Number** field or leave the field blank
 - Select **Initiated** from the **Status** list
 - Select an option from the **Inventory Location** list
 - Select an option from the **Type** list
 - Select an option from the **Accounting Period** list
3. Click **Search**.

The page updates and displays the search results.

Physical Inventories

Create New Inventory
Existing Records
Generate Printable Report

Inventory Number:

Status: Initiated ▼

B14 Consolidated Report

Inventory Location: ALL ▼

Type: ALL ▼

Gains/Loss Detailed Report

Accounting Period: 05/27/2012 - Present ▼

Date	Inventory Num	Inventory Location	Type	Gain/Loss	Cost of Sales	Status
08/14/2013	0000700	9505 Retail Store 1	SPOT	0.0000	0.0000	Initiated

Page 1 of 1 10 rows per page ▼

Total Gain/Loss	Total Cost
\$.00	\$.00

4. In the **Date** column, click the link for the record you want to work with.

The INVENTORY – EDIT INVENTORY page appears.

Inventory						
Edit Inventory						
Inventory Control #0000700		Status: Initiated		Date: 08/14/2013		
Inventory Location: 9505 Retail Store 1						
Inventory Items						
Stock Num	Description	UI	Cost	QOH	Inventory QTY	Remove
050001HH0001	African Nut Bars	EA	0.0000	10	10	Remove
3113130000005	ACT II Butter Lovers Popcorn	EA	0.0000	0	0	Remove
<input type="button" value="Page 1 of 1"/> <input type="button" value="10 rows per page"/> <input type="text" value="Go to page:"/> <input type="button" value="Go"/>						
<input type="button" value="Print Count Sheet"/>						
<input type="button" value="Save & Review Later"/> <input type="button" value="Submit Counts"/> <input type="button" value="Delete"/> <input type="button" value="Close"/>						

Continue to step 5 if you are submitting inventory counts.

-or-

Go to step 7 if you are confirming the inventory.

- In the **Inventory QTY** column, enter the number of items in inventory for each item.
- Click **Submit Counts**.

The page updates and displays a confirmation message.

Inventory						
Edit Inventory						
Inventory Control #0000700		Status: Submitted		Date: 08/14/2013		
Inventory Location: 9505 Retail Store 1						
Inventory Items						
Stock Num	Description	UI	QOH	Inventory QTY	Difference	
050001HH0001	African Nut Bars	EA	10	10	0	
3113130000005	ACT II Butter Lovers Popcorn	EA	0	0	0	
<input type="button" value="Page 1 of 1"/> <input type="button" value="10 rows per page"/> <input type="text" value="Go to page:"/> <input type="button" value="Go"/>						
<input type="button" value="Print Discrepancy Report"/>						Total Gain/Loss: \$0.0000
<input type="button" value="Save & Review Later"/> <input type="button" value="Confirm & Submit"/> <input type="button" value="Delete"/> <input type="button" value="Close"/>						

- Click **Confirm & Submit**.

A confirmation dialog box appears.

Inventory

- Click **OK**.

The **INVENTORY – VIEW INVENTORY** page appears and displays a confirmation message.

Inventory

View Inventory

Inventory #0000700 has been confirmed.

Inventory Control #0000700
Status: Confirmed
Date: 08/14/2013

Inventory Location:

Inventory Items

Stock Num	Description	UI	QOH	Inventory QTY	Difference
3113130000005	ACT II Butter Lovers Popcorn	EA	0	<input type="text" value="0"/>	0
050001HH0001	African Nut Bars	EA	10	<input type="text" value="10"/>	0

Go to page:

Print Discrepancy Report

Total Gain/Loss: \$0.0000

Close

Print Relieving Inventory Sheet



Note: If the inventory was conducted on a retail store or storage location, you will see the **Print Discrepancy Report** button, as shown here. If the inventory was done on a Non-EPOS location, you will see the **Print Sales Report** button.

DELETE AN INVENTORY

Follow these steps to delete an inventory. Inventories can be deleted from ROM3 until they are confirmed.

1. Select **Inventory Counts** from the **Inventory** menu.

The **PHYSICAL INVENTORIES – EXISTING RECORDS** page appears.

The screenshot shows the 'Physical Inventories' form with the following fields and options:

- Create New Inventory** (button)
- Existing Records** (text)
- Generate Printable Report** (button)
- Inventory Number:** [text input]
- Status:** All (dropdown)
- B14 Consolidated Report** (button)
- Inventory Location:** ALL (dropdown)
- Type:** ALL (dropdown)
- Gains/Loss Detailed Report** (button)
- Accounting Period:** 05/27/2012 - Present (dropdown)
- Search** (button)

2. Enter or select one or more of the following:
 - Enter a number or partial number in the **Inventory Number** field or leave the field blank
 - Select **Initiated**, **Submitted**, or **Unconfirmed** from the **Status** list
 - Select an option from the **Inventory Location** list
 - Select an option from the **Type** list
 - Select an option from the **Accounting Period** list
3. Click **Search**.

The page updates and displays the search results.

The screenshot shows the 'Physical Inventories' form with the following search criteria and results:

- Inventory Number:** [text input]
- Status:** Unconfirmed (dropdown)
- B14 Consolidated Report** (button)
- Inventory Location:** ALL (dropdown)
- Type:** ALL (dropdown)
- Gains/Loss Detailed Report** (button)
- Accounting Period:** All (dropdown)
- Search** (button)

Date	Inventory Num	Inventory Location	Type	Gain/Loss	Cost of Sales	Status
08/14/2013		9200 Post Office	RAND	0.0000	0.0000	Unconfirmed
08/14/2013		9200 Post Office	RAND	0.0000	0.0000	Unconfirmed
08/14/2013		9200 Post Office	RAND	0.0000	0.0000	Unconfirmed
05/29/2013		9900 Storeroom	SPOT	0.0000	0.0000	Unconfir.

Page 1 of 1 | 10 rows per page | Go to page: [input] | Go

Total Gain/Loss \$0.00 | **Total Cost** \$0.00

4. In the **Date** column, click the link for the record you want to work with.

Inventory

The **INVENTORY – EDIT INVENTORY** page appears.

Inventory

Edit Inventory

Inventory Control # N/A
Status: Unconfirmed
Date:

Inventory Location:

Inventory Items

Stock Num	Description	UI	QOH	Inventory QTY	Remove
311313000000	Fruit Bits	EA	0	<input type="text" value="0"/>	Remove

5. Click **Delete**.

A confirmation dialog box appears.

6. Click **OK**.

The **PHYSICAL INVENTORIES – EXISTING RECORDS** page appears and displays a confirmation message.

PRINT A PHYSICAL INVENTORY REPORT

Follow these steps to generate a printable version of your search results, displayed on the **Transfers – Existing Records** page.

1. Select **Inventory Counts** from the **Inventory** menu.

The **PHYSICAL INVENTORIES – EXISTING RECORDS** page appears.

Physical Inventories

Existing Records

Inventory Number:
Status: All

Inventory Location: ALL
 Type: ALL

Accounting Period: 05/27/2012 - Present

2. Enter or select one or more of the following:
 - Enter a number or partial number in the **Inventory Number** field or leave the field blank
 - Select **Initiated** from the **Status** list
 - Select an option from the **Inventory Location** list
 - Select an option from the **Type** list
 - Select an option from the **Accounting Period** list
3. Click **Search**.

The page updates and displays the search results.

Physical Inventories

Existing Records

Inventory Number:
Status: Initiated

Inventory Location: ALL
 Type: ALL

Accounting Period: 05/27/2012 - Present

Date	Inventory Num	Inventory Location	Type	Gain/Loss	Cost of Sales	Status
08/14/2013	0000700	9505 Retail Store 1	SPOT	0.0000	0.0000	Initiated

10 rows per page
Go to page:

Total Gain/Loss	Total Cost
\$.00	\$.00

4. Click **Generate Printable Version**.



Note: See [Section 4 Printing and Saving Files from ROM3](#) for more information.

PRINT AN INVENTORY CONSOLIDATED REPORT (B14) OR A GAINS/LOSS DETAILED REPORT

1. Select **Inventory Counts** from the **Inventory** menu.

The **PHYSICAL INVENTORIES – EXISTING RECORDS** page appears.

Physical Inventories

Existing Records

Inventory Number:
Status: All

Inventory Location: ALL
 Type: ALL

Accounting Period: 05/27/2012 - Present

2. Enter or select one or more of the following:
 - Enter a number or partial number in the **Inventory Number** field or leave the field blank
 - Select an option (except **Submitted**) from the **Status**
 - Select an option from the **Inventory Location** list
 - Select an option from the **Type** list
 - Select an option from the **Accounting Period** list
3. Click **Search**.

The page updates and displays the search results.

Physical Inventories

Existing Records

Inventory Number:
Status: Initiated

Inventory Location: ALL
 Type: ALL

Accounting Period: 05/27/2012 - Present

Date	Inventory Num	Inventory Location	Type	Gain/Loss	Cost of Sales	Status
08/14/2013	0000700	9505 Retail Store 1	SPOT	0.0000	0.0000	Initiated

Page 1 of 1
10 rows per page
Go to page:

Total Gain/Loss	Total Cost
\$.00	\$.00

4. Click **B14 Consolidated Report** or **Gains/Loss Detailed Report**.



Note: See [Section 4 Printing and Saving Files from ROM3](#) for more information.

PRINT AN INVENTORY COUNT SHEET

After initiating an inventory, you can print an inventory count sheet that you can use to record the actual inventory count. You can then enter those numbers in the system.

1. Select **Inventory Counts** from the **Inventory** menu.

The **PHYSICAL INVENTORIES – EXISTING RECORDS** page appears.

Physical Inventories

Existing Records

Inventory Number:
Status: All

Inventory Location: ALL
 Type: ALL

Accounting Period: 05/27/2012 - Present

2. Enter or select one or more of the following:
 - Enter a number or partial number in the **Inventory Number** field or leave the field blank
 - Select **Initiated** from the **Status** list
 - Select an option from the **Inventory Location** list
 - Select an option from the **Type** list
 - Select an option from the **Accounting Period** list
3. Click **Search**.

The page updates and displays the search results.

Physical Inventories

Existing Records

Inventory Number:
Status: Initiated

Inventory Location: ALL
 Type: ALL

Accounting Period: 05/27/2012 - Present

Date	Inventory Num	Inventory Location	Type	Gain/Loss	Cost of Sales	Status
08/14/2013	0000700	9505 Retail Store 1	SPOT	0.0000	0.0000	Initiated

10 rows per page
Go to page:

Total Gain/Loss	Total Cost
\$.00	\$.00

4. In the **Date** column, click the link for the record you want to work with.

Inventory

The INVENTORY – EDIT INVENTORY page appears.

Inventory

Edit Inventory

Inventory Control #0000700
Status: Initiated
Date: 08/14/2013

Inventory Location:

Inventory Items

Stock Num	Description	UI	Cost	QOH	Inventory QTY	Remove
050001HH0001	African Nut Bars	EA	0.0000	10	10	Remove
3113130000005	ACT II Butter Lovers Popcorn	EA	0.0000	0	0	Remove

< Page 1 of 1 >
 10 rows per page
 Go to page: Go

Print Count Sheet

Save & Review Later
Submit Counts
Delete
Close

5. Click **Print Count Sheet**.



Note: See [Section 4 Printing and Saving Files from ROM3](#) for more information.

PRINT INVENTORY REPORTS

You can print numerous inventory reports from the **Inventory – View Inventory** page, including inventory discrepancy reports, inventory sales reports, and relieving inventory sheets.

1. Select **Inventory Counts** from the **Inventory** menu.

The **PHYSICAL INVENTORIES – EXISTING RECORDS** page appears.

Physical Inventories

Existing Records

Inventory Number:
Status: All

Inventory Location: ALL
 Type: ALL

Accounting Period: 05/27/2012 - Present

2. Enter or select one or more of the following:

- Enter a number or partial number in the **Inventory Number** field or leave the field blank
- Select **Confirmed** from the **Status** list
- Select an option from the **Inventory Location** list
- Select an option from the **Type** list
- Select an option from the **Accounting Period** list

3. Click **Search**.

The page updates and displays the search results.

Physical Inventories

Existing Records

Inventory Number:
Status: Confirmed

Inventory Location: ALL
 Type: ALL

Accounting Period: 05/27/2012 - Present

Date	Inventory Num	Inventory Location	Type	Gain/Loss	Cost of Sales	Status
08/19/2013	0000708	9200 Post Office	SPOT	0.0000	0.0000	Confirmed
08/15/2013	0000707	9200 Post Office	FULL	0.0000	0.0000	Confirmed
08/13/2013	0000683	9200 Post Office	RAND	0.0000	0.0000	Confirmed
08/12/2013	0000681	9200 Post Office	SPOT	0.0000	0.0000	Confirmed

10 rows per page
Go to page:

Total Gain/Loss **Total Cost**

4. In the **Date** column, click the link for the record you want to work with.

The **INVENTORY – VIEW INVENTORY** page appears.



Note: If you conducted an inventory on a retail store or storage location, you will see the **Print Discrepancy Report** button and you can print a discrepancy report. Or if you conducted an inventory on a Non-EPOS location, you will see the **Print Sales Report** button and you can print a sales report.

Inventory						
View Inventory <i>Inventory #0000708 has been confirmed.</i>						
Inventory Control #0000708		Status: Confirmed		Date: 08/19/2013		
Inventory Location: 9200 Post Office						
Inventory Items						
Stock Num	Description	UI	QOH	Inventory QTY	Difference	
273000000007	MAXIMUM GREENS COMPLETE	EA	4	33333	33329	
< Page 1 of 1 >		10 rows per page		Go to page: <input type="text"/> Go		
Print Sales Report				Total Cost Of Sales: \$0.0000		
Close			Print Relieving Inventory Sheet			

- Click **Print Sales Report**, **Print Discrepancy Report**, or **Print Relieving Inventory Sheet**.



Note: See [Section 4 Printing and Saving Files from ROM3](#) for more information.

5.5 Item Management

In ROM3, you can view and manage all items in inventory. Your activity may have many items spread over many locations. You can search through all on-hand inventory, and view a breakdown of where each unit of an item is currently located.

Depending on your user role, you may adjust the retail price of an item, assign a new UPC code to an item, or schedule a sale price.

This section includes the following tasks, which can be performed by the user groups indicated with an "X."

	Activity	Enterprise	TYCOM	DFAS
• View Items in Inventory	X	X	X	
• Edit Inventory Item Price	X			
• Edit Inventory Item UPC	X			
• Print Item Management Listing	X	X	X	
• Print Item Management Barcode Book	X	X	X	

VIEW INVENTORY ITEMS

Follow these steps to view items that are in inventory or on order, the quantities on hand for each item, the UPC for an item, and any price changes for an item.

1. Select **Item Management** from the **Inventory** menu.

The **ON-HAND/ON-ORDER ITEM MANAGEMENT** page appears.



Note: The fields and buttons you see on this page may be different from the ones shown here, depending on your user role.

2. Enter or select one or more of the following:
 - Enter a stock number or item name (or partial number or name) in the **Item Search** field
 - Select an activity from the **Select Activity** list (available for users with Enterprise user roles only)
 - Select an option from the **Location** list
 - Select an option from the **Department** list
 - Select an option from the **Category** list (list becomes active after selecting a department)
 - Select the **Foreign Merchandise** check box to view all items marked as being foreign merchandise
 - Select the **Low Retail Price** check box to view all items that currently have a retail price lower than the suggested retail markup for their department
 - Select the **Flammable** check box to view all items classified by NEXCOM or the vendor as being flammable



Tip: To generate a flammable item list for a location, select an option from the **Location** list, select the **Flammable** check box and then click **Search**. Click the **Printable Inventory Listing** button. The resulting report is the list of all flammable items in stock at the selected location.

3. Click **Search**.

The page updates and displays the search results.

On-Hand/On-Order Item Management

Item Search:

Location: ALL

Department: A1 Category: ALL

Foreign Merchandise Low Retail Price Flammable

Dept	Category	Stock Num	Description	QOH	QOO	Cost	Retail Price	Markup	UPCs
A1	Beef Jerky	123	123	-10	0	\$0.00	\$0.00	0%	Manage
A1	Food	3113130000002	Saled Deluxe Mixed Nuts	0	74	\$0.00	\$6.00	0%	Manage
A1	Meat	1000000014	Bic Disc...	5	61	\$51.25	\$	76%	Manage
A1	Tuna	0500005547	TROLLI GUMMI BEARS	50	0	\$0.37	\$0.70	89%	Manage
A1	Food	3113130000001	Slim Jim Giant Stick Nacho	-4	0	\$1.05	\$1.83	74%	Manage

Page 1 of 3

 Go to page:

- To view the quantity on hand as well as the storage location for an item, click the link in the **QOH** column for that item.

The [ITEM QOH LOCATION](#) page appears.

-or-

To view any prices changes for an item, click the link in the **Retail Price** column for that item.

The [RETAIL PRICE CHANGE](#) page appears.

-or-

To view the UPC for an item, click the **Manage** link in the **UPCs** column for that item.

The [UPC MANAGEMENT](#) page appears.

EDIT INVENTORY ITEM PRICE

Follow these steps to edit the retail price of an inventory item or to set a temporary “period price change” for an item.

1. Access the **ON-HAND/ON-ORDER ITEM MANAGEMENT** page. See [View Inventory Items](#) for instructions on accessing this page.

On-Hand/On-Order Item Management

Item Search:

Location: ALL

Department: A1 Category: ALL

Foreign Merchandise Low Retail Price Flammable

Dept	Category	Stock Num	Description	QOH	QOO	Cost	Retail Price	Markup	UPCs
A1	Beef Jerky	123	123	-10	0	\$0.00	\$0.00	0%	Manage
A1	Food	3113130000002	Saled Deluxe Mixed Nuts	0	74	\$0.00	\$6.00	0%	Manage
A1	Meat	10000000014	Bic Disposal Paper	5	61	\$51.25	\$	76%	Manage
A1	Tuna	0500005547	TROLLI GUMMI BEARS	50	0	\$0.37	\$0.70	89%	Manage
A1	Food	3113130000001	Slim Jim Giant Stick Nacho	-4	0	\$1.05	\$1.83	74%	Manage

2. Click the link in the **Retail Price** column next to the item you want to edit.

The **RETAIL PRICE CHANGE** page appears.

Retail Price Change

Dept	Category	Stock Num	Description	QOH	QOO	Cost	Retail Price
A1	Food	3113130000007	Fruit Bits	9	0	\$7.9900	\$12.80

Retail Price: \$

 Markup: %

Suggested Item Markup: 75%

Period Price Change

Start Date: End Date:

Start Price: \$ End Price: \$

- To change the retail price of an item, enter a new price in the **Retail Price** field and then click the arrow  to calculate the new markup percentage.

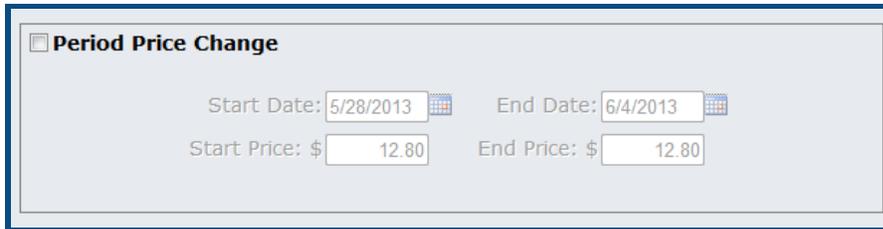


Retail Price: \$ 12.80  Markup: % 60 
Suggested Item Markup: 75%

-or-

Enter a percent in the **Markup %** field and then click the arrow  to calculate the new retail price.

- To change the price of an item temporarily, select the **Period Price Change** check box.



Period Price Change
Start Date: 5/28/2013  End Date: 6/4/2013 
Start Price: \$ 12.80 End Price: \$ 12.80

The remaining fields in this section become active.



Tip: Use the **Period Price Change** check box to schedule a temporary sale on select items. For example, you can have a sale starting Friday to sell ship's coins at \$1.00 and then end the sale on Monday, with the price reverting to \$5.00.

- Enter dates in the **Start Date** and **End Date** fields.
- Enter prices in the **Start Price** and **End Price** fields.
- Click **Save**.

The **ON-HAND/ON-ORDER ITEM MANAGEMENT** page appears.



Note: If you changed the price for an item that is currently in stock at one or more non-EPOS locations, you will see a message prompting you to complete an inventory at the locations and to change pricing information.

EDIT INVENTORY ITEM UPC

Follow these steps to edit or delete a UPC for an inventory item.

1. Access the **ON-HAND/ON-ORDER ITEM MANAGEMENT** page. See [View Inventory Items](#) for instructions on accessing this page.

On-Hand/On-Order Item Management

Item Search:

Location: ALL

Department: A1 Category: ALL

Foreign Merchandise
 Low Retail Price
 Flammable

Dept	Category	Stock Num	Description	QOH	QOO	Cost	Retail Price	Markup	UPCs
A1	Beef Jerky	123	123	-10	0	\$0.00	\$0.00	0%	Manage
A1	Food	3113130000002	Saled Deluxe Mixed Nuts	0	74	\$0.00	\$6.00	0%	Manage
A1	Meat	15200000014	Bin Disc...	5	61	\$51.25	\$	76%	Manage
A1	Tuna	0500005547	TROLLI GUMMI BEARS	50	0	\$0.37	\$0.70	89%	Manage
A1	Food	3113130000001	Slim Jim Giant Stick Nacho	-4	0	\$1.05	\$1.83	74%	Manage

2. Click the **Manage** link in the **UPCs** column for the item you want to work with.

The **UPC MANAGEMENT** page appears.

On-Hand/On-Order Item Management

UPC Management

Dept	Category	Stock Num	Description	QOH	QOO	Cost	Retail Price
A1	Food	3113130000005	ACT II Butter Lovers Popcorn	29	0	\$1.25	\$2.40

UPC/Barcode Number	Source	Delete
076150721041	NEXCOM	Delete
51001293054	Activity	Delete

ADD NEW UPC/BARCODE NUMBER

3. To add a UPC, enter a new UPC or bar code in the **ADD NEW UPC/BARCODE NUMBER** field and then click **Add**.

The new UPC is added to the table and a confirmation message appears.

-or-

To delete a UPC, click the **Delete** link next to that UPC.

A confirmation dialog box appears. **Continue to step 4.**



Note: You cannot delete UPCs added by NEXCOM. The **Delete** link is disabled for these UPCs.

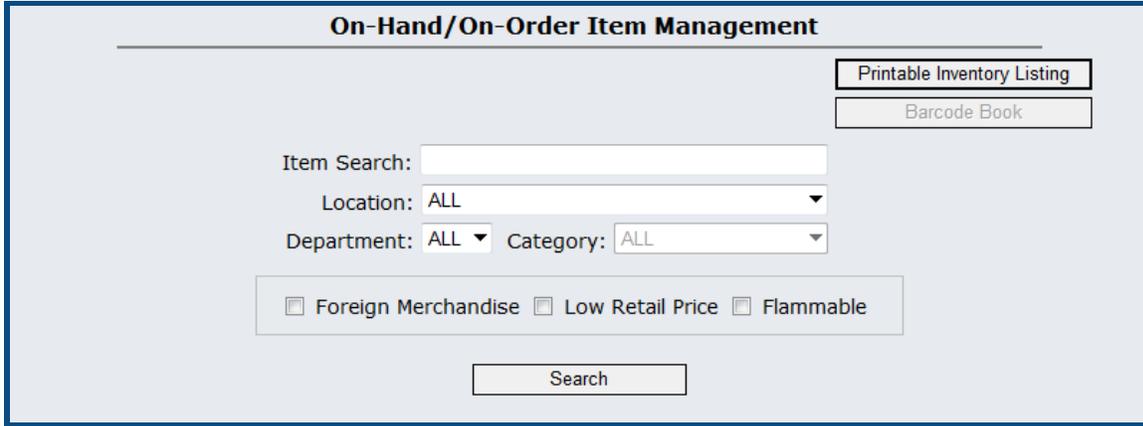
4. Click **OK**.

A confirmation message appears.

PRINT ITEM MANAGEMENT LISTING

1. Select **Item Management** from the **Inventory** menu.

The **ON-HAND/ON-ORDER ITEM MANAGEMENT** page appears.



On-Hand/On-Order Item Management

Printable Inventory Listing
Barcode Book

Item Search:

Location: ALL

Department: ALL Category: ALL

Foreign Merchandise Low Retail Price Flammable

Search



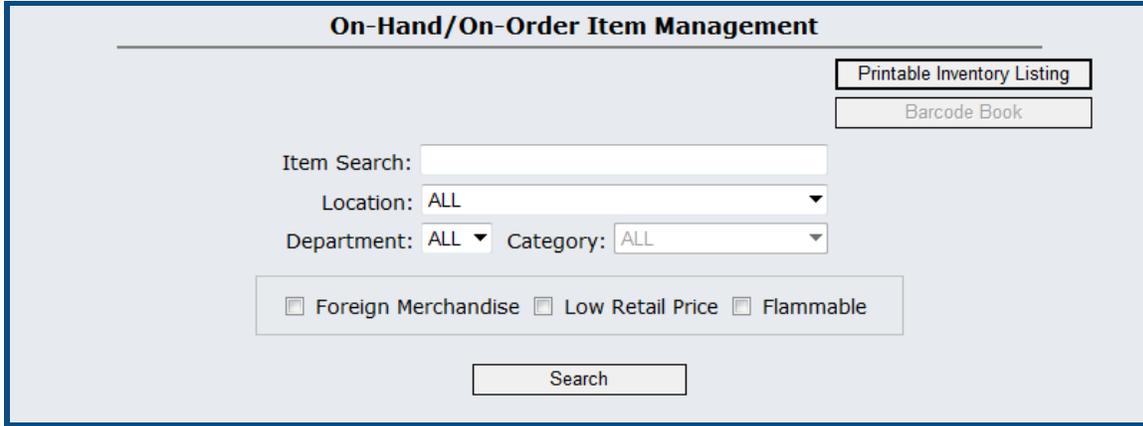
Note: The fields and buttons you see on this page may be different from the ones shown here, depending on your user role.

2. Enter or select one or more of the following:
 - Enter a stock number or item name (or partial number or name) in the **Item Search** field or leave the field blank
 - Select an activity from the **Select Activity** list (available for users with Enterprise user roles only)
 - Select an option from the **Location** list
 - Select an option from the **Department** list
 - Select an option from the **Category** list (list becomes active after selecting a department)
 - Select one or more of the following check boxes: **Foreign Merchandise, Low Retail Price, Flammable**
3. Click **Search**.

PRINT ITEM MANAGEMENT BARCODE BOOK

1. Select **Item Management** from the **Inventory** menu.

The **ON-HAND/ON-ORDER ITEM MANAGEMENT** page appears.



Note: The fields and buttons you see on this page may be different from the ones shown here, depending on your user role.

2. Select an option from the **Location** list to print a barcode book for all items stored in that location, (do not select the **ALL** option).
3. Click **Barcode Book**.



Note: See [Section 4 Printing and Saving Files from ROM3](#) for more information.

5.6 Surveys

In ROM3, you can remove items from inventory to account for losses of sellable merchandise.

Your activity may need to “write-off” items from inventory for a variety of reasons. For example, if water floods a storage compartment and destroys a case of DVD players, your activity can survey that merchandise in order to absorb the cost, and remove the items from inventory.

This section includes the following tasks, which can be performed by the user groups indicated with an “X.”

	Activity	Enterprise	TYCOM	DFAS
• View a Survey	X	X	X	X
• Create a Survey	X			
• Edit or Confirm a Survey	X			
• Delete a Survey	X			
• Print a DD-200 Form	X	X	X	X
• Print a Survey Report	X	X	X	X
• Print a B15/B19/B27 Survey Report	X	X	X	X

VIEW A SURVEY

1. Select **Surveys** from the **Inventory** menu.

The **SURVEYS – EXISTING RECORDS** page appears.



Note: The fields and buttons you see on this page may be different from the ones shown here, depending on your user role.

2. Enter or select one or more of the following:
 - Enter an expenditure number or partial number in the **Expenditure** field or leave the field blank
 - Select an option from the **Type** list
 - Select an option from the **Status** list
 - Select an activity from the **Select Activity** list (available for users with Enterprise user roles only)
 - Select an option from the **Accounting Period** list
3. Click **Search**.

The page updates and displays the search results.

Survey Date	Expenditure Number	Survey Type	Reason	Location	Loss Amount	Status
08/19/2013	W23153-3231-7928	NWCF	Damaged	9512	125.86	Confirmed
08/13/2013	W23153-3225-7919	NWCF	Damaged	9200	1.86	Confirmed
07/29/2013	W23153-3210-7995	NWCF	Damaged	9200	0.00	Confirmed
07/29/2013	W23153-3210-7994	SSPN - Vending	Damaged	9800	9.86	Confirmed

Page 1 of 8 | 10 rows per page | Go to page: Go

- In the **Survey Date** column, click the link for the record you want to view.

The SURVEY TO 'XXXX' – EDIT SURVEY page appears.



Note: The page you see may have a different name from the one shown in these steps, depending type of survey you selected.

Survey to NWCF

Edit Survey

Survey with Expenditure #W23153-3192-7947 has been confirmed.

Expenditure # W23153-3192-7947 Status: Confirmed Survey Date: 07/09/2013

Date Discovered:

Location:

Loss Reason:

Comments/Circumstances

Findings/Recommendations

Survey Items

Stock Num	Description	OOH	Cost	UI	Survey QTY	Total Cost	Remove
380100000001	EVERIO CAMCORDER 8GB BLUE	2	\$218.6900	EA	<input type="text" value="0"/>	\$0	Remove
100000000014	Bic Disposable Lighter	1	\$19.2917	EA	<input type="text" value="1"/>	\$19.2917	Remove

10 rows per page Go to page:

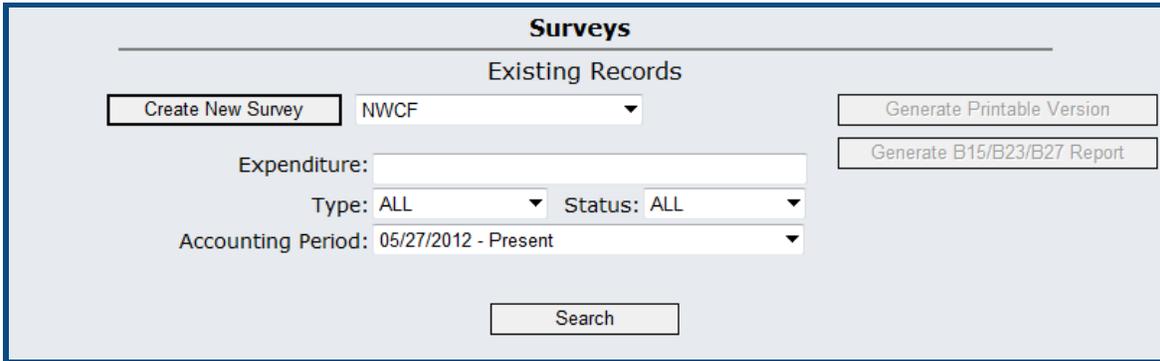
Total Loss Amount: \$19.29

CREATE A SURVEY

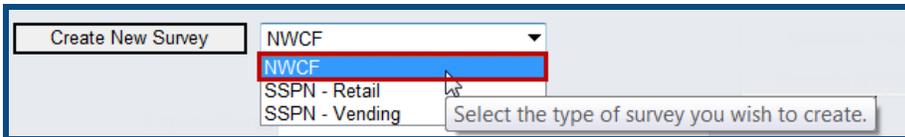
Follow these steps to create a new NWCF or SSPN survey.

1. Select **Surveys** from the **Inventory** menu.

The **SURVEYS – EXISTING RECORDS** page appears.



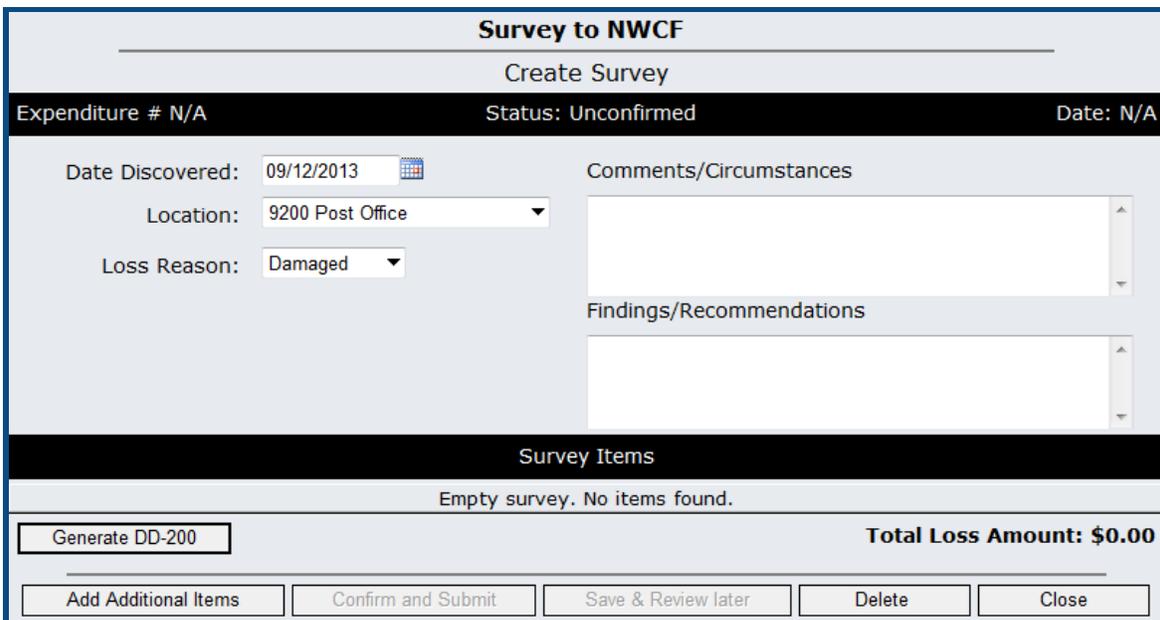
2. Select an option from the **Order Type** list, shown below, and then click **Create New Survey**. In this example, we'll select the NWCF survey type.



The **SURVEY TO 'XXXX' – CREATE SURVEY** page appears.



Note: The page you see may have a different name from the one shown in these steps, depending on the type of survey you are creating.



3. Enter or select the following:
 - Enter a date in the **Date Discovered** field
 - Select the location from where you are removing items from the **Location** list
 - Select an option from the **Loss Reason** list
 - Enter text in the **Comments/Circumstances** and **Findings/Recommendations** fields
4. In the **Survey Items** section, click **Add Additional Items**.

The **SURVEY – ADD ITEMS** page appears.

5. Enter or select the following:
 - Enter a stock number or item name (or partial number or name) in the **Item Search** field
 - Select an option from the **Department** list
 - Select an option from the **Category** list (list becomes active after selecting a department)
6. Click **Search Inventory**.

The page updates and displays the search results.

Dept	Category	Stock Num	Description	QOH	Cost	UI	Survey QTY
B3	Nutritional Supplement	273000000007	MAXIMUM GREENS COMPLETE	1	\$0.00	EA	0
Me		3113250000003	31131...				0
B3	Nutritional Supplement	273000000004	BOTTLE, SHAKER GNC	2	\$5.00	EA	0
C1	Snack Bar	050001HH0001	African Nut Bars	10	\$0.00	EA	0

7. For each item you want to add to the survey, enter a number in the **Survey QTY** field.



Note: If you have more than one page of search results, click the **Next** button  to go to the next page. You will not lose any selections made on the previous page.

8. Click **Save Changes** and then click **Done Adding Items**.

The **SURVEY TO 'XXXX' – CREATE SURVEY** page appears.



Note: The page you see may have a different name from the one shown in these steps, depending type of survey you are creating.

Survey to NWCF

Create Survey

Expenditure # N/A
Status: Unconfirmed
Date: N/A

Date Discovered: 

Location:

Loss Reason:

Comments/Circumstances

Findings/Recommendations

Survey Items

Stock Num	Description	QOH	Cost	UI	Survey QTY	Total Cost	Remove
050001HH0002	African Nut Bars	3	11.0000	EA	<input type="text" value="2"/>	\$22	Remove
050001HH0001	African Nut Bars	10	0.0000	EA	<input type="text" value="5"/>	\$0	Remove

< Page 1 of 1 >
10 rows per page
Go to page:

Total Loss Amount: \$22.00

9. If necessary, perform one or more of the following before creating the survey:

- To change the quantity of an item you already selected, edit the number in the **Survey QTY** field
- To add more items to the survey, click **Add Additional Items**
- To remove an item from the survey, click the **Remove** link for that item

10. To save the survey, click **Save & Review later**.

The **SURVEYS** page appears and displays a confirmation message.

-or-

To confirm the survey, click **Confirm and Submit**. This button may be unavailable and appear greyed out if your user role does not permit confirming the order.

A confirmation dialog box appears. **Continue to step 11.**

11. Click **OK**.

The page updates and displays a confirmation message.

12. Click **Close**.

The [SURVEYS](#) page appears and displays a confirmation message.

EDIT OR CONFIRM A SURVEY

Follow these steps to edit or confirm an unconfirmed NWCF or SSPN survey.

1. Select **Surveys** from the **Inventory** menu.

The **SURVEYS – EXISTING RECORDS** page appears.

2. Enter or select one or more of the following:

- Enter an expenditure number or partial number in the **Expenditure** field or leave the field blank
- Select an option from the **Type** list
- Select **Unconfirmed** from the **Status** list
- Select an option from the **Accounting Period** list

3. Click **Search**.

The page updates and displays the search results.

Survey Date	Expenditure Number	Survey Type	Reason	Location	Loss Amount	Status
09/12/2013		NWCF	Damaged	9505	22.00	Unconfirmed
08/07/2013		SSPN - Vending	Other	9800	84.77	Unconfirmed
08/07/2013		SSPN - Retail	Gained	9900	0.00	Unconfirmed

- In the **Survey Date** column, click the link for the record you want to work with.

The [SURVEY TO 'XXXX' – EDIT SURVEY](#) page appears.



Note: The page you see may have a different name from the one shown in these steps, depending type of survey you selected.

Survey to SSPN - Vending

Edit Survey

Expenditure # Status: Unconfirmed Survey Date: 08/07/2013

Date Discovered:

Location:

Loss Reason:

Comments/Circumstances

dissipated

Findings/Recommendations

lower temperature

Survey Items

Stock Num	Description	QOH	Cost	UI	Survey QTY	Total Cost	Remove
1839390000001	Suave Mens Body Wash Refresh	6	\$2.3851	EA	<input type="text" value="2"/>	\$4.7702	Remove
8700000081	DR. PEPPER, Diet	21	\$20.0000	CN	<input type="text" value="4"/>	\$80	Remove

< Page 1 of 1 > 10 rows per page Go to page:

Generate DD-200

Total Loss Amount: \$84.77

- To edit the survey:

- Update the **Date Discovered** field, the **Loss Reason** list option, the **Comments/Circumstances** field and the **Findings/Recommendations** field, if necessary
- To adjust the quantity for an item, update the number in the **Survey QTY** field
- To remove an item from the survey, click the **Remove** link for that item in the **Survey Items** section
- To add an item to the survey, click **Add Additional Items** and then follow steps 5 through 8 in [Create a Survey](#)

- To save your work and resume at a later time, click **Save & Review Later**.

The [SURVEYS – EXISTING RECORDS](#) page appears and displays a confirmation message.

-or-

To confirm and submit the order, click **Confirm and Submit**.

The page updates and displays a confirmation dialog box. **Continue to step 7.**

- Click **OK**.

The page updates and displays a confirmation message.

8. Click **Close**.

The [SURVEYS – EXISTING RECORDS](#) page appears and displays a confirmation message.

DELETE A SURVEY

Follow these steps to delete an unconfirmed survey.

1. Access the [SURVEY TO 'XXXX' – EDIT SURVEY](#) page for the survey you want to delete. See [Edit or Confirm a Survey](#) for instructions on accessing this page.



Note: The page you see may have a different name from the one shown in these steps, depending type of survey you selected.

Survey to SSPN - Vending

Edit Survey

Expenditure # Status: Unconfirmed Survey Date: 08/07/2013

Date Discovered: 08/07/2013 <input type="text"/>	Comments/Circumstances
Location: 9800 Test <input type="text"/>	dissipated <input type="text"/>
Loss Reason: Other <input type="text"/>	Findings/Recommendations
	lower temperature <input type="text"/>

Survey Items

Stock Num	Description	QOH	Cost	UI	SURVEY QTY	Total Cost	Remove
1839390000001	Suave Mens Body Wash Refresh	6	\$2.3851	EA	2	\$4.7702	Remove
8700000081	DR. PEPPER, Diet	21	\$20.0000	CN	4	\$80	Remove

10 rows per page
Go to page:

Total Loss Amount: \$84.77

2. Click **Delete**.

A confirmation dialog box appears.

3. Click **OK**.

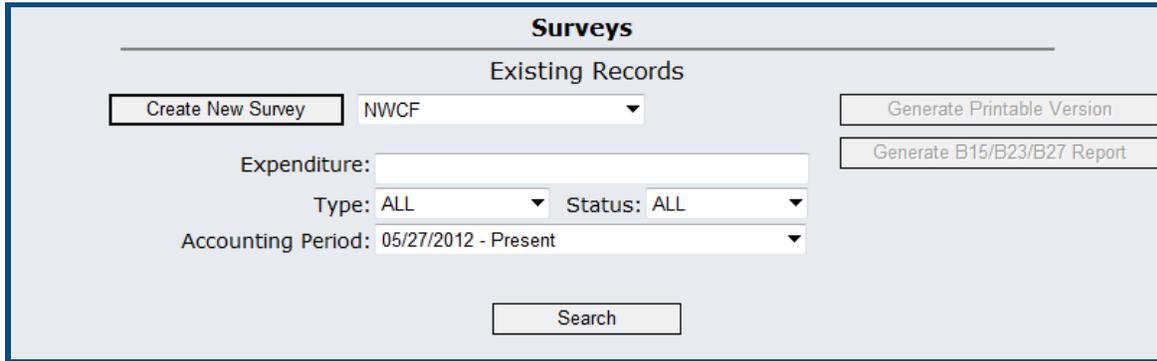
The [SURVEYS – EXISTING RECORDS](#) page appears and displays a confirmation message.

PRINT A SURVEY REPORT

Follow these steps to generate a printable version of your search results, displayed on the **Surveys – Existing Records** page.

1. Select **Surveys** from the **Inventory** menu.

The **SURVEYS – EXISTING RECORDS** page appears.



The screenshot shows the 'Surveys Existing Records' interface. At the top, there is a 'Create New Survey' button and a dropdown menu currently set to 'NWCF'. To the right are two buttons: 'Generate Printable Version' and 'Generate B15/B23/B27 Report'. Below these are several filter fields: 'Expenditure:' followed by a text input field, 'Type: ALL' with a dropdown arrow, 'Status: ALL' with a dropdown arrow, and 'Accounting Period: 05/27/2012 - Present' with a dropdown arrow. A 'Search' button is located at the bottom center of the form area.



Note: The fields and buttons you see on this page may be different from the ones shown here, depending on your user role.

2. Enter or select one or more of the following:
 - Enter an expenditure number or partial number in the **Expenditure** field or leave the field blank
 - Select an option from the **Type** list
 - Select an option from the **Status** list
 - Select an activity from the **Select Activity** list (available for users with Enterprise user roles only)
 - Select an option from the **Accounting Period** list
3. Click **Search**.

The page updates and displays the search results.

Surveys

Existing Records

NWCF

Expenditure:

Type: ALL Status: ALL

Accounting Period: 05/27/2012 - Present

Survey Date	Expenditure Number	Survey Type	Reason	Location	Loss Amount	Status
08/19/2013	W23153-3231-7928	NWCF	Damaged	9512	125.86	Confirmed
08/13/2013	W23153-3225-7919	NWCF	Damaged	9200	1.86	Confirmed
07/29/2013	W23153-3210-7995	NWCF	Damaged	9200	0.00	Confirmed
07/29/2013	W23153-3210-7994	SSPN - Vending	Damaged	9800	9.86	Confirmed

 10 rows per page Go to page:

4. Click **Generate Printable Version**.



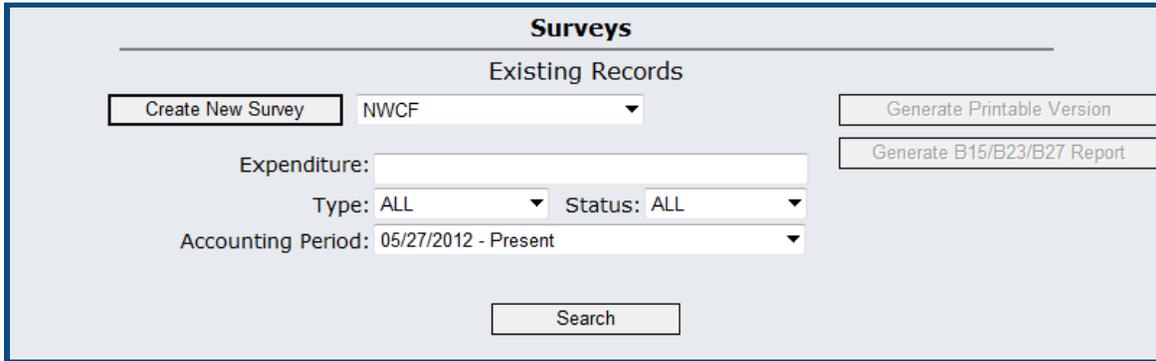
Note: See [Section 4 Printing and Saving Files from ROM3](#) for more information.

PRINT A B15/B23/B27 SURVEY REPORT

Follow these steps to generate a B15/B23/B27 survey report. Only confirmed records are shown on this report.

1. Select **Surveys** from the **Inventory** menu.

The **SURVEYS – EXISTING RECORDS** page appears.



The screenshot shows the 'Surveys Existing Records' interface. At the top, there is a 'Create New Survey' button and a dropdown menu currently showing 'NWCF'. To the right, there are two buttons: 'Generate Printable Version' and 'Generate B15/B23/B27 Report'. Below these are several filter fields: 'Expenditure:' followed by a text input field, 'Type: ALL' with a dropdown arrow, 'Status: ALL' with a dropdown arrow, and 'Accounting Period: 05/27/2012 - Present' with a dropdown arrow. At the bottom center, there is a 'Search' button.



Note: The fields and buttons you see on this page may be different from the ones shown here, depending on your user role.

2. Enter or select one or more of the following:
 - Enter an expenditure number or partial number in the **Expenditure** field or leave the field blank
 - Select an option from the **Type** list
 - Select **Confirmed** from the **Status** list
 - Select an activity from the **Select Activity** list (available for users with Enterprise user roles only)
 - Select an option from the **Accounting Period** list (do not select the **ALL** option)
3. Click **Search**.

The page updates and displays the search results.

Surveys

Existing Records

NWCF

Expenditure:

Type: ALL Status: ALL

Accounting Period: 05/27/2012 - Present

Survey Date	Expenditure Number	Survey Type	Reason	Location	Loss Amount	Status
08/19/2013	W23153-3231-7928	NWCF	Damaged	9512	125.86	Confirmed
08/13/2013	W23153-3225-7919	NWCF	Damaged	9200	1.86	Confirmed
07/29/2013	W23153-3210-7995	NWCF	Damaged	9200	0.00	Confirmed
07/29/2013	W23153-3210-7994	SSPN - Vending	Damaged	9800	9.86	Confirmed

 10 rows per page

4. Click **Generate B15/B23/B27 Report**.



Note: See [Section 4 Printing and Saving Files from ROM3](#) for more information.

5.7 Transfers

An activity may acquire items to sell in the ship's store from other activities, or from other appropriations. For example, two ships next to each other in port may trade some merchandise. The ship receiving the items will create a requisition, and the ship sending the items will create a transfer. The requisition and the transfer both list the quantity and agreed upon reimbursement price for each item.

This section includes the following tasks, which can be performed by the user groups indicated with an "X."

	Activity	Enterprise	TYCOM	DFAS
• View a Transfer	X	X	X	X
• Create a Transfer	X			
• Edit or Confirm a Transfer	X			
• Delete a Transfer	X			
• Print a DD-1149 Form for a Transfer	X	X	X	X
• Print a Transfer Report	X	X	X	X
• Print a Transfer B10/B19 Report	X	X	X	X

VIEW A TRANSFER

1. Select **Transfers** from the **Inventory** menu.

The **TRANSFERS – EXISTING RECORDS** page appears.



Transfers
Existing Records

Expenditure / Requisition:
Transfer Type: ALL Status: ALL
Accounting Period: 05/27/2012 - Present



Note: The fields and buttons you see on this page may be different from the ones shown here, depending on your user role.

2. Enter or select one or more of the following:
 - Enter an expenditure or requisition number or partial number in the **Expenditure/Requisition** field or leave the field blank
 - Select an option from the **Transfer Type** list
 - Select an option from the **Status** list
 - Select an activity from the **Select Activity** list (available for users with Enterprise user roles only)
 - Select an option from the **Accounting Period** list
3. Click **Search**.

The page updates and displays the search results.

Transfers

Existing Records

Create New Transfer

Generate Printable Version

B10/B19 Transfer Reports

Expenditure / Requisition:

Transfer Type: Status:

Accounting Period:

Transfer Date	Expenditure #	Requisition #	Recipient	Type	Diff	Status
08/19/2013	W23153-3231-7930			OSO	\$0.0000	Confirmed
08/19/2013	W23153-3231-7929		Elliot Sept Test	OSO	\$0.0000	Confirmed
07/11/2013	W23153-3192-7949		Elliot Sept Test	OSO	\$0.0000	Confirmed
07/11/2013	W23153-3192-7948		USS McConnell	OSO	\$0.0000	Confirmed

< Page 1 of 2 >
10 rows per page
Go to page:
Go

4. In the **Transfer Date** column, click the link for the record you want to view.

The **TRANSFER – OSO – DETAILS** or **TRANSFER – APPROPRIATION – DETAILS** page appears, depending on the type of transfer you selected to view.

Transfer - OSO

Details

W23153-3226-7920
Status: Confirmed
Transfer Date: 08/14/2013

Delivery FOB: Destination
 Other
Ship To: Pier Side Address
 FPO Address
Date Shipped:

Transferring To

Transfer To: Other Supply Officer
 Other Appropriation

Select Activity: (New Activity)

Select Appropriation:

Requisition #:

Point Of Contact:

Activity Name/UIC:

Address:

Zip:

Appr	Symbol	Obj Cls	Cntrl No	Sub Allot	Auth Acct	Trans Type	Prop Acct	Cost Code
<input type="text"/>								

Apply Statements

Food Service Clothing
 Issue to General Mess (S-2)
 Issue to OPTAR (S-1)

Transfer Items

Stock Num	Description	UI	QOH	QOO	QTY	Cost	Total Cost	Total Reimburse	Remove
322211000001	Chewy Bar - Smore	EA	119	670	<input type="text" value="50"/>	\$2.2973	\$114.8650	<input type="text" value="114.86"/>	Remove

< Page 1 of 1 >
 10 rows per page
 Go to page:

Total Cost: \$114.8650

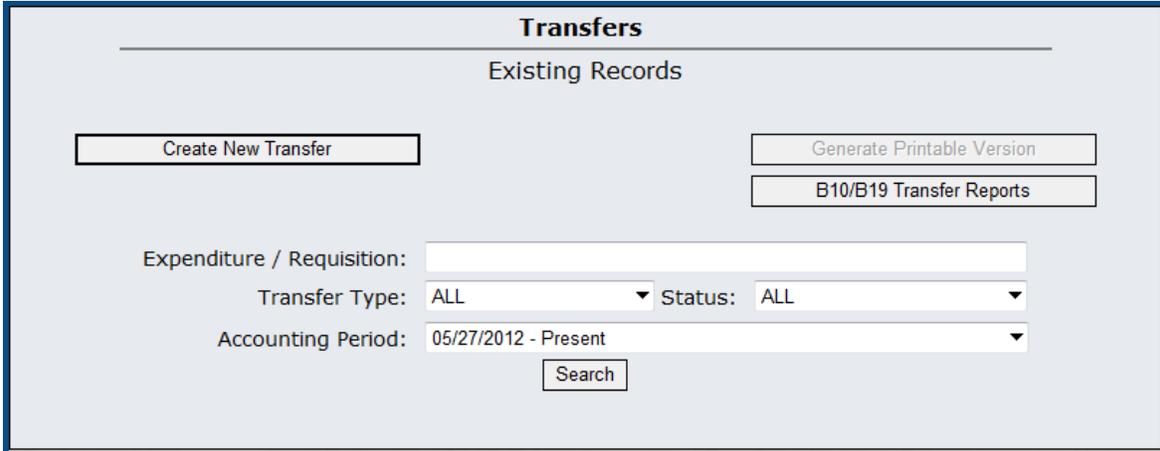
Total Reimbursement: \$114.8600

Difference (Charged to Cost of Ops): \$0.0050

CREATE A TRANSFER

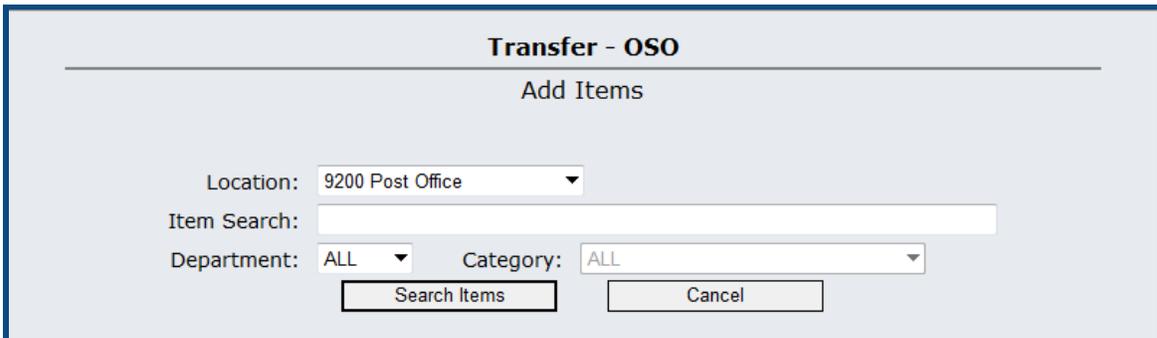
1. Select **Transfers** from the **Inventory** menu.

