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## Revision History

<table>
<thead>
<tr>
<th>Version</th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>
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Contents

1 Introduction ............................................................................................................................................... 1
  1.1 Using This Guide ................................................................................................................................. 1
  1.2 User Roles .......................................................................................................................................... 2

2 ROM3 Overview ................................................................................................................................... 3
  2.1 Page Elements and Navigation ........................................................................................................ 4
    2.1.1 Home Page .................................................................................................................................. 4
    2.1.2 Home and Log Off Buttons ........................................................................................................ 6
    2.1.3 Calendar Icon ............................................................................................................................. 6

3 ROM3 Access ....................................................................................................................................... 7
  First Time Log On .................................................................................................................................... 7

4 Printing and Saving Files from ROM3 ................................................................................................ 8
  Printing Files .......................................................................................................................................... 8
  Saving Files – IE8 or Earlier .................................................................................................................... 8
  Saving Files – IE9 or Later ....................................................................................................................... 8

5 Inventory .............................................................................................................................................. 9
  5.1 Breakouts .......................................................................................................................................... 9
    View a Breakout ................................................................................................................................. 10
    Create a Breakout .............................................................................................................................. 12
    Edit a Breakout ................................................................................................................................. 16
    Delete a Breakout .............................................................................................................................. 18
    Initiate a Breakout ............................................................................................................................. 20
    Submit a Breakout ............................................................................................................................. 22
    Print a Breakout Report ...................................................................................................................... 24
    Print a Transfer Form (NAVSUP Form 973) ....................................................................................... 26
    Print Breakout Item Labels ................................................................................................................ 28
  5.2 Cost of Operations .......................................................................................................................... 30
    View a Cost of Operations ................................................................................................................... 31
    Create a Cost of Operations ................................................................................................................. 33
    Edit or Confirm a Cost of Operations ................................................................................................. 36
    Delete a Cost of Operations ............................................................................................................... 39
    Print a Cost of Operations Report ...................................................................................................... 41
    Print a Cost of Operations Transfer Document .................................................................................. 43
    Print a Cost of Operations B22 Report ............................................................................................... 45
5.3 Credit Memos .......................................................................................................................................... 47
View a Credit Memo.................................................................................................................................... 48
Create a Credit Memo................................................................................................................................ 50
Edit a Credit Memo................................................................................................................................... 54
Confirm a Credit Memo............................................................................................................................... 56
Delete a Credit Memo................................................................................................................................. 58
Print a Credit Memo Form........................................................................................................................... 60
Print a B01/B05 Journal of Receipts ............................................................................................................ 62
5.4 Physical Inventories ................................................................................................................................. 63
View an Inventory ........................................................................................................................................ 64
Create and Initiate a Full Inventory ............................................................................................................. 66
Create and Initiate a Random Inventory ..................................................................................................... 68
Create and Initiate a Spot Inventory ........................................................................................................... 72
Edit or Confirm an Inventory ....................................................................................................................... 76
Submit Inventory Quantities and Confirm an Inventory ............................................................................. 78
Delete an Inventory ..................................................................................................................................... 81
Print a Physical Inventory Report ................................................................................................................ 83
Print an Inventory Consolidated Report (B14) or a Gains/Loss Detailed Report ........................................ 84
Print an Inventory Count Sheet ................................................................................................................... 85
Print Inventory Reports ............................................................................................................................... 87
5.5 Item Management ................................................................................................................................... 89
View Inventory Items................................................................................................................................... 90
Edit Inventory Item Price ............................................................................................................................. 92
Edit Inventory Item UPC .............................................................................................................................. 94
Print Item Management Listing ................................................................................................................... 96
Print Item Management Barcode Book ....................................................................................................... 98
5.6 Surveys..................................................................................................................................................... 99
View a Survey ............................................................................................................................................ 100
Create a Survey ....................................................................................................................................... 102
Edit or Confirm a Survey ............................................................................................................................ 106
Delete a Survey ....................................................................................................................................... 109
Print a DD-200 Form ................................................................................................................................. 110
Print a Survey Report ................................................................................................................................. 111
Print a B15/B23/B27 Survey Report ........................................................................................................... 113
5.7 Transfers .............................................................................................................................................. 115
### Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>View a Transfer</td>
<td>116</td>
</tr>
<tr>
<td>Create a Transfer</td>
<td>119</td>
</tr>
<tr>
<td>Edit or Confirm a Transfer</td>
<td>123</td>
</tr>
<tr>
<td>Delete a Transfer</td>
<td>126</td>
</tr>
<tr>
<td>Print a DD-1149 Form for a Transfer</td>
<td>127</td>
</tr>
<tr>
<td>Print a Transfer Report</td>
<td>129</td>
</tr>
<tr>
<td>Print a Transfer B10/B19 Report</td>
<td>131</td>
</tr>
</tbody>
</table>

6 Order/Receive ................................................................. 132

6.1 Purchase Orders ........................................................... 132

- View a Purchase Order .................................................. 133
- Create a Purchase Order ................................................ 136
- Edit or Confirm a Purchase Order .................................... 141
- Delete a Purchase Order ................................................ 145
- Regenerate a Purchase Order (EDI 850) .......................... 146
- Request a Purchase Order Cancellation (EDI 860) ............ 147
- Undo a Purchase Order Cancellation .............................. 150
- Print a DD-1155 Form for a Purchase Order .................. 152

6.2 CARGO and PRIME Requisitions ................................. 154

- View a CARGO or PRIME Requisition ........................... 155
- Create a CARGO or PRIME Requisition ......................... 157
- Add Non-Standard Items to a PRIME Requisition ............ 161
- Edit or Confirm a CARGO or PRIME Requisition ............ 164
- Print a MILSTRIP File for a CARGO or PRIME Requisition 167
- Print a DD-1149 Form for a CARGO or PRIME Requisition 170

6.3 OSO Requisitions .......................................................... 172

- View an OSO Requisition .............................................. 173
- Create an OSO Requisition ............................................ 175
- Add Non-Standard Items to an OSO Requisition ............. 179
- Edit or Confirm an OSO Requisition .............................. 181
- Delete an OSO Requisition ............................................ 184
- Print a DD-1149 Form for an OSO Requisition ............... 185

6.4 Smart Re-Orders ........................................................... 187

- Create a Smart Re-Order .............................................. 188

6.5 Emergency Procurements ............................................. 191

- View an Emergency Procurement ................................. 192
Create an Emergency Procurement .......................................................................................................... 195
Add Non-Standard Items to an Emergency Procurement............................................................................ 199
Edit or Confirm an Emergency Procurement ............................................................................................ 201
Delete an Emergency Procurement .......................................................................................................... 204
Print a DD-1155 Form for an Emergency Procurement ............................................................................ 205

6.6 Receipts ................................................................................................................................................. 207
View a Receipt ........................................................................................................................................... 208
Create a New Receipt (Receive an Order) ................................................................................................. 210
Edit or Confirm a Receipt ........................................................................................................................... 214
Generate a Receiving Report ..................................................................................................................... 216
Generate an 857 Discrepancy Report ....................................................................................................... 218
Print a B01/B05 Journal of Receipts Report .............................................................................................. 219

6.7 Accounting Adjustments ....................................................................................................................... 220
View an Accounting Adjustment ............................................................................................................... 221
Create an Accounting Adjustment ............................................................................................................ 223
Create an Accounting Adjustment with a ROM II Receipt ........................................................................ 226
Edit or Confirm an Accounting Adjustment ................................................................................................ 229
Delete an Accounting Adjustment ............................................................................................................. 231
Print a DD-1149 Form for an Accounting Adjustment .............................................................................. 233
Print a B01/B05 Journal of Receipts Report .............................................................................................. 235

7 Financials ............................................................................................................................................. 236

7.1 Contributions ......................................................................................................................................... 236
View a Contribution ................................................................................................................................... 237
Add a Contribution .................................................................................................................................... 239
Edit, Confirm, or Delete a Contribution ..................................................................................................... 240
Print a Contribution Report ....................................................................................................................... 242

7.2 Equipment Purchases ........................................................................................................................... 243
View an Equipment Purchase .................................................................................................................... 244
Print an Equipment Purchase Report ........................................................................................................ 246

7.3 Funds Adjustments ................................................................................................................................ 248
View a Funds Adjustment .......................................................................................................................... 249
Print a Funds Adjustment Report .............................................................................................................. 251

7.4 Transfer Funds to MWR ......................................................................................................................... 252
View Transferred Funds ............................................................................................................................. 253
Add a Fund Transfer .................................................................................................................................. 255
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.5</td>
<td>Grants</td>
<td>260</td>
</tr>
<tr>
<td></td>
<td>View Grant Information</td>
<td>261</td>
</tr>
<tr>
<td></td>
<td>Print a Grant Report</td>
<td>263</td>
</tr>
<tr>
<td>7.6</td>
<td>Laundry Claims</td>
<td>264</td>
</tr>
<tr>
<td></td>
<td>View a Laundry Claim</td>
<td>265</td>
</tr>
<tr>
<td></td>
<td>Add a Laundry Claim</td>
<td>267</td>
</tr>
<tr>
<td></td>
<td>Edit, Confirm, or Delete a Laundry Claim</td>
<td>268</td>
</tr>
<tr>
<td></td>
<td>Print a Laundry Claims Report or a Standard Form 1034</td>
<td>270</td>
</tr>
<tr>
<td>7.7</td>
<td>Assumed Liabilities</td>
<td>271</td>
</tr>
<tr>
<td></td>
<td>View an Assumed Liability</td>
<td>272</td>
</tr>
<tr>
<td></td>
<td>Add an Assumed Liability</td>
<td>274</td>
</tr>
<tr>
<td></td>
<td>Edit, Confirm, or Delete an Assumed Liability</td>
<td>275</td>
</tr>
<tr>
<td></td>
<td>Print a Liabilities Assumed Report</td>
<td>277</td>
</tr>
<tr>
<td>7.8</td>
<td>NEXCOM Loans</td>
<td>278</td>
</tr>
<tr>
<td></td>
<td>View a Loan</td>
<td>279</td>
</tr>
<tr>
<td></td>
<td>Print a Loan Report</td>
<td>281</td>
</tr>
<tr>
<td>7.9</td>
<td>Non-EPOS Collections</td>
<td>282</td>
</tr>
<tr>
<td></td>
<td>View Non-EPOS Collections Information</td>
<td>283</td>
</tr>
<tr>
<td></td>
<td>Add Non-EPOS Collections Information</td>
<td>285</td>
</tr>
<tr>
<td></td>
<td>Edit, Confirm, or Delete Non-EPOS Collections Information</td>
<td>286</td>
</tr>
<tr>
<td></td>
<td>Print a Non-EPOS Collections Report</td>
<td>288</td>
</tr>
<tr>
<td>7.10</td>
<td>Rebates</td>
<td>289</td>
</tr>
<tr>
<td></td>
<td>View a Rebate</td>
<td>290</td>
</tr>
<tr>
<td></td>
<td>Print a Rebates Report</td>
<td>292</td>
</tr>
<tr>
<td>7.11</td>
<td>Service Charges</td>
<td>293</td>
</tr>
<tr>
<td></td>
<td>View a Service Charge</td>
<td>294</td>
</tr>
<tr>
<td></td>
<td>Print a Service Charge Report</td>
<td>296</td>
</tr>
<tr>
<td>8</td>
<td>Register</td>
<td>297</td>
</tr>
<tr>
<td>8.1</td>
<td>Launch Register</td>
<td>297</td>
</tr>
<tr>
<td></td>
<td>OPEN A REGISTER</td>
<td>298</td>
</tr>
<tr>
<td></td>
<td>CONDUCT A SALE</td>
<td>299</td>
</tr>
<tr>
<td></td>
<td>PERFORM A PRICE OVERRIDE</td>
<td>302</td>
</tr>
<tr>
<td></td>
<td>ASSOCIATE AN UNKNOWN UPC</td>
<td>304</td>
</tr>
</tbody>
</table>
Contents

