Defense Health Agency

TECHNICAL MANUAL

SUBJECT: Defense Medical Logistics Standard Support–Volume 9, Financial Procedures

References: See Enclosure 1.

1. <u>PURPOSE</u>. This Defense Health Agency-Technical Manual (DHA-TM), based on the authority of References (a) and (b), and in accordance with the guidance of References (c) through (i), establishes the Defense Health Agency's (DHA) instructions for using the Defense Medical Logistics Standard Support (DMLSS) application. This DHA-TM provides Medical Logistics (MEDLOG) and other users with the procedures necessary to use the system effectively and efficiently to carry out the mission of logistics support. This DHA-TM provides DMLSS procedures used in support of financial procedures in the DHA.

2. <u>APPLICABILITY</u>. This DHA-TM applies to DHA and DHA Components (activities under the authority, direction, and control of DHA). All personnel to include: assigned or attached active duty and reserve members, federal civilians, members of the Commissioned Corps of the Public Health Service, contractors (when required by the terms of the applicable contract), and other personnel assigned temporary or permanent duties at DHA and DHA Components.

3. <u>POLICY IMPLEMENTATION</u>. It is DHA's instruction, pursuant to References (d) through (i), that:

    a. Exercise management responsibilities of MEDLOG functions in the Military Health System including implementing procedures, administering budgets, and performing financial oversight at an enterprise level in order to ensure consistency, optimize performance, and meet strategic priorities across Military Health System MEDLOG activities consistent with guidance from the Assistant Secretary of Defense for Health Affairs.

    b. Develop consistent standards for medical materiel management necessary for programmatic oversight of the Defense Health Program (DHP).

    c. Establish DMLSS as the authoritative information system that serves as the feeder system

to financially accountable systems for military medical treatment facilities (MTF), dental treatment facilities (DTF), and DHA Components, and accountable property officers as outlined in Reference (d).

  d. DHA MTFs/DTFs and DHA Components will use the DMLSS system, as prescribed in Reference (d), for all MEDLOG business functions in the following modules, including, but not limited to: Customer Area Inventory Management (CAIM), Inventory Management (IM), Equipment Management, Equipment Maintenance, Assemblage Management, Systems Services, and Facility Management. These DMLSS modules provide a processing environment where personnel can accomplish the following automated processing: inventorying, ordering, receiving, and issuing of materiel associated with operations, research and support prescribed by the DHA mission.

4. <u>RESPONSIBILITIES</u>. See Enclosure 2.

5. <u>PROCEDURES</u>. See Enclosure 3. The procedures in this DHA-TM address standardized use of DMLSS for Financial Procedures.

6. <u>PROPONENT AND WAIVERS</u>. The proponent of this publication is the Deputy Assistant Director (DAD), MEDLOG. When Activities are unable to comply with this publication the activity may request a waiver that must include a justification, to include an analysis of the risk associated with not granting the waiver. The activity director or senior leader will submit the waiver request through their supervisory chain to DAD-MEDLOG to determine if the waiver may be granted by the Director, DHA or their designee.

7. <u>RELEASABILITY</u>. **Cleared for public release**. This DHA-TM is available on the Internet from the Health.mil site at: https://health.mil/Reference-Center/Policies and is also available to authorized users from the DHA SharePoint site at: https://info.health.mil/cos/admin/pubs/SitePages/Home.aspx.

8. <u>EFFECTIVE DATE</u>. This DHA-TM:

  a. Is effective upon signature.

  b. Will expire 10 years from the date of signature if it has not been reissued or cancelled before this date in accordance with Reference (c).

/S/
RONALD J. PLACE
LTG, MC, USA
Director

Enclosures
1. References
2. Responsibilities
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Glossary

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ENCLOSURE 1

REFERENCES

(a) DoD Directive 5136.01, "Assistant Secretary of Defense for Health Affairs (ASD(HA))," September 30, 2013, as amended
(b) DoD Directive 5136.13, "Defense Health Agency (DHA)," September 30, 2013, as amended
(c) DHA-Procedural Instruction 5025.01, "Publication System," April 1, 2022
(d) DHA-Procedural Instruction 6430.04, "Use of the Defense Medical Logistics Standard Support (DMLSS) as the Authoritative Information System (IS) of Record for the Medical Logistics (MEDLOG) Enterprise Activity (EA)," December 20, 2019
(e) Public Law 114-328, Section 702, "National Defense Authorization Act for Fiscal Year 2017," December 23, 2016
(f) DHA-Procedural Instruction 6430.02 "Defense Medical Logistics (MEDLOG) Enterprise Activity (EA)," September 27, 2018
(g) DoD Instruction 6430.02, "Defense Medical Logistics Program," August 23, 2017
(h) United States Code, Title 10
(i) Air Force-Manual 41-216, "Defense Medical Logistics Standard Support Users Program," January 7, 2019

ENCLOSURE 2

RESPONSIBILITIES

1. <u>DIRECTOR, DHA</u>. The Director, DHA will assign all DHA Headquarters Staff elements and Chief, DHA MEDLOG to implement this DHA-TM in accordance with Reference (b), (e), and (f).

2. <u>DIRECTOR, MEDLOG</u>. The Director, MEDLOG or designee must perform oversight of the delivery of all MEDLOG business functions at DHA Components in accordance with References (e) and (g).

3. <u>DIRECTORS, DHA COMPONENTS</u>. The Directors, DHA Component must:

    a. Ensure compliance with this DHA-TM.

    b. Ensure implementation of this DHA-TM.

    c. Ensure the Chief, MEDLOG, DHA Component maintains and accounts for all accountable medical and dental property and financial records on the stock record account (SRA) in DMLSS.

    d. Use the following DMLSS modules including, but not limited to: CAIM, IM, EM, Equipment Maintenance, Assemblage Management, Systems Services, and Facility Management.

    e. Appoint a DMLSS System Administrator (SA) in writing; or delegates this appointment to the Chief, MEDLOG, DHA Component as necessary.

    f. Implement procedures, guidance, and instructions for this DHA-TM.

4. <u>CHIEF, MEDLOG, DHA COMPONENT</u>. The Chief, MEDLOG, DHA Component must, at their respective DHA Component:

    a. Maintain and account for all accountable medical and dental property and financial records on the SRA in DMLSS.

    b. Appoint a DMLSS SA in writing if delegated to appoint, as listed in 3.e..

5. <u>DMLSS SA, DHA COMPONENT</u>. The DMLSS SA, DHA Component must, at their respective DHA Component:

a. Establish, manage, and maintain DMLSS user accounts, roles, and privileges. The least privilege principle must be followed when creating or modifying user accounts.

b. Ensure system backups and maintenance procedures are conducted at pre-defined periodic intervals and perform manual backup as necessary as provided in DHA-TM DMLSS Volume regarding System Administration.

c. Monitor the DMLSS Communications Management (DCM) module to identify transmission errors and resolve transmission errors.

d. Follow database-auditing procedures as defined in the DMLSS SA guide.

e. Coordinate with MTF/DTF Information Systems to house DMLSS hardware, and install and update DMLSS system software as required.

f. Create and manage DMLSS tutorial databases.

g. Review DMLSS advisory notices and notify local users as required.

ENCLOSURE 3

PROCEDURES

1. FINANCIAL OVERVIEW. This publication addresses the fundamentals of financial management as it relates to the DMLSS system and is intended for users of different levels of knowledge and experience. DMLSS interfaces with multiple financial systems. DHA has transitioned to the General Fund Enterprise Business System (GFEBS), as the primary financial system. Therefore, this document will address the use of DMLSS with GFEBS. Former Air Force, now DHA sites, will continue to use Air Force financial systems until they transition to GFEBS.