The **TRANSFERS – EXISTING RECORDS** page appears.



2. Click **Create New Transfer**.

The **TRANSFER – OSO – ADD ITEMS** page appears.



3. Enter or select one or more of the following:
 - Select the location from where you are transferring items from the **Location** list
 - Enter a stock number or item name (or partial number or name) in the **Item Search** field
 - Select an option from the **Department** list
 - Select an option from the **Category** list (list becomes active after selecting a department)
4. Click **Search Items**.

The page updates and displays the search results.

Transfer - OSO

Add Items

Location: 9501 Ship Store ▼

Item Search:

Department: ALL ▼ Category: ALL ▼

Dept	Category	Stock Num	Description	QOH	QOO	Cost	UI	Transfer QTY
A1	Food	3113130000002	Saled Deluxe Mixed Nuts	8	1005	\$1.1784	BX	0
A1	Food	3113130000006	Slim Jim Stick Counter Top	5	50	\$0.0334	EA	0
A1	Food	3113130000003	Sunmaid Yogurt Raisins	5	1478	\$0.7628	EA	0

Page 1 of 1 10 rows per page ▼ Go to page:

- Enter a number in the **Transfer QTY** field for each item you want to add to the transfer.



Note: If you have more than one page of search results, click the **Next** button to go to the next page. You will not lose any selections made on the previous page.

- Click **Save Changes**. The page updates and the **Done Adding Items** button appears.
- Click **Done Adding Items**.

The **TRANSFER – OSO – DETAILS** page appears.

Transfer - OSO

Details

Status: Unconfirmed **Transfer Date:** 09/09/2013

Delivery FOB: Destination **Ship To:** Pier Side Address **Date Shipped:** 10/09/2013

Other FPO Address

Transferring To

Transfer To: Other Supply Officer **Point Of Contact:**

Other Appropriation **Activity Name/UIC:**

Select Activity: (New Activity)

Select Appropriation:

Address:

Requisition #:

Zip:

Appr	Symbol	Obj Cls	Cntrl No	Sub Allot	Auth Acct	Trans Type	Prop Acct	Cost Code
<input type="text"/>								

Apply Statements

Food Service Clothing Issue to General Mess (S-2) Issue to OPTAR (S-1)

Transfer Items

Stock Num	Description	UI	QOH	QOO	QTY	Cost	Total Cost	Total Reimburse	Remove
3113130000002	Saled Deluxe Mixed Nuts	BX	8	1005	5	\$1.1784	\$5.8920	5.89	Remove
3113130000003	Sunmaid Yogurt Raisins	EA	5	1478	2	\$0.7628	\$1.5256	1.53	Remove

 10 rows per page Go to page:

 Total Cost: \$7.4176
Total Reimbursement: \$7.4200
Difference (Charged to Cost of Ops): (\$0.0024)

8. At the top of the page, enter the date the items were transferred or the date they will be transferred in the **Date Shipped** field.

9. In the **Transferring To** section, enter or select the following:

- Select a **Transfer To** option



Note: If you select the **Other Appropriation** option, all other fields in this section become inactive, except the **Select Appropriation** list, which becomes active.

- If you selected the **Other Supply Officer** option, select an activity from the **Select Activity** list
- Select an option from the **Select Appropriation** list, if applicable



Note: If you select the **New Appropriation** option, the fields at the bottom of the section become active and you must enter the accounting information for the new appropriation.

- Enter the requisition number provided by the requisitioning activity in the **Requisition #** field
- Enter the line of accounting information in the accounting fields at the bottom of this section

- Enter a name in the **Point of Contact** field
- Enter the activity name and UIC of the receiving activity in the **Activity Name/UIC** field
- Enter the address and ZIP code of the receiving activity in the **Address** and **Zip** fields

10. Select one or more check boxes in the **Apply Statements** section, if applicable.

11. In the **Transfer Items** section, make any necessary changes:

- To update the transfer quantity of an item, enter a new number in the **QTY** field
- To update the reimbursement amount for an item, enter an amount in the **Total Reimburse** field



Note: *By default, the total reimbursement amount equals the total cost of the transfer item. However, depending on your agreement with the receiving activity or appropriation, you may need to set a different reimbursement amount.*

- To remove an item from the list, click the link in the **Remove** column for that item
- To add an item to the list, click **Add Additional Items**, and then follow steps 3 through 7 of this procedure

12. To save your work and resume at a later time, click **Save & Review Later**.

The [TRANSFERS – EXISTING RECORDS](#) page appears.

-or-

To confirm and generate the transfer, click **Confirm & Generate**.



Caution: *Do not click **Close** unless you have saved your work. Clicking the **Close** button before saving the requisition returns you to the **Transfers – Existing Records** page without saving your changes.*

The page updates and displays a confirmation message. **Continue to step 13.**

13. Click **Yes**.

The page updates and displays a confirmation message.

14. Click **Close**.

The [TRANSFERS – EXISTING RECORDS](#) page appears.

EDIT OR CONFIRM A TRANSFER

1. Select **Transfers** from the **Inventory** menu.

The **TRANSFERS – EXISTING RECORDS** page appears.

Transfers

Existing Records

Create New Transfer

Generate Printable Version

B10/B19 Transfer Reports

Expenditure / Requisition:

Transfer Type: ALL ▼ Status: ALL ▼

Accounting Period: 05/27/2012 - Present ▼

2. Enter or select one or more of the following:
 - Enter a number or partial number in the **Expenditure/Requisition** field
 - Select an option from the **Transfer Type** list
 - Select **Unconfirmed** from the **Status** list
 - Select an option from the **Accounting Period** list
3. Click **Search**.

The page updates and displays the search results.

Transfers

Existing Records

Create New Transfer

Generate Printable Version

B10/B19 Transfer Reports

Expenditure / Requisition:

Transfer Type: ALL ▼ Status: Unconfirmed ▼

Accounting Period: 05/27/2012 - Present ▼

Transfer Date	Expenditure #	Requisition #	Recipient	Type	Diff	Status
09/09/2013		1234	USS ARLEIGH BURKE ([...])	OSO		Unconfirmed
06/26/2013			testing1	APP		Unconfirmed

< Page 1 of 1 >
10 rows per page ▼
Go to page:

4. In the **Transfer Date** column, click the link for the record you want to work with.

The [TRANSFER – OSO – DETAILS](#) or [TRANSFER – APPROPRIATION – DETAILS](#) page appears, depending on the type of transfer you selected.

Transfer - OSO

Details

Status: Unconfirmed
Transfer Date: 09/09/2013

Delivery FOB: Destination
 Other

Ship To: Pier Side Address
 FPO Address

Date Shipped: 10/09/2013

Transferring To

Transfer To: Other Supply Officer
 Other Appropriation

Point Of Contact: SUPPLY OFFICER NAME - US

Select Activity: USS ARLEIGH BURKE (DDG-
Select Appropriation:

Activity Name/UIC: USS ARLEIGH BURKE (DDG-
Address: 5450 Carlisle Pike
Zip: 17055

Requisition #: 1234

Appr	Symbol	Obj Cls	Cntrl No	Sub Allot	Auth Acct	Trans Type	Prop Acct	Cost Code

Apply Statements

Food Service Clothing

Issue to General Mess (S-2)

Issue to OPTAR (S-1)

Transfer Items

Stock Num	Description	UI	OOH	QOO	QTY	Cost	Total Cost	Total Reimburse	Remove
3113130000002	Saled Deluxe Mixed Nuts	BX	8	1005	5	\$1.1784	\$5.8920	5.89	Remove
3113130000003	Sunmaid Yogurt Raisins	EA	5	1478	2	\$0.7628	\$1.5256	1.53	Remove

< Page 1 of 1 >
10 rows per page
Go to page:

Total Cost: \$7.4176
Total Reimbursement: \$7.4200
Difference (Charged to Cost of Ops): (\$0.0024)

5. To edit the transfer, update the following information, as necessary:
 - Update the **Date Shipped** field.
 - Update the information in the **Transferring To** section. *See [Create a Transfer](#), step 9 for more information.*
 - Select or clear one or more check boxes in the **Apply Statements** section.
 - Update the information in the **Transfer Items** section. *See [Create a Transfer](#), step 11 for more information.*
6. To save your work and resume at a later time, click **Save & Review Later**.

The [TRANSFERS – EXISTING RECORDS](#) page appears.

-or-

To confirm and generate the transfer, click **Confirm & Generate**.

The page updates and displays a confirmation message. **Continue to step 7.**

7. Click **Yes**.

The page updates and displays a confirmation message.

8. Click **Close**.

The [TRANSFERS – EXISTING RECORDS](#) page appears.

DELETE A TRANSFER

Follow these steps to delete an unconfirmed transfer.

1. Access the [TRANSFER – OSO – DETAILS](#) or [TRANSFER – APPROPRIATION – DETAILS](#) page for the transfer you want to delete. See [Edit or Confirm a Transfer](#) for instructions on accessing either page.

Transfer - OSO
 Details

Status: Unconfirmed	Transfer Date: 09/09/2013
----------------------------	----------------------------------

Delivery FOB: <input checked="" type="radio"/> Destination <input type="radio"/> Other	Ship To: <input checked="" type="radio"/> Pier Side Address <input type="radio"/> FPO Address	Date Shipped: 10/09/2013
--	---	---------------------------------

Transferring To

Transfer To: <input checked="" type="radio"/> Other Supply Officer <input type="radio"/> Other Appropriation	Point Of Contact: SUPPLY OFFICER NAME - US
Select Activity: USS ARLEIGH BURKE (DDG- Select Appropriation: <input type="text"/>	Activity Name/UIC: USS ARLEIGH BURKE (DDG- Address: 5450 Carlisle Pike
Requisition #: <input type="text" value="1234"/>	Zip: <input type="text" value="17055"/>

Appr	Symbol	Obj Cls	Cntrl No	Sub Allot	Auth Acct	Trans Type	Prop Acct	Cost Code
<input type="text"/>								

Apply Statements

Food Service Clothing Issue to General Mess (S-2) Issue to OPTAR (S-1)

Transfer Items

Stock Num	Description	UI	QOH	QOO	QTY	Cost	Total Cost	Total Reimburse	Remove
3113130000002	Saled Deluxe Mixed Nuts	BX	8	1005	5	\$1.1784	\$5.8920	5.89	Remove
3113130000003	Sunmaid Yogurt Raisins	EA	5	1478	2	\$0.7628	\$1.5256	1.53	Remove

10 rows per page Go to page:

Total Cost: \$7.4176
Total Reimbursement: \$7.4200
Difference (Charged to Cost of Ops): (\$0.0024)

<input type="button" value="Add Additional Items"/>	<input type="button" value="Save & Review Later"/>	<input type="button" value="Confirm & Generate"/>	<input type="button" value="Delete"/> <input type="button" value="Close"/>
---	--	---	--

2. Click **Delete**.
A confirmation dialog box appears.
3. Click **OK**.
The [TRANSFERS – EXISTING RECORDS](#) page appears.

PRINT A DD-1149 FORM FOR A TRANSFER

You can print a form DD-1149 for transfers with a status of either “confirmed” or “unconfirmed.”

1. Select **Transfers** from the **Inventory** menu.

The **TRANSFERS – EXISTING RECORDS** page appears.

2. Enter or select one or more of the following:
 - Enter an order number or partial number in the **Expenditure/Requisition** field
 - Select an option from the **Transfer Type** list
 - Select **Confirmed** or **Unconfirmed** from the **Status** list
 - Select an option from the **Accounting Period** list
3. Click **Search**.

The page updates and displays the search results.

- In the **Transfer Date** column, click the link for the record you want to work with.

The **TRANSFER – OSO – DETAILS** or **TRANSFER – APPROPRIATION – DETAILS** page appears, depending on the type of transfer you selected.

Transfer - OSO

Details

Status: Unconfirmed **Transfer Date:** 09/09/2013

Delivery FOB: Destination **Ship To:** Pier Side Address **Date Shipped:** 10/09/2013

Other FPO Address

Transferring To

Transfer To: Other Supply Officer **Point Of Contact:** SUPPLY OFFICER NAME - US

Other Appropriation **Activity Name/UIC:** USS ARLEIGH BURKE (DDG-51)

Select Activity: USS ARLEIGH BURKE (DDG-51) **Address:** 5450 Carlisle Pike

Select Appropriation: **Zip:** 17055

Requisition #:

Appr	Symbol	Obj Cls	Cntnl No	Sub Allot	Auth Acct	Trans Type	Prop Acct	Cost Code
<input type="text"/>								

Apply Statements

Food Service Clothing Issue to General Mess (S-2) Issue to OPTAR (S-1)

Transfer Items

Stock Num	Description	UI	QOH	QOO	QTY	Cost	Total Cost	Total Reimburse	Remove
3113130000002	Saled Deluxe Mixed Nuts	BX	8	1005	5	\$1.1784	\$5.8920	5.89	Remove
3113130000003	Sunmaid Yogurt Raisins	EA	5	1478	2	\$0.7628	\$1.5256	1.53	Remove

10 rows per page Go to page:

Total Cost: \$7.4176
Total Reimbursement: \$7.4200
Difference (Charged to Cost of Ops): (\$0.0024)

- Click **Print DD-1149**.



Note: See [Section 4 Printing and Saving Files from ROM3](#) for more information.

PRINT A TRANSFER REPORT

Follow these steps to generate a printable version of your search results, displayed on the **Transfers – Existing Records** page.

1. Select **Transfers** from the **Inventory** menu.

The **TRANSFERS – EXISTING RECORDS** page appears.

The screenshot shows the 'Transfers Existing Records' page. At the top, there are two buttons: 'Create New Transfer' and 'Generate Printable Version'. Below these is a button for 'B10/B19 Transfer Reports'. The search filters include: 'Expenditure / Requisition:' (text input), 'Transfer Type:' (dropdown menu set to 'ALL'), 'Status:' (dropdown menu set to 'ALL'), and 'Accounting Period:' (dropdown menu set to '05/27/2012 - Present'). A 'Search' button is located below the filters.

2. Enter or select one or more of the following:

- Enter an order number or partial number in the **Expenditure/Requisition** field
- Select an option from the **Transfer Type** list
- Select an option from the **Status** list
- Select an option from the **Accounting Period** list

3. Click **Search**.

The page updates and displays the search results.

The screenshot shows the 'Transfers Existing Records' page after a search. The search filters are updated: 'Status:' is now 'Unconfirmed'. Below the filters is a table with the following data:

Transfer Date	Expenditure #	Requisition #	Recipient	Type	Diff	Status
09/09/2013		1234	USS ARLEIGH BURKE ([...])	OSO		Unconfirmed
06/26/2013			testing1	APP		Unconfirmed

Below the table is a pagination control showing 'Page 1 of 1', '10 rows per page', and a 'Go to page:' field with a 'Go' button.

4. Click **Generate Printable Version**.



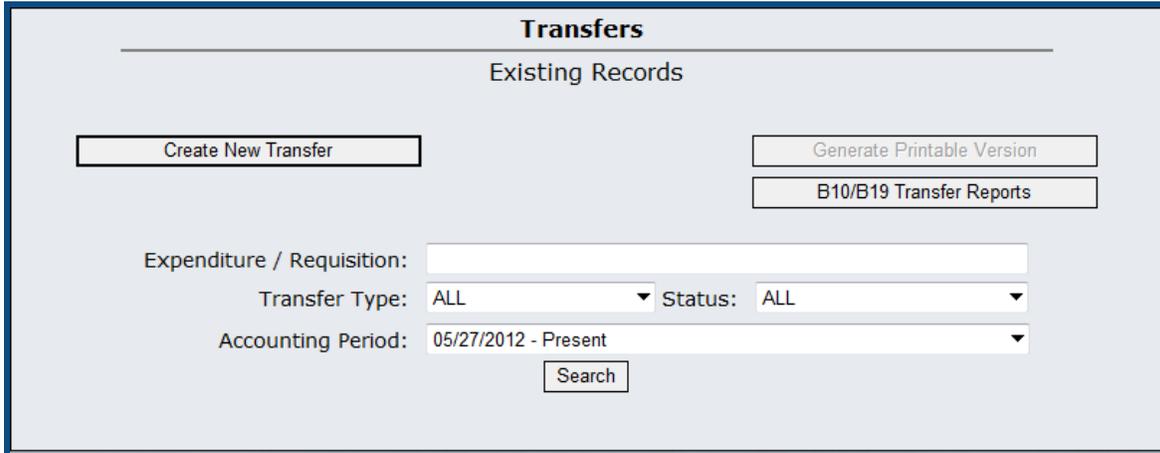
Note: See [Section 4 Printing and Saving Files from ROM3](#) for more information.

PRINT A TRANSFER B10/B19 REPORT

Follow these steps to generate and print a transfer report, showing confirmed records for a selected accounting period.

1. Select **Transfers** from the **Inventory** menu.

The **TRANSFERS – EXISTING RECORDS** page appears.



Transfers
Existing Records

Expenditure / Requisition:

Transfer Type: ALL Status: ALL

Accounting Period: 05/27/2012 - Present



Note: The fields and buttons you see on this page may be different from the ones shown here, depending on your user role.

2. Select an activity from the **Select Activity** list, if applicable.



Note: This list is only available for users with Enterprise Administrator user roles.

3. Select an option from the **Accounting Period** list (do not select the **ALL** option).

4. Click **B10/B19 Transfer Report**.



Note: See [Section 4 Printing and Saving Files from ROM3](#) for more information.

6 Order/Receive

You can work with orders and receipts in ROM3 using the Order/Receive menu.

6.1 Purchase Orders

In ROM3, you can create a purchase order, select items from the active catalog, adjust item quantities, and generate an EDI transaction and DD-1155 document.

A purchase order is the primary method that your activity uses to obtain stock. Items that can be obtained via purchase order are limited to standard items found in the active catalog. Available items are further filtered to a specific zone that you can select. For example, if you select zone "B – San Diego," you will only be able to view or order items from the active catalog that have a price entered in zone B.

You can search and browse through all items available from the active catalog that are available in the selected zone. You can then record desired quantities and add the items to the order. When ready, you will then "create purchase orders," which groups and separates all items based on contract number. A separate purchase order is created for each contract.

You can then open each individual purchase order, revise items as necessary, enter remaining required information, and then save or confirm the purchase order.

This section includes the following tasks, which can be performed by the user groups indicated with an "X."

	Activity	Enterprise	TYCOM	DFAS
• View a Purchase Order	X	X	X	X
• Create a Purchase Order	X			
• Edit or Confirm a Purchase Order	X			
• Delete a Purchase Order	X			
• Regenerate a Purchase Order (EDI 850)	X			
• Request a Purchase Order Cancellation (EDI 860)	X			
• Undo a Purchase Order Cancellation	X			
• Print a DD-1155 Form for a Purchase Order	X	X		

VIEW A PURCHASE ORDER

1. Select **Manage Orders** from the **Order/Receive** menu.

The **MANAGE ORDERS – EXISTING RECORDS** page appears.

The screenshot displays the 'Manage Orders' interface with the following elements:

- Manage Orders** (Section Header)
- Existing Records** (Section Header)
- Create New Order** (Button)
- Purchase Order (ASL/ACB)** (Dropdown Menu)
- Printable Version** (Button)
- Regenerate EDI** (Button)
- Order Number:** (Text Input Field)
- Order Type:** ALL (Dropdown Menu)
- Status:** ALL (Dropdown Menu)
- Start Date:** 04/10/2013 (Date Picker)
- End Date:** 07/10/2013 (Date Picker)
- Search** (Button)



Note: The fields and buttons you see on this page may be different from the ones shown here, depending on your user role.

2. Enter or select one or more of the following:
 - Enter an order number or partial number in the **Order Number** field or leave the field blank
 - Select an option from the **Select Activity** list (available for users with Enterprise user roles only)
 - Select **Purchase Order** from the **Order Type** list
 - Select an option from the **Status** list
 - Enter dates in the **Start Date** and **End Date** fields
3. Click **Search**.

The page updates and displays the search results.

Manage Orders

Existing Records

Purchase Order (ASL/ACB) ▼

Order Number:

Order Type: Purchase Order ▼

Status: ALL ▼

Start Date: End Date:

Order Date	Order Number	Vendor	Amount	Status
06/10/2013	W23153-3161-9838	ACOSTA, INC.	\$27.30	Received
06/10/2013	W23153-3161-9837	ACOSTA, INC.	\$92.88	Confirmed
06/06/2013		Pepsi	\$90.00	Unconfirmed
06/06/2013		Pepsi	\$90.00	Unconfirmed

< Page 1 of 3 >
10 rows per page ▼
Go to page:

- In the **Order Date** column, click the link for the record you want to view.

The PURCHASE ORDER – ORDER DETAILS page appears.

Purchase Order									
Order Details									
W23153-3161-9837			Status: Confirmed				Order Date: 06/10/2013		
Delivery FOB:		<input checked="" type="radio"/> Destination <input type="radio"/> Other		Ship To:		<input checked="" type="radio"/> Pier Side Address <input type="radio"/> FPO Address		Delivery: <input type="text" value="07/10/2013"/>	
Contract / Payment Information									
Vendor:			Contract:			Administered By:			
ACOSTA, INC. 8031 HAMPTON BLVD. Adr2 NORFOLK, VA 23505-1001 (800) 446-8089			Contract Number: N00189-08-D-0010 Discount Terms: 0.00% 00 NET 30 Order Zone: G - Norfolk			Air Forces (Atlantic) 123 Memory Lane 111 Lancaster Ave Hagerstown, MD 12345			
Order Information / Statements									
Ship To:			Paying Activity:			Statements Applied:			
Supply Officer 5450 Carlisle Pike Bldg 409 17055			Defense Finance and Accounting Services DFAS Cleveland Norfolk Accounts Payable P.O. Box 998022 Cleveland, OH 44199			<input type="checkbox"/> Certificate of Conformance <input type="checkbox"/> Affirmative Action 52.222-36 <input checked="" type="checkbox"/> FastPay Procedures Apply <input type="checkbox"/> Transportation Charges Auth			
Order Items									
Stock Num	Description	QOH	QOO	Cost	UI	QTY	Sell QTY	Add Free	Remove
1839390000003	Coppertone Sun Spray SPF-30	16	15	\$7.74	EA	<input type="text" value="12"/>	12	Add Free	Remove
<input type="button" value="Page 1 of 1"/>		<input type="button" value="10 rows per page"/>		Go to page: <input type="text"/> <input type="button" value="Go"/>					
<input type="button" value="Print DD-1155"/>								Order Total: \$92.88	
<input type="button" value="Regenerate Order (EDI 850)"/>			<input type="button" value="Request Cancellation (EDI 860)"/>			<input type="button" value="Close"/>			

CREATE A PURCHASE ORDER

1. Select **Manage Orders** from the **Order/Receive** menu.

The **MANAGE ORDERS – EXISTING RECORDS** page appears.

The screenshot shows the 'Manage Orders' page with the following elements:

- Manage Orders** (Section Header)
- Existing Records** (Sub-Header)
- Create New Order** (Button)
- Purchase Order (ASL/ACB)** (Dropdown menu)
- Printable Version** (Button)
- Regenerate EDI** (Button)
- Order Number:** (Text input field)
- Order Type:** ALL (Dropdown menu)
- Status:** ALL (Dropdown menu)
- Start Date:** 04/10/2013 (Calendar icon)
- End Date:** 07/10/2013 (Calendar icon)
- Search** (Button)

2. Select the **Purchase Order (ASL/ACB)** option from the **Order Type** list, shown below, and then click **Create New Order**.

This close-up shows the 'Order Type' dropdown menu with the following options:

- Purchase Order (ASL/ACB)** (Selected and highlighted with a red box)
- Requisition - CARGO
- Requisition - PRIME
- Requisition - OSO/Appropriation

A tooltip message reads: "Select the type of order to create."

The **PURCHASE ORDER – ADD ITEMS** page appears.

The screenshot shows the 'Purchase Order - Add Items' page with the following elements:

- Purchase Order** (Section Header)
- Add Items** (Sub-Header)
- Operating Zone:** G - Norfolk (Dropdown menu)
- Item Search:** (Text input field)
- Contract:** ALL (Dropdown menu)
- Vendor:** ALL (Dropdown menu)
- Department:** ALL (Dropdown menu)
- Category:** ALL (Dropdown menu)
- Search Items** (Button)
- Cancel** (Button)

3. Enter or select one or more of the following:
 - Select the operating zone from where you want the order to be fulfilled from the **Operating Zone** list
 - Enter a stock number or item name (or partial number or name) in the **Item Search** field
 - Select an option from the **Contract** list
 - Select an option from the **Vendor** list
 - Select an option from the **Department** list
 - Select an option from the **Category** list (list becomes active after selecting a department)
4. Click **Search Items**.

The page updates and displays the search results.

Purchase Order

Add Items

Operating Zone:

Item Search:

Contract: Vendor:

Department: Category:

Dept	Category	Stock Num	Description	Contract #	QOH	QOO	Cost	UI	Order QTY	Sell QTY
Z9	Z Category	1839390000002	AXE Shower Gel Kilo	N00189-08-D-0010	33	87	\$4.19	EA	<input type="text" value="0"/>	0
			Coppertone Sun Sp	N00189-08-		15				0
A1	Food	3113130000006	Nacho	N00189-08-D-0010					<input type="text" value="0"/>	0
A1	Food	3113130000006	Slim Jim Stick Counter Top	N00189-08-D-0010	240	56	\$0.18	EA	<input type="text" value="0"/>	0

Page 1 of 2

Go to page:

- Enter a number in the **Order QTY** field for each item you want to add to the order.



Note: If you have more than one page of search results, click the **Next** button to go to the next page. You will not lose any selections made on the previous page.

- Click **Save Changes**.

The page updates and the **Done Adding Items** button appears.

- Click **Done Adding Items**.

The PURCHASE ORDER – REVIEW ITEMS page appears.

Purchase Order

Review Items

of Items Per PO: (max 99)

Stock Num	Description	Contract #	QOH	QOO	Cost	Order UI	Order QTY	Sell UI	Sell QTY	Remove
1839390000002	AXE Shower Gel Kilo	N00189-08-D-0010	33	87	\$4.19	EA	<input type="text" value="5"/>	BX	5	Remove
1839390000006	Nivea Original	N00189-08-D-0010	15	455	\$4.28	EA	<input type="text" value="3"/>	BX	3	Remove

Page 1 of 1

 Go to page:

8. If necessary, perform one or more of the following before creating the purchase order:
 - Change the number in the **# of Items Per PO** field
 - To **add more items** to the order, click **Add Additional Items**
 - To **change the quantity of an item** you already selected, enter the updated quantity in the **Order QTY** field and then click **Update Quantities**
 - To **remove an item** from the order, click the **Remove** link for that item



Tip: When you click **Create Purchase Orders**, order items are automatically divided into purchase orders by their contract and the **# of Items Per PO** limit. If you are ordering 100 items from one contract, you could set **# of Items Per PO** to 10. After clicking **Create Purchase Orders**, ROM will generate 10 separate purchase orders with 10 items on each. This may be beneficial when it comes to receiving orders.

9. Click **Create Purchase Orders**.

If more than one purchase order was automatically created, the [MANAGE ORDERS – EXISTING RECORDS](#) page appears. In the **Order Date** column, click the link for the record you want to finish and then proceed to [Edit or Confirm a Purchase Order](#).

-or-

If only a single purchase order was created, the [PURCHASE ORDER – ORDER DETAILS](#) page appears.

Purchase Order									
Order Details									
Status: Unconfirmed					Order Date: N/A				
Delivery FOB: <input checked="" type="radio"/> Destination <input type="radio"/> Other			Ship To: <input checked="" type="radio"/> Pier Side Address <input type="radio"/> FPO Address			Delivery: 08/11/2013			
Contract / Payment Information									
Vendor: ACOSTA, INC. 8031 HAMPTON BLVD. Adr2 NORFOLK, VA 23505-1001 (800) 446-8089			Contract: Contract Number: N00189-08-D-0010 Discount Terms: 0.00% 00 NET 30 Order Zone: G - Norfolk			Administered By: Air Forces (Atlantic) 123 Memory Lane 111 Lancaster Ave Hagerstown, MD 12345			
Order Information / Statements									
Ship To: Supply Officer 5450 Carlisle Pike Bldg 409 17055			Paying Activity: Defense Finance and Accounting Services DFAS Cleveland Norfolk Accounts Payable P.O. Box 998022 Cleveland, OH 44199			Statements Applied: <input type="checkbox"/> Certificate of Conformance <input type="checkbox"/> Affirmative Action 52.222-36 <input checked="" type="checkbox"/> FastPay Procedures Apply <input type="checkbox"/> Transportation Charges Auth			
Order Items									
Stock Num	Description	QOH	QOO	Cost	UI	QTY	Sell QTY	Add Free	Remove
1839390000002	AXE Shower Gel Kilo	33	87	\$4.19	EA	5	5	Add Free	Remove
1839390000006	Nivea Original	15	455	\$4.28	EA	3	3	Add Free	Remove
		Page 1 of 1		10 rows per page		Go to page: <input type="text"/>		<input type="button" value="Go"/>	
<input type="button" value="Print DD-1155"/>								Order Total: \$33.79	
<input type="button" value="Add Additional Items"/>		<input type="button" value="Save & Review Later"/>		<input type="button" value="Confirm & Generate"/>		<input type="button" value="Delete"/>		<input type="button" value="Close"/>	

10. At the top of the page, change the following, if necessary:

- Select the appropriate **Delivery FOB** option (select **Destination** if the vendor is paying shipping charges or select **Other** if you are willing to pay any shipping charges)
- Select the appropriate **Ship To** option
- Enter the requested delivery date in the **Delivery** field



Note: All statements, such as Certificate of Conformance and FastPay Procedures, are automatically applied, if necessary.

- To **add a free bonus item** to the order, in the **Order Items** section, click the **Add Free** link. A duplicate entry of the item is added to the order with a cost of \$0.00. Adjust the quantity of the free item, if necessary.



Note: If a vendor gives you a completely free item, add that item to a new purchase order, click the **Add Free** link to add the item at \$0.00 cost, and then click the **Remove** link for the original item (whose cost price is not \$0.00). Adjust the **QTY** of the free item as necessary, and then confirm the order. You should now have an order for the completely free item that you can receive into ROM.

If your order contains an emblematic item, continue to step 12. If not, go to step 13.

- If there is an **emblematic item** on your order, you will see the following line for the item:

Stock Num	Description	OOH	QOO	Cost	UI	QTY	Sell QTY	Add Free	Remove
561600000001	Custom Bath Towel, Name, Emblem	0	0	\$6.00	EA	8	8	Add Free	Remove
Emblematic Item		Select Version: 561600HH0007 Custom Bath Towel, Name, Emblem							
Local Stock Number: 561600HH0007		Description: Custom Bath Towel, Name, Emblem		Cost: \$		6.00			

If you have previously ordered this emblematic item, it should be listed in the **Select Version** list. To reorder more of a specific style of emblematic item, select it from the **Select Version** list and adjust the amount in the **Cost** field, as necessary.

-or-

If you have never ordered this emblematic item before, or if you need a new style, select **New Version** from the **Select Version** list.

Stock Num	Description	OOH	QOO	Cost	UI	QTY	Sell QTY	Add Free	Remove
561600000001	Custom Bath Towel, Name, Emblem	0	0	\$6.00	EA	8	8	Add Free	Remove
Emblematic Item		Select Version: --- NEW VERSION ---							
Local Stock Number: *****		Description: USS Enterprise Logo, 3 Color		Cost: \$		8.50			

Enter the appropriate style information in the **Description** field, and update the **Cost** field, as necessary. The **Local Stock Number** is generated by ROM after saving the order. Each version of an emblematic item receives a unique stock number for use within your activity.

- To save the order as “unconfirmed,” click **Save & Review Later**.

The [MANAGE ORDERS – EXISTING RECORDS](#) page appears.

-or-

To confirm and generate the order, click **Confirm & Generate**.

The page updates and displays a confirmation message at the bottom of the page. **Continue to step 14.**

- Click **Yes**.

The page updates and displays a confirmation message.

The EDI 850 file is created for the order. You can print or save the file now or later. See [Regenerate a Purchase Order \(EDI 850\)](#) for instructions.



Note: See [Section 4 Printing and Saving Files from ROM3](#) for more information.

EDIT OR CONFIRM A PURCHASE ORDER

Follow these steps to edit or confirm an unconfirmed purchase order. After confirming a purchase order, the EDI 850 transaction file is created.



Note: If you “undo” a cancelled purchase order, it is placed back in “confirmed” status. See [Undo a Purchase Order Cancellation](#) for more information.

1. Select **Manage Orders** from the **Order/Receive** menu.

The **MANAGE ORDERS – EXISTING RECORDS** page appears.

Manage Orders

Existing Records

Purchase Order (ASL/ACB) ▼

Order Number:

Order Type: ALL ▼

Status: ALL ▼

Start Date: 04/11/2013 End Date: 07/11/2013

2. Enter or select one or more of the following:
 - Enter an order number or partial number in the **Order Number** field
 - Select **Purchase Order** from the **Order Type** list
 - Select **Unconfirmed** from the **Status** list
 - Enter dates in the **Start Date** and **End Date** fields
3. Click **Search**.

The page updates and displays the search results.

Manage Orders

Existing Records

Order Number:

Order Type:

Status:

Start Date: End Date:

Order Date	Order Number	Vendor	Amount	Status
07/11/2013		ACOSTA, INC.	\$33.79	Unconfirmed
06/27/2013	W23153-3178-9891	test	\$6.00	Confirmed
06/13/2013		testing1	\$10.00	Unconfirmed
06/13/2013	W23153-3164-9839	ACOSTA, INC.	\$218.69	Confirmed
06/10/2013	W23153-3161-9838	ACOSTA, INC.	\$27.30	Received

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Go to page:

4. In the **Order Date** column, click the link for the record you want to work with.

The **PURCHASE ORDER – ORDER DETAILS** page appears.

Purchase Order									
Order Details									
Status: Unconfirmed					Order Date: N/A				
Delivery FOB: <input checked="" type="radio"/> Destination <input type="radio"/> Other		Ship To: <input checked="" type="radio"/> Pier Side Address <input type="radio"/> FPO Address			Delivery: 08/11/2013				
Contract / Payment Information									
Vendor: ACOSTA, INC. 8031 HAMPTON BLVD. Adr2 NORFOLK, VA 23505-1001 (800) 446-8089			Contract: Contract Number: N00189-08-D-0010 Discount Terms: 0.00% 00 NET 30 Order Zone: G - Norfolk			Administered By: Air Forces (Atlantic) 123 Memory Lane 111 Lancaster Ave Hagerstown, MD 12345			
Order Information / Statements									
Ship To: Supply Officer 5450 Carlisle Pike Bldg 409 17055			Paying Activity: Defense Finance and Accounting Services DFAS Cleveland Norfolk Accounts Payable P.O. Box 998022 Cleveland, OH 44199			Statements Applied: <input type="checkbox"/> Certificate of Conformance <input type="checkbox"/> Affirmative Action 52.222-36 <input checked="" type="checkbox"/> FastPay Procedures Apply <input type="checkbox"/> Transportation Charges Auth			
Order Items									
Stock Num	Description	QOH	QOO	Cost	UI	QTY	Sell QTY	Add Free	Remove
1839390000002	AXE Shower Gel Kilo	33	87	\$4.19	EA	5	5	Add Free	Remove
1839390000006	Nivea Original	15	455	\$4.28	EA	3	3	Add Free	Remove
< Page 1 of 1 >		10 rows per page ▼		Go to page: <input type="text"/>		<input type="button" value="Go"/>			
<input type="button" value="Print DD-1155"/>		Order Total: \$33.79							
<input type="button" value="Add Additional Items"/>		<input type="button" value="Save & Review Later"/>		<input type="button" value="Confirm & Generate"/>		<input type="button" value="Delete"/>		<input type="button" value="Close"/>	

5. To **edit** the purchase order:

- Update the **Delivery FOB**, **Ship To**, and **Delivery** fields, as necessary
- To **remove an item** from the purchase order, click the **Remove** link for that item in the **Order Items** section
- To **add a free item**, click **Add Free** link for that item in the **Order Items** section
- To **add an item** to the order, click **Add Additional Items** and then follow steps 3 to 7 in [Create a Purchase Order](#)

6. To save your work and resume at a later time, click **Save & Review Later**.

The **MANAGE ORDERS – EXISTING RECORDS** page appears.

-or-

To confirm and generate the order, click **Confirm & Generate**.

The page updates and displays a confirmation message at the bottom of the page. **Continue to step 7.**

7. Click **Yes**.

The page updates and displays a confirmation message.

The EDI 850 file is created for the order. You can print or save the file now or later. See [Regenerate a Purchase Order \(EDI 850\)](#) for instructions.



Note: See [Section 4 Printing and Saving Files from ROM3](#) for more information.

DELETE A PURCHASE ORDER

Follow these steps to delete an unconfirmed purchase order.

1. Access the [PURCHASE ORDER – ORDER DETAILS](#) page for the purchase order you want to delete. See [Edit or Confirm a Purchase Order](#) for instructions on accessing this page.

Purchase Order									
Order Details									
Status: Unconfirmed					Order Date: N/A				
Delivery FOB: <input checked="" type="radio"/> Destination <input type="radio"/> Other		Ship To: <input checked="" type="radio"/> Pier Side Address <input type="radio"/> FPO Address			Delivery: 08/11/2013				
Contract / Payment Information									
Vendor: ACOSTA, INC. 8031 HAMPTON BLVD. Adr2 NORFOLK, VA 23505-1001 (800) 446-8089			Contract: Contract Number: N00189-08-D-0010 Discount Terms: 0.00% 00 NET 30 Order Zone: G - Norfolk			Administered By: Air Forces (Atlantic) 123 Memory Lane 111 Lancaster Ave Hagerstown, MD 12345			
Order Information / Statements									
Ship To: Supply Officer 5450 Carlisle Pike Bldg 409 17055		Paying Activity: Defense Finance and Accounting Services DFAS Cleveland Norfolk Accounts Payable P.O. Box 998022 Cleveland, OH 44199				Statements Applied: <input type="checkbox"/> Certificate of Conformance <input type="checkbox"/> Affirmative Action 52.222-36 <input checked="" type="checkbox"/> FastPay Procedures Apply <input type="checkbox"/> Transportation Charges Auth			
Order Items									
Stock Num	Description	QOH	QOO	Cost	UI	QTY	Sell QTY	Add Free	Remove
1839390000002	AXE Shower Gel Kilo	33	87	\$4.19	EA	5	5	Add Free	Remove
1839390000006	Nivea Original	15	455	\$4.28	EA	3	3	Add Free	Remove
< Page 1 of 1 >		10 rows per page ▼		Go to page: <input type="text"/> <input type="button" value="Go"/>					
<input type="button" value="Print DD-1155"/>								Order Total: \$33.79	
<input type="button" value="Add Additional Items"/>		<input type="button" value="Save & Review Later"/>		<input type="button" value="Confirm & Generate"/>		<input type="button" value="Delete"/>		<input type="button" value="Close"/>	

2. Click **Delete**.

A confirmation dialog box appears.

3. Click **OK**.

The [MANAGE ORDERS – EXISTING RECORDS](#) page appears and displays a confirmation message.

REGENERATE A PURCHASE ORDER (EDI 850)

Follow these steps to regenerate a confirmed purchase order.

1. Select **Manage Orders** from the **Order/Receive** menu.

The **MANAGE ORDERS – EXISTING RECORDS** page appears.

2. Click **Regenerate EDI**.

The **REGENERATE PURCHASE ORDER EDI** page appears.

Order Date	Order Number	Vendor	Amount	Status	Select
09/04/2013	W23153-3247-9860	Pepsi	\$72.00	Confirmed	<input type="checkbox"/>
08/19/2013	W23153-3231-9859	Pepsi	\$2,772.00	Confirmed	<input type="checkbox"/>
03/26/2013	W23153-3007-9852	DUKE 2.5K... ..	\$0.00	Confirmed	<input type="checkbox"/>
03/26/2013	W23153-3085-9813	REALLY LONG LONG NAME VENDOR	\$6.00	Confirmed	<input type="checkbox"/>

3. Select the check box in the **Select** column for the order you want to regenerate.

-or-

Select the **Select All** check box above the **Select** column to select all orders.

4. Click **Regenerate Order (EDI 850)**.

If you selected a single order, a single file is presented for download. If you selected multiple orders, a compressed zip file is presented for download. You must extract this file prior to transmitting the orders.



Note: See [Section 4 Printing and Saving Files from ROM3](#) for more information.

REQUEST A PURCHASE ORDER CANCELLATION (EDI 860)

Follow these steps to cancel a confirmed purchase order. If necessary, you can also “undo” a cancellation. See [Undo a Purchase Order Cancellation](#) for instructions.

1. Select **Manage Orders** from the **Order/Receive** menu.

The **MANAGE ORDERS – EXISTING RECORDS** page appears.

Manage Orders
Existing Records

Create New Order Purchase Order (ASL/ACB) Printable Version
Regenerate EDI

Order Number:
Order Type: ALL
Status: ALL
Start Date: 04/11/2013 End Date: 07/11/2013
Search

2. Enter or select one or more of the following:
 - Enter an order number or partial number in the **Order Number** field
 - Select **Purchase Order** from the **Order Type** list
 - Select **Confirmed** from and **Status** list
 - Enter dates in the **Start Date** and **End Date** fields
3. Click **Search**.

The page updates and displays the search results.

Manage Orders

Existing Records

Purchase Order (ASL/ACB) ▼

Order Number:

Order Type: Purchase Order ▼

Status: Confirmed ▼

Start Date: 05/11/2013 End Date: 07/11/2013

Order Date	Order Number	Vendor	Amount	Status
06/27/2013	W23153-3178-9840	Acosta, Inc.	\$50.00	Confirmed
06/18/2013	W23153-3017-9861	ACOSTA, INC.	\$0.00	Confirmed
06/13/2013	W23153-3164-9839	ACOSTA, INC.	\$218.69	Confirmed
06/10/2013	W23153-3161-9837	ACOSTA, INC.	\$92.88	Confirmed
05/28/2013	W23153-3148-9832	ACOSTA, INC.	\$8.38	Confirmed

- In the **Order Date** column, click the link for the record you want to work with.

The **PURCHASE ORDER – ORDER DETAILS** page appears.

Purchase Order									
Order Details									
W23153-3178-9840			Status: Confirmed				Order Date: 06/27/2013		
Delivery FOB: <input checked="" type="radio"/> Destination <input type="radio"/> Other		Ship To: <input checked="" type="radio"/> Pier Side Address <input type="radio"/> FPO Address			Delivery: <input type="text" value="07/27/2013"/>				
Contract / Payment Information									
Vendor: Acosta, Inc. 123 somewhere Adr1 123 nowhere Adr2 Hampton Roads, VA 55564 717-555-1234			Contract: Contract Number: 12191958 Discount Terms: 0.00% 00 NET 30 Order Zone: G - Norfolk			Administered By: Air Forces (Atlantic) 123 Memory Lane 111 Lancaster Ave Hagerstown, MD 12345			
Order Information / Statements									
Ship To: Supply Officer 5450 Carlisle Pike Bldg 409 17055			Paying Activity: Defense Finance and Accounting Services DFAS Cleveland Norfolk Accounts Payable P.O. Box 998022 Cleveland, OH 44199			Statements Applied: <input type="checkbox"/> Certificate of Conformance <input type="checkbox"/> Affirmative Action 52.222-36 <input checked="" type="checkbox"/> FastPay Procedures Apply <input type="checkbox"/> Transportation Charges Auth			
Order Items									
Stock Num	Description	QOH	QOO	Cost	UI	QTY	Sell QTY	Add Free	Remove
273000000004	BOTTLE, SHAKER GNC	0	10	\$5.00	EA	<input type="text" value="10"/>	10	Add Free	Remove
<input type="button" value="Page 1 of 1"/>		<input type="button" value="10 rows per page"/>		Go to page: <input type="text"/> <input type="button" value="Go"/>					
<input type="button" value="Print DD-1155"/>								Order Total: \$50.00	
<input type="button" value="Regenerate Order (EDI 850)"/>			<input type="button" value="Request Cancellation (EDI 860)"/>				<input type="button" value="Close"/>		

- Click **Request Cancellation (EDI 860)**.

A confirmation dialog box appears.

- Click **OK**.

The page updates and a confirmation message appears.

The EDI 860 file is created for the cancellation, which you can now save or print.



Note: See [Section 4 Printing and Saving Files from ROM3](#) for more information.

UNDO A PURCHASE ORDER CANCELLATION

If you cancelled a purchase order, you can “undo” the cancellation.

1. Select **Manage Orders** from the **Order/Receive** menu.

The **MANAGE ORDERS – EXISTING RECORDS** page appears.

The screenshot shows the 'Manage Orders' interface with the following elements:

- Manage Orders** (Section Header)
- Existing Records** (Section Header)
- Create New Order** (Button)
- Purchase Order (ASL/ACB)** (Dropdown Menu)
- Printable Version** (Button)
- Regenerate EDI** (Button)
- Order Number:** (Text Input Field)
- Order Type:** ALL (Dropdown Menu)
- Status:** ALL (Dropdown Menu)
- Start Date:** 04/11/2013 (Calendar Icon)
- End Date:** 07/11/2013 (Calendar Icon)
- Search** (Button)

2. Enter or select one or more of the following:
 - Enter an order number or partial number in the **Order Number** field
 - Select **Purchase Order** from the **Order Type** list
 - Select **Cancelled** from and **Status** list
 - Enter dates in the **Start Date** and **End Date** fields
3. Click **Search**.

The page updates and displays the search results.

The screenshot shows the 'Manage Orders' interface with search results. The search criteria are updated as follows:

- Order Number:** (Empty)
- Order Type:** Purchase Order (Dropdown Menu)
- Status:** Cancelled (Dropdown Menu)
- Start Date:** 05/11/2013 (Calendar Icon)
- End Date:** 07/11/2013 (Calendar Icon)

Below the search criteria is a table of results:

Order Date	Order Number	Vendor	Amount	Status
07/11/2013	W23153-3164-9839	ACOSTA, INC.	\$218.69	Cancelled

At the bottom of the page, there is a pagination control: **< Page 1 of 1 >**, **10 rows per page** (Dropdown), **Go to page:** (Input Field) **Go** (Button).

4. In the **Order Date** column, click the link for the record you want to work with.

The PURCHASE ORDER – ORDER DETAILS page appears.

Purchase Order									
Order Details									
W23153-3164-9839			Status: Cancelled			Order Date: 06/13/2013			
Delivery FOB: <input checked="" type="radio"/> Destination <input type="radio"/> Other		Ship To: <input checked="" type="radio"/> Pier Side Address <input type="radio"/> FPO Address		Delivery: <input type="text" value="07/13/2013"/>					
Contract / Payment Information									
Vendor: ACOSTA, INC. 8031 HAMPTON BLVD. Adr2 NORFOLK, VA 23505-1001 (800) 446-8089			Contract: Contract Number: N00189-08-D-0010 Discount Terms: 0.00% 00 NET 30 Order Zone: G - Norfolk			Administered By: Air Forces (Atlantic) 123 Memory Lane 111 Lancaster Ave Hagerstown, MD 12345			
Order Information / Statements									
Ship To: Supply Officer 5450 Carlisle Pike Bldg 409 17055		Paying Activity: Defense Finance and Accounting Services DFAS Cleveland Norfolk Accounts Payable P.O. Box 998022 Cleveland, OH 44199			Statements Applied: <input type="checkbox"/> Certificate of Conformance <input type="checkbox"/> Affirmative Action 52.222-36 <input checked="" type="checkbox"/> FastPay Procedures Apply <input type="checkbox"/> Transportation Charges Auth				
Order Items									
Stock Num	Description	QOH	QOO	Cost	UI	QTY	Sell QTY	Add Free	Remove
380100000001	EVERIO CAMCORDER 8GB BLUE	3	1	\$218.69	EA	<input type="text" value="1"/>	1	Add Free	Remove
< Page 1 of 1 >		10 rows per page ▼		Go to page: <input type="text"/>		<input type="button" value="Go"/>			
<input type="button" value="Print DD-1155"/>		Order Total: \$218.69							
<input type="button" value="Regenerate Cancellation (EDI 860)"/>			<input type="button" value="Undo Cancellation"/>			<input type="button" value="Close"/>			

- Click **Undo Cancellation**.

The page updates and displays a confirmation message.

PRINT A DD-1155 FORM FOR A PURCHASE ORDER

Follow these steps to print a DD-1155 form for confirmed or unconfirmed purchase orders.

1. Select **Manage Orders** from the **Order/Receive** menu.

The **MANAGE ORDERS – EXISTING RECORDS** page appears.

The screenshot shows the 'Manage Orders' interface with the following elements:

- Manage Orders** (Section Header)
- Existing Records** (Sub-Header)
- Create New Order** (Button)
- Purchase Order (ASL/ACB)** (Dropdown Menu)
- Printable Version** (Button)
- Regenerate EDI** (Button)
- Order Number:** (Text Input Field)
- Order Type:** ALL (Dropdown Menu)
- Status:** ALL (Dropdown Menu)
- Start Date:** 04/11/2013 (Calendar Icon)
- End Date:** 07/11/2013 (Calendar Icon)
- Search** (Button)

2. Enter or select one or more of the following:
 - Enter an order number or partial number in the **Order Number** field
 - Select **Purchase Order** from the **Order Type** list
 - Select **Confirmed** or **Unconfirmed** from the **Status** list
 - Enter dates in the **Start Date** and **End Date** fields
3. Click **Search**.

The page updates and displays the search results.

The screenshot shows the 'Manage Orders' interface with search results displayed in a table. The search filters are updated to:

- Order Type:** Purchase Order
- Status:** Unconfirmed
- Start Date:** 05/11/2013
- End Date:** 07/11/2013

The search results table is as follows:

Order Date	Order Number	Vendor	Amount	Status
07/11/2013		ACOSTA, INC.	\$33.79	Unconfirmed
05/06/2013		Pepsi	\$270.00	Unconfirmed
05/29/2013		ACOSTA, INC.	\$4...	Unconfirmed
05/28/2013		Pepsi	\$2,700.00	Unconfirmed

At the bottom of the page, there is a pagination control showing 'Page 1 of 1', '10 rows per page', and a 'Go to page:' field with a 'Go' button.

4. In the **Order Date** column, click the link for the record you want to work with.

The **PURCHASE ORDER – ORDER DETAILS** page appears.

Purchase Order									
Order Details									
Status: Unconfirmed					Order Date: N/A				
Delivery FOB: <input checked="" type="radio"/> Destination <input type="radio"/> Other			Ship To: <input checked="" type="radio"/> Pier Side Address <input type="radio"/> FPO Address			Delivery: 07/06/2013			
Contract / Payment Information									
Vendor: Pensi			Contract: Contract Number: 1187-ACB-21383			Administered By: Air Force			
44199			nsp, add, charges, etc.						
Order Items									
Stock Num	Description	QOH	QOO	Cost	UI	QTY	Sell QTY	Add Free	Remove
100000000014	Bic Disposable Lighter	19	71	\$90.00	EA	3	3	Add Free	Remove
< Page 1 of 1 >		10 rows per page		Go to page: <input type="text"/>		<input type="button" value="Go"/>			
<input type="button" value="Print DD-1155"/>								Order Total: \$270.00	
<input type="button" value="Add Additional Items"/>			<input type="button" value="Save & Review Later"/>			<input type="button" value="Confirm & Generate"/>		<input type="button" value="Delete"/>	<input type="button" value="Close"/>

5. Click **Print DD-1155**.



Note: See [Section 4 Printing and Saving Files from ROM3](#) for more information.

6.2 CARGO and PRIME Requisitions

In ROM3, you can create a requisition, select items from the CARGO catalog, adjust quantities, and generate a MILSTRIP document.

You can create a CARGO or a PRIME requisition. CARGO items can be ordered from a standard listing, while PRIME items must be manually selected and priced based on the latest catalog.

This section includes the following tasks, which can be performed by the user groups indicated with an "X."

