ENGINEERING CHANGE NOTICE

Page 1 of 2

1. ECN 607445

Proj.
ECN

2. ECN Category (mark one) Supplemental ☐ Direct Revision ☒ Change ECN ☐ Temporary ☐ Standby ☐ Supersedeure ☐ Cancel/Void ☐		3. Originator's Name, Organization, MSIN, and Telephone No. KATHLEEN HINKELMAN, MATERIAL CONTROL, G1-41, 376-7631		4. Date 9/12/94	
		5. Project Title/No./Work Order No. HANFORD INVENTORY PROGRAM USER'S MANUAL	6. Bldg./Sys./Fac. No. N/A	7. Approval Designator Q	
		8. Document Numbers Changed by this ECN (includes sheet no. and rev.) WHC-SD-GN-CSUD-30002 Rev.0	9. Related ECN No(s). EDT #142777	10. Related PO No. N/A	
11a. Modification Work [] Yes (fill out Blk. 11b) [X] No (NA Blks. 11b, 11c, 11d)		11b. Work Package No. NA	11c. Modification Work Complete KATHLEEN C. HINKELMAN NA Cog. Engineer Signature & Date	11d. Restored to Original Condition (Temp. or Standby ECN only) NA Cog. Engineer Signature & Date	
12. Description of Change HANFORD INVENTORY PROGRAM USER'S MANUAL - THIS IS A TOTAL REWRITE OF THE MANUAL BECAUSE AT LEAST SLIGHT CHANGES WERE NEEDED FOR ALMOST EVERY PAGE DUE TO IMPROVEMENTS AND CHANGES TO THE HIP DATABASE.					
13a. Justification Criteria Change [] Design Improvement [X] Environmental [] (mark one) As-Found [] Facilitate Const. [] Const. Error/Omission [] Design Error/Omission []					
13b. Justification Details THE JUSTIFICATION FOR THIS ECN IS THAT DUE TO THE ENHANCEMENTS AND CHANGES TO THE HIP DATABASE SYSTEM, THE MANUAL ALSO NEEDED TO BE CHANGED.					
14. Distribution (include name, MSIN, and no. of copies) ROBERT E. BOYKIN G1-10 2 ERIC E. FAIRCHILD X7-80 1 KATHLEEN C. HINKELMAN G1-41 2 CHRISTINE R. HOPKINS G1-26 1 HANK C. HUMPHREY S2-16 2 GARY W. SANDALL N1-57 1 CENTRAL FILE L8-04 2				RELEASE STAMP OFFICIAL RELEASE BY WHC DATE SEP 16 1994 #10	

A-7900-013-2 (06/94) GEF095

DISTRIBUTION OF THIS DOCUMENT IS UNLIMITED

A-7900-013-1 (06/92)

[illegible]

DISCLAIMER

Portions of this document may be illegible in electronic image products. Images are produced from the best available original document.

RELEASE AUTHORIZATION

Document Number: WHC-SD-GN-CSUD-30002, Revision 1

Document Title: Hanford Inventory Program User's Manual

Release Date: 9/9/94

* * * * *

This document was reviewed following the
procedures described in WHC-CM-3-4 and is:

APPROVED FOR PUBLIC RELEASE

* * * * *

WHC Information Release Administration Specialist:

C. Willingham
(Signature)

9/9/94
(Date)

SUPPORTING DOCUMENT

1. Total Pages 206

2. Title

HANFORD INVENTORY PROGRAM USER'S MANUAL

3. Number

WHC-SD-GN-CSUD-30002

4. Rev No.

1

5. Key Words

HIP, USER'S MANUAL, SYSTEM

6. Author

Name: K.C. HINKELMAN

K.C. Hinkelman
Signature

Organization/Charge Code W43720/J4372

7. Abstract

PROVIDES USERS WITH INSTRUCTIONS AND INFORMATION ABOUT ACCESSING AND OPERATING THE HANFORD INVENTORY PROGRAM (HIP) SYSTEM.

8. PURPOSE AND USE OF DOCUMENT - This document was prepared for use within the U.S. Department of Energy and its contractors. It is to be used to perform, direct, or integrate work under U.S. Department of Energy contracts. This document is not approved for public release until reviewed.

STATUS - This document copy, since it is transmitted in advance of patent clearance, is made available in confidence solely for use in performance of work under contracts with the U.S. Department of Energy. This document is not to be published nor its contents otherwise disseminated or used for purposes other than specified above before patent approval for such release or use has been secured, upon request, from the Patent Counsel, U.S. Department of Energy Field Office, Richland, WA.

DISCLAIMER - This report was prepared as an account of work sponsored by an agency of the United States Government. Neither the United States Government nor any agency thereof, nor any of their employees, nor any of their contractors, subcontractors or their employees, makes any warranty, express or implied, or assumes any legal liability or responsibility for the accuracy, completeness, or any third party's use or the results of such use of any information, apparatus, product, or process disclosed, or represents that its use would not infringe privately owned rights. Reference herein to any specific commercial product, process, or service by trade name, trademark, manufacturer, or otherwise, does not necessarily constitute or imply its endorsement, recommendation, or favoring by the United States Government or any agency thereof or its contractors or subcontractors. The views and opinions of authors expressed herein do not necessarily state or reflect those of the United States Government or any agency thereof.

9. Impact Level Q

10. RELEASE STAMP

APPROVED FOR
PUBLIC RELEASE

EW
9-94

MASTER

RECORD OF REVISION		(1) Document Number WHC-SD-GN-CSUD-30002	Page 1
(2) Title HANFORD INVENTORY PROGRAM USER'S MANUAL			
CHANGE CONTROL RECORD			
(3) Revision	(4) Description of Change - Replace, Add, and Delete Pages	(5) Cog. Engr.	(6) Cog. Mgr. Date
RS 1	Total rewrite of the manual due to enhancements and changes to the HIP database. Incorporate ECN #607445 <hr/> (7) Initial Issue No., EDT No., Date Initial Issue WHC-SD-GN-CSUD-30002, REV. 0; EDT # 142777; May 14, 1993	K.C. Hinkelman <i>K.C. Hinkelman</i>	R.E. Boykin <i>R.E. Boykin 9/13/94</i>

<u>Section</u>	<u>Title</u>	<u>Page</u>
1.0	INTRODUCTION	1
1.1	PURPOSE	1
1.2	SCOPE	1
1.3	SYSTEM ENVIRONMENT	1
1.4	DATABASE DESIGN	1
1.5	USERS	2
1.6	SYSTEM MAINTENANCE	2
	1.6.1 System Custodian	2
	1.6.2 Material Systems	2
	1.6.3 Problem Reporting	2
1.7	SYSTEM AVAILABILITY	2
	1.7.1 Database Backups	2
1.8	REPORTS	3
	1.8.1 Reports Processing Schedule	3
	1.8.2 Report Availability	3
	1.8.3 Ad-Hoc Reports	3
1.9	SECURITY	3
	1.9.1 Password Control	3
1.10	ACCESS CAPABILITIES	3
1.11	DEFINITIONS	3
1.12	TRANSACTION CODES	4
1.13	ERROR HANDLING	4
2.0	ADVANCED REVELATION TERMS AND CONCEPTS DEFINITIONS	1
2.1	TRANSACTION CODES	8
3.0	ADVANCED REVELATION SCREEN NAVIGATIONS	1
4.0	LOGGING ON	1
5.0	SCREEN NAVIGATION AND MENU OVERVIEW	1
6.0	ENTERING DISBURSEMENT INFORMATION	1
6.1	STORE ORDER	2
6.2	MODIFYING STORE ORDER HEADER INFORMATION	6
6.3	STATUS STORE ORDER	8
6.4	CREATE PICK TICKETS	10
6.5	CONFIRMING PICKS	11
6.6	ADJUSTING STORE ORDERS AND BACKORDERS.	13
6.7	DECLARATION OF EXCESS	15
6.8	CAPITAL PLANT EQUIPMENT (PET).	19
6.9	DISPOSING PROPERTY (PDR)	23
6.10	RESERVING INVENTORY	26
6.11	RELEASE TO SHIP.	29
6.12	TRANSFERRING STORES MATERIAL	32
7.0	INQUIRY MENU.	1
7.1	INQUIRY BY STOCK NUMBER	2
7.2	INQUIRY BY EQUIPMENT	4
7.3	INQUIRY BY MANUFACTURER NAME	6

<u>Section</u>	<u>Title</u>	<u>Page</u>
7.4	INQUIRY BY PART APPROVED NAME	8
7.5	INQUIRY BY JOB REFERENCE NUMBER	10
7.6	INQUIRY BY REQUESTOR	12
7.7	STORE ORDER INQUIRY BY STOCK NUMBER	14
7.8	STORE ORDER INQUIRY BY PAYROLL NUMBER	16
8.0	MAINTENANCE MENU.	1
8.1	MAINTAINING PART AND EQUIPMENT INFORMATION	2
	8.1.1 Entering Part Information	3
	Inventory Adjustment Request	
	8.1.2 Entering Equipment Information	7
	Inventory Adjustment Request	
	8.1.3 Entering General Supplies Information.	11
	8.1.4 Changing Warehouse Storage Location.	14
	8.1.5 Warehouse Storage Request (Convenience Storage).	17
	8.1.6 Non-Physical Inventory Adjustment.	24
	(Balance on Hand and Value)	
	8.1.7 Physical Inventory Adjustment	28
	8.1.8 Updating Purchasing Activity	32
8.2	MAINTAINING TABLE INFORMATION	1
	8.2.1 Area Table	2
	8.2.2 Warehouse Table	5
	8.2.3 Stock Class Table	7
	8.2.4 Stock Caption Table	9
	8.2.5 Stock Class Caption Table	11
	8.2.6 Restricted Distribution Table	13
	8.2.7 Approved Noun Table	15
	8.2.8 Building Number Table	17
	8.2.9 Employee Table	19
	8.2.10 Property Table	21
8.3	PART STATUS	1
9.0	RECEIPTS CONFIRMATIONS.	1
9.1	COMPONENT MATERIAL TRANSFER	2
9.2	CREDIT STORE ORDER	6
9.3	PLANT EQUIPMENT TRANSFER	9
9.4	PURCHASE ORDER	13
9.5	STORES MATERIAL TRANSFER	16
9.6	TRANSFER FROM EXCESS	19
9.7	WORK IN PROGRESS	22
9.8	SHOP STOCK	25
10.0	VIEWING ON-LINE REPORTS	1
10.1	BACK ORDER NOTICE	2
10.2	PRINTING PICK TICKETS	4
10.3	INVENTORY BACK ORDER	6
10.4	STORAGE LOCATION	8
10.5	PIDS EXCEPTION	10
10.6	INTERFACE ERROR REPORT (REJECT REPORT)	12
10.7	REDIRECT PRINTER	14

<u>Section</u>	<u>Title</u>	<u>Page</u>
10.8	EASYWRITER	16
10.9	SOFT REPORTING	18
10.10	HIPSP13R PARAMS	21
10.11	CONVENIENCE STORAGE BY AREA	23
10.12	STORAGE REPORT BY NOUN	25
10.13	SHOP STOCK AND CAPITAL PO RECEIPT REPORT	27
11.0	NETWORK SOFTWARE ACCESS	1
12.0	CHANGING PASSWORD	1
13.0	EXITING HIP	1
14.0	STANDARD ENTRY GUIDE.	1
15.0	SYSTEM ACCESS CONTROL	1
15.1	PURPOSE	1
15.2	SCOPE	1
15.3	RESPONSIBILITY	1
	15.3.1 User Manager	1
	15.3.2 Manager, Material Control	1
15.4	REQUIREMENTS	2
	15.4.1 Access Control	2
	15.4.2 Software Application Access	2
	15.4.3 Database Access	2
	15.4.4 Password Control	2
15.5	REFERENCES	2
15.6	BIBLIOGRAPHY	2
	APPENDIX A - HIP USER PASSWORD REQUEST	3
16.0	TRAINING PLAN	1
16.1	PURPOSE	1
16.2	SCOPE	1
16.3	TRAINING MATRIX	1

INTRODUCTION

1.0 INTRODUCTION

1.1 PURPOSE

The objective of this document is to provide the Materials Management personnel information to access and operate the Hanford Inventory Program (HIP) system.

1.2 SCOPE

The Hanford Inventory Program is an integrated control system that provides a single source for the management and control of equipment, parts, and material warehoused by Westinghouse Hanford Company in various site-wide locations. The inventory is comprised of spare parts and Equipment, shop stock, special tools, essential materials, and convenience storage items. The HIP replaced the following systems: ACA, ASP, PICS, FSP, WSR, STP, and RBO.

In addition, HIP manages the catalog maintenance function for the General Supplies inventory stocked in the 1163 Building and managed by WIMS.

1.3 SYSTEM ENVIRONMENT

The HIP utilizes a Micro-LAN/LSIS operating environment. The micro environment utilizes Advanced Revelation on the Local Area Network (LAN) to run the HIP interactive processes against the HIP database on a dedicated file server, which is located in the 700 Area.

The mainframe environment utilizes various software packages on the NAS 9080 (LSIS) to run the HIP batch processes against a VSAM database.

1.4 DATABASE DESIGN

There are two HIP databases. One which resides on the HIP dedicated file server on the LAN and is updated interactively. The second database resides on tape on the LSIS, and is loaded only for the weekly HIP batch update processes; or ad-hoc user queries.

The databases consist of equipment, part, storage location, transaction activity, and supporting table records. However, only the current processing weeks activity is maintained on the file server.

The database on the LSIS is loaded from tape to disk in order to process the HIP weekly batch production run, and is then unloaded to tape for storage. The database is loaded from tape to disk whenever ad-hoc reports are requested. Whenever the database is loaded, an automatic unload procedure shall be initiated to process the reports in overnight batch mode. Whenever possible, requests for database information will be satisfied through Soft Reporting. All user initiated ad-hoc reports are generated using NOMAD or Easytrieve against the LSIS HIP database.

INTRODUCTION

1.5 USERS

The primary users of the HIP system are the following Materials Management functions: Material Control, Site Warehousing Services, and General Supplies Inventory Control. Secondary users are: Inventory & Property Accounting, Property Management, and various site-wide Materials Management customers.

1.6 SYSTEM MAINTENANCE

1.6.1 System Custodian

Administration of problem resolution, changes, or enhancements to the HIP system, both administrative and automated, is the responsibility of the Material Control organization. Requests for problem resolution, changes, or enhancements must be submitted to the Manager, Material Control, or the HIP Administrator for appropriate action. Changes agreed to will be submitted to Material Systems for processing.

1.6.2 Material Systems

The management and control of changes to the automated portion of the HIP system are the responsibility of Material Systems. All requests for changes or enhancements will be evaluated for cost effectiveness and appropriate solution. The cognizant Systems Analyst will prepare the Change Definition and Request for IRM services.

1.6.3 Problem Reporting

Users should report all system related problems to the designated material control HIP Administrator.

1.7 SYSTEM AVAILABILITY

The HIP database is available through the LAN on the 700 Area file server 15 hours a day. Access to the HIP file server database is limited to a maximum of sixteen (16) users at a time.

1.7.1 Database Backups

The HIP database is backed-up on the 700 Area file server each night at 10:00 p.m. Users will be automatically logged off the system every night at 10:00 p.m., and will not be allowed reaccess until the backup process is complete.

Weekly backups to the LSIS are processed every Monday night. Users will be automatically logged off the system at 4:15 p.m., and will not be allowed reaccess until the backup process is complete.

1.8 REPORTS

1.8.1 Reports Processing Schedule

Monthly and quarterly HIP reports are updated on the LSIS on the last Saturday of each month.

1.8.2 Report Availability

The HIP reports are available on the HLAN Soft Reporting utility. Updated reports are loaded on the Soft Reporting file server on Monday, and are available to the user on Tuesday.

1.8.3 Ad-Hoc Reports

Requests for special ad-hoc reports should be directed to the Manager, Material Control or the HIP Administrator.

1.9 SECURITY

1.9.1 Password Control

A password is required in order to access either of the HIP databases. Passwords will be assigned to users on a "need to know" basis and must be authorized by one of the primary user group's managers.

Passwords will be assigned to users by IRM upon receipt of a Request for Services (RFS) from Material Systems system analyst.

Access to the HIP reports through Soft Reporting may be accomplished by anyone that has access to LAN.

1.10 ACCESS CAPABILITIES

Access capability to update the HIP database is restricted to the primary users through specification of the Advanced Revelation restriction level utility. Material Control and Site Warehousing Services have update authorization to all processes except General Supplies catalog maintenance functions.

Secondary users access to the HIP database is restricted to "query only".

1.11 DEFINITIONS

Section 2.0 provides a brief and simple definition of the key Advanced Revelation (AREV) terms and concepts used throughout this users guide to describe various system functions.

INTRODUCTION

1.12 TRANSACTION CODES

Section 2.1 provides an index of the two digit transaction code, abbreviation, and short descriptive title.

1.13 ERROR HANDLING

The grid provides the user error message and required action to eliminate the error message.

* Required element entries are identified within each screen definition/description section.

DATA WINDOW	DATA ELEMENT	ERROR MESSAGE	ACTION	TYPE OF ERROR
All screens.	* All fields with required entries.	Required entry cannot skip.	User must enter information prior to continuing.	Critical.
<F9> SAVE	Saving without all required entries.	This record cannot be saved until all required fields are entered.	User must enter all required fields prior to saving.	Critical.
<ESC> QUIT	Escaping out of a screen without saving first.	Changes will be lost ... Repeat to continue.	User must enter all required fields before saving and then escaping.	Critical.

2.0 ADVANCED REVELATION TERMS AND CONCEPTS DEFINITIONS

Account - A collection of files that contains related information, such as payroll or inventory records. Accounts protect information from being accessed and updated by unauthorized users.

Advanced Revelation (AREV) - Database management computer software HIP uses to update and maintain the system.

Allocated - On-hand inventory which has been assigned to an order, but not yet shipped.

Alphanumeric Field - A field which may contain both letters and numbers, but cannot be used in arithmetic operations.

Backorder - An order containing one or more backordered line items, items for which stock was not available when the order was entered into the system.

Batch Updating - Records in a file are changed by accessing them through an application window. The record is retrieved, modified by the user, and re-written to the file. This process is repeated for each record to be changed. Through the use of the batch update process, uniform changes to all (or a selected group) of records in a given file may be made quickly without tedious manual labor, and with a high degree of reliability.

Broken Borders - Indicates there is more information displayed in a window. User may access this information by pressing the <F7> Pan key.

Browse - Used to scan through a series of records with the Alt-B and Alt-F keys in order to locate or view the exact record you want. The Browse list operates in a circular fashion. When a user reaches the end of the browse list, the system will circle back to the beginning and continue through the list again.

Catalog Only Item - An item previously stocked in the inventory. Used for catalog reference only.

Command Level (TCL) Key - User may accomplish any Revelation task by issuing commands directly at the TCL Command Level. Access to the TCL level is accomplished by pressing the <F5> key.

Concept Help Window - Provides information on use of the entire screen.

Data Dictionary - A definition of the database files and fields and their attributes.

Decimal - A number system based on the number 10, used in everyday arithmetic.

**ADVANCED REVELATION TERMS AND
CONCEPTS DEFINITIONS**

Default - A system-supplied value which may be accepted by the user when the Enter key is pressed. Some defaults may be overridden by entering another value in a valid format.

Detail Help Window - Provides information on using the screen prompts.

Dictionary Files - Stores information in a file about the format and layout of the dictionary for records in that file.

Display Length - All fields in Revelation are variable length fields. If an entry is longer than the entry line provided by the window, the characters roll across the entry line as the user types them. Use the right and left arrow keys, or the Home and End keys to move through the characters.

Edits - A format against which input data is checked to make sure it matches the prescribed format. Data not matching the format is rejected, and the user sees a message that the data did not meet editing criteria and a list of accepted formats.

Literals - Data must match some literal text.

Ranges - Data must fall within a specified numeric range.

Conversions - Data must be able to be converted by Revelation into a date, time, decimal number, etc.

Verifile - Data must be checked against another file in order to be valid.

User Specified - Data must meet criteria specified by a program.

Entry Lines - Areas used to enter or display data on the screen.

Entry Type - Controls data entry at the prompt. Specifications made at this prompt allow the user to protect data displayed at the prompt entry line.

R - Required entry. User must make an entry at this prompt before the system will allow user to move to the next prompt.

O - Optional entry or Not Required. User may or may not make an entry at this prompt.

P - Protected entry. User may not make any changes to the data displayed at this prompt.

F - Filled or Default entry. When the record is created or updated, the prompt's entry line is automatically filled with data from the Default prompt.

FP - Filled and Protected entry. The prompt's entry line is filled (defaulted), then protected.

RP - Required and Protected entry. User must make an entry at this prompt. After leaving the prompt, the user cannot go back and change the data.

Environment - A set of characteristics that affects the way an application looks and behaves.

Exploding Window - Indicates a special method of displaying a window. The window builds itself from the inside out when displayed on the screen, (i.e., Other Description window), so it appears to explode.

Field - Each record is divided into fields. A field contains a specific category of information from the record.

Field Name - Identifies the prompt's data dictionary field name.

Fields - Used to store data user enters and edits in Revelation windows.

Single Value Field - Displays a single value on one line.

Text Field - Displays a string of text that extends over one or more lines.

Multi-Value Field - Displays a series of distinct values belonging together in one field.

Associated Multi-Value Field - Displays a series of distinct and related values in separate multi-value prompts.

Key - The record's key or name which is used to give a unique identity to each record in a database file (i.e., stock number).

Dictionary Field - Field from a dictionary file.

Field Number - Points to the position in the record where the data is stored.

Field Type - Shows how the prompt identifies the data for each field.

F - Prompt points to a specific field in the record. This is the default field type.

S - Identifies a symbolic field which is used to do calculations or read information from another field.

N - Prompt is used to enter a file name when the window is run.

D - Prompt is used to enter a dictionary file name when the window is run.

File - A collection of data pertaining to one topic.

Formula - Advanced Revelation uses formulas to perform calculations and make the results of those calculations available to processes.

Indexing - Is a specially organized list of record keys. Indexed fields provide alternative ways to look up the information that is stored in the database. Indexes provide the user with a quick, flexible access to any record, and speed up the process of selecting and sorting records. If a file is indexed, Revelation will update the index every time a changed record is written to the file.

Cross Referencing Indexing - uses the individual words or character strings in the field as values in the index.

Headers - Specifies the column heading to be used on reports.

Labels - Text that is permanently displayed in the window on the screen, but not associated with any prompt or entry line.

Location - A place in the warehouse where inventory is stored. Locations belong to zones and to warehouses.

Locking - A way of protecting information when the database is accessed by more than one user at a time.

Exclusive Locking - The first user who calls a record obtains exclusive write privileges for that record. Under an exclusive lock, other users can display a record while it is locked, but the other user may not update the record. A locked out user will see messages indicating that the record is in use elsewhere, that the displayed data is protected, and that any changes cannot be saved.

Note: The locked out user will have to reaccess the record when it is no longer being used by the user who has set the lock.

Logging On - Refers to how a user enters Revelation to start a session.

Menu - A system that logically organizes Advanced Revelation processes and provides a pathway to each process.

Panning (F7) - Allows user to move through a window's virtual space so that the contents that are outside the display area may be viewed.

Password - A set of characters that a user must type before being allowed to enter Revelation of display windows.

Pick Confirm - A program to record that inventory items to be shipped against orders has been taken from its assigned storage locations.

Pick Location - The location from which inventory is to be taken for shipment against an order.

Pick Sequence - A program which assigns pick locations to designated orders and prints on the pick ticket.

Popup Window - A window which "pops up" to offer a user some options to choose from, or to display text on the screen.

Single Selection Popup - Performs a procedure or writes a value to a single-value field.

Multiple Selection Popup - Creates a list of fields, records, or files, or writes values to a multi-value field.

Display Only Popup - Displays system information or Help messages.

Note: User may exit any Popup without making a selection by pressing the ESC (Escape) key.

Primary Service Area - An area from which orders are picked from first for shipment.

Prompts - Identifies the data to be entered or displayed on the screen.

Prompt Width - The number of characters displayed in the prompt's entry line.

Receipt Confirm - A program to record that receipts have been placed into storage in the warehouse.

Record - Each entry in a file is a record.

Record Keys - Each record in a file has a special field which is used as the record key (i.e., stock number, Area ID). The record key, also known as the primary key, is a unique identifier by which a record can be distinguished from any other record.

Refresh Key (F8) - Clears all the data displayed in the window without updating the record, or initiating a process.

Relating Windows - Several windows can be displayed at a time, users do not need to leave a current window to look up or modify information in another window.

Relationships - Revelation files are linked together through a process called relational indexing (i.e., joining one file to another). Files which are related together allow a user to access, display, or update information from several different files at once.

Reserved Quantity - A future order quantity without a single requested delivery date. Inventory is not confirmed on a reserved order quantity until the order has been released.

Restriction Levels - Restrict access to different windows in a user account.

Shelf Life Expiration Date - The date a lot-tracked product expires.

Softkeys - Any of the keys Shift<F1> through Shift<F10>, or Alt<F1> through Alt<F10> that have been set aside by Revelation or by the programmer to execute specified functions.

Status Line - Consists of two status lines at the bottom of the screen that provide detailed information about where a user is in Advanced Revelation and what kind of work the user is currently performing.

Process - Names the current process (i.e., Menu, Window, Popup).

Filter - Shows if a filter is active.

Position - Specifies the current row position and the total number of rows for the multi-valued prompt, text prompt, or window.

Macro - Names the set of macro keys active for the current user.

User - Identifies the name under which user is logged on.

Background - Provides information about background indexing.

Level - Shows the current level number (i.e., when user first starts Advanced Revelation they are at Level 1).

Tab Stop - Allows users to jump to commonly used prompts by pressing the Alt-T key.

Transaction Code (TC) - Identifies the inventory transaction type that occurred against a line item.

User - Set of attributes that defines how the Revelation environment will operate for a specific user name.

Variable Field Length - Each field can be a variable length. The field may contain as many characters of data as needed.

Video Attributes - Affect how an applications windows, menus, popups, and messages look when they are displayed.

Virtual Space - Complete layout of prompts and labels defined for a window.

Windows - Bordered areas on the screen that contain prompts and entry lines.

Application Windows - Windows used to enter or modify data in the HIP database.

Collector Windows - gather information for a process the user is executing.

Related Windows - Allow the user to view and edit records in related files at the same time.

2.1 TRANSACTION CODES

Following is the HIP Transaction Codes and abbreviated titles.

TC	Abbrev	Title
01	INSERT	Master Record Insert
02	MODIFY	Master Record Modify
20	PI-ADJ	Physical Inventory Adjustment
21	BOH-ADJ	Balance On Hand/Value Adjustment
35	PO-DUE	Purchase Order Due-In
50	SMT-R	Stores Material Transfer Receipt
51	TFE-R	Transfer From Excess Receipt
52	WIP-R	Work In Progress Receipt
53	PET-R	Plant Equipment Transfer Receipt
54	CR-SO	Credit Store Order
55	CMT	Component Material Transfer
56	RR	P.O. Receiving Report
72	RL-SHIP	Release To Ship
73	PET-W	Plant Equipment Transfer Withdrawal
74	DOE	Declaration Of Excess
75	PDR	Property Disposal Request
77	SO	Store Order
78	SMT-W	Stores Material Transfer Withdrawal
79	BO-F	Backorder Fill
80	AOQ/OOQ	Store Order or Backorder Adjustment
89	PO-DEL	Purchase Order Delete
98	CC-ADJ	Class Caption Adjustment
99	DELETE	Master Record Delete

3.0 ADVANCED REVELATION SCREEN NAVIGATIONS AND CONVENTIONS

CHOOSING THE MAIN MENU OPTIONS

<u>Keyboard Key:</u>	<u>Description:</u>
▪ Type first letter of the option	To go directly to any option
▪ Space bar	To go to the next option
▪ Arrow Keys	To move through the options
▪ Home	To go to the first option
▪ End	To go the last option
▪ <ESC> (Escape).	Return to previous window or menu

MOVING THE CURSOR

▪ Right Arrow	Moves the cursor right one character (non-destructive).
▪ Left Arrow	Moves the cursor left one character (non-destructive).
▪ Space bar	Moves the cursor right one character (destructive).
▪ Backspace	Moves the cursor left one character (destructive).
▪ Tab	Moves cursor to next tab stop.
▪ Shift-Tab	Moves cursor to previous tab stop.
▪ Ctrl-Right Arrow	Moves cursor right one word.
▪ Ctrl-Left Arrow	Moves cursor left one word.
▪ End	Moves cursor to the last character in the line.
▪ Home	Moves cursor to the first character in the line.
▪ Down Arrow	Moves cursor down one line (if there is more than one line available).
▪ Up Arrow	Moves cursor up one line (if there is more than one line available).