PERFORM A PRICE CHECK ................................................................. 306
REPRINT A SALES RECEIPT .......................................................... 307
PRINT ITEM LABELS ................................................................. 309
ISSUE A REFUND ........................................................................ 312
CLOSE A REGISTER ...................................................................... 314

8.2 Manage Sessions ....................................................................... 315
VIEW A REGISTER SESSION ......................................................... 316
ADD A REGISTER COLLECTION ................................................... 318
EDIT OR CONFIRM A COLLECTION ............................................. 320
PRINT A CASH OVER/SHORT DETAILED REPORT ....................... 322

8.3 Register Journal ........................................................................ 323
VIEW A REGISTER EVENT ............................................................... 324
PRINT A REGISTER EVENT LOG .................................................. 326

8.4 Receipt Configuration ............................................................ 327
VIEW OR EDIT RECEIPT CONFIGURATION ..................................... 328

9 System ....................................................................................... 329

9.1 Accounting Closeouts ............................................................... 329
VIEW AN ACCOUNTING OR REPORTING PERIOD ....................... 330
VIEW NAVCOMPT 153 ................................................................. 331
CLOSE AND REPORT A REPORTING PERIOD ............................. 333
CLOSE AND REPORT AN ACCOUNTING PERIOD ......................... 335
EXPORT REPORTING PERIOD DATA ............................................ 337
EXPORT ACCOUNTING PERIOD DATA ........................................... 339

9.2 Activity Constants ..................................................................... 340
View Activity Constants ............................................................. 341
Edit Activity Constants .............................................................. 343

9.3 Contract Management ............................................................ 345
View Contract Information ......................................................... 346
Print a Contract Cover Sheet ....................................................... 350

9.4 Departments and Categories .................................................. 351
View Departments and Categories ............................................. 352
Print a Department and Category Listing ................................... 354

9.5 POS Devices ............................................................................ 355
View a POS Device ................................................................. 356
Add a POS Device ................................................................. 357
## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit a POS Device</td>
<td>359</td>
</tr>
<tr>
<td>9.6 Documents</td>
<td>361</td>
</tr>
<tr>
<td>View a Document</td>
<td>362</td>
</tr>
<tr>
<td>9.7 Locations</td>
<td>363</td>
</tr>
<tr>
<td>View a Location</td>
<td>364</td>
</tr>
<tr>
<td>Add a Location</td>
<td>365</td>
</tr>
<tr>
<td>Edit a Location</td>
<td>366</td>
</tr>
<tr>
<td>9.8 User Accounts</td>
<td>368</td>
</tr>
<tr>
<td>View a User Account</td>
<td>369</td>
</tr>
<tr>
<td>Edit a User Account</td>
<td>371</td>
</tr>
<tr>
<td>9.9 Vendors</td>
<td>374</td>
</tr>
<tr>
<td>View Vendor Information</td>
<td>375</td>
</tr>
<tr>
<td>10 Handheld Devices (PDT)</td>
<td>377</td>
</tr>
<tr>
<td>10.1 Synchronizing the Handheld</td>
<td>378</td>
</tr>
<tr>
<td>Establish a connection with the handheld</td>
<td>378</td>
</tr>
<tr>
<td>First synchronization (new devices)</td>
<td>379</td>
</tr>
<tr>
<td>Standard synchronization</td>
<td>380</td>
</tr>
<tr>
<td>10.2 Accessing the Handheld</td>
<td>382</td>
</tr>
<tr>
<td>Log on to the handheld</td>
<td>382</td>
</tr>
<tr>
<td>10.3 Receiving Orders</td>
<td>384</td>
</tr>
<tr>
<td>Select an order</td>
<td>384</td>
</tr>
<tr>
<td>Scan/select items to receive</td>
<td>386</td>
</tr>
<tr>
<td>Record quantities received</td>
<td>387</td>
</tr>
<tr>
<td>Associate unknown UPCs</td>
<td>388</td>
</tr>
<tr>
<td>Confirm a receipt</td>
<td>389</td>
</tr>
<tr>
<td>10.4 Physical Inventories</td>
<td>390</td>
</tr>
<tr>
<td>Create a new inventory</td>
<td>390</td>
</tr>
<tr>
<td>Select inventory location</td>
<td>391</td>
</tr>
<tr>
<td>Add items to inventory</td>
<td>392</td>
</tr>
<tr>
<td>Complete an existing inventory</td>
<td>394</td>
</tr>
<tr>
<td>Confirm an inventory</td>
<td>397</td>
</tr>
<tr>
<td>10.5 Breakouts</td>
<td>398</td>
</tr>
<tr>
<td>Create a new breakout</td>
<td>398</td>
</tr>
<tr>
<td>Select breakout locations</td>
<td>399</td>
</tr>
<tr>
<td>Add items to breakout</td>
<td>400</td>
</tr>
</tbody>
</table>
CONFIRMING A BREAKOUT .................................................................................................................................. 402
10.6 Unknown UPC Report .................................................................................................................................. 403
VIEW UNKNOWN UPC REPORT ........................................................................................................................... 403
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.

<table>
<thead>
<tr>
<th>User group</th>
<th>User roles within group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity</td>
<td>• Store Operator&lt;br&gt;• Store Supervisor&lt;br&gt;• Vending Operator&lt;br&gt;• Collection Agent&lt;br&gt;• Receipt Inspector&lt;br&gt;• Storeroom Custodian&lt;br&gt;• Retail Supervisor&lt;br&gt;• Recordskeeper&lt;br&gt;• Leading Petty Officer&lt;br&gt;• Leading Chief Petty Officer&lt;br&gt;• Sales Officer</td>
</tr>
<tr>
<td>Enterprise</td>
<td>• Ashore Recordskeeper&lt;br&gt;• ATG Fleet Assistant&lt;br&gt;• NEXCOM Activity Administrator&lt;br&gt;• Enterprise Administrator&lt;br&gt;• Enterprise Report Viewer</td>
</tr>
<tr>
<td>TYCOM</td>
<td>• Enterprise TYCOM</td>
</tr>
<tr>
<td>DFAS</td>
<td>• DFAS analyst&lt;br&gt;• DFAS Supervisor</td>
</tr>
</tbody>
</table>
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.

*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.

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.

   ![Notification Bar screenshot](image1.png)

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

   ![Save as dialog box screenshot](image2.png)

   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.”

<table>
<thead>
<tr>
<th>Activity</th>
<th>Activity</th>
<th>Enterprise</th>
<th>TYCOM</th>
<th>DFAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>View a Breakout</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Create a Breakout</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Edit a Breakout</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delete a Breakout</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initiate a Breakout</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submit a Breakout</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print a Breakout Report</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Print a Transfer Form (NAVSUP Form 973)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Print Breakout Item Labels</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**VIEW A BREAKOUT**

1. Select Breakouts from the Inventory menu.

   The BREAKOUTS — EXISTING RECORDS page appears.

   ![Breakouts Interface]

   **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 Search Results]

---

Page 10 Unclassified – For Official Use Only 24 October 2013
4. In the **Date** column, click the link for the record you want to view.

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

```

<table>
<thead>
<tr>
<th>Stock Num</th>
<th>Description</th>
<th>QOH</th>
<th>UI</th>
<th>Breakout QTY</th>
<th>Received QTY</th>
<th># Labels</th>
</tr>
</thead>
<tbody>
<tr>
<td>183939000006</td>
<td>Barbasol Shave Foam Original</td>
<td>25</td>
<td>EA</td>
<td>10</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>322211000001</td>
<td>Chewy Bar - Smore</td>
<td>10</td>
<td>EA</td>
<td>70</td>
<td>6</td>
<td>0</td>
</tr>
</tbody>
</table>
```

The **Breakout Items** section details the items included in the breakout, along with their quantities and status.
CREATE A BREAKOUT

1. Select Breakouts from the Inventory menu.

   The BREAKOUTS – EXISTING RECORDS page appears.

![Breakouts Interface]

2. Click Create New Breakout.

   The BREAKOUTS – ITEM DETAILS page appears.

![Breakouts Interface]

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.

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.

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

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.

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.

4. In the Date column, click the link for the record you want to work with.
The **BREAKOUTS – ITEM DETAILS** page appears.

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.

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.

4. In the Date column, click the link for the record you want to delete.
The **BREAKOUTS – ITEM DETAILS** page appears.

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.

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.

4. In the Date column, click the link for the record you want to work with.
The **BREAKOUTS – ITEM DETAILS** page appears.

![Breakout Details Page](image)

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.

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.

4. In the Date column, click the link for the record you want to work with.
The **BREAKOUTS – ITEM DETAILS** page appears.

![Breakouts page](image)

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.

![Breakouts Interface]

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.
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.

   ![Breakouts Interface]

   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.

![Search Results Table]

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

The **Breakouts – Item Details** page appears.

![Item Details Page]

5. 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 Screen](image)

   **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 Search Results](image)
4. In the Date column, click the link for the record you want to work with.

The Breakouts — Item Details page appears.

