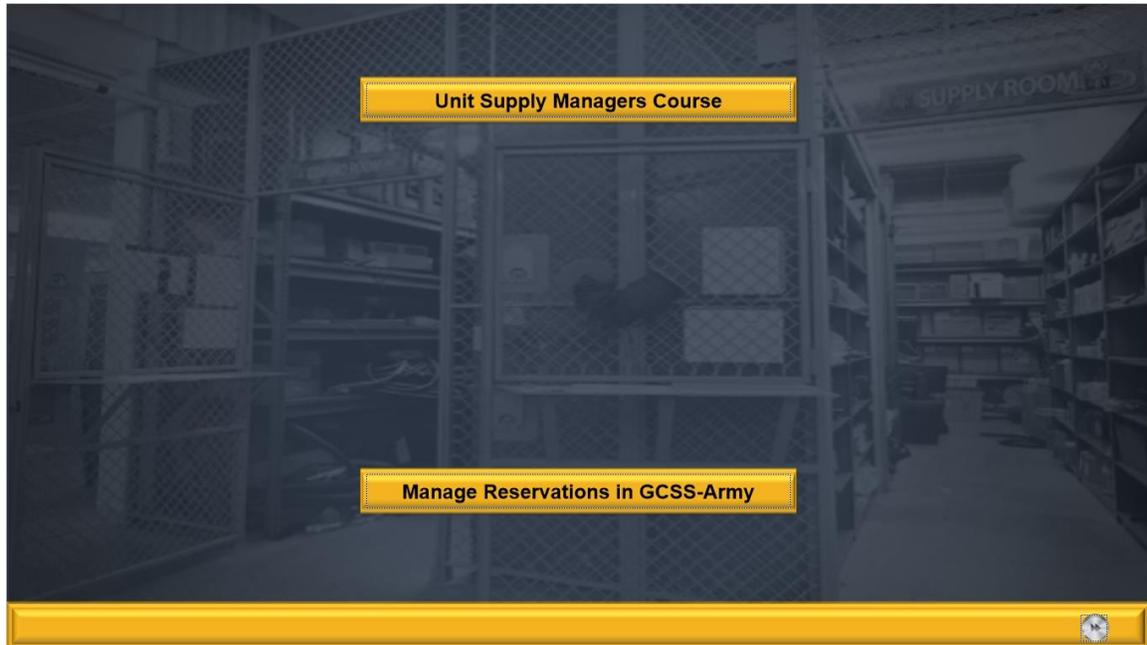# Unit Supply Managers Course

1. Manage Reservations in GCSS-Army 01

1.1 Manage Reservations

1.2 Course Menu

Course Menu

Create a Reservation for Materials

Maintain a Standing Supply Room Reservation

Receive Materials in GCSS-Army

Issue Material in GCSS-Army

Mass Cancel of Purchase Requisition and/or
Purchase Order (ZCANCEL)

Designate Storage Bins for Unit Provisional Materials
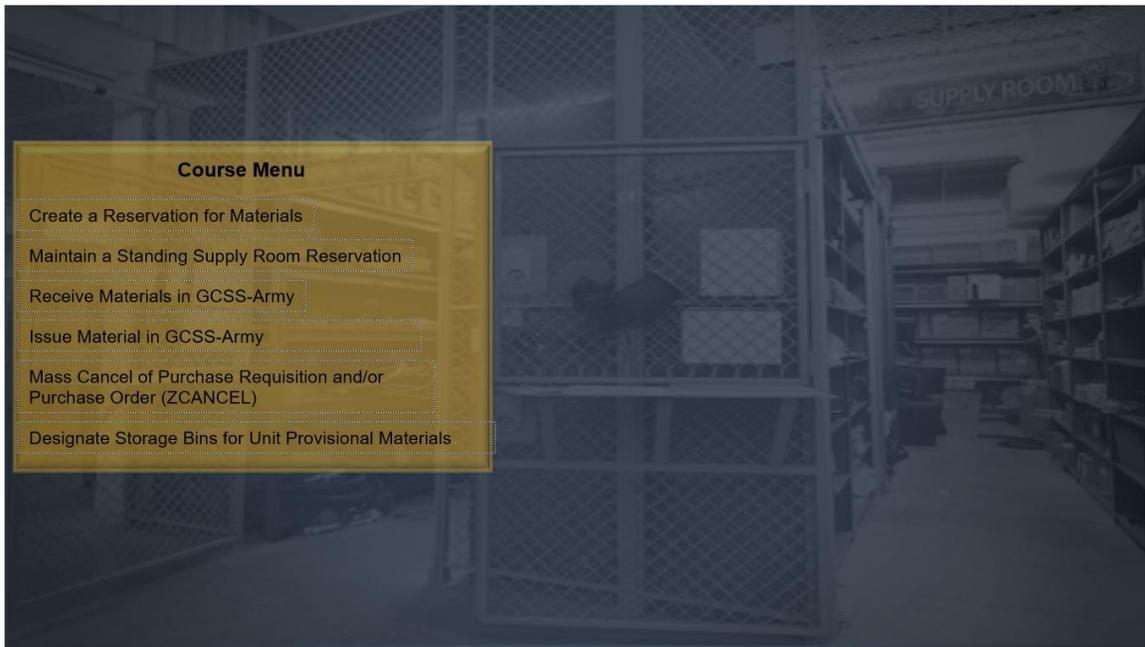
2. Create a Reservation for Materials
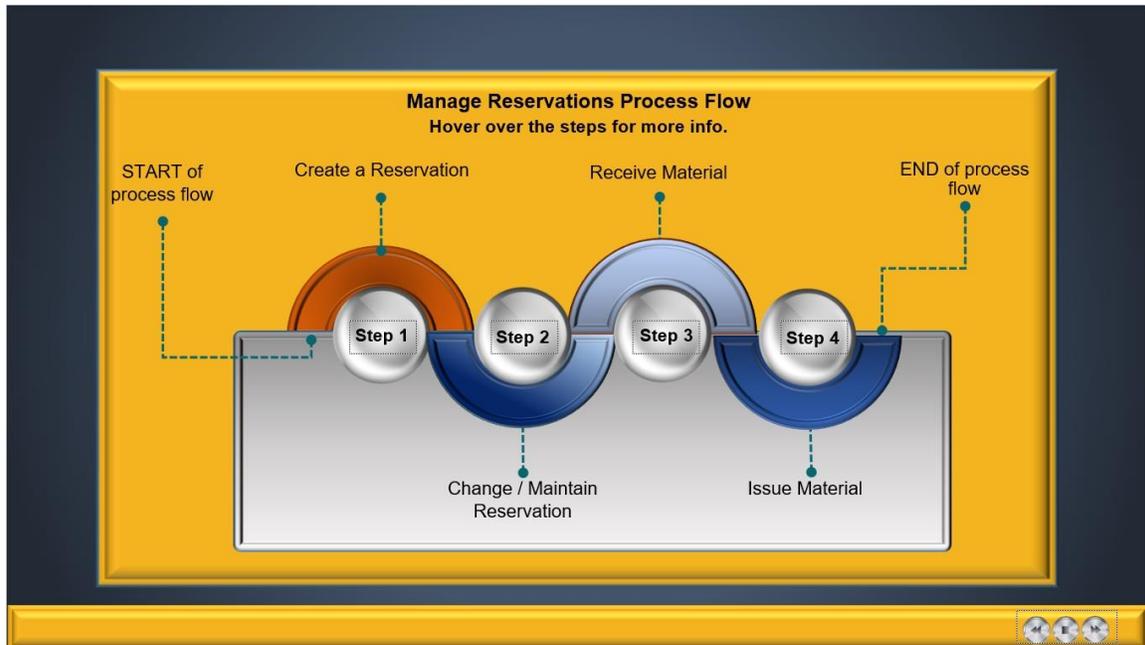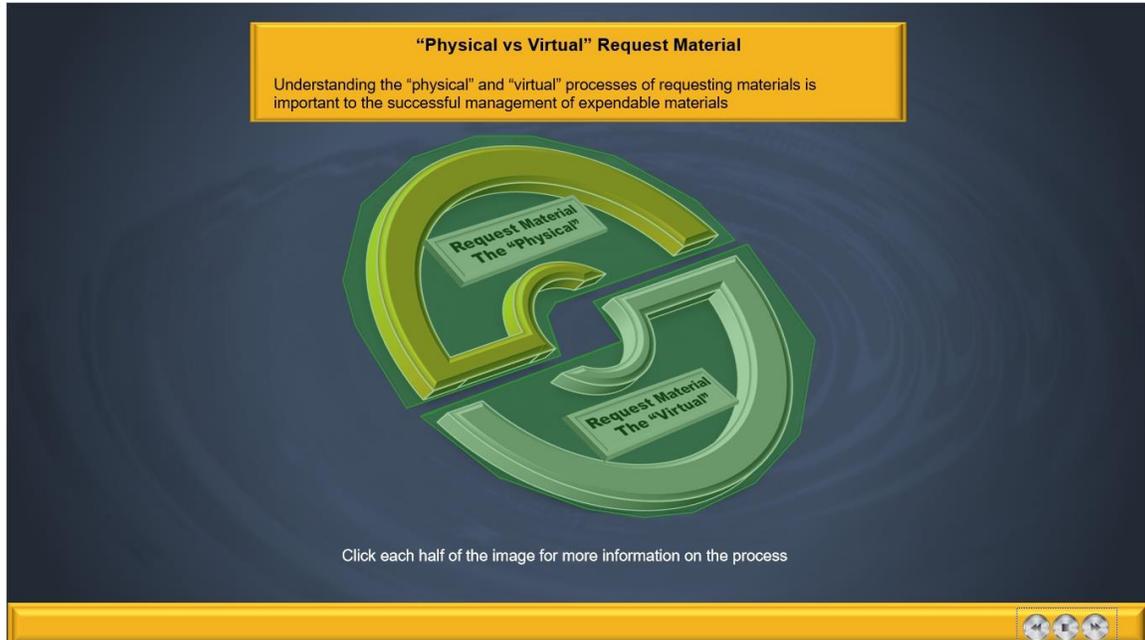
2.1 Create a Reservation for Materials

