

APPENDIX D

Property Control System User Manual

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INTRODUCTION

System Overview

The Property Control System (PCS) is designed to keep track of information associated with each piece of controlled property in the State of Alaska. This information falls into several categories: static information (description, etc.), identifying information (tag and serial numbers), custodianship information (department, division, etc.), and related document information (Transfer Authorization Requests, etc.) PCS allows direct control of this information by the people responsible for it.

All activity is controlled by a security system. Only those persons authorized to perform specific functions are allowed to do so. Each person responsible for an item within their department records that item's activity on-line, making information in the files current and allowing for immediate identification and correction of errors. The computer updates the inventory, accumulates the transaction statistics, and maintains an audit trail of documents authorizing the activity.

An on-line inquiry feature allows retrieval of item detail information using the tag or serial number as the key. Property lists can be requested and the reports are produced and routed as scheduled under "Batch Report Processing Schedule" at the end of this appendix. In addition to the item detail, departmental transaction statistics which are current as of the time of the request are available on-line.

Identification codes are used to represent departments, divisions, custodians, locations, and classes in the system. Personnel with the appropriate security clearance maintain these codes and anyone with browse capabilities can view them. The transaction edit screens insure that values entered are consistent with the entries in the reference files.

Definition of Terms

Tag and Serial Number Controlled Property Items -

Property item identifiers may be recorded in one of three ways:

- a. Tag Number only
- b. Tag Number and Serial Number
- c. Serial Number Only

If you assign a Tag Number (case a. or b. above), the item is said to be Tag Number Controlled. If a serial number is recorded it is informational only, although it will work as an alternate lookup key.

If you do not assign a Tag Number (case c.), a serial number entry is required. These items are referred to as Serial Number Controlled items.

Transaction Code 0 allows for conversion of one form of control to the other.

“Cradle to Grave” Identifiers -

When you record interdepartmental transfers of items, the tag numbers associated with the items do not change. This concept has created several important characteristics.

- a. The department number is not coded into the tag number. It has been separated from the tag number and is now a separate information field. Thus when you transfer a property item between departments, the tag number will not change - the department field will. Note that in the conversion from the old to new system, the old tag numbers will remain. The tag number designations will appear to have the department coded into them, but this will not have any particular significance in the system.
- b. An audit track record is not created for the old tag number. There is no old tag number in the PCS to move there. See the following definition of Audit Track.

Audit Track –

Audit Track is a holding file that provides a means of accounting for items as they leave or change in the system. An item's control information is recorded in the audit track file under the following conditions:

- a. The State is no longer in possession.
- b. The control requirement has been released.
- c. The controlling identifier has been changed.

The system puts items into the audit track or removes and reactivates them automatically as the result of specific activity transactions - there is no "move this item to the audit track" function. Items that are "excessed" are moved to the special department "98" (the warehouse) and behave like active property items.

Screen and Terminal Concepts

The Menu And Functions

You record property activity by selecting a particular function (or option) to perform from the startup menu screen. This screen displays all the permissible functions numbered at the top and fields for entering the key data necessary for the selected function at the bottom. You enter an option number to select each function so there are no special codes or lengthy commands to remember.

If you enter invalid key information at the bottom (for example, choosing the Display Item Detail option and then enter a TAR number), a message on the menu informs you that a Tag or Serial number is required, not the TAR number. In general, whenever you do something that is incorrect or illogical, a plainly worded message tells you what is wrong and what to do to correct it.

Screen Options

Each screen has an "Option:" line that allows you to navigate from screen to screen. On data entry screens, the "Option:" line has another important function. Keying Enter without an option number saves the current record to the file. This is the only way that changes you make are saved. (See *Entering Data, Updating Files* below.)

Some screens also have a "Line Number:" line. When you need to choose an item from information that has been retrieved and displayed on the screen, enter the desired line number on the number line. (See *Selecting A Member From A List For Further Processing* below.)

Each option line may list other numbered functions similar to those that appear on the menu. These are the only options available on that screen. The options that appear allow a logical continuation based on the data. You can return to the main menu from every screen, but if you do, be sure you know whether the information you entered has updated the file or not. (See the section on *Verification Screens*.)

Selecting an Item from a List for Further Processing

In some cases you must specify one item from a list of data. The items in the list are numbered sequentially beginning with 1. At the bottom of the screen there is a "Line Number:" field where you enter the line number of the item you wish to select.

After selecting a line number, you must also select an option that uses the information on the line. If you do not select a line number when you choose an

option that requires one, an error message informs you of an invalid line number selection.

Displaying Additional Information from a List

In some cases the list of information retrieved for a function will not fit on one screen. If that is the case, press the ENTER key to display the next screen of information. If you are on the last screen and you press ENTER, a message appears indicating that you have reached the end of the list.

Screen Edits

Some fields can only accept certain types of data or specific values. For example, property value must be numbers only and fund codes can have only certain values. To assure that only correct values are entered, the screen edits the data after ENTER is pressed. If the edit criteria are not met, the file is not updated with any of the information until the edit criteria are satisfied. You always have the opportunity to exit without saving any changes you made (since the record was last saved.)

Entering Data, Updating Files

When using a data entry screen, you can add, change, or delete information in any of the allowed fields. If you make an error, you can go back to the field and change it. The information is saved to the file only after you press the ENTER key without any option code entered. This allows you to exit from a function you may have accessed in error without updating the file.

Remember, the "Option:" line has two functions: press ENTER with an option code and you are taken to another screen, press ENTER without an option code and the current data on the screen is saved.

Verification Screens

After you update a file the system always gives you some indication regarding your transaction. A message such as "file update" appears either on a verification screen showing the new data or on a menu screen. If you don't get such a message, you did not update the file.

Note: the Create Document functions have intermediate verification screens, which update the files after ENTER is pressed on the verification screen.

ACCESSING THE SYSTEM

How to sign on to the Property Control System

1. Enter an authorized user ID and password. Press ENTER.

This identifies you to the system and connects you to the VTAM menu. Your name and password are compared against an existing list to verify that your access to CICS is authorized. Note that the user ID assigned to you contains specific billing code information under which all on-line usage is billed.

2. From the VTAM menu screen, select "Production CICS – JDC".

The screen flips a few times and then displays a message telling you that your log-on is complete. After a successful sign-on, press CLEAR before continuing. If production CICS is down, you won't be able to use the Property Control System. If it is critical to know when you can use the system, call the network services number on the menu screen. If not, relax and try again in a few minutes. Production CICS has high priority and usually gets fixed quickly.

3. Enter "NAPC" on the screen. Press ENTER.

This transaction ID tells CICS that you want to communicate with NATURAL, the database system in which the Property Control System is built. "NAPC" initiates a separate security procedure that uses the library in which the Property Control System modules reside. The screen that appears allows you to identify yourself to the system.

If NATURAL is down you will not be able to proceed beyond this point. As in the case where CICS is down, relax and try again in a few minutes.

4. Enter your USER ID and PASSWORD into the spaces provided. Press ENTER.

The Property Management Office assigns IDs to NATURAL users. Each user is responsible for maintaining their password.

If you enter a valid ID and password, the security system links you to the proper library and automatically brings up the Main Menu. The system sets your

department code to your default department and displays it in the department code field on the menu.

NOT ALL USERS CAN PERFORM ALL FUNCTIONS. If you try to perform a function not included in your user profile, you end up with a security violation message on an almost blank screen. See the *Recovery from Security Violations* section for further details.

How to sign off from the System

1. From the Main Menu, select option 0.
2. Enter "FIN" following the NEXT statement. Press ENTER.

This takes you out of NATURAL and puts you back into CICS. Should you wish to return to the purchasing system at this point, enter APCMENU rather than FIN, and press ENTER.

3. Key DISC. Press Enter

This command returns you to the VTAM menu screen from which you originally started.

Recovering From a Security Violation or a System Error

To recover from a security violation, simply press ENTER when you see NEXT APCMENU on the top line of a screen in NATURAL. Usually entering CLEAR brings the NEXT prompt to the top of the screen. From there enter APCMENU (ENTER) to go back to the Main Menu.

If a system error occurs, you are left at the NEXT line in NATURAL and presented with an error message on the line below. IT IS EXTREMELY IMPORTANT TO WRITE DOWN THE ERROR MESSAGE BEFORE CONTINUING. Report the error to the DP coordinator as soon as possible. All errors are documented and fixed as expeditiously as possible.