2. FUND TYPES. MEDLOG uses different types of funds to achieve its mission, primarily DHP Operations and Maintenance (O&M) funds and other types of funds as defined in the next section. Acquisitions and IM have a direct impact on these funds.

    a. DHA Future State Fund Types. Fund codes will be defined, distributed, and normalized with DHA.

    b. DHP O&M Funds. O&M appropriations are budgeted using the annual funding policy, and these funds are normally available to obligate during the current fiscal year (FY).

    c. DHP Funds. The DHP appropriation account was established via Chapter 55 of Reference (h) for the purpose of carrying out the functions of the Secretary of Defense with respect to medical and healthcare programs of the DoD. The Office of the Secretary of Defense may obligate or expend funds from the account for purposes of conducting programs and activities under Reference (j), including contracts entered into under sections 1079, 1086, 1092, or 1097 of Reference (h), to the extent amounts are available in the account.

    d. Other Procurement Funds. DHP Procurement funds the acquisition of capital medical equipment and equipment for initial outfitting of newly constructed, expanded, or modernized healthcare facilities; equipment for modernization and replacement of worn-out, obsolete, or uneconomically reparable items; equipment supporting programs such as pollution control, clinical investigation, and occupational/ environmental health; and Military Health System-specific information processing requirements. Equipment purchased with Procurement funds exceeds $250,000.

    e. Research Development Test & Evaluation (RDT&E). RDT&E funding is used to purchase expendable medical and expendable non-medical material in the pursuit of research and development. Furthermore, funding is used to pay the operating costs of dedicated activities engaged in the conduct of research, development, and test and evaluation efforts performed by a contractor and/or government organization. RDT&E funds are used to develop equipment, material, or computer application software, development test and evaluation of research, and Initial Operational Test and Evaluation.

f. <u>O&M</u>. O&M appropriations are budgeted using the line annual funding policy, which are available to obligate during the current FY.

g. <u>Other Fund Types</u>. In addition to O&M, DHA Components may utilize other DHP and non-DHP appropriated funds to procure supplies and equipment. For example, investment equipment is funded with Other Procurement funds, while high cost expense equipment is funded with either local MTF or centrally-funded O&M funds. DHA Components may also use RTD&E funds, when authorized.

3. <u>MTF FINANCIAL MANAGEMENT ROLES AND RESPONSIBILITIES</u>. The Resource Management (RM)/Fiscal Office is responsible for monitoring the overall Responsible Center program, as well as the expenditure of funds by each MTF cost center. Most of the financial responsibilities of MEDLOG and the RM/Fiscal Office work on a FY basis, with corresponding processes that include: initial distribution, execution, financial plan, and end-of-year closeout.

a. <u>Continuing Resolution Authority (CRA)</u>. During the first quarter of the FY, government agencies may be operating under an appropriated budget or under CRA. When the Congress does not pass an appropriation prior to the beginning of a new FY, they pass a CRA allowing government agencies to continue its fiscal operations at minimum level for a specified period. When operating under a CRA, limit obligations and expenditures until an appropriations act is passed into law. Under a CRA, first quarter targets and obligations are usually limited to the first quarter obligations only, or to just a portion of the first quarter obligations that were incurred during the previous FY.

b. <u>Financial Management/Execution During Course of the FY</u>. Monitoring and managing funds execution and targets by project center throughout the course of the FY. The fourth quarter is one of the most important phases of the budget process.

(1) <u>FY End Closeout</u>. FY end closeout occurs at the end of the fourth quarter. The RM/Fiscal Office or DHA may specify a date prior to 30 September. Refer to annual Military Service or DHA end-of-fiscal-year (EOFY) guidance for instructions, key dates, and procedures.

(2) <u>Uncommitted Dollars</u>. While each EOFY closeout has its own challenges, there are certain items that do not change from one FY to the next. MEDLOG and the RM/Fiscal Office should be prepared to spend uncommitted dollars.

(3) <u>General Closeout Responsibilities</u>. General closeout responsibilities include, but are not limited to:

(a) Assisting in obtaining documentation to ensure all commitment documents are fully obligated or de-committed prior to the closeout date specified by the RM/Fiscal Office or DHA.

(b) Closing Government Purchase Card (GPC) orders and ensuring they are fully reconciled within DMLSS and with the GPC bank transaction system. Refer to GPC Military Service specific or DHA policies and procedures.

(c) Continually reconciling due-ins and due-outs with customers to avoid any negative balance situations or prematurely de-obligating funds.

(d) Reviewing cost centers and project centers for possible additions/deletions.

(e) Performing required DMLSS actions prior to EOFY processing.

(f) Completing any other closeout instructions or orders given by the RM/Fiscal Office.

4. <u>DMLSS FINANCIAL OVERVIEW</u>. The funds module in System Services provides MEDLOG and the RM/Fiscal Office the flexibility to manage most aspects of the MTF's funding for medical supplies, pharmaceuticals, and medical equipment. This section contains an overview of the DMLSS financial structure, financial terms, and financial processing and procedures within DMLSS.

a. <u>Establishing Organization and Fund Relationships</u>. DMLSS has separate organizational and financial structures, but they must be properly associated. First, an organizational foundation is established in DMLSS consisting of the MTF/Unit, and Service/Customer (SVC/CUST), departments are optional. For the SVC/CUST to have financial transactions, such as placing supply orders, issuing repair parts, the SVC/CUST must be associated to an expense center, and the expense center must be associated to a project center.

b. <u>DMLSS Organizational Structure</u>. There are three elements to the hierarchal organizational relationship-the MTF/Unit, Department, and SVC/CUST (Figure 1).
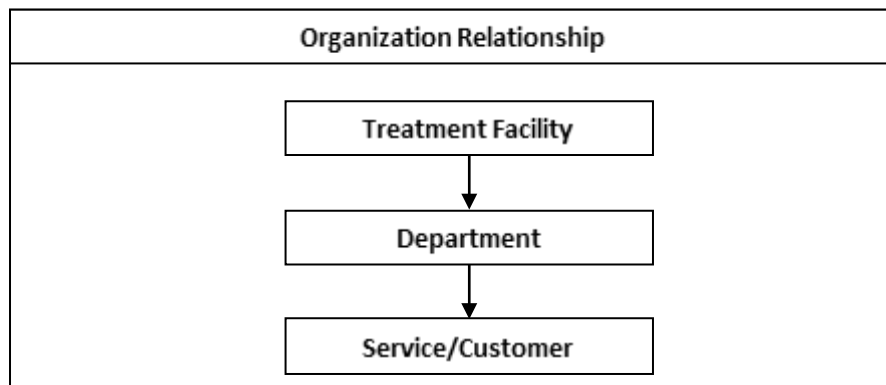

Organization Relationship

Treatment Facility

↓

Department

↓

Service/Customer

<u>Figure 1</u>. <u>Organization Relationship</u>

(1) Treatment Facility or MTF/Unit in DMLSS. MTF/Unit records are the highest level within the organizational ("ORG") structure. The main MTF/Unit that supports the logistics department is the Logistics (LOG) account. Its organizational identification (ID) typically consists of the SRA Department of Defense Activity Address Code (DoDAAC) assigned with LOG at the end of the name (for example, "HT0833–Lyster Army Health Clinic, Fort Rucker, Alabama (LOG)"). Other ORGs may be created to identify units supported by the SRA and/or MTF such as National Guard, Reserve, and other Geographically Separated Units.

(2) Department. Department is the next level within the hierarchal structure. One or more departments can be assigned to a single ORG.

(3) SVC/CUST. The SVC/CUST is the lowest level within the organizational structure. It directly identifies a customer being supported by LOG under the host or other ORG. The SVC/CUST ID is a six-digit alpha-numeric prefix the MTF assigns. For example: "PHARM1," "PEDS01," etc.

(a) The SVC/CUST ID manages the accounts detail records in DMLSS. All customer catalog records, transaction history, and issue consumption are tied to the SVC/CUST.

(b) It is important to note that SVC/CUST ID number is not transmitted from DMLSS for financial processing. It is for this reason that once the SVC/CUST is set, there is no need for change. Creating a new SVC/CUST to replace an existing SVC/CUST would result in lost historical records for the customer. Once an SVC/CUST is established, it can be linked to at least one or more expense centers.