- PgDn (Page Down) Moves cursor down one page of data in a multi-value field.
- PgUp (Page Up) Moves cursor up one page of data.
- Down Arrow or Ctrl-PgDn Moves cursor down one prompt in a single value field, or at the top line of a multi-value or text field in a multi-value field.
- Up Arrow or Ctrl-PgUp Moves cursor up one prompt in a single value field, or at the top line of a multi-value or text field.

F1 KEYS (PRESS ESC TO EXIT EACH FUNCTION)

- <F1> Displays Context help popup for the current prompt, window, or menu.
- <F2> In windows, displays a popup list of valid Options at the current prompt. Use the arrow keys to highlight an option and press <ENTER> to select it. Some popups allow selection of more than one, some have no options.
- <F3> Zoom - Expands the editing area for a field, use if more window area is needed to enter data at a prompt.
- <F4> Activates the editor when the user wants to change existing text in a line. Activating Edit at the beginning of the line to be edited will preserve pre-existing text.
- <F5> Displays The Command Level (TCL) window for direct entry of commands. (Not available to most users.)
- <F6> Displays a list of active Softkeys. Softkeys perform special processes and may be selected from the list by pressing <ENTER>.
- <F7> Use the arrow keys and the <PgUp> and <PgDn> keys to Pan or move a user to view a screen that is split on two pages without having to cursor through the fields.

- <F8> Refresh the screen without exiting, all data displayed is cleared from the window.
- <F9> Will Save all data in an application window or will cause Revelation to respond to instructions if in a collector window.
- <F10> Displays the Main Menu. Use F10 to suspend the current process (even while in the middle of entering data in a window) and bring up the main menu. Press [ESC] to return to the process.
- Ctrl<F1>. Displays General Help information on how to use the three levels of help. Also provides a Function key template and a popup selection for additional help records.
- Ctrl<F2>. Displays Concept Help; general information about the current process.
- Ctrl<F3>. Will Cut a block of text to a buffer to be recalled or "pasted" later. User enters the text then presses Ctrl<F3>. (Ctrl-B can be used to define the text at it's start and end.)
- Ctrl<F4>. Inserts or Pastes at the cursor position, a block of text that has been "cut" to a buffer.
- Ctrl<F5>. Table - Displays active records in a tabular mode. Window/Table view toggle.
- Ctrl<F6>. Displays a popup that lists the names of windows (if any) that are related to the current window. Relations can be used to display a related window without exiting the current window.
- Ctrl<F7>. Resize or change the size of the window currently displayed, by using the arrow keys and the <PgUp> and <PgDn> keys.

- Ctrl<F8>. Allows the current menu, window, or popup to be Moved by using the arrow keys to another position on the screen.
- Ctrl<F9>. Displays a list of Keys that are active for the current process. Choose a selection from the popup by pressing <Enter> to determine if it is an active key.
- Ctrl<F10> Filter - Produces a popup of options that allows a user to create and manage record key lists within any window.
- Shift<F1> Displays prompt's popup window.

ALT KEYS

- Alt-A Displays a popup of all prompts within the current window.
 - Alt-B Moves cursor back one record, when available.
 - Alt-D (Twice) Deletes the current record.
- Note: Before deleting a record, HIP asks for confirmation. To complete the record deletion, user must press the Alt-D keys again. To cancel the delete action and preserve the record, press any key other than Alt-D.
- Alt-F Moves cursor forward one record, when available.
 - Alt-I Allows user to edit browse list.
 - Alt-K Moves cursor to the record's key field prompt.
 - Alt-M Defines system macro keys.
 - Alt-P (Twice) Prints records in browse list using template.
 - Alt-T Moves cursor forward one tab prompt.
 - Alt-W Moves cursor to the middle of the prompt.
 - Alt-Y Moves cursor backward one tab prompt.

- Alt-Z (Twice) Re-formats a paragraph so text is lined up evenly on the right margin.

CTRL KEYS

- Ctrl-B Defines beginning and ending block.
- Ctrl-C At the cursor position, cuts current line into two lines.
- Ctrl-D Deletes current line and moves the next line of text up one line.
- Ctrl-E Provides editing capability in the subvalue window.
- Ctrl-J Joins current line with the following line.
- Ctrl-K Deletes all characters from start of current line to the cursor.
- Ctrl-L Deletes all characters from the cursor to end of current line.
- Ctrl-N Inserts a blank line and moves the current line down.
- Ctrl-U Clears block definition.
- Ctrl-X Deletes all characters in current line.

LOGGING ON

4.0 LOGGING ON

- From the Main HLAN Menu, Press <F3> key to access the Personal Menu.
- Highlight the "HIP" option on the menu and press <ENTER> key.
- Wait for the HIP screen to appear on the screen. (See Attachment 1). After the HIP file is attached, it will request the User Name. (See Attachment 2).
- Enter your Payroll Number in the "Enter User Name" window, and press <ENTER> key.
- Enter your user's password in the "Enter User Password" window (see Attachment 3), and press <ENTER> key.
- If a valid user, the system will be attached and the user will be taken to the HIP Main Menu.
- If not a valid user, the system will reject the entry and ask the user to try again. After three invalid attempts, the user will be returned to the HLAN Menu.

H I P

H A N F O R D I N V E N T O R Y P R O G R A M

R E L E A S E 1 . 0

Westinghouse Hanford Company

Processing, Please Wait.....

(C) Copyright 1990, by Revelation Technologies, Inc. All rights reserved.

H I P

H A N F O R D

Enter user name

P R O G R A M

RELEASE 1.0

Westinghouse Hanford Company

Processing, Please Wait.....
(C) Copyright 1990, by Revelation Technologies, Inc. All rights reserved.
Serial Number : A205916

H I P

H A N F O R D

Enter user password

P R O G R A M

RELEASE 1.0

Westinghouse Hanford Company

Processing, Please Wait.....

(C) Copyright 1990, by Revelation Technologies, Inc. All rights reserved.
Serial Number : A205916

5.0 SCREEN NAVIGATION AND MENU OVERVIEW

HIP Main Menu (M01)		
Disbursements Menu	Inquiry Menu	Maintenance Menu
Receipts Menu	Reports Menu	Network Software
Password	Exit	

PURPOSE: This screen allows the user to select the desired menu option to access additional menus or screens. When logging onto HIP, the system will always display the Main Menu first.

The main menu option contents are listed below:

■ Disbursements Menu: "Perform disbursements functions"

-Store Order	-Store Order Header Modification
-Store Order Status	-Create Pick Tickets
-Pick Confirmation	-Store Order/Backorder Adjustment
-Declaration of Excess	-Plant Equipment Transfer
-Property Disposal Request	-Reserved Inventory
-Release To Ship	-Stores Material Transfer

■ Inquiry Menu: "Inquiry Functions"

-Stock Number	-Equipment
-Manufacturer Name	-Part Approved Name
-Job Reference Number	-Requestor
-Store Order by Stock No.	-Store Order by Payroll Number

■ Maintenance Menu: "Perform file maintenance functions"

-Part/Equipment Maintenance	-Table Maintenance
-Part Status	

■ Receipts Menu: "Perform receipt functions"

-Component Material Transfer	-Credit Store Order
-Plant Equipment Transfer	-Receipt Confirmation
-Stores Material Transfer Receipt	-Transfer from Excess
-Work In Progress Receipt	-Shop Stock Receipt

■ Reports Menu: "Perform report functions"

-Back Order Notice	-Pick Ticket
-Inventory Back Order Report	-Storage Location
-PIDS Exception Report	-Interface Error Report
-Redirect Printer	-EasyWriter
-Soft Reporting	-HIPSP13R Params
-Convenience Strg by Area (CS-007)	-Storage Report by Noun (CS-008)
-Shop/Capital PO Receipt Report	

■ Network Software: "Network Software Access"

■ Password: "Change password"

■Exit: "Leave HIP"

■Select an option by pressing the red letter indicated for the specific desired menu option or, by using arrow keys to highlight the specific desired menu option, and then pressing <ENTER> key.

■Press <ESC> key to exit any menu option.

6.0 ENTERING DISBURSEMENTS MENU

HIP Main Menu (M01)		
Disbursements Menu	Inquiry Menu	Maintenance Menu
Receipts Menu	Reports Menu	Network Software
Password	Exit	
"Perform disbursements functions"		

PURPOSE: This screen allows the user to select the desired menu option to perform various disbursement functions.

- Press "D" or
- Highlight the "Disbursements Menu" option and press <ENTER> key.

HIP - Disbursements - Menu (M04)	
Store Order	Store Order Header Modification
Store Order Status	Create Pick Tickets
Pick Confirmation	Store/Order Back Order Adjustment
Declaration of Excess	Plant Equipment Transfer
Property Disposal Request	Reserved Inventory
Release To Ship	Stores Material Transfer

PURPOSE: This menu allows the user access to perform various disbursement transactions.

- Select an option by pressing the red letter associated with the specific desired menu option or by using arrow keys to highlight the specific desired menu option and pressing <ENTER> key.
- Press <ESC> key to exit any menu option.

6.1 STORE ORDER

HIP - Disbursements - Menu (M04)	
Store Order	Store Order Header Modification
Store Order Status	Create Pick Tickets
Pick Confirmation	Store Order/Back Order Adjustment
Declaration of Excess	Plant Equipment Transfer
Property Disposal Request	Reserved Inventory
Release To Ship	Stores Material Transfer
"Inventory disbursement to authorized users"	

PURPOSE: This menu option allows the user to process a Store Order transaction to disburse inventory items to authorized users.

- Press "S" or
- Highlight the "Store Order" option and press <ENTER> key.
- Press <ESC> key to exit menu option.

Hip Store Order				
<F1> Help		9> Save		<ESC> Quit
10/11/91 14:18:53				
TRANSACTION: NUMBER		DATE		REFERENCE
IMPACT LEVEL		SAFETY CLASS		PICK AREA
DELIVER PAYNO MSIN	AREA	NAME	BLDG	PHONE ROOM
COST CENTER WORK PACKAGE		FOREMAN CD	ACCOUNT CLASS	TPCN NO

PURPOSE: This screen is used to initialize a store order number, and also to input all the "Deliver To" information for a new store order. The system automatically assigns a unique store order number to the transaction.

NOTE: Press <ENTER> key or ↓ key to forward through the fields.

- **TRANSACTION:** System will automatically default the NUMBER, DATE, and REFERENCE fields.
- **IMPACT LEVEL:** User may enter a one digit number or letter.
- **SAFETY CLASS:** User may enter either 1, 2, 3, or 4.
- **PICK AREA:** (REQUIRED ENTRY/EDITED) User must enter a Valid Area ID. Press <F2> key for list of Valid Area ID's. Use arrow keys to highlight desired option and press <ENTER> key.
- **DELIVER PAYNO:** (REQUIRED ENTRY) User must enter a five digit payroll number of the person who is to receive the material. System will automatically fill the NAME, PHONE, and MSIN fields.
- **AREA:** (REQUIRED ENTRY) User must enter the area where the material is to be delivered.
- **BLDG:** (REQUIRED ENTRY) User must enter the building where the material is to be delivered.
- **ROOM:** User may enter the room where the material is to be delivered.
- **COST CENTER:** (REQUIRED ENTRY) User must enter the Company ID letter and the five digit Cost Center number.
- **FOREMAN CODE:** User may enter up to a two digit number.
- **ACCOUNT CLASS:** User may enter up to a six digit number.
- **TPCN NO:** User may enter up to a six digit number.
- **WORK PACKAGE:** User may enter up to a thirteen digit number.

ENTERING DISBURSEMENTS MENU

NOTE: Transaction Reference Number should be written onto the Store Order document for filing and future reference purposes.

- Press <F9> key to save the Header information. The Store Order Item Screen will automatically popup.

Note: Changes can be made to the header information after the Store Order has been saved (<F9>). See Section 6.2, Modifying Store Order Header Information.

Hip Store Order Item		
<F1> Help	<F9> Save	<ESC> Quit
TRANSACTION NO	22238	ITEM NO 1
STOCK NO	ORDER QTY	BO (Y/N)
PART DESCRIPTION		
<Shift-F1> Part Status		

PURPOSE: This screen is used to order items in inventory. It is also used to establish a backorder if the customer has indicated a backorder, and if sufficient quantity of stock requested is not available.

- STOCK NO: (REQUIRED ENTRY/EDITED) User must enter the complete stock number for the item being ordered. After pressing <ENTER> key, the part description for that stock number will be displayed.

NOTE: If the stock number has been identified as a Restricted Item, the system will notify the user that a Release Code is required by displaying a pop-up window supplying the Restricted Code Custodian and telephone number. At that time, the user must contact the custodian for the Release Code and enter it into the pop-up window to continue the transaction.

- ORDER QTY: (REQUIRED ENTRY) User must enter the order quantity.
- BO (Y/N): System will not allow access to the backorder indicator prompt if there is sufficient stock on hand to fill the order. If there is not sufficient stock on hand, the user may enter "Y" to indicate a backorder status, or "N" for no backorder. If left blank, system will default to "N".

NOTE: At any point, the user may press Shift <F1> for the Part Status popup window which displays the current balance on hand quantity, allocated

quantity, and available quantity. While in the Part Status window, user may also press Shift <F2> for complete multi-area part status information. Press <ESC> key to exit the popup windows.

- Press <F9> key to save the store order item entry. The store order item screen will display again for additional item entry. (Limit one transaction number per store order, but unlimited number of line items).
- Press <ESC> key when entry is complete. System will ask via a popup window "Do you want to Generate Pick Records for this order now (Y/N)?" System will default to "Y". By accepting the default, Pick Tickets will be printed. If user selects "N", pick tickets will need to be generated at a later time by entering Disbursements Menu, Create Pick Tickets, then entering the Reports Menu, Pick Ticket.
- Press <ESC> key to return to menu.

NOTE: The Pick Ticket must be confirmed to complete the transaction process. Refer to the "Pick Confirmation" section of this manual. To reduce an order quantity, or cancel a backorder, see Section 6.6, Store Order/Back Order Adjustment.

6.2 MODIFYING STORE ORDER HEADER INFORMATION

HIP - Disbursements - Menu (M04)	
Store Order	Store Order Header Modification
Store Order Status	Create Pick Tickets
Pick Confirmation	Store Order/Back Order Adjustment
Declaration of Excess	Plant Equipment Transfer
Property Disposal Request	Reserved Inventory
Release To Ship	Stores Material Transfer
"Modify Store Order Header Information"	

PURPOSE: This menu option allows the user to modify Store Order header information.

- Press "M" or
- Highlight the "Store Order Modification" option and press <ENTER> key.
- Press <ESC> key to exit menu option.

Hip Store Order Header Modification			
<F1> Help		<F9> Save	<ESC> Quit
		10/11/91 14:27:29	
TRANSACTION: NUMBER _____ DATE _____ REFERENCE _____			
IMPACT LEVEL		SAFETY CLASS	
PICK AREA		PICK AREA	
DELIVER PAYNO		NAME	
MSIN	AREA	BLDG	PHONE ROOM
COST CENTER		FOREMAN CD	
WORK PACKAGE		ACCOUNT CLASS	
		TPCN NO	

PURPOSE: This screen allows the user to modify store order header information after the item has been saved, but before the pick tickets have been confirmed. The only modifications allowed on the Header are to the "Deliver to" person and address, as well as the Cost Center, Foreman Code, Account Class, and TPCN Number.

NOTE: Use <ENTER> key or ↓ key to forward through the fields.

- NUMBER: (REQUIRED ENTRY/EDITED) User must enter the transaction number of the store order header to be modified. Press <F2> key for a list of transaction numbers that may be modified. User may select one of these by using arrow keys to highlight the desired option, then pressing the <ENTER> key. All the information on the screen will be automatically filled.
- To modify, type over existing information.
- Press <F9> key to save the changes.

NOTE: To update item information go to "Store Order/Backorder Adjustment" option of this menu.

6.3 STATUS STORE ORDER

HIP - Disbursements - Menu (M04)

Store Order	Store Order Header Modification
Store Order Status	Create Pick Tickets
Pick Confirmation	Store Order/Back Order Adjustment
Declaration of Excess	Plant Equipment Transfer
Property Disposal Request	Reserved Inventory
Release To Ship	Stores Material Transfer
"Store Order Status"	

PURPOSE: This menu option allows the user to obtain information on the status of a Store Order.

- Press "0" or
- Highlight the "Store Order Status" option and press <ENTER> key.
- Press <ESC> key to exit menu option.

ENTERING DISBURSEMENTS MENU

Manual WHC-SD-GN-CSUD-30002 REV.1
Section HIP-6
Page 9 of 34
Effective Date April 23, 1993
Organization Material Control

Hip Store Order Status					
<F1> Help <ESC> Quit			10/11/91 14:20:54		
STORE ORDER NO		IMPACT LEVEL	SAFETY CLASS	PICK AREA	
DELIVER PAYNO MSIN	AREA	NAME	BLDG	PHONE ROOM	
COST CENTER WORK PACKAGE		FOREMAN CD	ACCOUNT CLASS	TPCN NO	
STOCK NO	QTY ORDERED	QTY ALLOC	QTY BO	QTY RSVD	FILL QTY

PURPOSE: This screen allows the user to enter a store order transaction number to display complete store order information to include the Deliver To and Cost details as well as each item's status.

- STORE ORDER NO: (REQUIRED ENTRY/EDITED) User must enter the five or six digit transaction number from the reference number of the store order. Press <F2> key for a list of Store Order Transaction Numbers.
- Press <ENTER> key and all other fields will display.
- Press Shift <F1> for the Store Order Item status popup screen. All information is display only.
- Press <ESC> key to exit all screens and return to menu.

6.4 CREATE PICK TICKETS

HIP - Disbursements - Menu (M04)	
Store Order	Store Order Header Modification
Store Order Status	Create Pick Tickets
Pick Confirmation	Store Order/Back Order Adjustment
Declaration of Excess	Plant Equipment Transfer
Property Disposal Request	Reserved Inventory
Release To Ship	Stores Material Transfer
*Generate Pick Records for Store Orders, SMT's, and PET's	

PURPOSE: Upon entering this menu option, the process will begin to create pick tickets for all Store Orders, Store Material Transfers (SMT), Plant Equipment Transfers (PET), and Backorders which were previously entered, but for which the pick tickets had not yet been created.

- After the "Create Pick Tickets" program has run, system will automatically return to the menu.
- At this point, the user may go to the "Reports" menu and print the pick tickets from the "Pick Ticket" option.

NOTE: At any time while the "Create Pick Tickets" program is running, the user may abandon the process by pressing the <ESC> key. The system will ask you to confirm with a "Y" or "N" to continue the process. The system will default to "Y" by pressing <ENTER> key and will return to the menu.

6.5 CONFIRMING PICKS

HIP - Disbursements - Menu (M04)

Store Order	Store Order Header Modification
Store Order Status	Create Pick Tickets
Pick Confirmation	Store Order/Back Order Adjustment
Declaration of Excess	Plant Equipment Transfer
Property Disposal Request	Reserved Inventory
Release To Ship	Stores Material Transfer
"Confirm Store Order Pick"	

PURPOSE: This menu option allows the user to record disbursing information for an item taken from the inventory.

- Press "P" or
- Highlight the "Pick Confirmation" option and press <ENTER> key.
- Press <ESC> key to exit menu option.

Pick Confirmation			
<F1> Help <F9> Save <ESC> Quit		10/11/91 14:22:44	
PICK TICKET NO	REFERENCE	ITEM NO	
DELIVERY PAYNO	DELIVERY NAME		
	DELIVERY PHONE		
STOCK NO	AREA ID		
STORAGE LOCATION	LOCATION FILL QTY	BALANCE ON HAND	
TRANS FILL QTY		PET PROPERTY NUMBERS - <Shift-F1>	
TOTAL FILL QTY		PIC RESERVED QTY	

PURPOSE: This screen is used to record the storage location and quantity where stock was taken from to fill a store order.

NOTE: Any changes to the item confirm information must be made prior to pressing the <F9> save key.

- **PICK TICKET NO:** (REQUIRED ENTRY/EDITED) User must enter the pick ticket number which is printed on the upper right hand corner of the pick ticket. Press the <ENTER> key and all fields will automatically display except for the LOCATION FILL QTY.
- **LOCATION FILL QTY:** (REQUIRED ENTRY/EDITED) User must place the cursor to the right of the storage location which the stock was taken from and enter the quantity of stock picked from that location. The Location Fill Quantity must be less than or equal to the Storage Location Balance on Hand. The Total Fill Quantity must be less than or equal to the Area Balance on Hand.

NOTE: As the Location Fill Quantity is entered on the screen, the same amount should be written on the pick ticket to verify quantity filled.

- **PET PROPERTY NUMBERS:** When issuing a property tag item, press Shift <F1> to enter the Property Table, find the corresponding property number and press Alt <D> twice to delete from the table. Press <ESC> key to return to the "Pick Confirmation" screen.
- Press <F9> key to save the pick confirmation. The screen will appear again to allow user to make another entry.
- Press <ESC> key to return to menu.

6.6 ADJUSTING STORE ORDERS AND BACKORDERS

HIP - Disbursements - Menu (M04)	
Store Order	Store Order Header Modification
Store Order Status	Create Pick Tickets
Pick Confirmation	Store Order/Back Order Adjustment
Declaration of Excess	Plant Equipment Transfer
Property Disposal Request	Reserved Inventory
Release To Ship	Stores Material Transfer
"Adjust Store Order Item Ordered Qty"	

PURPOSE: This menu option allows the user to modify or cancel a backorder.

- Press "B" or
- Highlight the "Store Order/Back Order Adjustment" option and press <ENTER> key.
- Press <ESC> key to exit menu option.

Hip Store Order Item-Modification				
<F1> Help	<F9> Save	<ESC> Quit	STORE ORDER NO	ITEM NO
STOCK NO	ORDER QTY	BO (Y/N)		
PART DESCRIPTION				
ALLOC QTY	BO QTY	RESERVED QTY	FILL QTY	

PURPOSE: This screen allows the user to modify store order item information after the item has been saved. An adjustment can be done before or after the pick tickets have been printed. The only modifications allowed on this screen are to decrease the order quantity, and/or change the backorder indicator. An order quantity cannot be decreased for material that has already been picked and confirmed in HIP.

- **STORE ORDER NO:** (REQUIRED ENTRY/EDITED) User must enter the five or six digit store order transaction number.
- **ITEM NO:** (REQUIRED ENTRY/EDITED) User must enter the Store Order item number assigned by the system when the store order was created. Press the <ENTER> key and the STOCK NO, PART DESCRIPTION, ALLOC QTY, BO QTY, RESERVED QTY, and FILL QTY will automatically be filled.
- **ORDER QTY:** (REQUIRED ENTRY) User may decrease the order quantity to as low as zero (0) as long as a pick ticket has not been confirmed. If part of the original order quantity has already been filled, the user must enter either the exact amount that was actually filled from the store order (which will allow for a zero backorder situation), or a higher quantity. User cannot increase the original order quantity on this screen.
- **BO (Y/N):** To cancel a backorder, change the backorder indicator to "N" for no. User may reduce the quantity ordered and retain a backorder by not changing the indicator from a "Y" to an "N", as long as the quantity ordered is more than what is available.

NOTE: At any point the user may press Shift <F1> for a part status screen which includes the Balance on Hand Quantity, Allocated Quantity, and Available Quantity. User may also press Shift <F2> for more complete part status information.

- Press <F9> key to save the changes.
- Press <ESC> key to return to menu.

NOTE: The Pick Ticket must be confirmed to complete the transaction process. If the quantity on a pick ticket has been reduced, the pick ticket should be reprinted before it is confirmed to ensure that the correct quantity is picked. Refer to the "Pick Confirmation" section of this manual.

6.7 DECLARATION OF EXCESS

HIP - Disbursements - Menu (M04)

Store Order	Store Order Header Modification
Store Order Status	Create Pick Tickets
Pick Confirmation	Store Order/Back Order Adjustment
Declaration of Excess	Plant Equipment Transfer
Property Disposal Request	Reserved Inventory
Release To Ship	Stores Material Transfer
"Remove surplus or obsolete stock from inventory"	

PURPOSE: This menu option allows the user to document a material transfer from inventory to excess.

- Press "D" or
- Highlight the "Declaration of Excess" option and press <ENTER> key.
- Press <ESC> key to exit menu option.

Declaration Of Excess						
<F1> Help <F9> Save <ESC> Quit			10/11/91 14:23:10			
TRANSACTION:	NUMBER	DATE	REFERENCE			
Window	Enter	Sv				HIP.TRANS.HDR New Record

PURPOSE: This screen is used to initialize a Declaration of Excess (DOE) transaction number to record material excessed from inventory.

System supplies the following information:

- **TRANSACTION NUMBER:** Defaults to next Declaration of Excess transaction number.
- **DATE:** Defaults to the current date.
- **REFERENCE:** Defaults to Transaction Code "74" plus the six digit DOE Transaction Number, and the last two digits of the current Fiscal Year.
- Press <F9> key to save header information and initiate transaction number.

NOTE: The reference number should be written onto document for filing and future reference purposes.

Declaration Of Excess Item			
F1> Help <F9> Save <ESC> Quit	TRANSACTION NO	22239	ITEM NO 1
STOCK NO	AREA KEY	AREA ID	
TRANSACTION DETAIL			
STORAGE LOCATION	TRANS QTY	NEW LOCN QTY	S/L EXPN DATE
ITEM TRANS QTY 0	UOI	UNIT PRICE	VALUE
PART DESCRIPTION		REASON CODE	
		PROPERTY NO <Shift-F1>	

PURPOSE: This screen is used to record the stock number and quantity of material excessed from inventory on a Declaration of Excess (DOE) transaction.

NOTE: Press <ENTER> key or ↓ key to forward through fields. Also, refer to Screen Conventions, Section 3.0 of this manual.

- **STOCK NO:** (REQUIRED ENTRY/EDITED) User must enter a valid, active stock number. After pressing <ENTER> key, ITEM TRANS QTY, UOI, S/L EXPN DATE, and PART DESCRIPTION fields will be displayed.
- **AREA KEY:** System supplied after AREA ID is entered.
- **AREA ID:** (REQUIRED ENTRY/EDITED) Enter three digit area identifier. Press <F2> for display of valid Area ID's. Area ID must correspond with the DOE transaction storage location. After pressing <ENTER> key, the AREA KEY, STORAGE LOCATION, and NEW LOCATION QTY fields will be displayed.
- **STORAGE LOCATION:** Use arrow keys to position cursor on appropriate storage location, and press <ENTER> key. After pressing <ENTER> key, UNIT PRICE and VALUE fields will be displayed.
- **TRANS QTY:** (REQUIRED ENTRY/EDITED) User must enter the DOE transaction quantity for each storage location items were excessed from. No negative (-) sign is required before the quantity. By pressing the <ENTER> key, the system will calculate and display the NEW LOCN QTY, ITEM TRANS QTY, and VALUE.
- **REASON CODE:** (REQUIRED ENTRY/EDITED) User may enter "O" (Obsolete), "U" (No Usage), or "T" (Transfer to another stock number).
- **PROPERTY NO:** If the item being excessed is a property tagged item, press Shift <F1> for the "Property Number Withdrawal" popup window and press Ctrl <D> to delete the property number. Press <F2> key to return to the DOE Item Screen.