Security System

Three levels of security are designed into the Property Control System. You are authorized to access only those functions for which you have a need. The menus control this. If you attempt to perform a function for which you are not authorized, the system clears the screen and displays a message telling you so. To recover from this kind of violation, see the *Recovering From Security Violations*.

The first security level, Group 1, has the highest authority. The Property Management Office and the systems analyst that maintains programming integrity on the system can use it.

The second security level, Group 2, is for Departmental Property Officers. If you have Group 2 authorization you may perform functions such as adding or updating an item, but you may do so only with items in your own department. The system verifies that the department you entered for functions is the same as your default department. If it is not, then an error message is displayed on the Main Menu.

The Group 3 security level allows you to browse the data only, without the ability to make changes.

Security Profile

Group 1 - State Property Management.

- Allows exclusive capability to perform all functions in all departments.

Group 2 - Property officers with update capability.

- Allows update capability of reference files and property detail for the officer's department.
- Allows ability to request reports for property lists within the officer's department.
- Allows full inquiry capability.

Group 3 – Other Authorized Personnel

- Allows inquiry capability only.

SECURITY RIGHTS TABLE

	SECURITY GROUP		
	1	2	3
Reference Files			
Browse	a	a	a
Add, Update departmental files	a	d	n
Add, Update class and location	a	n	n
Property Files			
Add Property Item	a	d	n
Display Property Detail	a	a	a
Update Property Detail	a	d	n
Create Documents (TAR, etc.)	a	d	n
Record Approvals	a	d	n
Display Report (TAR, etc.) Detail	a	a	a
Record Property Sale	a	n	n
Display Pending Activity	a	d	d
Display Requested Reports	a	d	d
Source Document Inquiry	a	a	a
Property List by Custodian	a	d	d

Legend: a = you can access and execute the function system-wide.
 d = you can use the function only within your department.
 n = you have no access to the function.

SCREEN DESCRIPTIONS AND NOTES

Property Control System – Main Menu

PROPERTY CONTROL SYSTEM – MAIN MENU	
SELECT ONE OF THE FOLLOWING OPTIONS	
1-SOURCE DOCUMENT INQUIRY	9-RECORD APPROVALS
2-REFERENCE FILE OPTIONS	10-DISPLAY REPORT DETAIL
3-REPORT OPTIONS (PROP. LISTS)	11-RECORD PROPERTY SALE
4-DISPLAY TRANSACTION SUMMARY	12-DISPLAY PENDING TRANSFERS
5-ADD PROPERTY ITEM	13-DISPLAY PENDING LSD REPORTS
6-DISPLAY PROPERTY DETAIL	14-DISPLAY PENDING PDAC RPTS
7-UPDATE PROPERTY DETAIL	15-REQUESTED REPORTS
8-CREATE TAR, LSD, OR PDAC	16-REFERENCE FILE RPT OPTIONS
	17-PROPERTY LIST BY CUSTODIAN
ENTER OPTION 0 TO EXIT MENU	
OPTION:	
KEY REQUIRED DATA FIELDS BELOW:	
TAG NUMBER:	SERIAL NUMBER:
DEPARTMENT CODE: 27	CUSTODIAN CODE:
TAR NUMBER:	
LSD NUMBER:	
PDAC NUMBER	
SOURCE DOCUMENT:	
MONTH AND YEAR:	OR FISCAL YEAR:

With this menu you may access all available functions of the Property Control System. Enter a numbered menu option along with any required information to access the various functions. If you do not enter all required data, the system does not branch to the desired function, but remains at the menu.

The default department assigned to you within the security system is automatically inserted into the department field. That value is used by the system as needed and does not need to be re-entered each time it is required.

Overview of Each Option

Option 1 – Source Document Inquiry

This option requires a source document number in the format TT NNNNNN, where TT is the document type and NNNNNN is the preprinted or assigned document number.

Option 2 – Reference File Options and

Option 3 – Report Options (Prop. Lists)

These two options branch to submenus - no other information is required.

Option 4 - Display Transaction Summary

You can display Transaction Summaries for a specific month of a calendar year or for a fiscal year to date with this option. A department code entry is required.

Option 5 - Add Property Item.

To add a tag number controlled item, enter the number in the Tag Number field. This option ignores serial numbers.

To add a serial number controlled item, do not enter any data fields on this menu. The serial number is entered on the chosen Add Property Item screen.

Option 6 - Display Property Detail and

Option 7 - Update Property Detail

Enter a Tag or Serial Number. In the case of duplicate serial numbers, the system displays all items with the same number and allows you to select the appropriate one.

Note: if an item has both a tag and serial number, you may use either one to access the record.

Option 8 - Create TAR, LSD or PDAC and

Option 9 - Record Approvals and

Option 10 - Display Report Detail

Depending on whether the TAR, LSD, or PDAC number field is entered, the system branches to the appropriate screen dealing with a Transfer Authorization Report; Lost, Stolen or Damaged Report; or Property Destruction Authorization Certificate Report, respectively.

Note: when creating a document, the system does not check to see if the document number you enter has already been used. So use care when entering it to not enter a duplicate.

Option 11 - Record Property Sale

To display the Record Sale Detail screen, enter the option number. No other information is required.

*Option 12 – Display Pending Transfers**Option 13 – Display Pending LSD Reports**Option 14 – Display Pending PDAC Reports*

To display any outstanding documents of the specified type within the specified department, enter one of these options. The Department code is required.

Option 15 - Requested Reports

To display any pending report requests, enter this option code. The Department code is required. You may also cancel any pending report from this screen.

Option 16 - Reference File Report Options

You can print the data in any Reference file with this option, but the Division and Custodian code listings are available only from within your default department. The Department code is required for this option

Option 17 - Property List by Custodian

This screen displays basic information about all property assigned to the specified custodian within the default department. The Department code and Custodian code are required for this option.

Source Document Number Inquiry

SOURCE DOCUMENT NUMBER INQUIRY				
TOTAL ITEMS: 4 PAGE: 1				
SOURCE DOCUMENT: PO 123456 27				
	AT	TAG	SERIAL NUMBER	DESCRIPTION 1
1	*	111111111	12300000899098790	Pickup truck
2			23456-789-9090998	Engine testing unit
3	*	333333333		Red cones
4			45-67678-97769875	Transportation pool van
LINE NUMBER:				
OPTION (0-MAIN MENU 1-DISPLAY DETAIL FOR LINE)				

View this screen by selecting Option 2 – Reference File Options from the Main Menu. All property items on the selected source document are displayed with this screen.

The TOTAL ITEMS number is the count of all items recorded under this Source Document Number.

An * in the AT column indicates that the associated item is in the Audit Track. To display the next page of items on this document, if there are any, press ENTER without an option.

Reference File Options

REFERENCE FILE OPTIONS

SELECT ONE OF THE FOLLOWING OPTIONS

1 - BROWSE REFERENCE FILE

ENTER REFERENCE FILE ID PLUS CODE OR ALL OR PART OF THE CODE DESCRIPTION

2 - UPDATE A REFERENCE FILE ITEM

3 - ADD A REFERENCE FILE ITEM

9 - REFERENCE FILE REPORT OPTIONS

ENTER OPTION 0 TO RETURN TO MAIN MENU

OPTIONS:

KEY REQUIRED DATA FIELDS BELOW:

REFERENCE FILE ID:

CODE DESCRIPTION:

(DP) DEPARTMENT CODE: 27

(DV) DIVISION CODE:

(CS) CUSTODIAN CODE:

(LN) LOCATION CODE:

(CL) CLASS CODE:

View this screen by selecting Option 2 – Reference File Options from the Main Menu.

This menu is used to access all Reference File options of the Property Control System. Entering a numbered menu option along with the required information allows access to the function. If you do not enter the required data the system does not branch to the desired function but remains at the menu, prompting you for the correct information.

The default department assigned to you within the security system is automatically inserted into the Department field. You may change the department code by keying a new value over the top of the existing value. Note

that in certain instances this may cause a departmental security violation. (See *Security Notes*).

When selecting the Add function, you must enter the new Reference ID on this menu screen.

Note that Division and Custodian codes are unique within each department; therefore, whenever these reference files are accessed for any function, the Department code must be specified.

Valid Reference File Codes

DP - DEPARTMENT
DV - DIVISION
CS - CUSTODIAN
LN - LOCATION
CL - CLASS

Note: All code fields except for the Department code are defined as alphanumeric text. Thus, leading zeros on values using numbers are significant (i.e., Division 3 is not the same as Division 03.)

