4.8.8 Transaction Processing For Reversals

This process allows the user to reverse specific final disposition transactions and the Receipt Transaction. Transactions affecting the recording of final disposition and receipt data may have been inadvertently entered for a particular property case record. NPDMS provides the capability for reversing final disposition and Receipt 'T-type' transactions online through the Reverse Final Disposition Transaction and Reverse Receipt Transaction processes. These 'T-type' transactions include the following:

- Receipt (T02)
- Expended to Scrap (T03)
- Survey Lost Personal Property (T04)
- Utilized by Generating NASA Center (T05)
- Utilized by Other NASA Centers (T06)
- Transfer for Use of Other Federal Agency with Prior GSA Approval (T07)
- Transfer for Use of Other Federal Agency without Prior GSA Approval (T08)
- Transferred to DRMO for Further Disposal Processing (T09)
- Transfer of Foreign Excess Property for Donation (T10)
- Donation to Public Bodies without Prior GSA Approval (T11)
- Transferred to GSA for Further Disposal Processing (T12)
- Donation Approved by GSA (T13)
- Transferred to Other without Prior GSA Approval (T16)
- Abandoned or Destroyed Property (T18)
- Exchange/Sale Transfer of Property (T19)
- Donation to Other without Prior GSA Approval (T20)

Other types of transactions do not use this process. Freeze (F00) transactions are deleted (thawed) -- not reversed (Refer to Section 4.8.7.3). Sold by NASA or Agent (T14) and Sold by GSA (T15) are reversed through the Sales Process (Refer to Section 4.8.5.5).

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 (ND5000MA).
- Press **<Enter>**.

The TRANSACTION MENU (ND5000MA) is displayed.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND5000MA / ND5000PA                TRANSACTION MENU                    14:07:09
                                      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 = **8**
- Press **<Enter>**.

NPDMS action is performed based on the input on the TRANSACTION MENU (ND5000MA).

NPDMS displays the (ND5000MB) pop-up window for user response to the type of transaction to be reversed.

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND5000MB
     Enter an 'R' or a 'D' and one additional item from the list below
        to reverse a Receipt or a Disposition. Enter 'C' to Cancel.

                 _ (R=Receipt, D=Disposition, C=Cancel)

        Receipts and   Prop Case No: 804101 1060S160    Item Id: __
        Dispositions   ECN:                 _______
                       ERN:                 __________

        Dispositions   Document Numbers:
        only             Request            ______________
                         Survey             ________
                         Abnd/Dstryd        ______________
                         Procurement        ______________
                         DD-1348-1A         ______________

        Receipts only    Turn In            _________________
                                                                          -
```

INPUT DATA

- Transaction Type to Reverse — input value = **R, D** or **C**
- Receipts and Dispositions
  - — Prop Case No
  - — Item Id
  - — ECN
  - — ERN
- Dispositions Only
  - — Document Numbers
    - -?- Request
    - -?- Survey
    - -?- Abnd/Dstryd
    - -?- Procurement

-?- DD-1348-IA

- Receipt Only

  — Document Numbers

    -?- Turn In

- Press **<Enter>**. NPDMS displays the REVERSAL TRANSACTION screen (ND5199MB) for reversing of Final Dispositions or the RECEIPT REVERSAL TRANSACTION - RT02 screen (ND5202MA) for reversing a Receipt.

4.8.8.1 Reverse Final Disposition

This process allows the user to reverse Controlled (NEMS-tagged) and Non-Controlled NASA Property Final Dispositions. Transactions effecting the recording of final disposition data may have been inadvertently entered for a particular property case record. NPDMS provides the capability for reversing the following final disposition 'T-type' transactions online:

- Expended to Scrap (T03)
- Survey Lost Personal Property (T04)
- Utilized by Generating NASA Center (T05)
- Utilized by Other NASA Centers (T06)
- Transfer for Use of Other Federal Agency with Prior GSA Approval (T07)
- Transfer for Use of Other Federal Agency without Prior GSA Approval (T08)
- Transferred to DRMO for Further Disposal Processing (T09)
- Transfer of Foreign Excess Property for Donation (T10)
- Donation to Public Bodies without Prior GSA Approval (T11)
- Transferred to GSA for Further Disposal Processing (T12)
- Donation Approved by GSA (T13)
- Transferred to Other without Prior GSA Approval (T16)
- Abandoned or Destroyed Property (T18)
- Donation to Other without Prior GSA Approval (T20)

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.

- Component System records are processed one item at a time.
- From the Transaction Menu, type **8** at Enter Selection.
- Press **<Enter>**. NPDMS displays the (ND5000MB) pop-up window for user response to the type of transaction to be reversed.

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01


ND5000MB
     Enter an 'R' or a 'D' and one additional item from the list below
        to reverse a Receipt or a Disposition. Enter 'C' to Cancel.

                 _ (R=Receipt, D=Disposition, C=Cancel)

        Receipts and   Prop Case No: 804101 1060S160    Item Id: __
        Dispositions   ECN:                 _______
                       ERN:                 __________

        Dispositions   Document Numbers:
        only             Request            ______________
                         Survey             ________
                         Abnd/Dstryd        ______________
                         Procurement        ______________
                         DD-1348-1A         ______________

        Receipts only    Turn In            _________________
```