HANFORD INVENTORY PROGRAM USER'S MANUAL**ENTERING DISBURSEMENTS MENU**

Manual WHC-SD-GN-CSUD-30002 REV.1
Section HIP-6
Page 18 of 34
Effective Date April 23, 1993
Organization Material Control

- Press <F9> key to save the transaction. The screen will reappear to allow another entry.
- Press <ESC> key to exit the DOE Item Screen.
- Press <ESC> key to exit the DOE Header Screen and return to menu, or press <F9> for a new DOE transaction number.

6.8 CAPITAL PLANT EQUIPMENT (PET)

HIP - Disbursements - Menu (M04)

Store Order	Store Order Header Modification
Store Order Status	Create Pick Tickets
Pick Confirmation	Store Order/Back Order Adjustment
Declaration of Excess	Plant Equipment Transfer
Property Disposal Request	Reserved Inventory
Release To Ship	Stores Material Transfer
"Withdraw/Issue capital equipment from inventory"	

PURPOSE: This menu option allows the user to document the withdrawal and issue of capital equipment from inventory.

- Press "E" or
- Highlight the "Plant Equipment Transfer" option and press <ENTER> key.
- Press <ESC> key to exit menu option.

Hip PET Withdrawal-Header			
<F1> Help <F9> Save <ESC> Quit			10/11/91 14:42:16
TRANSACTION:	NUMBER	DATE	REFERENCE
TRANSFER TO CUSTODIAN:	PAYNO	NAME	
BLDG	AREA	ROOM	COST CENTER
WITHDRAW FROM:	AREA		

PURPOSE: This screen is used to initialize a Plant Equipment Transfer (PET) withdrawal transaction number. It is used to disburse Capital Equipment only. This screen is also used to input all the "Deliver To" information required to document the transfer of a piece of capital or fixed equipment into inventory.

- **TRANSACTION NO:** System defaults to the next PET withdrawal transaction number.
- **DATE:** System defaults to current date.
- **REFERENCE:** System defaults to Transaction Code "73" plus the six digit PET withdrawal transaction number and the last two digits of the current Fiscal Year.

NOTE: The reference number should be written onto document for filing and future reference.

- **TRANSFER TO CUSTODIAN: PAYNO:** (REQUIRED ENTRY) User must enter the five digit payroll number of the customer the item is being transferred to and must be a valid entry on the Employee Table. The NAME field will automatically be displayed.
- **BLDG:** System will default to the location of the custodian. User may accept the default by pressing <ENTER> or override it by entering the building number where the item is being transferred to.
- **AREA:** System will default to the area of the custodian. User may accept the default by pressing <ENTER> or override it by entering the area where the item is being transferred to.
- **ROOM:** System will default to the room of the custodian. User may accept the default by pressing <ENTER> or override it by entering the room where the item is being transferred to.

- **COST CENTER:** (REQUIRED ENTRY) User must enter the custodian's cost center number.
- **WITHDRAW FROM: AREA:** (REQUIRED ENTRY/EDITED) User must enter the Area ID Number where the item is being picked from. Press <F2> key to display list of valid Area ID's.
- Press <F9> key to save the Header information.

Hip PET Withdrawal-Item	
<F1> Help	<F9> Save
<ESC> Quit	TRANSACTION NO 22245
	ITEM NO 1
FROM:	
STOCK NO	TRANS QTY
PART DESCRIPTION	PROPERTY NO
<Shift F1> Part Status	

PURPOSE: This screen is used to withdraw capital equipment items maintained in inventory.

- **STOCK NO:** (REQUIRED ENTRY/EDITED) User must enter a valid, active stock number. Stock Class must equal 14, 44, 54, 64, 84, or 94. By pressing <ENTER> key, PART DESCRIPTION and PROPERTY NO. fields will display.
- **TRANS QTY:** (REQUIRED ENTRY/EDITED) User must enter a transaction quantity less than or equal to the Area ID storage location quantity.
- Press Shift <F1> for Part Status popup screen to display Balance on Hand Qty, Allocated Qty, and Available Qty. Press Shift <F2> for Part Status popup screen to display more detailed status of the item. Press <ESC> key to exit each part status popup.
- Press <F9> key to save the item entry. The screen will reappear to allow another entry.
- Press <ESC> key to return to PET Header screen and either press <ESC> key again to return to menu, or press <F9> for a new PET transaction number.

NOTE: At this point, the pick tickets must be created, printed, and confirmed. Following the instructions listed below.

- In the Disbursements Menu, choose the "Create Pick Tickets" option. (Reference 6.4 for instructions)
- In the Reports Menu, choose the "Pick Ticket" option. (Reference 10.2 for instructions)
- In the Disbursements Menu, choose the "Pick Confirmation" option. (Reference 6.5 for instructions)

6.9 DISPOSING PROPERTY (PDR)

HIP - Disbursements - Menu (M04)

Store Order	Store Order Header Modification
Store Order Status	Create Pick Tickets
Pick Confirmation	Store Order/Back Order Adjustment
Declaration of Excess	Plant Equipment Transfer
Property Disposal Request	Reserved Inventory
Release To Ship	Stores Material Transfer
"Remove damaged or expired inventory items from inventory"	

PURPOSE: This menu option allows the user to document a material transfer from inventory for disposal.

- Press "Y" or
- Highlight the "Property Disposal Request" option and press <ENTER> key.
- Press <ESC> key to exit menu option.

Property Disposal Request		
<F1> Help	<F9> Save	<ESC> Quit
		03/31/92 16:48:25
TRANSACTION:	NUMBER	DATE
		REFERENCE

PURPOSE: This screen is used to initialize a Property Disposal Request (PDR) transaction number to record the removal of obsolete or damaged items from inventory:

System supplies the following information:

- TRANSACTION NUMBER: Defaults to next Property Disposal Request transaction number.
- DATE: Defaults to the current date.
- REFERENCE: Defaults to Transaction Code "75" plus the six digit PDR transaction number, and the last two digits of the current Fiscal year.
- Press <F9> key to save header information and initiate transaction number.

NOTE: The reference number should be written onto document for filing and future reference purposes.

Property Disposal Request Item			
<F1> Help <F9> Save <ESC> Quit		TRANSACTION NO	ITEM NO
STOCK NO	AREA KEY	AREA ID	
TRANSACTION DETAIL			
STORAGE LOCATION	TRANS QTY	NEW LOCN QTY	S/L EXPN DATE
ITEM TRANS QTY	UOI	UNIT PRICE	VALUE
PART DESCRIPTION			PROPERTY NO <Shift <F1>>

PURPOSE: This screen is used to record the stock number and quantity of material disposed of from inventory on a Property Disposal Request (PDR) transaction.

NOTE: Press <ENTER> key or ↓ key to forward through fields. Also, refer to Screen Conventions, Section 3.0 of this manual.

- **STOCK NO:** (REQUIRED ENTRY/EDITED) User must enter a valid, active stock number. After pressing <ENTER> key, ITEM TRANS QTY, UOI, S/L EXPN DATE, and PART DESCRIPTION fields will be displayed.
- **AREA KEY:** System supplied after AREA ID is entered.
- **AREA ID:** (REQUIRED ENTRY/EDITED) Enter three digit area identifier. Press <F2> for display of valid Area ID's. Area ID must correspond with the PDR transaction storage location. After pressing <ENTER> key, the AREA KEY, STORAGE LOCATION, and NEW LOCATION QTY fields will be displayed.
- **STORAGE LOCATION:** Use arrow keys to position cursor on appropriate storage location, and press <ENTER> key. After pressing <ENTER> key, UNIT PRICE and VALUE fields will be displayed.
- **TRANS QTY:** (REQUIRED ENTRY/EDITED) User must enter the PDR transaction quantity for each storage location items were disposed from. No negative (-) sign is required before the quantity. By pressing the <ENTER> key, the system will calculate and display the NEW LOCN QTY, ITEM TRANS QTY, and VALUE.
- **PROPERTY NO:** If the item being excessed is a property tagged item, press Shift <F1> for the "Property Number Withdrawal" popup window and press Ctrl <D> to delete the property number. Press <F2> key to return to the PDR Item Screen.
- Press <F9> key to save the transaction. The screen will reappear to allow another entry.
- Press <ESC> key to exit the PDR Item Screen.
- Press <ESC> key to exit the PDR Header Screen and press <ESC> key again to return to menu, or press <F9> for a new PDR transaction number.

6.10 RESERVING INVENTORY

HIP - Disbursements - Menu (M04)

Store Order	Store Order Header Modification
Store Order Status	Create Pick Tickets
Pick Confirmation	Store Order/Back Order Adjustment
Declaration of Excess	Plant Equipment Transfer
Property Disposal Request	Reserved Inventory
Release To Ship	Stores Material Transfer
"Reserve Inventory items for use on specific Work Packages"	

PURPOSE: This menu option allows the user to allocate or de-allocate inventory items to specific work packages.

- Press "I" or
- Highlight the "Reserved Inventory" option and press <ENTER> key.
- Press <ESC> key to exit menu option.

Work Package Pre-Allocation - Header		
<F1> Help <F9> Save <ESC> Quit <SF1> Item Maintenance		
WORK PACKAGE	ALLOCATION DATE	
Requestor Information		
PAYNO	NAME	MSIN

PURPOSE: This screen is used to initialize or modify a Work Package Pre-Allocation transaction for a specific work package number, and also to input or change the work package requestor information.

- **WORK PACKAGE:** (REQUIRED ENTRY) User must enter up to a 13 alphanumeric work package number. Press <F2> key for existing work packages.
- **ALLOCATION DATE:** System defaults to the current date.
- **PAYNO:** (REQUIRED ENTRY/EDITED) User must enter a valid five digit payroll number of the Requestor. The NAME and MSIN fields will automatically be displayed.

NOTE: To update allocated quantity for an existing work package, press Shift <F1> to display the Item Maintenance Screen.

- Press <F9> to save the header information.

Work Package Pre-Allocation - Item	
<F1> Help <F9> Save <ESC> Quit	
<Shift-F2> Update Allocation Date WORK PACKAGE 1	
STOCK NO _____	
PART DESCRIPTION	
ALLOCATED QTY	ALLOCATION DATE
STORE ORDER QTY	NET ALLOCATION QTY

PURPOSE: This menu is used to reserve or change the quantity of an item maintained in inventory for future use on a specific work package.

- **STOCK NO:** (REQUIRED ENTRY/EDITED) User must enter a valid, active stock number. By pressing <ENTER> key, the PART DESCRIPTION, STORE ORDER QTY, and NET ALLOCATION QTY will be displayed.
- **ALLOCATED QTY:** User may enter an allocated quantity greater than zero. User may also de-allocate a quantity by entering zero in place of an existing quantity. By pressing <ENTER> key, the ALLOCATION DATE will default to the current date, and the NET ALLOCATION QTY will be calculated and displayed.
- Press <F9> key to save the allocation. The screen will reappear to allow another entry.
- Press <ESC> key to exit the item screen.
- Press <ESC> key to exit the header screen and return to menu.

6.11 RELEASE TO SHIP

HIP - Disbursements - Menu (M04)

Store Order	Store Order Header Modification
Store Order Status	Create Pick Tickets
Pick Confirmation	Store Order/Back Order Adjustment
Declaration of Excess	Plant Equipment Transfer
Property Disposal Request	Reserved Inventory
Release To Ship	Stores Material Transfer
"Return Inventory items to Vendor or Manufacturer for repair"	

PURPOSE: This menu option allows the user to document the return of inventory items to the vendor or manufacturer.

- Press "R" or
- Highlight the "Release To Ship" option and press <ENTER> key.
- Press <ESC> key to exit menu option.

Release To Ship			
<F1> Help <F9> Save <ESC> Quit			10/11/91 14:26:20
TRANSACTION:	NUMBER	DATE	REFERENCE
COST CENTER	FOREMAN CD	ACCOUNT CLASS	TPCN NO

PURPOSE: This screen is used to initialize a Release to Ship transaction number. A Release to Ship documents the withdrawal and return of inventory to off-site vendor or manufacturer for repair, replacement, or modification.

- **TRANSACTION NUMBER:** System defaults to the next Release to Ship transaction number.
- **DATE:** System defaults to current date.
- **REFERENCE:** System defaults to Transaction Code "72" plus the six digit Release to Ship transaction number, and the last two digits of the current Fiscal year.

NOTE: The reference number should be written onto document for filing and future reference purposes.

- **COST CENTER:** (REQUIRED ENTRY) User must enter a valid receiver Cost Center.
- **FOREMAN CODE:** User may enter up to a two digit number.
- **ACCOUNT CLASS:** User may enter up to a six digit number.
- **TPCN NO:** User may enter up to a six digit number.
- Press <F9> key to save the header information.

Release To Ship Item			
<F1> Help	<F9> Save	<ESC> Quit	TRANSACTION NO 22241 ITEM NO 1
STOCK NO	AREA KEY	AREA ID	
TRANSACTION DETAIL			
STORAGE LOCATION	TRANS QTY	NEW LOCN QTY	S/L EXPN DATE
ITEM TRANS QTY	UOI	UNIT PRICE	VALUE
PART DESCRIPTION		PO DUE IN REFC NO	

PURPOSE: This screen is used to record the stock number, storage location, and quantity of inventory withdrawn and returned to an off-site vendor or manufacturer for repair, replacement, or modification.

NOTE: Press <ENTER> key or ↓ key to forward through fields. Also, refer to Screen Conventions, Section 3.0 of this manual.

- **STOCK NO:** (REQUIRED ENTRY/EDITED) User must enter a valid, active stock number. After pressing <ENTER> key, ITEM TRANS QTY, UOI, S/L EXPN DATE, PART DESCRIPTION, and PO DUE IN REFC NO fields will be displayed.
- **AREA KEY:** System supplied after AREA ID is entered.
- **AREA ID:** (REQUIRED ENTRY/EDITED) Enter three digit area identifier. Press <F2> for display of valid Area ID's. Area ID must correspond with the Release To Ship (RTS) transaction storage location. After pressing <ENTER> key, the AREA KEY, STORAGE LOCATION, and NEW LOCATION QTY fields will be displayed.
- **STORAGE LOCATION:** Use arrow keys to position cursor on appropriate storage location, and press <ENTER> key. After pressing <ENTER> key, UNIT PRICE and VALUE fields will be displayed.
- **TRANS QTY:** (REQUIRED ENTRY/EDITED) User must enter the RTS transaction quantity for each storage location items were excessed from. No negative (-) sign is required before the quantity. By pressing the <ENTER> key, the system will calculate and display the NEW LOCN QTY, ITEM TRANS QTY, and VALUE.
- Press <F9> key to save the transaction. The screen will reappear to allow another entry.
- Press <ESC> key to exit the RTS Item Screen.
- Press <ESC> key to exit the RTS Header Screen and return to menu, or press <F9> for a new RTS transaction number.

6.12 TRANSFERRING STORES MATERIAL

HIP - Disbursements - Menu (M04)

Store Order	Store Order Header Modification
Store Order Status	Create Pick Tickets
Pick Confirmation	Store Order/Back Order Adjustment
Declaration of Excess	Plant Equipment Transfer
Property Disposal Request	Reserved Inventory
Release To Ship	Stores Material Transfer
"Transfer Inventory from one Stock Number to Another"	

PURPOSE: This menu option allows the user to document the transfer of inventory items from one stock number to another stock number or from one area warehouse to another area warehouse.

- Press "T" or
- Highlight the "Stores Material Transfer" option and press <ENTER> key.
- Press <ESC> key to exit menu option.

Hip SMT Withdrawal-Header			
<F1> Help <F9> Save <ESC> Quit			10/11/91 14:45:04
TRANSACTION:	NUMBER	DATE	REFERENCE
WITHDRAW FROM: AREA			
DELIVER TO			
BLDG	AREA	NAME/COMMENTS	

PURPOSE: This screen is used to initialize a Stores Material Transfer (SMT) withdrawal transaction number for a transfer of an inventory item to another stock number or Area Storage ID.

- **TRANSACTION NUMBER:** System defaults to the next SMT withdrawal transaction number.
- **DATE:** System defaults to current date.
- **REFERENCE:** System defaults to Transaction Code "78" plus the six digit SMT transaction number, and the last two digits of the current Fiscal Year.

NOTE: The reference number should be written onto document for filing and future reference.

- **WITHDRAW FROM AREA:** The pick area ID is defaulted from the user's Log-on Area Default. (Default cannot be changed.) If no default exists, user must enter a valid Area ID. Press <F2> key to display list of valid Area ID's.
- **BLDG: (REQUIRED ENTRY)** User must enter the building number where the item is being transferred to.
- **AREA: (REQUIRED ENTRY)** User must enter the area where the item is being transferred to.
- **NAME/COMMENTS:** User may enter if applicable.
- Press <F9> key to save the header information.

Hip SMT Withdrawal - Item	
<F1> Help <F9> Save <ESC> Quit	TRANSACTION NO 22246 ITEM NO 1
FROM:	STOCK NO _____ TRANS QTY
(Validate Receiving Stock No.)	
TO:	STOCK NO

PURPOSE: This screen is used to record the stock number and quantity of material being transferred to another stock number or Area Storage ID on a Stores Material Transfer (SMT) transaction.

- **FROM STOCK NO:** (REQUIRED ENTRY/EDITED) User must enter the stock number for the item being transferred. The stock number must be a valid, active stock number.
- **TRANS QTY:** (REQUIRED ENTRY/EDITED) User must enter the SMT withdrawal quantity. Total transaction quantity must be less than or equal to the item balance on hand.
- **TO STOCK NO:** (REQUIRED ENTRY/EDITED) User must enter the stock number the item is being transferred to. The stock number must be a valid, active stock number.
- Press <F9> key to save the entry. The screen will reappear to allow for additional entries.
- Press <ESC> key to return to the SMT withdrawal Header screen.
- Press <ESC> key to return to menu.

NOTE: At this point, the user must create, print, and confirm the pick ticket. Follow the instructions listed below to complete that process.

- In the Disbursements menu, choose the "Create Pick Tickets" option. Refer to Section 6.4.
- In the Reports menu, choose the "Pick Ticket" option. Refer to section 10.2.
- For a transfer from one stock number to another within the same Area ID, go to the Receipts menu, and choose the "Stores Material Transfer Receipt" option to confirm the pick and receipt. Refer to Section 9.5.
- For a transfer from one Area ID to another, the printed pick ticket will be filled out, attached to the SMT document, and kept with the material until it reaches the Area ID it is to be transferred to. When it is physically received there, the pick ticket will be confirmed by using the "Stores Material Transfer Receipt" option of the Receipts menu.

7.0 INQUIRY MENU

HIP Main Menu (M01)		
Disbursements Menu	Inquiry Menu	Maintenance Menu
Receipts Menu	Reports Menu	Network Software
Password	Exit	
"Inquiry Functions"		

PURPOSE: This option allows the user to access the HIP Inquiry Menu.

- Press "I" or
- Highlight the "Inquiry Menu" option and press <ENTER> key.

HIP Inquiry Menu (M08)	
Stock Number	Equipment
Manufacturer Name	Part Approved Name
Job Reference Number	Requestor
Store Order by Stock No	Store Order by Payroll Number

PURPOSE: This menu allows the user various query options.

- Select an option by pressing the red letter associated with the specific desired menu option or by using the arrow keys to highlight the specific desired menu option and pressing <ENTER> key.
- Press <ESC> key to exit any menu option.

INQUIRY

7.1 INQUIRY BY STOCK NUMBER

HIP Inquiry Menu (M08)

Stock Number	Equipment
Manufacturer Name	Part Approved Name
Job Reference Number	Requestor
Store Order by Stock No	Store Order by Payroll Number
"Inquiry by Stock Number"	

PURPOSE: This menu option allows the user to view detailed information, as well as, the status of a particular stock number.

- Press "N" or
- Highlight the "Stock Number" option and press <ENTER> key.
- Press <ESC> key to exit menu option.

Stock Number	
STOCK NUMBER:	REQSTOR/ENG NAME:
DESCRIPTION:	
OTHER:	
UNIT OF ISSUE:	IMPACT LEVEL:

PURPOSE: This screen provides the user with the complete, current catalog description of the line item. In addition, this screen identifies the cognizant engineer or the storage requestor, the part impact level, and the unit of issue of the line item. The information provided is for display only.

- **STOCK NUMBER:** (REQUIRED ENTRY) User must enter the complete 12 digit stock number.
- Press <ENTER> key. The system will automatically fill all remaining fields.
- Press Shift <F1> for a Part Status screen to display Balance on Hand, Allocated Quantity, and Available Quantity. Press <ESC> to exit Part Status popup window.
- Press Shift <F2> for a Part Status screen to display Balance on Hand, Allocated Quantity, Available Quantity as well as Work Package Number, Net Allocated Quantity, Work Requestor Payroll Number, Backorder Quantity, and Store Order Quantity. Press <ESC> key to exit Part Status popup window.
- Press <ESC> key to return to menu.

7.2 INQUIRY BY EQUIPMENT

HIP Inquiry Menu (M08)

Stock Number	Equipment
Manufacturer Name	Part Approved Name
Job Reference Number	Requestor
Store Order by Stock No	Store Order by Payroll Number
"Equipment Inquiry by Cognizant Engineer/Approved Name/Model"	

PURPOSE: This menu option allows the user to acquire a list of equipment by specifying a Cognizant Engineer Payroll Number, an Equipment Approved Name, or an Equipment Model Number.

- Press "E" or
- Highlight the "Equipment" option and press <ENTER> key.
- Press <ESC> key to exit menu option.

Equipment Inquiry

Cognizant Engineer Payno: -
Equipment Approved Name:
Equipment Model Number:

Send Report to: TERMINAL
Printer Device: TEXT FILE

PURPOSE: This screen provides the user with a method of locating the stock basic number by entering either the Cognizant Engineer Payroll Number, the Equipment Approved Noun Name, or the Equipment Model Number. The system will generate a listing of all stock basic numbers and header information for all the equipment stored by the specified option.

NOTE: Press <ENTER> key or ↓ key to forward through fields.

- Cognizant Engineer Payno: User may enter a five digit payroll number. Press Shift <F2> for a list of payroll numbers.
- Equipment Approved Name: User may enter an Approved Noun Name which describes a piece of equipment. Press Shift <F2> for a list of Equipment Approved Nouns.
- Equipment Model Number: User may enter an equipment model number. Press Shift <F2> for a list of equipment Model numbers.
- Send Report to: System defaults to the users terminal screen. Press <F2> for other available output addresses.
- Printer Device: System defaults to a text file. Press <F2> for other printer options.
- Press <F9> key to initiate the search process. When complete, the information will display on the screen.
- Press <ESC> key to return to Equipment Inquiry Screen.
- Press <ESC> key to return to menu.

7.3 INQUIRY BY MANUFACTURER NAME

HIP Inquiry Menu (M08)

Stock Number	Equipment
Manufacturer Name	Part Approved Name
Job Reference Number	Requestor
Store Order by Stock No	Store Order by Payroll Number
"Inquiry by Manufacturer Name"	

PURPOSE: This menu option allows the user to enter a manufacturer's name and acquire a list of equipment for that particular manufacturer.

- Press "M" or
- Highlight the "Manufacturer Name" option and press <ENTER> key.
- Press <ESC> key.

Manufacturer Name Inquiry

Manufacturer Name:

Send Report to: TERMINAL
Printer Device: TEXT FILE

PURPOSE: This screen provides the user with a list of all line items in inventory for a specific manufacturer.

NOTE: Press <ENTER> key or ↓ key to forward through fields.

- **Manufacturer Name:** (REQUIRED ENTRY) User may enter the manufacturer name (if known). Press <F2> key to display an alphabetical listing of all the manufacturer names in the database.
- **Send Report to:** System defaults to the users terminal screen. Press <F2> for other available output addresses.
- **Printer Device:** System defaults to a text file. Press <F2> for other printer options.
- Press <F9> key to initiate the search process. When complete, the information will display on the screen.
- Press <ESC> key to return to the Manufacturers Inquiry Screen.
- Press <ESC> key to return to menu.

7.4 INQUIRY BY PART APPROVED NAME

HIP Inquiry Menu (M08)

Stock Number	Equipment
Manufacturer Name	Part Approved Name
Job Reference Number	Requestor
Store Order by Stock No	Store Order by Payroll Number
"Inquiry by Part Approved Name"	

PURPOSE: This menu option allows the user to enter an approved noun and acquire a list of inventory numbers which begin with that noun.

- Press "P" or
- Highlight the "Part Approved Name" option and press <ENTER> key.
- Press <ESC> key.

Part Approved Description Name Inquiry**PART APPROVED NAME:**

PURPOSE: This screen provides the user with the Approved Noun Name description that is used to identify the item in the database for the purpose of maintaining standardized nomenclature for all inventory line items.

- **PART APPROVED NAME: (REQUIRED ENTRY)** User may enter an Approved Noun name.
- Press <F2> key to display an alphabetical listing of all the noun names in the database.
- Press <F9> key to initiate the search process. When complete the information will display on the screen.
- Press <ESC> key to return to the Part Approved Description Name Inquiry Screen.
- Press <ESC> key to return to the menu..

7.5 INQUIRY BY JOB REFERENCE NUMBER

HIP Inquiry Menu (M08)

Stock Number

Equipment

Manufacturer Name

Part Approved Name

Job Reference Number

Requestor

Store Order by Stock No

Store Order by Payroll Number

"Inquiry by Job Reference Number"

PURPOSE: This menu option allows the user to enter a specific job reference or work package number and acquire a list of all inventory items allocated to that number.

- Press "J" or
- Highlight the "Job Reference Number" option and press <ENTER> key.
- Press <ESC> key to exit menu option.

Work Package Inquiry

Work Package Number:

Send Report to: TERMINAL
Printer Device: TEXT FILE

PURPOSE: This screen provides the user with a list of all the inventory line items currently on reserve for a specific work package or job reference number.

NOTE: Press <ENTER> key or ↓ key to forward through fields.

- **Work Package Number:** (REQUIRED ENTRY) User may enter the work package or job reference number (if known). Press <F2> key to display the alphabetical, then numerical index which lists all work package or job reference numbers in the database.
- **Send Report to:** System defaults to the users terminal screen. Press <F2> for other available output addresses.
- **Printer Device:** System defaults to a text file. Press <F2> for other printer options.
- **Press <F9> key to initiate the search process.** When complete, the screen will display the Job Reference Number, the Requestors Name, Stock Numbers, Part Description, Impact Level, Allocated Quantity, and Allocated Date.
- **Press <ESC> key to return to the Job Reference Number inquiry screen.**
- **Press <ESC> key to return to menu.**

7.6 INQUIRY BY REQUESTOR

HIP Inquiry Menu (M08)

Stock Number

Equipment

Manufacturer Name

Part Approved Name

Job Reference Number

Requestor

Store Order by Stock No

Store Order by Payroll Number

"Inquiry by Requestor"

PURPOSE: This menu option allows the user to enter a Payroll Number and acquire a list of inventory items assigned to that employee.

- Press "R" or
- Highlight the "Requestor" option and press <ENTER> key.
- Press <ESC> key to exit menu option.

INQUIRY

Inquiry by Requestor

PAYROLL NUMBER: -

Send Report to: TERMINAL
Printer Device: TEXT FILE

PURPOSE: This screen provides the user with a listing of all spare parts or convenience storage line items the user has been assigned cognizant responsibility for in the inventory.

NOTE: Press <ENTER> key or ↓ key to forward through fields.