Browse Reference File

BROWSE REFERENCE FILE			
Reference File DV In Department 27		Division Department of Transportation	
	IND	CODE	DESCRIPTION
1	I	10	DIVISION OF MOTOR VEHICLES
2		20	DIVISION OF HIGHWAYS
.
.
Line Number			
Option (0-Main Menu 1-Continue Browse 2-Update Line)			

View this screen by selecting Option 1 – Browse Reference Files from the Reference File Options screen.

The Browse function allows you to search for specific items using the description or code. If you enter anything in the description field, the browse is done by description; otherwise it is done by code.

Enter the search criteria and the function looks for an exact match. If a match is found, only the code value and the description of the match are displayed. If an exact match is not found, reference file records are displayed in ascending alphabetic order if you entered a description or in ascending code order if you entered a code value. Press ENTER to display additional records on the screen.

To update a displayed line, enter the line number of the record in the line number field, then select option 2.

Note: If a particular code value is inactive, an "I" appears in the IND column. This means that this code may no longer be used when adding a new property item.

Update Reference File

UPDATE DEPARTMENTAL REFERENCE FILE REFERENCE FILE: DV Division IN DEPARTMENT: 27 Department of Transportation KEY A NEW DESCRIPTION FOR THE CODE INDICATED CODE: 01 DESCRIPTION: Division of Motor Vehicles INACTIVE INDICATOR: PRESS ENTER WITHOUT AN OPTION TO UPDATE THIS CODE DESCRIPTION

UPDATE REFERENCE FILE REFERENCE FILE: In location KEY A NEW DESCRIPTION FOR THE CODE INDICATED CODE: AWA DESCRIPTION: JUNEAU INACTIVE INDICATOR: PRESS ENTER WITHOUT AN OPTION TO UPDATE THIS CODE DESCRIPTION OPTION: (0-MAIN MENU)
--

View these screens by selecting Option 2 – Update a Reference File Item from the Reference File Options screen.

To inactivate a reference file code, set the Inactive Indicator to "I". This prevents the use of the code with future property items. The code is retained in the file so property items that currently use the code can still access its description for inquiries.

Add a Reference File Item

ADD A DEPARTMENTAL REFERENCE FILE ITEM

REFERENCE FILE: DV Division

IN DEPARTMENT 27 Department of Transportation

KEY A NEW CODE A DESCRIPTION

CODE: 01

DESCRIPTION: Division of Motor Vehicles

PRESS ENTER WITHOUT AN OPTION TO ADD THIS REFERENCE FILE ENTRY

OPTION: (0-MAIN MENU)

ADD A REFERENCE FILE ITEM

REFERENCE FILE: CL Class

KEY A NEW CODE AND DESCRIPTION

CODE: 1234

DESCRIPTION: Motor Vehicles

PRESS ENTER WITHOUT AN OPTION TO ADD THIS REFERENCE FILE ENTRY

OPTION: (0-MAIN MENU)

View these screens by selecting Option 3 – Add a Reference File Item from the Reference File Options screen.

Report Options

REPORT OPTIONS

SELECT ONE OF THE FOLLOWING OPTIONS

PROPERTY LISTS (DETAIL WILL APPEAR IN PCN SEQUENCE)

- 1 - DEPARTMENT / DIVISION / CUSTODIAN / LOCATION
- 2 - DEPARTMENT (Active)
- 3 - DEPARTMENT / CLASS
- 4 - CLASS / LOCATION / DEPARTMENT
- 5 - DEPARTMENT / FUND / DIVISION OF FINANCE
- 6 - DEPARTMENT / DIVISION
- 7 - DEPARTMENT (Audit Track)
- 8 - DEPARTMENT / CLASS / DIVISION
- 9 - DEPARTMENT / CUSTODIAN / LOCATION

ENTER OPTION 0 TO RETURN TO MAIN MENU

OPTION:

KEY REQUIRED DATA FIELDS BELOW:

OUTPUT: LOCATION (A,J) : FORMAT (R,M) : REQUESTER:

DEPARTMENT CODE: 27

DIVISION CODE: 999

CUSTODIAN CODE: 999

LOCATION CODE: 999

CLASS CODE: 999

FUND CODE: 1

View this screen by selecting Option 3 – Report Options from the Main Menu.

You can use this menu to request Property Lists in particular sort sequences. Enter a menu option number along with the required codes at the bottom of the screen to specify the sort sequence. If you do not enter the codes required for

the option you selected, your request will not be accepted. Any data fields that have an entry but do not apply to the selected option are ignored by the system. Your default department code is automatically inserted into the department field. This value is used by the system to select Property Lists for your department only. For all departments other than 98 (the DP coordinator), this value may not be changed.

Reports are created and stored immediately at the time of the on-line request. However, they are printed according to a weekly departmental batch schedule and routed to the location you specified, either the Anchorage or Juneau output bins. The requester name appears at the top of the report to allow for easy identification. If no items are present in the specified sort sequence, the report is still produced showing those results

You can specify the output format as Report or Microfiche. All microfiche requests are routed to Juneau - the property staff routes them internally after the fiche has been produced.

Special Reporting Logic

"9's" logic

You can enter a value of all nines (e.g., "999") in the last field in a sort sequence to produce a report of all existing values for the last sort field. This is the same as entering separate requests for every value of the last sort field, but the computer charges incurred by using "9's" logic is generally lower than requests for the equivalent series of individual reports.

For example, if you want a property list for all divisions within a department, select Option 6 (DEPARTMENT / DIVISION), enter "1" for the Department Code and "999" for the Division Code. (The report is automatically sorted by tag number within division.) If you want a property list for only division 123 within department 01, select Option 6, enter "1" for the Department Code and "123" for the Division Code.

Note: only the State Property Manager may use Department "99" logic.

Other Reporting Notes

Report 1 - DEPARTMENT / DIVISION / CUSTODIAN / LOCATION

This option accepts all 9's for the following combinations of fields:

- Location OR
- Location and Custodian OR
- Location and Custodian and Division

Report 2 - DEPARTMENT (Active) and

Report 7 - DEPARTMENT (Audit Track)

If you specify "99" as the department code for reports 2 or 7, all property items are listed, segregated by Department. Detail items will be in PCN sequence.

Report 4 - CLASS / LOCATION / DEPARTMENT

This option accepts all 9's for the following combinations of fields:

- Department OR
- Location OR
- Department and Location

Location subtotals are not produced for report 4. Also, if "9999" is specified for Location Code, records are sorted by tag number within location code, even though there are no page breaks or subtotals when the location code changes on the report.

Report 3 - DEPARTMENT / CLASS and
Report 5 - DEPARTMENT / FUND / DIVISION OF FINANCE and
Report 6 - DEPARTMENT / DIVISION
Special "99" logic applies as described above.

Report 8 - DEPARTMENT / CLASS / DIVISION
This option accepts all 9's for the following combinations of fields:
Class OR
Division OR
Class and Division

Report 9 - DEPARTMENT / CUSTODIAN / LOCATION
This option accepts all 9's for the following combinations of fields:
Custodian OR
Location OR
Custodian and Location

Note: Not all reports are available on microfiche. If the screen accepts an 'M' in the Report Format field, microfiche is available; otherwise it is not. Check with the DP coordinator for microfiche requests.

Notes on Report Content

Items listed on all property lists except Report 7 - DEPARTMENT (Audit Track) are active items. Report 7 contains only Audit Track items.

An "*" in the PEND column of the reports indicates that there is a pending TAR, LSD report, or PDAC outstanding for the item.

Reference File Report Options

REFERENCE FILE REPORT OPTIONS

SELECT ONE OF THE FOLLOWING OPTIONS

- 1 - CLASS (BY CLASS CODE)
- 2 - CLASS (BY CLASS DESCRIPTION)
- 3 - LOCATION (BY LOCATION CODE)
- 4 - LOCATION (BY LOCATION DESCRIPTION)
- 5 - DIVISION
- 6 - CUSTODIAN

OPTION(0 - MAIN MENU 9 - REFERENCE MENU)

KEY REQUIRED DATA FIELDS BELOW:

OUTPUT: LOCATION (A,J): FORMAT (R,M): REQUESTER:

Each report you request produces a listing of the codes and their descriptions from the chosen Reference file, sorted as indicated. The default department value for reports 5 and 6 is automatically brought forward from the Main Menu and cannot be changed.