Create a Reservation for Materials
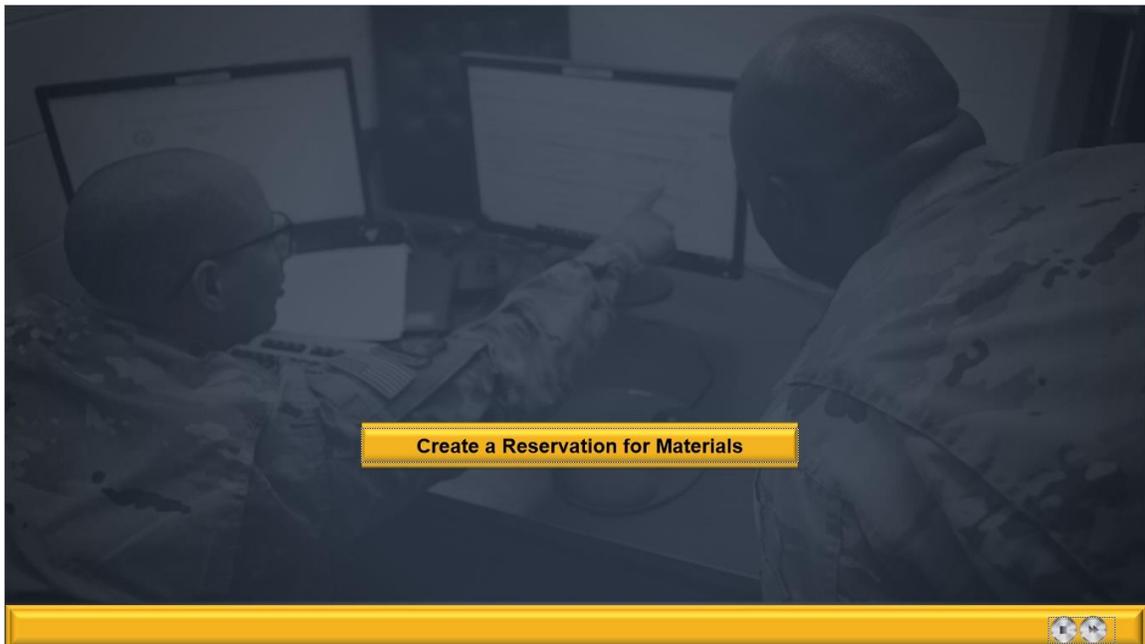
2.2 Manage Reservations Process Flow

2.3 Physical vs Virtual Request Material

2.4 Create a Reservation

Create a Reservation

In order to determine if you use a Cost Center or a Work Breakdown Structure (WBS) element, view your unit in **ZACCTASSIGNA_RPT**.

When creating a reservation you will be required to select the movement type associated with the structure that finance set up for your unit in GCSS-Army.

- A Cost Center is used to identify the organizational element that executes budget expenses, but is primarily used to track the final costs of materials/work as they are consumed

- WBS element is generally associated with a customer-specific reimbursable or direct charge, or when the WBS element is mission specific.

ZACCTASSIGN - Maintain ZFI_GL_ZAAXCW

	AE	A0	I	DODA	C	Valid from	Valid to	Stor	FE CostCtr	Cost Center	WBS Element	Fund	User Funds Center	Funds Center	Functional Area	Funded Program	Area of Resp.	Created by	Changed on
	☐	☐		W90A_	A1	10/01/2017	09/30/2018	001Y	40000324		S.0045340.8.1	202010D18	A76LL	A76LL	111017W511	S.0045340.8.1	11	1166673166	10/01/2017
	☐	☐		W90A_	A3	10/01/2017	09/30/2018	001Y	40000324		S.0045340.8.2	202010D18	A76LL	A76LL	113018WEAD	S.0045340.8.2	11	1166673166	10/01/2017
	☑	☐		W90A_	B5	10/01/2017	09/30/2018	001Y	40000324		S.0045340.8.4	202010D18	A76LL	A76LL	115012WCNT	S.0045340.8.4	11	1166673166	10/01/2017

2.5 Transaction Simulation-Create a Standard Supply Room Reservation

Transaction Simulation
Create a Standard Supply Room Reservation
(MB21)

As a Unit Supply Specialist, you must understand the process of creating a standing supply room reservation in GCSS-Army.

In the following scenario, you will use the **MB21** transaction to create a standing supply room reservation for a material.

Web Object

Address:
D:\Work\Unit Supply TSP\03 – uPerform Simulations\01 – Manage Reservations in GCSS-Army\Create_a_Standing_Supply_Room_Reservation\simulation\html\index.htm

Click the logo to go to the GCSS-Army eEnvironment

2.6 Transaction Simulation-Display Items Ready for Pick-up at the SSA

Transaction Simulation
Display Items Ready for Pick-up at the SSA
(VL06i)

As a Unit Supply Specialist, one of your daily tasks is to check your inbound delivery monitor to identify what Materials have been issued to your customer bin at the SSA.

In the following simulation, you will use the **VL06i** transaction code to display what Materials are ready for pick up at the SSA.