- **PAYROLL NUMBER:** (REQUIRED ENTRY) User may enter the five digit cognizant engineer or storage requestor payroll number if known. Press <F2> key for a list of all cognizant engineer and storage requestors in the database.
- **Send Report to:** System defaults to the users terminal screen. Press <F2> for other available output addresses.
- **Printer Device:** System defaults to a text file. Press <F2> for other printer options.
- **Press <F9> key** to initiate the search process. When complete, the screen will display the complete item description, balance on hand, and storage location(s) for each stock number assigned to the cognizant engineer or storage requestor.
- **Press <ESC> key** to return to the Requestor Inquiry screen.
- **Press <ESC> key** to return to menu.

INQUIRY

7.7 STORE ORDER INQUIRY BY STOCK NUMBER

HIP Inquiry Menu (M08)

Stock Number	Equipment
Manufacturer Name	Part Approved Name
Job Reference Number	Requestor
Store Order by Stock No	Store Order by Payroll Number
"Store Order Inquiry by Stock Number"	

PURPOSE: This menu option allows the user to status store orders for a particular stock number.

- Press "S" or
- Highlight the "Store Order by Stock No" option and press <ENTER> key.
- Press <ESC> key to exit menu option.

Store Order / Backorder Status by Stock Number

STOCK NO:
DESCRIPTION:

UOI:

DATE: 10/11/91

REFERENCE
NUMBERTRANS.
DATE

DELIVER TO NAME

QUANTITY
REQUESTEDQUANTITY
B'ORDERED

<Shift-F1> Description

<Shift-F2> Item Status

PURPOSE: This screen provides the user with a list of all outstanding store orders and backorders for a specific stock number. Completed store orders and backorders remain on this screen for a period of 90 days from the last order fill date.

- Stock No: (REQUIRED ENTRY) User may enter the complete stock number for the item. Press <F2> key to display the index that lists all the stock numbers for which a store order or backorder has been processed within the last 90 days.
- Press <ENTER> key and all other fields on the screen will automatically be filled.
- Press Shift <F1> to display a popup window which contains the complete item description (Display Only). Press <ESC> key to exit the popup window.
- Press Shift <F2> to display a popup window which contains the item status (Display Only). Press <ESC> key to exit the popup window.
- Press <ESC> key to return to menu.

7.8 STORE ORDER INQUIRY BY PAYROLL NUMBER

HIP Inquiry Menu (M08)

Stock Number	Equipment
Manufacturer Name	Part Approved Name
Job Reference Number	Requestor
Store Order by Stock No	Store Order by Payroll Number
"Store Order Inquiry by Payroll Number"	

PURPOSE: This menu option allows the user to enter a Payroll Number and acquire a list of all store order activity assigned to that employee.

- Press "0" or
- Highlight the "Store Order by Payroll Number" option and press <ENTER> key.
- Press <ESC> key to exit menu option.

[illegible]

PURPOSE: This screen provides the user with a list of all stock numbers for any outstanding store orders and backorders for a specific payroll number. Completed store orders and backorders remain on this screen for a period of 90 days from the last order fill date.

- **PAYROLL NUMBER:** (REQUIRED ENTRY) User may enter the five digit payroll number that identifies the employee input into the database from the "Deliver to" information on the Store Order. Press <F2> key to display a list of all "Deliver to" names and payroll numbers currently in the HIP payroll number index.
- Press <ENTER> key and all other fields on the screen will automatically be filled.
- Press Shift <F1> to display a popup window which contains the complete description (Display Only). Press <ESC> key to exit the popup window.
- Press Shift <F2> to display a popup window which contains the item status (Display Only). Press <ESC> key to exit the popup window.
- Press <ESC> key to return to menu.

8.0 MAINTENANCE MENU

HIP Main Menu (M01)		
Disbursements Menu	Inquiry Menu	Maintenance Menu
Receipts Menu	Reports Menu	Network Software
Password	Exit	
"Perform file maintenance functions"		

PURPOSE: This menu option allows user access to menu options which will perform file maintenance functions.

- Press "M" or
- Highlight the "Maintenance Menu" option and press <ENTER> key.

HIP Maintenance Menu (M03)	
Part/Equipment Maintenance	Table Maintenance
Part Status	

PURPOSE: This screen allows the user to select the desired menu option to access additional menus or screens. The menu option contents are listed below:

- Part/Equipment Maintenance: "Add, Delete, Modify Part/Equipment Master Records"

-IAR Part	-IAR Equipment	-GSSR
-Location Change	-Whse Storage Request	-BOH Price Adjustment
-Physical Inventory Adj	-Purch. Activity Update	

- Table Maintenance: "Add, Delete, Modify HIP Tables"

-Area Table	-Warehouse Table
-Stock Class Table	-Stock Caption Table
-Stock Class Caption Table	-Restricted Distribution Table
-Approved Noun Table	-Building Number Table
-Employee Table	-Property Table

- Part Status: "Status Part Quantities"

- Select an option by pressing the red letter associated with the specific desired menu option or by using arrow keys to highlight the specific desired menu option and pressing <ENTER> key.

- Press <ESC> key to exit any menu option.

8.1 MAINTAINING PART AND EQUIPMENT INFORMATION

HIP Maintenance Menu (M03)

Part/Equipment Maintenance

Table Maintenance

Part Status

"Add, Delete, Modify Part/Equipment Master Records"

PURPOSE: This screen allows the user to select the desired menu option to access the necessary screens to add, delete, or modify part or equipment master records.

- Press "P" or
- Highlight the "Part/Equipment Maintenance" option and press <ENTER> key.

HIP Part/Equipment Maintenance Menu (M04)

IAR Part

IAR Equipment

GSSR

Location Change

Whse Storage Request

BOH Price Adjustment

Physical Inventory Adj

Purch. Activity Update

PURPOSE: By selecting one of these options, the user may access a master record to add, delete, or make modifications.

- Select an option by pressing the red letter associated with the specific desired menu option or by using arrow keys to highlight the specific desired menu option and pressing <ENTER> key.
- Press <ESC> key to exit any menu option.

8.1.1 Entering Part Information - Inventory Adjustment Request

HIP Part/Equipment Maintenance Menu (M04)		
IAR Part	IAR Equipment	GSSR
Location Change	Whse Storage Request	BOH Price Adjustment
Physical Inventory Adj	Purch. Activity Update	
"Inventory Adjustment Request - Part Maintenance"		

PURPOSE: This menu option allows the user to access the Inventory Adjustment Request Part Maintenance screen.

- Press "I" or
- Highlight the "IAR Part" option and press <ENTER> key.
- Press <ESC> to exit menu option.

Inventory Adjustment Request - Part		Page 1 of 2
<F1> Help <F9> Save <ESC> Quit <SF1> Bldg Table		
STOCK NO	IAR NO	
IMPACT LEVEL	SAFETY CLASS	04/22/92
APPROVED NOUN	TYPE	
COMPOSITION	SIZE	
MODEL NO	SPEC NO	
RATING	SERIAL NO	
DRAWING NO		
OTHER DESCRIPTION		
MFR	MFR P/N	
VENDOR	VENDOR P/N	
UOI	STANDARD PKG	
UNIT PRICE	AUTHORIZED REORDER QTY	
MANUAL DUE IN QTY	MANUAL DUE IN REFERENCE	

PURPOSE: This screen is used to set-up, modify, or delete a Spare Part, Shop Stock, Special Tools, or Essential Materials inventory item in the database. This screen is also used to establish a "catalog only" reference line item.

NOTE: Press <ENTER> key or ↓ key to forward through fields. Also, refer to Screen Conventions, Section 3.0 of this manual.

- **STOCK NUMBER:** (REQUIRED ENTRY/EDITED) User must enter twelve digit stock number, no dashes are required, can be mixed Alpha/Numeric.
- **IAR NO:** (No longer used by Material Control.) User may enter a six digit IAR document number.
- **IMPACT LEVEL:** User may enter a one digit number or letter.
- **SAFETY CLASS:** User may enter 1, 2, 3, or 4 only.
- **APPROVED NOUN:** (REQUIRED ENTRY/EDITED) Must be a valid entry on the HIP Approved Noun Table. Press <F2> key to display a list of all current approved nouns in the system. If the Noun Name is a new record, system displays the Approved Noun Table popup screen and the user must enter the noun name into the table. Note: If the Unapproved Noun Name is equal to the Approved Noun Name, user must enter the same Noun Name in both fields because the system searches the Unapproved Noun Name first, then defaults to the Approved Noun Name. Press <F9> key to save the entry. Press <ESC> key to return to the IAR screen.
- **TYPE**
- **COMPOSITION:** Refer to Section 14.0, Standard Entry Guide.
- **SIZE:** Refer to Section 14.0, Standard Entry Guide.
- **MODEL NO.**
- **SPEC NO.**

- RATING: Refer to Section 14.0, Standard Entry Guide.
- SERIAL NO: Enter one serial number for each blank displayed. Press <F7> to display entire contents of the Serial Number field.
- DRAWING NO.
- OTHER DESCRIPTION: User may enter as many lines of text required to provide additional descriptive equipment information. Press <F9> key to save the Other Description data. If no data entry is required, press <ESC> key to exit the Other Description popup window.
- MFR (Manufacturer Name)
- MFR P/N
- VENDOR
- VENDOR P/N
- UOI: (REQUIRED ENTRY) User must enter a unit of issue. Refer to Section 14.0, Standard Entry Guide.
- STANDARD PKG: User may enter up to three digits that identifies the quantity contained in a Standard Package.
- AREA MIN MAX ENTRY:
 - AREA ID: Three digit area identifier. Press <F2> for a display of valid Area ID's.
 - MAX: Enter maximum storage level requested.
 - MIN: Enter minimum storage level requested.
 - Press <F9> key to save the entry, then press <ESC> key to exit popup window.
- UNIT PRICE: If entering a new item, user may enter up to 12 digits (includes 4 decimal points). After entry is saved, user is not allowed to modify or delete Unit Price Value with this screen.
- AUTHORIZED REORDER QTY: Identifies the recommended initial order quantity (if desired).
- MANUAL DUE IN QTY: Identifies the initial purchase order quantity, Component Material Transfer (CMT) quantity, Credit Store Order (CSO) quantity, Stores Material Transfer (SMT) quantity, etc.
- MANUAL DUE IN REFERENCE: Identifies the document or document number pending the transfer of stock into this stock number.

Inventory Adjustment Request - Part			
<F1> Help <F9> Save <ESC> Quit <SF1> Bldg Table		IAR NO 3	
Page 2 of 2			
MANUAL DUE IN COMMENTS			
APPROVALS			
COGNIZANT ENGINEER PAYNO	NAME	PHONE	
		MSIN	
PLANT BLDG NO	SYSTEM NO		
	PM PROCEDURE NO		
QUALITY ENGINEER PAYNO	NAME	PHONE	
		MSIN	
PROPERTY NO			
RESTRICTED DIST CODE	RESTRICTED CONTACT		
SETUP DATE	HAZARDOUS CODE	INITIAL PO NO	
STOCKED UNDER	LAST REORDER DATE	CATALOG ONLY	ITEM STATUS

■MANUAL DUE IN COMMENTS

■COGNIZANT ENGINEER PAYNO: (REQUIRED ENTRY/EDITED) User must enter a valid five digit payroll number. NAME, PHONE, MSIN fields will automatically feed from the HIP Employee Table.

■PLANT BLDG NO: (REQUIRED ENTRY/EDITED) User must enter a building code which is a valid entry on the HIP Building Number Table. To access the HIP Building Number Table, press Shift <F1>.

■SYSTEM NO.

■PM PROCEDURE NO.

■QUALITY ENGINEER PAYNO: User may enter a valid five digit payroll number. NAME, PHONE, MSIN fields will automatically feed from the HIP Employee Table.

■PROPERTY NO.: Enter one property tag number for each blank line displayed. Press <F3> key to display entire contents of the field.

■RESTRICTED DIST CODE: User may enter a valid code from the HIP Restricted Distribution Table.

■RESTRICTED CONTACT: The system displays the contact name that corresponds with the Restricted Distribution Code from the HIP Restricted Distribution Table.

■SETUP DATE: System defaults to the current date when setting up a new item.

■HAZARDOUS CODE: User may enter a "Y" for yes or a "N" for no. System will default to "N".

■INITIAL PO NO.

■STOCKED UNDER: This field is primarily used for catalog only items to reference active stock number.

■LAST REORDER DATE: The system will supply the last procurement action date for the item.

■**CATALOG ONLY:** Must be a "Y" or "N". System defaults to "N". User may accept the default or may enter a "Y". By pressing <ENTER> key, the Item Status will be system supplied.

■**ITEM STATUS:** The system defaults are as follows:

A = Active

AR = Active Restricted

I = Inactive

IR = Inactive Restricted

D = Deleted

■Press <F9> key to save the record.

■Press <ESC> key to return to menu.

NOTE: To delete a record, enter stock number to be deleted and when record is displayed, press the Alt <D> twice.

8.1.2 Entering Equipment Information - Inventory Adjustment Request

HIP Part/Equipment Maintenance Menu (M04)		
IAR Part	IAR Equipment	GSSR
Location Change	Whse Storage Request	BOH Price Adjustment
Physical Inventory Adj	Purch. Activity Update	
"Inventory Adjustment Request - Equipment"		

PURPOSE: This menu option allows the user to access the Inventory Adjustment Equipment Information screen.

- Press "E" or
- Highlight the "IAR Equipment" option and press <ENTER> key.
- Press <ESC> key to exit menu option.

HANFORD INVENTORY PROGRAM USER'S MANUAL
MAINTAINING PART AND EQUIPMENT
INFORMATION

Manual WHC-SD-GN-CSUD-30002 REV.1
Section HIP-8.1
Page 8 of 33
Effective Date April 23, 1993
Organization Material Control

Inventory Adjustment Request - Equipment		
<F1> Help <F9> Save <ESC> Quit <SF1> Bldg Table		Page 1 of 2
STOCK NO		IAR NO
IMPACT LEVEL	SAFETY CLASS	04/22/92
APPROVED NOUN		TYPE
COMPOSITION		SIZE
MODEL NO		SERIAL NO
RATING		
OTHER DESCRIPTION		
MFR		MFR P/N
VENDOR		VENDOR P/N
DRAWING NO		
SPEC NO		
EQUIPMENT BPF NO		
EQUIPMENT PIECE NO		

PURPOSE: This screen is used to establish an inventory item master record. User may also access this screen to modify or delete equipment and catalog header information from the database. Equipment record must be input before the system allows addition of a new line item to the inventory.

NOTE: Press <ENTER> key or ↓ key to forward through fields. Also, refer to Screen Conventions, Section 3.0 of this manual.

- **STOCK NUMBER:** (REQUIRED ENTRY/EDITED) User must enter eight digits, no dashes are required, can be mixed Alpha/Numeric, which identifies the equipment header.
- **IAR NO:** (No longer used by Material Control.) User may enter a six digit IAR document number.
- **IMPACT LEVEL:** User may enter a one digit number or letter.
- **SAFETY CLASS:** User may enter 1, 2, 3, or 4 only.
- **APPROVED NOUN:** (REQUIRED ENTRY/EDITED) Must be a valid entry on the HIP Approved Noun Table. Press <F2> key to display a list of all current approved nouns in the system. If the Noun Name is a new record, system displays the Approved Noun Table popup screen and the user must enter the noun name into the table. Note: If the Unapproved Noun Name is equal to the Approved Noun Name, user must enter the same noun name in both fields because the system searches the Unapproved Noun Name first, then defaults to the Approved Noun Name. Press <F9> key to save the entry. Press <ESC> key to return to the IAR screen.
- **TYPE**
- **COMPOSITION:** Refer to Section 14.0, Standard Entry Guide.
- **SIZE:** Refer to Section 14.0, Standard Entry Guide.
- **MODEL NO.**
- **SERIAL NO.**

■RATING: Refer to Section 14.0, Standard Entry Guide.

■OTHER DESCRIPTION: User may enter as many lines of text required to provide additional descriptive equipment information. Press <F9> key to save the Other Description data. If no data entry is required, press <ESC> key to exit the Other Description popup window.

■MFR (Manufacturer Name)

■MFR P/N

■VENDOR

■VENDOR P/N

■DRAWING NO.

■SPEC NO.

■EQUIPMENT BPF NO. (Blueprint File or Certified Vendor Information)

■EQUIPMENT PIECE NO.

Inventory Adjustment Request - Equipment			
<F1> Help <F9> Save <ESC> Quit <SF1> Bldg Table			Page 2 of 2
			IAR NO 1375
ORIGINAL PO NO W123456			
PLANT BLDG NO	1163	SYSTEM NO	
COGNIZANT ENGINEER PAYNO	41145	NAME ARNZEN, KELLY	PHONE 6-0913 MSIN G2-01
MATERIAL CONTROL ANALYST		NAME	PHONE MSIN
CATALOG ONLY	N	SETUP DATE	03/16/91

- ORIGINAL PO NO.
- PLANT BLDG NO: (REQUIRED ENTRY/EDITED) User must enter a building code which is a valid entry on the HIP Building Number Table. To access the HIP Building Number Table, press Shift <F1>.
- SYSTEM NO.
- COGNIZANT ENGINEER PAYNO: User must enter a valid five digit payroll number. NAME, PHONE, MSIN fields will automatically feed from the HIP Employee Table.
- MATERIAL CONTROL ANALYST: (DISPLAY ONLY) NAME, PHONE, MSIN feeds from HIP Stock Class/Caption Table.
- CATALOG ONLY: Must be a "Y" or "N". System defaults to "N". User may accept the default or may enter a "Y".
- SET UP DATE: System defaults to the current date when setting up a new item.
- Press <F9> key to save the record.
- Press <ESC> key to return to menu.

NOTE: To delete a record, enter stock number to be deleted and when record is displayed, press the Alt <D> twice.

8.1.3 Entering General Supplies Information

HIP Part/Equipment Maintenance Menu (M04)

IAR Part	IAR Equipment	GSSR
Location Change	Whse Storage Request	BOH Price Adjustment
Physical Inventory Adj	Purch. Activity Update	
"General Supplies Stock Request"		

PURPOSE: This screen allows the user to access the General Supplies Stock Request screens.

- Press "G" or
- Highlight the "GSSR" option and press <ENTER> key.
- Press <ESC> key to exit menu option.

General Supplies Stock Request			
<F1> Help <F9> Save <ESC> Quit			Page 1 of 1
STOCK NO		SAFETY CLASS	12/06/91
IMPACT LEVEL			PICTURE NO
APPROVED NOUN		TYPE	
COMPOSITION		SIZE	
MODEL NO		SPECS	
RATING		SERIAL NO	
DRAWING NO			
OTHER DESCRIPTION			
MFR		MFR P/N	
UOI	STANDARD PKG		

PURPOSE: This screen is used to input additions, deletions, or modifications to the Central Stores catalog line items. General Supplies Inventory Control personnel are the only ones authorized to make these changes.

NOTE: Press <ENTER> key or ↓ key to forward through fields. Also, refer to Screen Conventions, Section 3.0 of this manual.

- **STOCK NO:** (REQUIRED ENTRY/EDITED) User must enter a valid, active stock number that currently resides on the WIMS database.
- **IMPACT LEVEL:** DISPLAY ONLY. Any changes to impact level value must be made on the WIMS system.
- **SAFETY CLASS:** User may enter 1, 2, 3, or 4 only.
- **PICTURE NO.**
- **APPROVED NOUN:** (REQUIRED ENTRY) User must enter the noun name which describes the item. Approved Noun Name edits are not currently activated for general supplies inventory items.
- **TYPE**
- **COMPOSITION:** Refer to Section 14.0, Standard Entry Guide.
- **SIZE:** Refer to Section 14.0, Standard Entry Guide.
- **MODEL NO.**
- **SPECS**
- **RATING:** Refer to Section 14.0, Standard Entry Guide.
- **SERIAL NO.**
- **DRAWING NO.**

- OTHER DESCRIPTION: User may enter as many lines of text required to provide additional descriptive equipment information. Press <F9> key to save the Other Description data. If no data entry is required, press <ESC> key to exit the Other Description popup window.
- MFR (Manufacturer Name)
- MFR P/N
- UOI: (Unit of Issue): (REQUIRED ENTRY) Refer to Section 14.0, Standard Entry guide. Note: Any changes to unit of issue should also be made in the WIMS system.
- STANDARD PACKAGE: User may enter up to three digits that identifies the quantity contained in a standard package.
- Press <F9> key to save the record.
- Press <ESC> key to return to menu.

NOTE: To delete a record, enter stock number of item to be deleted, and when record is displayed, press Alt <D> twice.

8.1.4 Changing Warehouse Storage Locations

HIP Part/Equipment Maintenance Menu (M04)		
IAR Part	IAR Equipment	GSSR
Location Change	Whse Storage Request	BOH Price Adjustment
Physical Inventory Adj	Purch. Activity Update	
"Part Location Changes"		

PURPOSE: This menu option allows the user to enter the location change notice screen.

- Press "L" or
- Highlight the "Location Change" option and press <ENTER> key.
- Press <ESC> key to exit menu option.

```

LOCATION CHANGE NOTICE
<F1> Help  <F9> Save  <ESC> Quit

STOCK NO      _____      AREA ID

STORAGE LOCATION      WAREHOUSE      LOCN QTY


BALANCE ON HAND QUANTITY

<SF1> Update storage location detail
(PPOSITION TO LOCATION BEFORE ENTRY)

```

PURPOSE: This screen is used to change the storage location(s) currently existing on the database. User may also change the storage location quantity for items currently existing on the database. User is not allowed to increase or decrease the line item balance on hand with this screen.

NOTE: Press <ENTER> key or ↓ key to forward through fields. Also, refer to Screen Conventions, Section 3.0 of this manual.

- STOCK NO: (REQUIRED ENTRY/EDITED) User must enter a valid, active stock number.
- AREA ID: (REQUIRED ENTRY/EDITED) User must enter the Area ID number that corresponds with the storage location. Press <F2> for a display of valid Area ID's.
- STORAGE LOCATION: DISPLAY ONLY. The system displays the current Area ID Storage Location(s) for the stock number entered. Use the ↑ or ↓ key to position the cursor on the storage location that is to be changed or enter the new storage location by typing over the old storage location and press <ENTER> key. Press Shift <F1> to Update Storage Location Detail Screen.

NOTE: If storage location quantity is 0, user may delete the location by positioning cursor on the storage location and pressing Ctrl-D twice.

- **LOCN QTY:** Remove the existing storage location quantity by pressing the <Delete> key. Enter the new storage location quantity and press <ENTER> key.

Update Storage Location Detail			
<F1> Help <F9> Exit <ESC> Quit			
LOCATION	QUANTITY		
HEAT LOT NO	CQ NO	SL/DATE	PM DATE
COMMENTS			

NOTE: Press Shift <F1> for the Storage Location Detail popup window. This window allows the user to enter the HEAT LOT NO, CQ NO, S/L DATE, PM DATE, and COMMENTS specific to a storage location, for an inventory item which is stored in multiple storage locations.

- Press <F9> key to save and exit Storage Location Detail popup window.
- Press <F9> key to save the item receipt entry. The screen will reappear for another entry.
- Press <ESC> key to return to menu.

8.1.5 Warehouse Storage Request (Convenience Storage)

HIP Part/Equipment Maintenance Menu (M04)

IAR Part	IAR Equipment	GSSR
Location Change	Whse Storage Request	BOH Price Adjustment
Physical Inventory Adj	Purch. Activity Update	
"Add, Delete, or Re-justify Convenience Storage"		

PURPOSE: This menu option allows access to the Warehouse Storage Request screens.

- Press "W" or
- Highlight the "Whse Storage Request" option and press <ENTER> key.
- Press <ESC> key to exit menu option.

Warehouse Storage Request			
<F1> Help <F9> Save <ESC> Quit <SF1> Item Entry <SF2> Rejustify			
WSR NO		REJUSTIFICATION DATE	
REQUESTOR PAY NO NAME	BLDG CD MSIN	PHONE	COST CODE
STORAGE JUSTIFICATION			

Default value is 158

PURPOSE: This screen is used to initialize a Warehouse Storage Reference Number for convenience storage items bought on or off-site on a Purchase Order or Bill of Materials (BOM), and transferred to a site warehousing services controlled warehouse facility to store for use on a future project. On-site items are identified by 9900 and off-site items are identified by 7900 Stock Class/Caption numbers. This screen is also used to reserve line items against an active Work Package number. User may delete a WSR Stock Class/Caption 9900 or 7900 line item from inventory with this screen.

NOTE: Press <ENTER> key or ↓ key to forward through the fields. Also, refer to Screen Conventions, Section 3.0 of this manual.

■ **WSR NO:** (REQUIRED ENTRY/EDITED) For a new record, there are four sources to acquiring a Warehouse Storage Request (WSR) Stock Number.

- 1) For Central Stores items on a Bill of Material (BOM), enter the store order reference number from the packing slip.
- 2) For direct charge purchase requisitions, use the six digit purchase requisition number.
- 3) When using a pre-numbered WSR form, enter the WSR document number.
- 4) If none of the above three options apply, press <ENTER> and the system will default to the next available WSR number and automatically supply it.

NOTE: To update existing WSR header or item information, enter the Warehouse Storage Request (WSR) number. User may type over existing Header information to make any necessary changes. Press Shift <F2> to advance the Rejustification Date to another year, and press Shift <F1> to update the line item information.

■ **REJUSTIFICATION DATE:** (REQUIRED ENTRY) System defaults to a date which is one year from the date the information is being entered. Press <ENTER> key to accept the default or user can override the default and enter a selected date.

Note: To advance the Justification Date one year for an existing WSR header and line item(s), press Shift <F2> once, then press Shift <F1> to update line item information. For each item that you want to advance the date, enter the stock number and then press <F9> to save. When finished, press <ESC> to get back to the WSR Header screen and press <F9> to save the new Rejustification Date.

- REQUESTOR PAY NO: (REQUIRED ENTRY) User must enter a five digit payroll number for the custodian of the items. Upon entering a valid payroll number, the NAME, MSIN, PHONE, and COST CODE fields will automatically be displayed.
- BLDG CD: (REQUIRED ENTRY/EDITED) User must enter a four digit building code number which is valid on the HIP Building Number Table. Press Shift <F2> key for a list of valid Building Codes. The Building Code should represent where the material will be used, not where the Requestor resides.
- STORAGE JUSTIFICATION: (REQUIRED ENTRY)
- Press <F9> key to save the WSR header information.

HANFORD INVENTORY PROGRAM USER'S MANUAL
MAINTAINING PART AND EQUIPMENT
INFORMATION

Manual WHC-SD-GN-CSUD-30002 REV.1
 Section HIP-8.1
 Page 20 of 33
 Effective Date April 23, 1993
 Organization Material Control

WAREHOUSE STORAGE REQUEST ITEM					
<F1> Help <F9> Save <ESC> Quit <SF1> Storage Location <SF2> Property				04/22/92	
STOCK NO		WSR NO		SETUP DATE	
UOI	UNIT PRICE	PO/LINE NO	STORAGE SPACE	IMPACT	SAFETY
APPROVED NOUN TYPE COMPOSITION SIZE RATING OTHER DESCRIPTION					
HAZARDOUS CODE			RESTRICTED CODE		
Default value is 9900-0015-8001					

- **STOCK NO:** (REQUIRED ENTRY/EDITED) System will display a default value on the bottom left hand corner of the screen. User may need to edit the stock class caption of the stock number according to the default value displayed. When acquiring items from Central Stores, or when using a WSR document number, the Stock Class Caption must be 9900. When using a purchase requisition number, the Stock Class Caption must be 7900. The WSR NO and SETUP DATE fields will automatically be displayed.
- **UOI:** (REQUIRED ENTRY) User must enter a unit of issue. Refer to Section 14.0 standard entry guide.
- **UNIT PRICE:** (REQUIRED ENTRY) User must enter the unit price.
- **PO/LINE NO:** User may enter the six digit purchase requisition number, press the "/" (slash) key, then the line item number.
- **STORAGE SPACE:** User may enter the square footage of warehouse space the item will take up. Note: Dimensions should be entered using an "X" to denote the word "by". For example, a box that is 4ft by 6ft by 2ft would be entered as 4X6X2 without spaces.
- **IMPACT:** User may enter a one digit number or letter.
- **SAFETY:** System defaults to 4. User may accept the default by pressing <ENTER> key, or override it by entering 1, 2, or 3.
- **APPROVED NOUN:** (REQUIRED ENTRY/EDITED) User must enter a noun name which describes the item. The entry must be valid on the HIP Approved Noun Table. If the noun name is a new record, system displays the Approved Noun Table popup screen and the user must enter the noun name into the table.