Display Transaction Summary

TRANSACTION SUMMARY INQUIRY		
REPORT PERIOD: 11 84		
DEPARTMENT: 27 Department of Transportation		
TIN	VALUE	# ITEMS
T (OUT)	500	12
T (IN)	3,422	23
0	200	3
1	4,100	40
2	0	100
3	400	2
4	200	3
5	100	6
6	344	8
7	234	3
8	10	1
TOTALS	9,510	201
PRESS ENTER TO RETURN TO MAIN MENU		

Transaction statistics are accumulated automatically when various functions are recorded (e.g., updating an active item - transaction code 2). The system counts the number of items upon which the selected transaction was performed and totals their value at the time of the transaction. Note that values are not accumulated for transaction code 2 only.

The report period field indicates the time frame for which the displayed statistics are valid.

Note: the transaction codes which are set as a result of recording TAR's, LSD reports, or PDAC reports are not reflected on the transaction statistics until final approval has been recorded through the Record Approvals function.

Add Property Item

ADD PROPERTY ITEM	
TAG NUMBER:	1234567
SERIAL NUMBER:	XYZ-99
DEPARTMENT:	27 Department of Transportation
DIVISION:	01
LOCATION:	AWA
CLASS:	1234
CUSTODIAN:	EJ
DESCRIPTION 1:	4 x 4 Chevy pickup
DESCRIPTION 2:	
DESCRIPTION 3:	
CONDITION:	E
FUND:	1
VALUE:	6345
ACQUISITION ATE:	11 83
VOUCHER:	0122333
SOURCE DOCUMENT:	PO 123456 27
PRESS ENTER WITHOUT AN OPTION TO ADD THIS ITEM	
OPTION:	(0-MAIN MENU)

Note: Tag Number and Department Code may not be changed on this screen.

Description 1 should include enough information to distinguish it uniquely from other similar property items. This field is displayed on the Duplicate Serial Number screen to allow selection of property items with the same serial number. It is easier this way for you to make an accurate selection with a unique description.

When you select Option 5 – Add Property Item from the Main Menu, the serial number field is ignored at that time. Enter the serial number on the Add

Property Item screen itself, regardless of whether the controlling number is serial or tag.

The reference file values you enter on this screen must exist in the Reference Files. If your entry is not found in the files or has been marked as Inactive it is not accepted.

The Source Document field is a 'key' field, and has a special edit check. You must enter it in the format "TT_NNNNNNN_DD", where

TT = document type

NNNNNN = the preprinted document number of the source doc

DD = the department code of the originating department

_ = a space

After you enter the information for this new item and all the fields pass the edit checks, the system branches to the Display Item Detail screen. There you can verify that the information for the property item is correct. Note that the Last Transaction fields are automatically entered and transaction statistics are accumulated for transaction code 1.

To update the file, press ENTER with nothing in the Option field. Selecting Option 0 – Main Menu only takes you back to the Main Menu. It will not update the file.

Display Item Detail

DISPLAY ITEM DETAIL

TAG NUMBER: 1234567

SERIAL NUMBER: XYZ-99

DEPARTMENT: 27 Department of Transportation

DIVISION: 01 Division of Motor Vehicles

LOCATION: AWA Juneau

CLASS: 1234 Motor Vehicles

CUSTODIAN: EJ Eddie Jones

DESCRIPTION 1: 4 x 4 Chevy pickup

DESCRIPTION 2:

DESCRIPTION 3:

CONDITION: E

FUND: 1

VALUE: 6,345

ACQUISITION DATE: 11 83

VOUCHER: 0122333

SOURCE DOCUMENT: PO 123456 27

TAR: LSD: PDAC: SALE:

LAST TRANSACTION: 1 11 24 84

TRANSACTION DOCUMENT NUMBER:

OLD CONTROL NUMBER:

OPTION: (0-MAIN MENU 7-UPDATE PROPERTY DETAIL

9-SERIAL NUMBER BROWSE)

If the selected item is in the audit track, an indicator appears beside the Tag Number.

If multiple TAR numbers or LSD numbers are present for this property item, the latest one is displayed. If there is a document that has been created but has not been finally approved, the message PEND appears behind the number.

If you reached this screen as the result of selecting an item from the Duplicate Serial Number screen, Option 9 – Serial Number Browse returns you to that screen, preserving the serial number that you originally entered.

If you did not reach this screen through the Duplicate Serial Number display, selecting Option 9 produces an error message. In other words, if this function was accessed for a unique item, the serial number browse cannot be initiated from this screen.

Specify Transaction Code

<p style="text-align: center;">SPECIFY TRANSACTION CODE</p> <p>ENTER ONE OF THE FOLLOWING TRANSACTION CODES FOR TAG NUMBER: 123456 SERIAL NUMBER: XYZ-123 DESCRIPTION: Generator LAST TRANSACTION: 2 DATE: 11/12/84</p> <p>TRANSACTION CODE 2 - UPDATE ITEM (ACTIVE AND AUDIT TRACK) 7 -ITEM TRADED IN (ACTIVE ONLY) 8 -REACTIVATE ITEM (AUDIT TRACK ONLY) 0 - NEW TAG NUMBER, CONTROL RGMT DELETED, RETURNED ITEM (ACTIVE ONLY)</p> <p>PRESS ENTER WITHOUT ENTERING AN OPTION TO UPDATE THIS ITEM OPTION: (0-MAIN MENU)</p>
--

This is the first screen of the Item Update sequence. Enter the proper transaction code for the item displayed above. Each separate update screen highlights the fields that may be updated. After a successful update, the system automatically accumulates the transaction statistics and updates the last transaction fields.

If you try to perform an illogical transaction (e.g., reactivate an item that is already active), the system displays an error message on this screen.

Items which are pending on a TAR, LSD or PDAC may not be moved to the audit track until those transactions are finally approved.

Press ENTER after entering the transaction code to branch to the appropriate update screen. The branching only takes place, however, if there is not a "0" in the Option: field. A "0" in the Option: line will return you to the Main Menu.

Item Update - Transaction "0"

ITEM UPDATE - TRANSACTION 0

KEY NEW VALUES FOR THE APPROPRIATE HIGHLIGHTED FIELDS

TAG NUMBER:

SERIAL NUMBER:

DEPARTMENT:

DIVISION:

LOCATION:

CLASS:

CUSTODIAN:

DESCRIPTION 1:

DESCRIPTION 2:

DESCRIPTION 3:

TRANSACTION DOCUMENT NUMBER:

NEW TAG NUMBER:

NEW SERIAL NUMBER:

PRESS ENTER WITH NO OPTION ENTERED TO UPDATE THE ITEM

OPTION: (0-MAIN MENU 1-RETURN TO SELECT TRANSACTION CODE)

The reference file values you enter on this screen must exist in the reference files. Inactive reference file codes are not allowed.

Before performing the update, the system checks to insure that this item is not contained in any other pending documents. If it is, an error message informs you that you cannot record a transaction 0 update until that pending document clears.

After you enter all the information for this new item and all the fields pass the edits, the system branches to the Display Item Detail screen to allow verification. At this time the Last Transaction fields are updated and transaction statistics are accumulated for transaction code 0.

Press ENTER after entering the data to update the file. The update only takes place, however, if there is not a "0" in the Option: field. A "0" in the Option: line will return you to the Main Menu.

Special Processing Considerations

In all cases, transaction statistics and the last transaction fields are updated automatically by the system. In cases where the old record moves to the audit track and the new record remains active, the audit track record has the last transaction code as "0"; the active record has the last transaction code as "2".

The Transaction Document Number you enter on this screen is recorded on both the audit track and the active record resulting from transaction code "0".

Note: both tag and serial numbers cannot be changed simultaneously.

Transaction code "0" covers six situations summarized below:

Case 1 – the Tag Number and Serial Number DO NOT change.

The item is moved to the audit track. The control requirement has been deleted.

Case 2 - both the Tag Number and Serial Number are changed.

An error message is displayed – you may change only one of these fields per transaction.

Note: In the following cases, the terminology "existing Tag Number" means that the item is Tag Number controlled.

Case 3 – the Tag Number is changed to a non-blank value

- a. Situation - existing Tag AND Serial Numbers
- b. Situation - existing Tag Number, no existing Serial Number
- c. Situation - existing Serial Number, no existing Tag Number

A new Active Property Record is created.

The old Property Record is moved to the Audit Track.

Case 4 – the Tag Number is changed to a blank value

- a. Situation - existing Tag AND Serial Number

A new Active Property Record is created.

The old Property Record is moved to the Audit Track.