Click the logo to go to the GCSS-Army eEnvironment

Web Object

Address:
D:\Work\Unit Supply TSP\03 - uPerform Simulations\01 - Manage Reservations in GCSS-Army\Display_Items_Ready_for_Pickup_at_the_SSA\simulation\html\index.htm

2.7 Transaction Simulation-Delete a Reservation

Transaction Simulation
Manual Reservation: Delete a Reservation (MB22)

As a Unit Supply Specialist, you must understand the process of deleting a reservation in GCSS-Army.

In the following simulation, you will delete an entire manual reservation for a specific reservation that is no longer needed. You will delete the reservation using the **MB22** transaction.
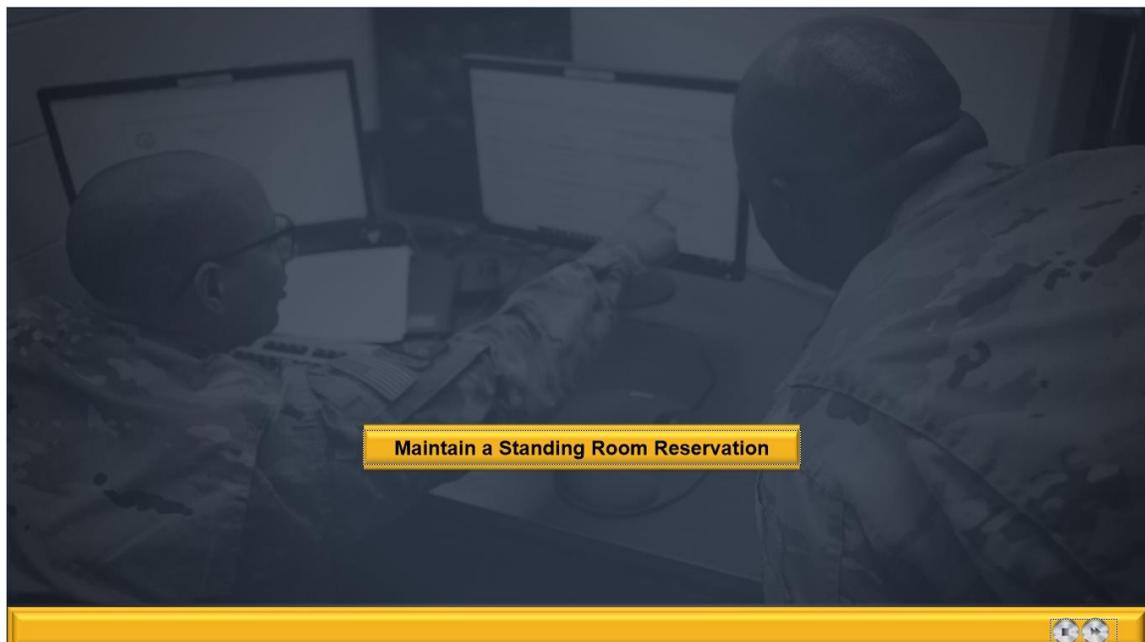
Click the logo to go to the GCSS-Army eEnvironment

Web Object

Address:
D:\Work\Unit Supply TSP\03 - uPerform Simulations\01 - Manage Reservations in GCSS-Army\Manual_Reservation_-_Delete_a_Reservation\simulation\html\index.htm

2.8 Completed ELO

You have completed the ELO:
Create a Reservation for Materials

Press the stop button to return to the main menu

3. Maintain a Standing Supply Room Reservation

3.1 Maintain a Standing Room Reservation

Maintain a Standing Room Reservation

3.2 Use Final Issue to Turn a Reservation Off/On

3.3 Transaction Simulation-Change a Reservation

3.4 Transaction Simulation-Turn off Reservation Items from Procurement

Web Object

Address:
D:\Work\Unit Supply TSP\03 - uPerform Simulations\01 - Manage Reservations in GCSS-Army\Turn_off_Reservation_Items_from_Procurement\simulation\html\index.htm

Transaction Simulation
Turn Off Reservation Items from Procurement
(MB22)

As a Unit Supply Specialist, you must understand the process of turning off reservation items from procurement in GCSS-Army.

In the following simulation, you will be required to turn off the standing supply room reservation for a material by setting the final issue flag using the **MB22** transaction.

Click the logo to go to the GCSS-Army eEnvironment

3.5 Maintain a Standing Supply Room Reservation

Maintain a Standing Supply Room Reservation

Standing Supply Room Reservation	MB22				MB25
Scenario	Set Final Issue Flag [TURN ON]	Remove Final Issue Flag [TURN OFF]	Set Deletion Flag for a reservation line item	Set Deletion Flag for an entire reservation	Collective Reservation Display
1 General Supplies for a Standing Supply Room Reservation have NOT been received and goods receipted.		The *Final Issue* flag is off. The *MtlRes* demand is driving procurement.			The *Final Issue* flag is NOT set. The reservation line appears in the *Open Reservations* display screen.
2 General Supplies for a Standing Supply Room Reservation have been received and goods receipted.	Set Final Issue flag to close the MtlRes demand and temporarily suspend procurement.				The *Final Issue* flag is set. The reservation line moves from *Open Reservations* to the *Goods Movement Not Possible* display screen because the *Final Issue* flag has been set.
3 *General Supplies for a Standing Supply Room Reservation are being issued and consumed. Items need to be replenished.		Remove *Final Issue* flag to open the *MtlRes* demand which initiates procurement.			The *Final Issue* flag is no longer set. The reservation line moves from the *Goods Movement Not Possible* display screen to the *Open Reservations* display screen.
4 A line item needs to be removed from the Standing Supply Room Reservation.			Set the deletion flag for a reservation line item which is no longer needed.		The Deletion flag is set. The reservation line moves from *Open Reservations* to *Goods Movement Not Possible*. The *Final Issue* flag cannot be turned on or off.
5 An entire Standing Supply Room Reservation is no longer needed.				Set the deletion flag for a reservation which is no longer needed.	The reservation is removed from GCSS-Army and from transaction MB25. The reservation cannot be retrieved.

*MIGO/Other/201 Goods issues are made WITHOUT reference to the Standing Supply Room Reservation.

Warning: Do NOT goods issue materials with reference to the Standing Supply Room Reservation using (**MIGO/Reservation/201**). If this occurs, the reservation appears in the Cancelable Reservations section of **MB25**. Take corrective action by performing a goods issue reversal.

3.6 Check on Learning

Drag the key term in the window below to the correct definition

Material Provisions SLOC (MPO)