NOTE: If the Unapproved Noun Name is equal to the Approved Noun Name, user must enter the same noun name in both fields because the system searches the unapproved noun name first, then defaults to the approved noun name. Press <F9> key to save the entry. Press <ESC> key to return to the WSR screen.

- TYPE:
- COMPOSITION: Refer to Section 14.0, Standard Entry Guide.
- SIZE: Refer to Section 14.0, Standard Entry Guide.
- RATING: Refer to Section 14.0, Standard Entry Guide.
- OTHER DESCRIPTION: User may enter as many lines of text required to provide additional descriptive equipment information. Press <F9> key to save the Other Description data. If no data entry is required, press <ESC> key to exit the Other Description popup window.
- HAZARDOUS CODES: User may enter a "Y" for yes or an "N" for no. System will default to "N".
- RESTRICTED CODE:

Note: Press <F2> key anytime while in this screen, to obtain a listing of all stock numbers under the current WSR reference number.

- Press <F9> key to save the WSR item entry.

WSR STORAGE LOCATION QTYS	
<F1> Help <F9> Save <ESC> Quit <SF2> Work Package Preallocation	
STOCK NO 9900-0015-2001	AREA ID
STORAGE LOCATION	LOCN QTY
BALANCE ON HAND QUANTITY	
<SF1> Update storage location detail (POSITION TO LOCATION BEFORE ENTRY)	

- STOCK NO: System will display the stock number from the current record just saved.
- AREA ID: (REQUIRED ENTRY/EDITED) System will default the Area ID to correspond with the Building Code number entered on the WSR Header screen. User may accept the default by pressing <ENTER> key, or override it by entering a different Valid Area ID. Press <F2> key for a list of valid Area ID's.
- STORAGE LOCATION: (EDITED) User must enter the storage location where the material will be stored. Storage location must be valid to the Area ID entered.
- LOCN QTY: User must enter the quantity which will be stored in that location.
- BALANCE ON HAND QUANTITY: Display Only. System will total all the Location Quantities to calculate the total balance on hand.

- Press Shift <F1> to update the Storage Location Detail screen.
- Press <F9> to save any entry's to the Update Storage Location Detail screen.
If no entry is required, press <ESC> key to return to the WSR Storage Location Quantities screen.

Update Storage Location Detail			
<F1> Help <F9> Exit <ESC> Quit			
LOCATION	QUANTITY		
HEAT LOT NO	CQ NO	SL/DATE	PM DATE
COMMENTS			

- Press Shift <F2> for a popup window to "Enter Work Package Number to Reserve the Part". Enter the Work Package Number and press <ENTER> key to return to the WSR Storage Location Quantities screen.
- Press <F9> key to save the WSR Storage Location information.

NOTE: To delete a WSR item, user must go to the WSR item entry screen and input the Stock Number for the item to be deleted and press Alt <D> twice. The WSR header cannot be deleted until all of the corresponding WSR line items have been deleted. Then at the header screen, enter the WSR number to be deleted and press ALT <D> twice.

8.1.6 Non-Physical Inventory Adjustments (Balance on Hand and Value)

HIP Part/Equipment Maintenance Menu (M04)		
IAR Part	IAR Equipment	GSSR
Location Change	Whse Storage Request	BOH Price Adjustment
Physical Inventory Adj	Purch. Activity Update	
"Balance on Hand / Price Adjustment (Non Physical Inventory)"		

PURPOSE: This menu option allows the user to access the Balance on Hand/Price Adjustment screens to perform non-physical inventory adjustments.

- Press "B" or
- Highlight the "BOH Price Adjustment" option and press <ENTER> key.
- Press <ESC> key to exit menu option.

BOH/Price Adjustment			
<F1> Help <F9> Save <ESC> Quit			04/22/92 13:58:29
TRANSACTION:	NUMBER	DATE	REFERENCE
	631	04/22/92	210006319
TH. IMPACT. LEVEL			

PURPOSE: This screen is used to initialize a balance on hand/price adjustment transaction number. This transaction is used to reconcile variances in storage location quantities and/or unit price.

System supplies the following information:

- **TRANSACTION NUMBER:** Defaults to next BOH/Price Adjustment Transaction Number.
- **DATE:** Defaults to the current date.
- **REFERENCE:** Defaults to Transaction Code "21" plus the six digits of the BOH/Price Adjustment Transaction Number, and the last two digits of the current fiscal year.
- Press <F9> key to save header information and initiate transaction number.

NOTE: The Reference Number should be written onto document for filing and future reference purposes.

BOH/Price Adjustment Item			
<F1> Help	<F9> Save	<ESC> Quit	
TRANSACTION NO		ITEM NO	
STOCK NO		AREA ID	
AREA KEY			
STORAGE LOCATION	TRANS QTY	NEW LOCN QTY	INVENTORY VALUE ADJUSTMENT
ITEM TRANS QTY	UOI	UNIT PRICE	VALUE
PART DESCRIPTION		PART BOH PART UNIT PRICE PART INV VALUE	

PURPOSE: This screen is used to input the stock number, unit price, storage location, and storage location quantities to correct variances in inventory quantities and/or unit price.

NOTE: Press <ENTER> key or ↓ key to forward through fields. Also, refer to Screen Conventions, Section 3.0 of this manual.

- **STOCK NO:** (REQUIRED ENTRY/EDITED) User must enter a valid, active stock number. After pressing <ENTER> key, the system will display the UOI, PART DESCRIPTION, PART BOH, PART UNIT PRICE, AND PART INV VALUE fields.
- **AREA KEY:** System supplied based on Area ID.
- **AREA ID:** (REQUIRED ENTRY/EDITED) Enter three digit area identifier. Press <F2> for display of valid Area ID's. Area ID must correspond with the BOH/Price Adjustment transaction storage location.
- **STORAGE LOCATION:** (REQUIRED ENTRY/EDITED) Use existing storage location by pressing <ENTER> key, or type in new storage location by pressing the <ENTER> key after the last current storage location.
- **TRANS QTY:** Not required if inventory value price adjustment only. User may accept the system default "+" sign by entering the adjustment quantity only. User may enter a "-" sign in front of adjustment quantity if the transaction is reducing the storage location quantity only.
- **NEW LOCN QTY:** The system calculates and displays the new location quantity by adding to or subtracting from the current storage location quantity.
- **INVENTORY VALUE ADJUSTMENT:** Not required if quantity adjustment only. System will automatically recalculate unit price when making a quantity adjustment. User may accept the system default of "+" by entering the value adjustment only. User may enter a "-" in front of the value adjustment if reducing inventory value.
- **ITEM TRANS QTY:** The system calculates and displays the total balance on hand transaction quantity.

- **UNIT PRICE:** The system calculates and displays the unit price for transaction quantity.
- **VALUE:** The system calculates and displays the total value for the transaction.
- **PART BOH:** The system calculates and displays the new balance on hand quantity for the part.

NOTE: The Part Unit Price and Part Inventory Value's will recalculate only after the record is saved.

- Press <F9> key to save the adjustment. The BOH/Price Adjustment Item screen will reappear to allow multiple adjustments under the same transaction number.
- Press <ESC> key to return to the header screen. User may initialize new transaction number by pressing the <ENTER> key.
- Press <ESC> key to return to menu.

8.1.7 Physical Inventory Adjustments

HIP Part/Equipment Maintenance Menu (M04)

IAR Part**IAR Equipment****GSSR****Location Change****Whse Storage Request****BOH Price Adjustment****Physical Inventory Adj****Purch. Activity Update****"Physical Inventory - BOH / Price Adjustment"**

PURPOSE: This menu option allows the user to access the Physical Inventory Adjustment screens to perform adjustments as a result of a physical inventory.

- Press "P" or
- Highlight the "Physical Inventory Adj" option and press <ENTER> key.
- Press <ESC> key to exit menu option.

Physical Inventory Adjustment				
<F1> Help <F9> Save <ESC> Quit			04/22/92 13:59:48	
TRANSACTION:	NUMBER	631	DATE	04/22/92
			REFERENCE	2000063192

PURPOSE: This screen is used to initialize a physical inventory adjustment transaction number. This transaction is used to reconcile variances in storage location quantities.

System supplies the following information:

- **TRANSACTION NUMBER:** Defaults to next Physical Inventory Adjustment Transaction Number.
- **DATE:** Defaults to the current date.
- **REFERENCE:** Defaults to Transaction Code "20" plus the six digits of the Physical Inventory Adjustment Transaction Number, and the last two digits of the current fiscal year.

■ Press <F9> key to save header information and initiate transaction number.

NOTE: The Reference Number should be written onto documentation for filing and future reference purposes.

MAINTAINING PART AND EQUIPMENT
INFORMATION

Physical Inventory Adjustment Item			
<F1> Help <F9> Save <ESC> Quit		TRANSACTION NO	631 ITEM NO 1
STOCK NO	AREA KEY	AREA ID	
TRANSACTION DETAIL			
STORAGE LOCATION	TRANS QTY	NEW LOCN QTY	S/L EXPN DATE
ITEM TRANS QTY 0	UOI	UNIT PRICE	VALUE
PART DESCRIPTION			PART BOH 0

PURPOSE: This screen is used to input the stock number, storage location, shelf life expiration date (if applicable), and storage location quantities to correct variances resulting from physical inventories.

NOTE: Press <ENTER> key or ↓ key to forward through fields. Also, refer to Screen Conventions, Section 3.0 of this manual.

- **STOCK NO:** (REQUIRED ENTRY/EDITED) User must enter a valid, active stock number. After pressing <ENTER> key, the system will display the NEW LOCN QTY, UOI, PART DESCRIPTION, and PART BOH fields.
- **AREA KEY:** System supplied based on Area ID.
- **AREA ID:** (REQUIRED ENTRY/EDITED) Enter three digit area identifier. Press <F2> for display of valid Area ID's. Area ID must correspond with the Physical Inventory Adjustment transaction storage location.
- **STORAGE LOCATION:** (REQUIRED ENTRY/EDITED) Use existing storage location by pressing <ENTER> key, or type in new storage location by pressing the <ENTER> key after the last current storage location.
- **TRANS QTY:** User may accept the system default "+" sign by entering the adjustment quantity only. User may enter a "-" sign in front of adjustment quantity if the transaction is reducing the storage location quantity.
- **NEW LOCN QTY:** The system calculates and displays the new location quantity by adding to or subtracting from the current storage location quantity.
- **S/L EXPN DATE:** User may enter the shelf life date and related information (if applicable). The shelf life date must be greater than the current date.
- **ITEM TRANS QTY:** The system calculates and displays the physical inventory adjustment transaction quantity.
- **UNIT PRICE:** The system calculates and displays the unit price for the transaction quantity.

- **VALUE:** The system calculates and displays the total value for the transaction.
- **PART BOH:** The system calculates and displays the new balance on hand quantity for the part.
- Press <F9> key to save the adjustment. The Physical Inventory Adjustment Item screen will reappear to allow multiple adjustments under the same transaction number.
- Press <ESC> key to return to the header screen. User may initialize a new transaction number by pressing the <ENTER> key.
- Press <ESC> key to return to menu.

8.1.8 Updating Purchasing Activity

HIP Part/Equipment Maintenance Menu (M04)

IAR Part	IAR Equipment	GSSR
Location Change	Whse Storage Request	BOH Price Adjustment
Physical Inventory Adj	Purch. Activity Update	
"Update Purchasing/Manual Due in fields"		

PURPOSE: This menu option allows the user to access the Purchasing Activity Update screen.

- Press "A" or
- Highlight the "Purch. Activity Update" option and press <ENTER> key.
- Press <ESC> key to exit menu option.

PURCHASING ACTIVITY UPDATE			
<F1> Help <F9> Save <ESC> Quit			
STOCK NO		LAST UPDATE	
MAX QTY		MIN QTY	
BOH	ALLOC QTY	AVAIL QTY	BO QTY
MANUAL DUE IN QTY		MANUAL DUE IN REFERENCE	
MANUAL DUE IN COMMENTS			
PURCHASE DUE IN QTY		PURCHASE DUE IN REFERENCE	

PURPOSE: This screen is used to input material due in information to include purchase requisition, Component Material Transfer (CMT), Credit Store Order (CSO), Stores Material Transfer (SMT), or Will Be Return (WBR) items. Information in the Manual Due In fields must be removed manually, except a Credit Store Order entry where the quantity returned is the same as the Manual Due In entry, then the system will automatically remove the Manual Due In and Comments. This screen also displays Purchase Due In quantity and reference information fed from the Purchasing Information Document System (PIDS) and is removed automatically when the receipt of material is confirmed.

NOTE: Press <ENTER> key or ↓ key to forward through fields. Also, refer to Screen Conventions, Section 3.0 of this manual.

- **STOCK NO:** (REQUIRED ENTRY/EDITED) User must enter a valid, active stock number or the entry will be rejected. By pressing <ENTER> key, the MAX QTY, MIN QTY, BOH, ALLOC QTY, AVAIL QTY, and BO QTY, along with any previously entered information, will automatically fill.
- **LAST UPDATE:** System will default to the current date.
- **MANUAL DUE IN QTY.**
- **MANUAL DUE IN REFERENCE**
- **MANUAL DUE IN COMMENTS:** After entering comments, press <ENTER> key to forward to the next field.
- **PURCHASE DUE IN QTY:** Information feeds automatically from PIDS, and is removed when receipt of material is confirmed. (Corrections in this field should be made through the PIDS system.)
- **PURCHASE DUE IN REFERENCE:** Information feeds automatically from PIDS, and is removed when receipt of material is confirmed. (Corrections in this field should be made through the PIDS system.)
- Press <F9> key to save the record.
- Press <ESC> key to return to menu.

8.2 MAINTAINING TABLE INFORMATION

HIP Maintenance Menu (M03)

Part/Equipment Maintenance

Table Maintenance

Part Status

"Add, Delete, Modify HIP Tables"

PURPOSE: This screen allows the user to select the desired menu option to access the necessary screens to add, delete, or modify HIP Table records.

- Press "T" or
- Highlight the "Table Maintenance" option and press <ENTER> key.

HIP Tables Maintenance Menu (M05)

Area Table

Warehouse Table

Stock Class Table

Stock Caption Table

Stock Class Caption Table

Restricted Distribution Table

Approved Noun Table

Building Number Table

Employee Table

Property Table

PURPOSE: By selecting one of these options, the user may access a specific table to add, delete, or modify the records.

- Select an option by pressing the red letter indicated for the specific desired menu option or by using arrow keys to highlight the specific desired menu option and pressing <ENTER> key.
- Press <ESC> key to exit any menu option.

8.2.1 Area Table

HIP Tables Maintenance Menu (M05)	
Area Table	Warehouse Table
Stock Class Table	Stock Caption Table
Stock Class Caption Table	Restricted Distribution Table
Approved Noun Table	Building Number Table
Employee Table	Property Table
"Area Table Maintenance"	

PURPOSE: This menu option allows the user to access the Area Table.

- Press "A" or
- Highlight the "Area Table" option and press <ENTER> key.
- Press <ESC> key to exit menu option.

Area Table		
<F1> Help <F9> Save <ESC> Quit		
AREA ID:	SERVICE PHONE	
PRIMARY SERVICE AREAS:		
WAREHOUSE ID	PRIMARY STORAGE	BUILDING NO
PICK ORDER SEQUENCE:		

PURPOSE: This screen is used to maintain the Area ID numbers which identify the Primary Service Area for each Site Warehousing Services controlled storage facility. In addition, the Area Table also identifies the Pick Order Sequence which is utilized by the system to automatically reallocate stock between various Area ID's.

NOTE: Press <ENTER> key or ↓ key to forward through fields. Update fields by typing over existing information. Also, refer to Screen Conventions, Section 3.0 of this manual.

- AREA ID:** (REQUIRED ENTRY/EDITED) System will default to the Area ID that corresponds with the user workstation log-on location. If the Area ID is a new record, user must enter up to a three digit number that identifies the Primary Service Area ID number. Must be a valid entry on the Warehouse Table. Press <F2> to display valid Area ID's.
- SERVICE PHONE:** System defaults and displays the service phone number which corresponds with the Area ID. If Area ID is a new record, enter five digit phone number which correspond with the Area ID.
- PRIMARY SERVICE AREAS:** (REQUIRED ENTRY) System defaults and displays the Primary Service Area description that corresponds with the Area ID number. If the Area ID is a new record, user must enter up to a 24 character description that identifies the Primary Service Area description that corresponds with the Area ID.

- **WAREHOUSE ID: DISPLAY ONLY.** System defaults and displays the Warehouse ID number(s) that identify the controlled storage facilities that identifies the Primary Service Area. Press Shift <F1> to display Warehouse Table.
- **BUILDING NO: DISPLAY ONLY.** System defaults and displays the Building Number(s) that corresponds with the Warehouse ID for the controlled storage facilities for the Primary Service Area.
- **PICK ORDER SEQUENCE:** User may enter as many valid three digit Area ID's as necessary to identify the sequence the system should follow to automatically reallocate stock between various areas.

NOTE: To browse through the Area Table, while in a record press Alt-F to move forward to the next record, or press Alt-B to move back one record.

- Press <F9> key to save the record.
- Press <ESC> key to return to menu.

NOTE: User may delete a Primary Service Area description from the table by entering the Area ID, and after the record is displayed, pressing the Alt <D> key twice.

8.2.2 Warehouse Table

HIP Tables Maintenance Menu (M05)	
Area Table	Warehouse Table
Stock Class Table	Stock Caption Table
Stock Class Caption Table	Restricted Distribution Table
Approved Noun Table	Building Number Table
Employee Table	Property Table
"Warehouse Table Maintenance"	

PURPOSE: This menu option allows the user to access the Warehouse Table.

- Press "W" or
- Highlight the "Warehouse Table" option and press <ENTER> key.
- Press <ESC> key to exit menu option.

Warehouse Table	
<F1> Help	<F9> Save <ESC> Quit
WAREHOUSE ID: ____	
BUILDING NO:	
AREA ID:	
STORAGE COST:	

PURPOSE: This screen is used to maintain the Warehouse ID Number, Building Number, Area ID, and Storage Cost for each Site Warehousing Services controlled storage facility. The Warehouse ID Number is the first two digits of the storage location which identifies the areaspecific building number for the warehouse.

NOTE: Update access to this screen is limited to Site Warehousing Services personnel.

NOTE: Press <ENTER> key or ↓ key to forward through fields. Update fields by typing over existing information. Also, refer to Screen Conventions, Section 3.0 of this manual.

- **WAREHOUSE ID:** (REQUIRED ENTRY/EDITED) Press <F2> key for valid Warehouse ID popup window. If the record is new, user must enter a two digit number that identifies the Controlled Storage Facility Identification Number for each Primary Service Area.
 - **BUILDING NO:** (REQUIRED ENTRY) System will default and display building number which corresponds with Warehouse ID number. If the record is new, user must enter up to a ten digit number that identifies the Controlled Storage Facility Number which corresponds with the Warehouse ID number.
 - **AREA ID:** (REQUIRED ENTRY/EDITED) System will default and display Area ID which corresponds with the Warehouse ID number. If the record is new, user must enter up to a three digit number that identifies the Primary Service Area ID number. Press <F2> key to display valid Area ID's.
 - **STORAGE COST:** System defaults to display the Warehouse Storage Cost for the Warehouse ID number. User may enter up to a seven digit number (includes two decimals) that identifies the cost charged for each square foot of controlled storage warehouse space.
- Press <F9> key to save the record.
 - Press <ESC> key to return to menu.

NOTE: User may delete a Warehouse ID Number from the table by entering the Warehouse ID Number, and after the record is displayed, pressing Alt-D twice.

8.2.3 Stock Class Table

HIP Tables Maintenance Menu (M05)	
Area Table	Warehouse Table
Stock Class Table	Stock Caption Table
Stock Class Caption Table	Restricted Distribution Table
Approved Noun Table	Building Number Table
Employee Table	Property Table
"Stock Class Maintenance"	

PURPOSE: This menu option allows the user to access the Stock Class Table.

- Press "S" or
- Highlight the "Stock Class Table" option and press <ENTER> key.
- Press <ESC> key to exit menu option.

Stock Class Table	
<F1> Help <F9> Save <ESC> Quit	
STOCK CLASS	—
DESCRIPTION	

PURPOSE: This screen is used to maintain the Stock Class Table information which consists of the Stock Class Number and Stock Class Description. The Stock Class is the first two digits of the Stock Number which identifies the general inventory category.

NOTE: Update to this screen is limited to Material Control and General Supplies Inventory personnel.

NOTE: Press <ENTER> key or ↓ key to forward to next field. Update fields by typing over existing information. Also, refer to Screen Conventions, Section 3.0 of this manual.

- **STOCK CLASS:** (REQUIRED ENTRY) User must enter two digit Stock Class number. Press <F2> for a display of Stock Classes and Descriptions. If the record is new, user must enter the two digit Stock Class number that identifies the general classification for the stock number.
- **DESCRIPTION:** (REQUIRED ENTRY) If the record is new, the user can enter up to 40 characters of description that identifies the general inventory classification for the stock number.
- Press <F9> key to save the record.
- Press <ESC> key to return to menu.

NOTE: User may delete a Stock Class from the table by entering the Stock Class number, and after the record is displayed, pressing Alt-D twice.

8.2.4 Stock Caption Table

HIP Tables Maintenance Menu (M05)	
Area Table	Warehouse Table
Stock Class Table	Stock Caption Table
Stock Class Caption Table	Restricted Distribution Table
Approved Noun Table	Building Number Table
Employee Table	Property Table
"Stock Caption Maintenance"	

PURPOSE: This menu option allows the user to access the Stock Caption Table.

- Press "C" or
- Highlight the "Stock Caption Table" option and press <ENTER> key.
- Press <ESC> key to exit menu option.

Stock Caption Table	
<F1> HELP	<F9> SAVE <ESC> QUIT
STOCK CAPTION	—
DESCRIPTION	

PURPOSE: This screen is used to maintain the Stock Caption table information which consists of the Stock Caption Number and Stock Caption Description. The Stock Caption is the second set of two digits of the stock number (or the third and fourth digits of the twelve digit stock number) which identifies the general inventory commodity, plant system number, or other sub-classification.

NOTE: Update to this screen is limited to Material Control and General Supplies Inventory personnel.

NOTE: Press <ENTER> key or ↓ to forward to next field. Update fields by typing over existing information. Also, refer to Screen Conventions, Section 3.0 of this manual.

- **STOCK CAPTION:** (REQUIRED ENTRY) User must enter two digit Stock Caption number. Press <F2> for display of Stock Captions and Descriptions. If the record is new, user must enter the two digit number that identifies the general inventory commodity, system number, or sub-classification number for the stock number.
- **DESCRIPTION:** (REQUIRED ENTRY) If the record is new, user may enter up to 40 characters of description for the general inventory commodity, system, or sub-classification number.
- Press <F9> key to save the record.
- Press <ESC> key to return to menu.

NOTE: User may delete a Stock Caption from the table by entering the Stock Caption number, and after the record is displayed, pressing Alt-D twice.

8.2.5 Stock Class Caption Table

HIP Tables Maintenance Menu (M05)	
Area Table	Warehouse Table
Stock Class Table	Stock Caption Table
Stock Class Caption Table	Restricted Distribution Table
Approved Noun Table	Building Number Table
Employee Table	Property Table
"Stock Class Caption Maintenance"	

PURPOSE: This menu option allows the user to access the Stock Class Caption Table.

- Press "T" or
- Highlight the "Stock Class Caption Table" option and press <ENTER> key.
- Press <ESC> key to exit menu option.

HANFORD INVENTORY PROGRAM USER'S MANUAL
MAINTAINING TABLE INFORMATION

Manual WHC-SD-GN-CSUD-30002 REV.1
Section HIP-8.2
Page 12 of 22
Effective Date April 23, 1993
Organization Material Control

Stock Class Caption			
<F1> Help <F9> Save <ESC> Quit			
CLASS CAPTION _____ DESCRIPTION _____			
MATERIAL CONTROL ANALYST			
PAY NO	NAME		PHONE
COGNIZANT BUYER			
PAY NO	NAME		PHONE

PURPOSE: This screen is used to maintain the Stock Class Caption Table information. The Stock Class Caption number is the first four digits of the Stock Number which identifies the general inventory category classification and the inventory commodity respectively.

NOTE: Update to this screen is limited to Material Control and General Supplies Inventory personnel.

NOTE: Press <ENTER> key or ↓ key to forward through fields. Update fields by typing over existing information. Also, refer to Screen Conventions, Section 3.0 of this manual.

- **CLASS CAPTION:** (REQUIRED ENTRY/EDITED) User must enter the four digit Stock Class Caption number. Press <F2> for display of Stock Class Captions and Descriptions. If the record is new, user must enter the four digit number which identifies the Stock Class Caption number for the general inventory class and caption number.
- **DESCRIPTION:** (REQUIRED ENTRY) If the record is new, user may enter up to 40 characters of description for the general inventory class and caption for the Stock Class number.
- **PAYNO (Material Control Analyst):** (REQUIRED ENTRY) If the record is new, user must enter a five digit payroll number that identifies the Material Control Specialist responsible for maintenance of the Stock Class Caption Number. The NAME and PHONE fields will automatically fill.
- **PAYNO (Cognizant Buyer):** If the record is new, user may enter a five digit payroll number that identifies the Cognizant Buyer for the Stock Class Caption. The NAME and PHONE fields will automatically fill.
- Press <F9> key to save the record.
- Press <ESC> key to return to menu.

NOTE: User may delete a Stock Class Caption from the table by entering the Stock Class Caption Number, and after the record is displayed, pressing Alt-D twice.

8.2.6 Restricted Distribution Table

HIP Tables Maintenance Menu (M05)	
Area Table	Warehouse Table
Stock Class Table	Stock Caption Table
Stock Class Caption Table	Restricted Distribution Table
Approved Noun Table	Building Number Table
Employee Table	Property Table
"Restricted Distributed Code Maintenance"	

PURPOSE: This menu option allows the user to access the Restricted Distribution Table.

- Press "R" or
- Highlight the "Restricted Distribution Table" option and press <ENTER> key.
- Press <ESC> key to exit menu option.

Restricted Distribution Table	
<F1> Help <F9> Save <ESC> Quit	
CODE	_____
COMMENTS	
CONTACT PAYNO	NAME
RELEASE CODE	

PURPOSE: This screen is used to maintain control of Restricted Distribution Code numbers, Cognizant Contacts, and Release Codes for inventory items designated as "Restricted." The purpose of designating an item "Restricted" is to ensure the item is not issued from the inventory without authorization.

NOTE: Update to this screen is limited to Material Control and Site Warehousing Services personnel.

NOTE: Press <ENTER> key or ↓ key to forward through fields. Update fields by typing over existing information. Also, refer to Screen Conventions, Section 3.0 of this manual.

- **CODE:** (REQUIRED ENTRY/EDITED) User must enter the three digit (alpha/numeric) Restricted Distribution Code. Press <F2> for display of Restricted Distribution Codes. If item is a new record, user must enter a three digit description (alpha/numeric) which identifies the unique Restricted Distribution Code assigned to an individual.
- **COMMENTS:** If the record is new, user may enter a maximum of five lines, 30 characters per line, of text which provides additional Restricted Distribution Code information.
- **CONTACT PAYNO:** (REQUIRED ENTRY) If the record is new, user must enter five digit payroll number of the individual that is assigned the Restricted Distribution Code. The NAME field will automatically fill.
- **RELEASE CODE:** (REQUIRED ENTRY) If the record is new, user must enter a three digit description (alpha/numeric) that identifies the unique Restricted Distribution Release Code assigned to an individual.
- Press <F9> key to save the record.
- Press <ESC> key to return to menu.