- b. Situation - existing Tag Number, no existing Serial Number

An error message is displayed – there must exist either a Tag or Serial Number, and this action is trying to make both of them blank.

Case 5 – the Serial Number is changed to a non-blank value

- a. Situation - existing Tag AND Serial Numbers
- b. Situation - existing Tag Number, no existing Serial Number

An error message is displayed - this kind of change must be done with transaction code "2". For Tag Number controlled items, the serial number is merely a data field.

- c. Situation - existing Serial Number, no existing Tag Number

A new Active Property Record is created.
The old Property Record is moved to the Audit Track.

Case 6 - Serial Number is changed to a blank value

- a. Situation - existing Tag AND Serial Numbers

An error message is displayed - this kind of change must be done with transaction code "2". For Tag Number controlled items, the serial number is merely a data field.

- b. Situation - existing Serial Number, no existing Tag Number.

An error message is displayed – there must exist either a Tag or Serial Number, and this action is trying to make both of them blank.

Update Active Item

UPDATE ACTIVE ITEM

KEY NEW VALUES FOR ANY OR ALL OF THE HIGHLIGHTED FIELDS

TAG NUMBER:

SERIAL NUMBER:

DEPARTMENT:

DIVISION:

LOCATION:

CLASS:

CUSTODIAN:

DESCRIPTION 1:

DESCRIPTION 2:

DESCRIPTION 3:

CONDITION:

FUND:

VALUE:

ACQUISITION DATE:

VOUCHER:

SOURCE DOCUMENT:

TRANSACTION DOCUMENT NUMBER:

PRESS ENTER WITH NO OPTION ENTERED TO UPDATE THE ITEM

OPTION: (0-MAIN MENU 1-RETURN TO SELECT TRANSACTION CODE)

(See next page for "Update Audit Track Item.")

Update Audit Track Item

UPDATE AUDIT TRACK ITEM

KEY NEW VALUES FOR ANY OR ALL OF THE HIGHLIGHTED FIELDS

TAG NUMBER:

SERIAL NUMBER

DEPARTMENT:

DIVISION:

LOCATION:

CLASS:

CUSTODIAN:

DESCRIPTION 1:

DESCRIPTION 2:

DESCRIPTION 3:

CONDITION:

FUND:

VALUE:

ACQUISITION DATE:

VOUCHER

SOURCE DOCUMENT:

TRANSACTION DOCUMENT NUMBER:

PRESS ENTER WITH NO OPTION ENTERED TO UPDATE THE ITEM

OPTION: (0-MAIN MENU 1-RETURN TO SELECT TRANSACTION CODE)

If the item is serial number controlled, you cannot update the serial number on this screen. Use Transaction "0" on the Specify Transaction Code screen.

Select Option "1" to return to the Specify Transaction Code screen without updating the item, regardless of what may have been entered.

Fields on this screen are edited identically to those on the Add Item screen.

Trade In An Active Item

TRADE IN AN ACTIVE ITEM
KEY A NEW VALUE FOR THE HIGHLIGHTED FIELD
TAG NUMBER:
SERIAL NUMBER:
DEPARTMENT:
DIVISION:
LOCATION:
CLASS:
CUSTODIAN:
DESCRIPTION 1:
DESCRIPTION 2:
DESCRIPTION 3:
TRANSACTION DOCUMENT NUMBER:
PRESS ENTER WITH NO OPTION ENTERED TO UPDATE THE ITEM
OPTION (0-MAIN MENU 1-RETURN TO SELECT TRANSACTION CODE)

Select Option "1" to return you to the Specify Transaction Code screen without updating the item, regardless of what you may have entered.

Before performing the update, the system checks to insure that this item is not contained on any other pending documents. If it is, an error message informs you that you cannot trade in this item until that pending document clears.

This item is moved into the audit track upon successful entry of the data.

Reactivate Audit Track Item

REACTIVATE AUDIT TRACK ITEM
KEY NEW VALUES FOR ANY OR ALL OF THE HIGHLIGHTED FIELDS
TAG NUMBER:
SERIAL NUMBER:
DEPARTMENT DIVISION:
LOCATION:
CLASS:
CUSTODIAN:
DESCRIPTION 1:
DESCRIPTION 2:
DESCRIPTION 3:
CONDITION:
FUND:
VALUE:
ACQUISITION DATE:
VOUCHER:
SOURCE DOCUMENT:
TRANSACTION DOCUMENT NUMBER:
PRESS ENTER WITH NO OPTION ENTERED TO UPDATE THE ITEM
OPTION: (0-MAIN MENU 1-RETURN TO SELECT TRANSACTION CODE)

After you update the highlighted fields, this item is reinstated as active in the department shown. You cannot change the department code on this screen - the item needs to be transferred after being reinstated to accomplish that.

For Serial Number controlled items, the serial number may not be changed on this screen.

Selecting Option "1" returns you to the Specify Transaction Code screen without updating the item, regardless of what you may have entered.

Create a TAR, LSD or PDAC - General Comments

The "create document" function allows the recording of Transfer Authorization Requests; Lost, Stolen, and Damaged Reports; and Property Destruction Authorization Certificates in the same consistent manner.

General comments applicable to each function are summarized on this page. More detailed explanations of specific screens follow.

1. Items cannot be transferred to the reserved department code 99. A screen edit prevents this.
2. If, after all editing for valid property items is finished and no items are on the document, a document is not created. In most cases this results in a return to the main menu with a message. In certain cases, the menu returns with no message. This also indicates that a document was not created because of a lack of items. The only indicator that verifies a document was created is when the message DOCUMENT CREATED appears on the screen.
3. Once you begin creating a document, the only way to exit the function is to blank out all item lines on the first data entry screen. If a document is created in error, the State Property Manager must cancel it in order to erase it.
4. There is not a function to modify a pending document. For additions to a specific document, wait until the first set of items has been approved, then create another document with the same document number as the first. The end result appears as if all the items were on the original document.
5. Property items on documents are not actually "moved" on the system until all approval indicators for the document are set to "Y". All approval indicators are initially set to "N" when a document is created.

Record A Transfer Authorization Request

RECORD A TRANSFER AUTHORIZATION REQUEST

```
TAR NUMBER: 12345 TRANSFERRED FROM DEPT: 27 TO DEPT: 42
TAG OR SERIAL NUMBER -KEY FOR EACH ITEM AND PRESS ENTER
1111111111
23456-789-9090998
3333333333
45-67678-9776-875
OPTION: (0-MAIN MENU)
```

When recording a TAR, you are identifying the property items that appear on the paper form. For each item, enter only the Tag or Serial Number, never both. If a Tag number is entered, the system ignores anything in the serial number field for that line. After you complete the first screen of items and press ENTER, the system verifies the following for each item recorded:

1. It is active
2. It is in the "transferred from" department

The system identifies any invalid entries by placing the cursor under the incorrect item, displaying a message explaining why it is invalid, and allowing you to either correct it or blank it out. This process will continue until all items on the screen are valid.

If you enter a Serial Number for an item which is a duplicate within the "transferred from" department, the system branches to the Duplicate Serial Number Display screen. Here more information about each record with the same serial number is displayed. Select the correct record from that screen and the system then uses it in on the TAR screen.

Note: pressing ENTER from this screen does not update the files yet - that happens from the TAR verification screen (see next page)

3. You may correct one or more items on this screen for this TAR, editing the changes before updating the file (Option 2).

Option 2 allows you to correct any or all of the property items displayed on the verification screen. To correct any particular line, enter a Tag OR Serial Number on that line. (If you enter both, the Serial Number is ignored.) You can add items on new lines or you can delete items by blanking out the Tag and Serial numbers. After you have updated the lines, select Option 2 and press ENTER. The system processes the new information just as if it were entered on the original screen. You will receive another verification screen where any of the three options may be chosen again.

Note 1: If you have changed any data on the screen when Option "0" or "1" is selected, the system ignores the changes and updates the file with the previously entered information. EXCEPTION - if all of the items are blanked out in this case, the blanked out items do not appear on the report. Previously entered items are preserved.

Note 2: Property items are not actually transferred on the system until all approval indicators for the TAR are "Y". All approval indicators are set to "N" when a TAR is created.