(c) The SVC/CUST should be associated to a department that is in turn associated to an ORG. If there is no department, SVC/CUST are set up directly under an ORG. Ensure a SVC/CUST is associated to a department for utilization of the Facility Management module. Note: All SVC/CUSTs do not require association to a department.

c. DMLSS Financial Structure. Essential elements of the financial structure include the Project Center (Figure 2), Expense Centers, and the LOG fund. Project Centers are used to capture the overall funding targets for a departmental mission. Expense Centers are linked to a SVC/CUST and capture SVC/CUST funding data. Expense Center obligations, commitments, expenses, etc., all roll up to the governing Project Center. Finally, the LOG fund must be established to reflect the Military Service or DHA Standard Line of Accounting.
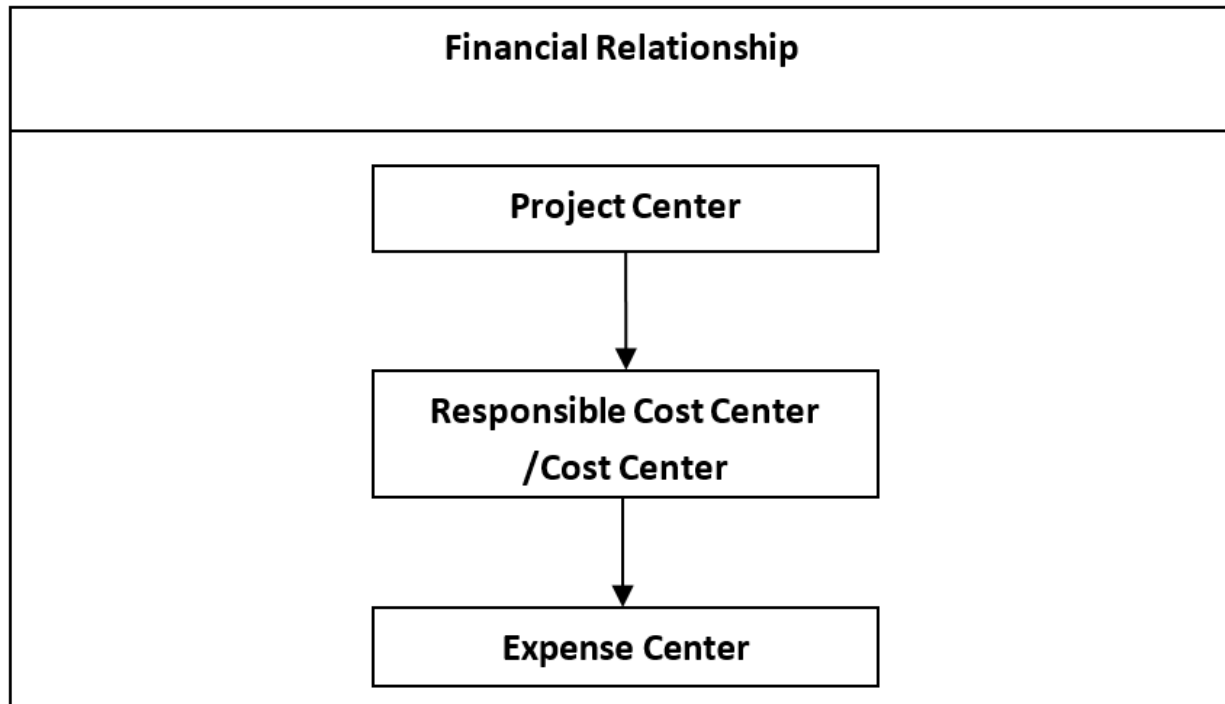
Figure 2. Financial Relationship

(1) Project Center. The project center is used to manage customer funding targets within DMLSS. A project center is a funding center at the department level, and a project center may be assigned to one department or be shared by many departments.

(2) Responsible Cost Center (RCC)/Cost Center (CC). The Cost Center is used to manage and track funds allocation and costs associated with a specific line of service.

(3) Expense Center. The expense center displays the SVC/CUST accumulated expenses and should be considered equal to the RCC/CC, may be shown as RCC/CC in DMLSS.

(a) The expense center hosts all Element of Resource (EOR) and provides a breakdown of expenditures and fund balances for the associated SVC/CUSTs. Activities can associate multiple expense centers to a SVC/CUST in order to accommodate the MTF mission.

(b) Balances within each Expense Center are updated by transactions at the EOR level and then rolled up to the associated project center. SVC/CUSTs may have multiple expense centers but can only have one default expense center. The default expense center is associated with all customer catalog records.

(c) An expense center can only be related to one project center at a time. If a user changes the project center associated to the expense center, all values, except the target value, are transferred to the new project center. This is not recommended as it can cause problems for Defense Finance Accounting Service (DFAS), and any change needs be coordinated between DFAS, RM/Fiscal Office, and MEDLOG in advance.

d. <u>LOG Fund Structure</u>. MEDLOG utilizes multiple types of money including the DHP, O&M and RDT&E within the LOG Fund. The LOG Fund is used as a line of accounting to purchase commodities from Sources of Supply (SOS). Preset data fields/records that are needed to utilize the WCF are contained in the Medical Materiel (MM) Service and the LOG Fund Details (Figure 3). Note: Former Army, now DHA sites will be converting from Defense Logistics Agency (DLA) WCF to DHP funding. This activity should be completed by the end of FY22.

LOG Fund

MM Service Detail

(Organizational Structure)

LOG Fund Detail

(Financial Structure)

Supplemental Fund

(Army sites where DWCF is used)
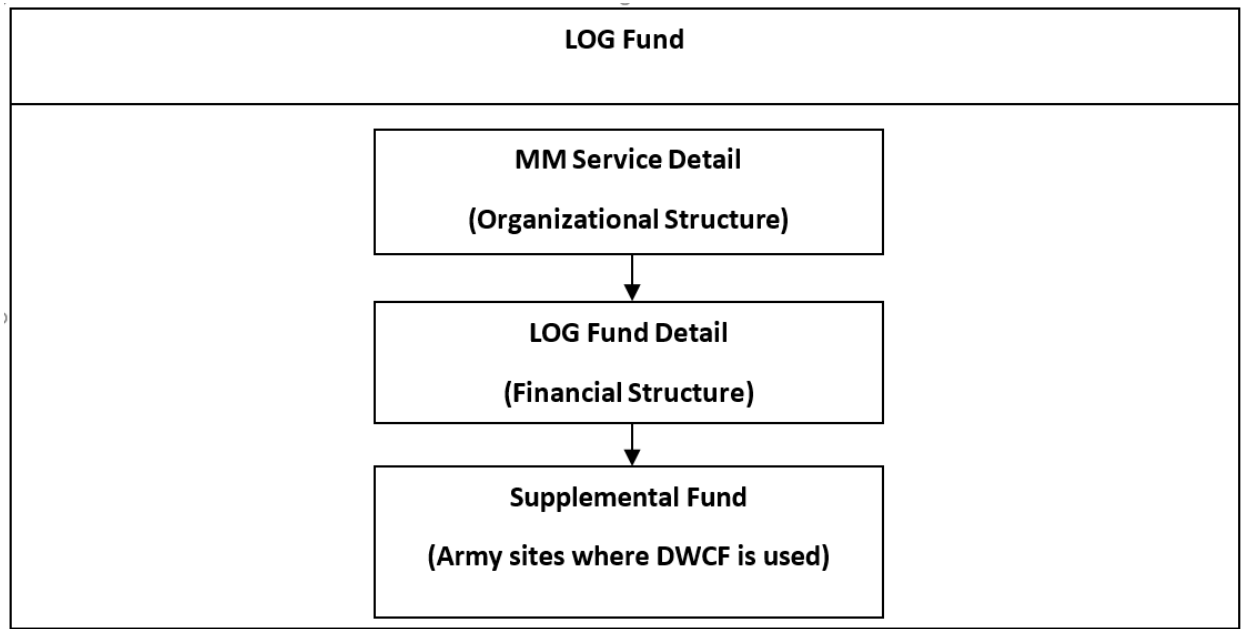
Figure 3. Logistics Fund Relationship

(1) <u>MM Service Detail</u>. The existing MTF/Unit organization structure contains four distinct service detail records: MM, EM, Equipment Maintenance and Facility Management. Specifically, the MM Service Detail is always associated to the LOG MTF/Unit. Therefore, the settings on this record, and especially the Appropriation Data tab, critically impact the way the LOG Department and LOG Fund manage orders and allocate funds.

