4.8.11 Enter SRD & GSA Control Number

This function allows the user to enter the jointly determined Surplus Release Dates (SRD) by GSA and the Property Disposal Officer (PDO) and the GSA supplied Control Numbers that identify when personal property is available for sale. All items in a Component System are assigned the same SRD. Additionally, a Component System's SRD and OFA End Date are set to the same value.

The user may enter the GSA Surplus Release Date or GSA Control Number or both data fields for up to ten (10) Property Case Numbers per screen. A Component System has a GSA Control Number for each item record in the Component System.

NOTE: SRD and GSA Control Numbers must be changed through this process. Once the SRD is entered, the OFA Begin Date may not be modified in any other process (i.e., Change), since these dates must be the same.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the NPDMS MAIN MENU (NDO000MB), type **5** at Enter Selection to access the Transaction menu.

- Press **<Enter>**.

The TRANSACTION MENU (ND5000MA) is displayed.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND5000MA / ND5000PA                  TRANSACTION MENU                  09:23:49
                                        TX                             MSXXX
                        Selections:

    1  Add                              8  Reversal
    2  Change                           9  Convert Case to Component
    3  Delete                          10  Convert Component to Case
    4  Receipt                         11  Enter SRD and GSA Control No
    5  Sales                            ?  In any field for Help
    6  Exchange (Trade-In)              .  Exit Transaction Process
    7  Freezes and Dispositions
       (Includes Scrap and Surveys)

    Enter Selection: __
    Prop Case No:    804101 ________                        Item Id: __
    ECN:             _______                            Cust Acct No: _____
    ERN:             __________   (For Reversal only)
    Trans Id:        ____         (Process Final Disposition w/o Freeze)

Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL                    CLEAR             EXIT
```

INPUT DATA

- Enter Selection input value = **11**
- Press **<Enter>**. NPDMS displays the ENTER SURPLUS RELEASE DATE & GSA CONTROL NUMBER screen (ND4410MA).

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND4410MA / ND4410PA ENTER SURPLUS RELEASE DATE & GSA CONTROL NUMBER   09:26:30
                                     EN SR                             MSXXX
 FEDSTRIP AAC:  804101

  Prop Case No        Surplus Release Date        Please Enter 'Y' to Add
                                                    a GSA Control Number
    7330S152             __  __  ____                        _
                         __  __  ____                        _
                         __  __  ____                        _
                         __  __  ____                        _
                         __  __  ____                        _
                         __  __  ____                        _
                         __  __  ____                        _
                         __  __  ____                        _
                         __  __  ____                        _
                         __  __  ____                        _
                                                            MORE: N

Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL        PGUP  PGDN  CLEAR             EXIT
```

INPUT DATA

- Property Case Number
- Surplus Release Date — input format = **MM/DD/YYYY**
- Enter 'Y' to ADD a
- GSA Control Number
- More — input value = **Y** if there are additional records to process (the system defaults to **N**)
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.
- If Enter 'Y' to ADD a GSA control Number is blank, the system displays the the Transaction Menu (ND5000MA) along with a message: *'Entry Reference Number Assigned Is = N10 Thru N10'*.
- If Enter 'Y' to ADD a GSA control Number is **Y**, NPDMS displays the Component System ND4110MB pop-up window or the Single Item ND4110MC pop-up window.
- If a **Y** is entered at the Enter 'Y' to ADD a GSA Control Number field and the Property Case is a Component System, the following pop-up window ND4410MB displays:

```
                                                                    09:48:51
                                                                    MSXXX
 ND4410MB                Component System

 Prop Case No:

 Item Id              Item Name              GSA Control Number

                                                _______________
                                                _______________
                                                _______________
                                                _______________
                                                _______________
                                                _______________
                                                _______________
                                                _______________
                                                _______________
                                                _______________
           Please Enter 'C' to Cancel: _            More:

Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL        PGUP  PGDN  CLEAR             EXIT
```

INPUT DATA

- GSA Control Number

- If the More field displays a **Y**, press the **PF20** Key to scroll down and enter additional GSA Control Numbers. Press the **PF19** Key to scroll up and view previous items. Once entry and viewing is complete, press **<Enter>.** NPDMS redisplays the ENTER SURPLUS RELEASE DATE & CONTROL NUMBER (ND4410MA) screen and evaluates the next Property Case. If all Property Cases have been evaluated, NPDMS displays the Transaction Menu (ND5000MA) is displayed along with a message: *'Entry Reference Number Assigned Is = N10 Thru N10'*.

- If the More field displays a **N**, press **<Enter>**. NPDMS redisplays the ENTER SURPLUS RELEASE DATE & CONTROL NUMBER (ND4410MA) screen and evaluates the next Property Case. If all Property Cases have been evaluated, NPDMS displays the Transaction Menu (ND5000MA) is displayed along with a message: *'Entry Reference Number Assigned Is = N10 Thru N10'*.

- If a **Y** is entered at the Enter 'Y' to ADD a GSA Control Number field and the Property Case is a Single Case, the following pop-up window ND4410MC displays:

```
              NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM                  03/01/01
ND4410MA / ND4410PA    ENTER SURPLUS RELEASE DATE & GSA CONTROL NUMBER   09:54:36
                                          ND4410MC

    Prop Case No:

                                         Item Name:

    GSA Control Number: _______________

                                              Please Enter 'C' to Cancel: _
  FEDSTRIP AAC:  804101

   Prop Case No        Surplus Release Date        Please Enter 'Y' to Add
                                                     a GSA Control Number
     7330S152             __  __  ____                          _
                          __  __  ____                          _
                          __  __  ____                          _
                          __  __  ____                          _
                          __  __  ____                          _
                          __  __  ____                          _
                          __  __  ____                          _
                          __  __  ____                          _
                          __  __  ____                          _
                          __  __  ____                          _
                                                                        MORE: N

 Navigation: ____________________________________________________
 Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
       HELP  LOPF  PREV        CNCL        PGUP  PGDN  CLEAR             EXIT
```

INPUT DATA

- GSA Control Number

- Press **<Enter>**. NPDMS redisplays ENTER SURPLUS RELEASE DATE & CONTROL NUMBER (ND4110MA) screen and evaluates the next Property Case. If all Property Cases have been evaluated, NPDMS displays the Transaction Menu (ND5000MA) is displayed along with a message: *'Entry Reference Number Assigned Is = N10 Thru N10'*.

- If a **Y** is entered at the More field, the (ND4410MA) ENTER SURPLUS RELEASE DATE & CONTROL NUMBER screen is redisplayed for entry of additional Property Case Numbers.

- If a **N** is displayed at the More field, the Transaction Menu (ND5000MA) is displayed along with a message: *'Entry Reference Number Assigned Is = N10 Thru N10'*.

- An E04 Transaction Record and unique Property Transaction ERN are generated for each Property Case Number entered and written to the NPDMS Transaction File. The Case Records' Surplus Release Date and OFA End Date are updated with the same value on the Case File.