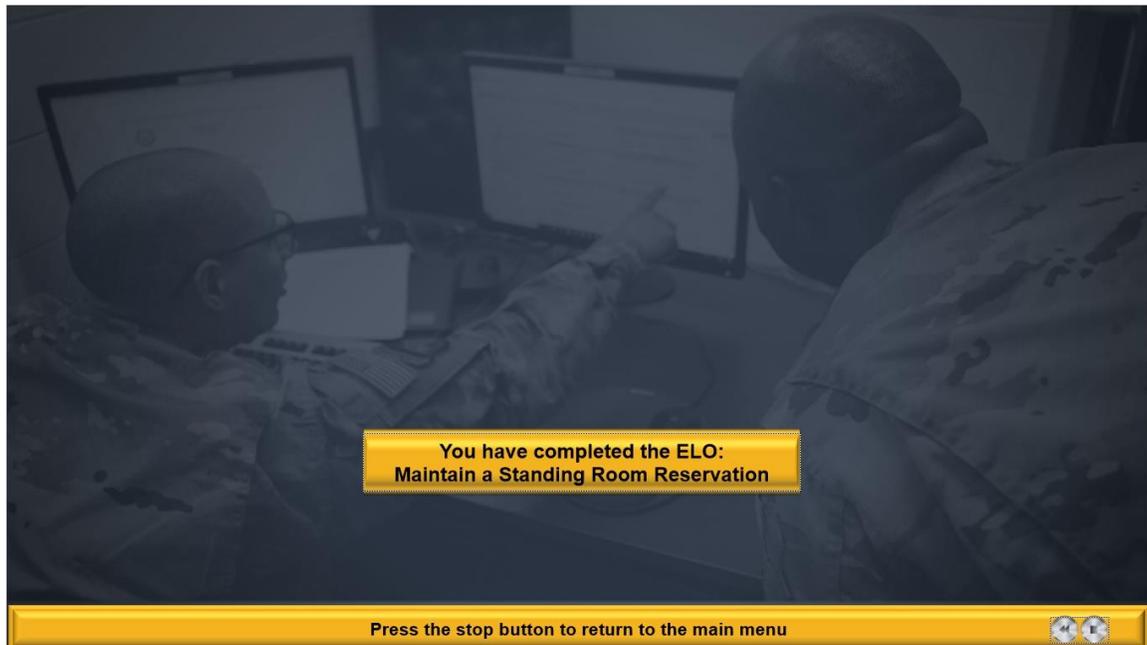|		
A.	A requirement for a specified quantity of a material.	
B	Used to identify the organizational element that executes budget expenses, but is primarily used to track the final costs of materials/work as they are consumed/expended.	
C.	GCSS-Army form to request expendable materials.	
D.	A system assigned number for each material with a LIN.	
E.	The short term which refers to the /ISDFPS/DISP_MAT_SIT Material Situation Report, which is used to display the materials in your supply room.	
F	The system location where all expendable and durable materials in the supply room reside.	

Submit

The correct answers are:

A. Request, B. Cost Center, C. Manual Reservation, D. MPO, E. MAT_SIT,

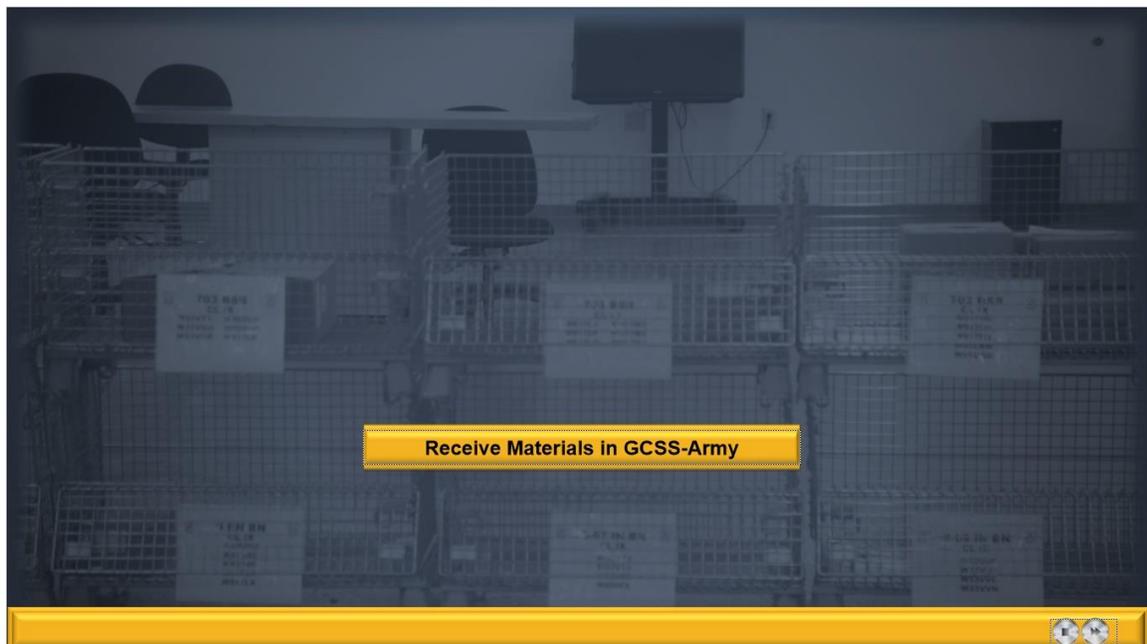F. Provisions SLOC

3.7 Completed ELO

You have completed the ELO:
Maintain a Standing Room Reservation

Press the stop button to return to the main menu

4. Receive Materials in GCSS-Army

4.1 Receive Materials

Receive Materials in GCSS-Army

4.2 Physical vs Virtual Receive Material

"Physical vs Virtual" Receive Material

Understanding the "physical" and "virtual" processes of receiving materials is important to the successful management of expendable materials

Receive Material The "Physical"

Receive Material The "Virtual"

Click each half of the image for more information on the process

4.3 Deficit of BA Unrestricted

Deficit of BA Unrestricted

- The common error you will see is "Deficit of BA Unrestricted-use 1 EA : 000000000 Material number 200 001Y A".
- This means you have not conducted the Post goods receipt in **VL06i** Inbound Delivery Monitor. You must always conduct the PGR in GCSS-Army in transaction **VL06i** to issue the material.

Display logs
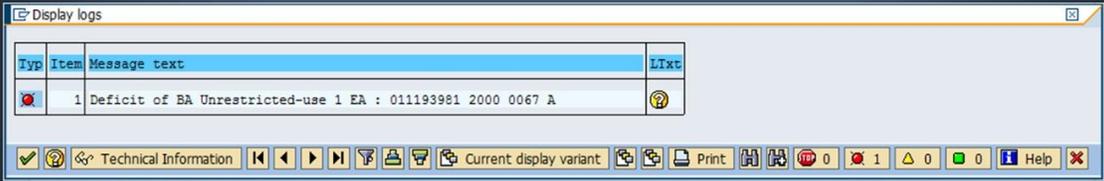
Typ	Item	Message text	LTxt
🔴	1	Deficit of BA Unrestricted-use 1 EA : 011193981 2000 0067 A	?

✓ ? Technical Information | Current display variant | Print | 0 | 1 | 0 | 0 | Help | ✖

4.4 Receive Materials

4.5 Receive Materials (continued)

4.6 Transaction Simulation-Post a Receipt for Supplies

Transaction Simulation
Post a Receipt for Supplies
(VL06i)

As a Unit Supply Specialist, you must understand the process of posting a goods receipt in GCSS-Army.

In the following simulation, you will receive an O-RING (011830991) from the SSA. Before leaving the SSA, you must accept responsibility for the Material. You will post a goods receipt for the O-RING using the **VL06i** transaction code.

Web Object

Address:
D:\Work\Unit Supply TSP\03 – uPerform Simulations\01 – Manage Reservations in GCSS-Army\Post_a_Receipt_for_Supplies\simulation\html\index.htm

Click the logo to go to the GCSS-Army eEnvironment

4.7 Transaction Simulation-Delete an Inbound Delivery

Transaction Simulation
Delete an Inbound Delivery (VL06i)

As a Unit Supply Specialist, you must understand the process of deleting an inbound delivery in GCSS-Army.

In the following simulation, a discrepancy was discovered while processing a goods receipt for your Material at the SSA.

The quantity in the bin does not match the quantity that was post goods issued and you are required to delete the associated inbound delivery so the SSA can take corrective action.

Web Object

Address:
D:\Work\Unit Supply TSP\03 – uPerform Simulations\01 – Manage Reservations in GCSS-Army\Delete_an_Inbound_Delivery\simulation\html\index.htm

Click the logo to go to the GCSS-Army eEnvironment

4.8 Check on Learning

Drag the correct answer to complete the statement.

A/an [   ] occurs if MIGO 501 is used instead of VL06i when an inbound delivery (18) exists to receive against.

A. Inbound Delivery

B. Unmatched Disbursement (UMD)

C. Post Goods Receipt

D. Outbound Delivery

Submit

The Correct answer is Post Goods Receipt.