(2) <u>LOG Fund Detail–LOG</u>. The LOG fund displays the fund position of the LOG activity. The LOG fund detail captures the current FY LOG fund target, available balance, obligations, commitments, credits, and expenses. DMLSS tracks financial balances within the LOG fund detail.

e. <u>Associating Expense Centers to the SVC/CUST</u>. The SVC/CUST Detail–Funding Tab (Figure 4 and 5) is used to associate expense centers to the SVC/CUST. Refer to Military Service or DHA policy for specific procedures on associating expense centers to SVC/CUST.

Figure 4. Service/Customer Detail Funding Tabs, Example 1

Figure 5. Service/Customer Detail Funding Tabs, Example 2

(1) Funding Tab. Use the "<" and ">" buttons to associate and/or disassociate existing expense center records to the SVC/CUST. Select the "Detail" button to view detailed data for an expense center record. Select the "New" button to create a new expense center record. See the DHA-TM DMLSS Volume regarding Systems Administration for further details.

(2) Default Expense Center. Because SVC/CUST accounts can be simultaneously associated to multiple expense centers, a default expense center must be identified. The association identifies which expense center incurs the obligation when a customer performs a replenishment action.

f. Changes to Air Force Financial "ORG" Relationship. See Reference (i) for changes to the Financial ORG relationship.

g. Improving Financial Management Effectiveness. DMLSS users have a responsibility to protect financial resources. Effective use of the following DMLSS processes and management tools make this possible.

(1) Catalog Records. Users should understand the relevance of building correct catalog records and updating fields correctly before processing transactions in DMLSS. Pay particular attention to the following:

(2) <u>SOS Type Code</u>. A catalog record must be linked to a SOS code in order to execute orders in DMLSS. Within the SOS code, logisticians must select a SOS Type code. The SOS Type code determines how the SOS information is passed to the financial system.

(3) <u>Status Edits</u>. It is very important to review, work, and process status edits because they communicate pending actions, or actions that have taken place.

(a) Promptly resolve erroneous DMLSS transactions which have been sent to the financial system. All DMLSS transactions that affect balances, price changes, or inventory stratifications pass to the financial system for updates. These financials are the official auditable records that are reported to the Military Service agency, DoD, and Congress.

(b) Monitor the DCM daily to verify financial files are transmitted to the financial system without error.

h. <u>Managing Funds</u>. Prior to loading/managing DMLSS funds, managers should understand the following terms, stages of accounting, and funds logic.

(1) <u>Commodity Class</u>. A commodity class is a broad category of materiel segmented by commonality and assigned to new or modified catalog records to identify the correct commodity type. DMLSS uses these classes to group items and determine how the financial transactions are passed to DFAS, e.g., some transactions automatically pass to DFAS with a refund code of "N"; meaning the item is free to MEDLOG and/or the customer.

(2) <u>EOR</u>. EOR is a financial term. Every MTF Catalog record is linked to a specific EOR by assignment of a specific commodity class. EORs are used to manage and track expenses at the EOR commodity class level. A full translation table showing the assignment of EOR to commodity class is available in the Table Maintenance Utility within DMLSS System Services. All EORs are automatically related to all expense and project centers. The values in project center EOR records equal the total value of the EOR of all the related expense centers.

(3) <u>Target</u>. Targets are a control mechanism the RM / Fiscal Office uses to manage the overall operating budget. Target updates can be manual or automated depending on the financial system.

(a) In DMLSS, the project center target and EOR target amounts are the only fields that should require updating.

(b) When a fund target load is completed, the (Sum) EOR Target Amounts field should equal the Project Center Target field.

(c) DMLSS automatically calculates the commitments, credits, expenses, obligations, R-sales, N-sales, and surcharges for each project center.

(4) <u>Commitments and Obligations</u>. The logistics manager should understand the following two stages of accountability: commitments and obligations.

(a) Commitment. The commitment stage provides for the administrative reservation of funds. At this stage, a requirement is known but a firm price is not, so a commitment is an estimate for a future obligation. The commitment is only the intent to incur an obligation; therefore, it is not legally binding.

1. A commitment against an annual appropriation applies to the funds for the FY in which the obligation is to be incurred.

2. Goods or services required must meet a bona fide need in the FY for which the funds are issued.

(b) Obligation. Obligations are the legal reservations of a specific amount of funds associated with a firm contract or other obligating document. An obligation represents a legal and binding promise to purchase a service or supply item from a vendor or government source. The Amount Available for Obligation can never be a negative number. A negative number is equivalent to Non-sufficient Funds outside of the federal government.

DMLSS/System Services - [MM Project Center Detail - W61DEWCUST - CUSTOMER FUND PROJECT--19]

File   Edit   Navigate   Window   Help

TreeView   Search   SVC/CUST   FUNDS   AM Fund   OP Fund   UP Assign   UP Mana...   TMU   DCM Sea...   Monitor   EOP   Reports

- Project Center ID: W61DEWCUST
- Project Center Name: CUSTOMER FUND PROJECT--19

Project Center Target:	$6,479,087.00	Available Balance:	$373,568.37
Daily Consumption Rate:	$19,581.41	Projected Exhaustion Date:	09/02/2019
Total Commitments:	$6,227,400.27	Total Credits:	$80,211.80
Total Obligations:	$6,227,400.27	Total R-Sales:	$41,669.84
		Total N-Sales:	$27,835.58
		Total Expenses:	$5,660,261.69
		Total Surcharges:	$0.00

Subtotal of All Expense Center Targets: $0.00
Subtotal of All Commits/Obs That Exceed Expense Center Targets: $0.00
Total Authority Used by Targeted Expense Centers (Targets + Excess): $0.00
Total of All Commits/Obs Posted to Expense Centers without Targets: $6,227,400.27
Grand Total (Expense Authority + Non Targeted Exp Ctr Commits/Obs): $6,227,400.27
Usable Available Bal (Proj Ctr Target - Grand Total + Credits + R-Sales): $373,568.37