Record Lost, Stolen, or Damaged Items

```

                                RECORD LOST, STOLEN, OR DAMAGED ITEMS
LSD NUMBER: 12 DEPT RESPONSIBLE FOR ITEMS: 27 LSD INDICATOR:
|
TAG   OR   SERIAL NUMBER -KEY FOR EACH ITEM AND PRESS ENTER
111111111
                23456-789-9090998

OPTION: (0-MAIN MENU)
```

When recording an LSD report, you are identifying the property items that appear on the paper form. For each item, enter only the Tag or Serial Number, never both. If you enter a Tag number, the system ignores anything in the Serial Number field for that line. After you complete the first screen of items and press ENTER, the system verifies the following for each item recorded:

1. It is active
2. It is in the "transferred from" department

The system identifies any invalid items by placing the cursor under the incorrect item, displaying a message explaining why it is invalid, and allowing you to either correct it or blank it out. This process continues until all items on the screen are valid.

If you enter a Serial Number for an item and it is a duplicate within the department, the system branches to the Duplicate Serial Number Display screen. Here more information about each item with the same serial number is displayed. Select the correct item from that screen and the system then uses it in on the LSD screen.

The LSD Indicator can be L(ost), S(tolen), or D(amaged). The value of the last transaction code is set from this indicator. Items remain active or are moved to the audit track according to the IN SERVICE (Y/N) entry on the approvals screen.

Note: pressing ENTER at this screen does not update the files yet - that happens from the LSD Verification screen.

Lost, Stolen, Damaged Report Verification

LOST, STOLEN, DAMAGED REPORT VERIFICATION

CHECK THE DETAIL BELOW SELECT THE APPROPRIATE ACTION THEN PRESS ENTER

LSD NUMBER: 12 DEPT RESPONSIBLE FOR ITEMS: 27 LSD INDICATOR: L

111111111 123-456 Tire repair kit

 23456-78-9090998 Hydraulic jack

OPTION: (0-NO MORE ITEMS (MENU) 1-FRESH ITEM SCREEN

2-CORRECT THIS SCREEN

Before the activity and the property master files are updated, the system retrieves the *description 1* and *serial number* fields, if recorded. This allows you one final means of verification before the file is updated.

Three options are possible from this point:

1. You may accept items on the screen for this LSD as there are no more items to enter (Option 0).

Option 0 updates the activity and property master files then branches to the main menu.

2. You may accept items on this screen for this LSD and request another data entry screen for more items (Option 1).

Option 1 updates the activity and property master files, then redisplay another data entry screen for the same LSD.

Note: a maximum of 191 items may be recorded on any one LSD.

3. You may correct one or more items on this screen for this LSD, editing the changes before updating the file (Option 2).

Option 2 allows you to correct any or all of the property items displayed on the verification screen. To correct any particular line, enter a Tag OR Serial Number on that line. (If you enter both, the Serial Number is ignored.) You

can add items on new lines or you can delete items by blanking out the Tag and Serial numbers. After you have updated the lines, select Option 2 and press ENTER. The system processes the new information just as if it were entered on the original screen. You will receive another verification screen where any of the three options may be chosen again.

Note 1: If you have changed any data on the screen when Option "0" or "1" is selected, the system ignores the changes and updates the file with the previously entered information. EXCEPTION - if all of the items are blanked out in this case, the blanked out items do not appear on the report. Previously entered items are preserved.

Note 2: Property items are not actually transferred on the system until all approval indicators for the LSD are "Y". All approval indicators are set to "N" when a LSD is created.

Record a Property Destruction Authorization Certificate

```
RECORD A PROPERTY DESTRUCTION AUTHORIZATION CERTIFICATE
PDAC NUMBER: 44 DEPT RESPONSIBLE FOR ITEMS: 27
TAG OR SERIAL NUMBER -KEY FOR EACH ITEM AND PRESS ENTER
111111111
                23456-789-9090998
OPTION: (0-MAIN MENU)
```

When recording an PDAC report, you are identifying the property items that appear on the paper form. For each item, enter only the Tag or Serial Number, never both. If you enter a Tag number, the system ignores anything in the Serial Number field for that line. After you complete the first screen of items and press ENTER, the system verifies the following for each item recorded:

1. It is active
2. It is in the "transferred from" department

The system identifies any invalid items by placing the cursor under the incorrect item, displaying a message explaining why it is invalid, and allowing you to either correct it or blank it out. This process continues until all items on the screen are valid.

If you enter a Serial Number for an item and it is a duplicate within the department, the system branches to the Duplicate Serial Number Display screen. Here more information about each item with the same serial number is displayed. Select the correct item from that screen and the system then uses it in on the PDAC screen.

Note: pressing ENTER at this screen does not update the files yet - that happens from the PDAC Verification screen.

Property Destruction Authorization Verification

PROPERTY DESTRUCTION AUTHORIZATION VERIFICATION
CHECK THE DETAIL BELOW SELECT THE APPROPRIATE ACTION THEN
PRESS ENTER

PDAC NUMBER: 44 DEPT RESPONSIBLE FOR ITEMS: 27

111111111	WXYZ-443	Tire repair kit
	23456-78-9090998	Hydraulic jack

OPTION: (0-NO MORE ITEMS (MENU) 1-FRESH ITEM SCREEN
2-CORRECT THIS SCREEN

Before the activity and the property master files are updated, the system retrieves the *description 1* and *serial number* fields, if recorded. This allows you one final means of verification before the file is updated.

Three options are possible from this point:

1. You may accept items on the screen for this PDAC as there are no more items to enter (Option 0).

Option 0 updates the activity and property master files then branches to the main menu.

2. You may accept items on this screen for this PDAC and request another data entry screen for more items (Option 1).

Option 1 updates the activity and property master files, then redisplay another data entry screen for the same PDAC.

Note: a maximum of 191 items may be recorded on any one PDAC.

3. You may correct one or more items on this screen for this PDAC, editing the changes before updating the file (Option 2).

Option 2 allows you to correct any or all of the property items displayed on the verification screen. To correct any particular line, enter a Tag OR Serial Number on that line. (If you enter both, the Serial Number is ignored.) You

can add items on new lines or you can delete items by blanking out the Tag and Serial numbers. After you have updated the lines, select Option 2 and press ENTER. The system processes the new information just as if it were entered on the original screen. You will receive another verification screen where any of the three options may be chosen again.

Note 1: If you have changed any data on the screen when Option "0" or "1" is selected, the system ignores the changes and updates the file with the previously entered information. EXCEPTION - if all of the items are blanked out in this case, the blanked out items do not appear on the report. Previously entered items are preserved.

Note 2: Property items are not actually transferred on the system until all approval indicators for the PDAC are "Y". All approval indicators are set to "N" when a PDAC is created.

Record Document Approvals

RECORD DOCUMENT APPROVALS
DOCUMENT: TAR 12345
EXISTING APPROVALS ARE DISPLAYED. OVERKEY TO CHANGE.
Y-APPROVE
N-DISAPPROVE OR NO APPROVAL RECORDED
C-CANCEL DOCUMENT
PROPERTY CONTROL: N
INITIATOR (TAR ONLY): Y
RECEIVER (TAR ONLY): N
WILL ITEM REMAIN IN SERVICE (Y/N):
OPTION: (0-MAIN MENU 1-DISPLAY REPORT DETAIL)

On this screen you can record approvals for any outstanding activity report. The report type and number are redisplayed on the first line for verification. Simply overstrike the existing values to update them.

The departmental security system allows only the State Property Manager to change the Property Control Approval Indicator. Similarly, only a member of Group 2 from the "transferred from" department can change the Initiator approved indicator and only a member of Group 2 from the "transferred to" department can change the Receiver Approved indicator. See the security system notes for further information.

When all approvals are changed to 'Y' and you press ENTER on this screen, the system performs several tasks to the files:

1. The last transaction code fields is updated for each property item on the report.

Note: Items transferred to department 98 (warehouse) have the last transaction code det to "3". For all other transfers, the last transaction code is "T".

2. Transaction statistics are accumulated.

3. The detail of the report is deleted from the activity file, although the report number is still present in each of the property item records that were on the report.
4. This report is no longer considered pending on the item display or property lists.
5. The value of the department codes for transferred property items are changed.
6. Transferred items have Custodian, Division, and Location set to "U..U" (Undefined).
7. Lost and Stolen items (where LSD Indicator = "L" or "S") are moved to the audit track.
8. Damaged items (where LSD Indicator = "D") are kept active by setting the WILL ITEM REMAIN IN SERVICE (Y/N) indicator to "Y". Setting this indicator to "N" moves the item to the audit track.

If you change the Property Control Indicator to "C" indicating that the report has been canceled, all references to that report are erased from the system. You can use this code also if the report is disapproved, thus causing the property items to retain their existing status in the property master file.