	Activity	Enterprise	TYCOM	DFAS
• View a CARGO or PRIME Requisition	X	X	X	X
• Create a CARGO or PRIME Requisition	X			
• Add Non-Standard Items to a CARGO or PRIME Requisition				
• Edit or Confirm a CARGO or PRIME Requisition	X			
• Print a CARGO or PRIME Requisition MILSTRIP	X			
• Print a DD-1149 Form for a CARGO or PRIME Requisition	X			



Note: The procedures in this section use screen captures of CARGO requisitions. Follow the same steps for CARGO or PRIME requisitions.

VIEW A CARGO OR PRIME REQUISITION

1. Select **Manage Orders** from the **Order/Receive** menu.

The **MANAGE ORDERS – EXISTING RECORDS** page appears.

The screenshot shows the 'Manage Orders' interface with the following elements:

- Manage Orders** (Section Header)
- Existing Records** (Section Header)
- Create New Order** (Button)
- Purchase Order (ASL/ACB)** (Dropdown Menu)
- Printable Version** (Button)
- Regenerate EDI** (Button)
- Order Number:** (Text Input Field)
- Order Type:** Requisition - CARGO (Dropdown Menu)
- Status:** ALL (Dropdown Menu)
- Start Date:** 05/08/2013 (Date Picker)
- End Date:** 08/08/2013 (Date Picker)
- Search** (Button)



Note: The fields and buttons you see on this page may be different from the ones shown here, depending on your user role.

2. Enter or select one or more of the following:
 - Enter an order number or partial number in the **Order Number** field or leave the field blank
 - Select an option from the **Select Activity** list (available for users with Enterprise user roles only)
 - Select **Requisition – CARGO** or **Requisitions – PRIME** from the **Order Type** list
 - Select an option from the **Status** list
 - Enter dates in the **Start Date** and **End Date** fields
3. Click **Search**.

The page updates and displays the search results.

Manage Orders

Existing Records

Create New Order
Purchase Order (ASL/ACB) ▼
Printable Version

Regenerate EDI

Order Number:

Order Type: Requisition - CARGO ▼

Status: ALL ▼

Start Date: 05/08/2013 End Date: 08/08/2013

Order Date	Order Number	Vendor	Amount	Status
08/08/2013	W23153-3220-9926	CARGO Requisition	\$10.00	Confirmed
08/07/2013	W23153-3219-9925	CARGO Requisition	\$72.00	Confirmed
08/07/2013	W23153-3219-9924	CARGO Requisition	\$500.00	Confirmed
05/28/2013	W23153-3148-9909		\$250.00	Received
05/28/2013	W23153-3148-9908		\$10.00	Received

< Page 1 of 1 >
 10 rows per page ▼
 Go to page:

- In the **Order Date** column, click the link for the record you want to view.

The **REQUISITION – CARGO – ORDER DETAILS** page (or the **REQUISITION – PRIME – ORDER DETAILS** page) appears.

Requisition - CARGO

Order Details

W23153-3219-9924
Status: Confirmed
Order Date: 08/07/2013

Delivery FOB: Destination
 Other
Delivery:

Order Items

Stock Num	Description	QOH	QOO	Cost	UI	QTY	Sell QTY	Total Cost	Remove
322211000001	Chewy Bar - Smore	131	670	\$5.00	EA	<input type="text" value="100"/>	100	\$500.00	Remove

< Page 1 of 1 >
 10 rows per page ▼
 Go to page:

Order Total: \$500.00

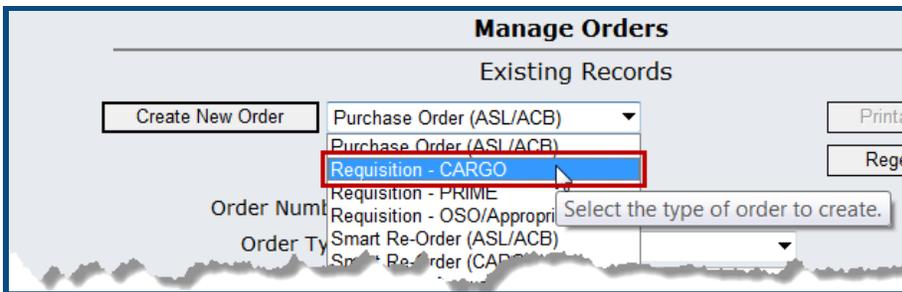
CREATE A CARGO OR PRIME REQUISITION

1. Select **Manage Orders** from the **Order/Receive** menu.

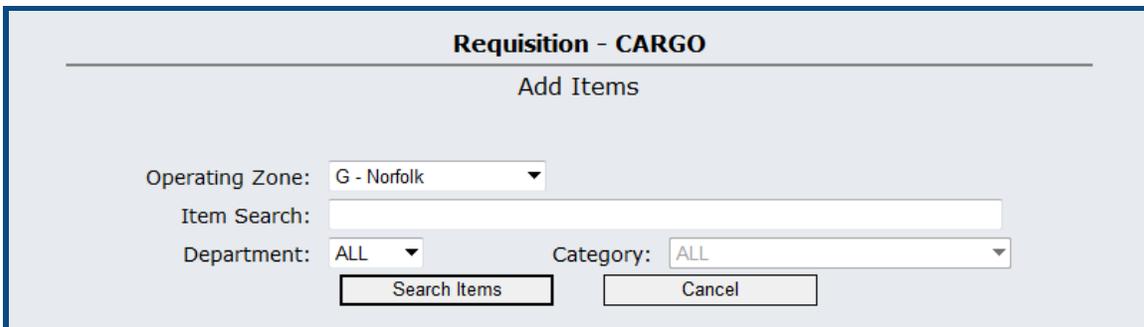
The **MANAGE ORDERS – EXISTING RECORDS** page appears.



2. Select the **Requisition – CARGO** (or **Requisition – PRIME**) option from the **Order Type** list, shown below, and then click **Create New Order**.



The **REQUISITION – CARGO – ADD ITEMS** page (or the **REQUISITION – PRIME – ADD ITEMS** page) appears.



Note: The **Operating Zone** list is only shown for **CARGO** requisitions.

The **Add Non-Standard Items** button is only available for **PRIME** requisitions. For instructions on adding non-standard items to a **PRIME** requisition, see [Add Non-Standard Items to a PRIME Requisition](#).

3. Enter or select one or more of the following:

- Select an option from the **Operating Zone** list (only displayed for cargo requisitions)
 - Enter a stock number or item name (or partial number or name) in the **Item Search** field
 - Select a department from the **Department** list
 - Select a category from the **Category** list (list becomes active after selecting a department)
4. Click **Search Items**.

The page updates and displays the search results.

Requisition - CARGO

Add Items

Operating Zone:

Item Search:

Department: Category:

Dept	Category	Stock Num	Description	Contract #	OOH	QOO	Cost	UI	Order QTY	Sell QTY
Z9	Z Category	1839390000002	AXE Shower Gel Kilo	5484-65468-111	37	124	\$10.00	EA	<input type="text" value="0"/>	<input type="text" value="0"/>
A1	Cake	322211000001	Chewy Bar - Smore	5484-65468-111	131	670	\$5.00	EA	<input type="text" value="0"/>	<input type="text" value="0"/>
M3	Canned Soda	520000000001	Diet Sprite	5484-65468-111	9	73	\$3.00	CS	<input type="text" value="0"/>	<input type="text" value="0"/>

Page 1 of 1 10 rows per page Go to page:

5. Enter a number in the **Order QTY** field for each item you want to add to the order.



Note: If you have more than one page of search results, click the **Next** button to go to the next page. You will not lose any selections made on the previous page.

6. If working on a PRIME requisition, enter the price of the item in the **Cost** field for each item you want to add to the order. The price will be found in the current PRIME catalog.
7. Click **Save Changes**.
- The page updates, the information you just added is saved, and the **Done Adding Items** button appears.
8. To add more items, repeat steps 3 to 6.
9. Click **Done Adding Items**.

The **REQUISITION – CARGO – ORDER DETAILS** (or the **REQUISITION – CARGO – ORDER DETAILS**) page appears.

Requisition - CARGO									
Order Details									
Status: Unconfirmed					Order Date: N/A				
Delivery FOB: <input checked="" type="radio"/> Destination <input type="radio"/> Other					Delivery: 09/22/2013				
Order Items									
Stock Num	Description	QOH	QOO	Cost	UI	QTY	Sell QTY	Total Cost	Remove
1839390000002	AXE Shower Gel Kilo	37	124	\$10.00	EA	5	5	\$50.00	Remove
<input type="button" value="Print DD-1149"/>		<input type="button" value="Page 1 of 1"/>			10 rows per page		Go to page: <input type="text"/> <input type="button" value="Go"/>		
								Order Total: \$50.00	
<input type="button" value="Add Additional Items"/>			<input type="button" value="Save & Review Later"/>			<input type="button" value="Confirm & Generate"/>		<input type="button" value="Close"/>	

10. At the top of the page, enter or select the following:
 - Select a **Delivery FOB** option
 - Enter a date in the **Delivery** field
11. To save the requisition as “unconfirmed,” click **Save & Review Later**.

The **MANAGE ORDERS – EXISTING RECORDS** page appears.

-or-

To confirm the order and generate the MILSTRIP file, click **Confirm & Generate**. **Continue to step 11.**

The page updates and displays a confirmation message at the bottom of the page.

Requisition - CARGO

Order Details

Status: Unconfirmed **Order Date:** N/A

Delivery FOB: Destination **Delivery:**
 Other

Order Items

Stock Num	Description	QOH	QOO	Cost	UI	QTY	Sell QTY	Total Cost	Remove
1839390000002	AXE Shower Gel Kilo	37	124	\$10.00	EA	<input type="text" value="5"/>	5	\$50.00	Remove

10 rows per page
Go to page:

Order Total: \$50.00

Confirming this requisition will approve it and generate the MILSTRIP file. Are you sure you want to confirm this requisition?

12. Click **Yes**.

The page updates and displays a confirmation message.

The MILSTRIP file is also created for the order. You can print or save the file now or later. See [Print a MILSTRIP File for a CARGO or PRIME Requisition](#) for instructions.



Note: See [Section 4 Printing and Saving Files from ROM3](#) for more information.

13. Click **Close**.

The [MANAGE ORDERS – EXISTING RECORDS](#) page appears.

ADD NON-STANDARD ITEMS TO A PRIME REQUISITION

Follow these steps to add non-standard items to a PRIME requisition. You can add the items while creating a new PRIME requisition or while editing an existing requisition.

1. Select **Manage Orders** from the **Order/Receive** menu.

The **MANAGE ORDERS – EXISTING RECORDS** page appears.

Manage Orders

Existing Records

Purchase Order (ASL/ACB) ▼

Order Number:

Order Type: Requisition - CARGO ▼

Status: ALL ▼

Start Date: 05/08/2013 End Date: 08/08/2013

2. Enter or select one or more of the following:

- Enter an order number or partial number in the **Order Number** field or leave the field blank
- Select **Requisitions – PRIME** from the **Order Type** list
- Select **Unconfirmed** from the **Status** list
- Enter dates in the **Start Date** and **End Date** fields

3. Click **Search**.

The page updates and displays the search results.

Manage Orders

Existing Records

Purchase Order (ASL/ACB) ▼

Order Number:

Order Type: Requisition - PRIME ▼

Status: Unconfirmed ▼

Start Date: 06/17/2013 End Date: 09/17/2013

Order Date	Order Number	Vendor	Amount	Status
09/16/2013		PRIME Requisition	\$99.60	Unconfirmed
08/07/2013		PRIME Requisition	\$99.33	Unconfirmed

< Page 1 of 1 >
10 rows per page ▼
Go to page:

4. In the **Order Date** column, click the link for the record you want to work with.

The REQUISITION – PRIME – ORDER DETAILS page appears.

Requisition - PRIME

Order Details

Status: Unconfirmed **Order Date:** N/A

Delivery FOB: Destination **Delivery:** 10/16/2013

 Other

Requisition Items

Stock Num	Description	OOH	QOO	Cost	UI	QTY	Sell QTY	Total Cost	Remove
3113130000005	ACT II Butter Lovers Popcorn	185	76	2.49	EA	40	40	\$99.60	Remove

Go to page:

Order Total: \$99.60

- Click **Add Additional Items**.

The REQUISITION – PRIME – ADD ITEMS page appears.

Requisition - PRIME

Add Items

Item Search:
Department: Category:

- Click **Add Non-Standard Items**.

The REQUISITION – PRIME – ADD NEW ITEMS (NON-STANDARD) page appears.

Requisition - PRIME

Add New Items (Non-Standard)

Dept	Category	Description	Cost	Buy UI	Sub Cs/Pk	Sell UI	UPC	FM	QTY	Remove
▼ ?	▼ ?	?	#	EA ▼	1	EA ▼		<input type="checkbox"/>	#	Remove

7. Select or enter the following:

- Select the department for the new item from the **Dept** list
- Select the category for the new item from the **Category** list
- Enter the item's description in the **Description** field
- Enter the unit cost for the item in the **Cost** field
- Select the unit of issue for the item from the **Buy UI** list
- Enter the number of selling units per order unit (usually 1) in the **Sub Cs/Pk** field
- Enter the selling unit of issue for the item (typically EA) from the **Sell UI** list
- Enter the Universal Product Code in the **UPC** field, if known
- Select the **FM** check box if the item is foreign merchandise
- Enter the quantity you want to order in the **QTY** field

8. To add another item, click **Add New Row** and repeat step 7.

9. Click **Save Changes**.

The [REQUISITION – PRIME – ORDER DETAILS](#) page appears.

10. To save your work and resume at a later time, click **Save & Review Later**.

The [MANAGE ORDERS – EXISTING RECORDS](#) page appears.

-or-

To confirm and generate the requisition, click **Confirm & Generate**. **Continue to step 11.**

The page updates and displays a confirmation message at the bottom of the page.



Caution: Do not click **Close** unless you have saved your work. Clicking the **Close** button before saving the requisition returns you to the **Manage Orders – Existing Records** page without saving your changes.

11. Click **Yes**.

The page updates and displays a confirmation message.

The MILSTRIP file is also created for the order. You can print or save the file now or later. See [Print a MILSTRIP File for a CARGO or PRIME Requisition](#) for instructions.



Note: See [Section 4 Printing and Saving Files from ROM3](#) for more information.

EDIT OR CONFIRM A CARGO OR PRIME REQUISITION

1. Select **Manage Orders** from the **Order/Receive** menu.

The **MANAGE ORDERS – EXISTING RECORDS** page appears.

The screenshot shows the 'Manage Orders' interface with the following elements:

- Manage Orders** (Section Header)
- Existing Records** (Sub-section)
- Create New Order** (Button)
- Purchase Order (ASL/ACB)** (Dropdown menu)
- Printable Version** (Button)
- Regenerate EDI** (Button)
- Order Number:** (Text input field)
- Order Type:** ALL (Dropdown menu)
- Status:** ALL (Dropdown menu)
- Start Date:** 06/17/2013 (Date picker)
- End Date:** 09/17/2013 (Date picker)
- Search** (Button)

2. Enter or select one or more of the following:
 - Enter an order number or partial number in the **Order Number** field or leave the field blank
 - Select **Requisition – CARGO** or **Requisition – PRIME** from the **Order Type** list
 - Select **Unconfirmed** from the **Status** list
 - Enter dates in the **Start Date** and **End Date** fields
3. Click **Search**.

The page updates and displays the search results.

The screenshot shows the 'Manage Orders' interface after a search. The search criteria are updated, and a table of results is displayed below the search form.

Manage Orders (Section Header)

Existing Records (Sub-section)

Create New Order (Button)

Purchase Order (ASL/ACB) (Dropdown menu)

Printable Version (Button)

Regenerate EDI (Button)

Order Number: (Text input field)

Order Type: Requisition - CARGO (Dropdown menu)

Status: Unconfirmed (Dropdown menu)

Start Date: 06/17/2013 (Date picker)

End Date: 09/17/2013 (Date picker)

Search (Button)

Order Date	Order Number	Vendor	Amount	Status
09/17/2013		CARGO Requisition	\$50.00	Unconfirmed

Page 1 of 1 | 10 rows per page | Go to page: [] Go

4. In the **Order Date** column, click the link for the record you want to work with.

The **REQUISITION – CARGO – ORDER DETAILS** page (or the **REQUISITION – PRIME – ORDER DETAILS** page) appears.

Requisition - CARGO									
Order Details									
Status: Unconfirmed					Order Date: N/A				
Delivery FOB: <input checked="" type="radio"/> Destination <input type="radio"/> Other					Delivery: 10/17/2013				
Order Items									
Stock Num	Description	QOH	QOO	Cost	UI	QTY	Sell QTY	Total Cost	Remove
1839390000002	AXE Shower Gel Kilo	37	129	\$10.00	EA	5	5	\$50.00	Remove
< Page 1 of 1 >		10 rows per page		Go to page: <input type="text"/>		<input type="button" value="Go"/>			
<input type="button" value="Print DD-1149"/>								Order Total: \$50.00	
<input type="button" value="Add Additional Items"/>			<input type="button" value="Save & Review Later"/>			<input type="button" value="Confirm & Generate"/>		<input type="button" value="Delete"/> <input type="button" value="Close"/>	

5. To edit the requisition, update the following information, as necessary:
 - Select a different **Delivery FOB** option
 - Update the date in the **Delivery** field
 - Update the quantity in the **QTY** field
 - To remove an item from the requisition, click the **Remove** link for that item in the **Order Items** section
 - To add an item to the order, click **Add Additional Items** and then follow steps 5 through 8 in the [Create a CARGO or PRIME Requisition](#) procedure
6. To save the requisition as “unconfirmed,” click **Save & Review Later**.

The **MANAGE ORDERS – EXISTING RECORDS** page appears.

-or-

To confirm the order and generate the MILSTRIP file, click **Confirm & Generate**. Continue to step 7.

The page updates and displays a confirmation message at the bottom of the page.

Requisition - CARGO

Order Details

Status: Unconfirmed **Order Date:** N/A

Delivery FOB: Destination **Delivery:**
 Other

Order Items

Stock Num	Description	QOH	QOO	Cost	UI	QTY	Sell QTY	Total Cost	Remove
1839390000002	AXE Shower Gel Kilo	37	124	\$10.00	EA	<input type="text" value="5"/>	5	\$50.00	Remove

10 rows per page
Go to page:

Order Total: \$50.00

Confirming this requisition will approve it and generate the MILSTRIP file. Are you sure you want to confirm this requisition?

7. Click **Yes**.

The page updates and displays a confirmation message.

The MILSTRIP file is also created for the order. You can print or save the file now or later. See [Print a MILSTRIP File for a CARGO or PRIME Requisition](#) for instructions.



Note: See [Section 4 Printing and Saving Files from ROM3](#) for more information.

8. Click **Close**.

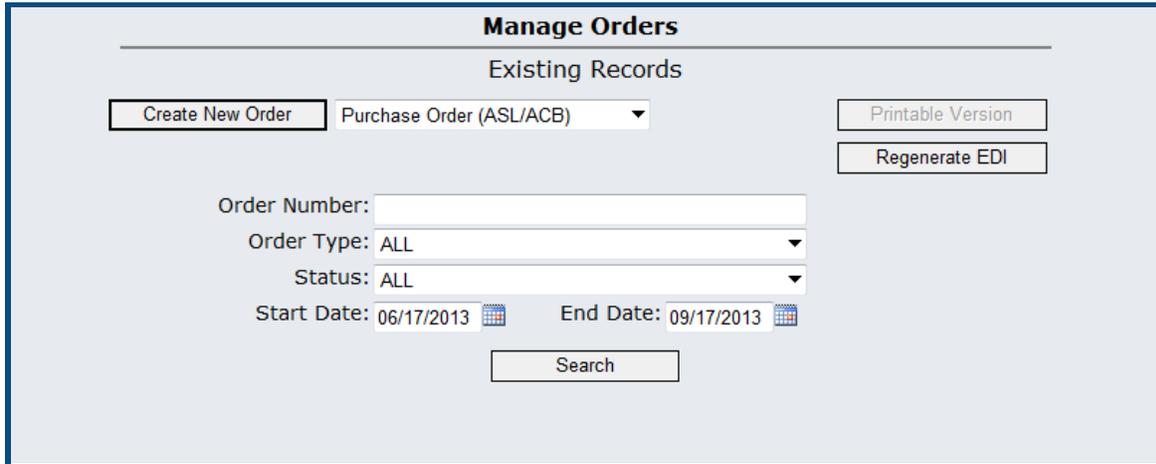
The [MANAGE ORDERS – EXISTING RECORDS](#) page appears.

PRINT A MILSTRIP FILE FOR A CARGO OR PRIME REQUISITION

You can save or print a MILSTRIP file for a confirmed CARGO or PRIME requisition. Follow these steps if you did not print the file immediately after confirming the requisition.

1. Select **Manage Orders** from the **Order/Receive** menu.

The **MANAGE ORDERS – EXISTING RECORDS** page appears.



The screenshot displays the 'Manage Orders' web interface. At the top, it says 'Manage Orders' and 'Existing Records'. Below this, there are several controls: a 'Create New Order' button, a dropdown menu for 'Purchase Order (ASL/ACB)', a 'Printable Version' button, and a 'Regenerate EDI' button. The search filters include: 'Order Number:' with an empty text input field; 'Order Type:' with a dropdown menu set to 'ALL'; 'Status:' with a dropdown menu set to 'ALL'; 'Start Date:' with a date input field showing '06/17/2013' and a calendar icon; and 'End Date:' with a date input field showing '09/17/2013' and a calendar icon. A 'Search' button is located at the bottom center of the form.

2. Enter or select one or more of the following:
 - Enter an order number or partial number in the **Order Number** field
 - Select **Requisition – OSO** or **Requisition – PRIME** from the **Order Type** list
 - Select **Confirmed** from the **Status** list
 - Enter dates in the **Start Date** and **End Date** fields
3. Click **Search**.

The page updates and displays the search results.

Manage Orders

Existing Records

Create New Order
Purchase Order (ASL/ACB) ▼
Printable Version

Regenerate EDI

Order Number:

Order Type: Requisition - CARGO ▼

Status: Confirmed ▼

Start Date: 06/17/2013 End Date: 09/17/2013

Order Date	Order Number	Vendor	Amount	Status
08/22/2013	W23153-3234-9931	CARGO Requisition	\$50.00	Confirmed
08/07/2013	W23153-3219-9924	CARGO Requisition	\$500.00	Confirmed
08/07/2013	W23153-3219-9923	CARGO Requisition	\$130.00	Confirmed

< Page 1 of 1 >
10 rows per page ▼
Go to page:

- In the **Order Date** column, click the link for the record you want to work with.

The **REQUISITION – CARGO – ORDER DETAILS** page (or the **REQUISITION – PRIME – ORDER DETAILS** page) appears.

Requisition - CARGO

Order Details

W23153-3234-9931
Status: Confirmed
Order Date: 08/22/2013

Delivery FOB: Destination
 Other
Delivery:

Order Items

Stock Num	Description	QOH	QOO	Cost	UI	QTY	Sell QTY	Total Cost	Remove
183939000002	AXE Shower Gel Kilo	37	129	\$10.00	EA	<input type="text" value="5"/>	5	\$50.00	Remove

< Page 1 of 1 >
10 rows per page ▼
Go to page:

Order Total: \$50.00

- Click **Generate MILSTRIP**.



Caution: For a PRIME requisition, you must open the MILSTRIP file and replace the asterisks (*) with each item's stock number from the current PRIME catalog. An order will not be processed if each item does not have a stock number.



Note: See [Section 4 Printing and Saving Files from ROM3](#) for more information.

PRINT A DD-1149 FORM FOR A CARGO OR PRIME REQUISITION

You can print a form DD-1149 for CARGO or PRIME requisitions with a status of either “confirmed” or “unconfirmed.”

1. Select **Manage Orders** from the **Order/Receive** menu.

The **MANAGE ORDERS – EXISTING RECORDS** page appears.

The screenshot shows the 'Manage Orders' interface with the following elements:

- Manage Orders** (Section Header)
- Existing Records** (Section Header)
- Create New Order** (Button)
- Purchase Order (ASL/ACB)** (Dropdown Menu)
- Printable Version** (Button)
- Regenerate EDI** (Button)
- Order Number:** (Text Input Field)
- Order Type:** ALL (Dropdown Menu)
- Status:** ALL (Dropdown Menu)
- Start Date:** 06/17/2013 (Calendar Icon)
- End Date:** 09/17/2013 (Calendar Icon)
- Search** (Button)

2. Enter or select one or more of the following:
 - Enter an order number or partial number in the **Order Number** field
 - Select **Requisition – OSO** or **Requisition – PRIME** from the **Order Type** list
 - Select **Confirmed** or **Unconfirmed** from the **Status** list
 - Enter dates in the **Start Date** and **End Date** fields
3. Click **Search**.

The page updates and displays the search results.

The screenshot shows the 'Manage Orders' interface with the following elements:

- Manage Orders** (Section Header)
- Existing Records** (Section Header)
- Create New Order** (Button)
- Purchase Order (ASL/ACB)** (Dropdown Menu)
- Printable Version** (Button)
- Regenerate EDI** (Button)
- Order Number:** (Text Input Field)
- Order Type:** Requisition - CARGO (Dropdown Menu)
- Status:** Unconfirmed (Dropdown Menu)
- Start Date:** 06/17/2013 (Calendar Icon)
- End Date:** 09/17/2013 (Calendar Icon)
- Search** (Button)

Order Date	Order Number	Vendor	Amount	Status
09/17/2013		CARGO Requisition	\$50.00	Unconfirmed

Page 1 of 1 | 10 rows per page | Go to page:

4. In the **Order Date** column, click the link for the record you want to work with.

The REQUISITION – CARGO – ORDER DETAILS page (or the REQUISITION – PRIME – ORDER DETAILS page) appears.

Requisition - CARGO
 Order Details

Status: Unconfirmed
Order Date: N/A

Delivery FOB: Destination
 Other
Delivery: 10/17/2013

Order Items

Stock Num	Description	QOH	QOO	Cost	UI	QTY	Sell QTY	Total Cost	Remove
1839390000002	AXE Shower Gel Kilo	37	129	\$10.00	EA	5	5	\$50.00	Remove

< Page 1 of 1 >
10 rows per page ▼
Go to page:

Order Total: \$50.00

5. Click **Print DD-1149**.



Note: See [Section 4 Printing and Saving Files from ROM3](#) for more information.

6.3 OSO Requisitions

In ROM3, you can create a transfer, add items to the transfer, and generate an OSO DD-1149 Form for processing.

A ship may acquire items to sell in the ship's store from other activities, or from other appropriations within their own activity. For example, two ships next to each other in port may trade some merchandise. Or, the ship's store may acquire some items from the ship's galley. These items may be standard items, identical to those in the catalog, or they may be non-standard items that must be added to the system. After this type of order is created, the DD-1149 Form is generated.

This section includes the following tasks, which can be performed by the user groups indicated with an "X."

	Activity	Enterprise	TYCOM	DFAS
• View an OSO Requisition	X	X	X	X
• Create an OSO Requisition	X			
• Edit or Confirm an OSO Requisition	X			
• Delete an OSO Requisition	X			
• Print a DD-1149 Form for an OSO Requisition	X	X	X	X

VIEW AN OSO REQUISITION

1. Select **Manage Orders** from the **Order/Receive** menu.

The **MANAGE ORDERS – EXISTING RECORDS** page appears.

Manage Orders

Existing Records

Purchase Order (ASL/ACB) ▼

Order Number:

Order Type: ALL ▼

Status: ALL ▼

Start Date: 04/10/2013 End Date: 07/10/2013



Note: The fields and buttons you see on this page may be different from the ones shown here, depending on your user role.

2. Enter or select one or more of the following:
 - Enter an order number or partial number in the **Order Number** field or leave the field blank
 - Select an activity from the **Select Activity** list (available for users with Enterprise user roles only)
 - Select **Requisition – OSO** from the **Order Type** list
 - Select a status from the **Status** list
 - Enter dates in the **Start Date** and **End Date** fields
3. Click **Search**.

The page updates and displays the search results.

Manage Orders

Existing Records

Purchase Order (ASL/ACB) ▼

Order Number:

Order Type: Requisition - OSO ▼

Status: ALL ▼

Start Date: 04/11/2013 End Date: 07/11/2013

Order Date	Order Number	Vendor	Amount	Status
06/13/2013	W23153-3164-9920	USS ARLEIGH BURKE (DDG-51)	\$70.00	Confirmed
05/22/2013	W23153-3142-9907	USS ARLEIGH BURKE (DDG-51)	\$1.00	Confirmed
04/30/2013		USS ARLEIGH BURKE (DDG-51)	\$129.00	Unconfirmed

< Page 1 of 1 >
10 rows per page ▼
Go to page:

- In the **Order Date** column, click the link for the record you want to view.

The **REQUISITION – OSO – ORDER DETAILS** page appears.

Requisition - OSO
 Order Details

W23153-3164-9920	Status: Confirmed	Order Date: 06/13/2013
-------------------------	--------------------------	-------------------------------

Delivery FOB: <input checked="" type="radio"/> Destination <input type="radio"/> Other	Ship To: <input checked="" type="radio"/> Pier Side Address <input type="radio"/> FPO Address	Delivery: <input type="text" value="06/14/2013"/>
--	---	--

Requesting From

Requisition From: <input checked="" type="radio"/> Other Supply Officer <input type="radio"/> Other Appropriation	Point Of Contact: <input type="text" value="SUPPLY OFFICER NAME - US"/>
Select Activity: <input type="text"/>	Activity Name/UIC: <input type="text" value="USS ARLEIGH BURKE (DDG-51)"/>
Select Appropriation: <input type="text"/>	Address: <input type="text" value="5450 Carlisle Pike"/>
	Zip: <input type="text" value="17055"/>

Appr	Symbol	Obj Cls	Cntrl No	Sub Allot	Auth Acct	Trans Type	Prop Acct	Cost Code
<input type="text"/>								

Requisition Items

Stock Num	Description	QOH	QOO	Cost	UI	QTY	Sell QTY	Total Cost	Remove
808500HH0001	Elliot's Jerky	44	20	3.50		20	20	\$70.00	Remove

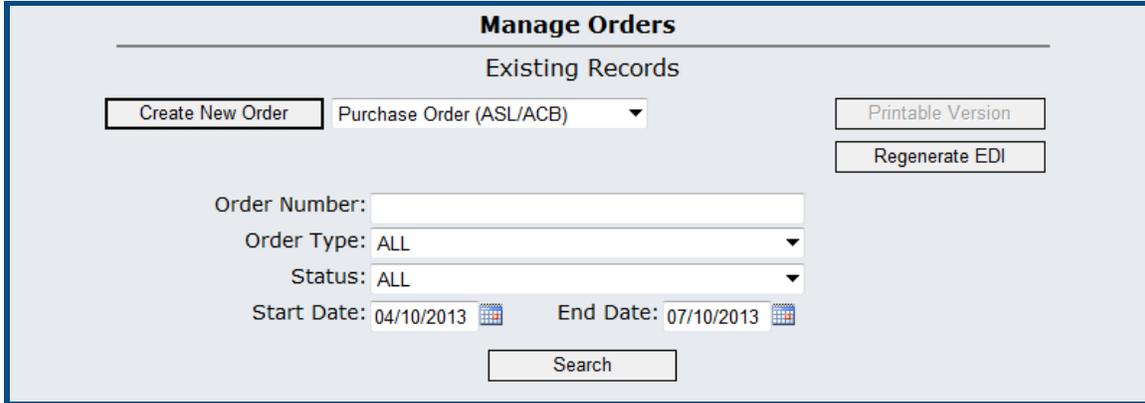
10 rows per page
Go to page:

Order Total: \$70.00

CREATE AN OSO REQUISITION

1. Select **Manage Orders** from the **Order/Receive** menu.

The **MANAGE ORDERS – EXISTING RECORDS** page appears.



Manage Orders
Existing Records

Create New Order Purchase Order (ASL/ACB) Printable Version
Regenerate EDI

Order Number:
Order Type: ALL
Status: ALL
Start Date: 04/10/2013 End Date: 07/10/2013
Search

2. Select the **Requisition – OSO/Appropriation** option from the **Order Type** list, shown below, and then click **Create New Order**.



Manage Orders
Existing Records

Create New Order Purchase Order (ASL/ACB) Printable Version
Regenerate EDI

Order Number:
Order Type: Requisition - OSO/Appropriation
Status: ALL
Start Date: 04/10/2013 End Date: 07/10/2013
Search

The **REQUISITION – OSO – ADD ITEMS** page appears.



Requisition - OSO
Add Items

Item Search:
Department: ALL Category: ALL
Search Items Cancel Add Non-Standard Items



Note: For instructions on adding non-standard items to the requisition, see [Add Non-Standard Items to an OSO Requisition](#).

3. Select or enter the following:
 - Enter a stock number or item name (or partial number or name) in the **Item Search** field
 - Select a department from the **Department** list
 - Select a category from the **Category** list (list becomes active after selecting a department)

4. Click **Search Items**.

The page updates and displays the search results.

Requisition - OSO

Add Items

Item Search:

Department: Category:

Dept	Category	Stock Num	Description	QOH	QOO	Cost	UI	Order QTY	Sell QTY
A1	Food	0500005862	22 HONEY ROASTED CASHEWS	2	57		EA		0

Page 1 of 1

 Go to page:

5. Enter the cost price for each item in the **Cost** field.
6. Enter a number in the **Order QTY** field for each item you want to add to the order.



Note: If you have more than one page of search results, click the **Next** button to go to the next page. You will not lose any selections made on the previous page.

7. Click **Save Changes**.

The page updates, the information you just added is saved, and the **Done Adding Items** button appears.

8. To add more items, repeat steps 3 to 7.

-or-

To add non-standard items, click **Add Non-Standard Items**. See [Add Non-Standard Items to an OSO Requisition](#) for instructions.

9. Click **Done Adding Items**.

The REQUISITION – OSO – ORDER DETAILS page appears.

Requisition - OSO
 Order Details

Status: Unconfirmed
Order Date: N/A

Delivery FOB: Destination
 Other

Ship To: Pier Side Address
 FPO Address

Delivery: 08/12/2013

Requesting From

Requisition From: Other Supply Officer
 Other Appropriation
Select Activity:
Select Appropriation:

Point Of Contact: SUPPLY OFFICER NAME - US
Activity Name/UIC: USS ARLEIGH BURKE (DDG-51)
Address: 5450 Carlisle Pike
Zip: 17055

Appr	Symbol	Obj Cls	Cntrl No	Sub Allot	Auth Acct	Trans Type	Prop Acct	Cost Code
<input type="text"/>								

Requisition Items

Stock Num	Description	OOH	QOO	Cost	UI	QTY	Sell QTY	Total Cost	Remove
0500005862	22 HONEY ROASTED CASHEWS	2	57	1.29	EA	25	25	\$32.25	Remove

< Page 1 of 1 >
10 rows per page
Go to page:

Order Total: \$32.25

10. At the top of the page, enter or select the following:

- Select a **Delivery FOB** option
- Select a **Ship To** address option
- Enter a date in the **Delivery** field

11. In the **Requesting From** section, enter or select the following:

- Select a **Requisition From** option



Note: If you select the **Other Appropriation** option, all other fields in this section are cleared and become inactive, except the **Select Appropriation** list, which becomes active.

- Select an option from the **Select Appropriation** list, if applicable



Note: If you select the **New Appropriation** option, the fields at the bottom of the section become active and you must enter the accounting information for the new appropriation.

- Enter information in the accounting fields at the bottom of this section

12. In the **Requisition Items** section, make any necessary changes:

- To update the cost or quantity of an item, enter new information in the **Cost** or **QTY** fields.
- To remove an item from the list, click the link in the **Remove** column for that item.
- To add an item to the list, click **Add Additional Items**. Follow steps 5 through 7 of this procedure.
- To save your work and resume at a later time, click **Save & Review Later**.
- To confirm and generate the requisition, click **Confirm & Generate**.



Caution: Do not click **Close** unless you have saved your work. Clicking the **Close** button before saving the requisition returns you to the **Manage Orders – Existing Records** page without saving your changes.

ADD NON-STANDARD ITEMS TO AN OSO REQUISITION

Follow these steps to add non-standard items to an OSO requisition. You can add the items while creating a new OSO requisition or while editing an existing requisition.

1. Access the [REQUISITION – OSO – ADD ITEMS](#) page. See [Create an OSO Requisition](#) or [Edit or Confirm an OSO Requisition](#) for instructions on accessing this page.

2. Click **Add Non-Standard Items**.

The [REQUISITION – OSO – ADD NEW ITEMS \(NON-STANDARD\)](#) page appears.

Dept	Category	Description	Cost	Buy UI	Sub Cs/Pk	Sell UI	UPC	FM	QTY	Remove
▼ ?	▼ ?	?	#	EA ▼	1	EA ▼		<input checked="" type="checkbox"/>	#	Remove

3. Select or enter the following:
 - Select an option from the **Dept** list
 - Select an option from the **Category** list
 - Enter an item description in the **Description** field
 - Enter the unit cost for the item in the **Cost** field
 - Select a unit of issue from the **UI** list
 - Enter the Universal Product Code in the **UPC** field, if applicable
 - Select the **FM** check box if the item is foreign merchandise
 - Enter a quantity in the **Order QTY** field
4. To add another item, click **Add New Row** and repeat step 3.
5. Click **Save Changes**.
The [REQUISITION – OSO – ORDER DETAILS](#) page appears.
6. To save your work and resume at a later time, click **Save & Review Later**.

The **MANAGE ORDERS** page appears.

-or-

To confirm and generate the requisition, click **Confirm & Generate**.

The page updates and displays a confirmation message at the bottom of the page.



Caution: Do not click **Close** unless you have saved your work. Clicking the **Close** button before saving the requisition returns you to the **Manage Orders – Existing Records** page without saving your changes.

7. Click **Yes**.

The page updates and displays a confirmation message.

EDIT OR CONFIRM AN OSO REQUISITION

You can edit or confirm an unconfirmed OSO requisition. Follow these steps to remove items, add additional items, and confirm and generate the requisition.

1. Select **Manage Orders** from the **Order/Receive** menu.

The **MANAGE ORDERS – EXISTING RECORDS** page appears.

Manage Orders

Existing Records

Purchase Order (ASL/ACB) ▼

Order Number:

Order Type: ALL ▼

Status: ALL ▼

Start Date: 04/12/2013 End Date: 07/12/2013

2. Enter or select one or more of the following:
 - Enter an order number or partial number in the **Order Number** field
 - Select **Requisition – OSO** from the **Order Type** list
 - Select **Unconfirmed** from the **Status** list
 - Enter dates in the **Start Date** and **End Date** fields
3. Click **Search**.

The page updates and displays the search results.

Manage Orders

Existing Records

Purchase Order (ASL/ACB) ▼

Order Number:

Order Type: Requisition - OSO ▼

Status: Unconfirmed ▼

Start Date: 04/12/2013 End Date: 07/12/2013

Order Date	Order Number	Vendor	Amount	Status
07/12/2013		USS ARLEIGH BURKE (DDG-51)	\$32.25	Unconfirmed
04/30/2013		USS ARLEIGH BURKE (DDG-51)	\$129.00	Unconfirmed

4. In the **Order Date** column, click the link for the record you want to work with.

The **REQUISITION – OSO – ORDER DETAILS** page appears.

Requisition - OSO
 Order Details

Status: Unconfirmed
Order Date: N/A

Delivery FOB: Destination
 Other

Ship To: Pier Side Address
 FPO Address

Delivery: 08/12/2013

Requesting From

Requisition From: Other Supply Officer
 Other Appropriation
Select Activity:
Select Appropriation:

Point Of Contact: SUPPLY OFFICER NAME - US
Activity Name/UIC: USS ARLEIGH BURKE (DDG-51)
Address: 5450 Carlisle Pike
Zip: 17055

Appr
Symbol
Obj Cls
Cntrl No
Sub Allot
Auth Acct
Trans Type
Prop Acct
Cost Code

Requisition Items

Stock Num	Description	QOH	QOO	Cost	UI	QTY	Sell QTY	Total Cost	Remove
0500005862	22 HONEY ROASTED CASHEWS	2	57	1.29	EA	25	25	\$32.25	Remove

< Page 1 of 1 >
10 rows per page
Go to page:

Order Total: \$32.25

5. To edit the requisition, update the following information, as necessary:
 - Update the **Delivery FOB** and **Ship To** options.
 - Update the date in the **Delivery** field.
 - Update the information in the **Requesting From** section. See [Create an OSO Requisition](#), step 11 for more information.
 - Update the information in the **Requisition Items** section. See [Create an OSO Requisition](#), step 12 for more information.
 - To remove an item from the purchase order, click the **Remove** link for that item in the **Requisition Items** section.
 - To add an item to the order, click **Add Additional Items** and then follow steps 5, 6, 7 and 9 in [Create an OSO Requisition](#).
6. To save your work and resume at a later time, click **Save & Review Later**.

The **MANAGE ORDERS** page appears.

-or-

To confirm and generate the requisition, click **Confirm & Generate**.

The page updates and displays a confirmation message at the bottom of the page. **Continue to step 7.**

7. Click **Yes**.

The requisition is confirmed and a DD-1149 form may now be printed. See [Print a DD-1149 Form for an OSO Requisition](#).

8. Click **Close**.

The [MANAGE ORDERS – EXISTING RECORDS](#) page appears.

DELETE AN OSO REQUISITION

1. Access the **REQUISITION – OSO – ORDER DETAILS** page. See [Edit or Confirm an OSO Requisition](#) for instructions on accessing this page.

Requisition - OSO
 Order Details

Status: Unconfirmed **Order Date:** N/A

Delivery FOB: Destination Other
 Ship To: Pier Side Address FPO Address
 Delivery: 08/12/2013

Requesting From

Requisition From: Other Supply Officer Other Appropriation
Select Activity: **Point Of Contact:** SUPPLY OFFICER NAME - US
Select Appropriation: **Activity Name/UIC:** USS ARLEIGH BURKE (DDG-51)
Address: 5450 Carlisle Pike
Zip: 17055

Appr	Symbol	Obj Cls	Cntrl No	Sub Allot	Auth Acct	Trans Type	Prop Acct	Cost Code
<input type="text"/>								

Requisition Items

Stock Num	Description	QOH	QOO	Cost	UI	QTY	Sell QTY	Total Cost	Remove
0500005862	22 HONEY ROASTED CASHEWS	2	57	1.29	EA	25	25	\$32.25	Remove

< Page 1 of 1 > 10 rows per page Go to page:

Order Total: \$32.25

2. Click **Delete**.
A confirmation dialog box appears.
3. Click **OK**.
The **MANAGE ORDERS – EXISTING RECORDS** page appears and displays a confirmation message.

PRINT A DD-1149 FORM FOR AN OSO REQUISITION

You can print a form DD-1149 for OSO requisitions with a status of either “confirmed” or “unconfirmed.”

1. Select **Manage Orders** from the **Order/Receive** menu.

The **MANAGE ORDERS – EXISTING RECORDS** page appears.

Manage Orders

Existing Records

Purchase Order (ASL/ACB) ▼

Order Number:
 Order Type: ALL ▼
 Status: ALL ▼
 Start Date: 04/12/2013 End Date: 07/12/2013

2. Enter or select one or more of the following:
 - Enter an order number or partial number in the **Order Number** field
 - Select **Requisition – OSO** from the **Order Type** list
 - Select **Confirmed** or **Unconfirmed** from the **Status** list
 - Enter dates in the **Start Date** and **End Date** fields
3. Click **Search**.

The page updates and displays the search results.

Manage Orders

Existing Records

Purchase Order (ASL/ACB) ▼

Order Number:
 Order Type: Requisition - OSO ▼
 Status: Unconfirmed ▼
 Start Date: 04/12/2013 End Date: 07/12/2013

Order Date	Order Number	Vendor	Amount	Status
07/12/2013		USS ARLEIGH BURKE (DDG-51)	\$32.25	Unconfirmed
04/30/2013		USS ARLEIGH BURKE (DDG-51)	\$129.00	Unconfirmed

4. In the **Order Date** column, click the link for the record you want to work with.

The REQUISITION – OSO – ORDER DETAILS page appears.

Requisition - OSO
 Order Details

Status: Unconfirmed
Order Date: N/A

Delivery FOB: Destination
 Other

Ship To: Pier Side Address
 FPO Address

Delivery: 08/12/2013

Requesting From

Requisition From: Other Supply Officer
 Other Appropriation
Select Activity:
Select Appropriation:

Point Of Contact: SUPPLY OFFICER NAME - US
Activity Name/UIC: USS ARLEIGH BURKE (DDG-51)
Address: 5450 Carlisle Pike
Zip: 17055

Appr	Symbol	Obj Cls	Cntrl No	Sub Allot	Auth Acct	Trans Type	Prop Acct	Cost Code
<input type="text"/>								

Requisition Items

Stock Num	Description	QOH	QOO	Cost	UI	QTY	Sell QTY	Total Cost	Remove
0500005862	22 HONEY ROASTED CASHEWS	2	57	1.29	EA	25	25	\$32.25	Remove

< Page 1 of 1 >
10 rows per page
Go to page:

Order Total: \$32.25

5. Click **Print DD-1149**.



Note: See [Section 4 Printing and Saving Files from ROM3](#) for more information.

6.4 Smart Re-Orders

Smart Re-Order is intended to provide a semi-automated way to generate purchase orders and PRIME/CARGO requisitions. ROM3 can create a fairly accurate order based on user-entered criteria, such as crew size, operating zone, operating status, and sustainment days.

After entering all required parameters, the system compares the on-hand inventory quantities with average consumption rates for each item. Based on the difference of this calculation, ROM3 selects all necessary items and quantities for the order.



Note: The smart re-order calculation is based on actual sales history for each item. The longer ROM3 runs and the more sales data it collects, the more accurate this functionality will be.

This section includes the following task, which can be performed by the user groups indicated with an "X."

	Activity	Enterprise	TYCOM	DFAS
• Create a Smart Re-Order	X			

CREATE A SMART RE-ORDER

1. Select **Manage Orders** from the **Order/Receive** menu.

The **MANAGE ORDERS – EXISTING RECORDS** page appears.

Manage Orders
Existing Records

Create New Order Purchase Order (ASL/ACB) Printable Version
Regenerate EDI

Order Number:
Order Type: ALL
Status: ALL
Start Date: 05/20/2013 End Date: 08/20/2013
Search

2. Select **Smart Re-Order (ASL/ACB)** or **Smart Re-Order (CARGO)** from the **Order Type** list, depending on which type of order you want to create, and then click **Create New Order**.

Manage Orders
Existing Records

Create New Order Purchase Order (ASL/ACB) Printable Version
Regenerate EDI

Order Number:
Order Type: Smart Re-Order (ASL/ACB)
Status: ALL
Start Date: 05/20/2013 End Date: 09/26/2013
Search

Select the type of order to create.

The **PURCHASE ORDER – SMART REORDER** page appears.

Purchase Order
Smart Reorder

Re-Order Parameters

Operating Zone: B - San Diego Activity Status: Deployed
Limit to Department: ALL Limit to Category: ALL
Expected Crew Size: 500 Sustainment Days: 30
Calculate Items/Quantities Cancel Re-Order

3. Enter or select one or more of the following:

- Select the operating zone you want the order to be fulfilled in from the **Operating Zone** list
- Select the intended operating status from the **Activity Status** list



Note: The **Activity Status** is taken into consideration in the Smart Re-Order calculation. For example, you will need more stock if you are deployed compared to being in the yard.

- To limit the calculation to a specific department, select an option from the **Department** list
- To limit the calculation to a specific category, select an option from the **Category** list (list becomes active after selecting a department)
- Enter the expected crew size in the **Expected Crew Size** field
- Enter the number of days' worth of inventory to have on hand in the **Sustainment Days** field

4. Click **Calculate Items/Quantities**.

The page updates and displays the results.

Purchase Order

Smart Reorder

Re-Order Parameters

Operating Zone: Activity Status:

Limit to Department: Limit to Category:

Expected Crew Size: Sustainment Days:

Suggested Items & Quantities

of Items Per PO: (max 99)

Stock Num	Description	Contract #	QOH	QOO	Cost	Order UI	Order QTY	Sell UI	Sell QTY	Remove
1200001006	1 9/16" LAMINATED STL PIN TUMBLER	N00189-08-D-0010	1859	4	\$4.74	EA	<input type="text" value="996"/>	EA	996	Remove
3800006871	4GB SD MEMORY CRD HI SPD 90MB/S	N00189-08-D-0010	156	0	\$25.25	EA	<input type="text" value="648"/>	EA	648	Remove
1100005614	ALWAYS ULTRA W\WINGS	N00189-08-D-0010	1036	0	\$3.24	EA	<input type="text" value="288"/>	EA	288	Remove
051000	BIG BOLD BEARS	N00189-07-D-0078	65	0	\$0.82	EA	<input type="text" value="624"/>	EA	624	Remove
0500000392	MILKY WAY BAR	N00189-08-D-0010	12734	0	\$0.58	EA	<input type="text" value="360"/>	EA	360	Remove



Note: If you change the calculation options in the **Re-Order Parameters** section, click **Calculate Items/Quantities** to recalculate the suggested order items.

5. To remove an item from the order, click the link in the **Remove** column for that item.
6. To update the order quantity of an item, enter the new quantity in the **Order QTY** field.



Note: If you have more than one page of order items, click the **Next** button  to go to the next page. You will not lose any changes made on the previous page.

7. To manually add additional items to the order, click **Add Additional Items**. See [Create a Purchase Order for instructions](#).
8. Click **Create Purchase Orders** or **Create Requisition** depending on the type of Smart Re-Order selected.

If more than one purchase order was created, the [MANAGE ORDERS – EXISTING RECORDS](#) page appears. In the **Order Date** column, click the link for the record you want to finish and then follow the instructions in [Edit or Confirm a Purchase Order](#).

-or-

If only a single purchase order was created, the [PURCHASE ORDER – ORDER DETAILS](#) page appears. See [Edit or Confirm a Purchase Order](#) for information on completing the order.

-or-

If a CARGO Requisition was created, the [REQUISITION - CARGO](#) page appears. See [Edit or Confirm a CARGO or PRIME Requisition](#) for more information on completing the requisition.

6.5 Emergency Procurements

In ROM3, you can create an emergency procurement order, add non-standard items to the system as necessary, and generate a DD-1155 Form for processing.

A ship may acquire items to sell in the ship's store from non-standard vendors while visiting various ports. These items may be standard items, identical to those in the catalog, or they may be non-standard items that must be added to the system. These orders generate a DD-1155 Form and are typically paid for with a check from the disbursing officer.

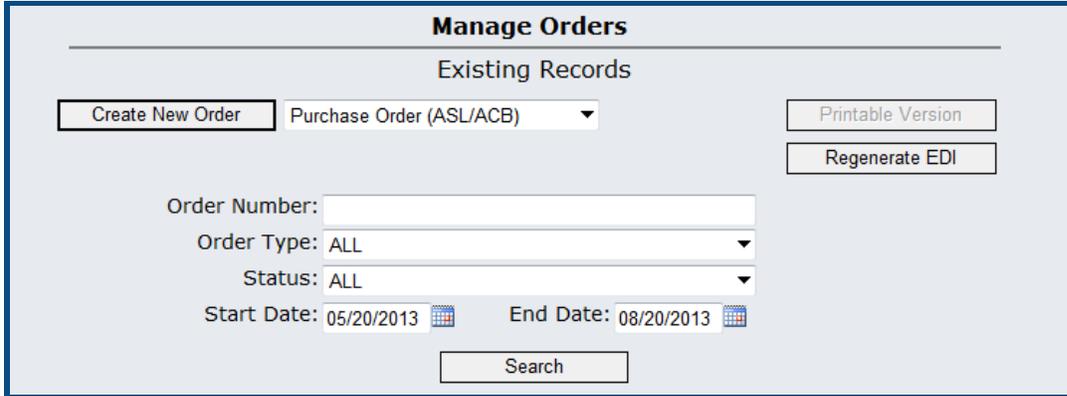
This section includes the following tasks, which can be performed by the user groups indicated with an "X."

	Activity	Enterprise	TYCOM	DFAS
• View an Emergency Procurement	X	X	X	X
• Create an Emergency Procurement	X			
• Add Non-Standard Items to an Emergency Procurement	X			
• Edit or Confirm an Emergency Procurement	X			
• Delete an Emergency Procurement	X			
• Print a DD Form 1155 Form for an Emergency Procurement	X	X	X	X

VIEW AN EMERGENCY PROCUREMENT

1. Select **Manage Orders** from the **Order/Receive** menu.

The **MANAGE ORDERS – EXISTING RECORDS** page appears.



The screenshot shows a web interface titled "Manage Orders" with a sub-section "Existing Records". It features several input fields and buttons: "Create New Order", a dropdown menu for "Purchase Order (ASL/ACB)", "Printable Version", "Regenerate EDI", "Order Number:" (text input), "Order Type:" (dropdown menu with "ALL" selected), "Status:" (dropdown menu with "ALL" selected), "Start Date:" (calendar icon) with "05/20/2013" entered, "End Date:" (calendar icon) with "08/20/2013" entered, and a "Search" button.



Note: The fields and buttons you see on this page may be different from the ones shown here, depending on your user role.