Retired: ☐   Marked For Deletion: ☐

Related Items: Exp Ctrs | Departments | Appropriation | Exp Ctr Targets

Element of Resource	Target Amount	Available Balance	Total Commitments	Total Credits	Total Expenses	Total Obligations	Total R-Sales	Total N-Sales	Total Surcharges
31EF - ADP EQUIPMENT SOFTWARE - LP=CON	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
26EN - ADP SUPPLIES / LP=CON	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
31GJ - CENT PROC EQUIPMENT MEDICAL	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
31GA - CENT PROC EQUIPMENT NON-MEDICAL	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
31EL - COMMUNICATIONS AND ELECTRONICS - EXPENSE	$0.00	$0.00	$0.00	$0.00	$953.70	$0.00	$0.00	$0.00	$0.00
2571 - CONTRACT EQUIPMENT MAINTENANCE	$0.00	$0.00	$0.00	$0.00	$1,313.70	$0.00	$0.00	$0.00	$0.00
2564 - CONTRACT NURSING SERVICES	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2565 - CONTRACT PHYSICIAN SERVICES	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
252G - CONTRACT SERVICES OTHER	$0.00	$0.00	-$10,007.51	$0.00	$21,112.28	-$10,007.51	$0.00	$0.00	$0.00
25EB - CONTRACTOR PROVIDED PARTS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
26ED - FURNITURE NON-RECURRING, FSG 71 LP=CON	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
26EC - FURNITURE RECURRING, FSG 71 LP=CON	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
31EC - FURNITURE, NONRECURRING FSG 71 EXPENSE/ LP=CON	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
31EB - FURNITURE, RECURRING FSG 71 EXPENSE/ LP=CON	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
310I - Investment - IT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
31EJ - MEDICAL EQUIPMENT	$0.00	$0.00	$255,878.74	$0.00	$0.00	$255,878.74	$0.00	$0.00	$0.00
31EJ - MEDICAL EQUIPMENT - EXPENSE / LP=CON	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2563 - MEDICAL SERVICES FROM NON-DOD MTFS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
26ER - MEDICAL SUPPLIES	$0.00	$0.00	$1,519,354.95	$9,432.21	$827,977.93	$1,519,354.95	$2,141.04	$12,280.42	$0.00
31EA - NON-MEDICAL EQUIPMENT	$0.00	$0.00	$8,569.99	$0.00	$0.00	$8,569.99	$0.00	$0.00	$0.00
26EB - NON-MEDICAL SUPPLIES	$0.00	$0.00	$44,456.48	$121.34	$396,939.87	$44,456.48	$39,528.80	$15,555.16	$0.00
3100 - OpEx/Pgm Costs - IT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
26EI - PHARM COSTS - DIRECT PATIENT RXS/ LP=CON	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
26GI - PHARMACEUTICALS	$0.00	$0.00	$4,409,913.67	$70,658.25	$4,395,433.52	$4,409,913.67	$0.00	$0.00	$0.00
233F - PURCHASED COMMUNICATIONS	$0.00	$0.00	-$766.05	$0.00	$7,809.70	-$766.05	$0.00	$0.00	$0.00
232Z - RENTAL	$0.00	$0.00	$0.00	$0.00	$1,614.80	$0.00	$0.00	$0.00	$0.00
232Z - RENTAL OF OTHER SERVICES	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
22NL - TRANSPORTATION FUND	$0.00	$0.00	$0.00	$0.00	$7,106.19	$0.00	$0.00	$0.00	$0.00

(Sum) EOR Target Amounts: $0.00

Figure 6. Army Customer Fund Project Center

Element of Resource	Target Amount	Available Balance	Total Commitments	Total Credits	Total Expenses	Total Obligations	Total R-Sales	Total N-Sales	Total Surcharges
31EF - ADP EQUIPMENT SOFTWARE - LP=CON	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
26EN - ADP SUPPLIES / LP=CON	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
31GJ - CENT PROC EQUIPMENT MEDICAL	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
31GA - CENT PROC EQUIPMENT NON-MEDICAL	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
31EL - COMMUNICATIONS AND ELECTRONICS - EXPENSE	$0.00	$0.00	$953.70	$0.00	$953.70	$953.70	$953.70	$0.00	$0.00
2571 - CONTRACT EQUIPMENT MAINTENANCE	$0.00	$0.00	$1,313.70	$0.00	$1,313.70	$1,313.70	$1,313.70	$0.00	$0.00
2564 - CONTRACT NURSING SERVICES	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2565 - CONTRACT PHYSICIAN SERVICES	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
252G - CONTRACT SERVICES OTHER	$0.00	$0.00	$21,272.36	$0.00	$21,112.28	$21,272.36	$21,112.28	$0.00	$0.00
25EB - CONTRACTOR PROVIDED PARTS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
26ED - FURNITURE NON-RECURRING, FSG 71 LP=CON	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
26EC - FURNITURE RECURRING, FSG 71 LP=CON	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
31EC - FURNITURE, NONRECURRING FSG 71 EXPENSE/ LP=CON	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
31EB - FURNITURE, RECURRING FSG 71 EXPENSE/ LP=CON	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
310I - Investment - IT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
31EJ - MEDICAL EQUIPMENT	$0.00	$0.00	$14,365.00	$0.00	$14,365.00	$14,365.00	$14,365.00	$0.00	$0.00
31EJ - MEDICAL EQUIPMENT - EXPENSE / LP=CON	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2563 - MEDICAL SERVICES FROM NON-DOD MTFS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
26ER - MEDICAL SUPPLIES	$0.00	$0.00	$193,625.20	$-9,432.21	$189,975.66	$278,714.12	$215,777.53	$375.37	$0.00
31EA - NON-MEDICAL EQUIPMENT	$0.00	$0.00	$5,610.50	$0.00	$5,610.50	$5,610.50	$5,610.50	$0.00	$0.00
26EB - NON-MEDICAL SUPPLIES	$0.00	$0.00	$357,178.78	$-121.34	$344,504.10	$384,283.10	$345,039.59	$0.00	$0.00
310O - OpEx/Pgm Costs - IT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
26EI - PHARM COSTS - DIRECT PATIENT RXS/ LP=CON	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
26GI - PHARMACEUTICALS	$0.00	$0.00	$127,101.90	$-70,658.25	$126,650.66	$162,765.31	$214,691.96	$1,451.42	$0.00
233F - PURCHASED COMMUNICATIONS	$0.00	$0.00	$7,903.88	$0.00	$7,807.93	$7,903.88	$7,809.70	$0.00	$0.00
232Z - RENTAL	$0.00	$0.00	$1,614.80	$0.00	$1,614.80	$1,614.80	$1,614.80	$0.00	$0.00
232Z - RENTAL OF OTHER SERVICES	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
22NL - TRANSPORTATION FUND	$0.00	$0.00	$8,155.25	$0.00	$7,106.19	$8,155.25	$7,106.19	$0.00	$0.00

Figure 7. Army Log Project Center

i. Fund Targets. DMLSS is a supply system with targets loaded that indicate funds availability rather than a financial system where the funds actually process. Funds availability and targets are the responsibility of the unit's RM who may either manually load fund targets or use the financial system automated process to load funds.

(1) Load targets at the project center level. This represents the highest level of visibility in the fund relationship. The project center window looks similar to the expense center window; however, it collects financial data from all of associated expense centers.

(a) Funds are controlled by the target flag settings in the MTF ORG and SVC/CUST Detail records. The target flag instructs DMLSS to enforce a target amount at the project center, expense center, or EOR level, as directed by Military Service policy. The target setting prevents orders at this level and all subordinate levels from exceeding the established financial target amounts.

(b) The target flag set in the MTF/Unit detail record will be directed by Military Service or DHA policy.

(c) If the RM loads targets within DMLSS, the RM may elect to set the target flag to "Exp EOR." This means DMLSS validates funds availability at the expense center and EOR level.

(2) Accessing an Existing Project Center. To access an existing project center, either select Funds from the Systems Services Navigate menu or select the Funds icon located on the horizontal toolbar. The Funding-Search window appears (see Figure 8). This window can be used to search all fund records. To retrieve a project center fund record:

(a) Enter the project center ID into the Fund Center field and select Search.

(b) Enter the project center name into the Fund Center Name field and select Search.

(c) Select P-MM Project Center in the Fund Type dropdown menu and select Search. This option retrieves all project center records.

(d) All fund records are retrieved by selecting the Search icon when all four search criteria fields are empty.
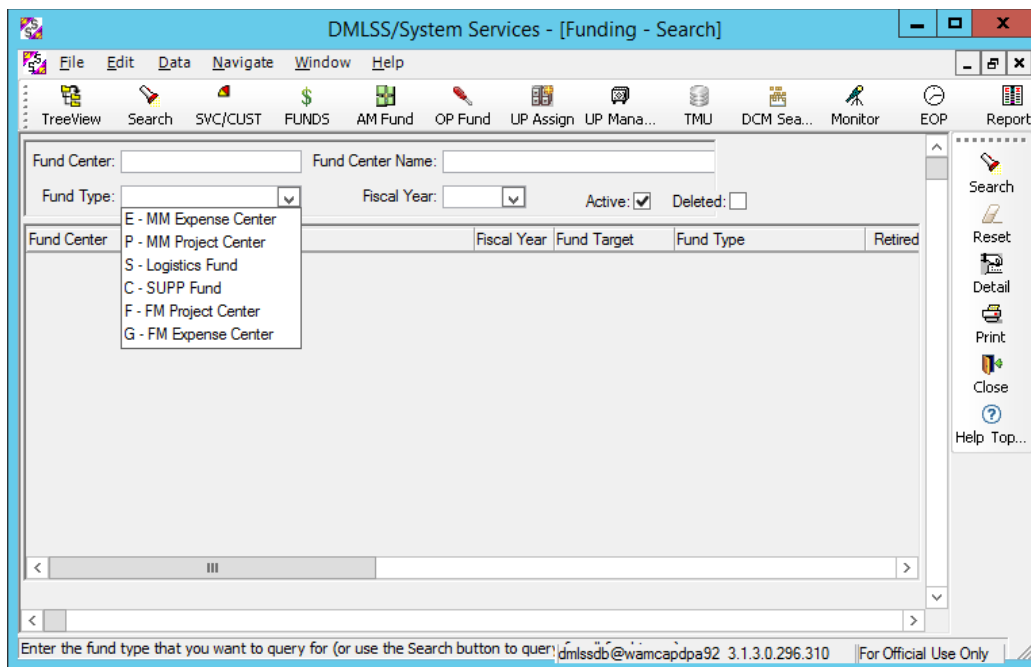
Figure 8. Funding-Search Window