Click the refresh icon if you would like to review the ELO.

4.9 Transaction Simulation-Manual Increase to Provisions SLoc

Transaction Simulation
Manual Increase to Provisions SLoc (MIGO 501)

As a Unit Supply Specialist, you must understand the process of creating a manual increase to a provision SLoc in GCSS-Army.

In the following simulation, you will use the Transaction Code **MIGO** to manually add material to your Provisional SLoc.

Web Object

Address:
D:\Work\Unit Supply TSP\03 - uPerform Simulations\01 - Manage Reservations in GCSS-Army\Manual_Increase_to_Provisions_SLoc\simulation\html\index.htm

Click the logo to go to the GCSS-Army eEnvironment

4.10 Completed ELO
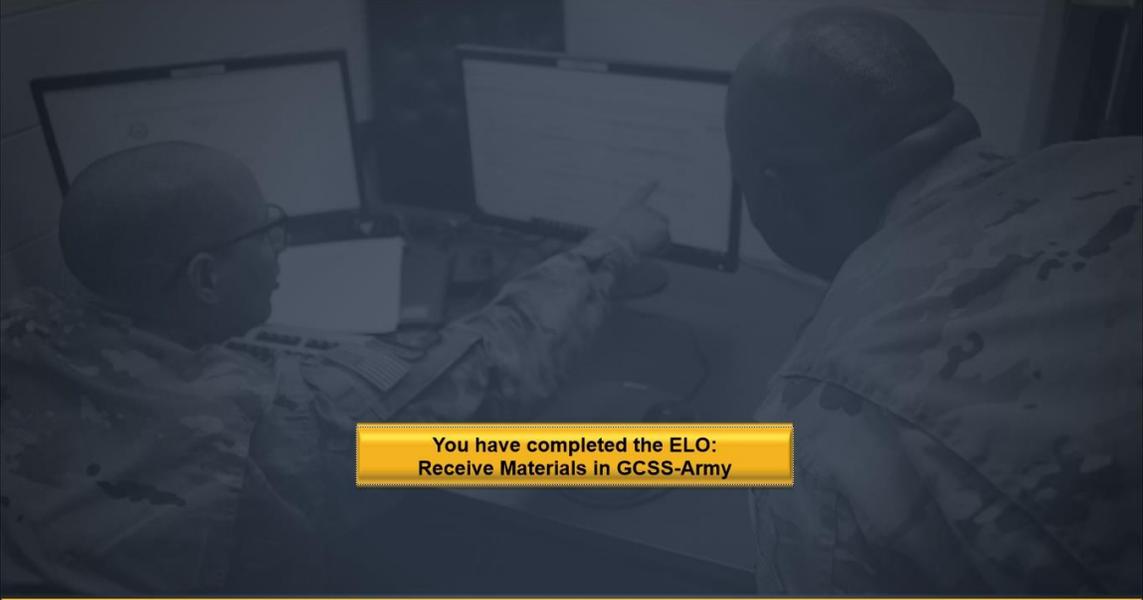
You have completed the ELO:
Receive Materials in GCSS-Army

Press the stop button to return to the main menu

5. Issue Material in GCSS-Army

5.1 Issue Materials
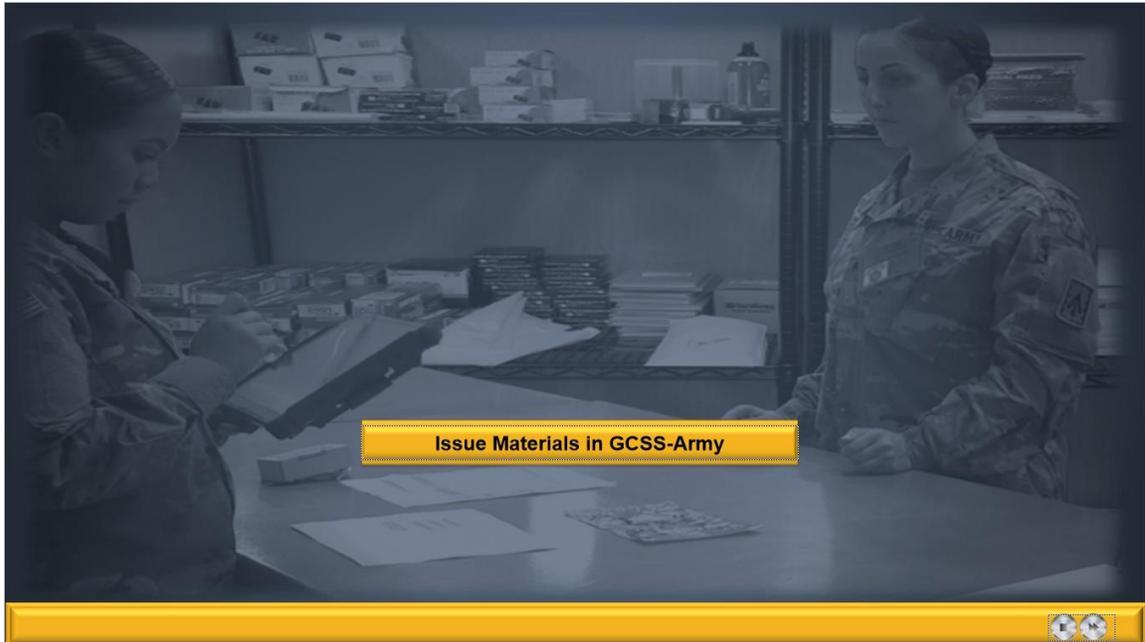
5.2 Physical vs Virtual Issue Material

5.3 Issue Materials

Issue Materials in GCSS-Army

PGR

Conduct a post goods issue to other or the reservation.

What happens?

When you conduct a post goods issue, the material and quantity is removed from your provisional storage location.

Managing

If PGIs are not conducted, it will reduced your ability to request material in the future. An improper issue to other may cause unexpected material request prompting unit personnel to report, "Stuff is coming in and I don't know why."

5.4 Transaction Simulation-Turn on Reservation Items for Procurement

Web Object

Address:
D:\Work\Unit Supply TSP\03 - uPerform Simulations\01 - Manage Reservations in GCSS-Army\Turn_on_Reservation_Items_for_Procurement\simulation\html\index.htm

Transaction Simulation
Turn On Reservation Items for Procurement
(MB25-MB22)

As a Unit Supply Specialist, you must understand the process of turning on reservation items from procurement in GCSS-Army.
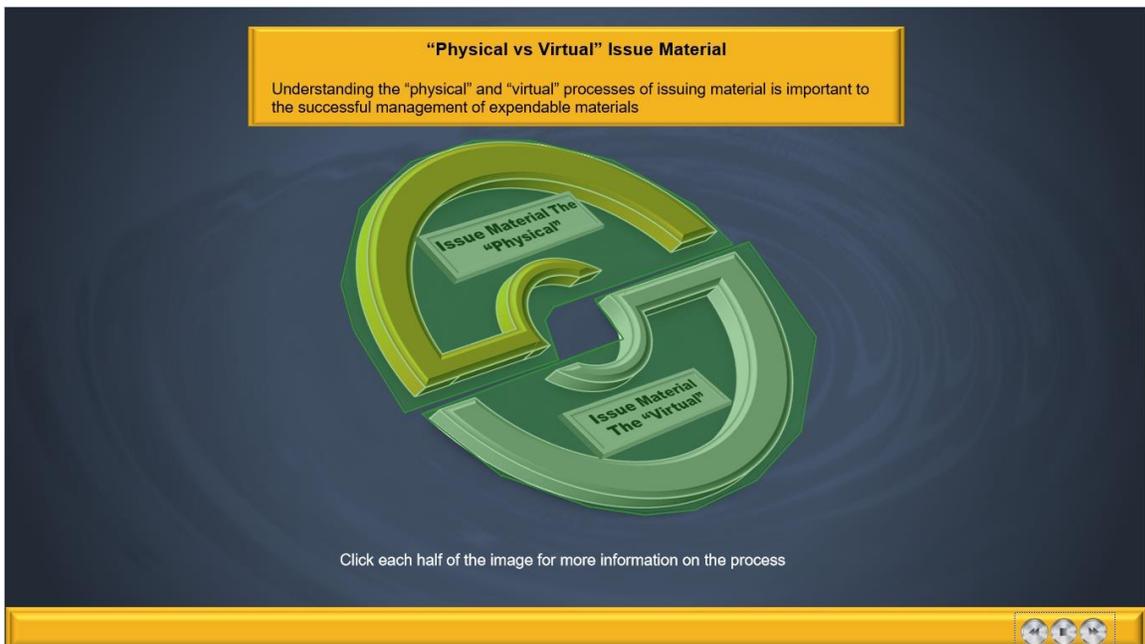In the following simulation, you have consumed all of the ball-point pens in your supply room. You will be required to use the **MB22** transaction to turn on the final issue flag on the demand in order to initiate procurement (replenishment) of additional ball-point pens.