2. Enter or select one or more of the following:
 - Enter an order number or partial number in the **Order Number** field or leave the field blank
 - Select an activity from the **Select Activity** list (available for users with Enterprise user roles only)
 - Select **Emergency Procurement** from the **Order Type** list
 - Select a status from the **Status** list
 - Enter dates in the **Start Date** and **End Date** fields
3. Click **Search**.

The page updates and displays the search results.

Manage Orders

Existing Records

Purchase Order (ASL/ACB) ▼

Order Number:

Order Type: Emergency Procurement ▼

Status: ALL ▼

Start Date: End Date:

Order Date	Order Number	Vendor	Amount	Status
08/12/2013	W23153-3224-9855	ACOSTA, INC.	\$144.00	Received
08/08/2013	W23153-3220-9850	ACOSTA, INC.	\$5.00	Confirmed
08/07/2013	W23153-3219-9847	ACOSTA, INC.	\$7.00	Received
05/22/2013	W23153-3142-9831	African Supply Co.	\$25.00	Confirmed
05/22/2013	W23153-3142-9830	African Supply Co.	\$4.00	Confirmed
05/22/2013	W23153-3142-9829	African Supply Co.	\$1.00	Confirmed

< Page 1 of 2 >
10 rows per page ▼
Go to page:

- In the **Order Date** column, click the link for the record you want to view.

The EMERGENCY PROCUREMENT – ORDER DETAILS page appears.

Emergency Procurement										
Order Details										
W23153-3224-9855			Status: Received				Order Date: 08/12/2013			
Delivery FOB: <input checked="" type="radio"/> Destination <input type="radio"/> Other			Ship To: <input checked="" type="radio"/> Pier Side Address <input type="radio"/> FPO Address				Delivery: <input type="text" value="09/12/2013"/>			
Vendor / Payment Information										
Vendor						Payment Made By				
Vendor Name: <input type="text" value="ACOSTA, INC."/>						Donny Disbo				
Address: <input type="text" value="8031 HAMPTON BLVD."/>						Disbursing Officer				
<input type="text" value="address_2"/>						USS BAINBRIDGE (DDG-96)				
<input type="text" value="NORFOLK, VA 23505-1001"/>						FPO AA 17053				
Zip Code: <input type="text"/>										
Phone: <input type="text" value="(800) 446-8089"/>										
Requisition Items										
Stock Num	Description	QOH	QOO	Cost	QTY	Buy UI	Sub Cs/Pk	Sell QTY	Total Cost	Remove
183939HH0001	AXE Shower Gel Kilo	40	0	12.00	12	CS ▾	24	288	\$144.00	Remove
<input type="button" value="Page 1 of 1"/>		<input type="button" value="10 rows per page"/> ▾		Go to page: <input type="text"/> <input type="button" value="Go"/>						
<input type="button" value="Print DD-1155"/>									Order Total: \$144.00	
<input type="button" value="Close"/>										

CREATE AN EMERGENCY PROCUREMENT

1. Select **Manage Orders** from the **Order/Receive** menu.

The **MANAGE ORDERS – EXISTING RECORDS** page appears.

2. Select the **Emergency Procurement** option from the **Order Type** list, shown below, and then click **Create New Order**.

The **EMERGENCY PROCUREMENT – ADD ITEMS** page appears.



Note: For instructions on adding non-standard items to the requisition, see [Add Non-Standard Items to an Emergency Procurement](#).

3. Enter or select one or more of the following:
 - Enter a stock number or item name (or partial number or name) in the **Item Search** field
 - Select an option from the **Department** list
 - Select an option from the **Category** list (list becomes active after selecting a department)

- Click **Search Items**.

The page updates and displays the search results.

Emergency Procurement

Add Items

Item Search:

Department: Category:

Dept	Category	Stock Num	Description	QOH	QOO	Cost	UI	Order QTY	Sell QTY
A1	Food	0500005862	22 HONEY ROASTED CASHEWS	0	65	<input type="text"/>	EA	<input type="text"/>	0
A1	Food	3113130000005	ACT II Butter Lovers Popcorn	466	76	<input type="text"/>	EA	<input type="text"/>	0
A1	Meat	311311000003	BBQ PORK JERKY	0	6	<input type="text"/>	EA	<input type="text"/>	0
A1	Meat	10000000014	Bic Dispos. Lighter	27	03	<input type="text"/>	EA	<input type="text"/>	0
A1	Cake	0710000002	Curly Pie	0	0	<input type="text"/>	EA	<input type="text"/>	0
A1	Meat	0710000007	HICKORY BEEF JERKY	0	0	<input type="text"/>	EA	<input type="text"/>	0
A1	Beef Jerky	808500HH0002	Jack Links	0	0	<input type="text"/>	EA	<input type="text"/>	0

- Enter the cost price for each item in the **Cost** field.
- Enter a number in the **Order QTY** field for each item you want to add to the order.



Note: If you have more than one page of search results, click the **Next** button to go to the next page. You will not lose any selections made on the previous page.

- Click **Save Changes**.

The page updates, the information you just added is saved, and the **Done Adding Items** button appears.

- To add more items, repeat steps 3 to 7.

-or-

To add non-standard items, click **Add Non-Standard Items**. See [Add Non-Standard Items to an Emergency Procurement](#) for more information.

- Click **Done Adding Items**.

The EMERGENCY PROCUREMENT – ORDER DETAILS page appears.

Emergency Procurement										
Order Details										
Status: Unconfirmed					Order Date: N/A					
Delivery FOB: <input checked="" type="radio"/> Destination <input type="radio"/> Other			Ship To: <input checked="" type="radio"/> Pier Side Address <input type="radio"/> FPO Address			Delivery: 09/20/2013				
Vendor / Payment Information										
Select Vendor: New Vendor										
Vendor					Payment Made By					
Vendor Name: <input type="text"/>					Donny Disbo					
Address: <input type="text"/>					Disbursing Officer					
<input type="text"/>					USS BAINBRIDGE (DDG-96)					
<input type="text"/>					FPO AA 17053					
Zip Code: <input type="text"/>										
Phone: <input type="text"/>										
Requisition Items										
Stock Num	Description	OOH	QOO	Cost	QTY	Buy UI	Sub Cs/Pk	Sell QTY	Total Cost	Remove
3113130000005	ACT II Butter Lovers Popcorn	466	76	1.23	50	EA ▾	1	50	\$61.50	Remove
322211000001	Chewy Bar - Smore	131	670	1.59	20	EA ▾	1	20	\$31.80	Remove
		Page 1 of 1		10 rows per page		Go to page: <input type="text"/>		<input type="button" value="Go"/>		
<input type="button" value="Print DD-1155"/>								Order Total: \$93.30		
<input type="button" value="Add Additional Items"/>			<input type="button" value="Save & Review Later"/>			<input type="button" value="Confirm & Generate"/>			<input type="button" value="Close"/>	

10. At the top of the page, enter or select the following:

- Select a **Delivery FOB** option
- Select a **Ship To** address option
- Enter a date in the **Delivery** field

11. In the **Vendor/Payment Information** section, enter or select the following:

- Select a vendor from the **Select Vendor** list
- Enter vendor information in the **Vendor** fields, if applicable



Note: If you select an existing vendor, the **Vendor** fields are system-populated. If you select the **New Vendor** option, you must enter information in the **Vendor** fields.

12. In the **Requisition Items** section, make any necessary changes:

- To update the cost or quantity of an item, enter new information in the **Cost** or **QTY** fields.
- To remove an item from the list, click the link in the **Remove** column for that item.
- To add an item to the list, click **Add Additional Items**. Follow steps 3 through 7 of this procedure.
- To save your work and resume at a later time, click **Save & Review Later**.
- To confirm and generate the requisition, click **Confirm & Generate**.



Caution: Do not click **Close** unless you have saved your work. Clicking the **Close** button before saving the requisition returns you to the **Manage Orders – Existing Records** page without saving your changes.

ADD NON-STANDARD ITEMS TO AN EMERGENCY PROCUREMENT

Follow these steps to add non-standard items to an emergency procurement. You can add the items while creating a new order or while editing an existing order.

1. Access the [EMERGENCY PROCUREMENT – ADD ITEMS](#) page. See [Create an Emergency Procurement](#) or [Edit or Confirm an Emergency Procurement](#) for instructions on accessing this page.

Emergency Procurement
Add Items

Item Search:

Department: ALL Category: ALL

2. Click **Add Non-Standard Items**.

The [EMERGENCY PROCUREMENT – ADD NEW ITEMS \(NON-STANDARD\)](#) page appears.

Emergency Procurement
Add New Items (Non-Standard)

<input type="button" value="Add New Row"/>										<input type="button" value="Save Changes"/>	
Dept	Category	Description	Cost	Buy UI	Sub Cs/Pk	Sell UI	UPC	FM	QTY	Remove	
? <input type="button" value="v"/>	? <input type="button" value="v"/>	? <input type="text"/>	# <input type="text"/>	EA <input type="button" value="v"/>	1	EA <input type="button" value="v"/>	<input type="text"/>	<input type="checkbox"/>	# <input type="text"/>	Remove	
<input type="button" value="Add New Row"/>										<input type="button" value="Save Changes"/>	

3. Select or enter the following:
 - Select the department for the new item from the **Dept** list
 - Select the category for the new item from the **Category** list
 - Enter the item's description in the **Description** field
 - Enter the unit cost for the item in the **Cost** field
 - Select the unit of issue for the item from the **Buy UI** list
 - Enter the number of selling units per order unit (usually 1) in the **Sub Cs/Pk** field
 - Enter the selling unit of issue for the item (typically EA) from the **Sell UI** list
 - Enter the Universal Product Code in the **UPC** field, if known
 - Select the **FM** check box if the item is foreign merchandise
 - Enter the quantity you want to order in the **QTY** field
4. To add another item, click **Add New Row** and repeat step 3.
5. Click **Save Changes**.

The [EMERGENCY PROCUREMENT – ORDER DETAILS](#) page appears.

6. To save your work and resume at a later time, click **Save & Review Later**.

The [MANAGE ORDERS – EXISTING RECORDS](#) page appears.

-or-

To confirm and generate the emergency procurement, click **Confirm & Generate**.

The page updates and displays a confirmation message at the bottom of the page.



Caution: Do not click **Close** unless you have saved your work. Clicking the **Close** button before saving the requisition returns you to the **Manage Orders – Existing Records** page without saving your changes.

7. Click **Yes**.

The page updates and displays a confirmation message.

EDIT OR CONFIRM AN EMERGENCY PROCUREMENT

Follow these steps to edit a saved emergency procurement with a status of "Unconfirmed." You can add additional items, confirm and generate the requisition, or delete the record.

1. Select **Manage Orders** from the **Order/Receive** menu.

The **MANAGE ORDERS – EXISTING RECORDS** page appears.

Manage Orders

Existing Records

Purchase Order (ASL/ACB) ▼

Order Number:

Order Type: ALL ▼

Status: ALL ▼

Start Date: 05/20/2013 End Date: 08/20/2013

2. Enter or select one or more of the following:
 - Enter an order number or partial number in the **Order Number** field
 - Select **Emergency Procurement** from the **Order Type** list
 - Select **Unconfirmed** from the **Status** list
 - Enter dates in the **Start Date** and **End Date** fields
3. Click **Search**.

The page updates and displays the search results.

Manage Orders

Purchase Order (ASL/ACB) ▼

Existing Records

Order Number:

Order Type: Emergency Procurement ▼

Status: Unconfirmed ▼

Start Date: 05/07/2013 End Date: 05/08/2013

Order Date	Order Number	Vendor	Amount	Status
05/08/2013		Test Vendor	\$52.30	Unconfirmed
05/08/2013		African Supply Co.	\$24.00	Unconfirmed
05/08/2013		Test Vendor Z	\$201.90	Unconfirmed

4. In the **Order Date** column, click the link for the record you want to work with.

The EMERGENCY PROCUREMENT – ORDER DETAILS page appears.

Emergency Procurement

Order Details

Status: Unconfirmed
Order Date: N/A

Delivery FOB: Destination
 Other

Ship To: Pier Side Address
 FPO Address

Delivery: 06/08/2013

Vendor / Payment Information

Select Vendor: Test Vendor - 123 W Main Street - Anytown, PA 17704

Vendor

Vendor Name:

Address:

Phone:

Payment Made By

Disbursing Officer NAME - USS ANYSHIP
 Disbursing Officer
 USS BAINBRIDGE (DDG-96)
 FPO AA 17053

Requisition Items

Stock Num	Description	QOH	QOO	Cost	UI	QTY	Sell QTY	Total Cost	Remove
5700000000000X	X-Large Shower Shoe	0	30	5.23	EA	10	10	\$52.30	Remove

< Page 1 of 1 >
10 rows per page
Go to page:

Order Total: \$52.30

5. To edit the emergency procurement, update the following information, as necessary:
 - Update **Delivery FOB**, **Ship To**, and **Delivery** information, if needed.
 - Update the information in the **Vendor/Payment Information** section. See [Create an Emergency Procurement](#), step 11 for more information.
 - Update the information in the **Requisition Items** section. See [Create an Emergency Procurement](#), step 12 for more information.
 - To remove an item from the purchase order, click the **Remove** link for that item in the **Requisition Items** section.
 - To add an item to the order, click **Add Additional Items** and then follow steps 3 to 7 in [Create an Emergency Procurement](#).
6. To save your work and resume at a later time, click **Save & Review Later**.

The **MANAGE ORDERS – EXISTING RECORDS** page appears.

-or-

To confirm and generate the requisition, click **Confirm & Generate**.

The page updates and displays a confirmation message at the bottom of the page.



Caution: Do not click **Close** unless you have saved your work. Clicking the **Close** button before saving the requisition returns you to the **Manage Orders – Existing Records** page without saving your changes.

7. Click **Yes**.

The page updates and displays a confirmation message.

DELETE AN EMERGENCY PROCUREMENT

1. Access the **EMERGENCY PROCUREMENT – ORDER DETAILS** page. See [Edit or Confirm an Emergency Procurement](#) for instructions on accessing this page.

Emergency Procurement

Order Details

Status: Unconfirmed
Order Date: N/A

Delivery FOB: Destination
 Other

Ship To: Pier Side Address
 FPO Address

Delivery: 06/08/2013

Vendor / Payment Information

Select Vendor: Test Vendor - 123 W Main Street - Anytown, PA 17704

Vendor

Vendor Name:

Address:

Phone:

Payment Made By

Disbursing Officer NAME - USS ANYSHIP
 Disbursing Officer
 USS BAINBRIDGE (DDG-96)
 FPO AA 17053

Requisition Items

Stock Num	Description	QOH	QOO	Cost	UI	QTY	Sell QTY	Total Cost	Remove
5700000000000X	X-Large Shower Shoe	0	30	5.23	EA	10	10	\$52.30	Remove

< Page 1 of 1 >
10 rows per page
Go to page:

Order Total: \$52.30

2. Click **Delete**.

A confirmation dialog box appears.

3. Click **OK**.

The **MANAGE ORDERS – EXISTING RECORDS** page appears and displays a confirmation message.

PRINT A DD-1155 FORM FOR AN EMERGENCY PROCUREMENT

You can print a DD-1155 Form for emergency procurements with a status of either “confirmed” or “unconfirmed.”

1. Select **Manage Orders** from the **Order/Receive** menu.

The **MANAGE ORDERS – EXISTING RECORDS** page appears.

2. Enter or select one or more of the following:
 - Enter an order number or partial number in the **Order Number** field
 - Select **Purchase Order** from the **Order Type** list
 - Select **Confirmed** or **Unconfirmed** from the **Status** list
 - Enter dates in the **Start Date** and **End Date** fields
3. Click **Search**.

The page updates and displays the search results.

Order Date	Order Number	Vendor	Amount	Status
05/08/2013		Test Vendor	\$52.30	Unconfirmed
05/08/2013		African Supply Co.	\$24.00	Unconfirmed
05/08/2013		Test Vendor Z	\$201.90	Unconfirmed

4. In the **Order Date** column, click the link for the record you want to work with.

The PURCHASE ORDER – ORDER DETAILS page appears.

Emergency Procurement
 Order Details

Status: Unconfirmed
Order Date: N/A

Delivery FOB: Destination
 Other

Ship To: Pier Side Address
 FPO Address

Delivery: 06/08/2013

Vendor / Payment Information

Select Vendor: Test Vendor - 123 W Main Street - Anytown, PA 17704 ▼

Vendor

Vendor Name:

Address:

Phone:

Payment Made By

Disbursing Officer NAME - USS ANYSHIP
 Disbursing Officer
 USS BAINBRIDGE (DDG-96)
 FPO AA 17053

Requisition Items

Stock Num	Description	QOH	QOO	Cost	UI	QTY	Sell QTY	Total Cost	Remove
5700000000000X	X-Large Shower Shoe	0	30	5.23	EA	10	10	\$52.30	Remove

< Page 1 of 1 >
10 rows per page ▼
Go to page:

Order Total: \$52.30

- Click **Print DD-1155**.



Note: See [Section 4 Printing and Saving Files from ROM3](#) for more information.

6.6 Receipts

ROM3 allows you to view all receipts and create new receipts in order to receive orders into the system.

This module allows a user to receive a previously confirmed order of any type, including purchase orders, special orders, and requisitions. When an order arrives at the ship, a receipt is created to record quantities received, and actual invoice pricing. This action adds the item into inventory, updates cost prices, potentially updates retail prices, and accounts for any shipping charges and/or discounts.

This module also covers handling of EDI 857 invoice transactions. These transactions typically arrive ahead of the order and provide updated quantity and pricing information from the vendor. If an 857 is received prior to the order being receipted, quantities and prices are pre-filled according to the 857. If the 857 arrives after the order has already been receipted, cost prices are updated, but quantities are not affected.

There are several reports which may be generated within this module. A Receiving Report provides a detailed look at a specific receipt, an 857 Discrepancy Report shows all instances of a received 857 containing information that differs from the activity's original 860 order transaction, and the B01/B05 Journal of Receipts lists all receipts confirmed within a selected accounting period.

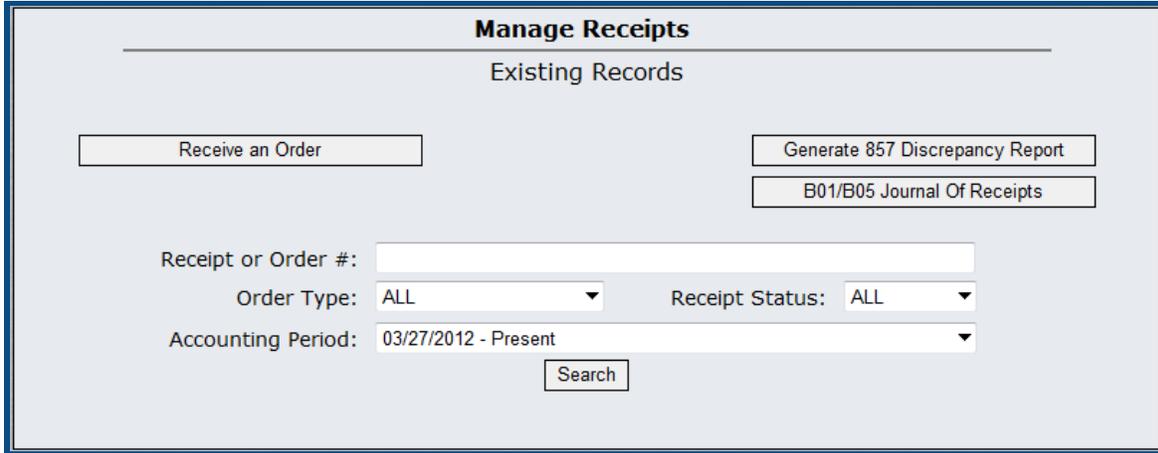
This section includes the following tasks, which can be performed by the user groups indicated with an "X."

	Activity	Enterprise	TYCOM	DFAS
• View a Receipt	X	X	X	X
• Create a New Receipt (Receive an Order)	X			
• Edit or Confirm a Receipt	X			
• Generate a Receiving Report	X			
• Generate an 857 Discrepancy Report	X	X	X	X
• Print a B01/B05 Journal of Receipts Report	X	X	X	X

VIEW A RECEIPT

1. Select **View Receipts** from the **Order/Receive** menu.

The **MANAGE RECEIPTS – EXISTING RECORDS** page appears.



Manage Receipts
Existing Records

Receive an Order Generate 857 Discrepancy Report
B01/B05 Journal Of Receipts

Receipt or Order #:

Order Type: ALL Receipt Status: ALL

Accounting Period: 03/27/2012 - Present

Search



Note: The fields and buttons you see on this page may be different from the ones shown here, depending on your user role.

2. Enter or select one or more of the following:
 - Enter an order number or partial number in the **Receipt or Order #** field or leave the field blank
 - Select an option from the **Order Type** list
 - Select an option from the **Receipt Status** list
 - Select an activity from the **Select Activity** list (available for users with Enterprise user roles only)
 - Select an option from the **Accounting Period** list
3. Click **Search**.

The page updates and displays the search results.

Manage Receipts

Existing Records

Receive an Order
Generate 857 Discrepancy Report

B01/B05 Journal Of Receipts

Receipt or Order #:

Order Type: Requisition - OSO Receipt Status: ALL

Accounting Period: All

Receipt Date	Receipt Num	Order Number	Vendor / Source	Order Type	Status
02/28/2013	056	W23153-3059-9906	USS ARLEIGH BURKE (DDG-51)	Requisition - OSO	Confirmed
02/28/2013	055	W23153-3059-9906	USS ARLEIGH BURKE (DDG-51)	Requisition - OSO	Confirmed
02/27/2013	054	W23153-3057-9904	USS ARLEIGH BURKE (DDG-51)	Requisition - OSO	Confirmed
02/27/2013	053	W23153-3057-9904	USS ARLEIGH BURKE (DDG-51)	Requisition - OSO	Confirmed
02/25/2013	051	W23153-3056-9902	USS ARLEIGH BURKE (DDG-51)	Requisition - OSO	Confirmed

< Page 1 of 1 > 10 rows per page Go to page:

- In the **Receipt Date** column, click the link for the record you want to view.

The **RECEIVE AN ORDER** page appears.

Receive An Order

Receipt #051

Status: Confirmed

Receipt Date: 02/25/2013

Order # W23153-3056-9902

Order Date: 02/25/2013

Order Type: Requisition - OSO

Vendor/Source: USS ARLEIGH BURKE (DDG-51)

857: Not-Received

FOB: Destination

Receipt Information

Cash Discount: \$ **Shipping:** \$ **Receiving Date:**

Receiving Notes:

rec

Order Items

Stock Number	Description	Cost	Order Qty	Rec Qty	Prev Rec	Remain	Cancel Qty	Sub CS Qty	Receive To
0500005862	22 HONEY ROASTED CASHEWS	37.00	2	<input type="text" value="2"/>	0	0	<input type="text" value="0"/>	1	9905 ▼
3113250000003	311311 test	1.00	50	<input type="text" value="50"/>	0	0	<input type="text" value="0"/>	1	9905 ▼
3113130000005	ACT II Butter Lovers Popcorn	0.50	50	<input type="text" value="50"/>	0	0	<input type="text" value="0"/>	1	9905 ▼

< Page 1 of 1 > 10 rows per page Go to page:

Receipt Total: \$149.00

Receiving Report Close

CREATE A NEW RECEIPT (RECEIVE AN ORDER)

When you receive a confirmed order in ROM3, a new receipt is created. You can then record the quantities received for each item on the order, along with any shipping charges or price changes. You can save the receipt and work on it at a later time, or you can confirm and submit it to receive the items into inventory.

1. Select **Receive an Order** from the **Order/Receive** menu.

The **RECEIVE AN ORDER – SELECT ORDER TO RECEIVE** page appears.

The screenshot shows a web form titled "Receive An Order" with the subtitle "Select Order To Receive". It contains the following fields and controls:

- Order Number:
- Order Type: (dropdown menu)
- Status: (dropdown menu)
- Search:
- Cancel:

2. Enter or select one or more of the following:
 - Enter an order number or partial number in the **Order Number** field or leave the field blank
 - Select an option from the **Order Type** list
 - Select an option from the **Status** list
3. Click **Search**.

The page updates and displays the search results.

The screenshot shows the same "Receive An Order" form, but now with search results. The "Order Number" field contains "9812". Below the form is a table with the following data:

RDD	Order Date	Order #	Vendor / Source	Order Type	Status
04/12/2013	03/13/2013	W23153-3072-9812	ACOSTA, INC.	Purchase Order	Confirmed

Below the table is a pagination control:



Note: By default, orders are listed by their Requested Delivery Date (RDD). Any late orders are displayed first, followed by the orders closest to the current date.

4. In the **RDD** column, click the link for the order you want to work with.

The **RECEIVE AN ORDER** page appears.

Receive An Order									
Status: Unconfirmed					Receipt Date: N/A				
Order # W23153-3072-9812			Order Date: 03/13/2013			Order Type: Purchase Order			
Vendor/Source: ACOSTA, INC.			857: Not-Received			FOB: Destination			
Receipt Information									
Cash Discount: \$ 0.00			Shipping: \$ 0.00			Receiving Date: 05/14/2013			
Receiving Notes:									
Order Items									
<i>Default Receiving Locations:</i> M3 items (cans): 9900 - Storeroom All other items: 9900 - Storeroom <input type="button" value="Apply"/>									
Stock Number	Description	Cost	Order Qty	Rec Qty	Prev Rec	Remain	Cancel Qty	Sub CS Qty	Receive To
1839390000003	Coppertone Sun Spray SPF-30	7.74	5	0	0	5	0	1	9900
1839390000001	Suave Mens Body Wash Refresh	1.94	10	0	0	10	0	1	9900
<input type="button" value="Receive All Remaining"/>			Receipt Total: \$0.00						
<input type="button" value="Save & Review Later"/> <input type="button" value="Confirm & Submit"/> <input type="button" value="Receiving Report"/> <input type="button" value="Close"/>									

5. In the **Receipt Information** section, enter the following, if necessary:

- Record any shipping charges in the **Shipping** field
- Enter the date the items actually arrived in the **Receiving Date** field
- Enter notes in the **Receiving Notes** field, as necessary

6. In the **Order Items** section, you have two options. You can enter information for each item on the order or you can click the **Receive All Remaining** button to receive all outstanding items on the order.

Select or enter the following, if applicable, for each item in the order:

- If the cost on the invoice is different from the order cost, enter the invoice cost in the **Cost** field
- Enter the quantity received in the **Rec Qty** field
- Enter any quantities cancelled by the vendor in the **Cancel Qty** field



Note: After entering a quantity in either the **Rec Qty** field or the **Cancel Qty** field, the **Receive All Remaining** button becomes inactive.

- Select an option from the **Receive To** list



Tip: Use the **Receive To** list to receive specific items directly into a specific storage location. For example, rather than receive cans of soda into the 9900 storeroom and then break them out to 9700 soda vending, select 9700 from the **Receive To** list.

Use the **Default Receiving Locations** lists to set the default receiving location for M3 items and all other items. Select the desired location and then click **Apply**.

-or-

- Click **Receive All Remaining** to populate the **Rec Qty** field with the remaining quantity of that item on the order
- Select an option from the **Receive To** list

7. To save your work and resume at a later time, click **Save & Review Later**.

The [RECEIVE AN ORDER – SELECT ORDER TO RECEIVE](#) page appears.

-or-

To confirm the receipt and add items to inventory, click **Confirm & Submit**.

The page updates and displays a confirmation message at the bottom of the page. **Continue to step 8.**

Confirming this receipt will post the received items to inventory, are you sure you want to continue?



Caution: Do not click **Close** unless you have saved your work. Clicking the **Close** button before saving the requisition returns you to the **Receive an Order – Select Order to Receive** page without saving your changes.

8. Click **Yes**.

The page updates and displays a confirmation message.

9. If the cost price of any items has changed enough to suggest a new retail price, you will see another confirmation message asking if you want to view the new price.

The cost price of at least one item has changed enough to suggest a new retail price. Would you like to view the suggested new retail prices?

Click **Yes** to view or **No** to continue.

If you click **Yes**, the [RECEIVE AN ORDER – SUGGESTED RETAIL PRICES](#) page appears.

Receive An Order

Suggested Retail Prices

Printer:

Stock Number	Description	Old Cost	New Cost	Curr Retail	New Retail	Accept	Label Qty	Non-EPOS?
311313000009	Nerds Candy	\$0.5898	\$3.4375	\$1.05	6.00	<input type="checkbox"/>	0	No

Page 1 of 1

10 rows per page

10. Enter or select the following for each item:

- Update the price in the **New Retail** field, if necessary



Note: ROM will have already calculated the new retail price based on the new cost price and the default markup percentage for the item's department.

- Select the **Accept** check box to set the price in the **New Retail** field as the item's new retail price



Note: Do not select this check box for a Non-EPOS item (item has a "Yes" in the **Non-EPOS?** column), if an inventory has not been performed first. You can also change the retail price for any item on the **Edit Inventory – Item Price** page at a later time.

- Select the **Print Label** check box to print a new barcode label for the item with the new retail price



Note: Select the desired label printer from the **Printer** list.

11. Click **Apply Changes**.

The [RECEIVE AN ORDER](#) page appears and displays a confirmation message.

EDIT OR CONFIRM A RECEIPT

Follow these steps to edit a saved receipt with a status of “Unconfirmed.” You can add additional received items, or confirm and submit the receipt. After confirming the receipt, it can no longer be edited.

1. Select **Receive an Order** from the **Order/Receive** menu.

The **RECEIVE AN ORDER – SELECT ORDER TO RECEIVE** page appears.

Receive An Order

Select Order To Receive

Order Number:

Order Type: ALL Status: ALL

2. Enter or select one or more of the following:
 - Enter an order number or partial number in the **Order Number** field or leave the field blank
 - Select an option from the **Order Type** list
 - Select an option from the **Status** list

3. Click **Search**.

The page updates and displays the search results.

Receive An Order

Select Order To Receive

Order Number: 9812

Order Type: ALL Status: ALL

RDD	Order Date	Order #	Vendor / Source	Order Type	Status
04/12/2013	03/13/2013	W23153-3072-9812	ACOSTA, INC.	Purchase Order	Confirmed

Page 1 of 1
 10 rows per page
 Go to page:

4. In the **RDD** column, click the link for the order you want to work with.

The [RECEIVE AN ORDER](#) page appears.

Receive An Order									
Status: Unconfirmed					Receipt Date: N/A				
Order # W23153-3072-9812			Order Date: 03/13/2013			Order Type: Purchase Order			
Vendor/Source: ACOSTA, INC.			857: Not-Received			FOB: Destination			
Receipt Information									
Cash Discount: \$ 0.00			Shipping: \$ 0.00			Receiving Date: 05/14/2013			
Receiving Notes:									
Order Items									
Default Receiving Locations: M3 items (cans): 9900 - Storeroom All other items: 9900 - Storeroom <input type="button" value="Apply"/>									
Stock Number	Description	Cost	Order Qty	Rec Qty	Prev Rec	Remain	Cancel Qty	Sub CS Qty	Receive To
1839390000003	Coppertone Sun Spray SPF-30	7.74	5	0	0	5	0	1	9900
1839390000001	Suave Mens Body Wash Refresh	1.94	10	0	0	10	0	1	9900
<input type="button" value="Receive All Remaining"/>			Receipt Total: \$0.00						
<input type="button" value="Save & Review Later"/>			<input type="button" value="Confirm & Submit"/>			<input type="button" value="Receiving Report"/>		<input type="button" value="Close"/>	

- To **edit** the receipt, update the following information, as necessary:
 - Update any shipping charges in the **Shipping** field
 - Update the date the items actually arrived in the **Receiving Date** field
 - Update notes in the **Receiving Notes** field
 - Update the invoice cost in the **Cost** field
 - Update the quantity received in the **Rec Qty** field
 - Update any quantities cancelled by the vendor in the **Cancel Qty** field
- To save your work and resume at a later time, click **Save & Review Later**.

The [RECEIVE AN ORDER](#) page appears.

-or-

To confirm and submit the receipt, click **Confirm & Submit**.

The page updates and displays a confirmation message at the bottom of the page.



Caution: Do not click **Close** unless you have saved your work. Clicking the **Close** button before saving the requisition returns you to the [RECEIVE AN ORDER](#) page without saving your changes.

- Click **Yes**.

The page updates and displays a confirmation message.

GENERATE A RECEIVING REPORT

If an order arrives in four separate shipments, you may have four separate receipts. The receiving report provides a combined overview from all related receipts.

1. Select **Receive an Order** from the **Order/Receive** menu.

The **RECEIVE AN ORDER – SELECT ORDER TO RECEIVE** page appears.

The screenshot shows a web form titled "Receive An Order" with the subtitle "Select Order To Receive". It contains the following fields and controls:

- Order Number:** An empty text input field.
- Order Type:** A dropdown menu currently set to "ALL".
- Status:** A dropdown menu currently set to "ALL".
- Search:** A rectangular button.
- Cancel:** A rectangular button.

2. Enter or select one or more of the following:
 - Enter an order number or partial number in the **Order Number** field
 - Select an option from the **Order Type** list
 - Select an option from the **Status** list
3. Click **Search**.

The page updates and displays the search results.

The screenshot shows the same "Receive An Order" page after a search. The search criteria are now populated:

- Order Number:** 9812
- Order Type:** ALL
- Status:** ALL
- Search:** A rectangular button.

Below the search fields is a table with the following data:

RDD	Order Date	Order #	Vendor / Source	Order Type	Status
04/12/2013	03/13/2013	W23153-3072-9812	ACOSTA, INC.	Purchase Order	Confirmed

At the bottom of the page, there is a pagination control showing "Page 1 of 1", "10 rows per page", and a "Go to page:" field with a "Go" button.

4. In the **RDD** column, click the link for the order you want to work with.

The RECEIVE AN ORDER page appears.

Receive An Order

Status: Unconfirmed	Receipt Date: N/A
Order # W23153-3072-9812	Order Date: 03/13/2013
Vendor/Source: ACOSTA, INC.	857: Not-Received
	Order Type: Purchase Order
	FOB: Destination

Receipt Information

Cash Discount: \$ <input type="text" value="0.00"/>	Shipping: \$ <input type="text" value="0.00"/>	Receiving Date: <input type="text" value="05/14/2013"/>
---	--	---

Receiving Notes:

Order Items

Default Receiving Locations: **M3 items (cans):** 9900 - Storeroom ▾ **All other items:** 9900 - Storeroom ▾

Stock Number	Description	Cost	Order Qty	Rec Qty	Prev Rec	Remain	Cancel Qty	Sub CS Qty	Receive To
1839390000003	Coppertone Sun Spray SPF-30	7.74	5	<input type="text" value="0"/>	0	5	<input type="text" value="0"/>	1	9900 ▾
1839390000001	Suave Mens Body Wash Refresh	1.94	10	<input type="text" value="0"/>	0	10	<input type="text" value="0"/>	1	9900 ▾

Go to page:

Receipt Total: \$0.00

5. Click **Receiving Report**.



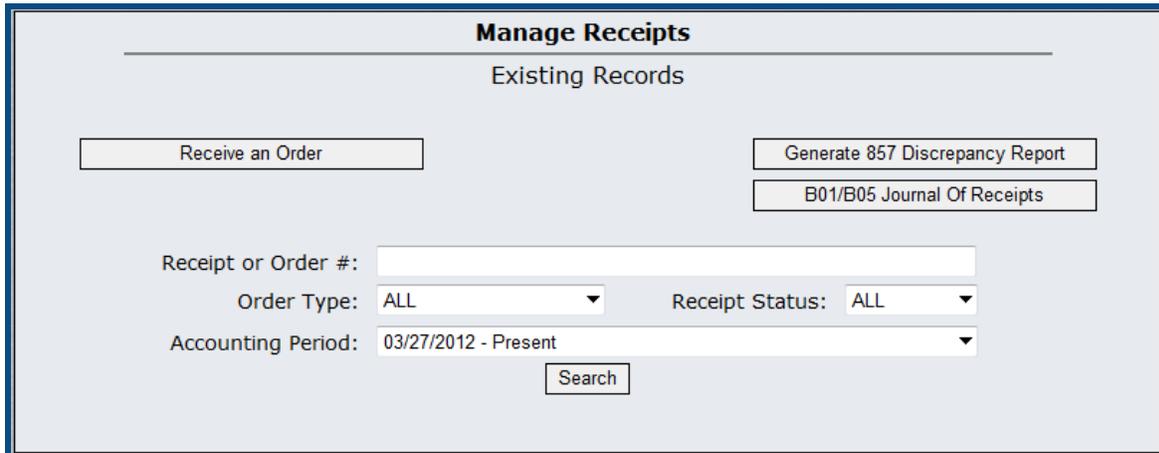
Note: See [Section 4 Printing and Saving Files from ROM3](#) for more information.

GENERATE AN 857 DISCREPANCY REPORT

Follow these steps to generate a discrepancy report, showing any discrepancies between a received 857 invoice and the actual receipt, for a selected accounting period.

1. Select **View Receipts** from the **Order/Receive** menu.

The **MANAGE RECEIPTS – EXISTING RECORDS** page appears.



The screenshot shows a web interface titled "Manage Receipts" with a sub-section "Existing Records". At the top, there are three buttons: "Receive an Order", "Generate 857 Discrepancy Report", and "B01/B05 Journal Of Receipts". Below the buttons, there are several input fields: "Receipt or Order #:" followed by a text box; "Order Type:" with a dropdown menu set to "ALL"; "Receipt Status:" with a dropdown menu set to "ALL"; and "Accounting Period:" with a dropdown menu set to "03/27/2012 - Present". A "Search" button is located below the "Accounting Period" dropdown.

2. Select an activity from the **Select Activity** list, if applicable.



Note: This list is only available for users with Enterprise Administrator user roles.

3. Select an option from the **Accounting Period** list.

4. Click **Generate 857 Discrepancy Report**.



Note: See [Section 4 Printing and Saving Files from ROM3](#) for more information.

PRINT A B01/B05 JOURNAL OF RECEIPTS REPORT

Follow these steps to generate and print a B01/B05 Journal of Receipts report, which shows all receipts created for a selected accounting period. The receipts included on the report are from receiving an order (except for receipts from appropriation requisitions), credit memos, and accounting adjustments.

1. Select **View Receipts** from the **Order/Receive** menu.

The **MANAGE RECEIPTS – EXISTING RECORDS** page appears.

2. Select an activity from the **Select Activity** list, if applicable.



Note: This list is only available for users with Enterprise Administrator user roles.

3. Select an option from the **Accounting Period** list.
4. Click **B01/B05 Journal Of Receipts**.



Note: See [Section 4 Printing and Saving Files from ROM3](#) for more information.

6.7 Accounting Adjustments

In ROM3, you can create an offsetting receipt in order to correct a previously confirmed receipt. For example, if you received 10 items and confirmed the receipt, but later realized that you only physically received five items, you can create an accounting adjustment. Once confirmed, the accounting adjustment creates a new receipt, in the current accounting period, for the amount of the difference, which can be positive or negative, depending on the error. This function is useful for correcting receipting mistakes that are not discovered until a later accounting period.

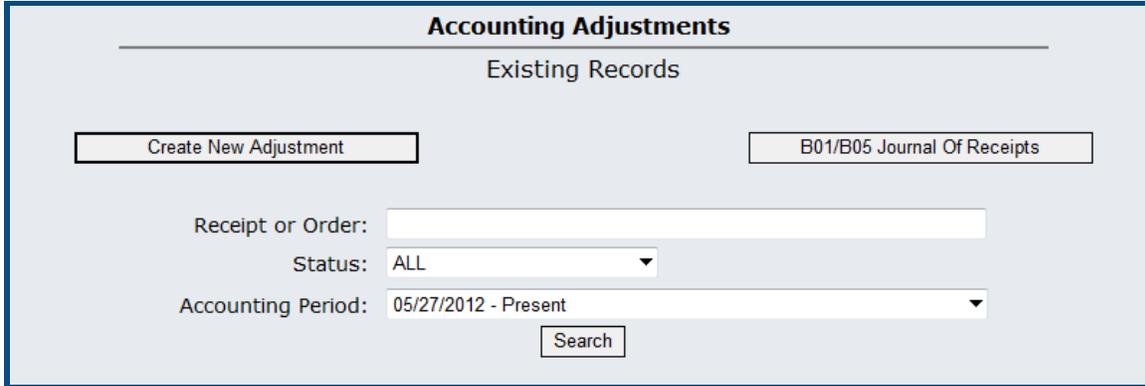
This section includes the following tasks, which can be performed by the user groups indicated with an "X."

	Activity	Enterprise	TYCOM	DFAS
• View an Accounting Adjustment	X	X	X	X
• Create an Accounting Adjustment	X			
• Create an Accounting Adjustment with a ROM II Receipt	X			
• Edit or Confirm an Accounting Adjustment	X			
• Delete an Accounting Adjustment	X			
• Print a DD-1149 Form for an Accounting Adjustment	X			
• Print a B01/B05 Journal of Receipts Report	X	X	X	X

VIEW AN ACCOUNTING ADJUSTMENT

1. Select **Acct Adjustments** from the **Order/Receive** menu.

The **ACCOUNTING ADJUSTMENTS – EXISTING RECORDS** page appears.



Accounting Adjustments
Existing Records

Receipt or Order:

Status: ALL

Accounting Period: 05/27/2012 - Present



Note: The fields and buttons you see on this page may be different from the ones shown here, depending on your user role.

2. Enter or select one or more of the following:
 - Enter a receipt or order number or partial number in the **Receipt or Order** field or leave the field blank
 - Select an option from the **Status** list
 - Select an activity from the **Select Activity** list (available for users with Enterprise user roles only)
 - Select an option from the **Accounting Period** list
3. Click **Search**.

The page updates and displays the search results.

Accounting Adjustments

Existing Records

Create New Adjustment
B01/B05 Journal Of Receipts

Receipt or Order:

Status: ALL ▼

Accounting Period: 05/27/2012 - Present ▼

Date	Orig Order/Requisition	Orig Receipt	Adjust Receipt	Affects	Status
08/19/2013	W23153-3193-9890	103	180	B01	Confirmed
08/19/2013	W23153-3219-9847	156		B01	Unconfirmed
08/19/2013	W23153-3219-9847	156	170	B01	Confirmed
08/07/2013	12852	98	163	B01	Confirmed
08/07/2013	W23153-3088-9820	161	162	B01	Confirmed
08/07/2013	W23153-3148-9910	075	159	B05	Confirmed

10 rows per page
Go to page:

- In the **Date** column, click the link for the record you want to view.

The ACCOUNTING ADJUSTMENT – DETAILS page appears.

Accounting Adjustment

Details

Status: Unconfirmed
Receipt Date: N/A

Adjustment Type: B01 B05

Original Receipt #

Original Order #

Comments:

Adjustment Items

Adjust Items In Location: 9200 Post Office ▼ Misc. Adjustments: \$ (Charged to Cost of Ops)

Stock Number	Description	OOH (stk)	Prev Rec	Adjust Qty	Cost	New OOH	Total Adjust	Remove
050001HH0002	African Nut Bars	120 EA	1 BX	<input type="text" value="4"/>	\$11.00	168	\$44.00	<input type="button" value="Remove"/>

10 rows per page
Go to page:

Original Receipt Total: \$11.00

After Adjustments: \$55.00

CREATE AN ACCOUNTING ADJUSTMENT

If you have a receipt from ROM II, follow the steps in [Create an Accounting Adjustment with a ROM II Receipt](#).

1. Select **Acct Adjustments** from the **Order/Receive** menu.

The **ACCOUNTING ADJUSTMENTS – EXISTING RECORDS** page appears.

2. Click **Create New Adjustment**.

The **ACCOUNTING ADJUSTMENT – SELECT A RECEIPT** page appears.

3. Enter or select one or more of the following:
 - Enter a receipt or order number or partial number in the **Receipt or Order #** field or leave the field blank
 - Select an option from the **Order Type** list
 - Select an option from the **Accounting Period** list
4. Click **Search**.

The page updates and displays the search results.

Accounting Adjustment

Select A Receipt

Receipt or Order #:

Order Type: Receipt Status:

Accounting Period:

Receipt Date	Receipt Num	Order Number	Vendor / Source	Order Type	Status
08/19/2013	183	W23153-3023-9730	Billy Bob's BBQ Shack	Purchase Order	Confirmed
08/19/2013	182	W23153-3157-9826	Depsi	Purchase Order	Confirmed
08/07/2013	165	W23153-3057-9808	Lake Basketball Repor	Purchase Order	Confirmed
08/07/2013	164	W23153-3057-9808	ACOSTA, INC.	Purchase Order	Confirmed

 10 rows per page Go to page:

- In the **Receipt Date** column, click the link for the record you want to work with.

The ACCOUNTING ADJUSTMENT – DETAILS page appears.

Accounting Adjustment

Details

Status: Unconfirmed
Receipt Date: N/A

Adjustment Type: B01 B05 **Comments:**

Original Receipt #

Original Order #

Adjustment Items

Adjust Items In Location: **Misc. Adjustments: \$** *(Charged to Cost of Ops)*

Stock Number	Description	QOH (stk)	Prev Rec	Adjust Qty	Cost	New QOH	Total Adjust	Remove
1839390000002	AXE Shower Gel Kilo	0 BX	0 EA	<input type="text" value="0"/>	\$0.00	0	\$0.00	Remove
1111111111111
3113130000006	Slim Jim Giant Stick Counter Top	0 EA	0 EA	<input type="text" value="0"/>	\$0.00	0	\$0.00	Remove

 10 rows per page Go to page:

Original Receipt Total: \$349.40

After Adjustments: \$349.40

6. To edit the adjustment details, perform one or more of the following, as necessary:
 - Enter text in the **Comments** field
 - Select the location in which to correct inventory from the **Adjust Items In Location** list
 - Enter any miscellaneous shipping charges, additional discounts, or other dollar value amounts in the **Misc. Adjustments** field
 - To adjust the quantity of an item, enter the amount of the adjustment in the **Adjust Qty** field. For example, if the previously received quantity is 87 but it should be 82, enter -5 in the **Adjust Qty** field.



Note: If you have more than one page of search results, click the **Next** button  to go to the next page. You will not lose any selections made on the previous page.

7. To save the adjustment as “unconfirmed,” click **Save & Review Later**.

The [ACCOUNTING ADJUSTMENTS – EXISTING RECORDS](#) page appears.

-or-

To confirm and submit the adjustment, click **Confirm & Submit**.

A confirmation message appears at the bottom of the page. **Continue to step 8.**

8. Click **Yes**.

The page updates and displays a confirmation message.

9. Click **Close**.

The [ACCOUNTING ADJUSTMENTS – EXISTING RECORDS](#) page appears and displays a confirmation message.

CREATE AN ACCOUNTING ADJUSTMENT WITH A ROM II RECEIPT

1. Select **Acct Adjustments** from the **Order/Receive** menu.

The **ACCOUNTING ADJUSTMENTS – EXISTING RECORDS** page appears.

The screenshot shows a web interface titled "Accounting Adjustments Existing Records". At the top, there are two buttons: "Create New Adjustment" on the left and "B01/B05 Journal Of Receipts" on the right. Below these buttons are three search criteria: "Receipt or Order:" followed by a text input field, "Status:" followed by a dropdown menu currently showing "ALL", and "Accounting Period:" followed by a dropdown menu currently showing "05/27/2012 - Present". A "Search" button is located at the bottom center of the form area.

2. Click **Create New Adjustment**.

The **ACCOUNTING ADJUSTMENT – SELECT A RECEIPT** page appears.

The screenshot shows a web interface titled "Accounting Adjustment Select A Receipt". At the top right, there is a button labeled "Enter Receipt Manually (from ROM II)". Below this button are three search criteria: "Receipt or Order #:" followed by a text input field, "Order Type:" followed by a dropdown menu currently showing "ALL", and "Receipt Status:" followed by a dropdown menu currently showing "Confirmed". Below these is "Accounting Period:" followed by a dropdown menu currently showing "05/27/2012 - Present". At the bottom, there are two buttons: "Search" on the left and "Cancel" on the right.

3. Click **Enter Receipt Manually (from ROM II)**.

The **ACCOUNTING ADJUSTMENT – DETAILS** page appears.

4. To edit the adjustment details, perform one or more of the following, as necessary:
 - Select an **Adjustment Type** option (select **B01** for purchase orders or **B05** for requisitions)
 - Enter the number of the original receipt in the **Original Receipt #** field
 - Enter an original purchase order or requisition number in the **Original Order #** field
 - Enter text in the **Comments** field
 - Select the location in which to adjust inventory from the **Adjust Items In Location** list
 - Enter any miscellaneous shipping charges, additional discounts, or other dollar value amounts in the **Misc. Adjustments** field
5. Click **Add Additional Items**.

The **ACCOUNTING ADJUSTMENT – ADD ITEMS** page appears.

6. Enter or select the following:
 - Enter a stock number or item name (or partial number or name) in the **Item Search** field
 - Select an option from the **Department** list
 - Select a category from the **Category** list (list becomes active after selecting a department)
7. Click **Search Items**.

The page updates and displays the search results.

Accounting Adjustment

Add Items

Location:

Item Search:

Department: Category:

Dept	Category	Stock Num	Description	QOH	UI	Adjust QTY
Z9	Z Category	1839390000005	Barbasol Shave Foam Original	0	EA	0
A1	Beef Jerky	808500HH0001	Elliot's Jerky	0	EA	0

- To adjust the quantity of an item, enter the amount of the adjustment in the **Adjust Qty** field. For example, if the previously received quantity is 87 but it should be 82, enter -5 in the **Adjust Qty** field.



Note: If you have more than one page of search results, click the **Next** button to go to the next page. You will not lose any selections made on the previous page.

- Click **Save Changes**.

The page updates and the **Done Adding Items** button appears.

- Click **Done Adding Items**.

The **ACCOUNTING ADJUSTMENT - DETAILS** page appears.

- To save your work and resume at a later time, click **Save & Review Later**.

The **ACCOUNTING ADJUSTMENTS – EXISTING RECORDS** page appears.

-or-

To confirm and submit the adjustment, click **Confirm & Submit**.

The page updates and displays a confirmation message at the bottom of the page.



Caution: Do not click **Close** unless you have saved your work. Clicking the **Close** button before saving the adjustment returns you to the **Accounting Adjustments – Existing Records** page without saving your changes.

- Click **Yes**.

The **ACCOUNTING ADJUSTMENTS – EXISTING RECORDS** page appears and displays a confirmation message.

- Click **Close**.

EDIT OR CONFIRM AN ACCOUNTING ADJUSTMENT

Follow these steps to edit or confirm an unconfirmed accounting adjustment.

1. Select **Acct Adjustments** from the **Order/Receive** menu.

The **ACCOUNTING ADJUSTMENTS – EXISTING RECORDS** page appears.

Accounting Adjustments

Existing Records

Create New Adjustment
B01/B05 Journal Of Receipts

Receipt or Order:

Status: ALL ▼

Accounting Period: 05/27/2012 - Present ▼

2. Enter or select one or more of the following:

- Enter an receipt or order number or partial number in the **Receipt or Order Number** field or leave the field blank
- Select **Unconfirmed** from the **Status** list
- Select an option from the **Accounting Period** list

3. Click **Search**.

The page updates and displays the search results.

Accounting Adjustments

Existing Records

Create New Adjustment
B01/B05 Journal Of Receipts

Receipt or Order:

Status: ALL ▼

Accounting Period: 05/27/2012 - Present ▼

Date	Orig Order/Requisition	Orig Receipt	Adjust Receipt	Affects	Status
08/19/2013	W23153-3193-9890	103	180	B01	Confirmed
08/19/2013	W23153-3219-9847	156		B01	Unconfirmed
08/19/2013	W23153-3219-9847	156	172	B01	Confirmed
08/07/2013	12852	98	163	B01	Confirmed
08/07/2013	W23153-3088-9820	161	162	B01	Confirmed
08/07/2013	W23153-3148-9910	075	159	B05	Confirmed

4. In the **Date** column, click the link for the record you want to work with.

DELETE AN ACCOUNTING ADJUSTMENT

Follow these steps to delete an unconfirmed accounting adjustment.

1. Select **Acct Adjustments** from the **Order/Receive** menu.

The **ACCOUNTING ADJUSTMENTS – EXISTING RECORDS** page appears.

Accounting Adjustments

Existing Records

Create New Adjustment
B01/B05 Journal Of Receipts

Receipt or Order:

Status: ALL ▼

Accounting Period: 05/27/2012 - Present ▼

2. Enter or select one or more of the following:

- Enter an receipt or order number or partial number in the **Receipt or Order Number** field or leave the field blank
- Select **Unconfirmed** from the **Status** list
- Select an option from the **Accounting Period** list

3. Click **Search**.

The page updates and displays the search results.

Accounting Adjustments

Existing Records

Create New Adjustment
B01/B05 Journal Of Receipts

Receipt or Order:

Status: ALL ▼

Accounting Period: 05/27/2012 - Present ▼

Date	Orig Order/Requisition	Orig Receipt	Adjust Receipt	Affects	Status
08/19/2013	W23153-3193-9890	103	180	B01	Confirmed
08/19/2013	W23153-3219-9847	156		B01	Unconfirmed
08/19/2013	W23153-3219-9847	156	172	B01	Confirmed
08/07/2013	12852	98	163	B01	Confirmed
08/07/2013	W23153-3088-9820	161	162	B01	Confirmed
08/07/2013	W23153-3148-9910	075	159	B05	Confirmed

10 rows per page ▼
Go to page:

4. In the **Date** column, click the link for the record you want to work with.

The **ACCOUNTING ADJUSTMENT – DETAILS** page appears.