(3) The MM Project Center Detail window, examples shown in Figure 9–12, contains all financial information unique to the selected project center. In this window, the user can view/update the project center name, project center target amounts, and target amounts for individual EORs within the project. Additionally, users may view current totals for commitments, obligations, available balances, credits, sales, and surcharge figures for the selected project center. Related expense centers are visible by selecting the "Exp Ctrs" box (see Figure 13 for an example).

Figure 9. Air Force Customer-Project Center Window

Figure 10. Army Customer-Project Center Window

Figure 11. Army Log-Project Center Window

Figure 12. Project Center Window

Element of Resource	Target Amount	Available Balance	Total Commitments	Total Credits	Total Expenses	Total Obligations	Total R-Sales	Total N-Sales	Total Surcharges
233 - COMMUNICATIONS AND UTILITIES	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
310 - EQUIPMENT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
310 - EQUIPMENT CONVERSION	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
256 - MEDICAL CARE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
257 - OPERATION AND MAINTENANCE OF EQUIPMENT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
254 - OPERATIONS AND MAINTENANCE, GOVERNMENT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
253 - OTHER GOODS AND SERVICES FROM FEDERAL SOURCES	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
252 - OTHER PURCHASE SERVICES	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
260 - PHARMACEUTICAL	$0.00	$0.00	$0.00	$0.00	$3,345,155.31	$3,390,175.31	$0.00	$0.00	$0.00
240 - PRINTING AND REPRODUCTION	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
231 - RENTAL PAYMENTS TO GSA	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
232 - RENTALS AND LEASES	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
260 - SUPPLIES AND MATERIEL	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
220 - TRANSPORTATION OF THINGS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

Figure 13. Expense Center Window

(a) DMLSS Fund Targets are updated through the DMLSS-GFEBS interface via Work Breakdown Structure.

(b) If applicable, use the increase, decrease, and move buttons to modify project center fund targets.

1. Increase: Use the increase button to load initial or add additional project center fund targets. Load the total project center target being added in the Amount field and, if applicable, associate the target(s) to the specific EOR(s).

2. Decrease: Use the decrease button to decrement the target amount. Enter the total amount being removed in the Amount field and, if applicable, identify the EOR(s) in which that amount is being removed.

(c) The project center target and EOR target amounts are the only fields that should require updating. When a fund target load is completed, the (Sum) EOR Target Amounts field should equal the Project Center Target field.

(d) DMLSS automatically calculates the commitments, credits, expenses, obligations, R-sales, N-sales, and surcharges for each project center.

(e) A record that is marked for deletion still appears in the system but does not support any further financial activity. If there are still financial obligations that were not cleared prior to EOFY, the project center remains visible in DMLSS but rejects additional financial activity.

j. <u>DMLSS Financial Transactions</u>. The IM Transaction History and Source Document Control Report provide records of auditable financial transactions. Each cost center and fund target balance change are assigned the applicable transaction code and a document number with an alpha prefix in the first position of the serial number. Project center transactions are internally

audited by the system; meaning, DMLSS captures the type of change along with the date, User ID, and other information.

(1) The Transaction History module maintains a 24-month history of transactions that users can access to review for reporting purposes or to correct errors. The following transactions codes are recorded in the transaction history from actions performed within the Funds Module in System Services:

(a) Establish/Revise Customer Organization "ECC"/"RCC." "ECC" and "RCC" transaction codes are used when establishing and revising records within the logistics department and service detail records, plus MTF/Unit, Department, and SVC/CUST detail records.

(b) Establish Funds Information (ESP). This transaction is used when a new project record is established in System Services.

(c) Fund Target Balance Changes (ADP). The ADP transaction is used to adjust the project center target dollar amounts, if applicable.

(2) Since the specific transaction codes for funding changes are ESP and ADP, the user may choose to select the ADP/ESP option in the search criteria to limit the search to only those centers and transactions.

(3) Source Document Control Report. Use this report to compare source documents to processed ECC, RCC, ESP, and ADP transactions. Refer to the DHA-TM Volume regarding DMLSS Inventory and Quality Control for additional guidance on Quality Control.

k. End of Period Process. The purpose of the end of period processes are to transmit files, produce necessary reports, archive and purge transactions which are no longer needed in the system. DMLSS interfaces with the Service Financial Systems and exchanges data via batch and near real time.

(1) End of Day (EOD) is set to process automatically at a predetermined start time. During EOD processing, DMLSS compiles financial data and sorts that data into several different files that are interfaced with the financial system. These files reflect transactions that have affected financial balances since the previous EOD process. The files are separated by Obligations (both LOG and customer), Receipts, Sales, Inventory Adjustments, and the Project Center balances. DMLSS creates up to five finance files during the EOD. For specific files, refer to the DHA-TM DMLSS Volume 2 regarding Systems Administration. Transactions are written to one of the five EOD files and transmitted to the financial system from the DMLSS DCM module. DMLSS passes all detail line item level transactions to the financial system.

(2) End of Month (EOM) process closes a monthly business period and begins a new monthly business period. The EOM is set to run automatically immediately following the last EOD of the month. For GFEBS financial system users, the DMLSS application does not calculate equipment depreciation. GFEBS creates a depreciation schedule and employs a 5 year straight-line depreciation methodology. Additionally, the Balance List by Accounting

Requirement Code & Stratification Report, Equipment Balance Report, and Due-In/Due-out Files are produced.

(3) The EOFY will process in the month of September. The EOFY is the process of reconciling and closing out financial transactions in DMLSS for that FY. Refer to annual Military Service or DHA EOFY guidance for instructions, key dates, and procedures.

l. <u>Transmitting Financial Files in the DCM Module</u>. Financial transactions are transmitted to the Service financial system via the DCM module, based on the Service financial system defined frequency throughout each day.

(1) Review DCM daily employing the DCM Search or DCM Monitor to ensure all transaction files, including financial, are successfully transmitted and received as a result of the previous day's business. For successful transmissions, the Process Code should read "TMTGOOD." If the user encounters a "TMTFAIL" refer to the DHA-TM Volume regarding DMLSS Systems Administration for level and calculation formulas for resolution. A pending action will generate to the IM or CAIM SOS inbox if there is a "TMTFAIL" and the user has the applicable pending action role.

(2) Logistics accounts should also periodically contact supporting financial system representatives to ensure that all DMLSS files have been properly processed.

m. <u>Flow of the Financial Interface</u>. DMLSS transmits all financial data via the DCM to Defense Automated Addressing Service (DAAS), DAAS serves as the DoD Value Added Network which translates and submits DMLSS data files translator in the correct format to their proper destination, e.g., GFEBS.

(1) DAAS is the value added network that sorts and communicates transactions to the correct receiving system. Files that are unreadable by DAAS are returned to the sending base as a transmission error in DCM.

(2) Files that fail to transmit show up in the IM Inbox with a message of either "Transmission Failure" or "Financial Failure." The DMLSS SA at the MTF needs to resend failed files (see the DHA-TM DMLSS Volume regarding Systems Administration). Financial and/or format failures need to be analyzed and possibly a ticket will need to be submitted to the DHA Global Service Center help desk at 1-800-600-9332 or <u>dhagsc@mail.mil</u>.