NOTE: User may delete a Restricted Distribution Code from the table by entering the Restricted Distribution Code number, and after the record is displayed, pressing Alt-D twice.

8.2.7 Approved Noun Table

HIP Tables Maintenance Menu (M05)	
Area Table	Warehouse Table
Stock Class Table	Stock Caption Table
Stock Class Caption Table	Restricted Distribution Table
Approved Noun Table	Building Number Table
Employee Table	Property Table
"Approved Noun Maintenance"	

PURPOSE: This menu option allows the user to access the Approved Noun Table.

- Press "N" or
- Highlight the "Approved Noun Table" option and press <ENTER> key.
- Press <ESC> key to exit menu option.

Approved Noun Table	
<F1> Help	<F9> Save <ESC> Quit
UNAPPROVED NOUN	
APPROVED NOUN	
COMMENTS	

PURPOSE: This screen is used to maintain Approved and Unapproved Noun Name descriptions that are used to validate basic description input for the purpose of maintaining standardized nomenclature for all inventory line items.

NOTE: Press <ENTER> key or ↓ key to forward through fields. Update fields by typing over existing information. Also, refer to Screen Conventions, Section 3.0 of this manual.

- **UNAPPROVED NOUN: (REQUIRED ENTRY)** User must enter up to a 30 character description of the Unapproved Noun Name that describes the item. If the Unapproved Noun Name is equal to the Approved Noun Name, user must enter the same noun name in both fields because the system searches the Unapproved Noun Name first and then defaults to the Approved Noun Name. Press <F2> key for a list of the Unapproved Nouns.
- **APPROVED NOUN: (REQUIRED ENTRY)** If the record is new, user must enter up to a 30 character description of the Approved Noun Name that describes the item. If the Approved Noun Name is equal to the Unapproved Noun Name, user must enter the same Noun Name in this field.
- **COMMENTS:** User may enter up to 30 characters of comments.
- Press <F9> key to save the record.
- Press <ESC> key to return to menu.

NOTE: User may delete an Unapproved/Approved Noun entry from the table by entering the Unapproved Noun Name, and after the record is displayed, pressing Alt-D twice.

8.2.8 Building Number Table

HIP Tables Maintenance Menu (M05)	
Area Table	Warehouse Table
Stock Class Table	Stock Caption Table
Stock Class Caption Table	Restricted Distribution Table
Approved Noun Table	Building Number Table
Employee Table	Property Table
"Building Number Maintenance"	

PURPOSE: This menu option allows the user to access the Building Number Table.

- Press "B" or
- Highlight the "Building Number Table" option and press <ENTER> key.
- Press <ESC> key to exit menu option.

HANFORD INVENTORY PROGRAM USER'S MANUAL
MAINTAINING TABLE INFORMATION

Manual WHC-SD-GN-CSUD-30002 REV.1
Section HIP-8.2
Page 18 of 22
Effective Date April 23, 1993
Organization Material Control

Building Number Table	
<F1> Help	<F9> Save <ESC> Quit
BUILDING NO	_____
BUILDING TITLE	_____
PROJECT ID	_____
RESPONSIBILITY GROUP	_____
RESPONSIBILITY TITLE	_____

PURPOSE: This screen is used to maintain the Building Code and Title, Project ID, and Responsibility Group Numbers that associate a piece of equipment to a specific facility, plant system, building code, or area of responsibility.

NOTE: Update access is limited to Material Control personnel.

NOTE: Press <ENTER> key or ↓ key to forward through fields. Update fields by typing over existing information. Also, refer to Screen Conventions, Section 3.0 of this manual.

- **BUILDING NO:** (REQUIRED ENTRY) If a new record, user must enter a number up to eleven digits that identifies the Hanford Standards building number. Press <F2> key for a list of Building Numbers and Titles.
 - **BUILDING TITLE:** (REQUIRED ENTRY) If a new record, user must enter up to a 30 character description that is the title of the Building Code Number.
 - **PROJECT ID:** User may enter up to a three digit description (alpha/numeric) that identifies inventory items by project or program.
 - **RESPONSIBILITY GROUP:** User may enter up to a four digit description (alpha/numeric) that identifies a specific area of responsibility.
 - **RESPONSIBILITY TITLE:** User may enter up to a 35 character description that identifies the title of the Responsibility Group Number.
- Press <F9> key to save the record.
 - Press <ESC> key to return to menu.

NOTE: User may delete a Building Number from the table by entering the Building Number, and after the record is displayed, pressing Alt-D twice.

8.2.9 Employee Table

HIP Tables Maintenance Menu (M05)

Area Table	Warehouse Table
Stock Class Table	Stock Caption Table
Stock Class Caption Table	Restricted Distribution Table
Approved Noun Table	Building Number Table
Employee Table	Property Table
"Employee Table Maintenance"	

PURPOSE: This menu option allows the user to access the Employee Table.

- Press "E" or
- Highlight the "Employee Table" option and press <ENTER> key.
- Press <ESC> key to exit menu option.

Employee Table	
<ESC> Quit	
PAYROLL NO	_____
NAME	
MSIN	
PHONE	
AREA	
BLDG NO	
ROOM	
ORG CODE	
MANAGER NAME	

PURPOSE: This screen is used for "Look Up" only. Information for this table is maintained on the People Core database and is passed to HIP on a weekly basis.

■ **PAYROLL NO:** (REQUIRED ENTRY/EDITED) User must enter a five digit payroll number. The entry must be valid on the People Core database.

■ Press <ENTER> key and all other fields will be displayed.

NOTE: If payroll number is not known, user may follow the directions listed below to enter a last name to obtain the payroll number and other information.

■ **PAYROLL NO:** Type in \ (backslash) and press <ENTER> key. System will provide an "Employee - Query Window".

■ Press ↓ key to move cursor to NAME field.

■ Type in \ (backslash) and in all capital letters type in the last name of the employee, then press <F9> key. The system will search the database for the name and will display the first record which contains the name.

■ When a record has been displayed, user may press Alt-F to move forward through the records, or Alt-B key to move backwards through the records.

■ Press <ESC> key to return to menu.

8.2.10 Property Table

HIP Tables Maintenance Menu (M05)	
Area Table	Warehouse Table
Stock Class Table	Stock Caption Table
Stock Class Caption Table	Restricted Distribution Table
Approved Noun Table	Building Number Table
Employee Table	Property Table
"Property Table Maintenance"	

PURPOSE: This menu option allows the user to access the Property Table.

- Press "P" or
- Highlight the "Property Table" option and press <ENTER> key.
- Press <ESC> key to exit menu option.

Property Table	
<F1> Help <F9> Save <ESC> Quit	
PROPERTY NO	_____
COST CENTER	_____
CAPITAL EQUIPMENT UNIT VALUE	_____
PROPERTY CUSTODIAN	
PAY NO	_____
NAME	_____
BUILDING NO	_____
ROOM NO	_____
AREA	_____

PURPOSE: This screen is used to maintain property number information for capital and fixed property stored in inventory. In addition, this table also identifies the property custodian's cost code, and the capital equipment unit value for all property maintained in inventory. The user must delete the property information from the table whenever a tagged item is removed from inventory on a Property Disposal Request or Declaration of Excess.

NOTE: Update access is limited to Material Control and Site Warehousing Services personnel.

NOTE: Press <ENTER> key or ↓ key to forward through fields. Update fields by typing over existing information. Also, refer to Screen Conventions, Section 3.0 of this manual.

- **PROPERTY NO:** (REQUIRED ENTRY) User must enter up to a nine digit (alpha/numeric) number that identifies Property Tag Number assigned to the inventory item. Press <F2> key to display list of Property Numbers and Custodian Payroll Numbers.
- **COST CENTER:** (REQUIRED ENTRY) If the record is new, user must enter a six digit (alpha/numeric) number that identifies the Property Custodian's Cost Center number.
- **CAPITAL EQUIPMENT UNIT VALUE:** (REQUIRED ENTRY) If the record is new, user must enter up to an eleven digit number (includes two decimal spaces) that identifies unit cost of the capital or fixed property.
- **PAY NO:** (REQUIRED ENTRY) If the record is new, user must enter a five digit number that identifies the Property Custodian's payroll number. The NAME, BUILDING NO, ROOM NO, and AREA fields will automatically display.
- Press <F9> key to save the record.
- Press <ESC> key to return to menu.

NOTE: To delete a Property Number from the table, enter the Property Number, and after the record is displayed, press Alt-D twice.

PART STATUS

8.3 PART STATUS

HIP Maintenance Menu (M03)	
Part/Equipment Maintenance	Table Maintenance
Part Status	
"Status Part Quantities"	

PURPOSE: This screen allows the user to select the desired menu option to access the necessary screens to view part status detail information.

- Press "P" or
- Highlight the "Part Status" option and press <ENTER> key.
- Press <ESC> key to exit menu option.

PART STATUS

Part Status		
<F1> Help <ESC> Quit		
STOCK NO		
BOH QTY	ALLOC QTY	AVAIL QTY

PURPOSE: This query screen actually consists of three different screens which provide the user with current part status information for a particular inventory item.

NOTE: This query screen does not provide status for General Supplies inventory items.

- **STOCK NO:** User must enter the complete stock number for the inventory line items.
- Press <ENTER> key to display the Balance on Hand Quantity, Allocated Quantity, and Available Quantity.
- Press Shift <F1> to display screen 2, the HIP Area status screen.

Hip Area Status		
<F1> Help <ESC> Quit		
STOCK NO		
AREA ID		
BOH QTY	RSVD QTY	ACCESS QTY
MAX QTY	MIN QTY	
STORAGE LOC	BOH QTY	

PURPOSE: This screen provides the user with information for a specific Area ID.

- **STOCK NO:** If the stock number was entered on Screen 1, it will carry over to Screen 2, the Area Status Screen, and all information will be automatically filled in to the defaulted Area ID. If no stock number was entered on Screen 1, it would be a required entry in order to retrieve Area Status information.

PART STATUS

Section

HIP-8.3

Page

3 of 3

Effective Date

April 23, 1993

Organization

Material Control

- AREA ID: System will default to the users Area ID default. User may accept the default or enter a different Area ID. All remaining fields on the screen will be automatically filled.
- Press Shift <F2> to display Screen 3, Part Status.

PART.STATUS			
<F1> Help <ESC> Quit			
ST.STOCK.NO	BOH.QTY	ALLOC.QTY	AVAIL.QTY
AREA ID	AREA BOH	RESERVED QTY	ACCESSIBLE QTY
WORK PACKAGE	NET ALLOC QTY	RQSTR PAYNO	ALLOCATION DT
ST.ORDER.NO	ALLOC.QTY	BO.QTY	QTY.ORDERED

PURPOSE: This screen provides the user with a more complete status of the stock number.

- ST.STOCK.NO: If the stock number was entered on Screen 1 or Screen 2, it will carry over to Screen 3, Part Status, and all of the information on the screen would be automatically filled in. If no stock number was previously entered, it would be a required entry in order to retrieve the part Status information. Upon entering the complete stock number, press <ENTER> key and all of the information on the screen will be automatically filled in.
- Press <ESC> key to exit from each screen to return to the menu.

9.0 RECEIPTS CONFIRMATIONS

HIP Main Menu (M01)		
Disbursements Menu	Inquiry Menu	Maintenance Menu
Receipts Menu	Reports Menu	Network Software
Password	Exit	
"Perform receipt functions"		

PURPOSE: This screen allows the user to select the desired menu option to perform various receipt functions.

- Press "R" or
- Highlight the "Receipts Menu" option and press <ENTER> key.

HIP - Receipts - Menu (M06)	
Component Material Transfer	Credit Store Order
Plant Equipment Transfer	Receipt Confirmation
Stores Material Transfer Receipt	Transfer From Excess
Work In Progress Receipt	Shop Stock Receipt

PURPOSE: This menu allows the user access to perform various receipt transactions.

- Select an option by pressing the red letter indicated for the specific desired menu option or by using arrow keys to highlight the specific desired menu option and pressing <ENTER> key.
- Press <ESC> key to exit any menu option.

9.1 COMPONENT MATERIAL TRANSFER

HIP - Receipts - Menu (M06)

Component Material Transfer	Credit Store Order
Plant Equipment Transfer	Receipt Confirmation
Stores Material Transfer Receipt	Transfer From Excess
Work In Progress Receipt	Shop Stock Receipt
"Receive user supplied material and equipment to inventory"	

PURPOSE: This menu option allows the user to access the Component Material Transfer receipt screen.

- Press "M" or
- Highlight the "Component Material Transfer" option and press <ENTER> key.
- Press <ESC> key to exit menu option.

Component Material Transfer				
<F1> Help <F9> Save <ESC> Quit			04/22/92 14:07:54	
TRANSACTION:	NUMBER	631	DATE	04/22/92
			REFERENCE	5500063192
COST CENTER	_____	FOREMAN CD	ACCOUNT CLASS	TPCN NO

PURPOSE: This screen is used to initialize a Component Material Transfer (CMT) credit store order transaction number. This screen is also used to input all the "Received From" information required to document the transfer of user procured material and equipment into inventory.

NOTE: Press <ENTER> key or ↓ key to forward through fields. Also, refer to Screen Conventions, Section 3.0 of this manual.

- **TRANSACTION NUMBER:** System defaults to the next CMT transaction number.
- **DATE:** System defaults to current date.
- **REFERENCE:** System defaults to Transaction Code "55", plus the six digit CMT transaction number, and the last two digits of the current Fiscal Year.

NOTE: The reference number should be written onto document for filing and future reference.

- **COST CENTER:** (REQUIRED ENTRY) User must enter a valid customer cost center.
- **FOREMAN CODE:** User may enter up to a two digit number.
- **ACCOUNT CLASS:** User may enter up to a six digit number.
- **TPCN NO:** User may enter up to a six digit number.
- Press <F9> key to save the header information.

Component Material Transfer Item			
<F1> Help	<F9> Save	<ESC> Quit	TRANSACTION NO 22248 ITEM NO 1
STOCK NO	AREA KEY	AREA ID	
TRANSACTION DETAIL			
STORAGE LOCATION	TRANS QTY	NEW LOCN QTY	S/L EXPN DATE
UNIT PRICE	ITEM TRANS QTY	UOI	VALUE
PART DESCRIPTION			

PURPOSE: This screen is used to record the stock number, unit price, storage location, shelf life expiration date, and quantity received into inventory on a Component Material Transfer (CMT) credit store order.

- **STOCK NO:** (REQUIRED ENTRY/EDITED) User must enter a valid, active stock number. By pressing the <ENTER> key, the UOI and PART DESCRIPTION fields will be displayed.
- **AREA KEY:** System supplied after AREA ID is entered.
- **AREA ID:** (REQUIRED ENTRY/EDITED) Enter a three digit area identifier. Press <F2> for display of valid Area ID's. The Area ID should correspond with the transaction storage location. After pressing <ENTER> key, the Storage Locations and Location Quantities will be displayed.
- **STORAGE LOCATION:** (REQUIRED ENTRY/EDITED) Use arrow keys to position cursor on the storage location where material will be stocked. (User may enter a new storage location if required.)
- **TRANS QTY:** (REQUIRED ENTRY) User must enter the CMT transaction quantity received for the storage location. By pressing <ENTER> key, the system will calculate and display the NEW LOCN QTY and the ITEM TRANS QTY.
- **S/L EXPN DATE:** User may add shelf life expiration date and related information if applicable.
- **UNIT PRICE:** (REQUIRED ENTRY) User must enter the unit price paid for the item off of the Receiving Report or system will default to the existing inventory unit price by pressing the <ENTER> key. For a new inventory line item, the unit price will be the figure entered. For an existing inventory line item, the system will calculate a new unit price by adding the CMT unit price with the current inventory unit price and dividing by the new part balance on hand.
- **VALUE:** The system calculates and displays the CMT transaction total value by multiplying the unit price by total transaction quantity.

NOTE: Any changes to the Item Entry information must be made prior to pressing the <F9> save key.

- Press <F9> key to save the receipt information. The screen will reappear to allow for another entry.
- Press <ESC> key to exit the CMT Item screen.
- Press <ESC> key to return to menu.

9.2 CREDIT STORE ORDER

HIP - Receipts - Menu (M06)	
Component Material Transfer	Credit Store Order
Plant Equipment Transfer	Receipt Confirmation
Stores Material Transfer Receipt	Transfer From Excess
Work In Progress Receipt	Shop Stock Receipt
"Receive customer returned material to inventory"	

PURPOSE: This menu option allows the user to access the Credit Store Order receipt screen.

- Press "C" or
- Highlight the "Credit Store Order" option and press <ENTER> key.
- Press <ESC> key to exit menu option.

RECEIPTS CONFIRMATIONS

Manual WHC-SD-GN-CSUD-30002 REV.1
Section HIP-9
Page 7 of 28
Effective Date April 23, 1993
Organization Material Control

Credit Store Order			
<F1> Help <F9> Save <ESC> Quit			10/11/91 14:56:03
TRANSACTION:	NUMBER	DATE	REFERENCE
COST CENTER	FOREMAN CD	ACCOUNT CLASS	TPCN NO
IMPACT LEVEL	SAFETY CLASS		
Default value is 10/11/91			

PURPOSE: This screen is used to initialize a Credit Store Order transaction number and also to input all the "Received From" information for an item being returned to inventory.

NOTE: Press <ENTER> key or ↓ key to forward through fields. Also, refer to Screen Conventions, Section 3.0 of this manual.

- TRANSACTION NUMBER: System defaults to the next Credit Store Order transaction number.
- DATE: System defaults to current date.
- REFERENCE: System defaults to Transaction Code "54", plus the six digit Credit Store Order transaction number, and the last two digits of the current Fiscal Year.

NOTE: The reference number should be written onto document for filing and future reference.

- COST CENTER: (REQUIRED ENTRY) User must enter a valid customer cost center.
 - FOREMAN CODE: User may enter up to a two digit number.
 - ACCOUNT CLASS: User may enter up to a six digit number.
 - TPCN NO: User may enter up to a six digit number.
 - IMPACT LEVEL: User may enter a one digit number or letter.
 - SAFETY CLASS: User may enter a 1, 2, 3, or 4.
- Press <F9> key to save the header information.

RECEIPTS CONFIRMATIONS

Section

HIP-9

Page

8 of 28

Effective Date

April 23, 1993

Organization

Material Control

Credit Store Order Item			
<F1> Help	<F9> Save	<ESC> Quit	TRANSACTION NO 22251 ITEM NO 1
STOCK NO	AREA KEY		AREA ID
RECEIPT DETAIL			
STORAGE LOCATION	RECEIPT QTY	NEW LOCN QTY	S/L EXPN DATE
ITEM RECEIPT QTY	UOI	UNIT PRICE	VALUE
PART DESCRIPTION			UPDATE USAGE Y - YES N - NO

PURPOSE: This screen is used to record the storage location, quantity, shelf life expiration date, and usage information of inventory items returned to stock on a Credit Store Order.

- **STOCK NO:** (REQUIRED ENTRY/EDITED) User must enter a valid, active stock number. By pressing the <ENTER> key, the UOI and PART DESCRIPTION fields will be displayed.
- **AREA KEY:** System supplied after AREA ID is entered.
- **ARE ID:** (REQUIRED ENTRY/EDITED) Enter three digit area identifier. Press <F2> for display of valid Area ID's. The Area ID should correspond with the transaction storage location. After pressing <ENTER> key, the Storage Locations and Location Quantities will be displayed.
- **STORAGE LOCATION:** (REQUIRED ENTRY/EDITED) Use arrow keys to position cursor on the Storage Location where material will be stocked (user may enter a new storage location if required).
- **RECEIPT QTY:** (REQUIRED ENTRY) User must enter the Credit Store Order transaction quantity received for the storage location. By pressing <ENTER> key, the system will calculate and display the NEW LOCN QTY and the ITEM RECEIPT QTY.
- **S/L EXPN DATE:** User may add shelf life expiration date and related information if applicable.
- **UNIT PRICE:** System displays the current inventory unit price for the item.
- **VALUE:** System calculates the total Credit Store Order transaction value by multiplying the Item Receipt Qty by the unit price.
- **UPDATE USAGE:** System defaults to "Y". User may enter "N" if usage update is not required.

NOTE: Any changes to the Item Entry information must be made prior to pressing the <F9> save key.

- Press <F9> key to save the receipt information. The screen will reappear to allow for another entry.
- Press <ESC> key to exit the Credit Store Order Item screen.
- Press <ESC> key to return to menu.

9.3 PLANT EQUIPMENT TRANSFER

HIP - Receipts - Menu (M06)

Component Material Transfer	Credit Store Order
Plant Equipment Transfer	Receipt Confirmation
Stores Material Transfer Receipt	Transfer From Excess
Work In Progress Receipt	Shop Stock Receipt
"Receive transferred capital equipment not related to construction (CENTRC)"	

PURPOSE: This menu option allows the user to access the Plant Equipment Transfer receipt screen.

- Press "P" or
- Highlight the "Plant Equipment Transfer" option and press <ENTER> key.
- Press <ESC> key to exit menu option.

HIP PET Receipt - Header				
<F1> Help <F9> Save <ESC> Quit			12/06/91	10:03:10
TRANSACTION:	NUMBER	23857	DATE	12/06/91
			REFERENCE	5302385791
TRANSFER FROM CUSTODIAN:	PAYNO		NAME	
BLDG	AREA		ROOM	COST CENTER

PURPOSE: This screen is used to initialize a Plant Equipment Transfer (PET) receipt transaction number. This screen is also used to input all the "Received From" information required to document the return of a piece of capital or fixed equipment into inventory.

- **TRANSACTION NUMBER:** System defaults to the next PET transaction number.
- **DATE:** System defaults to current date.
- **REFERENCE:** System defaults to Transaction Code "53", plus the six digit PET transaction number, and the last two digits of the current Fiscal Year.

NOTE: The reference number should be written onto document for filing and future reference.

- **TRANSFER FROM CUSTODIAN: PAYNO: (REQUIRED ENTRY)** User must enter the five digit payroll number of the customer the item is being transferred from. Must be a valid entry on the Employee Table. NAME field will automatically be displayed.
- **BLDG:** System will default to the location of the custodian. User may accept the default by pressing <ENTER> key, or override it by entering the building number where the item was transferred from.
- **AREA:** System will default to the area of the custodian. User may accept the default by pressing <ENTER> key, or override it by entering the area where the item was transferred from.
- **ROOM:** System will default to the room of the custodian. User may accept the default by pressing <ENTER> key, or override it by entering the room where the item was transferred from.

- COST CENTER: System will default to the Custodian's Cost Center number by pressing the <ENTER> key. User must contact Material Control before overriding the default.
- Press <F9> key to save the header information.

RECEIPTS CONFIRMATIONS

HIP PET Receipt - Item			
<F1> Help <F9> Save <ESC> Quit		TRANSACTION NO	ITEM NO
STOCK NO	AREA KEY		AREA ID
RECEIPT DETAIL			
STORAGE LOCATION		RECEIPT QTY	NEW LOCN QTY
ITEM RECEIPT QTY	UOI	UNIT PRICE	VALUE
PART DESCRIPTION			PROPERTY NO <Post <F9>>

PURPOSE: This screen is used to input the stock number, storage location, property number(s), and quantity received for capital equipment items returned to inventory.

NOTE: Press <ENTER> key or ! key to forward through fields. Also, refer to Screen Conventions, Section 3.0 of this manual.

- **STOCK NO:** (REQUIRED ENTRY/EDITED) User must enter a valid, active stock number. Stock Class must equal 14, 44, 54, 64, 84, or 94. By pressing <ENTER> key, UOI and PART DESCRIPTION fields will be displayed.
- **AREA KEY:** System supplied after AREA ID is entered.
- **AREA ID:** (REQUIRED ENTRY/EDITED) Enter three digit area identifier. Press <F2> for display of Valid Area ID's. The Area ID should correspond with the transaction storage location. After pressing <ENTER> key, the Storage Locations and Location Quantities will be displayed.
- **STORAGE LOCATION:** (REQUIRED ENTRY/EDITED) User arrow keys to position cursor on the storage location where material will be stocked (user may enter a new storage location if required).
- **RECEIPT QTY:** (REQUIRED ENTRY) User must enter the PET receipt quantity received for the storage location. By pressing the <ENTER> key, the system will calculate and display NEW LOCN QTY and ITEM RECEIPT QTY.
- **UNIT PRICE:** User may add a unit price and press <ENTER> to update this field. System displays the current unit price for the item if user presses <ENTER> without a price.
- **VALUE:** System calculates the total PET receipt transaction value by multiplying the Item Receipt Qty by the unit price.
- **PROPERTY NO:** Press <F9> key. A window will display to allow the user to enter the Property Number. This is a Required entry.
- Press <F9> key to save the receipt. The item screen will reappear to allow another entry.
- Press <ESC> key to return to header screen.
- Press <ESC> key to return to menu.

9.4 PURCHASE ORDER

HIP - Receipts - Menu (M06)

Component Material Transfer	Credit Store Order
Plant Equipment Transfer	Receipt Confirmation
Stores Material Transfer Receipt	Transfer From Excess
Work In Progress Receipt	Shop Stock Receipt
"Confirm receipt of purchase order acquired material"	

PURPOSE: This menu option allows the user to access the Purchase Order Receipt Confirmation screen.

- Press "R" or
- Highlight the "Receipt Confirmation" option and press <ENTER> key.
- Press <ESC> key to exit menu option.

HANFORD INVENTORY PROGRAM USER'S MANUAL
RECEIPTS CONFIRMATIONS

Manual WHC-SD-GN-CSUD-30002 REV.1
Section HIP-9
Page 14 of 28
Effective Date April 23, 1993
Organization Material Control

PO RECEIPT CONFIRMATION						
<F1> Help <F9> Save <ESC> Quit <SF1> Location Dtl						
PO NO		ITEM NO			AREA ID	
STOCK NO		UOI		LEAD TIME		VEN TYPE
PURCHASE ORDER RECEIPT INFORMATION						
DATE		QUANTITY			VALUE	
PART STORAGE INFORMATION						
LOCATION	QTY RCVD	NEW BOH	HEAT/LOT NO		CQ NO	S/L DATE
TOTAL RCVD		PM DATE		S/L COMMENTS		

PURPOSE: This screen is used to confirm receipt of inventory line items on a Purchase Order. Generation of this transaction clears the PIDS-HIP Receipt Confirm Suspense file when all the outstanding Purchase Order quantity has been received and confirmed by the user. Any items in the PIDS-HIP Receipt Confirm Suspense file appear on an "Unconfirmed Receipts" listing available in EasyWriter.

NOTE: Press <ENTER> key or ↓ key to forward through fields. Also, refer to Screen Conventions, Section 3.0 of this manual.

- **PO NO:** (REQUIRED ENTRY/EDITED) User must enter the seven digit number that identifies the purchase order number the receipt item was bought on (includes W and six digit purchase order number). If the number entered is not a valid number on the PIDS-HIP Receipt Confirm Suspense file, the entry will be rejected.
- **ITEM NO:** (REQUIRED ENTRY/EDITED) User must enter the purchase order item number the receipt item was bought on. Must be a valid entry on the PIDS-HIP Receipt Confirm Suspense file. By pressing the <ENTER> key, STOCK NO, UOI, LEAD TIME, VEN TYPE, DATE, QUANTITY, and VALUE fields will be displayed.

NOTE: For User information - Lead Time is calculated by the PIDS system. It indicates the number of days between entry of the purchase requisition into the PIDS system and the PIDS Receipt Confirm date. Ven Type is a one digit number that identifies the PIDS Vendor Type description.