Accounting Adjustment

Details

Status: Unconfirmed **Receipt Date:** N/A

Adjustment Type: B01 B05 **Comments:**

Original Receipt #

Original Order #

Adjustment Items

Adjust Items In Location: 9200 Post Office **Misc. Adjustments:** \$ *(Charged to Cost of Ops)*

Stock Number	Description	QOH (stkd)	Prev Rec	Adjust Qty	Cost	New QOH	Total Adjust	Remove
050001HH0002	African Nut Bars	120 EA	1 BX	4	\$11.00	168	\$44.00	Remove

Page 1 of 1
 10 rows per page
 Go to page:

Original Receipt Total: \$11.00
After Adjustments: \$55.00

5. Click **Delete**.

A confirmation dialog box appears.

6. Click **OK**.

The **ACCOUNTING ADJUSTMENT – EXISTING RECORDS** page appears.

PRINT A DD-1149 FORM FOR AN ACCOUNTING ADJUSTMENT

You can print a DD-1149 form for accounting adjustments with a status of either “confirmed” or “unconfirmed.”

1. Select **Acct Adjustments** from the **Order/Receive** menu.

The **ACCOUNTING ADJUSTMENTS – EXISTING RECORDS** page appears.

Accounting Adjustments

Existing Records

Create New Adjustment
B01/B05 Journal Of Receipts

Receipt or Order:

Status: ALL ▼

Accounting Period: 05/27/2012 - Present ▼

2. Enter or select one or more of the following:

- Enter an receipt or order number or partial number in the **Receipt or Order Number** field or leave the field blank
- Select an option from the **Status** list
- Select an option from the **Accounting Period** list

3. Click **Search**.

The page updates and displays the search results.

Accounting Adjustments

Existing Records

Create New Adjustment
B01/B05 Journal Of Receipts

Receipt or Order:

Status: ALL ▼

Accounting Period: 05/27/2012 - Present ▼

Date	Orig Order/Requisition	Orig Receipt	Adjust Receipt	Affects	Status
08/19/2013	W23153-3193-9890	103	180	B01	Confirmed
08/19/2013	W23153-3219-9847	156		B01	Unconfirmed
08/19/2013	W23153-3219-9847	156	170	B01	Confirmed
08/07/2013	12852	98	163	B01	Confirmed
08/07/2013	W23153-3088-9820	161	162	B01	Confirmed
08/07/2013	W23153-3148-9910	075	159	B05	Confirmed

< Page 1 of 3 >
10 rows per page ▼
Go to page:
Go

4. In the **Date** column, click the link for the record you want to work with.

The ACCOUNTING ADJUSTMENT – DETAILS page appears.

Accounting Adjustment

Details

Status: Unconfirmed **Receipt Date:** N/A

Adjustment Type: B01 B05 **Comments:**

Original Receipt #

Original Order #

Adjustment Items

Adjust Items In Location: 9200 Post Office ▼ **Misc. Adjustments:** \$ (Charged to Cost of Ops)

Stock Number	Description	QOH (stk)	Prev Rec	Adjust Qty	Cost	New QOH	Total Adjust	Remove
050001HH0002	African Nut Bars	120 EA	1 BX	4	\$11.00	168	\$44.00	Remove

Go to page:

Original Receipt Total: \$11.00
After Adjustments: \$55.00

- Click **Print DD-1149**.



Note: See [Section 4 Printing and Saving Files from ROM3](#) for more information.

PRINT A B01/B05 JOURNAL OF RECEIPTS REPORT

Follow these steps to generate and print a B01/B05 Journal of Receipts report, which shows all receipts created for a selected accounting period. The receipts included on the report are from receiving an order (except for receipts from appropriation requisitions), credit memos, and accounting adjustments.

1. Select **Acct Adjustments** from the **Order/Receive** menu.

The **ACCOUNTING ADJUSTMENTS – EXISTING RECORDS** page appears.

Accounting Adjustments

Existing Records

Create New Adjustment
B01/B05 Journal Of Receipts

Receipt or Order:

Status: ALL ▼

Accounting Period: 05/27/2012 - Present ▼



Note: The fields and buttons you see on this page may be different from the ones shown here, depending on your user role.

2. Select an activity from the **Select Activity** list, if applicable.



Note: This list is only available for users with Enterprise Administrator user roles.

3. Select an option from the **Accounting Period** list.
4. Click **B01/B05 Journal Of Receipts**.



Note: See [Section 4 Printing and Saving Files from ROM3](#) for more information.

7 Financials

7.1 Contributions

You can record and manage monetary contributions received by your activity from various sources. These contributions are then reported to DFAS.

A contribution could be considered a cash gift to the ship's store. For example, an admiral may send a contribution to the activity he once served on, or a civilian organization may provide a donation of funds. More likely, a ship will pull into port and invite local merchants to come on board to sell their merchandise. A portion of their sales is collected by the ship's store as a commission. All of these cash gifts are recorded as contributions and are reported on the activity's NAVCOMPT 153 financial statement.

This section includes the following tasks, which can be performed by the user groups indicated with an "X."

	Activity	Enterprise	TYCOM	DFAS
• View a Contribution	X	X	X	X
• Add a Contribution	X			
• Edit, Confirm, or Delete a Contribution	X			
• Print a Contribution Report	X	X	X	X

VIEW A CONTRIBUTION

1. Select **Contributions** from the **Financials** menu.

The **CONTRIBUTION TO SHIP STORES – EXISTING RECORDS** page appears.

Contributions To Ship Stores

Create New Record
Existing Records
Generate Printable Report

Select Accounting Period:



Note: The fields you see on this page may be different from the ones shown here, depending on your user role.

2. Select an option from the **Select Accounting Period** list.

-or-

Select an activity from the **Activity** list and a range from the **Accounting Period** list (available for users with Enterprise user roles only).

3. Click **Search**.

The page updates and displays the search results.

Contributions To Ship Stores

Create New Record
Existing Records
Generate Printable Report

Select Accounting Period:

Date	Amount	Source	Reference	Comments	Status
09/30/2013	\$56,456.00	Concessioners	739453	dfs	Unconfirmed
09/30/2013	\$3,444.00	Concessioners	555555	dfv	Unconfirmed
09/27/2013	\$150,000.00	Concessioners	228497	Snow cones for [...]	Unconfirmed
09/27/2013	\$12,000.00	Concessioners			Unconfirmed
09/24/2013	\$5.00	Concessioners	2	2	Confirmed
09/24/2013	\$3.00	Concessioners	3	3	Confirmed
09/12/2013	\$2.00	Concessioners	23422	New	Confirmed
08/07/2013	\$200,000.00	Concessioners	98134577	:)	Confirmed

Page 1 of 2

 Go to page:

4. In the **Date** column, click the link for the record you want to view.

The CONTRIBUTION TO SHIP STORES – EDIT CONTRIBUTION page appears.



Note: You may see the *Contribution to Ship Stores – View Contribution* page instead, depending on your user role and/or the contribution status.

Contributions to Ship Stores

Edit Contribution

Date:

Activity:

Status:

Contribution Amount: \$

Reference Number:

Source:

Comments:

ADD A CONTRIBUTION

1. Select **Contributions** from the **Financials** menu.

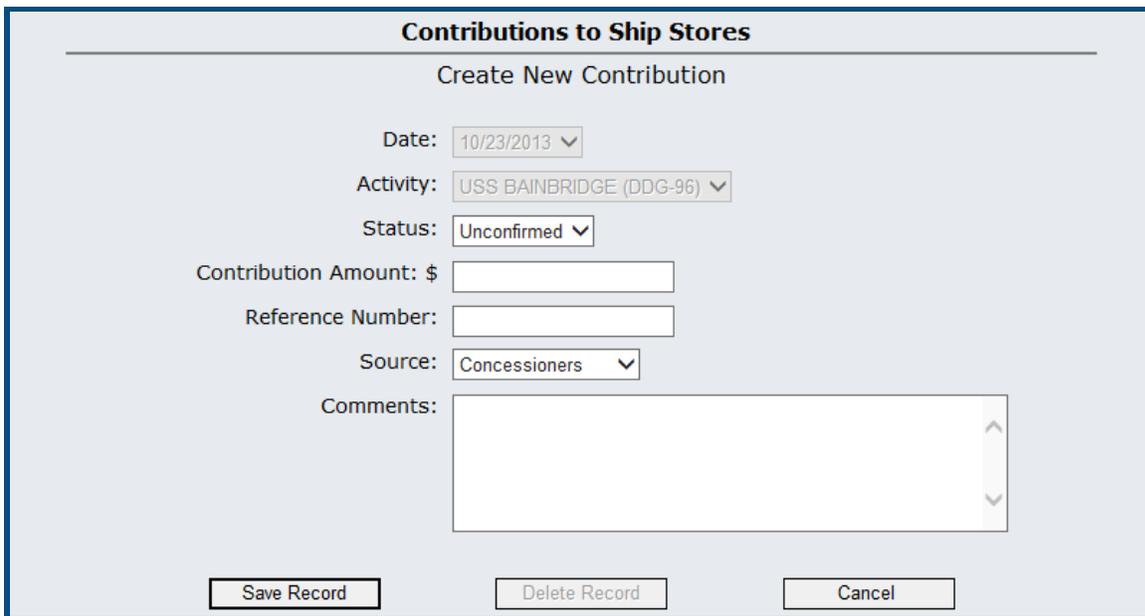
The **CONTRIBUTION TO SHIP STORES – EXISTING RECORDS** page appears.



The screenshot shows the 'Contributions To Ship Stores' interface with the 'Existing Records' tab selected. It includes buttons for 'Create New Record' and 'Generate Printable Report', a 'Select Accounting Period' dropdown menu set to '05/27/2012 - Present', and a 'Search' button.

2. Click **Create new Record**.

The **CONTRIBUTION TO SHIP STORES – CREATE NEW CONTRIBUTION** page appears.



The screenshot shows the 'Create New Contribution' form. Fields include: Date (10/23/2013), Activity (USS BAINBRIDGE (DDG-96)), Status (Unconfirmed), Contribution Amount (\$), Reference Number, Source (Concessioners), and a Comments text area. Buttons for 'Save Record', 'Delete Record', and 'Cancel' are at the bottom.

3. Select an option from the **Status** list.



Note: **Unconfirmed** is selected by default. If you select **Confirmed**, the amount will be posted to the accounting period and the entry cannot be edited.

4. Enter the dollar amount in the **Contribution Amount** field.
5. Enter the check number or other document number, if available, in the **Reference Number** field.
6. Select an option from the **Source** list.
7. Enter a note in the **Comments** field.
8. Click **Save Record**.

The **CONTRIBUTION TO SHIP STORES – EXISTING RECORDS** page appears and displays a confirmation message.

EDIT, CONFIRM, OR DELETE A CONTRIBUTION

1. Select **Contributions** from the **Financials** menu.

The **CONTRIBUTION TO SHIP STORES – EXISTING RECORDS** page appears.

2. Select a date range from the **Select Accounting Period** list and then click **Search**.

The page updates and displays the search results.

Date	Amount	Source	Reference	Comments	Status
09/30/2013	\$56,456.00	Concessioners	739453	dfs	Unconfirmed
09/30/2013	\$3,444.00	Concessioners	555555	dfv	Unconfirmed
09/27/2013	\$150,000.00	Concessioners	228497	Snow cones for [...]	Unconfirmed
09/27/2013	\$12,000.00	Concessioners	228497	Snow cones for [...]	Unconfirmed
09/24/2013	\$5.00	Concessioners	2	2	Confirmed
09/24/2013	\$3.00	Concessioners	3	3	Confirmed
09/12/2013	\$2.00	Concessioners	23422	New	Confirmed
08/07/2013	\$200,000.00	Concessioners	98134577	:)	Confirmed

Page 1 of 2 | 10 rows per page | Go to page: Go

3. In the **Date** column, click the link for the record you want to work with.

The CONTRIBUTION TO SHIP STORES – EDIT CONTRIBUTION page appears.

Contributions to Ship Stores
Edit Contribution

Date: 10/23/2013 ▼
Activity: USS BAINBRIDGE (DDG-96) ▼
Status: Unconfirmed ▼
Contribution Amount: \$ 150000.00
Reference Number: 328497
Source: Concessioners ▼
Comments: Snow cones for kids idn desert regions

Save Record Delete Record Cancel

- To **edit** the record, make any necessary changes and then click **Save Record**.

The CONTRIBUTION TO SHIP STORES – EXISTING RECORDS page appears and displays a confirmation message.

-or-

To **confirm** the record, select **Confirmed** from the **Status** list.



Caution: After selecting **Confirmed**, the amount is posted to the current accounting period and the record can no longer be edited.

A confirmation dialog box appears. Click **OK**.

The CONTRIBUTION TO SHIP STORES – EXISTING RECORDS page appears and displays a confirmation message.

-or-

To **delete** the record, click **Delete Record**.

A confirmation dialog box appears. Click **OK**.

The CONTRIBUTION TO SHIP STORES – EXISTING RECORDS page appears and displays a confirmation message.

PRINT A CONTRIBUTION REPORT

Follow these steps to generate a printable report of the search results displayed on the **Contribution to Ship Stores – Existing Records** page.

1. Select **Contributions** from the **Financials** menu.

The **CONTRIBUTION TO SHIP STORES – EXISTING RECORDS** page appears.

Contributions To Ship Stores

Existing Records

Select Accounting Period:



Note: The fields you see on this page may be different from the ones shown here, depending on your user role.

2. Select an option from the **Select Accounting Period** list.

-or-

Select an activity from the **Activity** list and a range from the **Accounting Period** list (available for users with Enterprise user roles only).

3. Click **Search**.

The page updates and displays the search results.

Contributions To Ship Stores

Existing Records

Select Accounting Period:

Date	Amount	Source	Reference	Comments	Status
09/30/2013	\$56,456.00	Concessioners	739453	dfs	Unconfirmed
09/30/2013	\$3,444.00	Concessioners	555555	dfv	Unconfirmed
09/27/2013	\$150,000.00	Concessioners	228497	Snow cones for [...]	Unconfirmed
09/27/2013	\$12,000.00	Concessioners			Unconfirmed
09/27/2013	\$5.00	Concessioners	2	2	Confirmed
09/24/2013	\$3.00	Concessioners	3	3	Confirmed
09/12/2013	\$2.00	Concessioners	23422	New	Confirmed
08/07/2013	\$200,000.00	Concessioners	98134577	:)	Confirmed

Page 1 of 2
10 rows per page
Go to page:

4. Click **Generate Printable Report**.



Note: See [Section 4 Printing and Saving Files from ROM3](#) for more information.

7.2 Equipment Purchases

If a ship's store needs to purchase a new piece of major equipment, the purchase is processed through DFAS. DFAS will record the amount of the purchase and apply it to your activity's financials.

This section includes the following tasks, which can be performed by the user groups indicated with an "X."

	Activity	Enterprise	TYCOM	DFAS
• View an Equipment Purchase	X	X	X	X
• Print an Equipment Purchase Report	X	X	X	X

VIEW AN EQUIPMENT PURCHASE

1. Select **Equipment Purchases** from the **Financials** menu.

The **EQUIPMENT PURCHASES – EXISTING RECORDS** page appears.



Note: The fields you see on this page may be different from the ones shown here, depending on your user role.

2. Select a date range from the **Select Accounting Period** list.

-or-

Select an activity from the **Activity** list and enter dates in the **Start Date** and **End Date** fields (available for users with Enterprise user roles only).

3. Click **Search**.

The page updates and displays the search results.

Date	Amount	Comments	Status
02/27/2013	\$250.00	test	Unconfirmed
10/18/2012	\$8,525.25	2145887	Unconfirmed
10/18/2012	\$90,000,000.00	14589	Unconfirmed
10/18/2012	\$7,000.00	78	Unconfirmed
10/18/2012	\$1,600.00	9	Unconfirmed
10/18/2012	\$1,600.00	8	Unconfirmed
10/18/2012	\$1,500.00	7	Unconfirmed
10/18/2012	\$1,400.00	7	Unconfirmed
10/18/2012	\$1,400.00	6	Unconfirmed
10/18/2012	\$1,300.00	5	Unconfirmed

4. In the **Date** column, click the link for the record you want to view.

The EQUIPMENT PURCHASES – VIEW EQUIPMENT PURCHASE page appears.



Note: You may see the **Equipment Purchases – Edit Equipment Purchase** page instead, depending on your user role and/or the purchase status.

Equipment Purchases

View Equipment Purchase

Date:

Activity:

Status:

Purchase Amount: \$

Comments:

PRINT AN EQUIPMENT PURCHASE REPORT

Follow these steps to generate a printable report of the search results displayed on the **Equipment Purchases – Existing Records** page.

1. Select **Equipment Purchases** from the **Financials** menu.

The **EQUIPMENT PURCHASES – EXISTING RECORDS** page appears.

The screenshot shows the 'Equipment Purchases Existing Records' page. At the top right is a 'Generate Printable Report' button. Below it is a 'Select Accounting Period' dropdown menu currently set to '03/27/2012 - Present' and a 'Search' button.



Note: The fields you see on this page may be different from the ones shown here, depending on your user role.

2. Select a date range from the **Select Accounting Period** list and then click **Search**.

-or-

Select an activity from the **Activity** list and enter dates in the **Start Date** and **End Date** fields (available for users with Enterprise user roles only).

3. Click **Search**.

The page updates and displays the search results.

The screenshot shows the 'Equipment Purchases Existing Records' page with search results. The 'Select Accounting Period' dropdown is now set to '05/27/2012 - Present'. Below the search area is a table with the following data:

Date	Amount	Comments	Status
02/27/2013	\$250.00	test	Unconfirmed
10/18/2012	\$8,525.25	2145887	Unconfirmed
10/18/2012	\$90,000,000.00	14589	Unconfirmed
10/18/2012	\$7,000.00	78	Unconfirmed
10/18/2012	\$1,600.00	9	Unconfirmed
10/18/2012	\$1,600.00	8	Unconfirmed
10/18/2012	\$1,500.00	7	Unconfirmed
10/18/2012	\$1,400.00	7	Unconfirmed
10/18/2012	\$1,400.00	6	Unconfirmed
10/18/2012	\$1,300.00	5	Unconfirmed

At the bottom of the table, there is a pagination control showing 'Page 1 of 3', a '10 rows per page' dropdown, and a 'Go to page:' field with a 'Go' button.

4. Click **Generate Printable Report**.



Note: See [Section 4 Printing and Saving Files from ROM3](#) for more information.

7.3 Funds Adjustments

If there is a series of unmatched expenditures, or unreported costs, DFAS may eventually issue a funds adjustment. A funds adjustment changes the amount of cash on hand, impacting your C01 Funds Brought Forward and C24 Funds Available accounts. DFAS will always issue a letter to your activity prior to creating a funds adjustment.

This section includes the following tasks, which can be performed by the user groups indicated with an "X."

	Activity	Enterprise	TYCOM	DFAS
• View a Funds Adjustment	X	X	X	X
• Print a Funds Adjustment Report	X	X	X	X

VIEW A FUNDS ADJUSTMENT

1. Select **Funds Adjustment** from the **Financials** menu.

The **FUNDS BROUGHT FORWARD (C01) ADJUSTMENT – EXISTING RECORDS** page appears.

Funds Brought Forward (C01) Adjustment

Existing Records

Start Date: End Date:

06/19/2013 09/19/2013



Note: The fields you see on this page may be different from the ones shown here, depending on your user role.

2. Select an activity from the **Activity** list, if applicable (available for users with Enterprise user roles only).
3. Enter dates in the **Start Date** and **End Date** fields.
4. Click **Search**.

The page updates and displays the search results.

Funds Brought Forward (C01) Adjustment

Existing Records

Start Date: End Date:

06/19/2013 09/19/2013

Date	Adjustment Amount	Activity	Comments	Status
08/12/2013	\$15,000.00	USS BAINBRIDGE (DDG-96)		Unconfirmed
07/15/2013	(\$5.00)	USS BAINBRIDGE (DDG-96)		Confirmed

Page 1 of 1
 10 rows per page

5. In the **Date** column, click the link for the record you want to view.

The FUNDS BROUGHT FORWARD (C01) ADJUSTMENT – VIEW FUNDS ADJUSTMENT page appears.



Note: You may see the **Funds Brought Forward (C01) Adjustment – Edit Funds Adjustment** page instead, depending on your user role and the record status.

Funds Brought Forward (C01) Adjustment

View Funds Adjustment

Date:

Status:

Activity:

* Current C01 Value: \$

Amount: \$

* New C01 Value: \$

Comments:

* These values include any other committed adjustments you may have added.

PRINT A FUNDS ADJUSTMENT REPORT

Follow these steps to generate a printable report of the search results displayed on the **Funds Brought Forward (C01) Adjustment – Existing Records** page.

1. Select **Funds Adjustment** from the **Financials** menu.

The **FUNDS BROUGHT FORWARD (C01) ADJUSTMENT – EXISTING RECORDS** page appears.



Note: The fields you see on this page may be different from the ones shown here, depending on your user role.

2. Select an activity from the **Activity** list, if applicable (available for users with Enterprise user roles only).
3. Enter dates in the **Start Date** and **End Date** fields.
4. Click **Search**.

The page updates and displays the search results.

5. Click **Generate Printable Report**.



Note: See [Section 4 Printing and Saving Files from ROM3](#) for more information.

7.4 Transfer Funds to MWR

The ship's store is required to give away a portion of profits to the ship's Morale, Welfare, and Recreation (MWR) activity. Typically, the transfer is recorded in ROM once every accounting period.

This section includes the following tasks, which can be performed by the user groups indicated with an "X."

	Activity	Enterprise	TYCOM	DFAS
• View Transferred Funds	X	X	X	X
• Add a Fund Transfer	X			
• Edit, Confirm, or Delete a Fund Transfer	X			
• Print a Fund Transfer Report or Standard Form 1034	X	X	X	X

VIEW TRANSFERRED FUNDS

1. Select **Funds Transferred** from the **Financials** menu.

The **TRANSFER FUNDS TO MWR – EXISTING RECORDS** page appears.

Transfer Funds to MWR

Create New Record
Existing Records
Generate Printable Report

Select Accounting Period: 03/27/2012 - Present Search



Note: The fields you see on this page may be different from the ones shown here, depending on your user role.

2. Select a date range from the **Select Accounting Period** list.

-or-

Select an option from the **Activity** list and an option from the **Accounting Period** list.

3. Click **Search**.

The page updates and displays the search results.

Transfer Funds to MWR

Create New Record
Existing Records
Generate Printable Report

Select Accounting Period: 03/27/2012 - Present Search

Date	Amount	Check #	PV #	Status	Comments	SF 1034
10/18/2012	\$12,345.78	Remark 20	USS ANYSHIP 20	Confirmed	Laptops For All	Print
10/18/2012	\$22,009.19	Remark 19	USS ANYSHIP 19	Confirmed	Movie 19	Print
10/18/2012	\$1,500.00	Remark 15	USS ANYSHIP 15	Confirmed	New Desk	Print
10/18/2012	\$130.00	130	130	Confirmed		Print
09/07/2012	\$1,200.00	987	PV-345	Unconfirmed	Testing 1034 printi [...]	Print
07/17/2012	\$50.00	111	111	Confirmed	Elliot Test	Print

< Page 1 of 4 >
10 rows per page
Go to page: Go

4. In the **Date** column, click the link for the record you want to view.

The **TRANSFER FUNDS TO MWR – VIEW FUNDS TRANSFERRED** page appears.



Note: You may see the **Transfer Funds to MWR – Edit Funds Transferred** page instead, depending on your user role and/or the transfer status.

Transfer Funds To MWR

View Funds Transferred

Date:

Activity:

Status:

Check Number:

Payment Voucher Number:

Amount: \$

Comments:

ADD A FUND TRANSFER

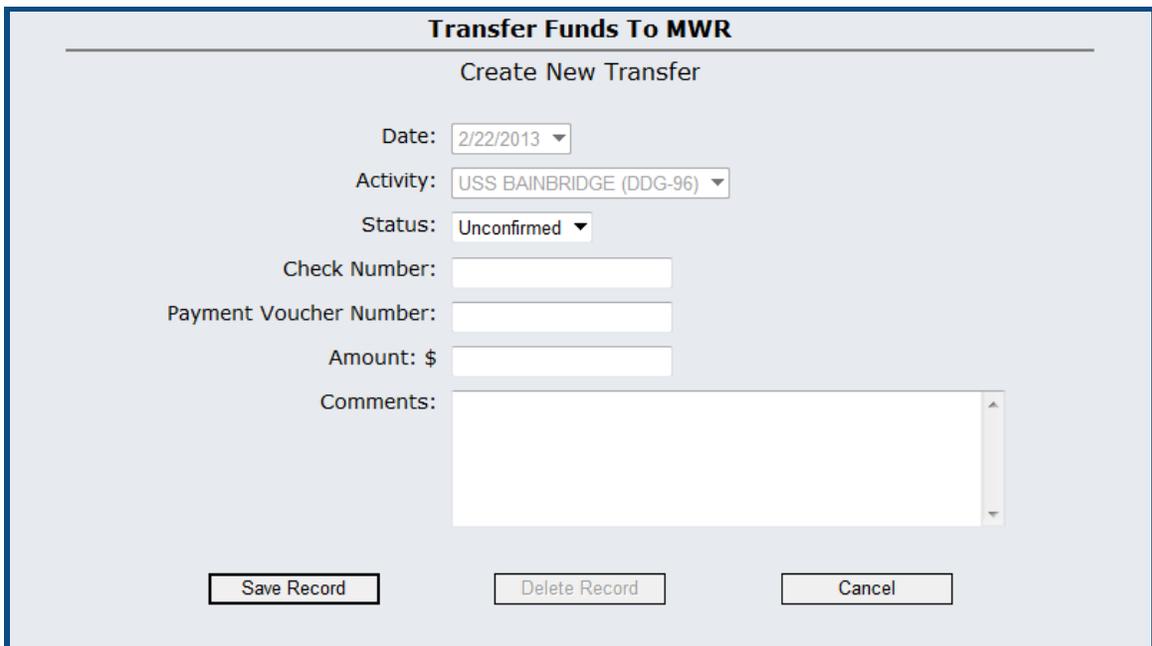
1. Select **Funds Transferred** from the **Financials** menu.

The **TRANSFER FUNDS TO MWR – EXISTING RECORDS** page appears.



2. Click **Create New Record**.

The **TRANSFER FUNDS TO MWR – CREATE NEW TRANSFER** page appears.



3. Select an option from the **Status** list.



Note: **Unconfirmed** is selected by default. If you select **Confirmed**, the amount will be posted to the accounting period and the entry cannot be edited.

4. Enter the number of the check sent to MWR in the **Check Number** field.
5. Enter the payment voucher number (PV #) in the **Payment Voucher Number** field.
6. Enter the transfer amount in the **Amount** field. Do not enter a dollar sign or commas. For example, for an amount of \$1,030.50, enter 1030.50, or for an amount of \$1,030.00, enter 1030.
7. Enter text in the **Comments** field, if necessary.

8. Click **Save Record**.

The [TRANSFER FUNDS TO MWR – EXISTING RECORDS](#) page appears and displays a confirmation message.

EDIT, CONFIRM, OR DELETE A FUND TRANSFER

In ROM3, you can edit transfers with an “unconfirmed” status. Confirmed transfers can be viewed, but not edited or deleted.

1. Select **Funds Transferred** from the **Financials** menu.

The **TRANSFER FUNDS TO MWR – EXISTING RECORDS** page appears.

2. Select a date range from the **Select Accounting Period** list and then click **Search**.

The page updates and displays the search results.

Date	Amount	Check #	PV #	Status	Comments	SF 1034
10/18/2012	\$12,345.78	Remark 20	USS ANYSHIP 20	Confirmed	Laptops For All	Print
10/18/2012	\$22,009.19	Remark 19	USS ANYSHIP 19	Confirmed	Movie 19	Print
10/18/2012	\$1,500.00	Remark 15	USS ANYSHIP 15	Confirmed	New Desk	Print
10/18/2012	\$130.00	130	130	Confirmed		Print
09/07/2012	\$1,200.00	987	PV-345	Unconfirmed	Testing 1034 printi [...]	Print
07/17/2012	\$50.00	111	111	Confirmed	Elliot Test	Print

Page 1 of 4 | 10 rows per page | Go to page: Go

3. In the **Date** column, click the link for the record you want to work with.

The [TRANSFER FUNDS TO MWR – EDIT FUNDS TRANSFERRED](#) page appears.

Transfer Funds To MWR
Edit Funds Transferred

Date: 2/22/2013
Activity: USS BAINBRIDGE (DDG-96)
Status: Unconfirmed
Check Number: Remark 16
Payment Voucher Number: USS ANYSHIP 16
Amount: \$ 22.50
Comments: Lunch Payments

Save Record Delete Record Cancel

4. To **edit** the record, make the necessary changes and then click **Save Record**.

The [TRANSFER FUNDS TO MWR – EXISTING RECORDS](#) page appears and displays a confirmation message.

-or-

To **confirm** the record, select **Confirm** from the **Status** list and then click **Save Record**.



Caution: After selecting **Confirmed**, the amount is posted to the current accounting period and can no longer be edited.

A confirmation dialog box appears. Click **OK**.

The [TRANSFER FUNDS TO MWR – EXISTING RECORDS](#) page appears and displays a confirmation message.

-or-

To **delete** the record, click **Delete Record**.

A confirmation dialog box appears. Click **OK**.

The [TRANSFER FUNDS TO MWR – EXISTING RECORDS](#) page appears and displays a confirmation message.

PRINT A FUND TRANSFER REPORT OR A STANDARD FORM 1034

1. Select **Funds Transferred** from the **Financials** menu.

The **TRANSFER FUNDS TO MWR – EXISTING RECORDS** page appears.



Transfer Funds to MWR

Create New Record Existing Records Generate Printable Report

Select Accounting Period: 03/27/2012 - Present Search



Note: The fields you see on this page may be different from the ones shown here, depending on your user role.

2. Select a date range from the **Select Accounting Period** list.

-or-

Select an option from the **Activity** list and an option from the **Accounting Period** list.

3. Click **Search**.

The page updates and displays the search results.

4. Click **Generate Printable Report**.



Note: See [Section 4 Printing and Saving Files from ROM3](#) for more information.

7.5 Grants

NEXCOM may choose to provide your activity with a grant. This is money that does not have to be repaid.

This section includes the following tasks, which can be performed by the user groups indicated with an "X."

	Activity	Enterprise	TYCOM	DFAS
• View Grant Information	X	X	X	X
• Print a Grant Report	X	X	X	X

VIEW GRANT INFORMATION

1. Select **Grants** from the **Financials** menu.

The **GRANTS – EXISTING RECORDS** page appears.

The screenshot shows the 'Grants Existing Records' page. At the top, there is a 'Generate Printable Report' button. Below it, there is a 'Select Accounting Period' dropdown menu set to '03/27/2012 - Present' and a 'Search' button.



Note: The fields you see on this page may be different from the ones shown here, depending on your user role.

2. Select an option from the **Select Accounting Period** list.

-or-

Select an activity from the **Select Activity** list and enter dates in the **Start Date** and **End Date** fields (available for users with Enterprise user roles only).

3. Click **Search**.

The page updates and displays the search results.

The screenshot shows the search results table. The table has four columns: Date, Amount, Comments, and Status. The results are as follows:

Date	Amount	Comments	Status
12/13/2012	\$11,600.00	WWWWWsdfs[...]	Unconfirmed
10/18/2012	\$11,300.00	testing.....	Unconfirmed
10/18/2012	\$11,100.00	testing.....	Unconfirmed
10/18/2012	\$11,000.00	testing.....	Unconfirmed
10/18/2012	\$10,400.00	testing..	Unconfirmed
10/18/2012	\$10,200.00	testing.	Unconfirmed

At the bottom of the table, there is a pagination control showing 'Page 1 of 3', '10 rows per page', and a 'Go to page:' field with a 'Go' button.

4. In the **Date** column, click the link for the record you want to view.

The **GRANTS – VIEW GRANT** page appears.



Note: You may see the **Grants – Edit Grant** page instead, depending on your user role and/or the grant status.

Grants

View Grant

Date:

Activity:

Status:

Grant Amount: \$

Comments:

PRINT A GRANT REPORT

Follow these steps to generate a printable report of the search results displayed on the **Grants – Existing Records** page.

1. Select **Grants** from the **Financials** menu.

The **GRANTS – EXISTING RECORDS** page appears.

The screenshot shows the 'Grants Existing Records' page. At the top right, there is a button labeled 'Generate Printable Report'. Below it, there is a dropdown menu for 'Select Accounting Period' currently set to '03/27/2012 - Present', and a 'Search' button to its right.

2. Select an option from the **Select Accounting Period** list.

-or-

Select an activity from the **Select Activity** list and enter dates in the **Start Date** and **End Date** fields (available for users with Enterprise user roles only).

3. Click **Search**.

The page updates and displays the search results.

The screenshot shows the 'Grants Existing Records' page with search results. The 'Select Accounting Period' dropdown is now set to 'All'. Below the search controls is a table with the following data:

Date	Amount	Comments	Status
03/13/2013	\$10,800.00	testing..	Unconfirmed
12/13/2012	\$11,600.00	WWWWWWsdfs[...]	Unconfirmed
10/18/2012	\$11,300.00	testing.....	Unconfirmed
10/18/2012	\$10,500.00	testing...	Unconfirmed
10/18/2012	\$10,400.00	testing..	Unconfirmed
10/18/2012	\$10,200.00	testing.	Unconfirmed

At the bottom of the table, there is a pagination control showing 'Page 1 of 3', '10 rows per page', and a 'Go to page:' field with a 'Go' button.

4. Click **Generate Printable Report**.



Note: See [Section 4 Printing and Saving Files from ROM3](#) for more information.

7.6 Laundry Claims

Laundry claims can be recorded and managed in ROM3.

A sailor drops off his shirt to be cleaned by the ship's laundry. The laundryman accidentally gets the shirt caught in a machine and rips the shirt to pieces. The laundry operation will reimburse the sailor for his destroyed shirt. In order to process the claim, the disbursing officer must have a Standard Form 1034. In ROM3, you can record the details of the laundry claim and generate the form needed to allow the sailor to collect the money owed him.

This section includes the following tasks, which can be performed by the user groups indicated with an "X."

	Activity	Enterprise	TYCOM	DFAS
• View a Laundry Claim	X	X	X	X
• Add a Laundry Claim	X			
• Edit, Confirm, or Delete a Laundry Claim	X			
• Print a Laundry Claims Report or a Standard Form 1034	X	X	X	X

VIEW A LAUNDRY CLAIM

1. Select **Laundry Claims** from the **Financials** menu.

The **LAUNDRY CLAIMS – EXISTING RECORDS** page appears.

The screenshot shows the 'Laundry Claims' interface. At the top, there are three buttons: 'Create New Record', 'Existing Records', and 'Generate Printable Report'. Below these is a dropdown menu for 'Select Accounting Period' set to '03/27/2012 - Present' and a 'Search' button.



Note: The fields you see on this page may be different from the ones shown here, depending on your user role.

2. Select an option from the **Select Accounting Period** list.

-or-

Select an activity from the **Activity** list and a date range from the **Accounting Period** list (available for users with Enterprise user roles only).

3. Click **Search**.

The page updates and displays the search results.

The screenshot shows the 'Laundry Claims' interface with search results. The table has columns for Date, Amount, PV #, Recipient, Comments, Status, and SF 1034. The results are as follows:

Date	Amount	PV #	Recipient	Comments	Status	SF 1034
12/13/2012	\$2.00	1234567890	Bainbridge	Bd	Unconfirmed	Print
12/13/2012	\$32.00	342	E	23	Confirmed	Print
12/13/2012	\$54.00	54	54	54	Confirmed	Print
08/28/2012	\$70.00	LC-3450/890	Clark, William		Unconfirmed	Print
08/28/2012	\$576.00	2342	Elliot	Test	Confirmed	Print
06/19/2012	\$75.03	CN-0000002	Shmoe, Joe	Torn mess blouse.	Unconfirmed	Print

At the bottom of the table, there is a pagination control showing 'Page 1 of 21', '10 rows per page', and a 'Go to page:' field with a 'Go' button.

4. In the **Date** column, click the link for the record you want to view.

The LAUNDRY CLAIMS – EDIT LAUNDRY CLAIM page appears.



Note: You may see the **Laundry Claims – View Laundry Claim** page instead, depending on your user role and/or the claim status.

Laundry Claims

Edit Laundry Claim

Date:

Status: ▼

Payment Voucher:

Recipient's Name:

Amount: \$

Comments:

ADD A LAUNDRY CLAIM

1. Select **Laundry Claims** from the **Financials** menu.

The **LAUNDRY CLAIMS – EXISTING RECORDS** page appears.

The screenshot shows the 'Laundry Claims' interface. At the top, there are three buttons: 'Create New Record', 'Existing Records', and 'Generate Printable Report'. Below these buttons, there is a dropdown menu for 'Select Accounting Period' with the value '03/27/2012 - Present' and a 'Search' button.

2. Click **Create New Record**.

The **LAUNDRY CLAIMS – CREATE LAUNDRY CLAIM** page appears.

The screenshot shows the 'Create Laundry Claim' form. It includes the following fields: 'Date' (02/19/2013), 'Status' (Unconfirmed), 'Payment Voucher' (empty), 'Recipient's Name' (empty), 'Amount: \$' (empty), and 'Comments' (empty text area). At the bottom, there are three buttons: 'Save Record', 'Delete Record', and 'Cancel'.

3. Select an option from the **Status** list.



Note: **Unconfirmed** is selected by default. If you select **Confirmed**, the amount will be posted to the accounting period and the entry cannot be edited.

4. Enter the payment voucher number (PV #) in the **Payment Voucher** field.
5. Enter the name of the person that received the claim in the **Recipient's Name** field.
6. Enter the claim amount in the **Amount** field.
7. Enter a note in the **Comments** field.
8. Click **Save Record**.

The **LAUNDRY CLAIMS – EXISTING RECORDS** page appears and displays a confirmation message.

EDIT, CONFIRM, OR DELETE A LAUNDRY CLAIM

In ROM3, you can edit laundry claims with an “unconfirmed” status. Confirmed claims can be viewed, but not edited or deleted.

1. Select **Laundry Claims** from the **Financials** menu.

The **LAUNDRY CLAIMS – EXISTING RECORDS** page appears.

The screenshot shows the 'Laundry Claims' interface. At the top, there are three buttons: 'Create New Record', 'Existing Records', and 'Generate Printable Report'. Below these is a search section with a dropdown menu for 'Select Accounting Period' set to '03/27/2012 - Present' and a 'Search' button.

2. Select a date range from the **Select Accounting Period** list and then click **Search**.

The page updates and displays the search results.

The screenshot shows the 'Laundry Claims' interface with search results. The table below the search controls lists the following data:

Date	Amount	PV #	Recipient	Comments	Status	SF 1034
12/13/2012	\$2.00	1234567890	Bainbridge	Bd	Unconfirmed	Print
12/13/2012	\$32.00	342	E	23	Confirmed	Print
12/13/2012	\$54.00	54	54	54	Confirmed	Print
08/28/2012	\$70.00	LC-34567890	Clark, William	Test	Unconfirmed	Print
08/28/2012	\$576.00	2342	Elliot	Test	Confirmed	Print
06/19/2012	\$75.03	CN-0000002	Shmoe, Joe	Torn mess blouse.	Unconfirmed	Print

At the bottom of the table, there is a pagination control showing 'Page 1 of 21', '10 rows per page', and a 'Go to page:' field with a 'Go' button.

3. In the **Date** column, click the link for the record you want to edit.

The LAUNDRY CLAIMS – EDIT LAUNDRY CLAIM page appears.

The screenshot shows a web form titled "Laundry Claims" with a sub-header "Edit Laundry Claim". The form includes the following fields and controls:

- Date: 02/19/2013
- Status: Unconfirmed (dropdown menu)
- Payment Voucher: CN-0000002
- Recipient's Name: Shmoe, Joe
- Amount: \$ 75.03
- Comments: Torn mess blouse.

At the bottom of the form are three buttons: "Save Record", "Delete Record", and "Cancel".

- To **edit** the record, make the necessary changes and then click **Save Record**.

The LAUNDRY CLAIMS – EXISTING RECORDS page appears and displays a confirmation message.

-or-

To **confirm** the record, select **Confirm** from the **Status** list and then click **Save Record**.



Caution: After selecting **Confirmed**, the amount is posted to the current accounting period and can no longer be edited.

A confirmation dialog box appears. Click **OK**.

The LAUNDRY CLAIMS – EXISTING RECORDS page appears and displays a confirmation message.

-or-

To **delete** the record, click **Delete Record**.

A confirmation dialog box appears. Click **OK**.

The LAUNDRY CLAIMS – EXISTING RECORDS page appears and displays a confirmation message.

PRINT A LAUNDRY CLAIMS REPORT OR A STANDARD FORM 1034

1. Select **Laundry Claims** from the **Financials** menu.

The **LAUNDRY CLAIMS – EXISTING RECORDS** page appears.

The screenshot shows the 'Laundry Claims' interface. At the top, there are three buttons: 'Create New Record', 'Existing Records', and 'Generate Printable Report'. Below these is a search section with a dropdown menu for 'Select Accounting Period' set to '03/27/2012 - Present' and a 'Search' button.



Note: The fields you see on this page may be different from the ones shown here, depending on your user role.

2. Select an option from the **Select Accounting Period** list.

-or-

Select an activity from the **Activity** list and a date range from the **Accounting Period** list (available for users with Enterprise user roles only).

3. Click **Search**.

The page updates and displays the search results.

The screenshot shows the 'Laundry Claims' interface with search results displayed in a table. The table has columns for Date, Amount, PV #, Recipient, Comments, Status, and SF 1034. Below the table is a pagination control showing 'Page 1 of 21', '10 rows per page', and a 'Go to page:' field with a 'Go' button.

Date	Amount	PV #	Recipient	Comments	Status	SF 1034
12/13/2012	\$2.00	1234567890	Bainbridge	Bd	Unconfirmed	Print
12/13/2012	\$32.00	342	E	23	Confirmed	Print
12/13/2012	\$54.00	54	54	54	Confirmed	Print
08/28/2012	\$70.00	LC-34567890	Clark, William	Test	Unconfirmed	Print
08/28/2012	\$576.00	2342	Elliot	Test	Confirmed	Print
06/19/2012	\$75.03	CN-0000002	Shmoe, Joe	Torn mess blouse.	Unconfirmed	Print

4. To print a Laundry Claims Report, click **Generate Printable Report**.

-or-

To print a Standard Form 1034, click a link in the **SF 1034** column.



Note: See [Section 4 Printing and Saving Files from ROM3](#) for more information.

7.7 Assumed Liabilities

With ROM3, you can record and manage anticipated expenses for the upcoming accounting period, depending on your user role. All users can view liability information and print a Liabilities Assumed Report.

This section includes the following tasks, which can be performed by the user groups indicated with an "X."

	Activity	Enterprise	TYCOM	DFAS
• View an Assumed Liability	X	X	X	X
• Add an Assumed Liability	X			
• Edit, Confirm, or Delete an Assumed Liability	X			
• Print a Liabilities Assumed Report	X	X	X	X

VIEW AN ASSUMED LIABILITY

1. Select **Liabilities Assumed** from the **Financials** menu.

The **LIABILITIES ASSUMED – EXISTING RECORDS** page appears.

The screenshot shows the 'Liabilities Assumed' interface. At the top, there are three buttons: 'Create New Record', 'Existing Records', and 'Generate Printable Report'. Below these, there is a 'Select Accounting Period' dropdown menu set to '03/27/2012 - Present' and a 'Search' button.



Note: The fields you see on this page may be different from the ones shown here, depending on your user role.

2. Select an option from the **Select Accounting Period** list.

-or-

Select an activity from the **Activity** list and a range from the **Accounting Period** list (available for users with Enterprise user roles only).

3. Click **Search**.

The page updates and displays the search results.

The screenshot shows the search results table. The table has four columns: Date, Accounting Period, Amount, and Status. The results are as follows:

Date	Accounting Period	Amount	Status
12/19/2012	03/27/2012 - Present	\$5.00	Unconfirmed
12/13/2012	03/27/2012 - Present	\$32.00	Unconfirmed
12/13/2012	03/27/2012 - Present	\$26,100.00	Unconfirmed
11/18/2012	03/27/2012 - Present	\$1,600.00	Unconfirmed
10/18/2012	03/27/2012 - Present	\$2,300.00	Unconfirmed
10/18/2012	03/27/2012 - Present	\$2,200.00	Unconfirmed

At the bottom of the table, there is a pagination control showing 'Page 1 of 3', '10 rows per page', and a 'Go to page:' field with a 'Go' button.

4. In the **Date** column, click the link for the record you want to view.

The LIABILITIES ASSUMED – EDIT LIABILITIES ASSUMED page appears.



Note: You may see the *Liabilities Assumed – View Liabilities* page instead, depending on your user role and/or the liability status.

Liabilities Assumed

Edit Liabilities Assumed

Date:

Activity:

Accounting Period:

Status:

Liabilities Assumed: \$

ADD AN ASSUMED LIABILITY

1. Select **Liabilities Assumed** from the **Financials** menu.

The **LIABILITIES ASSUMED – EXISTING RECORDS** page appears.

The screenshot shows a web interface titled "Liabilities Assumed". At the top, there are three buttons: "Create New Record", "Existing Records", and "Generate Printable Report". Below these buttons, there is a label "Select Accounting Period:" followed by a dropdown menu showing "03/27/2012 - Present" and a "Search" button.

2. Click **Create New Record**.

The **LIABILITIES ASSUMED – CREATE NEW LIABILITIES ASSUMED** page appears.

The screenshot shows a web interface titled "Liabilities Assumed" with the subtitle "Create New Liabilities Assumed". The form contains several fields: "Date:" with a dropdown menu showing "2/13/2013"; "Activity:" with a dropdown menu showing "USS BAINBRIDGE (DDG-96)"; "Accounting Period:" with a dropdown menu showing "03/27/2012 - Present"; "Status:" with a dropdown menu showing "Unconfirmed"; and "Liabilities Assumed: \$" followed by a text input field. At the bottom, there are three buttons: "Save Record", "Delete Record", and "Cancel".

3. Select an option from the **Status** list.



Note: *Unconfirmed* is selected by default. If you select **Confirmed**, the amount will be posted to the accounting period and the entry cannot be edited.

4. Enter the liability amount in the **Liabilities Assumed** field. Do not enter a dollar sign or commas. For example, for an amount of \$1,300.50, enter 1300.50, or for an amount of \$1,300.00, enter 1300.
5. Click **Save Record**.

The **LIABILITIES ASSUMED – EXISTING RECORDS** page appears and displays a confirmation message.

EDIT, CONFIRM, OR DELETE AN ASSUMED LIABILITY

In ROM3, you can edit, confirm, or delete assumed liabilities with an “unconfirmed” status. Confirmed liabilities can be viewed, but not edited or deleted.

1. Select **Liabilities Assumed** from the **Financials** menu.

The **LIABILITIES ASSUMED – EXISTING RECORDS** page appears.

2. Select a date range from the **Select Accounting Period** list and then click **Search**.

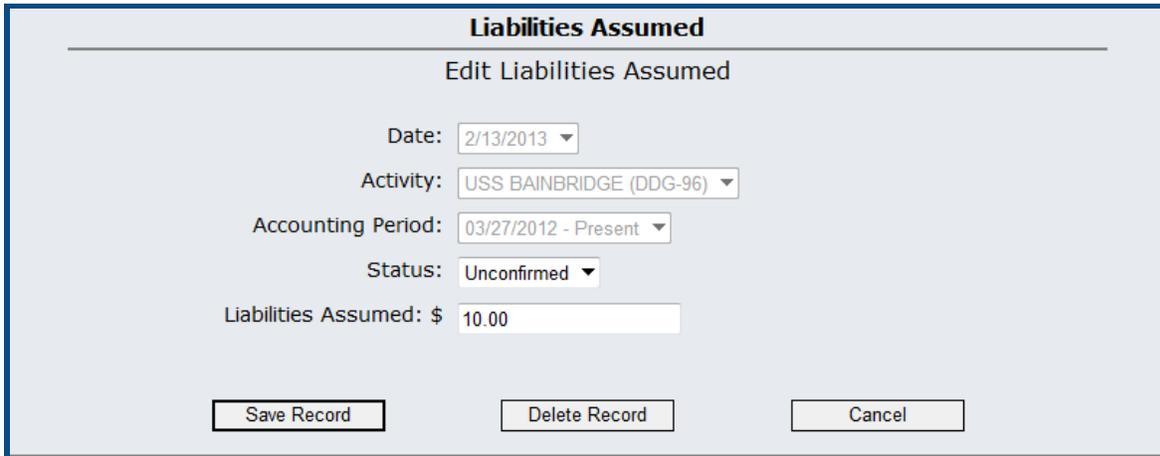
The page updates and displays the search results.

Date	Accounting Period	Amount	Status
12/19/2012	03/27/2012 - Present	\$5.00	Unconfirmed
12/13/2012	03/27/2012 - Present	\$32.00	Unconfirmed
12/13/2012	03/27/2012 - Present	\$2,100.00	Unconfirmed
11/19/2012	03/27/2012 - Present	\$1,600.00	Unconfirmed
10/18/2012	03/27/2012 - Present	\$2,300.00	Unconfirmed
10/18/2012	03/27/2012 - Present	\$2,200.00	Unconfirmed

Page 1 of 3 | 10 rows per page | Go to page: Go

3. In the **Date** column, click the link for the unconfirmed record you want to work with.

The **LIABILITIES ASSUMED – EDIT LIABILITIES ASSUMED** page appears.



The screenshot shows a web form titled "Liabilities Assumed" with a subtitle "Edit Liabilities Assumed". The form contains several fields: "Date" with a dropdown menu showing "2/13/2013"; "Activity" with a dropdown menu showing "USS BAINBRIDGE (DDG-96)"; "Accounting Period" with a dropdown menu showing "03/27/2012 - Present"; "Status" with a dropdown menu showing "Unconfirmed"; and "Liabilities Assumed: \$" with a text input field containing "10.00". At the bottom of the form are three buttons: "Save Record", "Delete Record", and "Cancel".

4. To **edit** the record, make the necessary changes and then click **Save Record**.

The **LIABILITIES ASSUMED – EXISTING RECORDS** page appears and displays a confirmation message.

-or-

To **confirm** the record, select **Confirmed** from the **Status** list and then click **Save Record**.



Caution: After selecting **Confirmed**, the amount is posted to the current accounting period and can no longer be edited.

A confirmation dialog box appears. Click **OK**.

The **LIABILITIES ASSUMED – EXISTING RECORDS** page appears and displays a confirmation message.

-or-

To **delete** the record, click **Delete Record**.

A confirmation dialog box appears. Click **OK**.

The **LIABILITIES ASSUMED – EXISTING RECORDS** page appears and displays a confirmation message.

PRINT A LIABILITIES ASSUMED REPORT

1. Select **Liabilities Assumed** from the **Financials** menu.

The **LIABILITIES ASSUMED – EXISTING RECORDS** page appears.



The screenshot shows a web interface titled "Liabilities Assumed". It features a horizontal navigation bar with three tabs: "Create New Record", "Existing Records" (which is selected), and "Generate Printable Report". Below the tabs, there is a label "Select Accounting Period:" followed by a dropdown menu showing "03/27/2012 - Present" and a "Search" button.



Note: The fields you see on this page may be different from the ones shown here, depending on your user role.

2. Select an option from the **Select Accounting Period** list.

-or-

Select an activity from the **Activity** list and a range from the **Accounting Period** list (available for users with Enterprise user roles only).

3. Click **Search**.

The page updates and displays the search results.

4. Click **Generate Printable Report**.



Note: See [Section 4 Printing and Saving Files from ROM3](#) for more information.

7.8 NEXCOM Loans

Most users can view loan information and print loan reports in ROM3. Users with Enterprise user roles can also add and edit loan information, which is documented in the *ROM3 User's Guide for Ashore Users*.

NEXCOM may choose to provide your activity with a loan. This money must be repaid, typically over nine accounting periods (three years). Payments are automatically withdrawn from your operating funds as their due dates are reached. Contact NEXCOM if you need to adjust the due date of a payment or wish to pay off the remaining loan balance early.

This section includes the following tasks, which can be performed by the user groups indicated with an "X."

	Activity	Enterprise	TYCOM	DFAS
• View a Loan	X	X	X	X
• Print a Loan Report	X	X	X	X

VIEW A LOAN

1. Select **NEXCOM Loans** from the **Financials** menu.

The **LOANS – EXISTING RECORDS** page appears.

The screenshot shows the 'Loans Existing Records' page. At the top, there is a 'Generate Printable Report' button. Below it, the 'Select Accounting Period' is set to '03/27/2012 - Present' with a search button next to it.



Note: The fields you see on this page may be different from the ones shown here, depending on your user role.