(3) For GFEBS, DMLSS transmits all financial data via the DCM to DAAS (see Figure 14). DAAS serves as the DoD translator allowing the DoD supply systems such as DMLSS, to forward transactions, in the correct format, to their proper destination and through to GFEBS.

Financial Daily Process Flow (GFEBS)

DMLSS Transactions	DMLSS DCM	DAAS VAN	GFEBS
Orders, Receipts, cost reallocations, cancellations, targets, etc., occur in the system.	DMLSS Communication Manager (DCM) transmits financial files To GFEBS * in Extensible Markup Language (XML) format and are transmitted in an ongoing, daily process.	Defense Automated Addressing System Value Added Network Routes electronic logistics requisitions between various federal activities and DOD Customers and some of their prime vendors	General Funds Enterprise Business System. GFEBS provides responses back to DMLSS based on the original transaction in DMLSS. These responses can be seen in transaction history via an Accounting System Response (ASR).

* Financial Files
Note: * GFEBS XML Files are: 2090, 2091, 4008, 4011, 2503, 2064, 2494, and 2128.

Figure 14.   General Fund Enterprise Business System Daily Process Flow

n. <u>Financial Accounting Systems/Interface Process</u>. DMLSS is the feeder system to GFEBS which is the official accounting system of record. GFEBS updates and maintains accounting records for commitments, accounts payable, accounts receivable, expenditures, military and civilian pay, and collections.

o. <u>Contracting Systems that Interface with MEDLOG and Finance</u>. If the user utilizes the GFEBS financial system, all contract requests will be transmitted and routed through GFEBS prior to possible award of contract.

(1) <u>Standard Procurement System (SPS)</u>. The SPS is maintained by the Service/Base Contracting Office (BCO). It is used for automatic processing of contracts that have been awarded for goods or services being purchased. The data from the awarded contracts is consolidated into a file that interfaces with Integrated Accounts Payable System daily.

(a) The SPS interface occurs automatically during Integrated Accounts Payable System EOD processing.

(b) <u>DMLSS-to-SPS Interface</u>. Where the Military Service finance system permits, the DMLSS-SPS interface allows Logistics personnel to electronically transmit purchase requests to their supporting BCO and receive contract award data from SPS. The DMLSS-SPS interface orders traverse through DLA Transaction Services. (Note: This particular interface is only available at locations with a supporting BCO that utilizes SPS).

(2) <u>iRAPT</u>. iRAPT, replacing Wide Area Workflow, is a secure web-based DoD-wide application designed for electronic invoicing, receipt, and acceptance. It creates a virtual folder to combine the three documents required to pay a vendor–the contract, the invoice, and the receiving report. Procurement Integrated Enterprise Environment is the primary enterprise procure-to-pay application for the DoD and DoD supporting agencies. For invoicing and payments, Procurement Integrated Enterprise Environment supports the following: submit, request, receive, and approve invoices, payments and all required contract documentation, check the status of existing invoices and pending payments, and access tax statements.

(a) DMLSS currently has a working interface with iRAPT for Prime Vendor orders. Prime Vendors provide advance shipment notifications in the form of Electronic Data Interchange (EDI) 856 transaction file. This EDI 856 file flow through iRAPT. iRAPT attaches shipment/invoicing information to the EDI 856 file and allows the user to verify receipt of materiel.

(b) <u>Receipt Acceptance</u>. The interface uses public key infrastructure to electronically bind the digital signature of the receiver in DMLSS and provide proof that the user (electronically) signed the document with the contents. It is important to ensure user point of contact information is correct within DMLSS. The Receipt Acknowledgment contains this point of contact information which includes Name, Phone Number, E-mail Address, and User ID in the receipt financial file. Upon physical receipt/acceptance of the item, DMLSS generates a Receipt Acceptance (EDI 861) to iRAPT in addition to the Receipt (EDI 527) to DLA Troop Support Medical for SOS types "DPV", and DLA. Note: The EDI 856 must first update the LOG due-in detail record in order for DMLSS to furnish iRAPT with an EDI 861 receipt acknowledgement. This process is an automated process that DMLSS provides. If there is an error in this process, the error will come to the inbox of the Wide Area Work Flow (WAWF) Group Administrator (GAM).

(c) iRAPT combines the invoice with receipt notification and sends to DFAS for payment.

p. <u>Customer Transactions</u>. The left side of Figure 15 shows the transactions ("IOU" and Establish Due In (ESD)) that are posted in DMLSS when a customer places an order, and the right side of the graphic shows the resulting "RRD" and "BRI" transactions posted when the item is available and issued back to the customer.

Figure 15. Internal Transaction Logic

(1) Obligating Customer Funds. Customer funds are obligated within DMLSS at the time of order generation. The obligation is recorded against the current appropriation on that date. Figure 15 also illustrates the transactions ("IOU" and "BRI") that update the customer funds compared to the transactions (Establish Due In and "RRD") that update Log funds.

(2) Additional Transaction Modifications. Many internal/external DMLSS transactions are used to update and modify customer orders. Some of these are listed in Figure 16.

Internal Transaction Logic Modify Transactions

IOU / ESD ———————→	RRD / BRI
Transactions cannot be reversed	Transactions can be reversed

Due-out Cancellation IOC   DQC Due-in Cancellation

Due-out Increase IOI   DQI   Due-in Increase

Price Change Increase or Decrease PDO/PDI

The IOU will update the expense center and project center commitments and obligations.
The IOC will decrease the expense center and project center commitments and obligations.
The IOI will increase the expense center and project center commitments and obligations.
The PDO will increase or decrease the expense center and project center commitments and obligations by the price difference unless the customer is an external customer then the PDI is used.
If the DQC and DQI are for an external customer it will update the external customers expense center and project center commitments and obligations.

RND   Receipt not Due-In

This transaction can be related to an existing RRD (Receipt) to increase the quantity of the items being received above the quantity of the initial order.

BRI   Back Order Release

This transaction will update the expense center and project center expenses.

Figure 16. Additional Transaction Logic

(3) The available financial balance is computed by the following formulas:

(a) Log Fund for Stock Funded accounts. Target – Obligations – Commitments = Available Balance.

(b) Log Fund for O&M Funded accounts for deployed sites. Target – Obligations – Commitments = Available Balance.

(c) Project Centers and Expense Centers. [(Target + R-Sales + Credits) – Obligations] = Available Balance.

q. Business Intelligence (BI) Financial Reports. DMLSS BI reports can assist with financially reconciling with the financial system. This section is organized by funding type, with a distinction between reports that may be useful to Stock-Funded and non-stock funded sites

described below. These BI reports can be accessed by starting BI and selecting the "Materiel Management" subheading. The program opens and displays the BI Standard Report viewer. The following standard DFAS reports are available from this viewer option:

(1) Air Force Reports are as follows:

(a) Sales in DFAS. Identifies sales transactions, transaction codes and the document numbers, transmitted for an entered date range. This report shows the interface transaction to Standard Material Accounting System as well as the DMLSS detail transaction that make up the single sales transaction.

(b) Obligations in DFAS. Identifies obligation transactions transmitted for an entered date range. The obligation transactions include increases, decreases, and price changes to LOG obligations and customer obligations. LOG obligations are orders to outside sources. Customer obligations are orders to LOG. This report reflects the obligation transaction update sent to DFAS and the DMLSS transactions that make up the obligation transaction. It reflects transactional information along with the document numbers used to create the obligation transaction.

(c) EDI 527R Tailored Vendor Relationship Prime Vendor (PV) Receipts by Call. Lists Prime Vendor orders by call number. This report contains the call number, contract number, SOS code, transmission indicator, and total price. Once Prime Vendor receipts are processed in DMLSS, the EDI 527R is generated after three EOD cycles. All EDI 527 files are transmitted to DLA Troop Support and are posted in the Enterprise Business System and Medical Reconciliation Application systems. Receipts are not reversible once the 527R is generated.