Click the logo to go to the GCSS-Army eEnvironment

5.5 Issue What You Consume

Issue What You Consume

Issue goods issued to your cost center or to a WBS element:

- Goods issues charged to your cost center goods issue-Reservation-201Goods Issue-Other-201

- Goods issues charged to a WBS element goods issue-Reservation- 221 Goods Issue-Other-221 Movement Types 201 and 221 manage the type of issue

5.6 Transaction Simulation-Goods Issue: Reservation

Web Object

Address:
D:\Work\Unit Supply TSP\03 – uPerform Simulations\01 – Manage Reservations in GCSS-Army\Goods_Issue_-_Reservation_-_201\simulation\html\index.htm
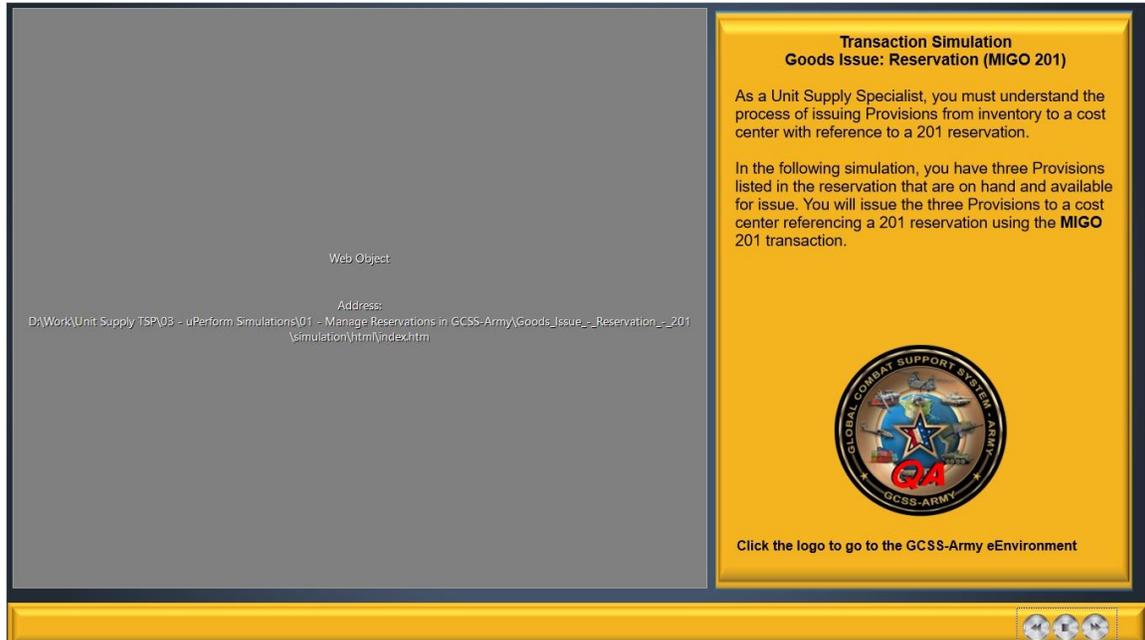
Transaction Simulation
Goods Issue: Reservation (MIGO 201)

As a Unit Supply Specialist, you must understand the process of issuing Provisions from inventory to a cost center with reference to a 201 reservation.

In the following simulation, you have three Provisions listed in the reservation that are on hand and available for issue. You will issue the three Provisions to a cost center referencing a 201 reservation using the **MIGO** 201 transaction.

Click the logo to go to the GCSS-Army eEnvironment

5.7 Transaction Simulation-Goods Issue: Other

Transaction Simulation
Goods Issue: Other (MIGO 221)

As a Unit Supply Specialist, you must understand the process of issuing a Provision to a WBS element in cases where funds are used to support missions of units other than your own.

In the following simulation, you have issued Provisions in support of another unit. You are required to consume the issue from the provisions SLoc by issuing it to the WBS element using the **MIGO 221**.

Web Object

Address:
D:\Work\Unit Supply TSP\03 - uPerform Simulations\01 - Manage Reservations in GCSS-Army\Goods_Issue_-_Other_-_221\simulation\html\index.htm

Click the logo to go to the GCSS-Army eEnvironment

5.8 Transaction Simulation-View Account Assignment

Transaction Simulation
View Account Assignment – ZACCTASSIGNA_RPT

Reservations are created with reference to Cost Centers or Reservations. In this simulation you will view your account assignment to determine if your organization is set up for Cost Center or WBS element.

Web Object

Address:
D:\Work\Unit Supply TSP\03 - uPerform Simulations\01 - Manage Reservations in GCSS-Army\View_Account_Assignment\simulation\html\index.htm

Click the logo to go to the GCSS-Army eEnvironment

5.9 Transaction Simulation-Display a Reservation List

Web Object

Address:
D:\Work\Unit Supply TSP\03 - uPerform Simulations\01 - Manage Reservations in GCSS-Army\Display_a_Reservation_List_(MB25)
\simulation\html\index.htm

Transaction Simulation
Display a Reservation List (MB25)

The data that is entered in this situation determines the list of reservations that displays. Since the SLoc of the materials that were ordered for is known, the SLoc is not part of the standard search screen.

You will use the dynamic selections functionality to narrow the scope of the search and results output. Using Search criteria also improves GCSS-Army system performance when conducting searches.

Click the logo to go to the GCSS-Army eEnvironment

5.10 Reservation Impacted by the Issue Quantity

A Reservation is Impacted by the Issue Quantity

	MIGO/Goods Issue (201 or 221)			MB22	Impact of Goods Issue on the Reservation		
MIGO/Goods Issue Options	**Reservation Quantity**	**Issue Quantity**	**Set Final Issue Flag**	**Set Deletion Flag**	**Subsequent MIGO/Goods Issue Appearance**	**MB25 Collective Reservation Display**	**MB22 Individual Reservation Display**
1 Issue FULL quantity	10	10			A fully issued line does not appear in **MIGO**. Lines with remaining balances still display	The Final Issue flag is set. The line disappears from the Open Reservations display screen. Line ONLY appears in Cancellable Reservations display screen	The **Batch** field is grayed out and the Final Issue flag is set
2 Issue PARTIAL quantity with open balance	10	8			Lines with remaining balances still display	Removed Qty=8 Difference Qty=2	The **Batch** field is grayed out indicating a partial issue
3 Issue PARTIAL quantity with balance to be called complete short. Manually set the Final Issue flag. (Reservation remains open and can still be modified)	10	8	X		Issue Quantity field is blank Final Issue flag is set (Additional material can still be issued against the reservation)	The Final Issue flag is set. The line disappears from the Open Reservations display screen. Line ONLY appears in Cancellable Reservations display screen. Removed Qty=8 Difference Qty=2	The **Batch** field is grayed out indicating a partial issue and the Final Issue flag is set but is not grayed out
4 *Issue PARTIAL quantity with balance to be called complete short. Flag reservation as Final Issue and flag for deletion	10	8	X	X	Line does not appear in **MIGO**	The Reservation line does not appear in **MB25**	Line still appears in **MB22** reservation. The Final Issue and Deletion flags are set. The **Batch** field is grayed out indicating a partial issue
5 **Reservation line is DELETED	10	0		X	Line does not appear in **MIGO**	Line ONLY appears in Cancellable Reservations display. Reservation line has Deletion flag set	Line still appears in MB22 Reservation. The Batch field is grayed out, the Deletion flag is set