2. Select a date range from the **Select Accounting Period** list.

-or-

Select an option from each of the following lists: **Select Activity**, **Show Only**, and **Status** (available for users with Enterprise user roles only).

3. Click **Search**.

The page updates and displays the search results.

The screenshot shows the search results table. The table has four columns: Date, Transaction, Amount, and Status. The results are as follows:

Date	Transaction	Amount	Status
11/07/2012	Loan Issued	\$150,000,000.00	Confirmed
10/23/2012	Loan Issued	\$10,000.00	Confirmed
09/23/2012	Loan Issued	\$4,000.00	Confirmed
09/26/2012	Loan Issued	\$9,000.00	Unconfirmed
09/26/2012	Loan Issued	\$3,800.00	Unconfirmed
09/26/2012	Loan Issued	\$5,000.00	Confirmed
09/26/2012	Loan Issued	\$11.00	Confirmed

At the bottom of the table, there is a pagination control showing 'Page 1 of 4', '10 rows per page', and a 'Go to page:' field with a 'Go' button.

4. In the **Date** column, click the link for the record you want to view.

The **LOANS – VIEW LOAN** page appears.



Note: You may see the **Loans – Edit Loan** page instead, depending on your user role and/or the loan status.

Loans

View Loan

Status:

Select Activity:

Loan Amount: \$

Number of repayment periods: Start Date:

Outstanding Loan Balance: \$

Comments:

Payment Schedule

<input type="text" value="07/30/2013"/>	\$1,666.67	Unconfirmed
<input type="text" value="11/30/2013"/>	\$1,666.67	Unconfirmed
<input type="text" value="03/30/2014"/>	\$1,666.67	Unconfirmed
<input type="text" value="07/30/2014"/>	\$1,666.65	Unconfirmed

All payments are automatically confirmed on the payment date.

PRINT A LOAN REPORT

1. Select **NEXCOM Loans** from the **Financials** menu.

The **LOANS – EXISTING RECORDS** page appears.



The screenshot shows a web interface for 'Loans Existing Records'. At the top, the word 'Loans' is centered. Below it, 'Existing Records' is also centered. To the right of 'Existing Records' is a button labeled 'Generate Printable Report'. Below these elements, there is a label 'Select Accounting Period:' followed by a dropdown menu showing '03/27/2012 - Present' and a 'Search' button.

2. Select a date range from the **Select Accounting Period** list.

-or-

Select an option from each of the following lists: **Select Activity**, **Show Only**, and **Status** (available for users with Enterprise user roles only).

3. Click **Search**.

The page updates and displays the search results.

4. Click **Generate Printable Report**.



Note: See [Section 4 Printing and Saving Files from ROM3](#) for more information.

7.9 Non-EPOS Collections

In ROM3, you can record money received from sales at non-electronic point of sale (Non-EPOS) locations, such as vending machines, snack bars, or stamp machines.

This section includes the following tasks, which can be performed by the user groups indicated with an "X."

	Activity	Enterprise	TYCOM	DFAS
• View Non-EPOS Collections Information	X	X	X	X
• Add Non-EPOS Collections Information	X			
• Edit, Confirm, or Delete Non-EPOS Collections Information	X			
• Print a Non-EPOS Collections Report	X	X	X	X

VIEW NON-EPOS COLLECTIONS INFORMATION

1. Select **Non-EPOS Collections** from the **Financials** menu.

The **NON-EPOS COLLECTIONS – EXISTING RECORDS** page appears.



Note: The fields you see on this page may be different from the ones shown here, depending on your user role.

2. Enter or select one or more of the following:
 - Select an option from the **Accounting Period** list
 - Select an option from the **Location** list
 - Select an option from the **Device** list

-or-

Select an activity from the **Activity** list and an option from the **Accounting Period** list (available for users with Enterprise user roles only).

3. Click **Search**.

The page updates and displays the search results.

Collection Date	Amount	Location	Device	Status
02/27/2013	\$9825.25	9800	9801	Confirmed
02/19/2013	\$50.00	9400	9401	Confirmed
02/19/2013	\$87.00	9700	9704	Confirmed
11/01/2012	\$5555.00	9200	9202	Confirmed
11/01/2012	\$444.00	9200	9202	Unconfirmed
11/01/2012	\$12345.00	9200	9202	Unconfirmed

4. In the **Collection Date** column, click the link for the record you want to view.

The **NON-EPOS COLLECTIONS – VIEW COLLECTION** page appears.



Note: You may see the **Non-EPOS Collections – Edit Collection** page instead, depending on your user role and/or the collection status.

Non-EPOS Collections

View Collection

Collection Date: 

Activity: ▼

Status: ▼

Location: ▼

POS Device: ▼

Amount Collected: \$

ADD NON-EPOS COLLECTIONS INFORMATION

1. Select **Non-EPOS Collections** from the **Financials** menu.

The **NON-EPOS COLLECTIONS – EXISTING RECORDS** page appears.

The screenshot shows the 'Non-EPOS Collections' interface for 'Existing Records'. It features three buttons at the top: 'Create New Record', 'Existing Records', and 'Generate Printable Report'. Below these are search filters: 'Accounting Period' set to '03/27/2012 - Present', 'Location' set to 'All', and 'Device' set to 'All'. A 'Search' button is positioned to the right of the Accounting Period dropdown.

2. Click **Create New Record**.

The **NON-EPOS COLLECTIONS – CREATE NEW COLLECTION** page appears.

The screenshot shows the 'Non-EPOS Collections' interface for 'Create New Collection'. It includes a 'Collection Date' field with a calendar icon set to '02/27/2013'. Below are dropdown menus for 'Activity' (USS BAINBRIDGE (DDG-96)), 'Status' (Unconfirmed), 'Location' (9200 -- Post Office), and 'POS Device' (9202 -- Elliot test). There is an 'Amount Collected' field with a dollar sign and a text input box. At the bottom are three buttons: 'Save Record', 'Delete Record', and 'Cancel'.

3. Select an option from the **Status** list.



Note: **Unconfirmed** is selected by default. If you select **Confirmed**, the amount will be posted to the accounting period and the entry cannot be edited.

4. From the **Location** list, select the location you are collecting money from.
5. From the **POS Device** list, select the specific device you are collecting money from.
6. Enter the dollar amount collected in the **Amount Collected** field.
7. Click **Save Record**.

The **NON-EPOS COLLECTIONS – EXISTING RECORDS** page appears and displays a confirmation message.

EDIT, CONFIRM, OR DELETE NON-EPOS COLLECTIONS INFORMATION

In ROM3, you can edit, confirm, or delete unconfirmed collections information. Confirmed collections information can be viewed, but not edited or deleted.

1. Select **Non-EPOS Collections** from the **Financials** menu.

The **NON-EPOS COLLECTIONS – EXISTING RECORDS** page appears.

2. Enter or select one or more of the following:
 - Select an option from the **Accounting Period** list
 - Select an option from the **Location** list
 - Select an option from the **Device** list
3. Click **Search**.

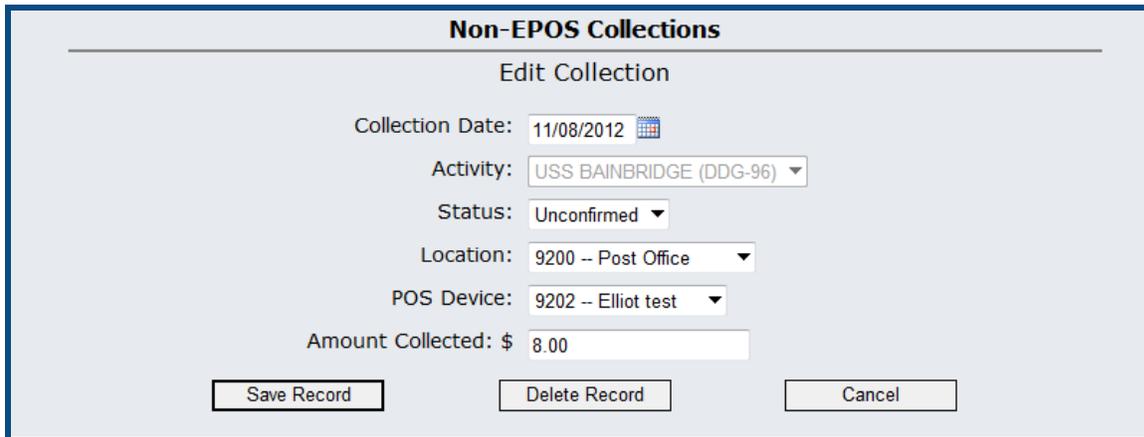
The page updates and displays the search results.

Collection Date	Amount	Location	Device	Status
02/27/2013	\$9825.25	9800	9801	Confirmed
02/19/2013	\$50.00	9400	9401	Confirmed
11/01/2012	\$87.00	9700	704	Unconfirmed
11/01/2012	\$5555.00	9200	9202	Confirmed
11/01/2012	\$444.00	9200	9202	Unconfirmed
11/01/2012	\$12345.00	9200	9202	Unconfirmed

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4. In the **Collection Date** column, click the link for the record you want to view.

The **NON-EPOS COLLECTIONS – EDIT COLLECTION** page appears.



5. To **edit** the record, make the necessary changes and then click **Save Record**.

The **NON-EPOS COLLECTIONS – EXISTING RECORDS** page appears and displays a confirmation message.

-or-

To **confirm** the record, select **Confirm** from the **Status** list and then click **Save Record**.



Caution: After selecting **Confirmed**, the amount is posted to the current accounting period and can no longer be edited.

A confirmation dialog box appears. Click **OK**.

The **NON-EPOS COLLECTIONS – EXISTING RECORDS** page appears and displays a confirmation message.

-or-

To **delete** the record, click **Delete Record**.

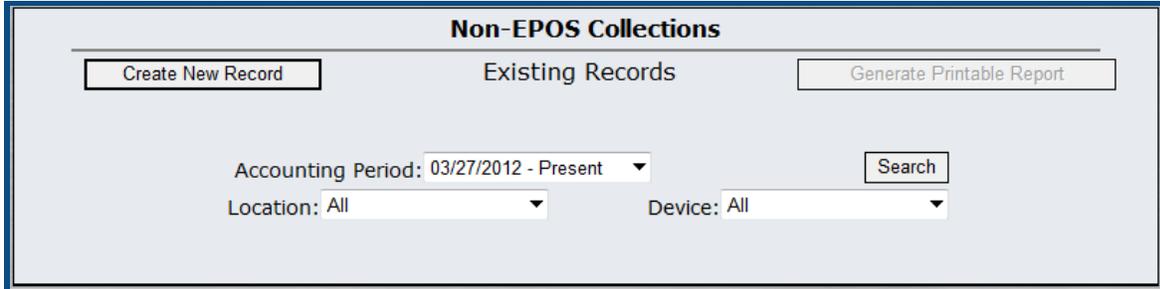
A confirmation dialog box appears. Click **OK**.

The **NON-EPOS COLLECTIONS – EXISTING RECORDS** page appears and displays a confirmation message.

PRINT A NON-EPOS COLLECTIONS REPORT

1. Select **Non-EPOS Collections** from the **Financials** menu.

The **NON-EPOS COLLECTIONS – EXISTING RECORDS** page appears.



Note: The fields you see on this page may be different from the ones shown here, depending on your user role.

2. Enter or select one or more of the following:
 - Select an option from the **Accounting Period** list
 - Select an option from the **Location** list
 - Select an option from the **Device** list

-or-

Select an activity from the **Activity** list and an option from the **Accounting Period** list (available for users with Enterprise user roles only).

3. Click **Search**.

The page updates and displays the search results.

4. Click **Generate Printable Report**.



Note: See [Section 4 Printing and Saving Files from ROM3](#) for more information.

7.10 Rebates

A rebate is an amount of cash back received by an activity for some action. Navy Auto Source, for example, will come aboard a ship and sell new vehicles to the sailors. For every vehicle sold, a portion of the cost is given to the ship's store as a rebate. These rebates are recorded and reported on the ship's NAVCOMPT 153 financial statement.

All users can view rebate information and print a Rebates Report. Users with Enterprise user roles can also add and edit rebate information, which is documented in the *ROM3 User's Guide for Ashore Users*.

This section includes the following tasks, which can be performed by the user groups indicated with an "X."

	Activity	Enterprise	TYCOM	DFAS
• View a Rebate	X	X	X	X
• Print a Rebates Report	X	X	X	X

VIEW A REBATE

1. Select **Rebates** from the **Financials** menu.

The **REBATES – EXISTING RECORDS** page appears.



Note: The fields you see on this page may be different from the ones shown here, depending on your user role.

2. Select a date range from the **Select Accounting Period** list.

-or-

Select an option from the **Select Activity** list and enter dates in the **Start Date** and **End Date** fields (available for users with Enterprise user roles only).

3. Click **Search**.

The page updates and displays the search results.

Date	Amount	Source	Comments	Status
08/30/2012	\$5.00	NEXCOM	5	Confirmed
08/28/2012	\$2.00	Phone Card	2	Unconfirmed
08/28/2012	\$1.00	NEXCOM	1	Unconfirmed
08/25/2012	\$9.00	NEXCOM	44	Confirmed
05/24/2012	\$3,221.00	Phone Card	Test	Confirmed

4. In the **Date** column, click the link for the record you want to view.

The **REBATES – VIEW REBATE** page appears.



Note: You may see the **Rebates – Edit Rebate** page instead, depending on your user role and/or the rebate status.

Rebates

View Rebate

Date:

Activity:

Status:

Rebate Amount: \$

Source:

Comments:

PRINT A REBATES REPORT

1. Select **Rebates** from the **Financials** menu.

The **REBATES – EXISTING RECORDS** page appears.



Note: The fields you see on this page may be different from the ones shown here, depending on your user role.

2. Select a date range from the **Select Accounting Period** list.

-or-

Select an option from the **Select Activity** list and enter dates in the **Start Date** and **End Date** fields (available for users with Enterprise user roles only).

3. Click **Search**.

The page updates and displays the search results. The **Generate Printable Report** button also becomes active.

Date	Amount	Source	Comments	Status
08/30/2012	\$5.00	NEXCOM	5	Confirmed
08/28/2012	\$2.00	Phone Card	2	Unconfirmed
08/28/2012	\$1.00	NEXCOM	1	Unconfirmed
05/29/2012	\$74.00	Navy Auto Source	Grant Rebate test22	Confirmed
05/24/2012	\$3,221.00	Phone Card	TEst	Confirmed

4. Click **Generate Printable Report**.



Note: See [Section 4 Printing and Saving Files from ROM3](#) for more information.

7.11 Service Charges

If an activity's store needs to obtain services, the payment is processed through DFAS. For example, if a vending machine needs to be repaired, DFAS records the payment amount and applies it to your activity's financials.

Users with DFAS user roles can add, edit, and confirm service charges in ROM3. These procedures are found in the *ROM3 User's Guide for Ashore Users*.

Most other users can view service charge information and print Service Charge Reports.

This section includes the following tasks, which can be performed by the user groups indicated with an "X."

	Activity	Enterprise	TYCOM	DFAS
• View a Service Charge	X	X	X	X
• Print a Service Charge Report	X	X	X	X

VIEW A SERVICE CHARGE

1. Select **Services Charges** from the **Financials** menu.

The **SERVICES CHARGES – EXISTING RECORDS** page appears.



Note: The fields you see on this page may be different from the ones shown here, depending on your user role.

2. Select a date range from the **Select Accounting Period** list.

-or-

Select an option from the **Select Activity** list and enter dates in the **Start Date** and **End Date** fields (available for users with Enterprise user roles only).

3. Click **Search**.

The page updates and displays the search results.

Date	Amount	Recipient	Comments	Status
12/03/2012	\$100.00	ty	test	Unconfirmed
06/04/2012	\$1,324.00	Queue, Su	T	Confirmed
05/04/2012	\$99,999.99	USS ANYSHIP 22 Bainbridge	Max Amount Size	Confirmed
06/04/2012	\$10,000.50	USS ANYSHIP 21 Bainbridge	Almost Done Paying [...]	Unconfirmed
05/30/2012	\$2.05	USS ANYSHIP 17 Bainbridge	New Steering Wheel [...]	Unconfirmed
05/29/2012	\$11,111.11	USS ANYSHIP 11 Bainbridge	Service Charges - N[...]	Unconfirmed

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4. In the **Date** column, click the link for the record you want to view.

The SERVICES CHARGES – VIEW SERVICE CHARGE page appears.



Note: You may see the **Service Charges – Modify Service Charge** page instead, depending on your user role and/or the charge status.

Service Charges

View Service Charge

Date:

Status:

Recipient:

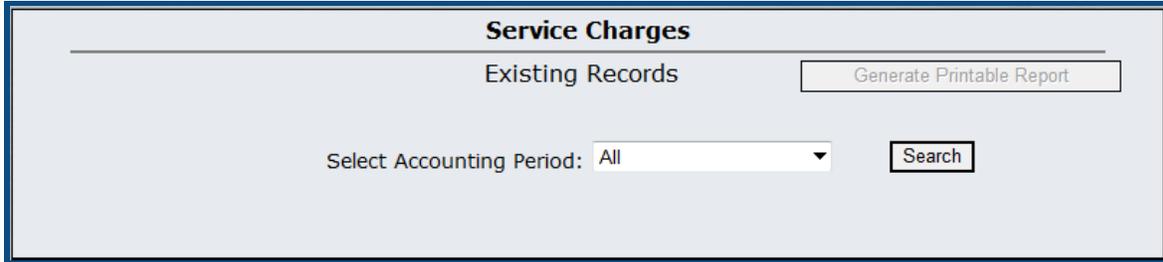
Amount: \$

Comments:

PRINT A SERVICE CHARGE REPORT

1. Select **Services Charges** from the **Financials** menu.

The **SERVICES CHARGES – EXISTING RECORDS** page appears.



Service Charges
Existing Records Generate Printable Report

Select Accounting Period: All Search



Note: The fields you see on this page may be different from the ones shown here, depending on your user role.

2. Select a date range from the **Select Accounting Period** list

-or-

Select an option from the **Select Activity** list and enter dates in the **Start Date** and **End Date** fields (available for users with Enterprise user roles only).

3. Click **Search**.

The page updates and displays the search results.

4. Click **Generate Printable Report**.



Note: See [Section 4 Printing and Saving Files from ROM3](#) for more information.

8 Register

You may choose to use a handheld computer to scan items and record quantities for receiving orders, completing inventories, or conducting breakouts.

8.1 Launch Register

To transfer information to or from the handheld it is necessary to synchronize the device with the ROM3 application.

This section includes the following tasks, which can be performed by the user groups indicated with an "X."

	Activity	Enterprise	TYCOM	DFAS
• Open a Register	X			
• Conduct a Sale	X			
• Perform a Price Override	X			
• Associate an Unknown UPC	X			
• Perform a Price Check	X			
• Reprint a Sales Receipt	X			
• Print Item Labels	X			
• Issue a Refund	X			
• Close a Register	X			

OPEN A REGISTER

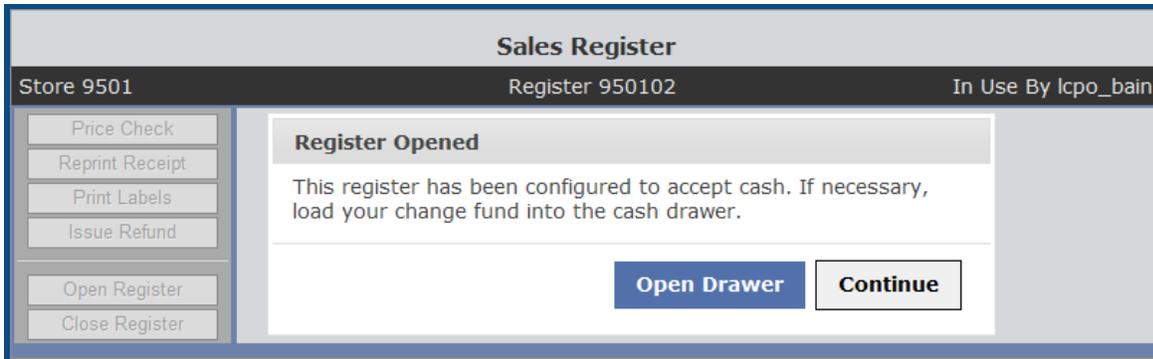
1. Select **Launch Register** from the **Register** menu.

The SALES REGISTER page appears.



2. Click **Open Register**.

The page updates and displays a message and two new buttons.

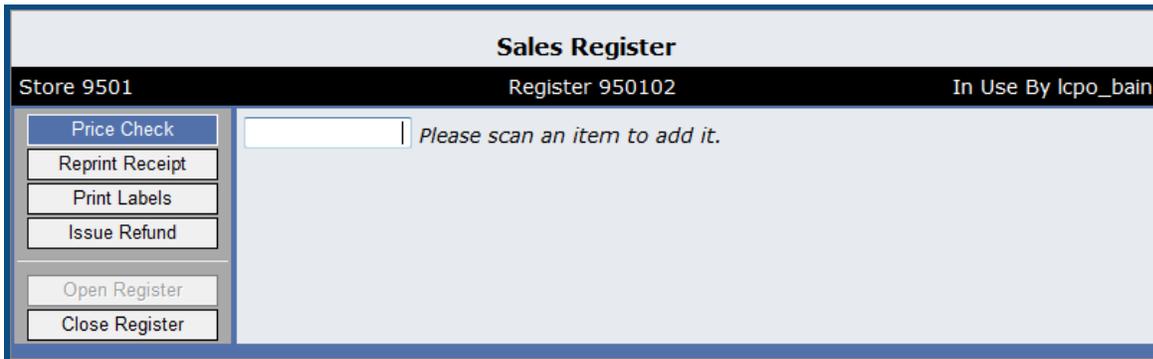


3. If your register is configured to accept cash, click **Open Drawer** to open the cash drawer and load your change fund, and then click **Continue**.

-or-

If your register is configured for Navy Cash only, click **Continue**.

The register is now open and ready to conduct sales.



CONDUCT A SALE

You must be working with an open register session to perform this task. See [Open Register](#) for more information.

1. Scan the barcode of an item.

The page updates and displays the item information and price.

Sales Register						
Store 9501		Register 950102		In Use By lcpo_bain		
Price Check	Stock Number	Description	Price	Qty	Total	Remove
Reprint Receipt	3113130000003	Sunmaid Yogurt Raisins	\$0.75	1	\$0.75	Remove
Print Labels	Please scan an item to add it.					
Issue Refund						
Open Register						
Close Register						
Cancel Transaction	Total Items: 1	Subtotal: \$0.75		Checkout		

2. Continue scanning until all of the customer's items appear on the screen.



Note: For multiple quantities of the same item, you may either continue scanning the barcodes, or manually enter the total quantity in the **Qty** field.

Sales Register						
Store 9501		Register 950102		In Use By lcpo_bain		
Price Check	Stock Number	Description	Price	Qty	Total	Remove
Reprint Receipt	3113130000003	Sunmaid Yogurt Raisins	\$0.75	3	\$2.25	Remove
Print Labels	3113130000006	Slim Jim Stick Counter Top	\$2.25	2	\$4.50	Remove
Issue Refund	Please scan an item to add it.					
Open Register						
Close Register						
Cancel Transaction	Total Items: 5	Subtotal: \$6.75		Checkout		

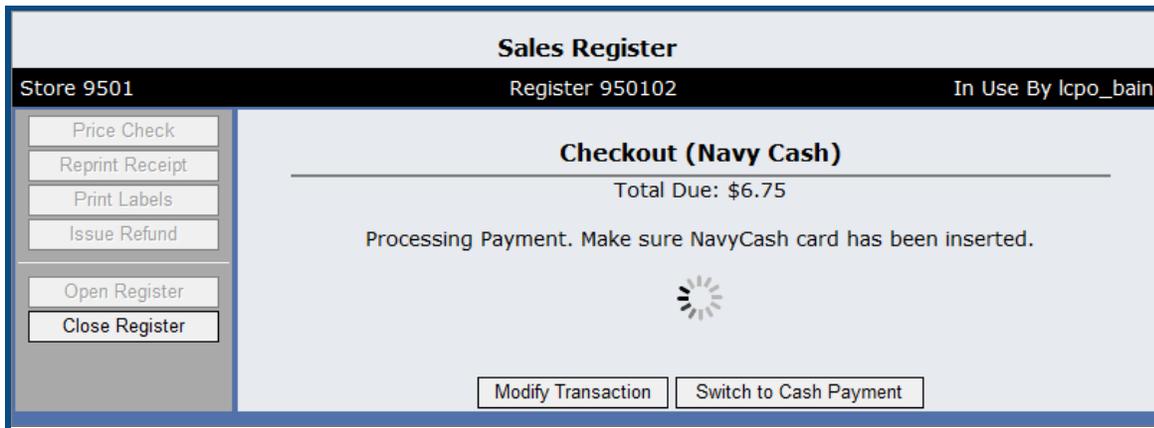
3. To remove an item from the sales transaction, click the link in the **Remove** column.

-or-

To cancel the entire sales transaction, click **Cancel Transaction**.

4. Click **Checkout**.

The SALES REGISTER - CHECKOUT page appears.



Note: This page may appear differently depending on whether your register is configured to accept cash, Navy Cash, or both tender types.

- Click **Modify Transaction** to return to the SALES REGISTER page and modify transaction items.

-or-

Click **Switch to Cash Payment** to cancel the Navy Cash transaction and collect cash.



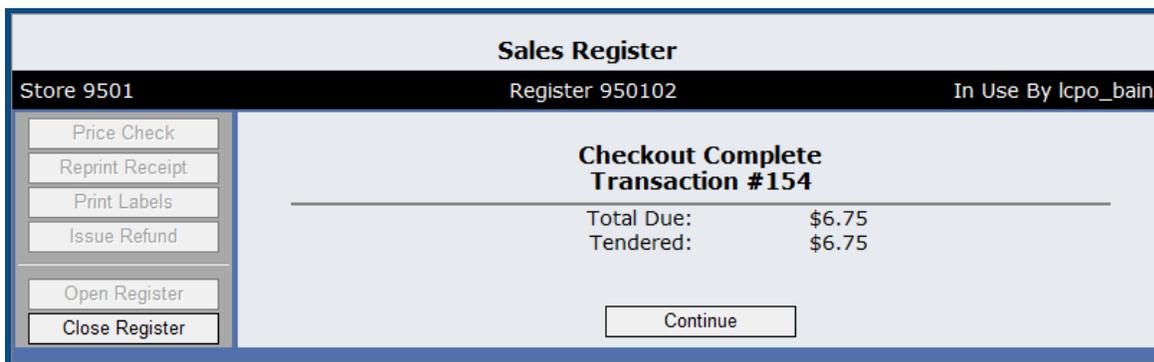
Note: Depending on your role and register configuration, you may receive an **Authorization Required** prompt asking for a supervisor's override code to allow a cash transaction.

-or-

Click **Switch to Navy Cash Payment** to cancel the cash transaction and collect Navy Cash.

- For **Navy Cash** payments, have the user insert their Navy Cash card into the Navy Cash card reader, enter their personal identification number (PIN), and confirm the amount. Navy Cash approves the transaction and a sales receipt is printed.

The SALES REGISTER – CHECKOUT COMPLETE page appears.



7. For **cash payments**, enter the amount of cash provided by the customer in the **Cash Tendered** field.

The **SALES REGISTER – CHECKOUT (CASH)** page appears.

Sales Register		
Store 9501	Register 950102	In Use By lcpo_bain
<input type="button" value="Price Check"/> <input type="button" value="Reprint Receipt"/> <input type="button" value="Print Labels"/> <input type="button" value="Issue Refund"/> <input type="button" value="Open Register"/> <input type="button" value="Close Register"/>	Checkout (Cash) <hr/> Total Due: \$6.75 Cash Tendered: <input type="text"/> <input type="button" value="Submit"/> <input type="button" value="Modify Transaction"/> <input type="button" value="Switch to NavyCash Payment"/>	

8. Click **Submit**.

The sales receipt is printed and the **SALES REGISTER – CHECKOUT COMPLETE** page appears.

Sales Register		
Store 9501	Register 950102	In Use By lcpo_bain
<input type="button" value="Price Check"/> <input type="button" value="Reprint Receipt"/> <input type="button" value="Print Labels"/> <input type="button" value="Issue Refund"/> <input type="button" value="Open Register"/> <input type="button" value="Close Register"/>	Checkout Complete Transaction #155 <hr/> Total Due: \$6.75 Tendered: \$10.00 <hr/> Change Due: \$3.25 <input type="button" value="Continue"/>	

9. Provide the customer with the correct amount of change, displayed in the **Change Due** field and then click **Continue**.

The **SALES REGISTER** page appears.

PERFORM A PRICE OVERRIDE

You must be working with an open register session to perform this task. See [Open Register](#) for more information.

Depending on your user role, the system may require a supervisor's code to complete this task.

1. Scan the barcode of an item.

The page updates and displays the item information and price.

The screenshot shows the 'Sales Register' interface. At the top, it displays 'Store 9501', 'Register 950102', and 'In Use By lcpo_bain'. On the left side, there is a vertical menu with buttons: 'Price Check', 'Reprint Receipt', 'Print Labels', 'Issue Refund', 'Open Register', and 'Close Register'. The main area contains a table with the following data:

Stock Number	Description	Price	Qty	Total	Remove
311313000003	Sunmaid Yogurt Raisins	\$0.75	1	\$0.75	Remove

Below the table, there is a text input field with the placeholder text 'Please scan an item to add it.' At the bottom of the interface, there are buttons for 'Cancel Transaction', 'Checkout', and a summary line: 'Total Items: 1 Subtotal: \$0.75'.

2. In the **Price** column, click the link for the price you want to change.



Note: Depending on your role, you may receive an **Authorization Required** prompt asking for a supervisor's override code to allow the Price Override to proceed.

The SALES REGISTER – PRICE OVERRIDE page appears.

The screenshot shows the 'Sales Register' interface with the 'Price Override' screen active. The top header remains the same. The left menu is also present. The main area is titled 'Price Override' and contains a table with the following data:

Stock Number	Description	Cost Price	Retail Price	QOH
311313000003	Sunmaid Yogurt Raisins	\$0.7628	\$0.75	-3

Below the table, there is a 'Set New Retail Price' field with a text input containing '\$0.50' and the text '(Only applies to this transaction)'. At the bottom, there are 'Save' and 'Cancel' buttons.

3. Enter the new price in the **Set New Retail Price** field.
4. Click **Save**.

The SALES REGISTER page appears, and the new price is reflected in the **Price** column.

Sales Register						
Store 9501		Register 950102			In Use By lcpo_bain	
Price Check	Stock Number	Description	Price	Qty	Total	Remove
Reprint Receipt	3113130000003	Sunmaid Yogurt Raisins	\$0.50	1	\$0.50	Remove
Print Labels	Please scan an item to add it.					
Issue Refund						
Open Register						
Close Register						
Cancel Transaction	Total Items: 1			Subtotal: \$0.50		Checkout



Note: A price override only applies to a specific transaction. The next time the item is scanned at the register, it will revert to its standard retail price. If you want to permanently change the retail price of an item, see [Edit Inventory Item Price](#).

ASSOCIATE AN UNKNOWN UPC

You must be working with an open register session to perform this task. See [Open Register](#) for more information.

Depending on your role, the system may require a supervisor's code to complete this task.

1. Scan an unknown UPC barcode.

The **Item Not found** dialog box appears, prompting you to associate the barcode with an item.

The screenshot shows the 'Sales Register' window for Store 9501, Register 950102, with 'In Use By lcpo_bain'. A dialog box titled 'Item Not Found' is overlaid on the screen. The dialog box contains the text: 'Item not found for UPC 5100129305. Would you like to link UPC to an existing item?' and two buttons: 'Yes' and 'No'. On the left side of the register window, there is a vertical menu with buttons: Price Check, Reprint Receipt, Print Labels, Issue Refund, Open Register, and Close Register.

2. Click **Yes**.

The **SALES REGISTER – LINK UPC** page appears.

The screenshot shows the 'Sales Register' window for Store 9501, Register 950102, with 'In Use By lcpo_bain'. The main area of the window is titled 'Link UPC 5100129305'. Below the title, there is an 'Item Search' field, a 'Department' dropdown menu (set to ALL), and a 'Category' dropdown menu (set to ALL). There are 'Search' and 'Cancel' buttons at the bottom. On the left side of the register window, there is a vertical menu with buttons: Price Check, Reprint Receipt, Print Labels, Issue Refund, Open Register, and Close Register.



Note: Depending on your role, you may receive an **Authorization Required** prompt, asking for a supervisor's override code to allow the UPC association to proceed.

3. Enter or select one or more of the following:
 - Enter a stock number or item name (or partial number or name) in the **Item Search** field
 - Select an option from the **Department** list
 - Select an option from the **Category** list (list becomes active after selecting a department)
4. Click **Search**.

The page updates and displays the search results.

Sales Register
Store 9501 Register 950102 In Use By lcpo_bain

Price Check
Reprint Receipt
Print Labels
Issue Refund
Open Register
Close Register

Link UPC 5100129305

Item Search:
Department: B3 Category: ALL
Search Cancel

Dept	Category	Stock Num	Description	QOH	
B3	Nutritional Supplement	273000000001	CREATINE 250G, PP	0	Link
B3	Nutritional Supplement	273000000001	CREATINE 250G, PP	0	Link
B3	Nutritional Supplement	273000000005	CREATINE, PP	0	Link
B3	Nutritional Supplement	273000000005	CREATINE, PP	0	Link

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- Click the **Link** for the item you want to associate the UPC barcode with.

A confirmation dialog box appears.

Sales Register
Store 9501 Register 950102 In Use By lcpo_bain

Price Check
Reprint Receipt
Print Labels
Issue Refund
Open Register
Close Register

Link UPC 5100129305

Confirm
Are you sure you want to link UPC "5100129305" to "CREATINE 250G, PP"

Yes No

Dept	Category	Stock Num	Description	QOH	
B3	Nutritional Supplement	273000000001	CREATINE 250G, PP	0	Link
B3	Nutritional Supplement	273000000001	CREATINE 250G, PP	0	Link
B3	Nutritional Supplement	273000000005	CREATINE, PP	0	Link
B3	Nutritional Supplement	273000000005	CREATINE, PP	0	Link

< Page 1 of 2 > 10 rows per page Go to page: Go

- Click **Yes**.

The **SALES REGISTER** page appears.

PERFORM A PRICE CHECK

You must be working with an open register session to perform this task. See [Open Register](#) for more information.

1. Click **Price Check**.

The **SALES REGISTER – PRICE CHECK** page appears.

2. Scan the barcode of the item you want to check.

-or-

Enter the stock number of the item you want to check in the **Scan Item UPC** field and then press **Tab** on your keyboard.

The page updates and displays the item price and quantity on hand information.

Stock Number	Description	Retail Price
273000000007	MAXIMUM GREENS COMPLETE	\$0.25

Quantity On Hand (by location)			
ID	Type	Location Name	QOH
9200	Stamp Vending	Post Office	5
9505	Retail Store	Retail Store 1	7
9900	Holding Location (Bulk Storeroom)	Storeroom	38

3. Click **Cancel**.

The **SALES REGISTER** page appears.

REPRINT A SALES RECEIPT

You must be working with an open register session to perform this task. See [Open Register](#) for more information.

1. Click **Reprint Receipt**.

The **SALES REGISTER – REPRINT REGISTER RECEIPT** page appears.

2. Enter or select one or more of the following:
 - Enter the date of the desired sales transaction in the **Date** field
 - Select an option from the **Location** list
 - Select an option from the **Tender** list

3. Click **Search**.

The page updates and displays the search results.

TX #	Date/Time	Tender	# Items	Sale Amt
153	19 Sep 2013 15:44	Navy Cash	5	\$1.25
152	18 Sep 2013 15:44	Cash	1	\$0.75
143	10 Jul 2013 17:20	Cash	1	\$5.00
144	12 Jul 2013 16:18	Navy Cash	1	\$0.75

< Page 1 of 10 > 10 rows per page Go to page: Go

4. In the **TX #** column, click the link for the record you want to view.

Register

The SALES REGISTER – REPRINT REGISTER RECEIPT page appears.

Sales Register																			
Store 9501	Register 950102	In Use By lcpo_bain																	
Price Check	Reprint Register Receipt Cashier: lcpo_bain Register: 950102 Transaction #: 153 Sale Date: 19 Sep 2013 15:44 <table border="1"><thead><tr><th>Stock Number</th><th>Description</th><th>Price</th><th>Qty</th><th>Total Price</th></tr></thead><tbody><tr><td>273000000007</td><td>MAXIMUM GREENS COMPLETE</td><td>\$0.25</td><td>5</td><td>\$1.25</td></tr><tr><td colspan="3">Total</td><td>5</td><td>\$1.25</td></tr></tbody></table>				Stock Number	Description	Price	Qty	Total Price	273000000007	MAXIMUM GREENS COMPLETE	\$0.25	5	\$1.25	Total			5	\$1.25
Stock Number					Description	Price	Qty	Total Price											
273000000007					MAXIMUM GREENS COMPLETE	\$0.25	5	\$1.25											
Total					5	\$1.25													
Reprint Receipt																			
Print Labels																			
Issue Refund																			
Open Register																			
Close Register																			
Cancel		Reprint Receipt																	

5. Click **Reprint Receipt**.

The receipt prints and the SALES REGISTER page appears.

PRINT ITEM LABELS

You must be working with an open register session to perform this task. See [Open Register](#) for more information.

1. Click **Print Labels**.

The **SALES REGISTER – PRINT ITEM LABELS** page appears.

The screenshot shows the 'Sales Register' interface. At the top, it displays 'Store 9501', 'Register 950102', and 'In Use By lcpo_bain'. Below this is a sidebar with buttons for 'Price Check', 'Reprint Receipt', 'Print Labels', 'Issue Refund', 'Open Register', and 'Close Register'. The main area is titled 'Print Item Labels' and contains a search form with the following fields: 'Item Search:' (text input), 'Department:' (dropdown menu with 'ALL' selected), 'Category:' (dropdown menu with 'ALL' selected), and 'Location:' (dropdown menu with 'ALL' selected). There are 'Search' and 'Cancel' buttons at the bottom of the search area.

2. Enter or select one or more of the following:
 - Enter a stock number or item name (or partial number or name) in the **Item Search** field
 - Select an option from the **Department** list
 - Select an option from the **Category** list (list becomes active after selecting a department)
 - Select a location from the **Location** list
3. Click **Search**.

Register

The page updates and displays the search results.

Sales Register
Store 9501 Register 950102 In Use By lcpo_bain

Print Item Labels

Item Search:

Department: B6 Category: ALL Location: ALL

Search Cancel

Dept	Category	Stock Num	Description	QOH	Retail Price	# Labels
B6	Portable Player	2420000011	IPOD TOUCH 32GB 1849909	0	\$0.00	<input type="text" value="0"/>
B6	Portable Player	2420000011	IPOD TOUCH 32GB 1849909	0	\$0.00	<input type="text" value="0"/>
B6	Portable Player	+7463HHU02	MLH	2	\$1.20	<input type="text" value="0"/>

< Page 1 of 1 > ALL Go to page: Go

Print Labels

- In the **# Labels** column, enter the number of labels to print for each item.
- Click **Print Labels**.

The **SALES REGISTER – PRINT ITEM LABELS** page appears.

Sales Register
Store 9501 Register 950102 In Use By lcpo_bain

Print Item Labels

Printing Labels

Cancel



Note: Click **Cancel** at any time to stop the label printing.

6. The labels print, and the page updates and displays a confirmation message.



The screenshot shows the 'Sales Register' interface. At the top, it displays 'Store 9501', 'Register 950102', and 'In Use By lcpo_bain'. On the left side, there is a vertical menu with buttons for 'Price Check', 'Reprint Receipt', 'Print Labels', 'Issue Refund', 'Open Register', and 'Close Register'. The main area of the screen displays the following text: 'Print Item Labels', a horizontal line, 'Printing Labels', and 'Printing Complete'. At the bottom of the main area, there are two buttons: 'Reprint Labels' and 'Finish'.

7. Click **Reprint Labels** to print the same set of labels again.

-or-

Click **Finish**.

The [SALES REGISTER](#) page appears.

ISSUE A REFUND

You must be working with an open register session to perform this task. See [Open Register](#) for more information.

Depending on your role, the system may require a supervisor's code to complete the refund.

1. Click **Issue Refund**.

The **SALES REGISTER – ISSUE REFUND SEARCH** page appears.

2. Enter or select one or more of the following:

- Scan the barcode on the customer's receipt, or enter the transaction number in the **Scan Or Enter TX #** field
- Enter the date of the transaction in the **Date** field
- Select an option from the **Location** list

3. Click **Search**.

The page updates and displays the search results.

TX #	Date/Time	Tender	# Items	Sale Amt
153	19 Sep 2013 15:44	Navy Cash	5	\$1.25
152	19 Sep 2013 15:44	Cash	1	\$5.00
144	12 Jul 2013 16:18	Navy Cash	1	\$0.75

4. In the **TX #** column, click the link for the record you want to view.

The **SALES REGISTER – ISSUE REFUND ENTRY** page appears.

Sales Register						
Store 9501		Register 950102		In Use By lcpo_bain		
Issue Refund Entry						
Price Check	Stock Number	Description	Price	Qty Sold	Qty Prev. Returned.	Return Qty
Reprint Receipt	3113130000005	ACT II Butter Lovers Popcorn	\$0.75	3	0	<input type="text" value="0"/>
Print Labels	0153100017	BICYCLE POKER CARDS RACK PACK	\$0.00	5	0	<input type="text" value="0"/>
Issue Refund			<input type="button" value="Cancel"/>	<input type="button" value="Refund Items"/>		
Open Register						
Close Register						

5. In the **Return Qty** column, enter the quantity to be returned for each item.



Note: The system will not allow you return more than was originally sold, and will take into account any items that were previously returned.

6. Click **Refund Items**.



Note: Depending on your role, you may receive an **Authorization Required** prompt asking for a supervisor's override code to allow the refund to proceed.

The return receipt is printed, and the **SALES REGISTER – ISSUE REFUND CONFIRMATION** page appears.

Sales Register							
Store 9501		Register 950102		In Use By lcpo_bain			
Issue Refund Confirmation							
Price Check	Stock Number	Description	Price	Qty Sold	Qty Prev. Returned.	Return Qty	Refund Due
Reprint Receipt	3113130000005	ACT II Butter Lovers Popcorn	\$0.75	3	0	1	\$0.75
Print Labels	0153100017	BICYCLE POKER CARDS RACK PACK	\$0.00	5	0	0	\$0.00
Issue Refund			Total			1	\$0.75
Open Register	Return Accepted.						
Close Register	Refund Due: \$0.75						
Instruct customer to take receipt to Disbursing for payment refund.							
<input type="button" value="Continue"/>							

7. Instruct the customer to take the return receipt to disbursing for payment and then click **Continue**.

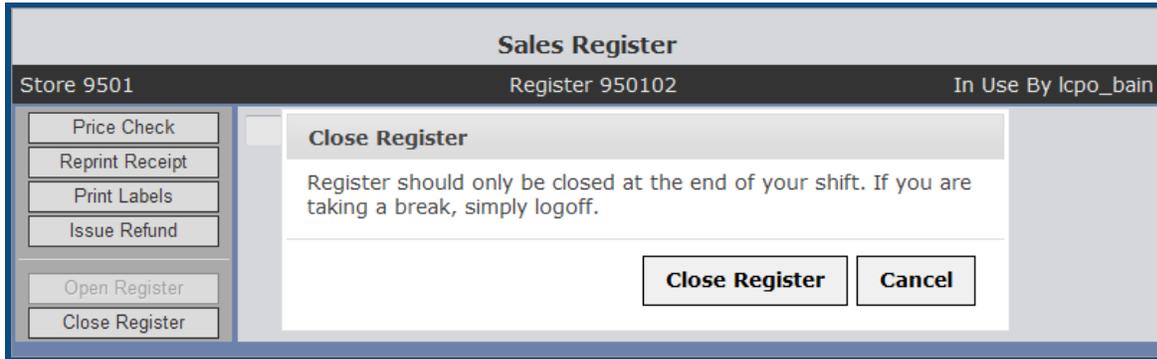
The **SALES REGISTER** page appears.

CLOSE A REGISTER

You must be working with an open register session to perform this task. See [Open Register](#) for more information.

1. Click **Close Register**.

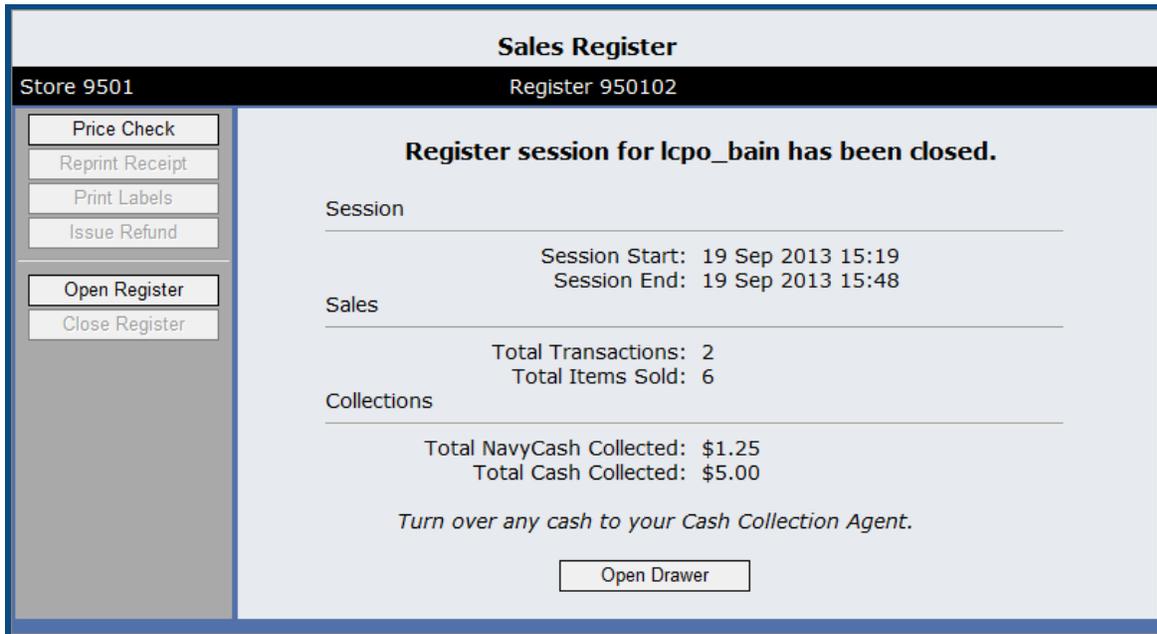
The **Close Register** dialog box appears.



Caution: Do not close the register session until the end of your shift. If you are taking a break, simply log off your workstation. The session will continue when you return.

2. Click **Close Register** to end your session.

The register closes and the **SALES REGISTER – SESSION SUMMARY** page appears.



3. If your register is configured to accept cash, click **Open Drawer** to open the cash drawer and remove any money. All money should be counted and provided to your Cash Collection Agent.

8.2 Manage Sessions

You can view all register sessions, including sales transaction information and individual items sold. After a cashier has finished a shift, the Cash Collection Agent can record cash and Navy Cash collection information.

This section includes the following tasks, which can be performed by the user groups indicated with an "X."

	Activity	Enterprise	TYCOM	DFAS
• View a Register Session	X			
• Add a Register Collection	X			
• Edit or Confirm a Collection	X			
• Print a Cash Over/Short Detailed Report	X			

VIEW A REGISTER SESSION

1. Select **Manage Sessions** from the **Register** menu.

The **REGISTER SESSION MANAGER – EXISTING RECORDS** page appears.

2. Enter or select one or more of the following:
 - Select an option from the **Register** list
 - Select an option from the **Operator** list
 - Enter dates in the **Start Date** and **End Date** fields
3. Click **Search**.

The page updates and displays the search results.

Session Start	Session End	Register	Operator	Session Status	Collections
09/18/2013	09/18/2013	950201	lcpo_bain	Closed	Not Collected
08/08/2013	08/13/2013	950202	lcpo_bain	Closed	Not Collected
05/01/2013	05/01/2013	951001	lcpo_bain	Closed	Not Collected

Page 1 of 5 10 rows per page Go to page: Go

4. In the **Session Start** column, click the link for the record you want to view.

The VIEW SESSION DETAILS page appears.

View Session Details

19 Jun 2013 | 20:23 - 19 Jun 2013 | 20:25

Collections

Status: Unconfirmed

Cash Expected: Navy Cash Expected:

Cash Collected: Navy Cash Collected:

Difference: Difference:

Transactions

Operator: lcpo_bain Register: 951001
Total Transactions: 3 Total Items Sold: 3

TX #	Date/Time	Tender	# Items	Sale Amt
122	06/19/2013 20:24	Navy Cash	1	\$5.00
123	06/19/2013 20:24	Cash	1	\$0.00
124	06/19/2013 20:24	Cash	1	\$5.00

- In the TX # column, click the link for the transaction you want to view.

The TRANSACTION DETAIL page appears.

Transaction Detail

19 Jun 2013 | 20:24

Operator: lcpo_bain Register: 951001
Transaction: # 122 Tender: Navy Cash

Stock Number	Description	Price	Override	Qty	Total Price	Price Approval
123	123	\$0.00	\$5.00	1	\$5.00	lcpo_bain

Total Quantity: 1 Total Sales: \$5.00

ADD A REGISTER COLLECTION

1. Select **Manage Sessions** from the **Register** menu.

The **REGISTER SESSION MANAGER – EXISTING RECORDS** page appears.

2. Enter or select one or more of the following:
 - Select an option from the **Register** list
 - Select an option from the **Operator** list
 - Enter dates in the **Start Date** and **End Date** fields.
3. Click **Search**.

The page updates and displays the search results.

Session Start	Session End	Register	Operator	Session Status	Collections
09/18/2013	09/18/2013	950201	lcpo_bain	Closed	Not Collected
08/08/2013	08/13/2013	950202	lcpo_bain	Closed	Not Collected
05/01/2013	05/01/2013	951001	lcpo_bain	Closed	Not Collected

Page 1 of 5 10 rows per page Go to page: Go

4. In the **Session Start** column, click the link for the record you want to work with.

The VIEW SESSION DETAILS page appears.

View Session Details

19 Jun 2013 | 20:23 - 19 Jun 2013 | 20:25

Collections

Status: Unconfirmed

Cash Expected: Navy Cash Expected:

Cash Collected: Navy Cash Collected:

Difference: Difference:

Transactions

Operator: lcpo_bain Register: 951001
 Total Transactions: 3 Total Items Sold: 3

TX #	Date/Time	Tender	# Items	Sale Amt
122	06/19/2013 20:24	Navy Cash	1	\$5.00
123	06/19/2013 20:24	Cash	1	\$0.00
124	06/19/2013 20:24	Cash	1	\$5.00

 10 rows per page Go to page:

- Select an option from the **Status** list.



Note: *Unconfirmed* is selected by default. If you select *Confirmed*, the amount will be posted to the accounting period and the entry cannot be edited.

- Enter the dollar amount of actual cash collected in the **Cash Collected** field.
- Enter the dollar amount of actual Navy Cash collected in the **Navy Cash Collected** field.
- Click **Save**.

The REGISTER SESSION MANAGER – EXISTING RECORDS page appears.

EDIT OR CONFIRM A COLLECTION

1. Select **Manage Sessions** from the **Register** menu.

The REGISTER SESSION MANAGER – EXISTING RECORDS page appears.

2. Enter or select one or more of the following:
 - Select an option from the **Register** list
 - Select an option from the **Operator** list
 - Enter dates in the **Start Date** and **End Date** fields
3. Click **Search**.

The page updates and displays the search results.

Session Start	Session End	Register	Operator	Session Status	Collections
09/18/2013	09/18/2013	950201	lcpo_bain	Closed	Not Collected
08/08/2013	08/13/2013	950202	lcpo_bain	Closed	Not Collected
05/01/2013	05/01/2013	951001	lcpo_bain	Closed	Not Collected

Page 1 of 5 | 10 rows per page | Go to page: Go

4. In the **Session Start** column, click the link for the record you want to work with.

PRINT A CASH OVER/SHORT DETAILED REPORT

1. Select **Manage Sessions** from the **Register** menu.

The REGISTER SESSION MANAGER – EXISTING RECORDS page appears.

2. Enter or select one or more of the following:
 - Select an option from the **Register** list
 - Select an option from the **Operator** list
 - Enter dates in the **Start Date** and **End Date** fields
3. Click **Search**.

The page updates and displays the search results.

4. Click **Cash Over/Short Detailed**.



Note: See [Section 4 Printing and Saving Files from ROM3](#) for more information.

8.3 Register Journal

As orders arrive from vendors, you can record receipt quantities using the handheld device. After scanning or selecting an item, record the quantity received. After synchronizing the handheld device, you can confirm the received quantities in ROM3.

This section includes the following tasks, which can be performed by the user groups indicated with an "X."

	Activity	Enterprise	TYCOM	DFAS
• View a Register Event	X			
• Print a Register Event Log	X			

VIEW A REGISTER EVENT

1. Select **Register Journal** from the **Register** menu.

The **REGISTER EVENT JOURNAL – EXISTING RECORDS** page appears.