(d) DFAS Document Number. Enter the DFAS document number and receive a listing of all transactions and their document numbers that make up that transaction.

(e) Receipts in DFAS. Identifies receipt transactions transmitted for an entered date range. Reports the transaction codes and the document numbers used to create the receipt transaction. These are LOG receipt actions and are normally one for one.

(f) Inventory in DFAS. Identifies inventory transactions transmitted for an entered date range. The report shows the transaction passed to Standard Material Accounting System and the DMLSS transactions that are rolled together to make up the inventory transaction. This report reflects transactional information along with the document numbers used to create the inventory transaction.

(g) Balance List by Accountability Requirements Code (ARC) Stratification. The Balance List by ARC Stratification reflects the DMLSS inventory balance position for the selected month. The Business Objects report name is "BalanceInDFAS_AF". The report resembles the DFAS Medical Materiel Management Report. Note: ARC is a DMLSS term that equates to the expendability code in Finance.

(h) <u>Project Funds Management Record</u>. In DFAS, this report reflects the project center's detail status that has been reported to DFAS.

(i) <u>Depreciation in DFAS Report</u>. This report reflects the Equipment Management transactions used to make up the values reported to General Accounting and Finance System-Rehost in the depreciation interface.

(j) <u>Expense Center Details and Project Center Detail Reports</u>. These reports show the transactions for the date range entered that affected the funds for that date range. If the beginning of the FY date is used as a start date and the current date is used as an end date, the values should match details in the Expense/Project Center Fund record displayed in System Services.

<u>1</u>. The Expense Center Detail_AF report is used to query by expense center and identifies how funds for a particular expense center have been updated. For example, this report can be used to give Pharmacy a total value of obligations for a given period of time.

<u>2</u>. The Project Center Detail_AF contains both summary and transaction level information. This report lists information on all expense centers associated to the project center with obligations, expenses, surcharges and credits for each, and the total for the project center.

<u>3</u>. For Air Force sites, the expense center and project center detail reports should be run when a difference between the Commander's Resource Integration System and DMLSS is reported by RM/Fiscal Office.

(k) <u>Assemblage Management (AM) Funds Detail Report</u>. The AM Funds Detail Report provides target obligation and receipt information for AM Funds.

(2) For Army and Navy sites using GFEBS, DMLSS reports must be generated after the 1st of each month and submitted in an Excel format no later than Close of Business the 5th of the month to DHA MEDLOG. For the month of September, the reports must be sent prior to the EOY run. This allows for required posting and reconciling of the data (Purchase Card, etc.). Submit all reports in accordance with Military Service or DHA policy. The DMLSS BI Report, DHA MEDLOG Reports and Analysis is required monthly and saved in Excel format. The following reports are embedded into the BI Report:

(a) <u>IM Receipts</u>. IM Receipts are created as a result of a user receiving medical materiel in the logistics supply account.

<u>1</u>. <u>IM Receipts Rollup</u>. This report will provide all items received within the given MM and passing action Service DoDAAC. IM Receipts Rollup is for higher level review of the SOS.

<u>2</u>. <u>IM Receipts Detail</u>. This report provides detailed supply transaction information including expense center, document number, date of transaction, whether a GPC was used, etc. IM Receipts Detail is for local review and HQ review for monitoring what is

purchased, what commodity class was used, and possible SOS that could have been used. Also used for Audit purposes.

(b) <u>CAIM Receipts</u>. CAIM Receipts, like IM Receipts, are created as a result of a user receiving medical materiel in the logistics supply account.

<u>1</u>. <u>CAIM Receipts Rollup</u>. This report will provide all items received within the given customer DoDAAC. CAIM Receipts Rollup is for local review and HQs review of the SOS.

<u>2</u>. <u>CAIM Receipts Detail</u>. This report provides detailed supply transaction information including document number, date of transaction, whether a GPC was used, etc. IM Receipts Detail is for local review and HQ review for monitoring what is purchased, what commodity class was used, and possible SOS that could have been used. Also used for audit purposes.

(c) <u>DHP Purchase Card Purchases-Rollup Report</u>. This report is used to ensure all purchases are placed into DMLSS. This report, along with an U.S. Bank's online application Access Online report and the "Contract PC Report" are combined for business analysis. Identify how many orders are, or are not, placed into DMLSS using the purchase card.

(d) <u>DHP Purchase Card Detail</u>. This report provides line item detail for items purchased using a DHP purchase card. The report can be used to find another SOS which could have been used instead of a purchase card.

(e) <u>Inventory Adjustments Report</u>. This report can see all gains and losses and what adjustments were made. This report can be used for research. Any line item losses or gains must be reviewed by the DHA Component Director.

(f) <u>Aged Due-in Summary</u>. This report is a rollup of all aged due-ins. This report can be used by MEDLOG and DHA Component offices to monitor aged due-ins at the DHA Component level.

(g) Aged Due-in Detail Report. This report provides line item information on aged due-ins. This report can be used at the DHA Component to see detail for research.

(h) <u>Aged Due-out Summary</u>. This report is a rollup of all aged due-outs. This report can be used by MEDLOG and DHA Component offices to monitor aged due-outs at the DHA Component level.

(i) <u>Aged Due-out Detail Report</u>. This report provides line item information on aged due-outs. This report can be used at the DHA Component to see detail for research.

(j) <u>Stock Rollup</u>. This report provides a rollup of stock by date from last sale. This report allows the DHA Component to view potential stock to excess.

(k) <u>Stock Level Status Rollup</u>. This report provides a summary of stock by stratification type. This report can be used to view the stratification category.

(l) <u>Stock Status Detail</u>. This report provides line item information on stock by stratification type.

(m) <u>Contract PC Report</u>. This report pulls data from the Service Contract Module that uses GPC for payment. This report is used in conjunction with the DHP GPC Purchases and the Access Online query to monitor how much is or is not put into DMLSS using the purchases Card.

   r. <u>Financial Reconciliation</u>. For Air Force-specific reconciliation processes, refer to Reference (i).

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

ADP	fund target balance changes
AM	Assemblage Management
ARC	Accountability Requirements Code
BCO	Service/Base Contracting Office
BI	Business Intelligence
CAIM	Customer Area Inventory Management
CC	Cost Center
CRA	Continuing Resolution Authority
DAAS	Defense Automated Addressing Service
DAD	Deputy Assistant Director
DCM	Defense Medical Logistics Standard Support Communications Management
DFAS	Defense Finance Accounting Service
DHA	Defense Health Agency
DHA-TM	Defense Health Agency-Technical Manual
DHP	Defense Health Program
DLA	Defense Logistics Agency
DMLSS	Defense Medical Logistics Standard Support
DoDAAC	Department of Defense Activity Address Code
ECC	establish customer organization
EDI	electronic data interchange
EOD	end of day
EOFY	end of fiscal year
EOM	end of month
EOR	element of resource
ESP	establish funds information
FY	fiscal year
GFEBS	General Fund Enterprise Business System
GPC	Government Purchase Card
HQ	headquarters
ID	identification
IM	Inventory Management

LOG	logistics
MEDLOG	Medical Logistics
MM	medical materiel
MTF	military medical treatment facility
O&M	Operations and Maintenance
RCC	Responsible Cost Center
RDT&E	Research Development Test & Evaluation
RM	Resource Management
SA	System Administrator
SOS	sources of supply
SPS	standard procurement system
SRA	stock record account
SVC/CUST	Service customer
WCF	Working Capital Fund

PART II. DEFINITIONS

These terms and their definitions are for the purposes of this DHA-TM.

DHA Components. Activity/Command under the authority, direction and control of the Director, DHA, structured below a DHA Market or Defense Health Region, that does not provide direct patient care (i.e., optical fabrication centers, research, training, standalone labs, Markets, regional health commands, etc.).

DMLSS Advisory Notice. Messages indicating known issues and estimated date for correction to DMLSS users between system updates.

MTF. Any fixed facility of the Department of Defense that is outside of a deployed environment and used primarily for health care; and any other location used for purposes of providing healthcare services as designated by the Secretary of Defense.