RECEIPTS CONFIRMATIONS

- AREA ID: (REQUIRED ENTRY/EDITED) System defaults and displays the Area ID that corresponds with the user workstation log-on location. User may accept the default by pressing the <ENTER> key, or enter a different Area ID. Press <F2> key for a list of valid Area ID's. Use arrow keys to highlight desired option and press <ENTER> key. Must be a valid entry on the HIP Area ID table.
- LOCATION: (REQUIRED ENTRY/EDITED) System will display existing location(s) for the stock number. Use arrow key to position the cursor on the storage location where the material is to be stocked. User may add a new storage location below existing locations. Must be a valid entry on the Area ID Table.
- QTY RCVD: (REQUIRED ENTRY/EDITED) User must enter the quantity received for each Area ID Storage Location. The Receipt Confirm quantity must be less than or equal to the PIDS Receipt Quantity. By pressing <ENTER> key, NEW BOH and TOTAL RCVD will be calculated and displayed.
- HEAT/LOT NO: User may enter up to a twenty character description that identifies the Heat or Lot number for the item.
- CQ NO: User may enter up to a twelve character description that identifies the CQ (Controlled Quality) number(s) for the item.
- S/L DATE: User may enter a date that identifies the shelf life expiration date for the item.
- PM DATE: User may enter a date that identifies the PM (Preventative Maintenance) due date for the item.
- S/L COMMENTS:

Storage Location Detail			
<F1> Help <F9> Exit <ESC> Quit			
LOCATION	QUANTITY		
HEAT LOT NO	CQ NO	SL/DATE	PM DATE
COMMENTS			

NOTE: Press Shift <F1> for the Storage Location Detail popup window. This window allows the user to enter the HEAT LOT NO, CQ NO, S/L DATE, PM DATE, and COMMENTS specific to a storage location, for an inventory item which is stored in multiple storage locations.

- Press <F9> key to save and exit Storage Location Detail popup window.
- Press <F9> key to confirm the receipt. The PO Receipt Confirmation Screen will reappear to allow another receipt action.
- Press <ESC> key to return to menu.

9.5 STORES MATERIAL TRANSFER

HIP - Receipts - Menu (M06)

Component Material Transfer	Credit Store Order
Plant Equipment Transfer	Receipt Confirmation
Stores Material Transfer Receipt	Transfer From Excess
Work In Progress Receipt	Shop Stock Receipt
"Receive stores material transfer (SMT) inventory items"	

PURPOSE: This menu option allows the user to access the Stores Material Transfer Pick Confirmation screen.

- Press "S" or
- Highlight the "Stores Material Transfer Receipt" option and press <ENTER> key.
- Press <ESC> key to exit menu option.

Pick Confirmation			
<F1> Help <F9> Save <ESC> Quit			04/22/92 14:12:03
PICK TICKET NO	REFERENCE	ITEM NO	
DELIVERY PAYNO	DELIVERY NAME	DELIVERY PHONE	
STOCK NO	AREA ID		
STORAGE LOCATION	LOCATION FILL QTY	BALANCE ON HAND	
TRANS FILL QTY		PET PROPERTY NUMBERS - <Shift-F1>	
TOTAL FILL QTY		PIC RESERVED QTY	

PURPOSE: This screen is used to record the stock number and quantity of material received on a Stores Material Transfer (SMT) receipt transaction.

NOTE: Press <ENTER> key or ↓ key to forward through fields. Also, refer to Screen Conventions, Section 3.0 of this manual.

- **PICK TICKET NO:** (REQUIRED ENTRY/EDITED) User must enter number from the top right hand corner of the pick ticket from which the material was withdrawn. By pressing <ENTER> key all fields will automatically display the transfer from information except for the LOCATION FILL QTY field.
- **LOCATION FILL QTY:** (REQUIRED ENTRY/EDITED) User must place the cursor to the right of the storage location which the stock was taken from and enter the quantity of stock picked from that location. The Location Fill Quantity must be less than or equal to the Storage Location balance on hand. The total fill quantity must be less than or equal to the Area balance on hand.
- **PET PROPERTY NUMBERS:** Does not apply. Valid for Plant Equipment Transfers only.
- Press <F9> key to confirm the pick. The receipt screen will automatically display on the screen.
- **STOCK NUMBER:** System will default and display the stock number that was entered during the SMT Withdrawal process.

- **STORAGE LOCATION:** (REQUIRED ENTRY/EDITED) Use existing storage location by pressing <ENTER> key, or enter a new storage location by using the ↓ key after the last current storage location, typing in the new location and then pressing the <ENTER> key.
- **QUANTITY:** (REQUIRED ENTRY/EDITED) User must enter the quantity received for the storage location. Total quantity received must equal the total quantity picked from the original stock number.
- Press <F9> key to save the receipt. System will return to the Pick Confirmation screen to allow another entry.
- Press <ESC> key to return to menu.

9.6 TRANSFER FROM EXCESS

HIP - Receipts - Menu (M06)

Component Material Transfer	Credit Store Order
Plant Equipment Transfer	Receipt Confirmation
Stores Material Transfer Receipt	Transfer From Excess
Work In Progress Receipt	Shop Stock Receipt
Receive inventory items transferred from excess	

PURPOSE: This menu option allows the user to access the Transfer From Excess Receipt screen.

- Press "T" or
- Highlight the "Transfer From Excess" option and press <ENTER> key.
- Press <ESC> key to exit menu option.

Transfer From Excess Receipt			
<F1> Help <F9> Save <ESC> Quit			10/11/91 14:58:09
TRANSACTION:	NUMBER	DATE	REFERENCE
IMPACT LEVEL	SAFETY CLASS		

PURPOSE: This screen is used to initialize a Transfer From Excess Receipt transaction number. This transaction is used when material is transferred from excess into inventory.

- **TRANSACTION NUMBER:** System defaults to the next excess transfer transaction number.
- **DATE:** System defaults to current date.
- **REFERENCE:** System defaults to Transaction Code "51" plus the six digit Excess Receipt Transaction number, and the last two digits of the current Fiscal year.

NOTE: The reference number should be written onto the document for filing and future reference.

- **IMPACT LEVEL:** User may enter a one digit number or letter.
- **SAFETY CLASS:** User may enter a 1, 2, 3, or 4.
- Press <F9> key to save the header information.

Transfer From Excess Receipt Item			
<F1> Help <F9> Save <ESC> Quit		TRANSACTION NO	22252 ITEM NO 1
STOCK NO	AREA KEY	AREA ID	
RECEIPT DETAIL			
STORAGE LOCATION	RECEIPT QTY	NEW LOCN QTY	S/L EXPN DATE
ITEM RECEIPT QTY	UOI	UNIT PRICE	VALUE
PART DESCRIPTION		PART ITEM STATUS	

PURPOSE: This screen is used to input the stock number, storage location, shelf life expiration date (if applicable), and quantity received into inventory on a Transfer From Excess Receipt transaction.

- **STOCK NO:** (REQUIRED ENTRY/EDITED) User must enter a valid, active stock number. By pressing the <ENTER> key, the UOI, PART DESCRIPTION, and PART ITEM STATUS fields will be displayed.
- **AREA KEY:** System supplied after AREA ID is entered.
- **AREA ID:** (REQUIRED ENTRY/EDITED) Enter three digit area identifier. Press <F2> for display of valid Area ID's. The Area ID should correspond with the transaction storage location. After pressing <ENTER> key, the Storage Locations and Location Quantities will be displayed.
- **STORAGE LOCATION:** (REQUIRED ENTRY/EDITED) Use arrow keys to position cursor on the Storage Location where material will be stocked. (User may enter new storage location if required.)
- **RECEIPT QTY:** (REQUIRED ENTRY) User must enter the Excess Receipt transaction quantity received for the storage location. By pressing <ENTER> key, the system will calculate and display the NEW LOCN QTY and the ITEM RECEIPT QTY.
- **S/L EXPN DATE:** User may add shelf life expiration date and related information if applicable.
- **UNIT PRICE:** System displays the current unit price for the item.
- **VALUE:** System calculates the total Excess Receipt transaction value by multiplying the Excess Receipt quantity by the unit price.

NOTE: Any changes to the Item Entry information must be made prior to pressing the <F9> save key.

- Press <F9> key to save the receipt information. The screen will reappear to allow for another entry.
- Press <ESC> key to exit the Transfer From Excess Receipt Item screen.
- Press <ESC> key to return to menu.

9.7 WORK IN PROGRESS

HIP - Receipts - Menu (M06)

Component Material Transfer	Credit Store Order
Plant Equipment Transfer	Receipt Confirmation
Stores Material Transfer Receipt	Transfer From Excess
Work In Progress Receipt	Shop Stock Receipt
"Receive ship fabricated WIP items into inventory"	

PURPOSE: This menu option allows the user to access the Work In Progress Receipt screen.

- Press "W" or
- Highlight the "Work In Progress Receipt" option and press <ENTER> key.
- Press <ESC> key to exit menu option.

Work In Progress - Receipt				
<F1> Help <F9> Save <ESC> Quit			03/31/92 16:42:25	
TRANSACTION:	NUMBER	621	DATE	03/31/92
			REFERENCE	5200062192
COST CENTER	_____	FOREMAN CD	ACCOUNT CLASS	TPCN NO

PURPOSE: This screen is used to initialize a Work in Progress (WIP) Credit Store Order transaction number. This transaction is used to document receipt of shop fabricated items into inventory.

NOTE: Press <ENTER> key or ↓ key to forward through fields. Also, refer to Screen Conventions, Section 3.0 of this manual.

- **TRANSACTION NUMBER:** System defaults to the next Work in Progress (WIP) receipt transaction number.
- **DATE:** System defaults to current date.
- **REFERENCE:** System defaults to Transaction Code "52" plus the six digit WIP transaction number, and the last two digits of the current Fiscal Year.

NOTE: The reference number should be written onto the document for filing and future reference.

- **COST CENTER:** (REQUIRED ENTRY) User must enter a valid customer cost center.
- **FOREMAN CD:** User may enter up to a two digit number.
- **ACCOUNT CLASS:** (REQUIRED ENTRY) User must enter up to a six digit Account Class number.
- **TPCN NO:** (REQUIRED ENTRY) User must enter up to a six digit work package number.
- Press <F9> to save the header information.

RECEIPTS CONFIRMATIONS

Work In Progress - Receipt Item			
<F1> Help <F9> Save <ESC> Quit		TRANSACTION NO	ITEM NO
STOCK NO	AREA KEY	AREA ID	
RECEIPT DETAIL			
STORAGE LOCATION	RECEIPT QTY	NEW LOCN QTY	
ITEM RECEIPT QTY	UOI	VALUE	UNIT PRICE
PART DESCRIPTION			

PURPOSE: This screen is used to record the stock number, storage location, transaction value, and quantity received on a Work In Progress (WIP) credit store order for shop fabricated inventory items.

- **STOCK NO:** (REQUIRED ENTRY/EDITED) User must enter a valid, active stock number. By pressing the <ENTER> key, the UOI and PART DESCRIPTION fields will be displayed.
- **AREA KEY:** System supplied after AREA ID is entered.
- **AREA ID:** (REQUIRED ENTRY/EDITED) Enter three digit area identifier. Press <F2> for display of valid Area ID's. The Area ID should correspond with the transaction storage location. After pressing <ENTER> key the storage locations and location quantities will be displayed.
- **STORAGE LOCATION:** (REQUIRED ENTRY/EDITED) Use arrow keys to position the cursor on the storage location where material is to be stocked. (User may enter a new storage location if required.)
- **RECEIPT QTY:** (REQUIRED ENTRY) User must enter the WIP Receipt Quantity received for the storage location. By pressing <ENTER> key, the system will calculate and display the NEW LOCN QTY and the ITEM RECEIPT QTY.
- **VALUE:** (REQUIRED ENTRY) User must enter the total transaction value for each stock number on the WIP credit store order. The system uses this value to calculate the part unit price.
- **UNIT PRICE:** System calculates and displays unit price based on the total transaction value divided by the total receipt quantity.

NOTE: Any changes to the receipt item entry information must be made prior to pressing the <F9> save key.

- Press <F9> key to save the receipt information. The screen will reappear to allow for another entry.
- Press <ESC> key to exit the WIP Receipt Item screen.
- Press <ESC> key to return to menu.

9.8 SHOP STOCK

HIP - Receipts - Menu (M06)	
Component Material Transfer	Credit Store Order
Plant Equipment Transfer	Receipt Confirmation
Stores Material Transfer Receipt	Transfer From Excess
Work In Progress Receipt	Shop Stock Receipt
"Receive material replenished from central stores"	

PURPOSE: This menu option allows the user to access the Shop Stock Receipt screen.

- Press "H" or
- Highlight the "Shop Stock Receipt" option and press <ENTER> key.
- Press <ESC> key to exit menu option.

Shop Stock Receipt				10/11/91	14:59:21
<F1> Help <F9> Save <ESC> Quit					
TRANSACTION:	NUMBER	22253	DATE	10/11/91	REFERENCE 022253
COST CENTER	FOREMAN CD	ACCOUNT CLASS	TPCN NO		
IMPACT LEVEL	SAFETY CLASS				
Default value is 10/11/91					

PURPOSE: This screen is used to initialize a Shop Stock Receipt credit store order transaction number. This screen is used to input all the "Received From" information for an item being returned to the Shop Stock inventory.

NOTE: Press <ENTER> key or ↓ key to forward through fields. Also, refer to Screen Conventions, Section 3.0 of this manual.

- TRANSACTION NUMBER: System defaults to the next Shop Stock Receipt transaction number.
- DATE: System defaults to current date.
- REFERENCE: System defaults to Transaction Code "57", plus the six digit Shop Stock Receipt transaction number, and the last two digits of the current Fiscal Year.

NOTE: The reference number should be written onto document for filing and future reference.

- COST CENTER: (REQUIRED ENTRY) User must enter a valid customer cost center.
- FOREMAN CODE: User may enter up to a two digit number.
- ACCOUNT CLASS: User may enter up to a six digit number.
- TPCN NO: User may enter up to a six digit number.
- IMPACT LEVEL: User may enter a one digit number or letter.
- SAFETY CLASS: User may enter a 1, 2, 3, or 4.
- Press <F9> key to save the header information.

Shop Stock Receipt Item			
<F1> Help	<F9> Save	<ESC> Quit	TRANSACTION NO 22253 ITEM NO 1
STOCK NO		AREA KEY	AREA ID
RECEIPT DETAIL			
STORAGE LOCATION		RECEIPT QTY	NEW LOCN QTY
ITEM RECEIPT QTY	UOI	UNIT PRICE	VALUE
PART DESCRIPTION			<SF1> Update Storage Location Detail

PURPOSE: This screen is used to record the stock number, storage location, and quantity received into the shop stock inventory on a Shop Stock Receipt transaction.

- **STOCK NO:** (REQUIRED ENTRY/EDITED) User must enter a valid, active stock number. Stock class must equal 01, 10, 12, 40, 42, 60, 62, 90, or 95. By pressing the <ENTER> key, the UOI and PART DESCRIPTION fields will be displayed.
- **AREA KEY:** System supplied after AREA ID is entered.
- **AREA ID:** (REQUIRED ENTRY/EDITED) Enter three digit area identifier. Press <F2> for display of valid Area ID's. The Area ID should correspond with the transaction storage location. After pressing <ENTER> key, the Storage Locations and Storage Location quantities will be displayed.
- **STORAGE LOCATION:** (REQUIRED ENTRY/EDITED) Use arrow keys to position cursor on the storage location where material will be stocked (user may enter a new storage location if required).
- **RECEIPT QTY:** (REQUIRED ENTRY) User must enter the shop stock receipt transaction quantity received for the storage locations. By pressing <ENTER> key, the NEW LOCN QTY and ITEM RECEIPT QTY will be calculated and displayed.
- **UNIT PRICE:** User may add a unit price and press <ENTER> to update this field. System displays the current inventory unit price for the item if user presses <ENTER> without inputting a price.
- **VALUE:** System calculates the total transaction value by multiplying the item receipt quantity by the unit price.

Update Storage Location Detail			
<F1> Help <F9> Exit <ESC> Quit			
LOCATION	QUANTITY		
HEAT LOT NO	CQ NO	SL/DATE	PM DATE
COMMENTS			

NOTE: Press Shift <F1> for the Storage Location Detail popup window. This window allows the user to enter the HEAT LOT NO, CQ NO, S/L DATE, PM DATE, and COMMENTS specific to a storage location, for an inventory item which is stored in multiple storage locations.

- Press <F9> key to save and exit Storage Location Detail popup window.
- Press <F9> key to save the item receipt entry. The screen will reappear for another entry.
- Press <ESC> key to return to menu.

10.0 VIEWING ON-LINE REPORTS

HIP Main Menu (M01)		
Disbursements Menu	Inquiry Menu	Maintenance Menu
Receipts Menu	Reports Menu	Network Software
Password	Exit	
"Perform report functions"		

PURPOSE: This screen allows the user to select the desired menu option to perform various report functions.

- Press "0" or
- Highlight the "Reports Menu" option and press <ENTER> key.

HIP Reports Menu (M07)	
Back Order Notice	Pick Ticket
Inventory Back Order Report	Storage Location
Pids Exception Report	Interface Error Report
Redirect Printer	EasyWriter
Soft Reporting	HIPSP13R Params
Convenience Strg by Area (CS-007)	Storage Report by Noun (CS-008)
Shop/Capital PO Receipt Report	

PURPOSE: This menu allows the user access to view or print various reports.

- Select an option by pressing the red letter indicated for the specific desired option, or by using arrow keys to highlight the specific desired menu option and pressing <ENTER> key.
- Press <ESC> key to exit any menu option.

10.1 BACK ORDER NOTICE

HIP Reports Menu (M07)	
Back Order Notice	Pick Ticket
Inventory Back Order Report	Storage Location
Pids Exception Report	Interface Error Report
Redirect Printer	EasyWriter
Soft Reporting	HIPSP13R Params
Convenience Strg by Area (CS-007)	Storage Report by Noun (CS-008)
Shop/Capital PO Receipt Report	
"Create Back Order Notices"	

PURPOSE: This menu option will allow the user to access the Back Order Notice screen.

- Press "B" or
- Highlight the "Back Order Notice" option and press <ENTER> key.
- Press <ESC> key to exit menu option.

Back Order Notice

Action: N - Normal report of all NEW backorders
From Date:

Send Report to: LPT1
Printer Device: EPSON-MX80

Number = HIP-001 Frequency = Batch - Daily

PURPOSE: This report is to communicate status to a person expecting delivery. If all items on the store order are back ordered or no packing list is made on the store order, a Back Order Notice must be created.

NOTE: Press <ENTER> key or ↓ key to forward through fields.

- **Action:** System defaults to "N - Normal report of all NEW backorders". User may accept the default or enter the letter "A" for a list of all backorders since indicated date.
- **From Date:** Required if Action is "A".
- **Send Report to:** Press <F2> for available output addresses. Use arrow keys to highlight desired option, then press <ENTER> key.
- **Printer Device:** Press <F2> for printer options. Use arrow keys to highlight desired option, then press <ENTER> key.
- Press <F9> key to initiate the report process.
- Press <ESC> key to return to menu.

10.2 PRINTING PICK TICKETS

HIP Reports Menu (M07)

Back Order Notice	Pick Ticket
Inventory Back Order Report	Storage Location
Pids Exception Report	Interface Error Report
Redirect Printer	EasyWriter
Soft Reporting	HIPSP13R Params
Convenience Strg by Area (CS-007)	Storage Report by Noun (CS-008)
Shop/Capital PO Receipt Report	
"Generate Pick Tickets"	

PURPOSE: This menu option allows the user to access the Pick Ticket Print screen.

- Press "T" or
- Highlight the "Pick Ticket" option and press <ENTER> key.
- Press <ESC> key to exit menu option.

Pick Ticket Print

Area ID: H3A
Part Stock No:
Trans Ref No:
Delv to Area:
Reprint: N Since: 10/10/91

Pick Ticket No:

Send Report to: LPT1
Printer Device: TEXT FILE

Number = HIP-005 Frequency = On Request - Daily

PURPOSE: The Pick Ticket Print screen provides a hard copy report of all Stock Items to be picked for a specific Warehouse ID.

- **AREA ID: (REQUIRED ENTRY)** User must enter the three digit Area ID which represents the warehouse in which the pick tickets were created. Press <F2> key for a list of Valid Area ID's.
- **Part Stock No:** User may enter part stock number.
- **Trans. Ref. No:** User may enter the Transaction Reference Number.
- **Delv. to Area:** User may enter the Deliver to Area.
- **Reprint:** System defaults to "N" for no. User may accept default or enter "Y" for yes. If yes, two copies of the pick ticket will be printed.
- **Since:** System defaults to the current date. User may enter a selected date.
- **Pick Ticket No:** User may enter the five digits of the transaction reference number which represents the store order, followed by two digits to indicate the store order item number. User may list an indefinite number of pick ticket numbers.
- **Send Report to:** Press <F2> key for available output addresses. Use arrow keys to highlight desired option, then press <ENTER> key.
- **Printer Device:** Press <F2> key for other printer options. Use arrow keys to highlight desired option, then press <ENTER> key.
- **Press <F9> key to print the pick ticket(s).**
- **Press <ESC> key to return to menu.**

10.3 INVENTORY BACK ORDER

HIP Reports Menu (M07)

Back Order Notice	Pick Ticket
Inventory Back Order Report	Storage Location
Pids Exception Report	Interface Error Report
Redirect Printer	EasyWriter
Soft Reporting	HIPSP13R Params
Convenience Strg by Area (CS-007)	Storage Report by Noun (CS-008)
Shop/Capital PO Receipt Screen	
"Back Ordered Inventory"	

PURPOSE: This menu option allows the user to access the Inventory Back Order Report screen.

- Press "I" or
- Highlight the "Inventory Back Order Report" option and press <ENTER> key.
- Press <ESC> key to exit menu option.

Inventory Backorder Report

Send Report to: TERMINAL
Printer Device: TEXT FILE

Number = SP-012 Frequency = On Request - Daily

PURPOSE: This report is to provide Material Control and Site Warehousing personnel with visibility of backordered materials to be used as a management tool in determining effective service level of the inventory.

- Send Report to: System defaults to the users terminal screen. Press <F2> key for other available output addresses. Use arrow keys to highlight the desired option, then press <ENTER> key.
- Printer Device: System defaults to a text file. Press <F2> key for other printer options. Use arrow keys to highlight the desired option, then press <ENTER> key.
- Press <F9> key to initiate the report process. The status line at the bottom of the screen will read "Processing . . . please wait". When complete, screen will return to the Inventory Backorder Report screen.
- Press <ESC> key to return to menu.

10.4 STORAGE LOCATION

HIP Reports Menu (M07)

Back Order Notice	Pick Ticket
Inventory Back Order Report	Storage Location
Pids Exception Report	Interface Error Report
Redirect Printer	EasyWriter
Soft Reporting	HIPSP13R Params
Convenience Strg by Area (CS-007)	Storage Report by Noun (CS-008)
Shop/Capital PO Receipt Report	
"Storage Location Master Report"	

PURPOSE: This menu option allows the user to access the Storage Location Master screen.

- Press "L" or
- Highlight the "Storage Location" option and press <ENTER> key.
- Press <ESC> key to exit menu option.

STORAGE LOCATION MASTER

Stock Number from:

to:

Send Report to: TERMINAL

Printer Device: TEXT FILE

PURPOSE: This screen allows the user to choose one or more stock numbers, and create a report listing the stock number(s), storage location, and other item status information.

NOTE: Press <ENTER> key or ↓ key to forward through fields.

- **Stock Number from:** (REQUIRED ENTRY) User must enter valid stock number.
- **to:** User may enter a valid stock number and system will display all stock numbers contained between and including the two listed numbers.
- **Send Report to:** System defaults to the users terminal screen. Press <F2> key for other available output addresses. Use arrow keys to highlight desired option, then press <ENTER> key.
- **Printer Device:** System defaults to a text file. Press <F2> key for other available printer options. Use arrow keys to highlight desired option, then press <ENTER> key.
- **Press <F9> key to initiate the report process.** The status line at bottom of the screen will display "Processing . . . please wait". A Report Viewer screen will appear listing the specified stock number(s). Information will include Storage Location, Balance on Hand Quantity, Reserved Quantity, Backorder Quantity, Accessible Quantity, Available Quantity, Manual Due-In Quantity and P.O. Due-In Quantity. Within the Report Viewer screen, use arrow keys to view all information.
- **Press <ESC> key to return to Storage Location Master screen.**
- **Press <ESC> key to return to menu.**

10.5 PIDS EXCEPTION

HIP Reports Menu (M07)

Back Order Notice	Pick Ticket
Inventory Back Order Report	Storage Location
Pids Exception Report	Interface Error Report
Redirect Printer	EasyWriter
Soft Reporting	HIPSP13R Params
Convenience Strg by Area (CS-007)	Storage Report by Noun (CS-008)
Shop/Capital PO Receipt	
"HIP to Pids Interface Exception Report"	

PURPOSE: This menu option allows the user to access the HIP to PIDS Interface Exception Report screen.

- Press "P" or
- Highlight the "Pids Exception Report" option and press <ENTER> key.
- Press <ESC> key to exit menu option.

HIP TO PIDS INTERFACE EXCEPTION REPORT

Send Report to: LPT1
Printer Device: TEXT FILE

Number = HIP-009 Frequency = Batch - Each update process (weekly/month end)

PURPOSE: This report is to provide Material Control with a report of the inventory descriptions from HIP which exceeds the length of the PIDS stock description. The descriptions for these inventory items will have to be entered manually into PIDS.

- Send Report to: Press <F2> key for available output addresses. Use arrow keys to highlight desired option, then press <ENTER> key.
- Printer Device: Press <F2> key for printer options. Use arrow keys to highlight desired option, then press <ENTER> key.
- Press <F9> key to initiate the report process. The status line at the bottom of the screen will read "Processing . . . please wait". When complete, screen will return to the HIP to PIDS Interface Exception Report screen.
- Press <ESC> key to return to menu.

10.6 INTERFACE ERROR REPORT (REJECT REPORT)

HIP Reports Menu (M07)

Back Order Notice	Pick Ticket
Inventory Back Order Report	Storage Location
Pids Exception Report	Interface Error Report
Redirect Printer	EasyWriter
Soft Reporting	HIPSP13R Params
Convenience Strg by Area (CS-007)	Storage Report by Noun (CS-008)
Shop/Capital PO Receipt Report	
"Interface Error Report"	

PURPOSE: This menu option allows the user to access the PIDS to HIP Interface Error Report screen.

- Press "E" or
- Highlight the "Interface Error Report" option and press <ENTER> key.
- Press <ESC> key to exit menu option.

VIEWING ON-LINE REPORTS

Section

HIP-10

Page

13 of 27

Effective Date

April 23, 1993

Organization

Material Control

REJECTED TRANSACTION REPORT

Send Report to: LPT1
Printer Device: TEXT FILE

Number = HIP-003

Frequency = Batch - Each weekly or month end update

PURPOSE: This report is to provide Material Control with a report of the purchase orders and/or receipts that PIDS attempted to send to HIP but failed. All problems identified by the report should be researched and corrected in PIDS.

- Send Report to: Press <F2> key for available output addresses. Use arrow keys to highlight desired option, then press <ENTER> key.
- Printer Device: Press <F2> key for printer options. Use arrow keys to highlight desired option, then press <ENTER> key.
- Press <F9> key to initiate the report process. The status line at the bottom of the screen will read "Processing . . . please wait". When complete, screen will return to the "Rejected Transaction Report" screen.
- Press <ESC> key to return to menu.

10.7 REDIRECT PRINTER

HIP Reports Menu (M07)

Back Order Notice	Pick Ticket
Inventory Back Order Report	Storage Location
Pids Exception Report	Interface Error Report
Redirect Printer	EasyWriter
Soft Reporting	HIPSP13R Params
Convenience Strg by Area (CS-007)	Storage Report by Noun (CS-008)
Shop/Capital PO Receipt Report	
"Redirect/Initialize the Printer"	

PURPOSE: This menu option allows the user to access the Redirect/Initialize Printer screen.

- Press "R" or
- Highlight the "Redirect Printer" option and press <ENTER> key.
- Press <ESC> key to exit menu option.