Display Document Detail

DISPLAY DOCUMENT DETAIL				
DOCUMENT: PDAC 12345 DEPT: 27 Department of Transportation				
APPROVALS: PROPERTY CTL: N INITIATOR (TAR ONLY):				
RECEIVER (TAR ONLY):				
TAG	SERIAL NUMBER	CLASS	DESCRIPTION	
1	111111111	12300000899098790	2344	Pickup truck
2		23456-789-9090998	2321	Engine testing unit
3	333333333		1200	Red cones
4		45-67678-97769875	1203	Transportation pool van
LINE NUMBER:				
OPTION: (0-MAIN MENU 1-DISPLAY DETAIL FOR LINE 2-RECORD APPROVALS)				

This display function is available only for pending documents. The detail of the document plus the identifying information of each item on the document appears on this screen.

Press ENTER without an option to display another screen of items on this document if they are more to be shown.

Record a Property Sale

```

                                RECORD A PROPERTY SALE
SALE NUMBER: 454      SALE DATE: 11 12 84
TAG OR   SERIAL NUMBER -KEY FOR EACH ITEM AND PRESS ENTER
                123-456-98-09870
222222222
                345-7676-99846534
OPTION: (0-MAIN MENU)
```

When recording a Property Sale, you are identifying the property items that appear on the paper form. For each item, enter only the Tag or Serial Number, never both. If you enter a Tag number, the system ignores anything in the Serial Number field for that line. After you complete the first screen of items and press ENTER, the system verifies that each item entered on the screen is an active item in the warehouse (Department Code = 97 or 98).

The system identifies any invalid items by placing the cursor under the incorrect item, displaying a message explaining why it is invalid, and allowing you to either correct it or blank it out. This process continues until all items on the screen are valid.

If you enter a Serial Number for an item and it is a duplicate within the department, the system branches to the Duplicate Serial Number Display screen. Here more information about each item with the same serial number is displayed. Select the correct item from that screen and the system then uses it in on the Property Sale screen.

Note: pressing ENTER at this screen does not update the files yet - that happens from the Property Sale Verification screen.

Record Property Sale Verification

RECORD PROPERTY SALE VERIFICATION		
SALE NUMBER: 654 SALE DATE 11 12 84		
CHECK THE DETAIL BELOW SELECT THE APPROPRIATE ACTION THEN PRESS ENTER		
	123-456-90-098790	Personal Computer
222222222		Chair
	345-7676-99846534	Typewriter
OPTION: (0-NO MORE ITEMS (MENU) 1-FRESH ITEM SCREEN 2-CORRECT THIS SCREEN		

Before the property master file is updated (in the case of a sale there is no activity file record), the system retrieves the *description 1* and *serial number* fields, if recorded. This allows you one final means of verification before the file is updated.

Three options are possible from this point:

1. You may accept items on the screen for this sale, as there are no more items to enter (Option 0).

Option 0 updates the property master file then branches to the main menu.

2. You may accept items on this screen for this sale and request another data entry screen for more items (Option 1).

Option 1 updates the property master file, then redisplay another data entry screen for the same sale.

Note: a maximum of 191 items may be recorded on any one sale.

3. You may correct one or more items on this screen for this sale, editing the changes before updating the file (Option 2).

Option 2 allows you to correct any or all of the property items displayed on the verification screen. To correct any particular line, enter a Tag OR Serial Number on that line. (If you enter both, the Serial Number is ignored.) You can add items on new lines or you can delete items by blanking out the Tag

and Serial numbers. After you have updated the lines, select Option 2 and press ENTER. The system processes the new information just as if it were entered on the original screen. You will receive another verification screen where any of the three options may be chosen again.

Note 1: If you have changed any data on the screen when Option "0" or "1" is system ignores the changes and updates the file with the previously entered information. EXCEPTION - if all of the items are blanked out in this case, the blanked out items do not appear on the report. Previously entered items are preserved.

Note 2: The following file updates take place when Options 0 or 1 are chosen:

1. The last transaction code fields are updated with last transaction code = 4, and last transaction date = the sale date.
2. Transaction statistics are accumulated.
3. Each item recorded are moved to the audit track.

Display Pending Transfers

DISPLAY PENDING TRANSFERS													
		DEPTS		APPROVALS					DEPTS		APPROVALS		
TAR #		FROM	TO	PC	IN	RV	TAR #	FROM	TO	PC	IN	RV	
1	21	01	11	N	N	N							
2	42	01	22	N	Y	N							
3	233	03	01	Y	N	N							
4	344	04	01	N	N	N							

SELECT A LINE NUMBER AND ONE OF THE FOLLOWING OPTIONS
 LINE NUMBER:
 OPTION: (0-MAIN MENU 1-RECORD TAR APPROVAL 2-DISPLAY TAR
 DETAIL)

Press ENTER with no option to display the next screen of pending transfers.

Each transfer that involves the department code you entered on the menu screen appears on this list. Finally approved or canceled TARs are not reflected on this list since they were deleted from the activity file when they were completed.

Display Pending LSD Reports

DISPLAY PENDING LSD REPORTS

LSD #	DEPT	APPRV	LSD #	DEPT	APPR	LSD #	DEPT	APPR
01	21	21			N			
02	2342	21			N			
03	829	21			N			
04	348	21			N			

SELECT A LINE NUMBER AND ONE OF THE FOLLOWING OPTIONS

LINE NUMBER:

OPTION: (0-MAIN MENU 1-RECORD TAR APPROVAL 2-DISPLAY TAR
DETAIL)

Press ENTER with no option to display the next screen of pending LSD Reports.

Each LSD that involves the department code you entered on the menu screen appears on this list. Finally approved or canceled LSD's are not reflected on this list since they were deleted from the activity file when they were completed.

Display Pending PDAC Reports

DISPLAY PENDING PROPERTY DESTRUCTION RECORDS			
PDAC #	DEPT	APPRV	APPR
01	21	21	N
02	382	21	N
03	943	21	N
04	1634	21	N

SELECT A LINE NUMBER AND ONE OF THE FOLLOWING OPTIONS
LINE NUMBER:
OPTION: (0-MAIN MENU 1-RECORD PDACAPPROAL 2-DISPLAY PDAC
DETAIL)

Press ENTER with no option to display the next screen of pending LSD Reports.

Each PDAC that involves the department code you entered on the menu screen appears on this list. Finally approved or canceled PDACs are not reflected on this list since they were deleted from the activity file when they were completed.

Duplicate Serial Number Selection

(from TAR, LSD, PDAC, or Sales)

DUPLICATE SERIAL NUMBER SELECTION					
SERIAL NUMBER 380-82-9214 IS ON THE FOLLOWING RECORDS					
AT	TAG	DEPT	CUST	CLASS	DESCRIPTION
1 *	111111	01	DFH	1234	BLUE FOUR DOOR FORD
2	222222	02	RCD	1222	YELLOW TWO DOOR FORD
3	333333	03	DUS	1265	RED TWO DOOR CHEVY
4 *	444444	04	RWH	1432	BLACK DODGE PICKUP TRUCK

LINE NUMBER:

OPTION: (0-MAIN MENU 1-USE LINE IN EXISTING FUNCTION 6-DISPLAY
DETAIL)

This screen appears if you use a Serial Number as a search criteria when processing TARs, LSDs, PDACs, or Sales, and the system finds more than one record in the property master file that contains that serial number. More information about each record with that serial number is displayed.

From this screen three options are possible:

1. Enter Option 0 to return to the Main Menu. No other processing occurs regardless of how you arrived at this screen.
2. Enter Option 1 to copy the property item you have selected on this screen to the original screen from which you came. For example, if a TAR is being recorded and the second item on the Record TAR screen is a duplicate serial number item, you are shown this screen. The item you select from this screen is used then as the current (second line) item you are editing on the TAR screen. After your selection here, the system resumes processing the Record TAR screen starting at the third line.
3. Enter Option 6 to branch to the Display Detail screen to look at more information about the item. From the Display Detail screen the only option available is to return to this screen, from which you can make a unique item selection.

The AT column indicates with an * any items in the audit track.

Note: Branching to this option from a TAR, LSD, PDAC or Sale entry screen causes only active items in the default department to be displayed. If there is only one active item with the specified serial number (there could also be one or more audit track items), the document creation screen accepts the active item and does not branch to this screen.