INPUT DATA

- Transaction Type to Reverse — input value = **D** or **C**
- Receipts and Dispositions
  - Prop Case No
  - Item Id
  - ECN

— ERN

- Dispositions Only

  — Document Numbers

    -?- Request

    -?- Survey

    -?- Abnd/Dstryd (Abandoned/Destroyed)

    -?- Procurement

    -?- DD-1348-IA

- Press **<Enter>**. If the user enters **D**, Disposition, NPDMS displays the REVERSAL TRANSACTION screen (ND5199MB). If the user enters **C**, to Cancel, NPDMS displays the TRANSACTION MENU screen (ND5000MA).

- The appropriate data fields are populated and displayed by the system.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND5199MB / ND5199PA                REVERSAL TRANSACTION                 14:12:55
                                        REVE TR                         MSXXX
Prop Case No: 804101  1060S160          Item ID: 01          Current Qty:
Local Ref No: MSFC                            Turn-In Doc No: 123
Item Name/Desc: MSFC                            / MARSHALL
========================= SELECT TRANSACTION TO REVERSE =====================
Line Trans    ERN        Disp      Disp         Disp           ECN       User
      ID                 Date      Qty          Cost                       ID

 1    T05  0810610886   03/02/01   2              100.00              MSXXX
 2    T05  0810610887   03/02/01   2              100.00              MSXXX
 3    T06  0810610885   03/02/01   2              100.00              MSXXX
 4    T06  0810610888   03/02/01   2              100.00              MSXXX
 5    T06  0810610889   03/02/01   2              100.00              MSXXX
 6    T06  0810610890   03/02/01   2              100.00              MSXXX
 7    T06  0810610891   03/02/01   2              100.00              MSXXX
 8    T07  0810600892   03/01/01   2              100.00              MSXXX
 9    T08  0810600893   03/01/01   2              100.00              MSXXX
Enter the Line No of the Transaction to Reverse or 'C' to Cancel: _   More: Y
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL        PGUP  PGDN                    EXIT
```

INPUT DATA

- Line No of Transaction to Reverse or 'C' to Cancel — input value = **1, 2, 3, 4, 5, 6, 7, 8, 9,** or **C**

- Press **<Enter>**. NPDMS displays the REVERSAL TRANSACTION screen (ND5199MA). If **C** is entered, the system displays the TRANSACTION MENU (ND5000MA).

The appropriate data fields are populated and displayed by the system.