5. Enter the number of labels to print for each item in the # Labels field for each item.

6. Select a printer from the Select Printer list.

7. 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.”

<table>
<thead>
<tr>
<th>Task</th>
<th>Activity</th>
<th>Enterprise</th>
<th>TYCOM</th>
<th>DFAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>View a Cost of Operations</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Create a Cost of Operations</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Edit or Confirm a Cost of Operations</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delete a Cost of Operations</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print a Cost of Operations Report</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Print a Cost of Operations Transfer Document</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Print a Cost of Operations B22 Report</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
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 Form]

   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.

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

The **COST OF OPERATIONS – COST OF OPERATIONS DETAILS** page appears.
CREATE 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](image)

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

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

   ![Cost of Operations - Cost of Operations Details](image)

3. Select the location from where you are taking items from the **Location** list.

4. Click **Add Additional Items**.

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.

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.

![Image of the COST OF OPERATIONS — COST OF OPERATIONS DETAILS page]

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.

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.

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.

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.

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.

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

The **Cost of Operations – Cost of Operations Details** page appears.

5. 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.

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.

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Expenditure Num</th>
<th>Location From</th>
<th>Amount</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/04/2013</td>
<td>W23153-3155-7988</td>
<td>9900 Storeroom</td>
<td>$1.00</td>
<td>Confirmed</td>
</tr>
<tr>
<td>05/22/2013</td>
<td>W23153-3147-7988</td>
<td>9900 Storeroom</td>
<td>$8.10</td>
<td>Unconfirmed</td>
</tr>
<tr>
<td>04/25/2013</td>
<td>W23153-3115-7940</td>
<td>9900 Storeroom</td>
<td>$0.50</td>
<td>Confirmed</td>
</tr>
</tbody>
</table>

4. 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]

   **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.
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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Expenditure Num</th>
<th>Location From</th>
<th>Amount</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/05/2013</td>
<td>9505 Retail Store 2</td>
<td>$1.00</td>
<td>Unconfirmed</td>
<td></td>
</tr>
<tr>
<td>07/02/2013</td>
<td>9200 Post Office</td>
<td>$10.46</td>
<td>Unconfirmed</td>
<td></td>
</tr>
<tr>
<td>08/02/2013</td>
<td>Office</td>
<td>$423.61</td>
<td>Unconfirmed</td>
<td></td>
</tr>
<tr>
<td>08/03/2013</td>
<td>9904 Store room</td>
<td>$67.75</td>
<td>Confirmed</td>
<td></td>
</tr>
<tr>
<td>04/30/2013</td>
<td>W23153-3120-7954</td>
<td>$4.77</td>
<td>Confirmed</td>
<td></td>
</tr>
</tbody>
</table>

5. 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.

   ![Cost of Operations - Existing Records](image1)

   **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.

   ![Cost of Operations Retail (B22) Report](image2)

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

<table>
<thead>
<tr>
<th>Activity</th>
<th>Activity</th>
<th>Enterprise</th>
<th>TYCOM</th>
<th>DFAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>View a Credit Memo</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Create a Credit Memo</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Edit a Credit Memo</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confirm a Credit Memo</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delete a Credit Memo</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print a Credit Memo Form</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Print a B01/B05 Journal of Receipts</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
VIEW A CREDIT MEMO

1. Select Credit Memo from the Inventory menu.

The MANAGE CREDIT MEMOS – 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 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.
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 Details Screenshot]

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

**Vendor/Shipped To**

- **Vendor:** Baba Lou's Grill
- **Original Order #:** 12345
- **Address 1:** 2705 Sibley Ave
- **Address 2:** (field not filled)
- **Address 3:** Terre Haute, IN 47803
- **Phone:** 812-236-7145
- **Date Required:** 08/05/2013
- **Date Shipped:** 08/05/2013

**Credit Memo Items**

<table>
<thead>
<tr>
<th>Stock Num</th>
<th>Description</th>
<th>UI</th>
<th>OOH</th>
<th>QTY</th>
<th>Cost</th>
<th>Total Cost</th>
<th>Total Reimburse</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>520000000001</td>
<td>Diet Sprite</td>
<td>EA</td>
<td>10</td>
<td>49</td>
<td>$3.0000</td>
<td>$3.0000</td>
<td>13.00</td>
<td>Remove</td>
</tr>
</tbody>
</table>

**Total Cost:** $3.0000

**Total Reimbursement:** $13.0000

**Difference (Charged to Cost of Ops):** $10.0000
CREATE A CREDIT MEMO

1. Select Credit Memo from the Inventory menu.

   The MANAGE CREDIT MEMOS – EXISTING RECORDS page appears.

   ![Manage Credit Memos]

   - Receive or Expenditure: __________
   - Status: __________
   - Accounting Period: 05/27/2012 - Present
   - Search

2. Click Create New Credit Memo.

   The CREDIT MEMOS – CREDIT MEMO DETAILS page appears.

   ![Credit Memo]

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

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

   - Vendor: ACOSTA, INC.
   - Original Order #: W23163-3219-9647
   - Other Order #: __________
   - Order Type: @ B01  @ B05
   - Vendor Name: ACOSTA, INC.
   - Address 1: 8031 HAMPTON BLVD.
   - Address 2: address 2
   - Address 3: NORFOLK, VA. 23505-1001
   - Phone: (800) 446-8099
   - Date Required: 08/09/2013
   - Date Shipped: 08/09/2013

   - Credit Memo Items
     - No data available for search criteria.

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.

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.
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 Details](image)

   **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.

   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.

   4. In the Date column, click the link for the record you want to work with.
The **Credit Memo** – Credit Memo Details page appears.

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.

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.

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 Details](image)

5. Click **Confirm & Submit**.

   A confirmation dialog box appears.

6. 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.

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.

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 Details](image)

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.

   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.
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 Details](image)

5. Click **Print Credit Memo**.

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

   **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.”

<table>
<thead>
<tr>
<th>Activity</th>
<th>Enterprise</th>
<th>TYCOM</th>
<th>DFAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>View an Inventory</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create and Initiate a Full Inventory</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create an Initiate a Random Inventory</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create and Initiate a Spot Inventory</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Edit or Confirm an Inventory</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submit Inventory Quantities and Confirm an Inventory</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delete an Inventory</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print a Physical Inventory Report</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print an Inventory Consolidated Report (B14) or a Gains/Loss Detailed Report</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print an Inventory Count Sheet</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print Other Inventory Reports</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
VIEW AN INVENTORY

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

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

   ![Physical Inventories Screenshot]

   **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 Screenshot with Search Results]
4. 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 page](image-url)
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.

2. Click **Create New Inventory**.

   The INVENTORY – CREATE INVENTORY page appears.

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.

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.

   ![Physical Inventories](image)

   2. Click **Create New Inventory**.

   The **Inventory – Create Inventory** page appears.

   ![Inventory](image)

   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.

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.

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**.
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 Page]

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.

   ![Physical Inventories](image)

   2. Click **Create New Inventory**.
      
      The **INVENTORY – CREATE INVENTORY** page appears.

   ![Inventory](image)

   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.

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.
9. Click Done Adding Items.

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

![INVENTORY – CREATE INVENTORY](image)

10. Click Initiate Inventory.

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

![INVENTORY – EDIT INVENTORY](image)

11. 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.

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

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

![Inventory Page](image)

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.

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.

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](image)

**Continue to step 5 if you are submitting inventory counts.**

-or-

**Go to step 7 if you are confirming the inventory.**

5. In the **Inventory QTY** column, enter the number of items in inventory for each item.

6. Click **Submit Counts**.

   The page updates and displays a confirmation message.

   ![Inventory - Edit Inventory](image)

7. Click **Confirm & Submit**.

   A confirmation dialog box appears.
8. Click **OK**.

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

![Inventory Screen](image)

**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.

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.

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

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.

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 Table]

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 Table with search results]


   **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.

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.

4. In the **Date** column, click the link for the record you want to work with.
The **Inventory – Edit Inventory** page appears.

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.

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.

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.

5. 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.”

<table>
<thead>
<tr>
<th>Activity</th>
<th>Activity</th>
<th>Enterprise</th>
<th>TYCOM</th>
<th>DFAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Items in Inventory</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Edit Inventory Item Price</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Edit Inventory Item UPC</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print Item Management Listing</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Print Item Management Barcode Book</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
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.

![On-Hand/On-Order Item Management](image)

**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.

<table>
<thead>
<tr>
<th>Dept</th>
<th>Category</th>
<th>Stock Num</th>
<th>Description</th>
<th>QOH</th>
<th>QOO</th>
<th>Cost</th>
<th>Retail Price</th>
<th>Markup</th>
<th>UPCs</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>Beef Jerky</td>
<td>123</td>
<td>123</td>
<td>-10</td>
<td>0</td>
<td>$0.00</td>
<td>$5.00</td>
<td>0%</td>
<td>Manage</td>
</tr>
<tr>
<td>A1</td>
<td>Food</td>
<td>311313000002</td>
<td>Salted Deluxe Mixed Nuts</td>
<td>0</td>
<td>74</td>
<td>$0.00</td>
<td>$0.07</td>
<td>0%</td>
<td>Manage</td>
</tr>
<tr>
<td>A1</td>
<td>Meat</td>
<td>501</td>
<td>Beef (Premium Quality)</td>
<td>6</td>
<td>51</td>
<td>$0.00</td>
<td>$0.37</td>
<td>25%</td>
<td>Manage</td>
</tr>
<tr>
<td>A1</td>
<td>Jumla</td>
<td>050.005547</td>
<td>Trolli Gummy Bears</td>
<td>50</td>
<td>0</td>
<td>$0.37</td>
<td>$0.74</td>
<td>49%</td>
<td>Manage</td>
</tr>
<tr>
<td>A1</td>
<td>Food</td>
<td>311313000001</td>
<td>Slim Jim Giant Stick Nacho</td>
<td>-4</td>
<td>0</td>
<td>$1.65</td>
<td>$1.83</td>
<td>11%</td>
<td>Manage</td>
</tr>
</tbody>
</table>

4. 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.

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

The RETAIL PRICE CHANGE page appears.
3. 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 and Markup Fields]

   -or-

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

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

   ![Period Price Change Fields]

   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.

5. Enter dates in the Start Date and End Date fields.


7. 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](image)

   The **UPC MANAGEMENT** page appears.