2. Enter or select one or more of the following:
 - Select an option from the **Event** list
 - Select an option from the **Location** list
 - Select an option from the **Register** list
 - Select an option from the **Operator** list
 - Enter dates in the **Start Date** and **End Date** fields

3. Click **Search**.

The page updates and displays the search results.

Date	Event	Price	Register	Operator
09/18/2013	Close Register	\$0.00	950201	lcpo_bain
09/18/2013	Open Register	\$0.00	950201	lcpo_bain
07/26/2013	Close Register	\$0.00	950202	lcpo_bain

4. In the **Date** column, click the link for the event you want to view.

PRINT A REGISTER EVENT LOG

1. Select **Register Journal** from the **Register** menu.

The **REGISTER EVENT JOURNAL – EXISTING RECORDS** page appears.



Note: The fields you see on this page may be different from the ones shown here, depending on your user role.

2. Enter or select one or more of the following:
 - Select an option from the **Event** list
 - Select an option from the **Location** list
 - Select an option from the **Register** list
 - Select an option from the **Operator** list
 - Enter dates in the **Start Date** and **End Date** fields
3. Click **Search**.

The page updates and displays the search results.

Date	Event	Price	Register	Operator
09/18/2013	Close Register	\$0.00	950201	lcpo_bain
09/18/2013	Open Register	\$0.00	950201	lcpo_bain
07/26/2013	Close Register	\$0.00	950202	lcpo_bain

Page 1 of 3 | 10 rows per page | Go to page: [] Go

4. Click **Generate Printable Report**.



Note: See [Section 4 Printing and Saving Files from ROM3](#) for more information.

8.4 Receipt Configuration

A sales receipt is automatically printed by the register if the sales total is above a certain threshold. The receipt can contain a custom header and/or footer message. You can adjust the receipt threshold and set the custom messages using ROM3.

This section includes the following tasks, which can be performed by the user groups indicated with an "X."

	Activity	Enterprise	TYCOM	DFAS
• View Receipt Configuration	X			
• Edit Receipt Configuration	X			

VIEW OR EDIT RECEIPT CONFIGURATION

1. Select **Receipt Configuration** from the **Register** menu.

The **RECEIPT CONFIGURATION** page appears.

Receipt Configuration

Receipt Printing Threshold: \$

Receipt Header & Footer

Message	Header	Footer	Delete
Thank You, Come Again!	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
Welcome to the Ship's Store!	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Delete
Y'all Come Back Now!	<input type="checkbox"/>	<input type="checkbox"/>	Delete

2. To edit the receipt configuration, perform one or more of the following, as necessary:
 - Enter a new dollar amount in the **Receipt Printing Threshold** field and then click **Update**
 - Select a message to be used as the header by selecting the **Header** check box for that message
 - Select a message to be used as the footer by selecting the **Footer** check box for that message
 - To prevent messages from printing on a receipt, clear the **Header** and **Footer** check boxes
 - To remove a message from the system, click the **Delete** link for that message
 - To add a new message, enter the message in the blank field next to the **Add Message** button and then click **Add Message**



Note: The receipt threshold default is \$10.00. Set it to \$0.00 to automatically print a receipt for every transaction, or to \$9999.00 to never print a receipt.

9 System

9.1 Accounting Closeouts

In ROM3, you can view or close the current accounting or reporting period, view past accounting and reporting periods, and generate reporting data for DFAS and the TYCOMs.

This section includes the following tasks, which can be performed by the user groups indicated with an "X."

	Activity	Enterprise	TYCOM	DFAS
• View an Accounting or Reporting Period	X	X	X	X
• View NAVCOMPT 153	X	X	X	X
• Close and Report a Reporting Period	X			
• Close and Report an Accounting Period	X			
• Export Reporting Period Data	X	X	X	X
• Export Accounting Period Data	X	X	X	X

VIEW AN ACCOUNTING OR REPORTING PERIOD

1. Select **Accounting Closeouts** from the **System** menu.

The **MANAGE ACCOUNTING PERIODS** page appears.

The screenshot shows the 'Manage Accounting Periods' interface. At the top, there are three buttons: 'Close Monthly Only', 'Close Monthly & Tri-Annual', and 'Report Closed Periods'. Below these is a section titled 'Tri-Annual Accounting Periods'. It features a table with columns for Status, Open Date, Close Date, and actions (View, Download, Journal of Receipts, DFAS 153 Data). The table contains three rows: one 'Open' period and two 'Reported' periods. A pagination bar at the bottom indicates 'Page 1 of 1' and '10 rows per page'.

Status	Open Date	Close Date	View	Download	Journal of Receipts	DFAS 153 Data
Open	07/18/2013 00:00:01		View	Download	View	
Reported	07/17/2013 19:37:32	07/18/2013 00:00:00	View	Download	View	Download Zip
Reported	07/12/2013 16:37:40	07/17/2013 19:37:31	View	Download	View	Download Zip



Note: Enterprise users must first select an activity from the **Select Activity** list and then click **Search**.

2. In the **Status** column, click the plus sign character (+) next to the period you want to view.

This close-up shows the 'Status' column of the table. The plus sign (+) next to the 'Open' status is highlighted with a red box, indicating it has been clicked.

The page updates and displays the all reporting periods within the selected accounting period.

The screenshot shows the 'Manage Accounting Periods' interface after selecting a period. The 'Tri-Annual Accounting Periods' table now only shows one 'Open' period. Below it, a new section titled 'Monthly Reporting Periods' is displayed, containing a table with columns for Status, Open Date, Close Date, Cash Memo, Receipt TX Doc, and Receipt TX File. This table shows one 'Open' period and one 'Closed' period.

Status	Open Date	Close Date	Cash Memo	Receipt TX Doc	Receipt TX File
Open	08/05/2013 14:34:58		View	View	Download
Closed	07/30/2013	08/05/2013	View	View	Download

VIEW NAVCOMPT 153

1. Select **Accounting Closeouts** from the **System** menu.

The **MANAGE ACCOUNTING PERIODS** page appears.

Manage Accounting Periods						
Close Monthly Only		Close Monthly & Tri-Annual		Report Closed Periods		
Tri-Annual Accounting Periods						
Status	Open Date	Close Date	View 153	CMP	Journal of Receipts	DFAS 153 Data
+	Open	07/18/2013 00:00:01	View	Download	View	
+	Reported	07/17/2013 19:37:32	07/18/2013 00:00:00	View	Download	View
+	Reported	07/12/2013 16:37:40	07/17/2013 19:37:31	View	Download	View

Page 1 of 1 | 10 rows per page



Note: Enterprise users must first select an activity from the **Select Activity** list and then click **Search**.

2. In the **View 153** column, click the **View** link for the period you want to view.

The **NAVCOMPT 153** page appears.

NAVCOMPT 153			
USS Harry S Truman - V21853		Generate Printable Version	
Accounting Period is still Open		Period Date Range: 07/18/2013 00:00:01 - 09/30/2013	
Balance Sheet			
B01 Receipts from Purchase:	\$5,635.92	B10 Issues to Use:	\$0.00
B05 Receipts from OSO:	\$0.00	B14 Loss (Gain) by Inventory:	\$0.00
B08 Opening Inventory:	\$594,289.43	B15 Surveys to NWCF:	\$0.00
		B19 Transfers to OSO:	\$0.00
		B21 Profit of Retail Sales:	\$0.00
C09 Total:	\$0.00	C25 Operating Profit:	(\$0.16)
Emblematic:	0.00%	C26 Soft Drink Vending Profit:	\$0.00
Stock Turn:	0.00		
Target Inventory:	\$39.44		

View Back of 153 | Close



Note: You can view the NAVCOMPT 153 for the current (open) accounting period. However, the 153 is not complete until after the period is closed. Any 153 generated for an open period will state "Accounting Period is still Open" in the upper left and is not acceptable for final submission to DFAS.

3. To download a printable version of the NAVCOMPT 153, click **Generate Printable Version**.



Note: See [Section 4 Printing and Saving Files from ROM3](#) for more information.

4. To view the profitability and inventory information of the 153, click **View Back of 153**.

The page updates and displays the back of the 153 information.

NAVCOMPT 153
USS Harry S Truman - V21853

Accounting Period is still Open **Period Date Range:** 07/18/2013 00:00:01 - 09/30/2013

Accounting Period Profitability

Loc	Sales at Cost	Sales Retail	Book GP	GP %	Collections	Over(Short)	Over(Short) Cost	Inv Over (Short)	Net Diff	% Diff
9300	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
9501	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

No data available for accounting period.

Page 0 of 0 10 rows per page

CLOSE AND REPORT A REPORTING PERIOD

1. Select **Accounting Closeouts** from the **System** menu.

The **MANAGE ACCOUNTING PERIODS** page appears.

The screenshot shows the 'Manage Accounting Periods' interface. At the top, there are three buttons: 'Close Monthly Only', 'Close Monthly & Tri-Annual', and 'Report Closed Periods'. Below these is a section titled 'Tri-Annual Accounting Periods' which contains a table. The table has columns for Status, Open Date, Close Date, View, CMP, Journal of Receipts, and DFAS 153 Data. There are three rows of data, each with a plus sign in the first column and links for View, Download, and Download Zip.

Status	Open Date	Close Date	View	CMP	Journal of Receipts	DFAS 153 Data	
+	Open	07/18/2013 00:00:01	View	Download	View		
+	Reported	07/17/2013 19:37:32	07/18/2013 00:00:00	View	Download	View	Download Zip
+	Reported	07/12/2013 16:37:40	07/17/2013 19:37:31	View	Download	View	Download Zip

Page 1 of 1 | 10 rows per page

2. Click **Close Monthly Only**.



Caution: An accounting period typically contains four reporting periods. Click **Close Monthly Only** to close reporting periods 1-3. At the end of the fourth reporting period, click **Close Monthly & Tri-Annual** to close that final reporting period as well as the accounting period. See [Close and Report an Accounting Period](#) for more information.

A confirmation dialog box appears. Click **OK**.

If there are unfinished tasks in the current Reporting Period, the page will update and display the items that must be completed prior to closing. After resolving the tasks, repeat steps 1 and 2.

The screenshot shows the 'Manage Accounting Periods' interface with a red error message: 'Period Cannot be Closed - Resolve the following errors then try again:'. Below the message is a list of four error items.

Manage Accounting Periods						
Period Cannot be Closed - Resolve the following errors then try again:						
<ul style="list-style-type: none"> • Previous reporting period has not been reported. • 001 Items have a negative QOH in 9501 Ship's Store 1: 870000HH0002, • 001 Unconfirmed Contributions to Ships Store Record(s) Exist. • 001 Unconfirmed Laundry Claims Record(s) Exist. • 003 Unconfirmed Inventory Count(s) Exist. 						

-or-

If no unfinished tasks are found, a second confirmation dialog box appears. Click **OK**.

The page updates. The reporting period is now closed, and a new period has been opened.

3. Click **Report Closed Periods**.

A confirmation dialog box appears. Click **OK**.

The page updates to show the reporting period status as *Reported*.



Note: Reporting a closed reporting period electronically sends the Receipt Transmittal File to DFAS.

CLOSE AND REPORT AN ACCOUNTING PERIOD

1. Select **Accounting Closeouts** from the **System** menu.

The **MANAGE ACCOUNTING PERIODS** page appears.

The screenshot shows the 'Manage Accounting Periods' interface. At the top, there are three buttons: 'Close Monthly Only', 'Close Monthly & Tri-Annual', and 'Report Closed Periods'. Below these is a section titled 'Tri-Annual Accounting Periods' which contains a table. The table has columns for Status, Open Date, Close Date, View, CMP, Journal of Receipts, and DFAS 153 Data. There are three rows of data, each with a plus icon in the first column. At the bottom of the table, there is a pagination control showing 'Page 1 of 1' and '10 rows per page'.

Status	Open Date	Close Date	View	CMP	Journal of Receipts	DFAS 153 Data
+	Open	07/18/2013 00:00:01	View	Download	View	
+	Reported	07/17/2013 19:37:32	07/18/2013 00:00:00	View	Download	View
+	Reported	07/12/2013 16:37:40	07/17/2013 19:37:31	View	Download	View

2. Click **Close Monthly & Tri-Annual**.



Caution: An accounting period typically contains four reporting periods. Click **Close Monthly & Tri-Annual** to close the final reporting period as well as the accounting period. If you only want to close a reporting period, see [Close and Report a Reporting Period](#) for more information.

A confirmation dialog box appears. Click **OK**.

If there are unfinished tasks in the current Reporting Period, the page updates and displays the items that must be completed prior to closing. After resolving the tasks, repeat steps 1 and 2.

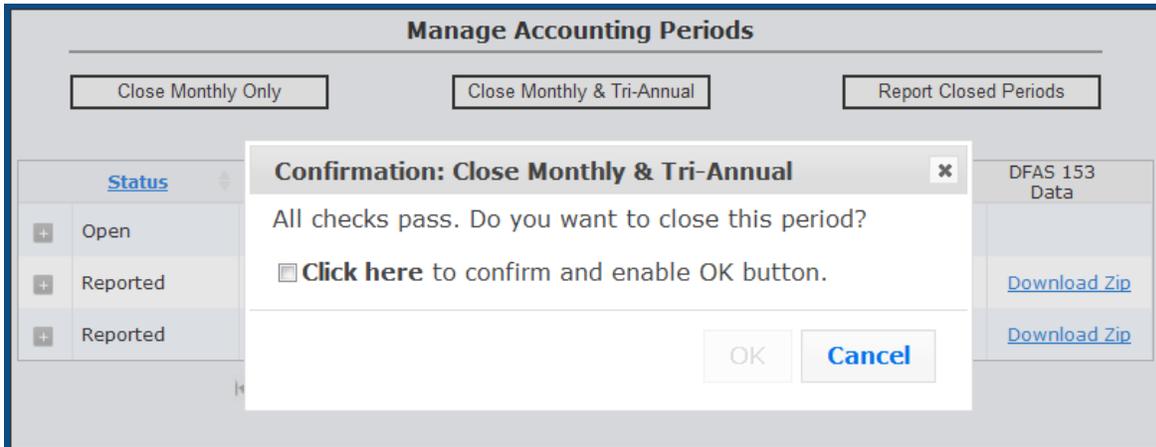
The screenshot shows the 'Manage Accounting Periods' interface with a red error message: 'Period Cannot be Closed - Resolve the following errors then try again:'. Below the message is a list of four error items. The interface also shows the same three buttons at the top as the previous screenshot.

Period Cannot be Closed - Resolve the following errors then try again:

- Previous reporting period has not been reported.
- 001 Items have a negative QOH in 9501 Ship's Store 1: 870000HH0002,
- 001 Unconfirmed Contributions to Ships Store Record(s) Exist.
- 001 Unconfirmed Laundry Claims Record(s) Exist.
- 003 Unconfirmed Inventory Count(s) Exist.

-or-

If no unfinished tasks are found, a second confirmation dialog box appears.



Select the **Click here** check box and then click **OK**.

The page updates. The accounting period and the reporting period are now closed and a new accounting period and new reporting period have been opened.

3. Click **Report Closed Periods**.

A confirmation dialog box appears. Click **OK**.

The page updates to show the accounting period and reporting period status as *Reported*.



Note: Reporting a closed accounting period electronically sends the Receipt Transmittal File and all NAVCOMPT 153 data to DFAS.

EXPORT REPORTING PERIOD DATA

1. Select **Accounting Closeouts** from the **System** menu.

The **MANAGE ACCOUNTING PERIODS** page appears.

The screenshot shows the 'Manage Accounting Periods' interface. At the top, there are three buttons: 'Close Monthly Only', 'Close Monthly & Tri-Annual', and 'Report Closed Periods'. Below these is a section titled 'Tri-Annual Accounting Periods'. It features a table with columns for Status, Open Date, Close Date, View 153, CMP, Journal of Receipts, and DFAS 153 Data. The table contains three rows: one 'Open' period and two 'Reported' periods. Each row has 'View' and 'Download' links. At the bottom, there is a pagination control showing 'Page 1 of 1' and '10 rows per page'.

Status	Open Date	Close Date	View 153	CMP	Journal of Receipts	DFAS 153 Data
Open	07/18/2013 00:00:01		View	Download	View	
Reported	07/17/2013 19:37:32	07/18/2013 00:00:00	View	Download	View	Download Zip
Reported	07/12/2013 16:37:40	07/17/2013 19:37:31	View	Download	View	Download Zip



Note: Enterprise users must first select an activity from the **Select Activity** list and then click **Search**.

2. In the first column, click the plus sign character (+) next to the period you want to view.

This is a close-up of the first row of the table from the previous screenshot. The plus sign icon in the first column is highlighted with a red square, indicating it should be clicked.

Status	Open Date
Open	07/18/2013 00:00:01
Reported	07/17/2013 19:37:32

The page updates to displays the reporting periods.

The screenshot shows the 'Manage Accounting Periods' interface after clicking the plus sign. The 'Tri-Annual Accounting Periods' section now only shows one 'Open' period. Below it, a new section titled 'Monthly Reporting Periods' is displayed. This section has a table with columns for Status, Open Date, Close Date, Cash Memo, Receipt TX Doc, and Receipt TX File. It contains two rows: one 'Open' period and one 'Closed' period. Each row has 'View' and 'Download' links.

Status	Open Date	Close Date	Cash Memo	Receipt TX Doc	Receipt TX File
Open	08/05/2013 14:34:58		View	View	Download
Closed	07/30/2013	08/05/2013	View	View	Download

3. In the **Cash Memo** column, click the **View** link to download the Cash Sales Memorandum for a selected

reporting period.

-or-

In the **Receipt TX Doc** column, click the **View** link to download the Receipt Transmittal Letter with the cover sheet and list of receipts.

-or-

In the **Receipt TX File** column, click the **Download** link to download the Receipt Transmittal File.



Notes: *The Receipt Transmittal File is automatically sent to DFAS when a reporting period has been reported. See [Close and Report a Reporting Period](#) for more information. You should not have to manually download this file unless specifically instructed to do so by DFAS.*

See [Section 4 Printing and Saving Files from ROM3](#) for more information on printing or saving a file.

EXPORT ACCOUNTING PERIOD DATA

1. Select **Accounting Closeouts** from the **System** menu.

The **MANAGE ACCOUNTING PERIODS** page appears.

Manage Accounting Periods							
Close Monthly Only		Close Monthly & Tri-Annual		Report Closed Periods			
Tri-Annual Accounting Periods							
Status	Open Date	Close Date	View 153	CMP	Journal of Receipts	DFAS 153 Data	
+ Open	07/18/2013 00:00:01		View	Download	View		
+ Reported	07/17/2013 19:37:32	07/18/2013 00:00:00	View	Download	View	Download Zip	
+ Reported	07/12/2013 16:37:40	07/17/2013 19:37:31	View	Download	View	Download Zip	

Page 1 of 1 10 rows per page



Note: Enterprise users must first select an activity from the **Select Activity** list and then click **Search**.

2. In the **CMP** column, click the **Download** link to download the CMP file. This file should be e-mailed as an attachment to CMP.

-or-

In the **Journal of Receipts** column, click the **View** link to download the Journal of Receipts.

-or-

In the **DFAS 153 Data** column, click the **Download Zip** link to download a compressed zip file containing all NAVCOMPT 153 data in electronic format.



Note: The DFAS 153 Data File is automatically sent to DFAS when an accounting period is reported. See [Close and Report an Accounting Period](#) for more information. You should not have to manually download this file unless specifically instructed to do so by DFAS.

See [Section 4 Printing and Saving Files from ROM3](#) for more information on printing and saving files.

9.2 Activity Constants

In ROM3, you can record activity information, including settings, addresses, and key personnel. The information is then used in reports, on EDI orders, and on forms.

This section includes the following tasks, which can be performed by the user groups indicated with an "X."

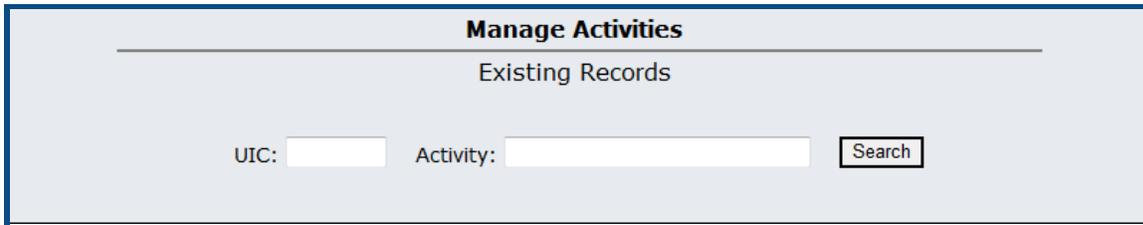
	Activity	Enterprise	TYCOM	DFAS
• View Activity Constants	X	X	X	X
• Edit Activity Constants	X			

VIEW ACTIVITY CONSTANTS

You can view or edit activity constants, depending on your user role. If you are an enterprise-level user, you will first need to select an activity. If you are an activity-level user, you will go directly to the **Manage Activity Constants** page.

1. Select **Activity Constants** from the **System** menu.

The **MANAGE ACTIVITIES – EXISTING RECORDS** page appears. **Continue to step 2.**



The screenshot shows the 'Manage Activities' page with the sub-header 'Existing Records'. Below the header are two search input fields: 'UIC:' followed by a text box, and 'Activity:' followed by a text box. To the right of the 'Activity' field is a 'Search' button.

-or-

The **MANAGE ACTIVITY CONSTANTS** page appears. **Go to step 4.**

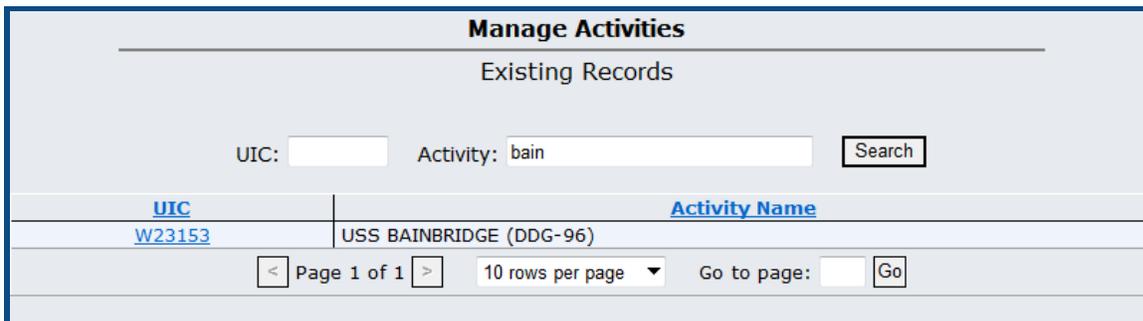
2. To search for a specific activity, enter one or both of the following:
 - Enter a Unit Identification Code or partial code in the **UIC** field
 - Enter one or more letters in the **Activity** field

-or-

To return a list of all activities, leave the search fields blank.

3. Click **Search**.

The page updates and displays the search results.



The screenshot shows the 'Manage Activities' page with the sub-header 'Existing Records'. The search fields are filled with 'UIC:' (blank) and 'Activity: bain'. The 'Search' button is highlighted. Below the search fields is a table with two columns: 'UIC' and 'Activity Name'. The table contains one row with the UIC 'W23153' and the Activity Name 'USS BAINBRIDGE (DDG-96)'. Below the table is a pagination control showing 'Page 1 of 1', '10 rows per page', and a 'Go to page:' field with a 'Go' button.

4. Click the link in the **UIC** column for the record you want to view.

The **MANAGE ACTIVITY CONSTANTS** page appears.

Manage Activity Constants			
Activity Information			
Activity Name:	<input type="text" value="USS BAINBRIDG"/>	Activity Type:	<input type="text" value="DDG"/>
Activity UIC:	<input type="text" value="W23153"/>	Hull Number:	<input type="text" value="DDG-96"/>
		TYCOM:	<input type="text" value="AIRLANT"/>
		SPIN Code:	<input type="text" value="HH"/>
Activity Settings			
Activity Status:	<input type="text" value="In Port"/>	Core Crew Size:	<input type="text" value="549"/>
Operating Zone:	<input type="text" value="G - Norfolk"/>	Embarked Crew Size:	<input type="text" value="799"/>
		GF Assessment Local %:	<input type="text" value="0.50"/>
		GF Assessment BUPERS %:	<input type="text" value="4.50"/>
LCPO - 'OPTIONAL'			
Name:	<input type="text" value="LCPO NAME - USS ANYS"/>	Rank:	<input type="text" value="LTJG"/>
		Phone:	<input type="text"/>
		E-Mail:	<input type="text"/>
LPO - 'OPTIONAL'			
Name:	<input type="text" value="LPO NAME - USS ANYS"/>	Rank:	<input type="text" value="PO3"/>
		Phone:	<input type="text"/>
		E-Mail:	<input type="text"/>
		<input type="button" value="Save"/>	<input type="button" value="Close"/>



Note: If your user role does not allow editing on this page, you will not see the **Save** button, as shown above.

EDIT ACTIVITY CONSTANTS

1. Select **Activity Constants** from the **System** menu.

The **MANAGE ACTIVITY CONSTANTS** page appears.

Manage Activity Constants			
Activity Information			
Activity Name: <input type="text" value="USS BAINBRIDG"/>	Activity Type: <input type="text" value="DDG"/>	TYCOM: <input type="text" value="AIRLANT"/>	
Activity UIC: <input type="text" value="W23153"/>	Hull Number: <input type="text" value="DDG-96"/>	SPIN Code: <input type="text" value="HH"/>	
Activity Settings			
Activity Status: <input type="text" value="In Port"/>	Core Crew Size: <input type="text" value="550"/>	GF Assessment Local %: <input type="text" value="0.50"/>	
Operating Zone: <input type="text" value="G - Norfolk"/>	Embarked Crew Size: <input type="text" value="799"/>	GF Assessment BUPERS %: <input type="text" value="4.50"/>	
Activity Addresses			
FPO Address		Pierside Address	
Zip: <input type="text" value="17053"/>		Address 1: <input type="text" value="5450 Carlisle Pike"/>	
FPO Designator: <input type="text" value="AA"/>		Address 2: <input type="text" value="Bldg 409"/>	
		Address 3: <input type="text"/>	
		Zip: <input type="text" value="17055"/>	
Key Personnel			
Commanding Officer			
Name: <input type="text" value="Charley CO"/>	Rank: <input type="text" value="ADM"/>	Phone: <input type="text"/>	E-Mail: <input type="text"/>
Senior Supply Officer			
Name: <input type="text" value="Billy Supply"/>	Rank: <input type="text" value="RADM (UH)"/>	Phone: <input type="text"/>	E-Mail: <input type="text"/>
Sales Officer			
Name: <input type="text" value="Sally Sales"/>	Rank: <input type="text" value="RADM (UH)"/>	Phone: <input type="text"/>	E-Mail: <input type="text"/>
Disbursing Officer			
Name: <input type="text" value="Donny Disbo"/>	Rank: <input type="text" value="LT"/>	Phone: <input type="text"/>	E-Mail: <input type="text"/>
Disb Officer Symbol: <input type="text" value="0000"/>			
LCPO - 'OPTIONAL'			
Name: <input type="text"/>	Rank: <input type="text"/>	Phone: <input type="text"/>	E-Mail: <input type="text"/>
LPO - 'OPTIONAL'			
Name: <input type="text"/>	Rank: <input type="text"/>	Phone: <input type="text"/>	E-Mail: <input type="text"/>
<input type="button" value="Save"/>		<input type="button" value="Close"/>	

2. Make any necessary changes to the following fields:

- Select the current status of your activity from the **Activity Status** list
- Select the current operating zone of your activity from the **Operating Zone** list
- Enter the core crew size of your activity in the **Core Crew Size** field
- Enter the embarked crew size of your activity in the **Embarked Crew Size** field
- Enter your FPO address information in the **FPO Zip** and **FPO Designator** fields
- Enter your Pierside address information in the Pierside **Address** and **Zip** fields
- Enter the name and select the rank of your **Commanding Officer**
- Enter the name and select the rank of your **Senior Supply Officer**
- Enter the name and select the rank of your **Sales Officer**
- Enter the name, symbol, and select the rank of your **Disbursing Officer**



Note: The fields in the **Activity Information** section are read-only and cannot be edited. The **GF Assessment Local %** and **BUPERS %** fields are also system-populated and cannot be changed.

3. Click **Save**.

The page updates and displays a confirmation message.

9.3 Contract Management

Must users can view contract information and print a contract cover sheet. Other tasks are performed by Enterprise level users and are described in the *ROM3 User's Guide for Ashore Users*.

This section includes the following tasks, which can be performed by the user groups indicated with an "X."

	Activity	Enterprise	TYCOM	DFAS
• View a Contract	X	X	X	
• Print a Contract Cover Sheet	X	X		

VIEW CONTRACT INFORMATION

1. Select **Contract Management** from the **System** menu.

The **CONTRACT MANAGEMENT – EXISTING RECORDS** page appears.



Contract Management
Existing Records

Vendor or Contract #:

Contract Purpose: Show:

Vendor:



Note: The fields you see on this page may be different from the ones shown here, depending on your user role.

2. To search for a specific vendor, enter or select one or more of the following:
 - Enter a vendor name or a contract number (or partial name or number) in the **Vendor or Contract #** field or leave the field blank

-or-

 - Select options from the **Contract Purpose** and **Show** lists (available for users with Enterprise user roles only)
 - Select a Vendor from the **Vendor** list. By default, the **ALL** option is selected, which returns a list of contracts from all vendors.
3. Click **Search**.

The page updates and displays the search results.

Contract Management

Existing Records

Vendor or Contract #:

Contract Purpose: Show:

Vendor:

Contract Number	Vendor / Source	Purpose	Expiration	Opt	Items	Cover Sheet
04101957	ATLANTIC DOMINION DISTRIBUTORS	CONUS	12/13/2013	0	1	Print
12191958	Acosta, Inc.	CONUS	12/13/2013	0	1	Print
REPLY ON LONG NAME		CONUS	09/27/2012			Print
Items: 16						
N00250-ASL-0213	Billy Bob's BBQ Shack	CONUS	10/29/2013	0	10	Print
N00250-ASL-2012	CDW-G	CONUS	10/29/2013	1	0	Print

- Click the link in the **Contract Number** column for the contract you want to view.

The **CONTRACT DETAILS – VIEW CONTRACT** page appears.



Note: You may see the **Contract Details – Edit Contract** page instead, depending on your user role and/or the contract status.

Contract Details

View Contract

Contract #: Purpose: Type:

Old MBI #: Current Option: Options Remaining:

Effective Date: Expiration Date:

Vendor Information

Vendor: Terms:

Contracting Officer: Minimum Ship:

Contract Specialist: Ship Days: FOB:

Notes:

Representatives

Representative	Zone
<input type="text" value="Bloviators-R-Us"/>	<input checked="" type="checkbox"/> A - Pacific Export <input type="checkbox"/> B - San Diego <input type="checkbox"/> C - Pacific NorthWest <input type="checkbox"/> D - Hawaii <input type="checkbox"/> F - Maine <input type="checkbox"/> G - Norfolk <input type="checkbox"/> H - Export <input type="checkbox"/> I - Mayport <input type="checkbox"/> I* - Gulfport
<input type="text" value="Javier's House of Rubberbands"/>	<input type="checkbox"/> A - Pacific Export <input checked="" type="checkbox"/> B - San Diego <input type="checkbox"/> C - Pacific NorthWest <input type="checkbox"/> D - Hawaii <input checked="" type="checkbox"/> F - Maine <input type="checkbox"/> G - Norfolk <input type="checkbox"/> H - Export <input type="checkbox"/> I - Mayport <input type="checkbox"/> I* - Gulfport

Contract Items

Item	Dept	Category	Stock Num	Description	UI	Details
1	C1	Fruit and Nut	8700000081	DR. PEPPER, Diet	CS	Details
2	A1	Tuna	0700003580	PLANTERS SUNFLOWER SEEDS	EA	Details
3	A1	Meat	10000000014	Bic Disposable Lighter	EA	Details
4	Z9	Z Category	1839390000002	AXE Shower Gel Kilo	EA	Details
5	Z9	Z Category	1839390000005	Barbasol Shave Foam Original	EA	Details
6	A1	Food	3113130000001	Slim Jim Giant Stick Nacho	EA	Details
7	M3	Canned Soda	520000000001	Diet Sprite	CS	Details

 10 rows per page Go to page:

5. To view details for a particular item, click the **Details** link for that item.

The CONTRACT ITEM DETAILS – VIEW CONTRACT ITEM page appears.



Note: You may see the **Contract Details – Edit Contract Item** page instead, depending on your user role and/or the contract status.

Contract Item Details

View Contract Item

<p>Stock Number: <input type="text" value="0700003580"/></p> <p>Department: <input type="text" value="A1 - Snacks"/></p> <p>Category: <input type="text" value="Tuna"/></p> <p>Description: <input type="text" value="PLANTERS SUNFLOWER SEEDS"/></p> <p>Sub-Description: <input type="text" value="Update Test"/></p> <p>UPC: <input type="text" value="2352353888"/> Size: <input type="text" value="7 OZ"/></p> <p>Manufacturer: <input type="text" value="Kraft Foods Inc."/> <input type="checkbox"/> Flammable</p> <p>Buy UI: <input type="text" value="EA"/> Sell UI: <input type="text" value="CS"/></p> <p>CS/PK: <input type="text" value="1"/> Sub CS/PK: <input type="text" value="1"/></p> <p>NIIN: <input type="text"/></p> <p>QIC: <input type="text"/></p> <p>Vendor Item ID: <input type="text"/></p> <p>Vendor Item Name: <input type="text"/></p>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 60%;">Zone</th> <th style="width: 20%;">Price</th> <th style="width: 20%;">Est. Qty.</th> </tr> </thead> <tbody> <tr><td>A - Pacific Export</td><td>0.00</td><td>0</td></tr> <tr><td>B - San Diego</td><td>0.00</td><td>0</td></tr> <tr><td>C - Pacific NorthWest</td><td>0.00</td><td>0</td></tr> <tr><td>D - Hawaii</td><td>0.00</td><td>0</td></tr> <tr><td>F - Maine</td><td>0.00</td><td>0</td></tr> <tr><td>G - Norfolk</td><td>0.00</td><td>0</td></tr> <tr><td>H - Export</td><td>0.00</td><td>0</td></tr> <tr><td>I - Mayport</td><td>0.00</td><td>0</td></tr> <tr><td>I* - Gulfport</td><td>0.00</td><td>0</td></tr> </tbody> </table>	Zone	Price	Est. Qty.	A - Pacific Export	0.00	0	B - San Diego	0.00	0	C - Pacific NorthWest	0.00	0	D - Hawaii	0.00	0	F - Maine	0.00	0	G - Norfolk	0.00	0	H - Export	0.00	0	I - Mayport	0.00	0	I* - Gulfport	0.00	0
Zone	Price	Est. Qty.																													
A - Pacific Export	0.00	0																													
B - San Diego	0.00	0																													
C - Pacific NorthWest	0.00	0																													
D - Hawaii	0.00	0																													
F - Maine	0.00	0																													
G - Norfolk	0.00	0																													
H - Export	0.00	0																													
I - Mayport	0.00	0																													
I* - Gulfport	0.00	0																													

PRINT A CONTRACT COVER SHEET

1. Access the **CONTRACT MANAGEMENT – EXISTING RECORDS** page and perform a search. See [View Contract Information](#) for instructions on accessing this page.

Contract Management

Existing Records

Vendor or Contract #:

Contract Purpose: Show:

Vendor:

Contract Number	Vendor / Source	Purpose	Expiration	Opt	Items	Cover Sheet
04101957	ATLANTIC DOMINION DISTRIBUTORS	CONUS	12/13/2013	0	1	Print
12191958	Acosta, Inc.	CONUS	12/13/2013	0	1	Print
REDACTED						
N00250-ASL-0213	Billy Bob's BBQ Shack	CONUS	10/29/2013	0	10	Print
N00250-ASL-2012	CDW-G	CONUS	10/29/2013	1	0	Print

2. Click the **Print** link in the **Cover Sheet** column next to the contract you want to work with.



Note: See [Section 4 Printing and Saving Files from ROM3](#) for more information.

9.4 Departments and Categories

In ROM3, NEXCOM Enterprise users can create and manage departments and their associated default markup, categories, and class numbers. These tasks are described in the *ROM3 User's Guide for Ashore Users*. Most other users can view department and category information.

This section includes the following tasks, which can be performed by the user groups indicated with an "X."

	Activity	Enterprise	TYCOM	DFAS
• View Department and Categories	X	X	X	
• Print a Department and Category Listing	X	X	X	

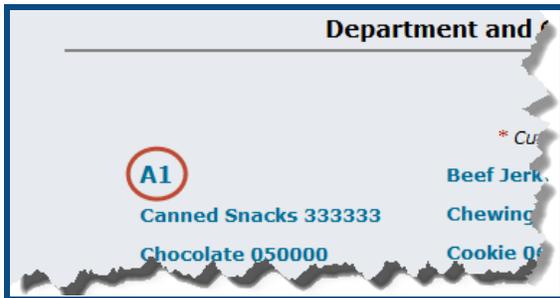
VIEW DEPARTMENTS AND CATEGORIES

1. Select **Dept/Categories** from the **System** menu.

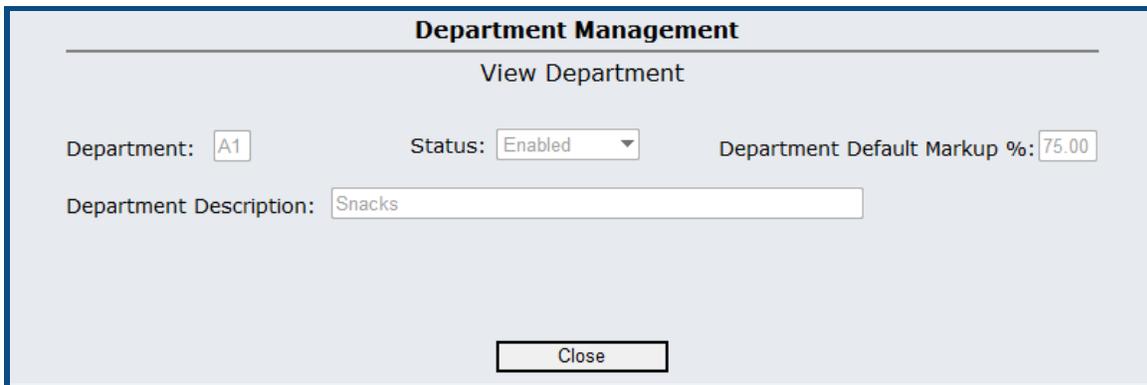
The **DEPARTMENT AND CATEGORY MANAGEMENT** page appears.



2. To view department information, click a department link.

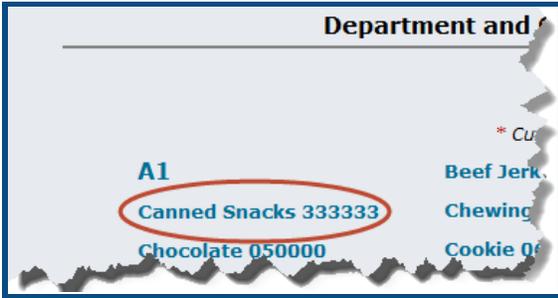


The **DEPARTMENT MANAGEMENT – VIEW DEPARTMENT** page appears.

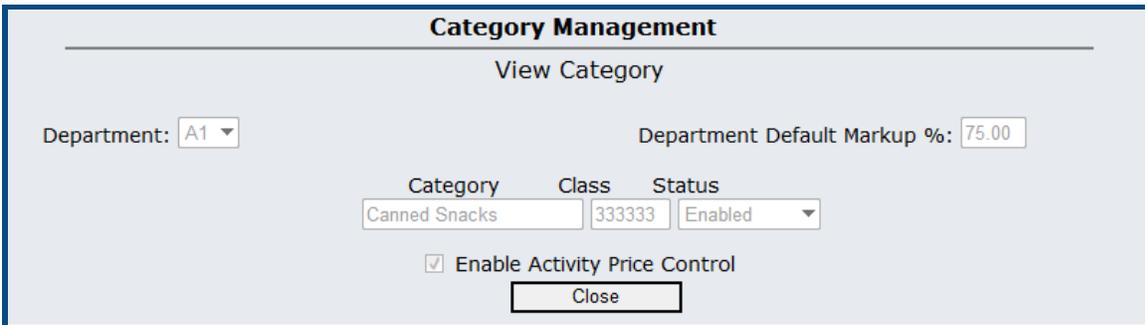


-or-

To view category information, click a category link.



The DEPARTMENT MANAGEMENT – VIEW CATEGORY page appears.



PRINT A DEPARTMENT AND CATEGORY LISTING

1. Select **Dept/Categories** from the **System** menu.

The **DEPARTMENT AND CATEGORY MANAGEMENT** page appears.

Department and Category Management

Printable Version

* Currently Disabled

A1	Beef Jerky 808500	Cake 322211
Canned Snacks 333333	Chewing Gum 052000	Chips 887766
Chocolate 050000	Cookie 060000	Crackers 061000
Dip 070000	Dry - Corn Kernals 070100	Dry - Fruit 070200
Dry - Nuts 070300	Dry - Nuts 070300	Dry - Seeds 070400
Dry - Trail Mix 070500		Emb Stuff 193937
Food 311313	Fruit - Pudding Cups 070600	Ice Cream 070700
Java 000666	Juice 076000	Lunch kit - Seafood 070800
*Meat 311311	*Meat 071000	Meat 071000
Microwavable 072000	*NCookies 909900	Non-Chocolate 051000

2. Click **Printable Version**



Note: See [Section 4 Printing and Saving Files from ROM3](#) for more information.

9.5 POS Devices

ROM3 allows you to create and manage multiple points of sale within the system. Points of sale are used in collecting payments and in recording sales.

This section includes the following tasks, which can be performed by the user groups indicated with an "X."

	Activity	Enterprise	TYCOM	DFAS
• View a POS Device	X			
• Add a POS Device	X			
• Edit a POS Device	X			

VIEW A POS DEVICE

1. Select **Devices** from the **System** menu.

The **POS DEVICE MANAGEMENT – EXISTING RECORDS** page appears.

POS Device Management				
Add New Device		Existing Records		
POS ID	Type	Location	Name	Status
9201	Stamp Vending	9200	Stamper	Enabled / Disabled
9202	Stamp Vending	9200	Elliot test	Enabled / Disabled
9203	Stamp Vending	9200	Big Stamps	Enabled / Disabled
9301	Snack Bar Sales	9300	Register	Enabled / Disabled
9302	Snack Bar Sales	9300	Java Junkie	Enabled / Disabled
9401	Hangar Bay Sales	9400	HB	Enabled / Disabled
9601	Phone Card Machine	9600	Phone Master 9600	Enabled / Disabled
9602	Phone Card Machine	9600	Master Phone 1222	Enabled / Disabled
9701	Snack Vending Machine	9700	Vending 5	Enabled / Disabled
9702	Snack Vending Machine	9700	Vending 6	Enabled / Disabled

2. Click the link in the **POS ID** column for the record you want to view.

The **POS DEVICE MANAGEMENT – EDIT POS DEVICE** page appears.



Note: You may see the **POS Device Management – View POS Device** page instead, depending on your user role.

POS Device Management	
Edit POS Device	
POS ID:	<input type="text" value="9201"/>
Name:	<input type="text" value="Stamper"/>
Type:	<input type="text" value="Stamp Vending"/>
Tender Type:	<input type="text" value="Navy Cash"/>
Manufacturer:	<input type="text"/>
Model #/Serial #:	<input type="text"/>
Frame #:	<input type="text"/>
Location:	<input type="text" value="9200 Post Office"/>
Status:	<input type="text" value="Disabled"/>
Date Purchased:	<input type="text"/> <input type="button" value="Calendar"/>
Condition:	<input type="text"/>
<input type="button" value="Save Record"/> <input type="button" value="Cancel"/>	

ADD A POS DEVICE

1. Select **Devices** from the **System** menu.

The POS DEVICE MANAGEMENT – EXISTING RECORDS page appears.

POS Device Management				
Add New Device		Existing Records		
POS ID	Type	Location	Name	Status
9201	Stamp Vending	9200	Stamper	Enabled / Disabled
9202	Stamp Vending	9200	Elliot test	Enabled / Disabled
9203	Stamp Vending	9200	Big Stamps	Enabled / Disabled
9301	Snack Bar Sales	9300	Register	Enabled / Disabled
9302	Snack Bar Sales	9300	Java Junkie	Enabled / Disabled
9401	Hangar Bay Sales	9400	HB	Enabled / Disabled
9601	Phone Card Machine	9600	Phone Master 9600	Enabled / Disabled
9602	Phone Card Machine	9600	Master Phone 1222	Enabled / Disabled
9701	Snack Vending Machine	9700	Vending 5	Enabled / Disabled
9702	Snack Vending Machine	9700	Vending 6	Enabled / Disabled

2. Click **Add New Device**.

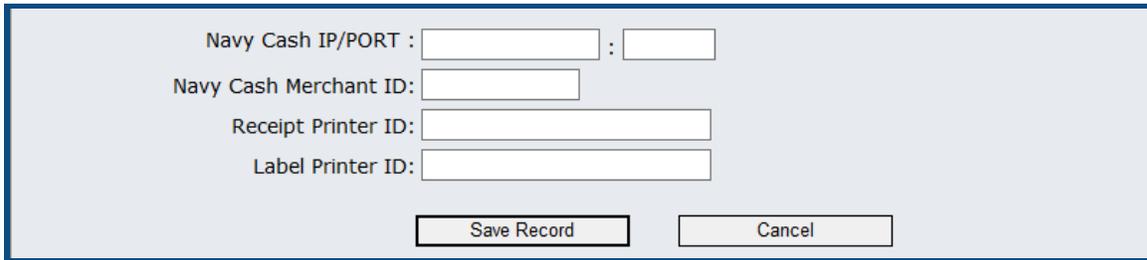
The POS DEVICE MANAGEMENT – CREATE NEW POS DEVICE page appears.

POS Device Management	
Create New POS Device	
POS ID: <input type="text" value="****"/>	
Name: <input type="text"/>	Location: <input type="text" value="9200 Post Office"/>
Type: <input type="text" value="Stamp Vending"/>	Status: <input type="text" value="Enabled"/>
Tender Type: <input type="text" value="Navy Cash"/>	
Manufacturer: <input type="text"/>	Date Purchased: <input type="text"/>
Model #/Serial #: <input type="text"/>	Condition: <input type="text"/>
Frame #: <input type="text"/>	
<input type="button" value="Save Record"/> <input type="button" value="Cancel"/>	

3. Enter the device details in the following fields:

- Enter a device name in the **Name** field
- Select the device location from the **Location** list
- Select the device type from the **Type** list, if applicable (you may only see one option)
- Select the device status from the **Status** list
- Select an option from the **Tender Type** list, if applicable (the default selection is **Navy Cash** and only registers can be configured to accept cash)

If you select **Ship Store** from the **Location** list, additional fields appear, as shown here:



The screenshot shows a light gray form with a blue border. It contains four text input fields and two buttons. The first field is labeled 'Navy Cash IP/PORT' and is split into two parts by a colon. The second field is labeled 'Navy Cash Merchant ID'. The third field is labeled 'Receipt Printer ID'. The fourth field is labeled 'Label Printer ID'. Below the fields are two buttons: 'Save Record' and 'Cancel'.

- Enter the IP Address and port associated with the workstation in the **Navy Cash IP/PORT** fields
- Enter the Navy Cash merchant ID for the location in the **Navy Cash Merchant ID** field
- If applicable, enter the server path and printer name for a receipt printer in the **Receipt Printer ID** field
- If applicable, enter the server path and printer name for a label printer in the **Receipt Printer ID** field



Note: The **POS ID** field is system-populated and cannot be changed.

4. Click **Save Record**.

The [POS DEVICE MANAGEMENT – EXISTING RECORDS](#) page appears and displays a confirmation message.

EDIT A POS DEVICE

1. Select **Devices** from the **System** menu.

The POS DEVICE MANAGEMENT – EXISTING RECORDS page appears.

POS Device Management				
Add New Device		Existing Records		
POS ID	Type	Location	Name	Status
9201	Stamp Vending	9200	Stamper	Enabled / Disabled
9202	Stamp Vending	9200	Elliot test	Enabled / Disabled
9203	Stamp Vending	9200	Big Stamps	Enabled / Disabled
9301	Snack Bar Sales	9300	Register	Enabled / Disabled
9302	Snack Bar Sales	9300	Java Junkie	Enabled / Disabled
9401	Hangar Bay Sales	9400	HB	Enabled / Disabled
9601	Phone Card Machine	9600	Phone Master 9600	Enabled / Disabled
9602	Phone Card Machine	9600	Master Phone 1222	Enabled / Disabled
9701	Snack Vending Machine	9700	Vending 5	Enabled / Disabled
9702	Snack Vending Machine	9700	Vending 6	Enabled / Disabled

To enable or disable a POS device:

2. To enable a device, click the **Enabled** link in the **Status** column.

-or-

To disable a device, click the **Disabled** link in the **Status** column.



Tip: If you have other changes to make to the record, you can also change the status on the **POS Device Management – Edit POS Device** page.

To edit other POS device information:

3. Click the link in the **POS ID** column for the record you want to edit.

The POS DEVICE MANAGEMENT – EDIT POS DEVICE page appears.

POS Device Management	
Edit POS Device	
POS ID: <input type="text" value="9201"/>	Location: <input type="text" value="9200 Post Office"/>
Name: <input type="text" value="Stamper"/>	Status: <input type="text" value="Disabled"/>
Type: <input type="text" value="Stamp Vending"/>	Tender Type: <input type="text" value="Navy Cash"/>
Manufacturer: <input type="text"/>	Date Purchased: <input type="text"/>
Model #/Serial #: <input type="text"/>	Condition: <input type="text"/>
Frame #: <input type="text"/>	
<input type="button" value="Save Record"/>	<input type="button" value="Cancel"/>

4. Edit the information as necessary and then click **Save Record**.

The [POS DEVICE MANAGEMENT – EXISTING RECORDS](#) page appears and displays a confirmation message.

9.6 Documents

NEXCOM users can publish documents to ROM3 that can be viewed by all users.

This section includes the following tasks, which can be performed by the user groups indicated with an "X."

	Activity	Enterprise	TYCOM	DFAS
• View Documents	X	X	X	X

VIEW A DOCUMENT

1. Select **Documents** from the **System** menu.

The **DOCUMENT LIBRARY – EXISTING RECORDS** page appears.

Document Library		
Existing Records		
Document Title	Date Added	Document Description
Accounting Adjustments	07/17/2013	For demo
Authority and Purpose Statements	10/25/2012	.docx test
CAC Renewel	05/14/2013	CAC Card Renewel Procedures
Coffee Bar Instructions	10/25/2012	Regulations for the new coffee bar location.
Coffee Profit Calculator	10/25/2012	Excel calculator for coffee bar sales.
Creamice Profit Calculator	10/25/2012	Excel calculator for Creamice products.
Menu Mock Up	10/25/2012	.doc test
Phone Card Activation Request	10/25/2012	The AT&T Phone Card Activation Request Form.
Phone Card Deactivation Request Form	10/25/2012	AT&T Phone Card Deactivation Request Form
Phone Card Return Instructions	10/25/2012	Return instructions for AT&T Phone Cards.

< Page 1 of 2 > 10 rows per page Go to page: Go

2. Click the link in the **Document Title** column for the document you want to view.
3. Click **Open** and then click the print button on the Adobe Reader toolbar or select **Print** from the **File** menu.



Note: See [Section 4 Printing and Saving Files from ROM3](#) for more information.

9.7 Locations

With ROM3, you can create and manage multiple locations for an activity. Locations are used in the movement and storage of inventory, and in recording sales.

This section includes the following tasks, which can be performed by the user groups indicated with an "X."

	Activity	Enterprise	TYCOM	DFAS
• View a Location	X	X	X	X
• Add a Location	X			
• Edit a Location	X			

VIEW A LOCATION

1. Select **Locations** from the **System** menu.

The **LOCATION MANAGEMENT – EXISTING RECORDS** page appears.

Location Management				
Add New Location		Existing Records		
Location ID	Type	Name	Custodian	Status
9200	Stamp Vending	Post Office	MCCONNELL, ELLIOT	Enabled / Disabled
9300	Snack Bar	Starbucks	Mr. Star Bucks	Enabled / Disabled
9400	Hanger Bay Sales	HB Sales	Bob Smith	Enabled / Disabled
9501	Retail Store	Ship Store	Tim Thomas	Enabled / Disabled
9502	Retail Store	e-store	ENTERPRISE_TYCOM	Enabled / Disabled
9503	Retail Store	EZ Mart	Bill jones	Enabled / Disabled
9504	Retail Store	Sav-a-lot	Tom Hanks	Enabled / Disabled
9505	Retail Store	Retail Store 1	M. Mouse	Enabled / Disabled
9506	Retail Store	Retail Store 2	MCCONNELL, ELLIOT	Enabled / Disabled
9507	Retail Store	Retail Store 3	R. Smith	Enabled / Disabled

< Page 1 of 3 > 10 rows per page Go to page: Go



Note: Enterprise users must first select an activity from the **Activity** list and then click **Search**.