```
                          NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM     03/01/01
ND5199MA / ND5199PA                 REVERSAL TRANSACTION               14:14:58
                                         REVE TR                       MSXXX
Prop Case No: 804101  1060S160         Item ID: 01          Current Qty:
Local Ref No: MSFC                          Turn-In Doc No: 123
Item Name/Desc: MSFC                          / MARSHALL
Disposition Qty:     2                          Disposition Date: 03/02/01
Trans ID being Reversed:  T05      ECN:                        ERN: 0810610886
============================ TRANSACTION INFORMATION =========================
Requestor Name: XXXXXX XXXXX                      Phone:( 205 ) 544 - 5555
   Agency Name: MARSHALL SPACE FLIGHT CENTER
       Address:                                   Requestor Agency ID: N
                REDSTONE ARSENAL
           City: HUNTSVILLE            State: AL     Zip: 35812-
                                                        Doc No: 1
Previous SF-120 Withdrawal/Correction printed: N
Print SF-120 Correction: _                        GSA Rpt Date:

Txn Desc: ____________________________________________________________  More: N

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

INPUT DATA

- Print SF-120 Correction — input value = **C** or **blank**

- Txn Desc

- More — input value = **Y** or **blank**

- Press **<Enter>**. If **C** is entered for Print SF-120 Correction, NPDMS displays the GSA Withdrawal/Correction Narrative (ND5100MD) pop-up window to allow entry of additional data.

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM          03/02/01
ND5199MA / ND5199PA            REVERSAL TRANSACTION                   13:59:40
                                                                        MSXXX
Prop Case No: 804101 1060S162          Item Id: 01          Current Qty:     1
Local Ref No:                                Turn-In Doc No:
Item Name/Desc: DISPLAY UNIT                       /
Disposition Qty: 1****                 Actual Prop Removal Date: 02  01  2001
Trans Id:  T20                                                 ECN: G031466
=====                                                                 =====
Reque                                                                 5
   Ag    ND5100MD
                     GSA Withdrawal Approval Date:  01  02  2001

         Withdrawal/Correction Narrative:
         ____________________________________________________________   __
Appro    ____________________________________________________________    2001
Doc N    ____________________________________________________________    / 96
Trans    ____________________________________________________________    2001
Txn D                                                                  e: _
Next                       Enter 'C' to Cancel: _                      ): _
Navig
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL                                     EXIT
```

INPUT DATA

- Withdrawal/Correction Narrative
- Enter ’C’ to Cancel input value = **C** or **blank**
- Press **<Enter>**. If you enter **C** to Cancel, NPDMS displays the REVERSAL TRANSACTION screen (ND5199MA).
- If **Y** is entered at More, a pop-up window (ND5100MC) is displayed to enter the Property Transaction Description.

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM          03/02/01
ND5199MA / ND5100MC            REVERSAL TRANSACTION                   13:59:40
                    ┌──────────────────────────────────────────────────────────┐
                    │      Property Transaction Description:                   │
Prop Case No:       │ ________________________________________________________ │
Local Ref No:       │ ________________________________________________________ │
Item Name/Des       │ ________________________________________________________ │
Disposition Q       │ ________________________________________________________ │
Trans ID bein       │                                                          │
=============       │                  Enter 'C' to Cancel: _                  │
Requestor Nam       └──────────────────────────────────────────────────────────┘
   Agency Nam
       Addres

          City: HUNSTVILLE             State: AL     Zip: 35812-
                                                         Doc No: 1
Previous SF-120 Withdrawal/Correction printed: N
Print SF-120 Correction:                             GSA Rpt Date:

Txn Desc: ____________________________________________________________   More: Y

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

INPUT DATA

- Property Transaction Description
- Enter ’C’ to Cancel input value = **C** or **blank**
- Press **<Enter>**. If a **C** is entered at Enter ’C’ to Cancel, NPDMS displays the REVERSAL TRANSACTION (ND5199MA) screen.
- NPDMS then updates the Case File, generates the following transactions: a ’RTnn’ Transaction (’nn’ may equal 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 16, 18, or 20), a X15 Transaction to identify NEMS Equipment data, a NP/NEMS Interface ERN.
- NPDMS then returns to the Transaction Menu and displays the message ’*Entry Reference Number Assigned is: N10’* and allows selection of the next transaction.

4.8.8.2 Reverse Receipt Disposition Process

This process allows the user to reverse a specific Receipt (T02) Transaction that may have been inadvertently entered against the wrong Property Case Number. NSMS Materials Inventory property receipts can not be reversed in this process. Receipt processing for NSMS is completed using the Overage/Underage/Matched report that is done in batch. Refer to section 5.3 for more detailed information.

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.

- Component System records are processed one item at a time.
- From the Transaction Menu, type **8** at Enter Selection.
- Press **<Enter>**. NPDMS displays the pop-up window (ND5000MB) for user response for the type of transaction to be reversed.

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND5000MB
     Enter an 'R' or a 'D' and one additional item from the list below
        to reverse a Receipt or a Disposition. Enter 'C' to Cancel.

                 _ (R=Receipt, D=Disposition, C=Cancel)

        Receipts and   Prop Case No: 804101 1060S161    Item Id: __
        Dispositions   ECN:                 _______
                       ERN:                 __________

        Dispositions   Document Numbers:
        only             Request            ______________
                         Survey             ________
                         Abnd/Dstryd        ______________
                         Procurement        ______________
                         DD-1348-1A         ______________

        Receipts only    Turn In            _________________
                                                                          -
```