   ![UPC Management](image)

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

   The **UPC MANAGEMENT** page appears.
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](image)

   **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**.
The page updates and displays the search results.

4. Click **Printable Inventory Listing**.

   **Note:** See [Section 4 Printing and Saving Files from ROM3](#) for more information.
**PRINT ITEM MANAGEMENT BARCODE BOOK**

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

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

   ![Image of On-Hand/On-Order Item Management](image)

   **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.”

<table>
<thead>
<tr>
<th>Activity</th>
<th>Activity</th>
<th>Enterprise</th>
<th>TYCOM</th>
<th>DFAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>View a Survey</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Create a Survey</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Edit or Confirm a Survey</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delete a Survey</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print a DD-200 Form</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Print a Survey Report</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Print a B15/B19/B27 Survey Report</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
1. Select **Surveys** from the **Inventory** menu.

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

   ![Image of Surveys page]

   **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.

   ![Image of Surveys search results]

   ![Image of Surveys detailed view]
4. 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 on the type of survey you selected.
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.

   ![Surveys Page]

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.

   ![Create New Survey]

   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]

   **Date Discovered:** 09/12/2013
   **Location:** 5200 Post Office
   **Loss Reason:** Damaged
   **Comments/Circumstances:**
   **Findings/Recommendations:**
   **Total Loss Amount:** $0.00
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.
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.

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.

   ![Surveys Page](image)

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.

   ![Search Results](image)
4. 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.*

5. 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**

6. 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.**

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 on the type of survey you selected.

2. **Click Delete.**

   A confirmation dialog box appears.

3. **Click OK.**

   The Surveys – Existing Records page appears and displays a confirmation message.
PRINT A DD-200 FORM

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

1. Access the Survey to ‘XXXX’ – Edit Survey page for the survey you want to work with. 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.

2. Click Generate DD-200.

   Note: See Section 4 Printing and Saving Files from ROM3 for more information.
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.

   ![Surveys - Existing Records](image)

   **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.

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.

   ![Surveys Page](image)

   **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**.
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.”

<table>
<thead>
<tr>
<th>Activity</th>
<th>Enterprise</th>
<th>TYCOM</th>
<th>DFAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>View a Transfer</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Create a Transfer</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Edit or Confirm a Transfer</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Delete a Transfer</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Print a DD-1149 Form for a Transfer</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Print a Transfer Report</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Print a Transfer B10/B19 Report</td>
<td></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
VIEW A TRANSFER

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 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.

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 Details Page](image-url)
CREATE A TRANSFER

1. Select Transfers from the Inventory menu.
   The TRANSFERS – EXISTING RECORDS page appears.

   ![Transfers: Existing Records](image)

2. Click Create New Transfer.
   The TRANSFER – OSO – ADD ITEMS page appears.

   ![Transfer - OSO](image)

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.
5. 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.

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

7. Click **Done Adding Items**.
The **TRANSFER – OSO – DETAILS** page appears.

![Transfer - OSO Details](image)

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 Interface](image)

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 Search Results](image)

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.

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 Details](image)

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.

   ![Transfers page screenshot]

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.
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](image)

5. 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.

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.

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.

   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).


   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.”

<table>
<thead>
<tr>
<th>Activity</th>
<th>Activity</th>
<th>Enterprise</th>
<th>TYCOM</th>
<th>DFAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>View a Purchase Order</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create a Purchase Order</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Edit or Confirm a Purchase Order</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delete a Purchase Order</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regenerate a Purchase Order (EDI 850)</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Request a Purchase Order Cancellation (EDI 860)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undo a Purchase Order Cancellation</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print a DD-1155 Form for a Purchase Order</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
VIEW A PURCHASE ORDER

1. Select Manage Orders from the Order/Receive menu.

The MANAGE ORDERS – EXISTING RECORDS page appears.

![Manage Orders - Existing Records](image)

**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](Image)

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

<table>
<thead>
<tr>
<th>Order Date</th>
<th>Order Number</th>
<th>Vendor</th>
<th>Amount</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/10/2013</td>
<td>W23153-3161-9838</td>
<td>ACOSTA, INC.</td>
<td>$27.30</td>
<td>Received</td>
</tr>
<tr>
<td>06/10/2013</td>
<td>W23153-3161-9837</td>
<td>ACOSTA, INC.</td>
<td>$99.88</td>
<td>Confirmed</td>
</tr>
<tr>
<td>06/06/2013</td>
<td></td>
<td>Pepsi</td>
<td>$90.00</td>
<td>Unconfirmed</td>
</tr>
<tr>
<td>06/06/2013</td>
<td></td>
<td>Pepsi</td>
<td>$90.00</td>
<td>Unconfirmed</td>
</tr>
</tbody>
</table>
The **PURCHASE ORDER – ORDER DETAILS** page appears.
CREATE A PURCHASE ORDER

1. Select Manage Orders from the Order/Receive menu.

   The MANAGE ORDERS — EXISTING RECORDS page appears.

2. Select the Purchase Order (ASL/ACB) option from the Order Type list, shown below, and then click Create New Order.

   The PURCHASE ORDER — ADD ITEMS page appears.

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.
5. Enter a number in the **Order QTY** field for each item you want to add to the order.

   ![Image](image_url1)

   **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. Click **Save Changes**.

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

7. Click **Done Adding Items**.
The **PURCHASE ORDER – REVIEW ITEMS** page appears.

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:**
- Destination
- Other

**Ship To:**
- Pier Side Address
- FPO Address

**Contract / Payment Information**

- **Vendor:** ACOSTA, INC.
  - 8031 HAMPTON BLVD.
  - Adr2
  - NORFOLK, VA
  - 23505-1001
  - (800) 446-8009

- **Contract:**
  - Contract Number: N00189-08-D-0010
  - Discount Terms: 0.00% 00 NET 30

- **Administered By:**
  - Air Forces (Atlantic)
  - 123 Memory Lane
  - 111 Lancaster Ave
  - Hagerstown, MD
  - 12345

**Order Information / Statements**

- **Ship To:**
  - Supply Officer
  - 5450 Carisle 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:**
  - [ ] Certificate of Conformance
  - [ ] Affirmative Action 52.222-36
  - [ ] FastPay Procedures Apply
  - [ ] Transportation Charges Auth

### Order Items

<table>
<thead>
<tr>
<th>Stock Num</th>
<th>Description</th>
<th>QOH</th>
<th>QOO</th>
<th>Cost</th>
<th>UI</th>
<th>QTY</th>
<th>Sell QTY</th>
<th>Add Free</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>18393900000002</td>
<td>AXE Shower Gel Kilo</td>
<td>33</td>
<td>87</td>
<td>$4.19</td>
<td>EA</td>
<td>5</td>
<td>5</td>
<td>Add Free</td>
<td>Remove</td>
</tr>
<tr>
<td>18393900000006</td>
<td>Nivea Original</td>
<td>15</td>
<td>455</td>
<td>$4.28</td>
<td>EA</td>
<td>3</td>
<td>3</td>
<td>Add Free</td>
<td>Remove</td>
</tr>
</tbody>
</table>

**Order Total:** $33.79

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.
11. 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.**

12. If there is an **emblematic item** on your order, you will see the following line for the item:

![Emblematic Item Example](image)

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.

![New Version Example](image)

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.

13. 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.**

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.

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**.
4. In the **Order Date** column, click the link for the record you want to work with.
The **Purchase Order – Order Details** page appears.

![Image of Purchase Order Details](image)

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 details](Image)

   **Status:** Unconfirmed  
   **Order Date:** N/A

   **Vendor:**
   ACOSTA, INC.  
   8031 HAMPTON BLVD.  
   Norfolk, VA  
   (800) 446-0889

   **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

   **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

   **Order Information / Statements:**
   Statements Applied:
   - [ ] Certificate of Conformance
   - [ ] Affirmative Action 52.222-31
   - [ ] FastPay Procedures Apply
   - [ ] Transportation Charges Apply

   **Order Items**

<table>
<thead>
<tr>
<th>Stock Num</th>
<th>Description</th>
<th>OOH</th>
<th>QTY</th>
<th>Cost</th>
<th>UI</th>
<th>QTY</th>
<th>Sell QTY</th>
<th>Add Free</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>18393900000002</td>
<td>AXE Shower Gel Kilo</td>
<td>33</td>
<td>87</td>
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<td>EA</td>
<td>5</td>
<td>5</td>
<td>Add Free</td>
<td>Remove</td>
</tr>
<tr>
<td>18393900000006</td>
<td>Nivea Original</td>
<td>15</td>
<td>455</td>
<td>$4.28</td>
<td>EA</td>
<td>3</td>
<td>3</td>
<td>Add Free</td>
<td>Remove</td>
</tr>
</tbody>
</table>

   **Order Total:** $33.79

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.

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.

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.
4. In the **Order Date** column, click the link for the record you want to work with.
The **PURCHASE ORDER – ORDER DETAILS** page appears.

<table>
<thead>
<tr>
<th>Purchase Order</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Order Details</strong></td>
</tr>
<tr>
<td>------------------</td>
</tr>
<tr>
<td>W23153-3178-9940</td>
</tr>
<tr>
<td>Delivery FOB: @ Destination</td>
</tr>
<tr>
<td>Ship To: @ FPO Address</td>
</tr>
<tr>
<td>Delivery: 07/27/2013</td>
</tr>
</tbody>
</table>

**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:**
  - [ ] Certificate of Conformance
  - [ ] Affirmative Action 52.220-36
  - [ ] FastPay Procedures Apply
  - [ ] Transportation Charges Auth

**Order Items**

<table>
<thead>
<tr>
<th>Stock Num</th>
<th>Description</th>
<th>OOH</th>
<th>OQQ</th>
<th>Cost</th>
<th>UI</th>
<th>QTY</th>
<th>SELL QTY</th>
<th>Add Free</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>273000000004</td>
<td>BOTTLE, SHAKER GNC</td>
<td>0</td>
<td>10</td>
<td>$5.00</td>
<td>EA</td>
<td>10</td>
<td>10</td>
<td>Add Free</td>
<td>Remove</td>
</tr>
</tbody>
</table>

**Order Total:** $50.00

5. Click **Request Cancellation (EDI 860)**.
   A confirmation dialog box appears.

6. 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.

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 the Status list
   - Enter dates in the Start Date and End Date fields

3. Click Search.

   The page updates and displays the search results.

4. In the Order Date column, click the link for the record you want to work with.
The **PURCHASE ORDER – ORDER DETAILS** page appears.

5. 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.