Redirect/Initialize Printer

Send Report to:
Printer Device:

Default value is LPT1

PURPOSE: The screen is a tool to allow the user to redirect or initialize a printer option.

- Send Report to: System will default to LPT1. User may accept the default by pressing <ENTER> key or press <F2> key for other available output addresses. Use arrow keys to highlight desired option, then press <ENTER> key.
- Printer Device: Press <F2> key for available printer options. Use arrow keys to highlight desired option, then press <ENTER> key.
- Press <F9> key to save the selections made.
- Press <ESC> key to return to menu.

10.8 EASYWRITER

HIP Reports Menu (M07)	
Back Order Notice	Pick Ticket
Inventory Back Order Report	Storage Location
Pids Exception Report	Interface Error Report
Redirect Printer	EasyWriter
Soft Reporting	HIPSP13R Params
Convenience Strg by Area (CS-007)	Storage Report by Noun (CS-008)
"Create Ad-Hoc reports using AREV's Easywriter"	

PURPOSE: This menu option allows the user to access the EasyWriter Main Menu.

- Press "W" or
- Highlight the "EasyWriter" option and press <ENTER> key.
- Press <ESC> key to exit menu option.

EasyWriter

EasyWriter MAIN MENU

- 1>CREATE a report
- 2 SELECT records for processing
- 3 Quick OVERVIEW of EasyWriter
- 4 Retrieve UNSAVED QUERIES
- 5 Retrieve from LIBRARY
- 6 Change SETTINGS

PURPOSE: EasyWriter is an Advanced Revelation application which allows the user to Ad-hoc reports using existing data elements in HIP, and storing them for future retrieval.

NOTE: This manual will address retrieving and printing for existing reports.

- EasyWriter MAIN MENU: Use ↓ or ↑ key to highlight option 5: "Retrieve from LIBRARY" and press <ENTER> key; or type the number 5 and press <ENTER> key.
- A report library listing will be displayed. Use ↓ or ↑ key to highlight the desired report, and press <ENTER> key.
- A Library Options menu will be displayed. To print the report highlight "Execute command" option and press <ENTER> key. The status line at the bottom of the screen will show the progress for the report printing. When complete, the screen will return to the Library Options menu.
- Press <ESC> key to exit the Library Options menu and redisplay the Library listing.
- Press <ESC> key to return to the EasyWriter Main Menu.
- Press <ESC> key to return to menu.

10.9 SOFT REPORTING

HIP Reports Menu (M07)	
Back Order Notice	Pick Ticket
Inventory Back Order Report	Storage Location
Pids Exception Report	Interface Error Report
Redirect Printer	EasyWriter
Soft Reporting	HIPSP13R Params
Convenience Strg by Area (CS-007)	Storage Report by Noun (CS-008)
Shop/Capital PO Receipt Report	
"Access Soft Reporting System"	

PURPOSE: This menu option allows the user to access the Soft Reporting system.

- Press "S" or
- Highlight the "Soft Reporting" option and press <ENTER> key.
- Press <ESC> key to exit menu option.

Westinghouse Hanford Company

SOFT REPORTING 2.2

04/03/92

See SOF System Directory for Soft Reporting User's Guide and Release Notes for information on Version 2.2 changes and enhancements.

For user info, problems, questions, new report requests, please call:

BCSR - Soft Reporting Support at XXX-XXXX or XXX-XXXX, or
WHC - XXXXX XXXXXX, Financial Systems at XXX-XXXX.
Soft Reporting Training Overview, Please call XXX-XXXX to sign up.

Press any key to begin the logon procedure.

PURPOSE: This option allows the user to access the Soft Reporting System.

The Convenience Storage, Shop Stock and Spare Parts Catalogs and Reports can be found in the Soft Reporting System Directory under HIP, Hanford Inventory Program.

ISYSHIP	Material Control Bulletin
HIPBL01R	Building Code Index
HIPBL02R	Building Code Index by Responsibility Group
HIPCS01R	Convenience Storage Catalog
HIPCS02R	Convenience Storage Alpha
HIPCS03R	Convenience Storage by Requestor Name
HIPCS04R	Convenience Storage by Originating Doc #
HIPCS05R	Allocated Inventory
HIPHI01R	Hazardous Inventory Report
HIPMC04R	Restricted Distribution Report
HIPMC11R	Spare Equipment Report
HIPMC61R	Master Activity Recap - Report 1
HIPMC62R	Master Activity Recap - Report 2
HIPMC63R	Master Activity Recap - Report 3
HIPMS01R	Approved Noun List
HIPS007R	Quantity Due-In Report
HIPSP01R	Spare Parts Catalog
HIPSP03R	Spare Parts Item Alpha
HIPSP04R	Spare Parts Manufacturer - Alpha
HIPSP05R	Spare Parts by Bldg. Code

HIPSP08R Spare Parts Activity List
HIPSP09R Spare Parts Reorder Analysis Master
HIPSP01R Spare Parts Reorder Analysis/Auth.
HIPSP14R Spare Parts Catalog by Resp. Group
HIPSP15R Spare Parts Catalog by System Number
HIPSP16R Spare Parts Catalog Only Items
HIPSP17R Spare Parts Usage by Responsibility Group
HIPSP19R Telecommunications Spare Parts by Item Alpha
HIPSP20R Telecommunications Spare Parts by Location
HIPSS01R Shop Stock Catalog
HIPSS03R Shop Stock Usage

The General Supplies Catalog information can be found in the Soft Reporting System Directory under GIC, General Information Catalogs.

!SYSGIC \$ \$ \$ \$ \$ System Bulletin \$ \$ \$ \$ \$
BUYGUIDE Microcomputer Standard Products Guide
GICADPSO ADP Disbursement
GICGI01R Noun Cross Reference Index
GICGI02R General Inventory Master Catalog
GICORGCD ADP Backorders by Organization Code
GICSTKNO ADP Backorders by Stock Number
ORDACT Supplier Order Activity By Organization

- Refer to the Soft Reporting Users Guide for utilizing the Soft Reporting System. The Users Guide is available on the Soft Reporting Directory under SOF Soft Reporting System.
- Press <ESC> key to exit Soft Reporting System as many times as necessary to return to HIP Reports Menu.

10.10 HIPSP13R PARAMS

HIP Reports Menu (M07)

Back Order Notice	Pick Ticket
Inventory Back Order Report	Storage Location
Pids Exception Report	Interface Error Report
Redirect Printer	EasyWriter
Soft Reporting	HIPSP13R Params
Convenience Strg by Area (CS-007)	Storage Report by Noun (CS-008)
Shop/Capital PO Receipts Report	
"Variable Selection Criteria for HIPSP13R"	

PURPOSE: This menu option allows the user to access the HIP.W26.SP13.PARAM screen.

- Press "H" or
- Highlight the "HIPSP13R Params" option and press <ENTER> key.
- Press <ESC> key to exit menu option.

HIP.W26.SP13.PARAM

ADD SEL CRITERIA

BUILDING CODE

RESP GROUP

CLASS CAPTION

BEGINNING STOCK NO

ENDING STOCK NO

Default value is Y

PURPOSE: This screen is used to select the criteria for the "Spare Parts Annual Usage" (LSIS Job HIP52P00) report.

NOTE: Press <ENTER> key or ↓ key to forward through fields.

- ADD SEL CRITERIA: (REQUIRED ENTRY) System default value is "Y". User may accept the default or enter "N" for No.
- BUILDING CODE: User may enter a specific building code.
- RESP GROUP: User may enter a specific responsibility group code number.
- CLASS CAPTION: User may enter a specific Caption Class.
- BEGINNING STOCK NO: User may enter a specific stock number for which the selection criteria will begin.
- ENDING STOCK NO: User may enter a specific stock number for which the selection criteria will end.

NOTE: User may enter only one of the available report selection criteria at a time.

- Press <F9> key to save the entered information. A message will display on the screen that states when the Params information has been successfully entered, user must send a CC:Mail message to Production Control and the HIP Programmer requesting the specific job be scheduled.
- Press <ESC> key to return to menu.

NOTE: Do not ever order reports on Mondays or Tuesdays. Also, please wait until one report is received before requesting another report criteria. Only one report can be printed per day.

10.11 CONVENIENCE STORAGE BY AREA

HIP Reports Menu (M07)

Back Order Notice	Pick Ticket
Inventory Back Order Report	Storage Location
Pids Exception Report	Interface Error Report
Redirect Printer	EasyWriter
Soft Reporting	HIPSP13R Params
Convenience Strg by Area (CS-007)	Storage Report by Noun (CS-008)
Shop/Capital PO Receipt Report	
"Select Area ID for Convenience Storage Report CS-007"	

PURPOSE: This menu option allows the user to access the HIP.W27.CS007.PARAM screen.

- Press "C" or
- Highlight the "Convenience Strg by Area (CS-007)" option and press <ENTER> key.
- Press <ESC> key to exit menu option.

HIP.W27.CS007.PARAM

ENTER AREA TO SELECT BY:

(Press Return or F9)

PURPOSE: This screen is used to select the criteria for CS007 "Convenience Storage by Area ID" (LSIS Job HIP54P00) report.

- ENTER AREA TO SELECT BY: (REQUIRED ENTRY/EDITED) User must enter valid Area ID for desired report criteria. Press <F2> key for display of Valid Area ID's. Use arrow keys to highlight desired option, then press <ENTER> key.
- Press <ENTER> key or <F9> key to initiate the report. A message will display on the screen that states when the Params information has been successfully entered, user must send a CC:Mail message to ^Production Control and to the HIP Programmer requesting the specific job be scheduled.
- Press <ESC> key to return to menu.

NOTE: Do not ever order reports on Mondays and Tuesdays. Also, please wait until one report is received before requesting another report criteria. Only one report can be printed per day.

VIEWING ON-LINE REPORTS

10.12 STORAGE REPORT BY NOUN

HIP Reports Menu (M07)

Back Order Notice	Pick Ticket
Inventory Back Order Report	Storage Location
Pids Exception Report	Interface Error Report
Redirect Printer	EasyWriter
Soft Reporting	HIPSP13R Params
Convenience Strg by Area (CS-007)	Storage Report by Noun (CS-008)
Shop/Capital PO Receipt Report	
"Select Area ID for Storage Report by Noun CS-008"	

PURPOSE: This menu option allows the user to access the HIP.W28.CS08.PARAM screen.

- Press "N" or
- Highlight the "Storage Report by Noun (CS-008)" option and press <ENTER> key.
- Press <ESC> key to exit menu option.

HIP.W28.CS08.PARAM

ENTER AREA TO SELECT BY:

(Press Return or F9)

PURPOSE: This screen is used to select the criteria for CS008 "Storage Report by Noun" (LSIS JOB 56P00) report.

- ENTER AREA TO SELECT BY: (REQUIRED ENTRY/EDITED) User must enter valid Area ID for desired report criteria. Press <F2> key for display of Valid Area ID's. Use arrow keys to highlight desired option, then press <ENTER> key.
- Press <ENTER> key or <F9> key to initiate the report. A message will display on the screen that states when the Params information has been successfully entered, user must send a CC:Mail message to ^Production Control and to the HIP Programmer requesting the specific job be scheduled.
- Press <ESC> key to return to menu.

NOTE: Do not ever order reports on Mondays or Tuesdays. Also, please wait until one report is received before requesting another report criteria. Only one report can be printed per day.

VIEWING ON-LINE REPORTS

10.13 SHOP STOCK AND CAPITAL EQUIPMENT PO RECEIPT REPORT

HIP Reports Menu (M07)

Back Order Notice	Pick Ticket
Inventory Back Order Report	Storage Location
Pids Exception Report	Interface Error Report
Redirect Printer	EasyWriter
Soft Reporting	HIPSP13R Params
Convenience Strg by Area (CS-007)	Storage Report by Noun (CS-008)
Shop/Capital PO Receipt Report	

PURPOSE: This menu option will allow the user to access the Shop/Capital PO Receipt Report. The report lists all shop stock and capital equipment purchase orders that PIDS attempted to send to HIP.

Number = INQ-012 Frequency = Batch - Each weekly or month end update.

- Press "0" or
- Highlight the "Shop/Capital PO Receipt Report" option and press <ENTER> key. This will initiate the report process. The status line will read "Selecting records in the purchase order receipt file". If there are any shop stock or capital equipment purchase order items in the file, user may press Alt-P twice to send the report to the printer. If there are no shop stock or capital equipment purchase order items in the purchase order file, user may press any key and will be returned to the Reports Menu.

Note: Shop stock inventory items may be received using the Shop Stock Receipt screen (Section 9.8), and capital equipment may be received using the Plant Equipment Transfer Receipt screen (Section 9.3). The Receipt Confirmation screen cannot be used for shop stock and capital equipment.

11.0 NETWORK SOFTWARE ACCESS

HIP Main Menu (M01)		
Disbursements Menu	Inquiry Menu	Maintenance Menu
Receipts Menu	Reports Menu	Network Software
Password	Exit	
"Network Software Access"		

PURPOSE: The purpose of this menu option is to allow the user to enter network software utilities.

- Press "N" or
- Highlight the "Network Software" option and press <ENTER> key.

Network Software Access		
PCTERM	WordPerfect	cc:Mail
Phone Directory		

PURPOSE: This screen allows the user to access Network Software without exiting the HIP system.

- Select an option by pressing the red letter indicated for the specific application desired or use arrow keys to highlight desired application and press <ENTER> key.
- After exiting from software application, the system will automatically return to the Network Software Access menu.
- Press <ESC> key to return to the HIP Main Menu.

12.0 CHANGING PASSWORD

HIP Main Menu (M01)		
Disbursements Menu	Inquiry Menu	Maintenance Menu
Receipts Menu	Reports Menu	Network Software
Password	Exit	
"Change password"		

PURPOSE: The purpose of this screen is to allow the user at any time to change their password.

- Select the "Password" option by pressing "P" or
- Highlight "Password" option from the HIP Main Menu and press <ENTER> key.

Enter old password. < >

- Enter old password.
- Press <ENTER> key.

Enter new password. < >

- Enter new password.
- Press <ENTER> key.

Enter new password again. < >

- Enter new password again.
- Press <ENTER> key.
- System will inform user that password has been changed.
- System will automatically return to the HIP Main Menu.

13.0 EXITING HIP

HIP Main Menu (M01)		
Disbursements Menu	Inquiry Menu	Maintenance Menu
Receipts Menu	Reports Menu	Network Software
Password	Exit	
"Leave HIP"		

PURPOSE: This screen is used to disconnect from the Hanford Inventory Program to return to the HLAN Personal Menu.

- Select the "Exit" option by pressing "E" or
- Highlight the "Exit" option from the HIP Main Menu and press <ENTER> key.

14.0 STANDARD ENTRY GUIDE

Standard Compositions Terms and Abbreviations

Carbon Steel	CS
Stainless Steel	SS
Black Iron	BI
Galvanized	GALV
Aluminum	ALUM
ASTM A36	A36
ASTM A283	A283
ASTM A120	A120
Grade B	GR.B
Grade 2A	GR.2A
Grade 65	GR.65

Standard Sizes Terms and Abbreviations

Inch	IN.
Feet	FT.
Width	W
Height	H
Length	L
By	X
Inside Diameter	I.D.
Outside Diameter	O.D.
Gauge	GA

Standard Ratings Terms and Abbreviations

Schedule	SCH.
Pound	LB.
Horsepower	HP
Volts	V

Standard Unit of Issues Terms and Abbreviations

Ampule	APL	Inch	IN
Bag	BAG	Cubic Inch	CIN
Bale	BLE	Jar	JAR
Ball	BAL	Keg	KEG
Bar	BAR	Kilogram	KG
Barrel	BRL	Length	LG
Book	BK	Lineal Foot	LFT
Bottle	BTL	Liter	L
Box	BOX	Pound	LB
Bucket	BKT	Pound Troy	LBT
Bundle	BDL	Package	PKG
Bushel	BU	Pad	PAD
Cake	CKE	Pail	PL
Can	CAN	Pair	PR
Carton	CTN	Piece	PC
Case	CSE	Pint	PT
Centimeter	CM	Meter	M
Coil	COI	Ounce	OZ
Cone	CNE	Ounce, Troy	OZT
Cubic Centimeter	CC	Quart	QT
Cubic Foot	CFT	Quire	QR
Cubic Inch	CIN	Ream	RM
Cubic Meter	CUM	Reel	RL
Cylinder	CYL	Roll	ROL
Container	CON	Sack	SK
Card	CRD	Set	SET
Hundred	C	Sheet	SHT
100 Pounds	CWT	Spool	SPL
100 Feet	CF	Stick	STK
Dozen	DOZ	Square Foot	SFT
Dram	DR	Tablet	TBT
Drum	DRM	Tube	TBE
Each	EA	Unit	U
Flask	FSL	Vial	VI
Feet	LFT	Yard	YD
Foot	LFT	Yard, Square	SYD
Foot, Cubic	CFT	Yard, Cubic	CYD
Foot, Square	SFT		
Gallon	GAL		
Grain	GRN		
Gram	G		
Gross	GR		
Hank	HNK		

15.0 SYSTEM ACCESS CONTROL

15.1 PURPOSE

This procedure defines the method for controlling user access to the Hanford Inventory Program database.

15.2 SCOPE

This procedure applies to any employee that requires access to the Hanford Inventory Program (HIP) computer database. Only employees with a "need to know" will be given access to the system. A "need to know" for the Hanford Inventory Program is defined as any employee whose job duties include maintenance of inventory information contained in the HIP database. HIP contains no sensitive or classified information, therefore, no access control is required for hard copy and screen displays of database information.

15.3 RESPONSIBILITIES

15.3.1 User Manager

The user manager is responsible for:

1. Assessing the need for employee access to the system.
2. Approving written requests for employee system access on the "HIP User Password Request", and forwarding the request to the Manager, Material Control.
3. Providing written notification on the "HIP User Password Request" to the Manager, Material Control when an employee no longer requires system access.

15.3.2 Manager, Material Control

The Manager, Material Control is responsible for:

1. Reviewing and signature approving "HIP User Password Requests" to assign new or cancel system access passwords.
2. Maintaining records of written requests.
3. Forwarding written requests to the Material Systems Support organization to coordinate assignment or cancellation of password by Information Resource Management.
4. Performing periodic reviews of authorized password user names to assure access to the system is required.
5. Notifying requesters that access has been accepted or rejected.

15.4 REQUIREMENTS

15.4.1 Access Control

Only authorized users will be allowed access to the HIP database where the data resides. Access to the database will be controlled through the use of passwords and tables within the HIP system. HIP contains no sensitive information, therefore, no access control will be required for hard-copy reports, data display, etc.

15.4.2 Software Application Access

Access to various environments such as development, system and application software is not contained within this procedure. Reference HIP Software Configuration Control Plan (WHC-SD-GN-CSCM-30008).

15.4.3 Database Access

A record of persons authorized to access HIP, along with a signed copy of the request for access, will be maintained by the Manager Material Control in the HIP Active Password Notebook.

15.4.4 Password Control

Once access is granted the user will determine their own password. Passwords are encrypted and no one can review active passwords. Inactivated passwords can be reassigned. Passwords should be changed on a periodic basis, at least annually. This is essential to counter the chance of an undetected password compromise.

15.5 REFERENCES

NONE

15.6 BIBLIOGRAPHY

1. WHC-CM-4-2, Quality Assurance Manual
QR 19.0, "Software Quality Assurance Requirements."
2. WHC-CM-4-7, Unclassified Computer Security
Section 1, "Management Control Process."
3. WHC-CM-6-1, Engineering Document Change Control
EP-2.1, "Computer Software Configuration Management."

HANFORD INVENTORY PROGRAM USER'S MANUAL

SYSTEM ACCESS CONTROL

Manual	WHC-SD-GN-CSUD-30002 REV.1
Section	HIP-15
Page	3 of 3
Effective Date	April 23, 1993
Organization	Material Control

Appendix A. HIP User Password Request.

16.0 TRAINING PLAN

16.1 PURPOSE

The purpose of the document is to outline the training plan for instructing system users on how to maintain and retrieve information from the Hanford Inventory Program (HIP) database. Training is targeted specifically to individuals that have inquiry and maintenance access. The three groups involved are: Material Control (MC), Site Warehousing Services (SWS), and General Supplies Inventory (GSI).

16.2 SCOPE

Training for new users will be conducted in the user's environment. Course material presented to the user will focus specifically on their group's system operation and maintenance responsibilities.

16.3 TRAINING MATRIX

User training will commence with an overview of the HIP system to familiarize users with the Advanced Revelation and the HIP system vocabulary, general database processes, and specific operation and maintenance procedures for the inventory, warehouse, and General Supplies functions.

The major portion of user training will concentrate on the on-line operations of the system, and shall be conducted within a "hands on" environment utilizing user manuals. User will also be provided a brief introduction to the on-line query and report generation capabilities of the system.

Following is a matrix of instruction to be provided each organization specific to their group's system operations and maintenance responsibilities.

HANFORD INVENTORY PROGRAM USER'S MANUAL
TRAINING PLAN

Manual WHC-SD-GN-CSUD-30002 REV.1
Section HIP-16
Page 2 of 7
Effective Date April 23, 1993
Organization Material Control

1.0 INTRODUCTION

TRAINING SUBJECT	M.C.	S.W.S.	G.S.I.
Purpose	X	X	X
Scope	X	X	X
System Environment	X	X	X
Database Design	X	X	X
Users	X	X	X
System Maintenance	X	X	X
System Availability	X	X	X
Reports	X	X	X
Security	X*	X	X
Access Capabilities	X*	X	X
Definitions	X	X	X
Transaction Codes	X	X	X
Error Handling	X	X	X

2.0 ADVANCED REVELATION TERMS AND CONCEPTS DEFINITIONS

TRAINING SUBJECT	M.C.	S.W.S.	G.S.I.
Advanced Revelation Terms and Concepts Definitions	X	X	X
Transaction Codes	X	X	

3.0 ADVANCED REVELATION SCREEN NAVIGATIONS

TRAINING SUBJECT	M.C.	S.W.S.	G.S.I.
Advanced Revelation Screen Navigations	X	X	X

4.0 LOGGING ON

TRAINING SUBJECT	M.C.	S.W.S.	G.S.I.
Logging On	X	X	X

NOTE: *Identifies Primary User Responsibility

HANFORD INVENTORY PROGRAM USER'S MANUAL
TRAINING PLAN

Manual WHC-SD-GN-CSUD-30002 REV.1
Section HIP-16
Page 3 of 7
Effective Date April 23, 1993
Organization Material Control

5.0 SCREEN NAVIGATION AND MENU OVERVIEW

TRAINING SUBJECT	M.C.	S.W.S.	G.S.I.
Screen Navigation and Menu Overview	X	X	X

6.0 ENTERING DISBURSEMENT INFORMATION

TRAINING SUBJECT	M.C.	S.W.S.	G.S.I.
Store Order	X	X*	
Modifying Store Order	X	X*	
Status Store Order	X	X	
Create Pick Tickets	X	X*	
Confirming Picks	X	X*	
Adjusting Store Orders/Back Orders	X	X*	
Declaration of Excess	X	X*	
Transferring Capital Equipment (PET)	X	X*	
Disposing Property (PDR)	X	X*	
Reserving Inventory	X	X*	
Released to Ship	N/A	N/A	N/A
Transferring Stores Material	X	X*	

7.0 INQUIRY

TRAINING SUBJECT	M.C.	S.W.S.	G.S.I.
Inquiry by Stock Number	X	X	
Inquiry by Equipment	X	X	
Inquiry by Manufacturer Name	X	X	
Inquiry by Part Approved Name	X	X	
Inquiry by Job Reference Number	X	X	
Inquiry by Requestor	X	X	
Store Order Inquiry by Stock Number	X	X	
Store Order Inquiry by Payroll Number	X	X	

NOTE: * Identifies Primary User Responsibility

HANFORD INVENTORY PROGRAM USER'S MANUAL
TRAINING PLAN

Manual WHC-SD-GN-CSUD-30002 REV.1
Section HIP-16
Page 4 of 7
Effective Date April 23, 1993
Organization Material Control

8.0 MAINTAINING PART, EQUIPMENT, AND TABLE INFORMATION

TRAINING SUBJECT	M.C.	S.W.S.	G.S.I.
Maintaining Part, Equipment, and Table Information	X	X	X

8.1 MAINTAINING PART AND EQUIPMENT INFORMATION

TRAINING SUBJECT	M.C.	S.W.S.	G.S.I.
Entering Part Information	X*	X	X
Entering Equipment Information	X*	X	X
Entering General Supplies Information	N/A	N/A	X*
Changing Warehouse Storage Location	X	X*	
Entering Shelf Life Data	X*	X	
Warehouse Storage Request (Convenience Storage)	X	X*	
Non-Physical Inventory Adjustment	X*	X	
Physical Inventory Adjustment	X	X	
Updating Purchasing Activity	X	X	

8.2 MAINTAINING TABLE INFORMATION

TRAINING SUBJECT	M.C.	S.W.S.	G.S.I.
Area Table	X*	X	
Warehouse Table	X	X*	
Stock Class Table	X*	X	X
Stock Caption Table	X*	X	X
Stock Class Caption Table	X*	X	X
Restricted Distribution Table	X*	X	
Approved Noun Table	X*	X	X
Building Number Table	X*	X	
Employee Table	X	X	
Property Table	X	X	

NOTE: * Identifies Primary User Responsibility

8.3 PART STATUS

TRAINING SUBJECT	M.C.	S.W.S.	G.S.I.
Part Status	X	X	

9.0 RECEIPT CONFIRMATIONS

TRAINING SUBJECT	M.C.	S.W.S.	G.S.I.
Component Material Transfer	X	X*	
Credit Store Order	X	X*	
Plant Equipment Transfer	X	X*	
Purchase Order	X	X*	
Stores Material Transfer	X	X*	
Transfer From Excess	X	X*	
Work In Progress	X	X*	
Shop Stock	X	X*	

10.0 VIEWING ON-LINE REPORTS

TRAINING SUBJECT	M.C.	S.W.S.	G.S.I.
Back Order Notice	X	X*	
Printing Pick Tickets	X	X	
Inventory Back Order	X	X	
Storage Location	X	X	
PIDS Exception	X*		
Interface Error	X*		
Redirecting Printing	X	X	X
EasyWriter	X	X	
Soft Reporting	X	X	X
HIPSP13R Params	X	X	
Convenience Storage by Area	X	X*	
Storage Report by Noun	X	X*	
Shop/Capital PO Receipt Report	X*	X	

NOTE: * Identifies Primary User Responsibility

HANFORD INVENTORY PROGRAM USER'S MANUAL
TRAINING PLAN

Manual WHC-SD-GN-CSUD-30002 REV.1
Section HIP-16
Page 6 of 7
Effective Date April 23, 1993
Organization Material Control

11.0 NETWORK SOFTWARE ACCESS

TRAINING SUBJECT	M.C.	S.W.S.	G.S.I.
Network Software Access	X	X	X

12.0 CHANGING PASSWORD

TRAINING SUBJECT	M.C.	S.W.S.	G.S.I.
Changing Password	X	X	X

13.0 EXITING HIP

TRAINING SUBJECT	M.C.	S.W.S.	G.S.I.
Exiting Hip	X	X	X

14.0 STANDARD DATA ENTRY GUIDE

TRAINING SUBJECT	M.C.	S.W.S.	G.S.I.
Standard Data Entry Guide	X	X	X

15.0 SYSTEM ACCESS CONTROL

TRAINING SUBJECT	M.C.	S.W.S.	G.S.I.
Purpose	X	X	X
Scope	X	X	X
Responsibility	X	X	X
Requirements	X	X	X
References	X	X	X
Bibliography	X	X	X
Appendix A - Hip User Password Request	X	X	X

16.0 TRAINING PLAN

TRAINING SUBJECT	M.C.	S.W.S.	G.S.I.
Purpose	X	X	X
Scope	X	X	X
Training Matrix	X	X	X