INPUT DATA

- Transaction Type to Reverse — input value = **R** or **C**
- Receipts and Dispositions
  - Prop Case No
  - Item Id
  - ECN
  - ERN
- Receipt Only

— Document Numbers

— Turn In

- Press **<Enter>**. NPDMS displays the RECEIPT REVERSAL TRANSACTION - RT02 screen (ND5202MA).
- The appropriate data fields are populated and displayed by the system.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND5202MA / ND5202PA              RECEIPT REVERSAL - RT02               14:25:30
                                       REVE RE                         MSXXX

Prop Case No: 804101 5332S097          Item ID: 01           Current Qty: 1
Local Ref No: MARSHALL SPACE FLIGHT CENTER   Turn-In Doc No: 1
Item Name/Desc: COMPUTER, MICRO                 /
ECN: G031461                           Cust Acct No: 33001   CC:  4
Current Acq Cost: 2475.00              Unit Of Measure: EA
Component System - Name:                                  FSC Code:
========================== TRANSACTION INFORMATION ==========================
Mfg's Name: INTERNATIONAL BUSINESS MACHINE              ERN: 0853480218
Model No:                              Serial No: 8274854
Warehouse Loc: 3000520004              Warehoused Date: 12/14/95
Print SF-120 Correction: _             GSA Rpt Date: 01/10/96

Adj Desc: ****************************************
          ________________________________________

              Please Enter 'P' to Process or 'C' to Cancel: _
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL                                        EXIT
```

INPUT DATA

- Print SF-120 Correction — input values = **C** or **blank**
- Adj Desc
- Enter ’P’ to Process or ’C’ to Cancel — input values = **P** or **C**
- Press **<Enter>**. If you enter **C** to Cancel, NPDMS displays the RECEIPT REVERSAL TRANSACTION - RT02 screen (ND5202MA).
- If a **C** is entered in the Print SF-120 Correction field, NPDMS displays the GSA Withdrawal/Corrective (ND5100MD) pop-up window to allow entry of additional data.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND5000MA / ND5100MD        RECEIPT REVERSAL TRANSACTION - RT02          14:29:04
                                GSA Withdrawal Approval Date:

Prop Case N        Withdrawal/Correction Narrative:
Local Ref N        ____________________________________________________________
Item Name/D        ____________________________________________________________
ECN: G03146        ____________________________________________________________
Current Acq        ____________________________________________________________
Component S
===========                     Enter 'C' to Cancel: _
Mfg's Name:
Model No:                                Serial No: 8274854
Warehouse Loc: 3000520004                Warehoused Date: 12/14/95
Print SF-120 Correction: C               GSA Rpt Date: 01/10/96

Adj Desc: NONE************************************
          ________________________________________

              Please Enter 'P' to Process or 'C' to Cancel: p
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL                                       EXIT
```

INPUT DATA

- Withdrawal/Correction Narrative
- Enter ’C’ to Cancel input value = **C** or **blank**
- Press **<Enter>**.
- NPDMS then updates the Case File, generates the following transactions: a ’RT02’ Transaction, a X60 Transaction to identify NEMS Equipment data, a NP/NEMS Interface ERN.
- NPDMS returns to the TRANSACTION MENU (ND5000MA) and displays the message ’*Entry Reference Number Assigned is: N10’*.