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.
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 Detail Page]

   **Order Details**

   **Status:** Unconfirmed  
   **Order Date:** N/A

   **Delivery FOB:**  
   - Destination  
   - Other

   **Ship To:**  
   - Pier Side Address  
   - FPO Address

   **Delivery:** 07/06/2013

   **Contract / Payment Information**

   **Vendor:**  
   - Pens...

   **Contract:**  
   - Administered By: Air Force Materiel

   **Contract Number:** 44199

   **Order Items**

<table>
<thead>
<tr>
<th>Stock Num</th>
<th>Description</th>
<th>QOH</th>
<th>QOO</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000000000014</td>
<td>Bic Disposable Lighter</td>
<td>19</td>
<td>71</td>
<td>$90.00</td>
</tr>
</tbody>
</table>

   **Order Total:** $270.00

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.”

<table>
<thead>
<tr>
<th>Activity</th>
<th>Activity</th>
<th>Enterprise</th>
<th>TYCOM</th>
<th>DFAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>View a CARGO or PRIME Requisition</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Create a CARGO or PRIME Requisition</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add Non-Standard Items to a CARGO or PRIME Requisition</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Edit or Confirm a CARGO or PRIME Requisition</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print a CARGO or PRIME Requisition MILSTRIP</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print a DD-1149 Form for a CARGO or PRIME Requisition</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

   ![Manage Orders](image)

   *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.

4. 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.
CREATE A CARGO OR PRIME REQUISITION

1. Select Manage Orders from the Order/Receive menu.

   The MANAGE ORDERS – EXISTING RECORDS page appears.

   ![Manage Orders](image)

   2. Select the Requisition – CARGO (or Requisition – PRIME) option from the Order Type list, shown below, and then click Create New Order.

   ![Manage Orders](image)

   The REQUISITION – CARGO – ADD ITEMS page (or the REQUISITION – PRIME – ADD ITEMS page) appears.

   ![Requisition - CARGO](image)

   **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](image)

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.

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.
   - 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](image)

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.

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.

4. In the Order Date column, click the link for the record you want to work with.
The **REQUISITION – PRIME – ORDER DETAILS** page appears.

5. Click **Add Additional Items**.

The **REQUISITION – PRIME – ADD ITEMS** page appears.

6. Click **Add Non-Standard Items**.

The **REQUISITION – PRIME – ADD NEW ITEMS (NON-STANDARD)** page appears.
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.

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.

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](image)

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.

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.
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.

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.
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.

5. 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.

   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.

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](image)

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.”

<table>
<thead>
<tr>
<th>Activity Details</th>
<th>Activity</th>
<th>Enterprise</th>
<th>TYCOM</th>
<th>DFAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>View an OSO Requisition</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Create an OSO Requisition</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Edit or Confirm an OSO Requisition</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delete an OSO Requisition</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print a DD-1149 Form for an OSO Requisition</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
VIEW AN OSO REQUISITION

1. Select Manage Orders from the Order/Receive menu.

   The MANAGE ORDERS – EXISTING RECORDS page appears.

   ![Manage Orders Page]

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

The **REQUISITION – OSO – ORDER DETAILS** page appears.
CREATE AN OSO REQUISITION

1. Select Manage Orders from the Order/Receive menu. The MANAGE ORDERS – EXISTING RECORDS page appears.

2. Select the Requisition – OSO/Appropriation option from the Order Type list, shown below, and then click Create New Order.

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)

Note: For instructions on adding non-standard items to the requisition, see Add Non-Standard Items to an OSO Requisition.
4. Click **Search Items**.
   The page updates and displays the search results.

![Requisition - OSO Add Items](image)

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.

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.

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.

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.

4. In the **Order Date** column, click the link for the record you want to work with.
The **REQUISITION – OSO – ORDER DETAILS** page appears.

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.

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.

   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.

   4. In the Order Date column, click the link for the record you want to work with.
The **REQUISITION – OSO – ORDER DETAILS** page appears.

<table>
<thead>
<tr>
<th>Requisition - OSO</th>
<th>Order Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Status:</strong> Unconfirmed</td>
<td><strong>Order Date:</strong> N/A</td>
</tr>
<tr>
<td>Delivery FOB: Destination</td>
<td>Ship To: Pier Side Address</td>
</tr>
<tr>
<td>○ Other</td>
<td>○ FPO Address</td>
</tr>
<tr>
<td>Delivery: 09/12/2013</td>
<td></td>
</tr>
</tbody>
</table>

### Requesting From

- **Requisition From:** Other Supply Officer
- Select Activity:  
- Select Appropriation:  
- Point Of Contact: SUPPLY OFFICER NAME - US
- **Activity Name/UIC:** USS ARLEIGH BURKE (DDG-)
- **Address:** 5450 Carlisle Pike
- **Zip:** 17055

### Requisition Items

<table>
<thead>
<tr>
<th>Stock Num</th>
<th>Description</th>
<th>QOH</th>
<th>QOE</th>
<th>Cost</th>
<th>UI</th>
<th>QTY</th>
<th>Sell QTY</th>
<th>Total Cost</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>0500095862</td>
<td>22 HONEY ROASTED CASHEWS</td>
<td>2</td>
<td>57</td>
<td>1.29</td>
<td>EA</td>
<td>25</td>
<td>25</td>
<td>$32.25</td>
<td>Remove</td>
</tr>
</tbody>
</table>

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.”

<table>
<thead>
<tr>
<th>Activity</th>
<th>Activity</th>
<th>Enterprise</th>
<th>TYCOM</th>
<th>DFAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create a Smart Re-Order</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
CREATE A SMART RE-ORDER

1. Select Manage Orders from the Order/Receive menu.

   The MANAGE ORDERS – EXISTING RECORDS page appears.

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.

   The PURCHASE ORDER – SMART REORDER page appears.
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](image)

   **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.”

<table>
<thead>
<tr>
<th>Activity</th>
<th>Activity</th>
<th>Enterprise</th>
<th>TYCOM</th>
<th>DFAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>View an Emergency Procurement</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create an Emergency Procurement</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add Non-Standard Items to an Emergency Procurement</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Edit or Confirm an Emergency Procurement</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delete an Emergency Procurement</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print a DD Form 1155 Form for an Emergency Procurement</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
VIEW AN EMERGENCY PROCUREMENT

1. Select Manage Orders from the Order/Receive menu.

The MANAGE ORDERS – EXISTING RECORDS page appears.

![Manage Orders](image)

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.

<table>
<thead>
<tr>
<th>Order Date</th>
<th>Order Number</th>
<th>Vendor</th>
<th>Amount</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/12/2013</td>
<td>W23153-3224-9855</td>
<td>ACOSTA, INC.</td>
<td>$144.00</td>
<td>Received</td>
</tr>
<tr>
<td>08/13/2013</td>
<td>W23153-3220-9850</td>
<td>ACOSTA, INC.</td>
<td>$5.00</td>
<td>Confirmed</td>
</tr>
<tr>
<td>08/13/2013</td>
<td>W23153-3219-9847</td>
<td>ACOSTA, INC.</td>
<td>$50.00</td>
<td>Received</td>
</tr>
<tr>
<td>05/16/2013</td>
<td>W23153-3142-9831</td>
<td>African Supply Co.</td>
<td>$25.00</td>
<td>Confirmed</td>
</tr>
<tr>
<td>05/22/2013</td>
<td>W23153-3142-9830</td>
<td>African Supply Co.</td>
<td>$4.00</td>
<td>Confirmed</td>
</tr>
<tr>
<td>05/22/2013</td>
<td>W23153-3142-9829</td>
<td>African Supply Co.</td>
<td>$1.00</td>
<td>Confirmed</td>
</tr>
</tbody>
</table>

4. In the **Order Date** column, click the link for the record you want to view.
The **Emergency Procurement – Order Details** page appears.

<table>
<thead>
<tr>
<th>Stock Num</th>
<th>Description</th>
<th>QOH</th>
<th>QDO</th>
<th>Cost</th>
<th>QTY</th>
<th>Buy UI</th>
<th>Sub Co/Ph</th>
<th>Sell QTY</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>183939HDH0001</td>
<td>AXE Shower Gel Kilo</td>
<td>40</td>
<td>0</td>
<td>12.00</td>
<td>12</td>
<td>CS</td>
<td>24</td>
<td>286</td>
<td>$144.00</td>
</tr>
</tbody>
</table>

Order Total: $144.00
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.

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 Items**.

   The page updates and displays the search results.

   ![Search Result](image)

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 Emergency Procurement** for more information.

9. Click **Done Adding Items**.
The **Emergency Procurement – Order Details** page appears.

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.

2. Click Add Non-Standard Items.

The EMERGENCY PROCUREMENT – ADD NEW ITEMS (NON-STANDARD) page appears.

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.

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.

4. In the Order Date column, click the link for the record you want to work with.
The **Emergency Procurement – Order Details** page appears.

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.

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.

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 Details](image)

5. 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.”

<table>
<thead>
<tr>
<th>Activity</th>
<th>Activity</th>
<th>Enterprise</th>
<th>TYCOM</th>
<th>DFAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>View a Receipt</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Create a New Receipt (Receive an Order)</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Edit or Confirm a Receipt</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Generate a Receiving Report</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Generate an 857 Discrepancy Report</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Print a B01/B05 Journal of Receipts Report</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
VIEW A RECEIPT

1. Select View Receipts from the Order/Receive menu.

The MANAGE RECEIPTS – EXISTING RECORDS page appears.

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

The RECEIVE AN ORDER page appears.
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.

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](image)

   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.

![Image of the Receive An Order page]

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.**

---

 Cáution: 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.

   Click **Yes** to view or **No** to continue.

   If you click **Yes**, the **RECEIVE AN ORDER – SUGGESTED RETAIL PRICES** page appears.

---

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.

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.

4. In the RDD column, click the link for the order you want to work with.
The **RECEIVE AN ORDER** page appears.

5. 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

6. 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.

7. 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.

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.

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](image)

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.

   ![Manage Receipts](image)

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.

   ![Manage Receipts](image)

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.”

<table>
<thead>
<tr>
<th>Activity</th>
<th>Activity</th>
<th>Enterprise</th>
<th>TYCOM</th>
<th>DFAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>View an Accounting Adjustment</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Create an Accounting Adjustment</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create an Accounting Adjustment with a ROM II Receipt</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Edit or Confirm an Accounting Adjustment</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delete an Accounting Adjustment</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print a DD-1149 Form for an Accounting Adjustment</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print a B01/B05 Journal of Receipts Report</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
VIEW AN ACCOUNTING ADJUSTMENT

1. Select Acct Adjustments from the Order/Receive menu.

The ACCOUNTING ADJUSTMENTS – EXISTING RECORDS page appears.