*Note: MRP does not consider remaining quantities once Final Issue flag is set
**Note: Once a reservation line is flagged for deletion, the line cannot change or have material issued against it. MRP does not consider remaining quantities as "open" requirements/demands once the Final Issue flag is set.

5.11 Check on Learning

The Correct answer is: MIGO/221/Other

Click the refresh icon if you would like to review the ELO.

5.12 Completed ELO

Published by Articulate® Storyline www.articulate.com
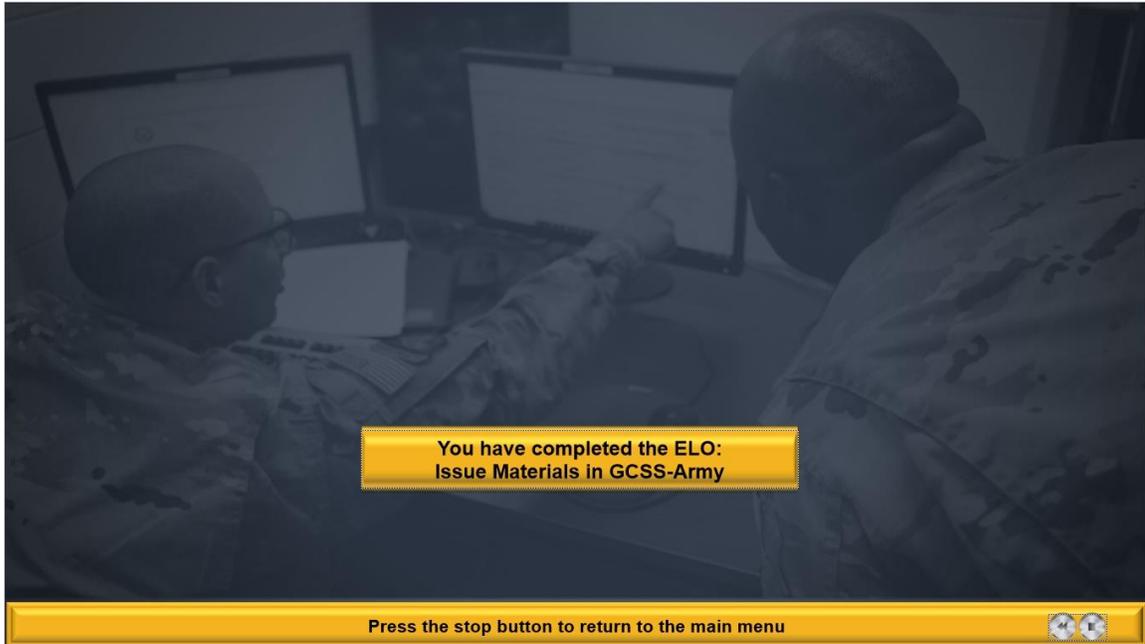
6. Mass Cancel of Purchase Requisition and/or Purchase Order (ZCANCEL)

6.1 Mass Cancel of Purchase Requisition/Purchase Order
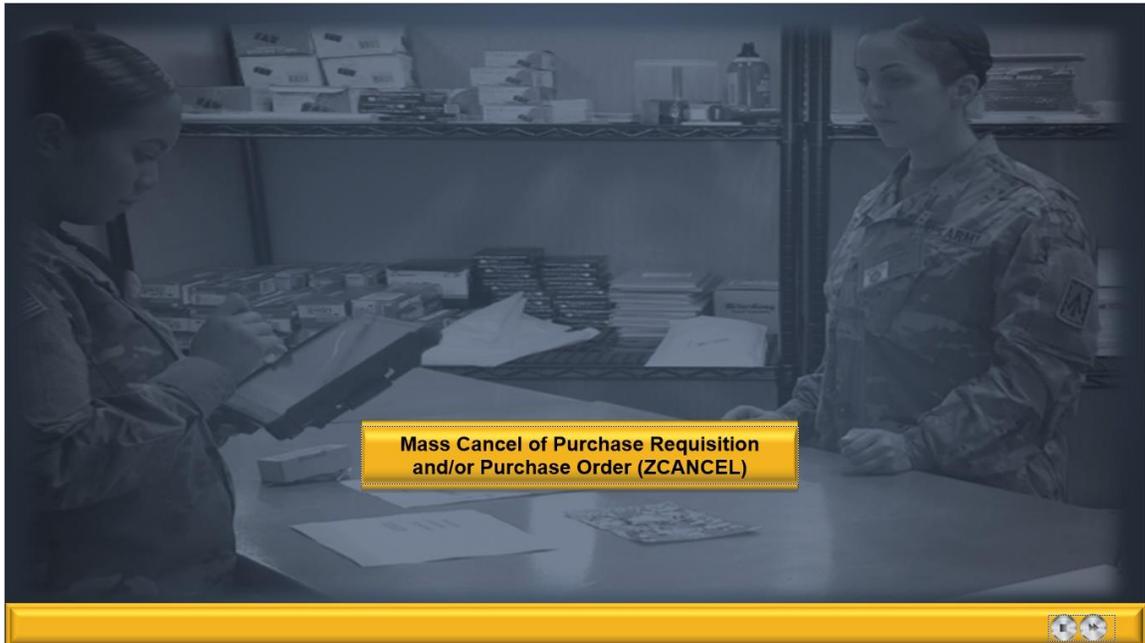
6.2 ZCANCEL

ZCANCEL

Unit Supply Managers should execute **ZCANCEL** as part of the pre-deployment and re-deployment preparation or normal document maintenance.

In GCSS-Army, when you cancel the material request line on a reservation or work order, it does not automatically cancel all subsequent documents, If a PR or PO is created, you have to cancel those documents as well.

This could become tedious if you have multiple documents created. The **ZCANCEL** Transaction Code allows Unit Supply Managers to cancel purchasing documents, PR/PO in mass.

6.3 Transaction Simulation-Cancel Purchase Requisitions

Web Object

Address:
D:\Work\Unit Supply TSP\03 – uPerform Simulations\01 - Manage Reservations in GCSS–Army\Cancel_Purchase_Requisitions_-_PB\simulation\html\index.htm

**Transaction Simulation
Cancel Purchase Requisitions**

In this transaction simulation you will use the **ZCANCEL** Transaction Code to cancel a PR and all subsequent documents.

