

Summary Report for Individual Task
101-92A-3507
Manage Overdue Deliveries
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD6 - This product/publication has been reviewed by the product developers in coordination with the Fort Lee, VA foreign disclosure authority. This product is releasable to students from foreign countries on a case-by-case basis.

Condition: Assigned as a material requirements manager in a support operations section, having the responsibility to manage deliveries that are overdue from various supply activities due to exceeding their planned delivery time (PDT) and safety time deviation (STm). Given a computer system with the GCSS-Army software installed and configured, appropriate roles and permissions, section SOP and access to the EUM+.

Standard: Correctly use the purchase order status and late delivery report to identify, delete, post to WebSDR and remove the deleted PO from the supply discrepancy report.

Special Condition: None

Safety Risk: Low

MOPP 4:

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Select transaction ZPODCHK to process overdue POs (Reference: GCSS-Army EUM+).

- a. Key in the plant.
- b. Key in the SLoc.
- c. Click the "Only If Delivery Created" check box.
- d. Click the "Execute" button.
- e. Click on the "Get Summary Statistics" button to review report statistics.
- f. Conduct causative research.

(1) Double click the purchase document to view data in transaction ME23N.

(a) Click the "Expand Header" button.

1 Click on the "Partners" tab to view vendor information.

2 Click on the "Status" tab to view delivery and invoicing data for the PO.

(b) Click the "Expand Item Detail" button.

1 Click on the "Delivery" tab to view delivery data.

2 Click the "Back" button to return to ZPODCHK.

(2) Double click the material number view the stock requirement list in transaction MD04.

(3) Double click the inbound delivery number to view data in transaction VL33N.

(a) Click the "Back" button, the system opens transaction MD04.

(b) Click the "Back" button to return to ZPODCHK.

(4) Scroll to the right and click the "MGR Review" check box for the record reviewed.

(5) Click the "Set Review date(s)" button to put a date in the "MGR Rev Dt" field.

(6) Review the next late delivery report record.

(7) click the "Back" button to return to the initial screen after reviews are completed.

g. Perform "Proof of Delivery" to delete the inbound delivery.

(1) Leave the default data on the initial entry screen

(2) Click the "Only include MGR Review" checkbox and click the "Execute" button.

(3) Click the "Select All" button.

(4) Click the "POD" button.

(5) Click the "Yes" button to process POD.

(6) Verify that the POD is closed.

(a) Double click the purchase document to drill into transaction ME23N and view delivery tab to see if the delivery complete checkbox is checked.

(b) Click the "Back" button.

(c) Double click the material number to drill into transaction MD04 to see that the POs have been removed.

(d) Click the Back button twice.

(7) Exit the transaction.

2. Verify customer requirement (Reference: GCSS-Army EUM+).

a. Notify customer unit to cancel requirement if not needed.

b. Does the MRM restart the request process, or does the customer?

3. Remove the deleted PO from the supply discrepancy report (SDR).

a. From the GCSS-Army portal, click on the command line and key in /nZPODRPT (Reference: GCSS-Army EUM+).

b. Click the "Enter" button.

c. Key in the SLoc.

d. Key in the material number for the material being searched (if required).

e. Click on the appropriate checkboxes (if required).

Note: The system default check box is "Shortages".

f. Click the "Execute" button.

g. Review the SDR data and identify records for posting to Web SDR.

h. Open another browser window and log into Web SDR using your assigned user ID and password.

(1) Post supply discrepancy report (SDR) records to Web SDR.

(2) Save the posted SDR(s) and exit Web SDR.

i. Click the SDR Complete (SDR Comp.) checkbox next to the deleted record(s) that were posted to Web SDR.

j. Click the "Save" button.

k. Click the "Continue" button to close the information box.

l. Click the "Back" button.

Note: Run the report again to verify deletion from the "Supply Discrepancy Report".

m. Exit the process.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the soldier GO if all performance measures are passed. Score the soldier NO-GO if any performance measure is failed. If the soldier scores NO-GO, show the soldier what was done wrong and how to do it correctly.

Evaluation Preparation: At the test site provide all materials that are relevant to the task to include those mentioned in the condition statement.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Selected transaction ZPODCHK to process overdue POs.			
2. Accessed transaction MD04 to verify the PO line item was deleted.			
3. Verified the customer requirement.			
4. Removed the deleted PO from the supply discrepancy report (SDR).			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	GCSS-Army EUM+	GCSS-Army End User Manual Plus	Yes	Yes

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
92A Automated Logistical Specialist SL30 ICTL	Enlisted	MOS: 92A, Skill Level: SL3, Duty Pos: QDX