![ACCOUNTING ADJUSTMENTS - EXISTING RECORDS](image)

   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](image)

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

The **ACCOUNTING ADJUSTMENT – DETAILS** page appears.

![Accounting Adjustment](image)
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.

   ![Accounting Adjustments - Existing Records](image)

2. Click Create New Adjustment.

   The ACCOUNTING ADJUSTMENT – SELECT A RECEIPT page appears.

   ![Accounting Adjustment - Select A Receipt](image)

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.

5. In the Receipt Date column, click the link for the record you want to work with. The Accounting Adjustment – Details page appears.
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 if 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.

   ![Accounting Adjustments](image)

   - Receipt or Order:
   - Status: ALL
   - Accounting Period: 05/27/2012 - Present

2. Click **Create New Adjustment**.

   The **ACCOUNTING ADJUSTMENT – SELECT A RECEIPT** page appears.

   ![Accounting Adjustment](image)

   - Receipt or Order #:
   - Order Type: ALL
   - Accounting Period: 05/27/2012 - Present

3. Click **Enter Receipt Manually (from ROM II)**.
The **ACCOUNTING ADJUSTMENT — DETAILS** page appears.

![Accounting Adjustment Details](image)

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.

![Accounting Adjustment Add Items](image)

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**.
8. 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.]

9. Click Save Changes.

   The page updates and the Done Adding Items button appears.

10. Click Done Adding Items.

    The Accounting Adjustment - Details page appears.

11. 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.]

12. Click Yes.

    The Accounting Adjustments – Existing Records page appears and displays a confirmation message.

13. 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.

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.

4. In the **Date** column, click the link for the record you want to work with.
The **ACCOUNTING ADJUSTMENT — DETAILS** page appears.

![ACCOUNTING ADJUSTMENT FORM](image)

5. To **edit** the adjustment, update the following, as necessary:
   - Update text in the **Comments** field
   - Select a different location in which to adjust inventory from the **Adjust Items In Location** list
   - Update any dollar value amounts in the **Misc. Adjustments** 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.

   - To **add an item** to the order, click **Add Additional Items**. You will only see this button if the adjustment had been previously saved without adding items.

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

   The **ACCOUNTING ADJUSTMENTS — EXITING 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.

7. Click **Yes**.

   The **ACCOUNTING ADJUSTMENTS — EXISTING RECORDS** page appears and displays a confirmation message.

8. Click **Close**.
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.

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.

4. In the **Date** column, click the link for the record you want to work with.
The Accounting Adjustment – Details page appears.

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.

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.

4. In the Date column, click the link for the record you want to work with.
The **ACCOUNTING ADJUSTMENT – DETAILS** page appears.

<table>
<thead>
<tr>
<th>Stock Number</th>
<th>Description</th>
<th>OOH (stdk)</th>
<th>Prev Rec</th>
<th>Adjust Qty</th>
<th>Cost</th>
<th>New OOH</th>
<th>Total Adjust</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>050001HH0002</td>
<td>African Nut Bars</td>
<td>120 EA</td>
<td>1 BX</td>
<td>4</td>
<td>$11.00</td>
<td>168</td>
<td>$44.00</td>
<td>Remove</td>
</tr>
</tbody>
</table>

5. 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]

   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.”

<table>
<thead>
<tr>
<th>Activity</th>
<th>Enterprise</th>
<th>TYCOM</th>
<th>DFAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>View a Contribution</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Add a Contribution</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Edit, Confirm, or Delete a Contribution</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Print a Contribution Report</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
VIEW A CONTRIBUTION

1. Select **Contributions** from the **Financials** menu.

   The **CONTRIBUTION TO SHIP STORES – EXISTING RECORDS** page appears.

   ![Contributions To Ship Stores](image)

   **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](image)

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](image)

- **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 in desert regions
ADD A CONTRIBUTION

1. Select **Contributions** from the **Financials** menu.

   The **CONTRIBUTION TO SHIP STORES – EXISTING RECORDS** page appears.

   ![Contributions To Ship Stores](image)

   ![Contributions to Ship Stores](image)

2. Click **Create new Record**.

   The **CONTRIBUTION TO SHIP STORES – CREATE NEW CONTRIBUTION** 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 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.

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.

4. 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.

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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
<th>Source</th>
<th>Reference</th>
<th>Comments</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/30/2013</td>
<td>$56,456.00</td>
<td>Concessioners</td>
<td>739453</td>
<td>dfs</td>
<td>Unconfirmed</td>
</tr>
<tr>
<td>09/30/2013</td>
<td>$3,444.00</td>
<td>Concessioners</td>
<td>555555</td>
<td>dfv</td>
<td>Unconfirmed</td>
</tr>
<tr>
<td>09/27/2013</td>
<td>$150,000.00</td>
<td>Concessioners</td>
<td>328497</td>
<td>Snow cones for (...)</td>
<td>Unconfirmed</td>
</tr>
</tbody>
</table>


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.”

<table>
<thead>
<tr>
<th>Task</th>
<th>Activity</th>
<th>Enterprise</th>
<th>TYCOM</th>
<th>DFAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>View an Equipment Purchase</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Print an Equipment Purchase Report</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
VIEW AN EQUIPMENT PURCHASE

1. Select **Equipment Purchases** from the **Financials** menu.

   The **EQUIPMENT PURCHASES – EXISTING RECORDS** page appears.

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.

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.

<table>
<thead>
<tr>
<th>Equipment Purchases</th>
<th>View Equipment Purchase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>10/18/2012</td>
</tr>
<tr>
<td>Activity:</td>
<td>USS BAINBRIDGE (DDG-96)</td>
</tr>
<tr>
<td>Status:</td>
<td>Unconfirmed</td>
</tr>
<tr>
<td>Purchase Amount:</td>
<td>$90000000.00</td>
</tr>
<tr>
<td>Comments:</td>
<td>19889</td>
</tr>
</tbody>
</table>

[Close button]
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.

   ![Equipment Purchases page](image)

   **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.

   ![Search results](image)

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.”

<table>
<thead>
<tr>
<th>Task</th>
<th>Activity</th>
<th>Enterprise</th>
<th>TYCOM</th>
<th>DFAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>View a Funds Adjustment</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Print a Funds Adjustment Report</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
**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](image)

   **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](image)

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]

*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.

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.”

<table>
<thead>
<tr>
<th>Activity</th>
<th>Activity</th>
<th>Enterprise</th>
<th>TYCOM</th>
<th>DFAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Transferred Funds</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Add a Fund Transfer</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Edit, Confirm, or Delete a Fund Transfer</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print a Fund Transfer Report or Standard Form 1034</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
VIEW TRANSFERRED FUNDS

1. Select Funds Transferred from the Financials menu.

   The TRANSFER FUNDS TO MWR – EXISTING RECORDS page appears.

   ![Transfer Funds to MWR](image)

   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](image)

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.
ADD A FUND TRANSFER

1. Select **Funds Transferred** from the **Financials** menu.

   The **TRANSFER FUNDS TO MWR – EXISTING RECORDS** page appears.

![Transfer Funds to MWR - Existing Records](image1)

2. Click **Create New Record**.

   The **TRANSFER FUNDS TO MWR – CREATE NEW TRANSFER** page appears.

![Transfer Funds to MWR - Create New Transfer](image2)

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.

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.

![Image of Transfer Funds To MWR page]

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](image)

   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.


   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.”

<table>
<thead>
<tr>
<th>Task</th>
<th>Activity</th>
<th>Enterprise</th>
<th>TYCOM</th>
<th>DFAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Grant Information</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Print a Grant Report</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
VIEW GRANT INFORMATION

1. Select Grants from the Financials menu.

   The GRANTS – EXISTING RECORDS page appears.

   ![Grants - Existing Records](image)

   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.

   ![Grants - Existing Records](image)

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.

<table>
<thead>
<tr>
<th><strong>Grants</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>View Grant</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Date:</strong></td>
<td>10/18/2012</td>
</tr>
<tr>
<td><strong>Activity:</strong></td>
<td>USS BAINBRIDGE (DDG-96)</td>
</tr>
<tr>
<td><strong>Status:</strong></td>
<td>Unconfirmed</td>
</tr>
<tr>
<td><strong>Grant Amount:</strong></td>
<td>$10800.00</td>
</tr>
<tr>
<td><strong>Comments:</strong></td>
<td>testing.....</td>
</tr>
</tbody>
</table>

[Button: Close]
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.

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.


   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.”

<table>
<thead>
<tr>
<th>Activity</th>
<th>Activity</th>
<th>Enterprise</th>
<th>TYCOM</th>
<th>DFAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>View a Laundry Claim</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Add a Laundry Claim</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Edit, Confirm, or Delete a Laundry Claim</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print a Laundry Claims Report or a Standard Form 1034</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
VIEW A LAUNDRY CLAIM

1. Select Laundry Claims from the Financials menu.

   The LAUNDRY CLAIMS – EXISTING RECORDS page appears.

   ![Laundry Claims Screen]

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.

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.
ADD A LAUNDRY CLAIM

1. Select Laundry Claims from the Financials menu.

   The LAUNDRY CLAIMS – EXISTING RECORDS page appears.

2. Click Create New Record.

   The LAUNDRY CLAIMS – CREATE LAUNDRY CLAIM 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 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.

   ![Laundry Claims Page](image)

2. Select a date range from the **Select Accounting Period** list and then click **Search**.
   
   The page updates and displays the search results.

   ![Search Results Page](image)

3. In the **Date** column, click the link for the record you want to edit.
The **Laundry Claims** page appears.

![Laundry Claims Page]

4. 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.

   ![Laundry Claims Page Example](image)

   **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.

   ![Laundry Claims Results Example](image)

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.”

<table>
<thead>
<tr>
<th>Activity</th>
<th>Activity</th>
<th>Enterprise</th>
<th>TYCOM</th>
<th>DFAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>View an Assumed Liability</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Add an Assumed Liability</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Edit, Confirm, or Delete an Assumed Liability</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print a Liabilities Assumed Report</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
**VIEW AN ASSUMED LIABILITY**

1. Select **Liabilities Assumed** from the **Financials** menu.

   The **LIABILITIES ASSUMED – EXISTING RECORDS** page appears.

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. 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.
ADD AN ASSUMED LIABILITY

1. Select Liabilities Assumed from the Financials menu.

   The LIABILITIES ASSUMED – EXISTING RECORDS page appears.