2. Click the link in the **Location ID** column for the record you want to view.

The **LOCATION MANAGEMENT – EDIT LOCATION** page appears.

The page you see depends on your user role.



Note: You may see the **Location Management – View Location** page instead, depending on your user role.

Location Management	
Edit Location	
Location ID: <input type="text" value="9200"/>	
Name: <input type="text" value="Post Office"/>	Type: <input type="text" value="Stamp Vending"/>
Description: <input type="text" value="Mail Room"/>	Custodian: <input type="text" value="MCCONNELL, ELLIOT"/>
Status: <input type="text" value="Enabled"/>	
<input type="button" value="Save Record"/>	<input type="button" value="Cancel"/>

ADD A LOCATION

1. Select **Locations** from the **System** menu.

The **LOCATION MANAGEMENT – EXISTING RECORDS** page appears.

Location Management				
Add New Location		Existing Records		
Location ID	Type	Name	Custodian	Status
9200	Stamp Vending	Post Office	MCCONNELL, ELLIOT	Enabled / Disabled
9300	Snack Bar	Starbucks	Mr. Star Bucks	Enabled / Disabled
9400	Hanger Bay Sales	HB Sales	Bob Smith	Enabled / Disabled
9501	Retail Store	Ship Store	Tim Thomas	Enabled / Disabled
9502	Retail Store	e-store	ENTERPRISE_TYCOM	Enabled / Disabled
9503	Retail Store	EZ Mart	Bill jones	Enabled / Disabled
9504	Retail Store	Sav-a-lot	Tom Hanks	Enabled / Disabled
9505	Retail Store	Retail Store 1	M. Mouse	Enabled / Disabled
9506	Retail Store	Retail Store 2	MCCONNELL, ELLIOT	Enabled / Disabled
9507	Retail Store	Retail Store 3	R. Smith	Enabled / Disabled

2. Click **Add New Location**.

The **LOCATION MANAGEMENT – CREATE NEW LOCATION** page appears.

Location Management	
Create New Location	
Location ID: <input type="text" value="****"/>	
Name: <input type="text"/>	Type: <input type="text"/>
Description: <input type="text"/>	Custodian: <input type="text"/>
Status: <input type="text" value="Enabled"/>	
<input type="button" value="Save Record"/>	<input type="button" value="Cancel"/>

3. Enter location information in the following fields:
 - Enter a name for the location in the **Name** field
 - Select a location type from the **Type** list
 - Enter a description for the location in the **Description** field
 - Select a name from the **Custodian** list
 - Select **Enabled** or **Disabled** from the **Status** list
4. Click **Save Record**.

EDIT A LOCATION

1. Select **Locations** from the **System** menu.

The **LOCATION MANAGEMENT – EXISTING RECORDS** page appears.

Location Management				
Add New Location		Existing Records		
Location ID	Type	Name	Custodian	Status
9200	Stamp Vending	Post Office	MCCONNELL, ELLIOT	Enabled / Disabled
9300	Snack Bar	Starbucks	Mr. Star Bucks	Enabled / Disabled
9400	Hanger Bay Sales	HB Sales	Bob Smith	Enabled / Disabled
9501	Retail Store	Ship Store	Tim Thomas	Enabled / Disabled
9502	Retail Store	e-store	ENTERPRISE_TYCOM	Enabled / Disabled
9503	Retail Store	EZ Mart	Bill jones	Enabled / Disabled
9504	Retail Store	Sav-a-lot	Tom Hanks	Enabled / Disabled
9505	Retail Store	Retail Store 1	M. Mouse	Enabled / Disabled
9506	Retail Store	Retail Store 2	MCCONNELL, ELLIOT	Enabled / Disabled
9507	Retail Store	Retail Store 3	R. Smith	Enabled / Disabled

< Page 1 of 3 > 10 rows per page Go to page: Go

To enable or disable a location:

2. To enable a location, click the **Enabled** link in the **Status** column.

-or-

To disable a location, click the **Disabled** link in the **Status** column.



Tip: If you have other changes to make to the record, you can also change the status on the **Location Management – Edit Location** page.

To edit other location information:

3. Click the link in the **Location ID** column for the record you want to edit.

The **LOCATION MANAGEMENT – EDIT LOCATION** page appears.

Location Management	
Edit Location	
Location ID: <input type="text" value="9200"/>	
Name: <input type="text" value="Post Office"/>	Type: <input type="text" value="Stamp Vending"/>
Description: <input type="text" value="Mail Room"/>	Custodian: <input type="text" value="MCCONNELL, ELLIOT"/>
Status: <input type="text" value="Enabled"/>	
<input type="button" value="Save Record"/>	<input type="button" value="Cancel"/>

4. Update the following information, as necessary:
 - Edit or add a new in the **Name** field
 - Edit or add a description in the **Description** field
 - Select a different option from the **Custodian** list
 - Select a different option from the **Status** list



Note: The **Location ID** field and the **Type** list are view-only and cannot be changed.

5. Click **Save Record**.

The [LOCATION MANAGEMENT – EXISTING RECORDS](#) page appears and displays a confirmation message.

9.8 User Accounts

The first time you log on to ROM3, your user account is created. After your account is added to the system, certain users can view and edit that information.

Depending on your user role, you can edit some or all information on your own user account.

User accounts can be enabled or disabled, the identifying information can be updated, user roles can be edited, and users can be assigned to or removed from certain activities.

This section includes the following tasks, which can be performed by the user groups indicated with an "X."

	Activity	Enterprise	TYCOM	DFAS
• View a User Account	X	X	X	X
• Edit a User Account	X			

VIEW A USER ACCOUNT

1. Select **Users** from the **System** menu.

The **MANAGE USERS** page appears.

Manage Users

First Name: Last Name: Status: Enabled

2. Enter a name or partial name in the **First Name** field and the **Last Name** field, or leave the fields blank.
3. Select an option from the **Status** list.
4. Click **Search**.

The page updates and displays the search results.

Manage Users

First Name: Last Name: Status: Enabled

21 Users Found

User ID	First Name	Last Name	Last Login	Logins	Status
AFLOAT_RANDOM	Ashores	zf	8/19/2013 7:37:57 PM	177	Enabled / Disabled
CN=[REDACTED],1229237094,OU=USN,OU=PKI,OU=DoD,O=U.S. Government,C=US	Matthew	Dyer	9/12/2013 7:16:51 PM	126	Enabled / Disabled
CN=[REDACTED],1399263731,OU=CONTRACTOR,OU=PKI,OU=DOD,O=U.S. GOVERNMENT,C=US	Karla	Gabel	9/19/2013 4:33:06 PM	659	Enabled / Disabled
CN=[REDACTED],MICHAEL LOUIS,1410122118,OU=[REDACTED],OU=U.S. Govern.,C=US			2:17:33 PM	4	Disabled
CN=[REDACTED],395888672,OU=USN,OU=PKI,OU=DoD,O=U.S. Government,C=US	Elliot	McConnell	9/19/2013 2:48:51 PM	1009	Enabled / Disabled
CN=[REDACTED],76325414,OU=CONTRACTOR,OU=PKI,OU=DOD,O=U.S. GOVERNMENT,C=US	Tim	Pyle	8/14/2013 2:10:51 PM	43	Enabled / Disabled

Page 1 of 3 10 rows per page

5. In the **User ID** column, click the link for the user account you want to view.

The USER MANAGEMENT page appears.

User Management

UserID:

First Name: Last Name:

Operator ID: Override Code:

Status: Rank:

SAAR Approved: SAAR Expiration Date:

Roles

<input type="checkbox"/> Collection_Agent	<input type="checkbox"/> Receipt_Inspector	<input type="checkbox"/> Store_Supervisor
<input checked="" type="checkbox"/> Leading_Chief_Petty_Officer	<input type="checkbox"/> Retail_Supervisor	<input checked="" type="checkbox"/> Sales_Officer
<input type="checkbox"/> Leading_Petty_Officer	<input type="checkbox"/> Storeroom_Custodian	<input type="checkbox"/> Vending_Operator
<input type="checkbox"/> Recordskeeper	<input type="checkbox"/> Store_Operator	

Activities

1 items selected Remove all	<input type="text"/> Add all
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">⌵ USS BAINBRIDGE (DDG-96) -</div>	

EDIT A USER ACCOUNT

Follow these steps to add information to a new user account or to edit existing account information.

1. Select **Users** from the **System** menu.

The **MANAGE USERS** page appears.

Manage Users

First Name: Last Name: Status: Enabled ▼

2. Enter a name or partial name in the **First Name** field and the **Last Name** field, or leave the fields blank.
3. Select an option from the **Status** list.
4. Click **Search**.

The page updates and displays the search results.

Manage Users

First Name: Last Name: Status: Enabled ▼

21 Users Found

User ID	First Name	Last Name	Last Login	Logins	Status
AFLOAT RANDOM	Ashores	zf	8/19/2013 7:37:57 PM	177	Enabled / Disabled
CN=, 1229237094, OU=USN, OU=PKI, OU=DoD, O=U.S. Government, C=US	Matthew	Dyer	9/12/2013 7:16:51 PM	126	Enabled / Disabled
CN=, 1399263731, OU=CONTRACTOR, OU=PKI, OU=DOD, O=U.S. GOVERNMENT, C=US	Karla	Gabel	9/19/2013 4:33:06 PM	659	Enabled / Disabled
CN=, MICHAEL LOUIS 1410122118,			18/		Enabled /
OU=, O=U.S. Govern, C=US			2:17:33 PM		Disabled
CN=, 395888672, OU=USN, OU=PKI, OU=DoD, O=U.S. Government, C=US	Elliot	McConnell	9/19/2013 2:48:51 PM	1009	Enabled / Disabled
CN=, 76325414, OU=CONTRACTOR, OU=PKI, OU=DOD, O=U.S. GOVERNMENT, C=US	Tim	Pyle	8/14/2013 2:10:51 PM	43	Enabled / Disabled

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To enable or disable a user account:

5. To enable a location, click the **Enabled** link in the **Status** column.

-OR-

To disable a location, click the **Disabled** link in the **Status** column.



Tip: If you have other changes to make to the record, you can also change the status on the **User Management** page.

To edit other user account settings:

- In the **User ID** column, click the link for the user account you want to work with.

The **USER MANAGEMENT** page appears.

The screenshot shows the 'User Management' interface. At the top, the title 'User Management' is centered. Below it, the 'UserID' field is populated with 'CN= [redacted] 1399263731, OU=CONTRACTOR, OU=PKI, OU=DOD, O=U.S. GOVERNMENT, C=US'. The 'First Name' and 'Last Name' fields are both [redacted]. The 'Operator ID' field is empty, and the 'Override Code' field is also empty. The 'Status' dropdown is set to 'Enabled', and the 'Rank' dropdown is set to 'CDR'. The 'SAAR Approved' checkbox is checked, and the 'SAAR Expiration Date' is '12/12/2018'. Below these fields is a 'Roles' section with a grid of checkboxes for various roles: Collection_Agent, Receipt_Inspector, Store_Supervisor, Leading_Chief_Petty_Officer, Retail_Supervisor, Sales_Officer, Leading_Petty_Officer, Storeroom_Custodian, Vending_Operator, and Recordskeeper. The 'Leading_Chief_Petty_Officer' and 'Sales_Officer' checkboxes are checked. Below the roles is an 'Activities' section with a table. The table has a header with '1 items selected', 'Remove all', and 'Add all'. The table contains one row with a dropdown arrow, 'USS BAINBRIDGE (DDG-96)', and a minus sign. At the bottom of the form are 'Save' and 'Cancel' buttons.

- Edit the following information, as necessary:

- Enter names in the **First Name** and **Last Name** field
- Enter the user's Navy Cash Operation ID in the **Operator ID** field
- Enter the user's Manager Override Code in the **Override Code** field
- Select an option from the **Status** list



Note: The **UserID** field, **SAAR Approved** check box, and **SAAR Expiration Date** field are view-only and cannot be changed.

- Select the user's rank from the **Rank** list
- Select or clear user role check boxes in the **Roles** section

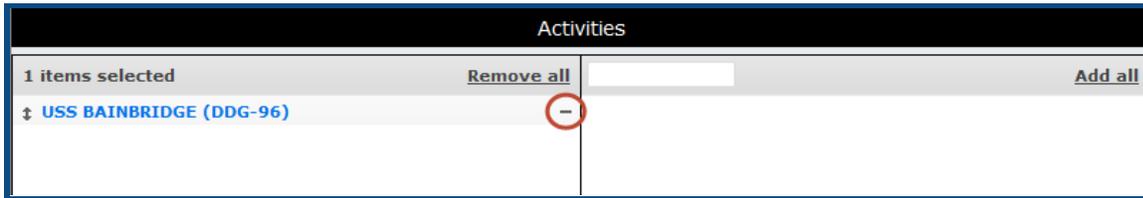
8. In the **Activities** section:

Add an activity by clicking the plus sign (+) character to the right of the activity's name. Click **Add all** to add all activities to the user account.



-or-

Remove an activity by clicking the minus sign (-) character to the right of the activity's name, as shown below. Click **Remove all** to remove all activities from the user account.



9. Click **Save**.

The [MANAGE USERS](#) page appears and displays a confirmation message.

9.9 Vendors

You can view vendor information in ROM3. Enterprise users can add and edit vendor information, as described in the *ROM3 User's Guide for Ashore Users*.

This section includes the following tasks, which can be performed by the user groups indicated with an "X."

	Activity	Enterprise	TYCOM	DFAS
• View Vendor Information	X	X	X	

VIEW VENDOR INFORMATION

1. Select **Vendors** from the **System** menu.

The **VENDOR MANAGEMENT** page appears.

Vendor Management

Vendor Search: Status: Enabled ▾

2. Enter or select one or both of the following:
 - Enter a name or partial name in the **Vendor Search** field or leave the field blank
 - Select an option from the **Status** list
3. Click **Search**.

The page updates and displays the search results.

Vendor Management

Vendor Search: Status: Enabled ▾

<u>Vendor Name</u>	<u>POC</u>	<u>Phone</u>	<u>Status</u>
Acosta, Inc.	JENNIFER DYAR	(800) 446-8089	ENABLED
Alternative Sellers Inc.	Gerry Daniels	858-838-9876	ENABLED
CDW GOVERNMENT, INC.	TERRY SCHMIDT	(847) 968-9974	ENABLED
DB Test	1	1	ENABLED
GENERAL NUTRITION CORPORATION	LAURI HMEL	(412) 402-7090	ENABLED
Peter Biundo & Associates	PETER BIUNDO	(858) 538-3959	ENABLED
ROM 3 TEST VENDOR	Joe Schmo	7038611234	ENABLED
S & K SALES COMPANY	HANK SHEFFER	(757) 460-8888	ENABLED
Seven Seas Shiphandlers	Heroiyce Patel	00971-4-803-3333	ENABLED

Page 1 of 1
10 rows per page ▾
Go to page:

4. Click the link in the **Vendor Name** column for the vendor information you want to view.

The **VENDOR MANAGEMENT – VIEW VENDOR** page appears.



Note: You may see the **Vendor Management – Edit Vendor** page instead, depending on your user role.

Vendor Management

View Vendor

*Vendor Name: <input type="text" value="Acosta, Inc."/>	*Vendor Status: <input type="text" value="Enabled"/>	
Cage: <input type="text"/>	DUNS: <input type="text" value="049417186"/>	EDI Orders: <input type="text" value="Supported"/>
Area: <input type="text"/>		
*Address 1: <input type="text" value="8031 HAMPTON BLVD."/>	*Point of Contact: <input type="text" value="JENNIFER DYAR"/>	
Address 2: <input type="text"/>	*Telephone: <input type="text" value="(800) 446-8089"/>	
*City/State: <input type="text" value="Norfolk, VA"/>	Fax: <input type="text" value="(757) 423-2832"/>	
*Zip Code: <input type="text" value="23505-1001"/>	E-Mail: <input type="text" value="jdyar@acosta.com"/>	
Notes: <div style="border: 1px solid gray; height: 40px; width: 100%;"></div>		

10 Handheld Devices (PDT)

You may choose to use a handheld computer to scan items and record quantities for receiving orders, completing inventories, or conducting breakouts.

This section includes the following tasks, which can be performed by the user groups indicated with an "X."

	Activity	Enterprise	TYCOM	DFAS
• Synchronize a Handheld	X			
• Access a Handheld	X			
• Receive Orders on a Handheld	X			
• Complete Inventories on a Handheld	X			
• Conduct Breakouts on a Handheld	X			
• View Unknown UPCs on a Handheld	X			

10.1 Synchronizing the Handheld

To transfer information to or from the handheld, it is necessary to synchronize the device with ROM3.

ESTABLISH A CONNECTION WITH THE HANDHELD

1. Place the handheld in the docking cradle and make sure it is connected to your workstation.
The connection with your workstation should be automatically established. You should see the handheld appear as a device in **My Computer**.
2. Log on to ROM3.
3. Select **Handheld Upload** from the **System** menu.

The **HANDHELD UPLOAD** page appears.

here.'" data-bbox="125 336 892 494"/>

Handheld Upload

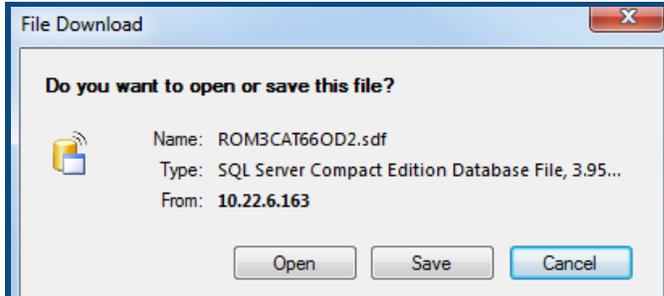
Select the ROM3.sdf file from the handheld for upload:

Get starter handheld database [here](#).

FIRST SYNCHRONIZATION (NEW DEVICES)

1. If this is a new device, click the **Get starter handheld database [here](#)** link on the **HANDHELD UPLOAD** page.

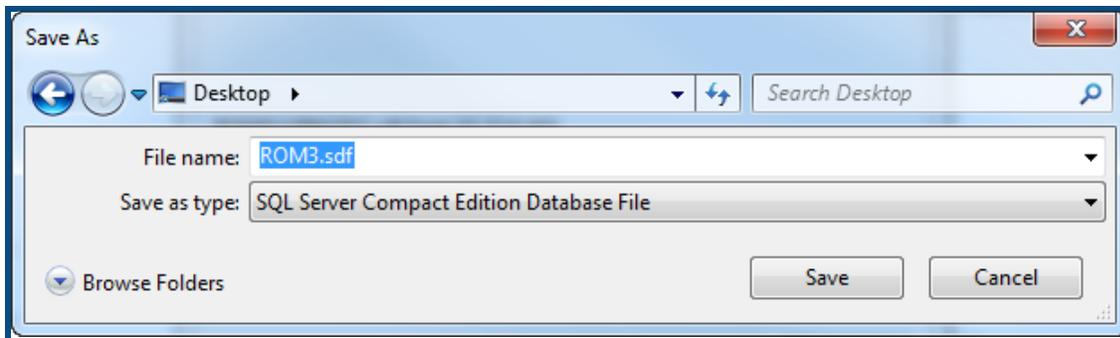
The **FILE DOWNLOAD** dialog box appears.



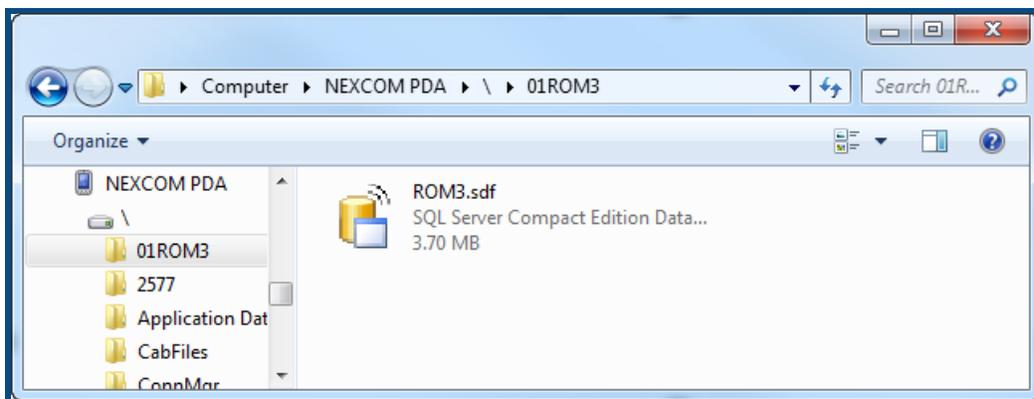
Caution: Do not use the same starter handheld database file on more than one device. Each device must have its own unique file. Download a new file for each device.

2. Click **Save**.

A **SAVE AS** dialog box appears.



3. In the **File name** field, rename the file to **ROM3.sdf** then click **Save** to save the file to your desktop.
4. Open **My Computer** or **Windows Explorer** and navigate to the handheld. Open the “\” folder, and then the “01ROM3” folder.

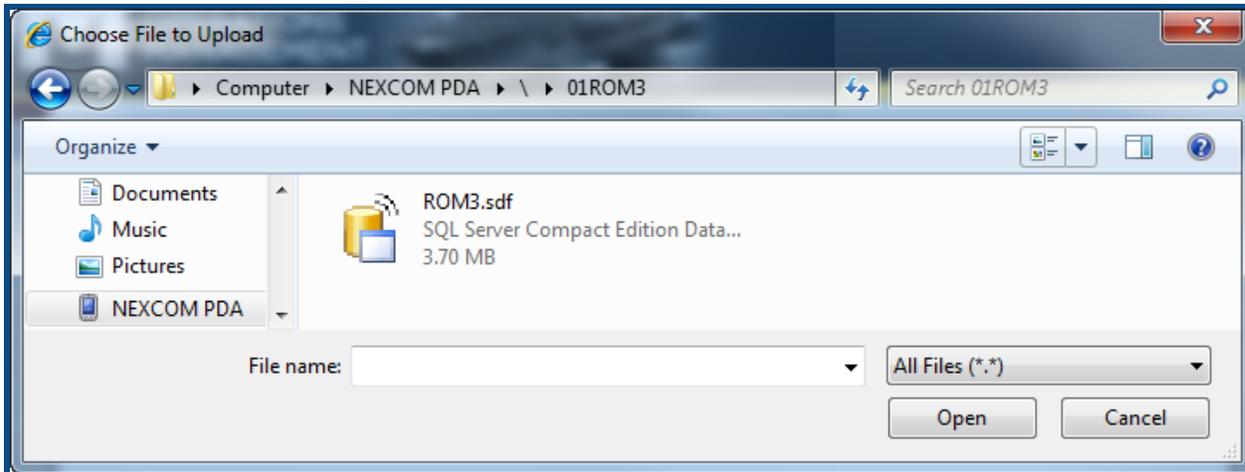


5. Copy and paste the ROM3.sdf file from your Desktop into the 01ROM3 folder. Overwrite the file, if necessary.

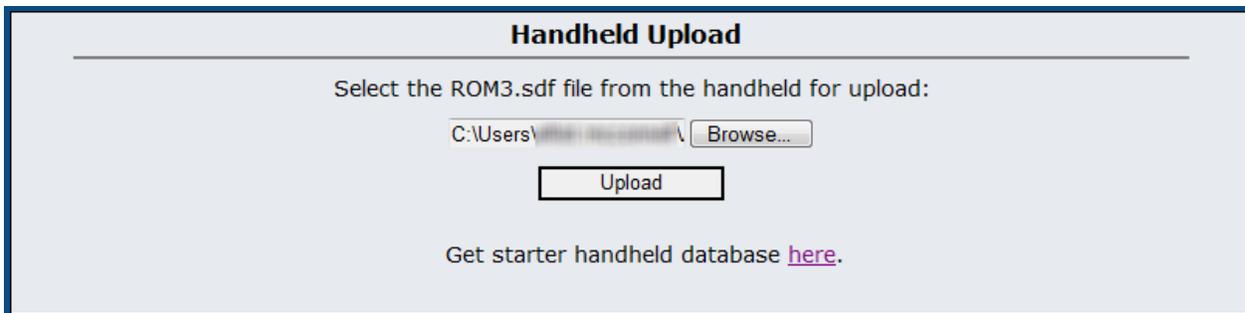
STANDARD SYNCHRONIZATION

1. Click **Browse** on the **HANDHELD UPLOAD** page.

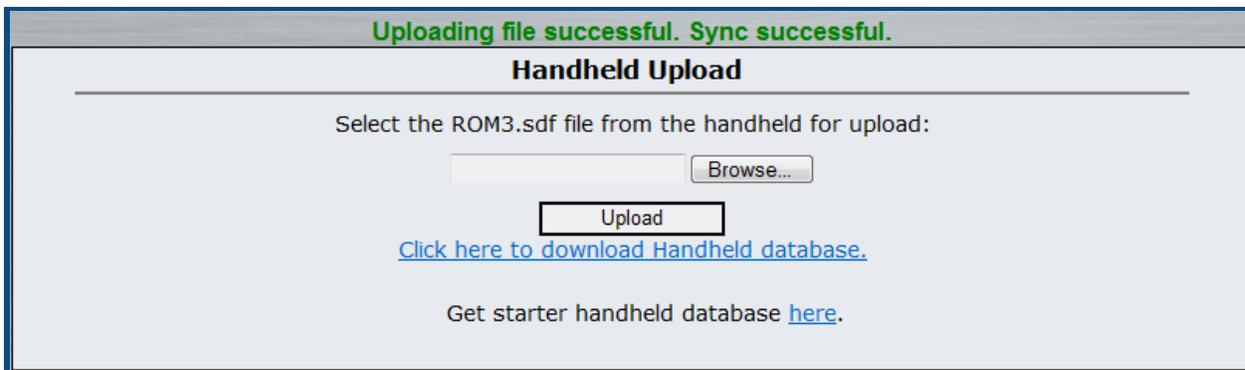
The **CHOOSE FILE TO UPLOAD** dialog box appears.



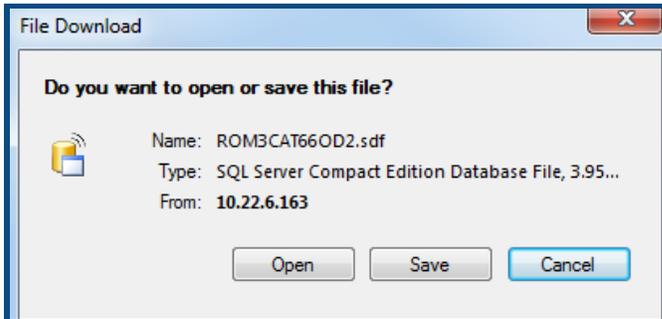
2. Navigate to the handheld, open the “\” folder, and then open the “01ROM” folder. Select the **ROM3.sdf** file and then click **Open**.
3. Click **Upload** on the **HANDHELD UPLOAD** page.



4. After the upload has finished, click the **Click here to download Handheld database** link.

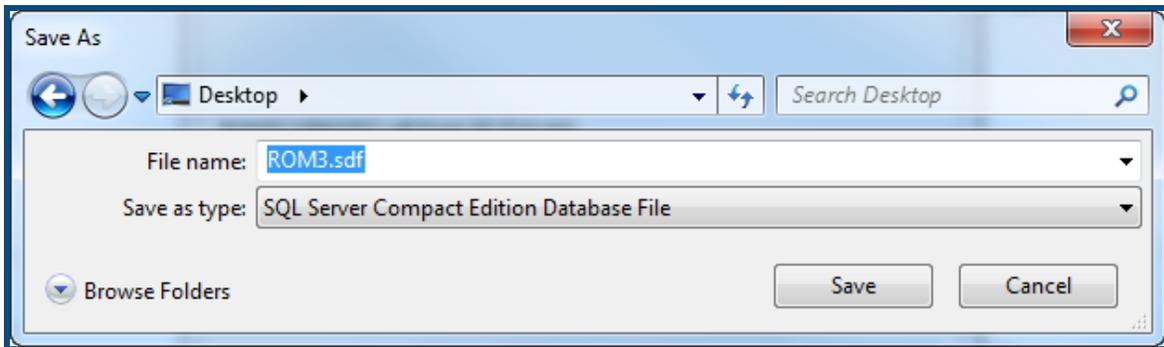


5. The **FILE DOWNLOAD** dialog box appears.

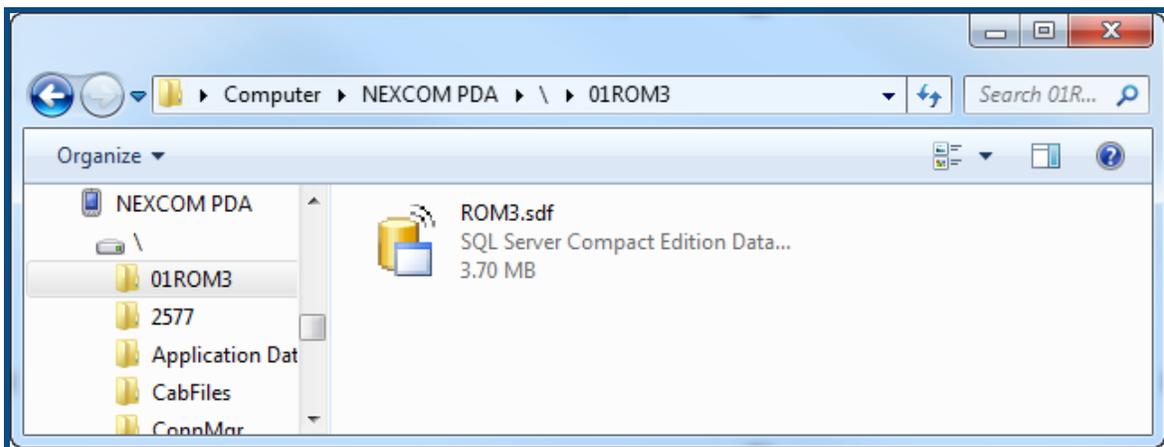


6. Click **Save**.

The **SAVE AS** dialog box appears.



7. Rename the file to "ROM3.sdf" and then click **Save** to save the file to your desktop.
8. Open **My Computer** or **Windows Explorer** and navigate to the handheld. Open the "\ " folder, and then the "01ROM3" folder.



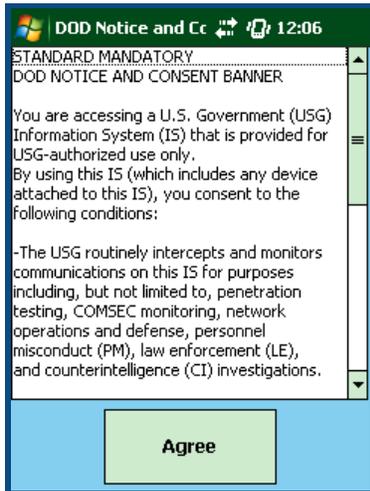
9. Copy and paste the ROM3.sdf file from your Desktop into the 01ROM3 folder. Overwrite the file, if necessary.

10.2 Accessing the Handheld

LOG ON TO THE HANDHELD

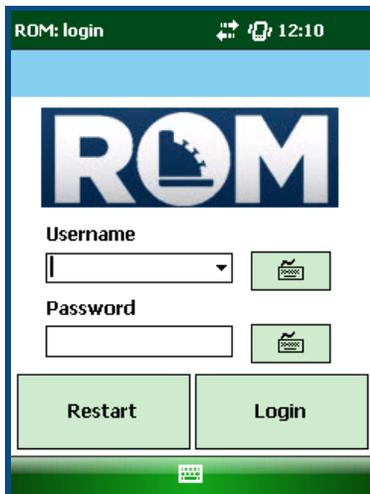
1. Turn on the handheld device.

The **DOD NOTICE AND CONSENT** page appears.



2. Tap **Agree**.

The screen updates and displays the **LOGIN** page.



3. Enter or select your username from the **Username** list and enter your current password in the **Password** field. You can either use the keyboard on the front of the handheld, or access the on-screen keyboard by tapping the keyboard icons on the screen.



Note: Your username and password are the same ones you use to log on to your workstation.

4. To log on to ROM, tap **Login**.

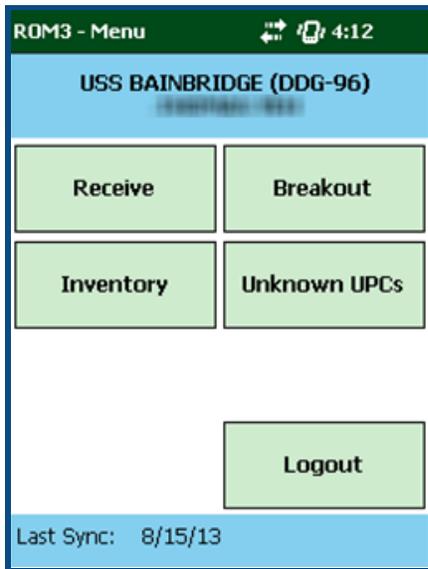
-or-

To restart the handheld, tap **Restart**.



Note: If your username or password is not accepted, make sure the handheld has recently been synchronized.

5. Once logged on, the **MENU** page appears. To return to the **LOGIN** page, tap **Logout**.



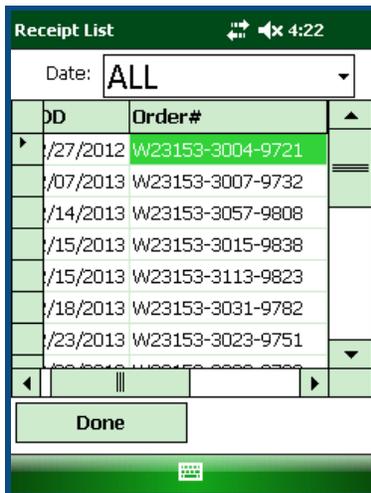
10.3 Receiving Orders

As orders arrive from vendors, you can record receipt quantities using the handheld. After scanning or selecting an item, record the quantity received. After synchronizing the handheld, you can confirm the received quantities in ROM3.

SELECT AN ORDER

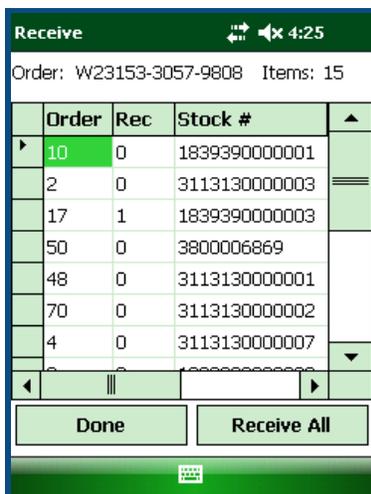
1. Select **Receive** from the **MENU** page.

The **RECEIPT LIST** page appears.



2. Tap the order you want to receive.

The **RECEIVE** page appears.



-or-

Tap **Done** to return to the [MENU](#) page.

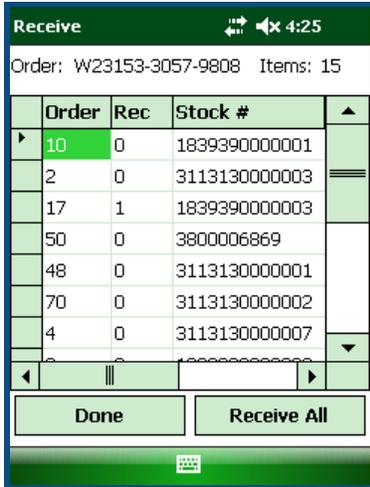


Note: *If the order you want to receive does not appear in the list, make sure the handheld has recently been synchronized.*

SCAN/SELECT ITEMS TO RECEIVE

1. Select an order. See [Select an Order](#) for more information.

The **RECEIVE** page appears.



2. Select a specific item to receive.
-or-
Scan the barcode of an item to receive.
-or-
Tap **Receive All** to receive all items on the order.
3. Tap **Done** to return to the [RECEIVE LIST](#) page.

RECORD QUANTITIES RECEIVED

1. Select or scan an item.

The **RECEIVE ITEM** page appears.

The screenshot shows the 'Receive Item' screen with the following information:

- Stock Number: 380100000001
- Description: EVERIO CAMCORDER 8GB BLUE
- Order QTY: 3
- Prev Received QTY: 0
- Cancelled QTY: 0
- This Receipt QTY: 0

At the bottom of the screen, there is a 'QTY This Scan' field with a numeric keypad icon and a 'RECEIVE' button. Below this are 'Cancel' and 'OK' buttons.

2. Continue scanning the barcode to increase the quantity received.

-or-

Enter the quantity received in the **QTY This Scan** field using the keyboard on the front of the handheld, or the on-screen keyboard.

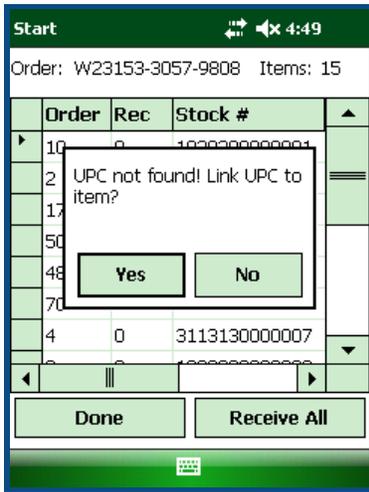
3. Tap **OK** to save the entered quantity and return to the **RECEIVE** page.

-or-

Tap **Cancel** to discard the entered quantity and return to the **RECEIVE** page.

ASSOCIATE UNKNOWN UPCs

1. If you scan a barcode that is not known to ROM, the following error message appears:

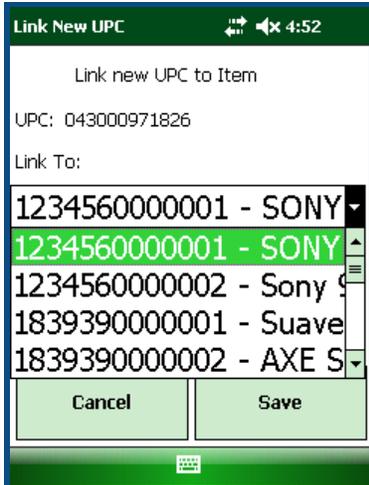


Tap **Yes** to proceed to the [LINK NEW UPC](#) page.

-or-

Tap **No** to ignore the unknown UPC and remain on the [RECEIVE](#) page.

2. On the [LINK NEW UPC](#) page, select the item from the current order to be associated with the UPC.



3. Tap **Save** to save the UPC association and return to the [RECEIVE](#) page.

-or-

Tap **Cancel** to discard the UPC association and return to the [RECEIVE](#) page.

4. You can now rescan the barcode and access the [RECEIVE ITEM](#) page for that item.



Note: All unknown barcodes scanned appear on the [Unknown UPC report](#).

CONFIRM A RECEIPT

1. After receiving all available items, synchronize the handheld. See the [Synchronizing the Handheld](#) section for more information.
2. After synchronization, the receipt from the handheld appears as an unconfirmed receipt in ROM3. Access the receipt by selecting **View Receipts** from the **Order/Receive** menu.
3. Confirm the receipt like any receipt created in ROM3. See [Edit or Confirm a Receipt](#) for instructions.

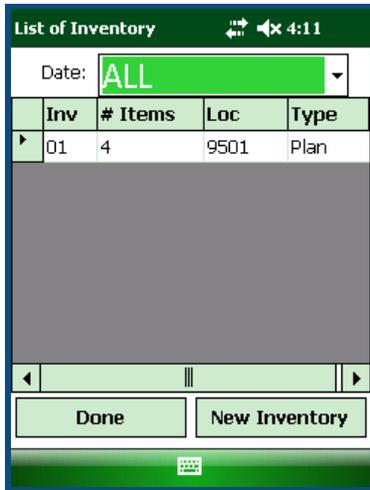
10.4 Physical Inventories

You can create an inventory in ROM3 and then send it to the handheld device. Planned or spot inventories can be created directly on the handheld.

CREATE A NEW INVENTORY

1. Select **Inventory** from the **MENU** page.

The **LIST OF INVENTORY** page appears.



2. Tap **New Inventory** to start a new inventory.

-or-

Tap **Done** to return to the **MENU** page.

SELECT INVENTORY LOCATION

1. After tapping **New Inventory**, the **NEW SPOT INVENTORY** page appears.



Select the location of the items you are going to include in the inventory from the **Inventory location** list.

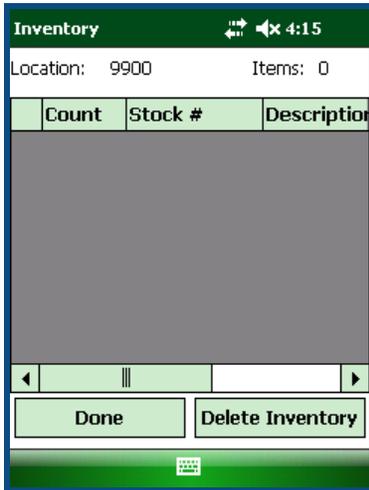
2. Tap **Start** to begin adding items to the inventory.

-or-

Tap **Cancel** to return to the **LIST OF INVENTORY** page.

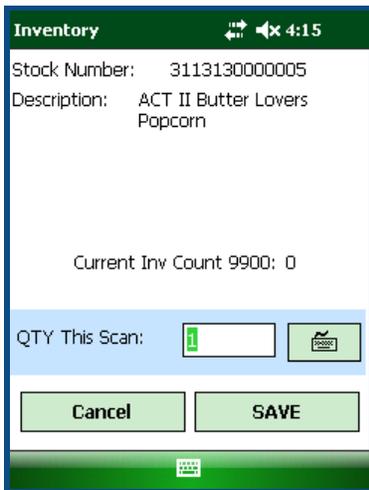
ADD ITEMS TO INVENTORY

1. After tapping **Add Items**, the **INVENTORY** page appears. This page will initially be blank.



2. Scan the barcode of an item to add it to the Inventory.

The **INVENTORY ITEM** page appears.



3. Continue scanning the barcode to increase the inventory count quantity.

-or-

Enter the count quantity in the **QTY This Scan** field using the keyboard on the front of the handheld, or the on-screen keyboard.



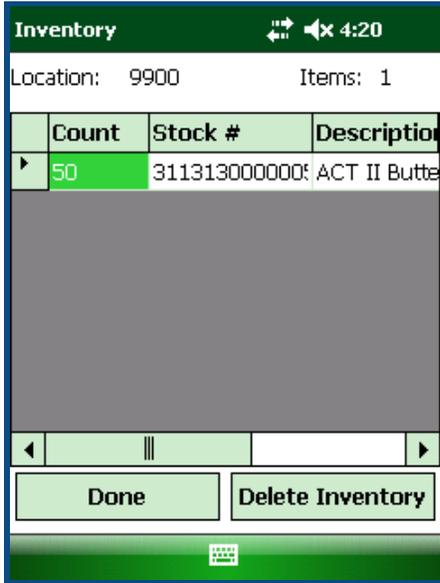
Caution: When entering a count quantity, enter only what you have physically counted at that time. The handheld will automatically add together each count. The "Current Inv Count" displays the total counted.

If you make a mistake, enter a negative count quantity to correct it (for example, -4).

4. Tap **Save** to save the entered count quantity and return to the **INVENTORY** page.

-or-

Tap **Cancel** to discard the entered quantity and return to the [INVENTORY](#) page.



5. Tap **Done** to return to the [LIST OF INVENTORY](#) page.

-or-

Tap **Delete** to delete the inventory and return to the [LIST OF INVENTORY](#) page.

-or-

Continue scanning items to add to the inventory.

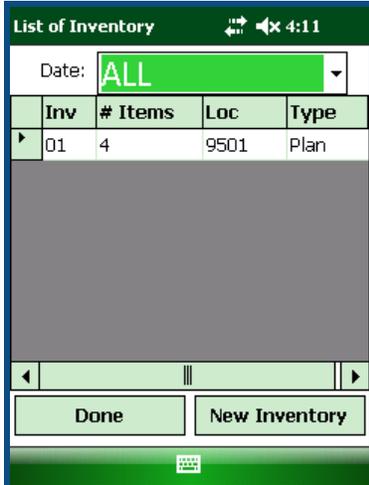
-or-

Select an item from the list to reopen the [INVENTORY ITEM](#) page and modify the inventory quantity.

COMPLETE AN EXISTING INVENTORY

1. Select **Inventory** from the **MENU** page.

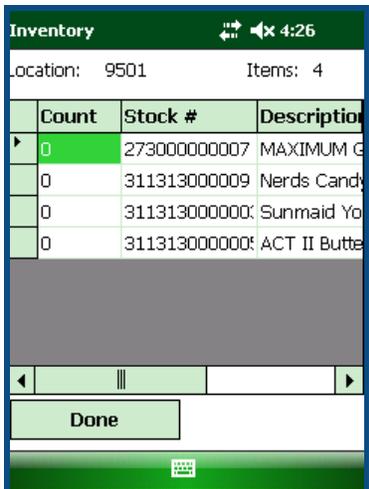
The **LIST OF INVENTORY** page appears.



2. Select the existing inventory you want to work on. The **INVENTORY** page appears.

-or-

Tap **Done** to return to the **MENU** page.



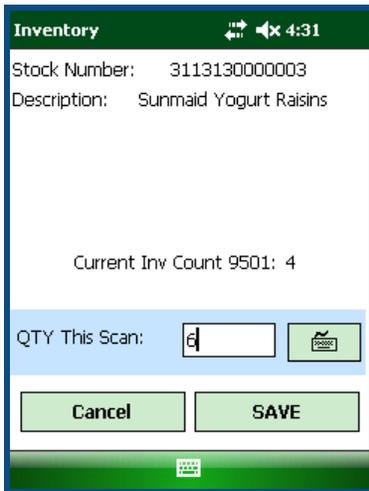
3. Scan the barcode of an item on the Inventory. The **INVENTORY ITEM** page appears.

-or-

Tap the item for which you want to record a count quantity. The **INVENTORY ITEM** page appears.

-or-

Tap **Done** to return to the **INVENTORY** page.



- Continue scanning the barcode to increase the inventory count quantity.

-or-

Enter the count quantity in the **QTY This Scan** field using the keyboard on the front of the handheld, or the on-screen keyboard.



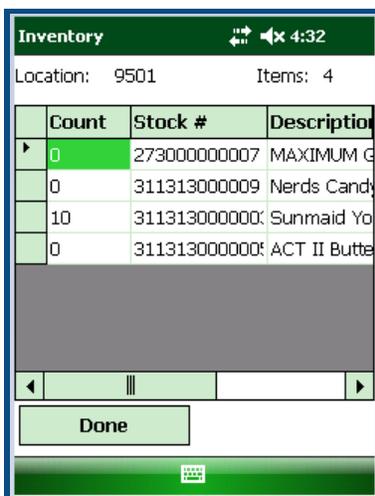
Caution: When entering a count quantity, enter only what you have physically counted at that time. The handheld will automatically add together each count. The "Current Inv Count" displays the total counted.

If you make a mistake, simply enter a negative count quantity to correct it (for example, -4).

- Tap **Save** to save the entered count quantity and return to the **INVENTORY** page.

-or-

Tap **Cancel** to discard the entered quantity and return to the **INVENTORY** page.



- Tap **Done** to return to the **LIST OF INVENTORY** page.

-or-

Tap **Delete** to delete the inventory and return to the [LIST OF INVENTORY](#) page.

-or-

Continue scanning items to add to the inventory.

-or-

Select an item from the list to reopen the [INVENTORY ITEM](#) page and modify the inventory quantity.

CONFIRM AN INVENTORY

1. After recording all inventory count quantities, synchronize the handheld.
2. After synchronization, the inventory from the handheld appears as a submitted inventory in ROM3. Access the inventory by selecting **Inventory Counts** from the **Inventory** menu.
3. The inventory can now be confirmed like any inventory created in ROM3. See [Submit Inventory Quantities and Confirm an Inventory](#) for instructions.

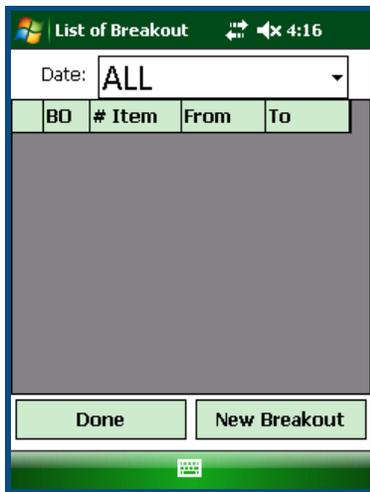
10.5 Breakouts

A breakout is used to transfer items from one location to another. A breakout may be created on a handheld, synchronized, and then confirmed in ROM3.

CREATE A NEW BREAKOUT

1. Select **Breakout** from the [MENU](#) page.

The [LIST OF BREAKOUT](#) page appears.



2. Tap **New Breakout** to start a new breakout.

-or-

Tap **Done** to return to the [MENU](#) page.

SELECT BREAKOUT LOCATIONS

1. After tapping **New Breakout**, the **NEW BREAKOUT** page appears.



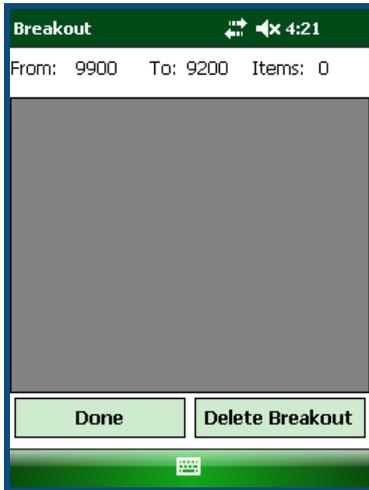
2. Select the location the items are coming from, and the location they are moving to.
3. Tap **Add Items** to add items to the breakout.

-or-

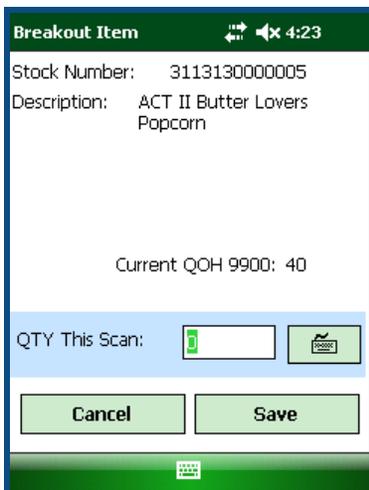
Tap **Cancel** to return to the [LIST OF BREAKOUT](#) page.

ADD ITEMS TO BREAKOUT

1. After tapping **Add Items**, the **BREAKOUT** page appears. This page is initially blank.



2. Scan the barcode of an item to add it to the Breakout. The **BREAKOUT ITEM** page appears.



3. Continue scanning the barcode to increase the quantity received.

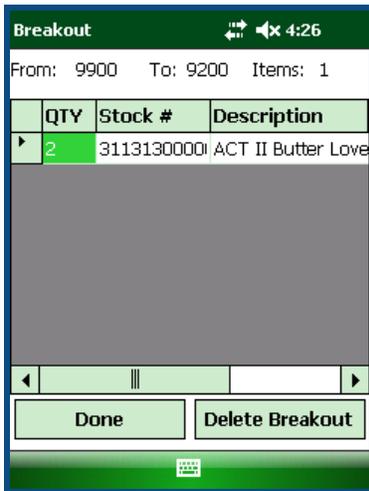
-or-

Enter the quantity received in the **QTY This Scan** using the keyboard on the front of the handheld, or the on-screen keyboard.

4. Tap **Save** to save the entered quantity and return to the **BREAKOUT** page.

-or-

Tap **Cancel** to discard the entered quantity and return to the [BREAKOUT](#) page.



5. Tap **Done** to return to the [LIST OF BREAKOUT](#) page.

-or-

Tap **Delete** to delete the breakout and return to the [LIST OF BREAKOUT](#) page.

-or-

Continue scanning items to add to the breakout.

-or-

Select an item from the list to reopen the [BREAKOUT ITEM](#) page and modify the breakout quantity.

CONFIRMING A BREAKOUT

1. After entering all breakout quantities, synchronize the handheld.
2. After synchronization, the breakout from the handheld appears as a submitted breakout in ROM3. Access the breakout by selecting **Breakouts** from the **Inventory** menu.
3. The breakout can now be confirmed like any breakout created in ROM3. See [Section 5.1 Breakouts](#) for more information.

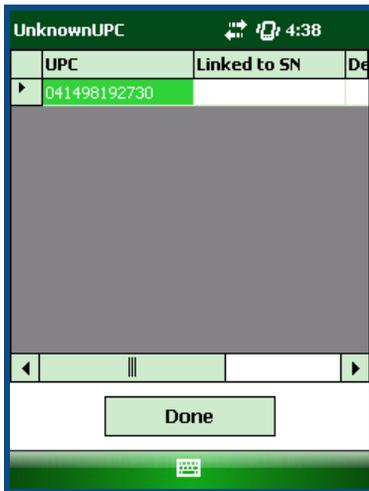
10.6 Unknown UPC Report

You can view a list of all new unknown UPCs scanned during your current handheld session. This listing is erased from the handheld during the next synchronization. However, the records can be viewed in ROM3 by selecting **Unknown UPCs** from the **Reports** menu.

VIEW UNKNOWN UPC REPORT

1. Select **Unknown UPCs** from the **MENU** page.

The **UNKNOWN UPC** page appears.



2. Tap **Done** to return to the **MENU** page.