Duplicate Serial Number Selection

(from Display Item Detail or Update Property Item)

DUPLICATE SERIAL NUMBER SELECTION						
SERIAL NUMBER 380-82-9214 IS ON THE FOLLOWING RECORDS						
AT	TAG	DEPT	CUST	CLASS	DESCRIPTION	
1 *	111111	01	DFH	1234	BLUE FOUR DOOR FORD	
2	222222	02	RCD	1222	YELLOW TWO DOOR FORD	
3	333333	03	DUS	1265	RED TWO DOOR CHEVY	
4 *	444444	0	RWH	1432	BLACK DODGE PICKUP TRUCK	

LINE NUMBER:

OPTION: (0-MAIN MENU 6-DISPLAY DETAIL 7-UPDATE PROPERTY
DETAIL)

If you use a Serial Number as a search criteria when accessing the Display Item Detail or Update Property Item screens and the system finds more than one record in the property master file that contains that serial number, this screen appears. More information about each record with that serial number is displayed.

From this screen three options are possible:

1. Enter Option 0 to return to the Main Menu. No other processing occurs regardless of how you arrived at this screen.
2. Enter Option 6 to branch to the Display Detail screen to look at more information about the item. From the Display Detail screen you may either

update the item (only those within your own department), return to the Duplicate Serial Number screen, or return to the menu.

Enter Option 7 to branch directly to the Update Property Item screen. Again, the system only lets you update an item within your department. You may return to the Duplicate Serial Number screen after selecting Option 7.

AT column indicates with an * any items in the audit track.

When you branch to this option from the Display Item Detail menu option, all items from any department are displayed. The program restricts update of items not in the default department. Branching to this screen from Update Item menu option only displays the items within the default department.



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Property List for a Custodian

PROPERTY LIST FOR A CUSTODIAN			
TOTAL ITEMS: 4 PAGE: 1			
CUSTODIAN: MJ MARK JONES			
	TAG	SERIAL NUMBER	DESCRIPTION 1
1	111111111	12300000899098790	Pickup truck *
2		23456-789-9090998	Engine testing unit
3	333333333		Red cones
4		45-67678-97769875	Transportation pool van
LINE NUMBER:			
OPTION: (0-MAIN MENU 1-DISPLAY DETAIL FOR LINE)			

This screen displays the property list for the custodian of the department that you entered on the main menu.

The total item number is the count of all items recorded for this custodian. Press ENTER without an option to display the next page of items for this custodian.

The AT column indicates with a * any items in the audit track

State Property Manager Notes - Department 98 Logic

The NATURAL user ID associated with department code 98 has access to all system functions for all departments.

The unique aspects of this capability are:

1. Since department 98 is a valid department code in its own right, signing on to department 98 allows the user to manage property within the warehouse.
2. To perform functions within another department, simply change the department code on the main menu. The system uses this value instead of the default value of 98. This is particularly useful when adding a property item, since the department code cannot be changed on the Add Property Item screen.
3. To request reports from the Report Options screen, change the department code on that screen. The department for which the report was requested incurs the computer usage charges regardless of how it was requested.
4. There should be no NATURAL user IDs associated with department 99. While department 99 must remain in the Departmental Reference File, no user should ever have 99 as a default department. This department is reserved for "99" reporting logic as explained earlier.
5. Department 99 logic for reporting can only be used by the State Property Management Office.
6. The State Property Management Office has the exclusive capability to update the Property Control Approval on TARs, and the approvals on LSDs and PDACs.
7. To display all TARs, LSDs, PDACs, or Requested Reports on screen, leave the department code as 98 on the main menu when you select options 12 to 15. To display documents or pending reports only from a specific department, enter that department code on the main menu before selecting the option.

File Notes

Property Master File

This file contains one record for each property item. This is the sole repository for all item information.

Items remain in the file indefinitely if they are active. Audit track items remain on the file for two years past the date of last recorded activity (indicated by the last transaction date field.) At the end of each fiscal year, a batch job moves all of the two-year-old audit track items to microfiche, after which they are physically deleted from the Property Master File.

Reserved Tag Values in the Property Master File

Tag 000000000 contains information for system use.

Tag numbers 900000000 through 999999999 are reserved for system use.

Reference Files

Reference files contain all codes and code descriptions used in the Property Control System. The one physical reference file defined to ADABAS contains all of the logical (internal) reference files used by the system. These logical files, differentiated by record type, contain the code and code description fields for each reference file.

Deletions to the physical file are not possible from the menu selections since property records may still contain old code values. If old codes were deleted then the display screens would not work. Simulated deletion of reference file records is possible by setting the inactive indicator of the code so the code cannot be used anymore.

Reserved Values in Reference Files

Departments

- 97 - Warehouse
- 98 - Warehouse
- 99 - Reserved for system use

Locations

- UUUU - Unassigned location
- 9999 - Reserved for system use

Class

9999 - Reserved for system use

Divisions (in each department)

UUU - Unassigned division

9999 - Reserved for system use

Custodians (in each department)

UUU - Unassigned custodian

999 - Reserved for system use

Note: the Custodian code was expanded to 4 characters after initial system cutover. Therefore, custodian 999 and 9999 are reserved, although both of them may not be on file in a given department. Similarly, custodian UUU and UUUU are reserved for the unassigned custodian. It is suggested 9999 and UUUU be used exclusively for this purpose.

Fund Code

9 - reserved for system use.

Activity File

This file contains a record of each pending TAR, LSD, and PDAC report. When the activity record is no longer pending because of final approval or cancellation, the record is deleted from this file.

Statistics File

This file holds the accumulated transaction statistics created by the various transactions of the system. The lowest level of detail maintained is statistics per month per department per transaction code. Transaction code "T" breaks statistics down by incoming and outgoing transfers per department.

Retention of statistics is currently defined to be two years, although the file is designed to hold statistics for 100 years at a time. An annual batch job deletes statistics after they have become two years old.

The statistics file also contains one record for each property list report and reference file report that is requested. This record holds all the information needed to fulfill reporting requests. After reports are printed, these records are deleted.

Maintaining Security Parameters

Adding new users with the property security clearance

The departmental security system works from the description field of the Member ID in the Natural Security System. The description of the member (or user) ID is set as the default department code. When the user signs on with a particular member ID, a startup routine reads the name (*USER-NAME VARIABLE in NATURAL), and gets this "default department description" value. It then inserts it into the default department field, a "behind the scenes" variable that remains consistent until this user exits from the Property Control System.

This default department value appears automatically in the department code field on all menu screens. It may be changed in certain instances (see the user manual); in other instances the user gets a departmental security violation if this value is changed.

To add a new member ID to the Natural Security System, the member name **MUST** be the two-digit department code for which this user is authorized to perform functions.

The Member IDs and names are easily changed by contacting the Data Base Support staff in Juneau. This should be the exclusive duty of a data processing coordinator. Printouts of the security profile are available upon request from the database staff.

Member ID Naming Convention

The convention adopted for naming members of the group is:

The last name of the person (maximum 8 characters) is used as the Member ID in the Natural Security System. Be sure to add members in the proper group of users when they are added.

If one user is valid for more than one default department, multiple member names are created for this user. In this case, use the first six characters of the last name as the first six characters of the member ID. For the last two characters of Member ID, use the value of the default department code (which must then also be the value of the Member Name). This allows the user to easily distinguish which department they are working with.

Batch and Backup Summary

System Backups

DAILY BACKUPS of all files are performed by taking a checkpoint ADABAS protection log file. The checkpoint (backup) is executed before the batch jobs are run so that if a batch job destroys any data, the database can be restored to its previous condition. The backup job writes a checkpoint record to the checkpoint file, which is used in conjunction with the protection log file through a backout utility to restore the files.

Because the protection log is recycled every 15 days or so, the longest time backwards that you can expect to restore a file is about two weeks. Each day, the JCL listing of the backup job is routed to bin 16 in Juneau. It must be collected and saved for 15 days. This listing contains the date and time to which you can restore the production property control files.

To restore the files, contact the database staff with the following information:

- File Number
- File Name
- Database Name = Production ADABAS - JDC (Property Control)
- Date and time of the checkpoint to which you want to restore
- Job name = APCDBKUP (runs program XDBCKPT)

Batch Report Generation Notes

In order to segregate computer use charges by department, each department has a separate job stream established in the production scheduler. Each day the production scheduler does the following:

- Selects all outstanding reports for the departments assigned to the current day.
- Processes and prints each report previously requested.
- Accumulates computer resource charges under the billing code associated with the departmental job stream.
- Deletes processed report requests.

(See the *Batch Processing Schedule by Department* table on the next page.)