2. Click Create New Record.

   The LIABILITIES ASSUMED – CREATE NEW LIABILITIES ASSUMED 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 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.

   ![Image of Liabilities Assumed table]

   2. Select a date range from the **Select Accounting Period** list and then click **Search**.

   The page updates and displays the search results.

   ![Image of Liabilities Assumed table with search results]

   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.

![Liabilities Assumed](image)

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.

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.

   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.”

<table>
<thead>
<tr>
<th>Activity</th>
<th>Enterprise</th>
<th>TYCOM</th>
<th>DFAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>View a Loan</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Print a Loan Report</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
VIEW A LOAN

1. Select NEXCOM Loans from the Financials menu.

   The LOANS – EXISTING RECORDS page appears.

   ![Loans Table]

   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.

   ![Updated Loans Table]

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:** Confirmed
- **Select Activity:** USS BAINBRIDGE (DDG-96)
- **Loan Amount:** $10000.00
- **Number of repayment periods:** 6
- **Outstanding Loan Balance:** $10000.00
- **Comments:** NEXCOM Letter Serial # 221211.

**Payment Schedule**

<table>
<thead>
<tr>
<th>Date</th>
<th>Payment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/30/2013</td>
<td>$1,666.67</td>
<td>Unconfirmed</td>
</tr>
<tr>
<td>11/30/2013</td>
<td>$1,666.67</td>
<td>Unconfirmed</td>
</tr>
<tr>
<td>03/30/2014</td>
<td>$1,666.67</td>
<td>Unconfirmed</td>
</tr>
<tr>
<td>07/30/2014</td>
<td>$1,666.65</td>
<td>Unconfirmed</td>
</tr>
</tbody>
</table>

*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.

   ![Loans Table]

   **Loans**
   
   **Existing Records**
   
   Select Accounting Period: 03/27/2012 - Present
   
   Generate Printable Report

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.”

<table>
<thead>
<tr>
<th>Activity</th>
<th>Activity</th>
<th>Enterprise</th>
<th>TYCOM</th>
<th>DFAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Non-EPOS Collections Information</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Add Non-EPOS Collections Information</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Edit, Confirm, or Delete Non-EPOS Collections Information</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print a Non-EPOS Collections Report</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
VIEW NON-EPOS COLLECTIONS INFORMATION

1. Select Non-EPOS Collections from the Financials menu.

The NON-EPOS COLLECTIONS – EXISTING RECORDS page appears.

![Non-EPOS Collections](image)

**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.

![Non-EPOS Collections](image)

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.*
ADD NON-EPOS COLLECTIONS INFORMATION

1. Select Non-EPOS Collections from the Financials menu.

   The NON-EPOS COLLECTIONS – EXISTING RECORDS page appears.

2. Click Create New Record.

   The NON-EPOS COLLECTIONS – CREATE NEW COLLECTION 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. 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.

4. In the **Collection Date** column, click the link for the record you want to view.
The **NON-EPOS COLLECTIONS – EDIT COLLECTION** page appears.

![Non-EPOS Collections Screen](image)

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.

![Non-EPOS Collections](image)

   **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.


   **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.”

<table>
<thead>
<tr>
<th>Activity</th>
<th>Activity</th>
<th>Enterprise</th>
<th>TYCOM</th>
<th>DFAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>View a Rebate</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Print a Rebates Report</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
VIEW A REBATE

1. Select Rebates from the Financials menu.

   The REBATES – EXISTING RECORDS page appears.

   ![Rebates Page]

   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.

   ![Rebates Table]

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.
PRINT A REBATES REPORT

1. Select Rebates from the Financials menu.

The REBATES – EXISTING RECORDS page appears.

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.


   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.”

<table>
<thead>
<tr>
<th>Activity</th>
<th>Enterprise</th>
<th>TYCOM</th>
<th>DFAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>View a Service Charge</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Print a Service Charge Report</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
VIEW A SERVICE CHARGE

1. Select Services Charges from the Financials menu.

The Services Charges — Existing Records page appears.

   ![Service Charges Page]

   **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.

   ![Service Charges Table]

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.*

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>02/21/2013</td>
</tr>
<tr>
<td>Status</td>
<td>Unconfirmed</td>
</tr>
<tr>
<td>Recipient</td>
<td>USS ANYSHIP 21 Bambn</td>
</tr>
<tr>
<td>Amount</td>
<td>$10000.00</td>
</tr>
<tr>
<td>Comments</td>
<td>Almost done paying off ship</td>
</tr>
</tbody>
</table>

[Close button]
PRINT A SERVICE CHARGE REPORT

1. Select Services Charges from the Financials menu.

   The SERVICES CHARGES – EXISTING RECORDS page appears.

   ![Service Charges](image)

   **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.


   **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.”

<table>
<thead>
<tr>
<th>Activity</th>
<th>Activity</th>
<th>Enterprise</th>
<th>TYCOM</th>
<th>DFAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open a Register</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conduct a Sale</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Perform a Price Override</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associate an Unknown UPC</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Perform a Price Check</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reprint a Sales Receipt</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print Item Labels</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Issue a Refund</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Close a Register</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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](https://example.com/sales_register.png)

   **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.

2. Continue scanning until all of the customer’s items appear on the screen.

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.

![Image of Sales Register](image)

**Note:** This page may appear differently depending on whether your register is configured to accept cash, Navy Cash, or both tender types.

5. 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.

6. 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.

![Image of the SALES REGISTER – CHECKOUT (CASH) page]

8. Click **Submit**.

The sales receipt is printed and the **SALES REGISTER – CHECKOUT COMPLETE** page appears.

![Image of the SALES REGISTER – CHECKOUT COMPLETE page]

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.

![Sales Register Image]

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.

![Price Override Image]

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 Image]

**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.

2. Click Yes.
   
   The SALES REGISTER – LINK UPC page appears.

   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.
5. Click the **Link** for the item you want to associate the UPC barcode with.

A confirmation dialog box appears.

6. 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.

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.

4. In the TX # column, click the link for the record you want to view.
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.

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.
4. In the # Labels column, enter the number of labels to print for each item.

5. Click Print Labels.

The SALES REGISTER – PRINT ITEM LABELS page appears.

Note: Click Cancel at any time to stop the label printing.
6. The labels print, and the page updates and displays a confirmation message.

![Image of Sales Register](image)

7. Click **Reprint Labels** to print the same set of labels again.
   - or -
   
   Click **Finish**.
   
   The **SALES REGISTER** page appears.
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.

4. In the TX # column, click the link for the record you want to view.
The **SALES REGISTER – ISSUE REFUND ENTRY** page appears.

<table>
<thead>
<tr>
<th>Stock Number</th>
<th>Description</th>
<th>Price</th>
<th>Qty Sold</th>
<th>Qty Prev. Returned.</th>
<th>Return Qty</th>
<th>Return Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>3113100000005</td>
<td>ACT II Butter Lovers Popcorn</td>
<td>$0.75</td>
<td>3</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>01531000017</td>
<td>BICYCLE POKER CARDS RACK PACK</td>
<td>$0.00</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Stock Number</th>
<th>Description</th>
<th>Price</th>
<th>Qty Sold</th>
<th>Qty Prev. Returned.</th>
<th>Return Qty</th>
<th>Refund Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>3113100000005</td>
<td>ACT II Butter Lovers Popcorn</td>
<td>$0.75</td>
<td>3</td>
<td>0</td>
<td></td>
<td>$0.75</td>
</tr>
<tr>
<td>01531000017</td>
<td>BICYCLE POKER CARDS RACK PACK</td>
<td>$0.00</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

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.

   ![Close Register Dialog Box]

   **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.

   ![SALES REGISTER – SESSION SUMMARY]

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.”

<table>
<thead>
<tr>
<th>Activity</th>
<th>Activity</th>
<th>Enterprise</th>
<th>TYCOM</th>
<th>DFAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>View a Register Session</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add a Register Collection</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Edit or Confirm a Collection</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print a Cash Over/Short Detailed Report</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**View a Register Session**

1. Select **Manage Sessions** from the **Register** menu. 

   The **REGISTER SESSION MANAGER – EXISTING RECORDS** page appears.

![Register Session Manager](image)

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.

![Register Session Manager](image)

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](image)

5. In the **TX #** column, click the link for the transaction you want to view.

The **Transaction Detail** page appears.

![Transaction Detail](image)
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.

4. In the Session Start column, click the link for the record you want to work with.
5. 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.*

6. Enter the dollar amount of actual cash collected in the Cash Collected field.

7. Enter the dollar amount of actual Navy Cash collected in the Navy Cash Collected field.

8. 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.

4. In the Session Start column, click the link for the record you want to work with.
5. To **edit** the record, make the necessary changes and then click **Save**.

The **REGISTER SESSION MANAGER – EXISTING RECORDS** page appears and displays a confirmation message.

-or-

To **confirm** the record, select **Confirm** from the **Status** list and then click **Save**.

**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 **REGISTER SESSION MANAGER – EXISTING RECORDS** page appears and displays a confirmation message.
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.”

<table>
<thead>
<tr>
<th>Activity</th>
<th>Enterprise</th>
<th>TYCOM</th>
<th>DFAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>View a Register Event</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print a Register Event Log</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

4. In the Date column, click the link for the event you want to view.
If you selected an Open or Close Register event, the **VIEW SESSION DETAILS** page appears. If you selected another event type, the **TRANSACTION DETAIL** page appears.

5. In the TX # column, click the link for the transaction you want to view.

The **TRANSACTION DETAIL** page appears.
PRINT A REGISTER EVENT LOG

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.


   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.”

<table>
<thead>
<tr>
<th>Activity</th>
<th>Activity</th>
<th>Enterprise</th>
<th>TYCOM</th>
<th>DFAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Receipt Configuration</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Edit Receipt Configuration</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
VIEW OR EDIT RECEIPT CONFIGURATION

1. Select **Receipt Configuration** from the **Register** menu.

   The **RECEIPT CONFIGURATION** page appears.

   ![Receipt Configuration Page]

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.”

<table>
<thead>
<tr>
<th>Activity</th>
<th>Activity</th>
<th>Enterprise</th>
<th>TYCOM</th>
<th>DFAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>View an Accounting or Reporting Period</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>View NAVCOMPT 153</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Close and Report a Reporting Period</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Close and Report an Accounting Period</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Export Reporting Period Data</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Export Accounting Period Data</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
VIEW AN ACCOUNTING OR REPORTING PERIOD

1. Select **Accounting Closeouts** from the **System** menu.

The **MANAGE ACCOUNTING PERIODS** page appears.

2. In the **Status** column, click the plus sign character (+) next to the period you want to view.

The page updates and displays the all reporting periods within the selected accounting period.
1. Select Accounting Closeouts from the System menu.

   The MANAGE ACCOUNTING PERIODS page appears.

   ![Manage Accounting Periods](image)

   **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](image)

   **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.
CLOSE AND REPORT A REPORTING PERIOD

1. Select Accounting Closeouts from the System menu.
   
The MANAGE ACCOUNTING PERIODS page appears.

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.

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.

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.

-or-

- or -

Previous reporting period has not been reported.
001 Items have a negative OOH 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.
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.

   ![Manage Accounting Periods]

   **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.
   The page updates to display the reporting periods.

   ![Manage Accounting Periods]

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 Page](image)

   **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.”

<table>
<thead>
<tr>
<th>Activity</th>
<th>Activity</th>
<th>Enterprise</th>
<th>TYCOM</th>
<th>DFAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Activity Constants</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Edit Activity Constants</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

   -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.

4. Click the link in the UIC column for the record you want to view.
The **MANAGE ACTIVITY CONSTANTS** page appears.

![Manage Activity Constants Page](image)

**Note:** If you 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.
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.”

<table>
<thead>
<tr>
<th>Activity</th>
<th>Enterprise</th>
<th>TYCOM</th>
<th>DFAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>View a Contract</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Print a Contract Cover Sheet</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
VIEW CONTRACT INFORMATION

1. Select Contract Management from the System menu.

   The CONTRACT MANAGEMENT – EXISTING RECORDS page appears.

   ![Contract Management - Existing Records](image)

   **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 Interface]

4. 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.

1. 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.

```
<table>
<thead>
<tr>
<th>Zone</th>
<th>Price</th>
<th>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>
```

The page contains fields for stock number, department, category, description, sub-description, UPC, size, manufacturer, buy UI, sell UI, CS/PK, sub CS/PK, net item number, QIC, vendor item ID, and vendor item name.
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.

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.”

<table>
<thead>
<tr>
<th>Activity</th>
<th>Enterprise</th>
<th>TYCOM</th>
<th>DFAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Department and Categories</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Print a Department and Category Listing</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
VIEW DEPARTMENTS AND CATEGORIES

1. Select Dept/Categories from the System menu.

The DEPARTMENT AND CATEGORY MANAGEMENT page appears.

![Department and Category Management](image1)

To view department information, click a department link.

![Department Management](image2)

The DEPARTMENT MANAGEMENT – VIEW DEPARTMENT page appears.

![Department Management](image3)

-or-

![Department Management](image4)
To view category information, click a category link.

The **Department Management – View Category** page appears.

![Department Management - View Category](image)
PRINT A DEPARTMENT AND CATEGORY LISTING

1. Select Dept/Categories from the System menu.

The DEPARTMENT AND CATEGORY MANAGEMENT page appears.

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.”

<table>
<thead>
<tr>
<th>Activity</th>
<th>Enterprise</th>
<th>TYCOM</th>
<th>DFAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>View a POS Device</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add a POS Device</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Edit a POS Device</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**VIEW A POS DEVICE**

1. Select **Devices** from the **System** menu.

   The **POS DEVICE MANAGEMENT – EXISTING RECORDS** page appears.

   ![POS Device Management - Existing Records](image)

   **Note:** You may see the **POS Device Management – View POS Device** page instead, depending on your user role.

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.

   ![POS Device Management - Edit POS Device](image)
ADD A POS DEVICE

1. Select Devices from the System menu.

The POS DEVICE MANAGEMENT – EXISTING RECORDS page appears.

```
POS Device Management

<table>
<thead>
<tr>
<th>POS ID</th>
<th>Type</th>
<th>Location</th>
<th>Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>9201</td>
<td>Stamp Vending</td>
<td>9200</td>
<td>Stamper</td>
<td>Enabled / Disabled</td>
</tr>
<tr>
<td>9202</td>
<td>Stamp Vending</td>
<td>9200</td>
<td>Elliot test</td>
<td>Enabled / Disabled</td>
</tr>
<tr>
<td>9203</td>
<td>Stamp Vending</td>
<td>9200</td>
<td>Big Stamps</td>
<td>Enabled / Disabled</td>
</tr>
<tr>
<td>9301</td>
<td>Snack Bar Sales</td>
<td>9300</td>
<td>Register</td>
<td>Enabled / Disabled</td>
</tr>
<tr>
<td>9302</td>
<td>Snack Bar Sales</td>
<td>9300</td>
<td>Java Junkie</td>
<td>Enabled / Disabled</td>
</tr>
<tr>
<td>9401</td>
<td>Hangar Bay Sales</td>
<td>9400</td>
<td>HB</td>
<td>Enabled / Disabled</td>
</tr>
<tr>
<td>9601</td>
<td>Phone Card Machine</td>
<td>9600</td>
<td>Phone Master 9600</td>
<td>Enabled / Disabled</td>
</tr>
<tr>
<td>9602</td>
<td>Phone Card Machine</td>
<td>9600</td>
<td>Master Phone 1222</td>
<td>Enabled / Disabled</td>
</tr>
<tr>
<td>9701</td>
<td>Snack Vending Machine</td>
<td>9700</td>
<td>Vending 5</td>
<td>Enabled / Disabled</td>
</tr>
<tr>
<td>9702</td>
<td>Snack Vending Machine</td>
<td>9700</td>
<td>Vending 6</td>
<td>Enabled / Disabled</td>
</tr>
</tbody>
</table>
```

2. Click Add New Device.

The POS DEVICE MANAGEMENT – CREATE NEW POS DEVICE page appears.

```
POS Device Management

Create New POS Device

POS ID: ****
Name: 
Type: Stamp Vending
Tender Type: Navy Cash
Location: 9200 Post Office
Status: Enabled
Manufacturer:
Model #: Serial #:
Date Purchased:
Condition:
Frame #:

Save Record  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:

- 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 Table]

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.
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.”

<table>
<thead>
<tr>
<th>Activity</th>
<th>Enterprise</th>
<th>TYCOM</th>
<th>DFAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Documents</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
VIEW A DOCUMENT

1. Select **Documents** from the **System** menu.
   
The **DOCUMENT LIBRARY – EXISTING RECORDS** page appears.

   ![Document Library Table]

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.”

<table>
<thead>
<tr>
<th>Activity</th>
<th>Enterprise</th>
<th>TYCOM</th>
<th>DFAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>View a Location</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Add a Location</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Edit a Location</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**VIEW A LOCATION**

1. Select **Locations** from the **System** menu.

   The **LOCATION MANAGEMENT – EXISTING RECORDS** page appears.

   ![Location Management - Existing Records](image)

   *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.
ADD A LOCATION

1. Select Locations from the System menu.

   The LOCATION MANAGEMENT – EXISTING RECORDS page appears.

2. Click Add New Location.

   The LOCATION MANAGEMENT – CREATE NEW LOCATION page appears.

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](image)

   **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](image)
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.”

<table>
<thead>
<tr>
<th>Activity</th>
<th>Enterprise</th>
<th>TYCOM</th>
<th>DFAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>View a User Account</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Edit a User Account</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
VIEW A USER ACCOUNT

1. Select Users from the System menu.

   The MANAGE USERS page appears.

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.

5. In the User ID column, click the link for the user account you want to view.
The **USER MANAGEMENT** page appears.

![User Management Page](image)

- **UserID**: CN=example_user, OU=CONTRACTOR, OU=PKI, OU=DOD, O=U.S._GOVERNMENT, C=US
- **First Name**: [Redacted]
- **Last Name**: [Redacted]
- **Operator ID**: [Redacted]
- **Override Code**: [Redacted]
- **Status**: Enabled
- **Rank**: CDR
- **SAAR Approved**: [ ]
- **SAAR Expiration Date**: 12/12/2018
- **Roles**
  - Collection_Agent
  - Leading_Chit_Petty_Officer
  - Leading_Petty_Officer
  - RecordsKeeper
  - Receipt_Inspector
  - Retail_Supervisor
  - Storeroom_Custodian
  - Store_Operator
  - Store_Supervisor
  - Sales_Officer
  - Vending_Operator
- **Activities**
  - **USS BAINBRIDGE (DDG-96)**

![Save and Cancel Buttons](image)
EDIT A USER ACCOUNT

Follow these steps to add information to a new user account or to edit exiting account information.

1. Select Users from the System menu.

   The MANAGE USERS page appears.

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.

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:

6. In the User ID column, click the link for the user account you want to work with.

The USER MANAGEMENT page appears.

7. 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.”

<table>
<thead>
<tr>
<th>Activity</th>
<th>Enterprise</th>
<th>TYCOM</th>
<th>DFAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Vendor Information</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
VIEW VENDOR INFORMATION

1. Select Vendors from the System menu.

   The VENDOR MANAGEMENT page appears.

   ![Vendor Management Page](image)

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 Table](image)

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.
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.”

<table>
<thead>
<tr>
<th>Activity</th>
<th>Enterprise</th>
<th>TYCOM</th>
<th>DFAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Synchronize a Handheld</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Access a Handheld</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Receive Orders on a Handheld</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Complete Inventories on a Handheld</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Conduct Breakouts on a Handheld</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• View Unknown UPCs on a Handheld</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.
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.

   ![File Download Dialog Box](image)

   **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.

   ![Save As Dialog Box](image)

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.

   ![Folder Structure](image)

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.

![File Download Dialog Box](image)

6. Click **Save**.

The **SAVE AS** dialog box appears.

![Save As Dialog Box](image)

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.

![File Explorer](image)

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.

   ![Receipt List](image1)

2. Tap the order you want to receive.

   The **RECEIVE** page appears.

   ![Receive](image2)

   -or-

   ![Receive](image3)
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.

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:

   ![Image](image1.png)

   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.

   ![Image](image2.png)

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.

   ![New Spot Inventory Page]

   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.
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-
4. 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).*

5. 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.

6. 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.

   ![New Breakout Page]

   - **From location:** 9900 - Storeroom
   - **To location:** 9200 - Post Office

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.

![Breakout Page](image1)

2. Scan the barcode of an item to add it to the Breakout. The **BREAKOUT ITEM** page appears.

![Breakout Item Page](image2)

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.
   
   ![Unknown UPC Report](image)

2. Tap **Done** to return to the **MENU** page.