Click the logo to go to the GCSS-Army eEnvironment

6.4 Completed ELO
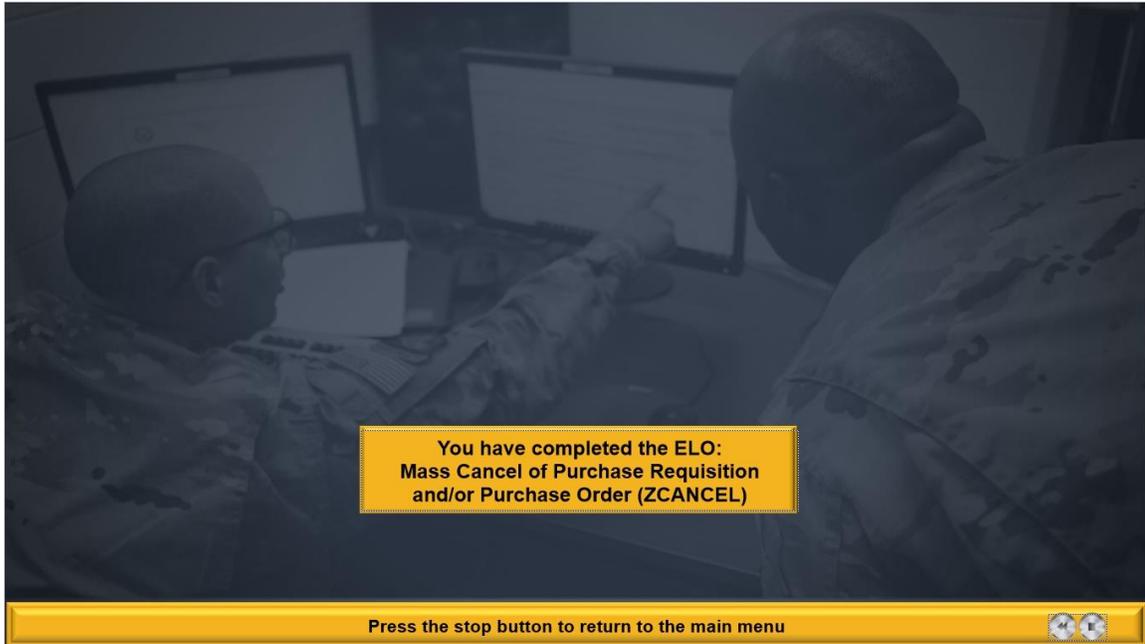

You have completed the ELO:
Mass Cancel of Purchase Requisition
and/or Purchase Order (ZCANCEL)

Press the stop button to return to the main menu

7. Designate Storage Bins for Unit Provisional Materials

7.1 Designate Storage Bins for Unit Provisional Materials

Designate Storage Bins for Unit
Provisional Materials
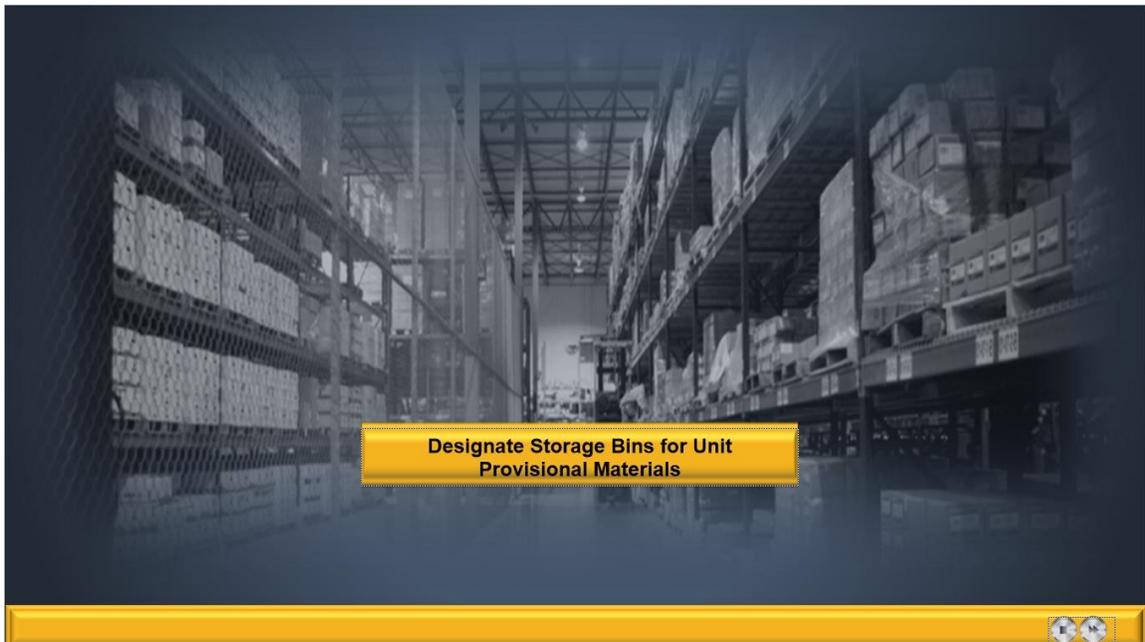
7.2 Display of Materials

Display list of Materials

As a Unit Supply Manager to display a list of materials you would:

• Designate and view storage bin locations where you keep your materials

• Download a list of materials to an excel spreadsheet

7.3 Transaction Simulation-Display a List of your Materials

Web Object

Address:
D:\Work\Unit Supply TSP\03 – uPerform Simulations\01 – Manage Reservations in GCSS-Army\Display_a_List_of_your_Materials\simulation\html\index.htm

Transaction Simulation
Display a List of your Materials
(ISDFPS DISP_MAT_SIT)

As a Unit Supply Specialist, you must understand the process for displaying a Material Situation Report in GCSS-Army.

In the following simulation, you will display Provisions that are currently on hand in your supply room using the **ISDFPS/DISP_MAT_SIT** transaction.

Click the logo to go to the GCSS-Army eEnvironment

7.4 Transaction Simulation-Export a List of your Supplies

Transaction Simulation
Export a List of your Supplies
(ISDFPS DISP_MAT_SIT)

As a Unit Supply Specialist, you must understand the process of exporting your supply list to an Excel spreadsheet.

In this scenario, your commander is requesting a list of all supplies that is in your supply room. You will export your supply list to an Excel document using the **ISDFPS/DISP_MAT_SIT** transaction.

Web Object

Address:
D:\Work\Unit Supply TSP\03 - uPerform Simulations\01 - Manage Reservations in GCSS-Army\Export_a_List_of_your_Materials\simulation\html\index.htm

Click the logo to go to the GCSS-Army eEnvironment

7.5 Summary Check on Learning

Check On Learning

What are some significant differences that GCSS-Army brings for managing materials in the supply room?

7.6 Summary Check on Learning (continued)

In ISDFPS?DISP_MAT_SIT, what tells the system to display the materials in your supply room?

7.7 Integrated Scenario

Integrated Scenario

The Army's Sustainment Readiness Model (SRM) requires units to maintain a constant rate of readiness to ensure their organizations are ready to support combatant commands at a moment's notice. This is a transition from the Army Force Generation Model that outlined a period of reset and retrain for units coming back from recent deployments. In contrast, the Army Sustainment Readiness Model requires units to be ready 100 percent of the time. In this Integrated Scenario, Unit Supply Managers will execute supply readiness operations to ensure they are able to support unit commanders in their mission to deploy at a moment's notice. This requires supply personnel to maintain all supplies, and manage every aspect of property accountability.

Manage Loads: In GCSS-Army loads are managed using manual reservations. Creating a standing supply reservation allows unit supply personnel to reduce the number of material request. Creating a manual reservation for each request could reach in the hundreds and even thousands. Under the SRM, units must be ready at all times. Leaving multiple request open could increase the Unit Supply Manager's workload once they receive orders to temporarily relocate in support of an operation.

Doctrine states that loads should be up to a 15 day stockage for Class II, III, IV and VIII. Based on the Manage Reservation lesson, you will clean up your reservations and create standing supply room reservations for each hand receipt, one for the supply room, and for your loads. Ensure the loads are managed by the doctrinal requirement. Ensure you conduct your actions in order as listed in the Manage Reservations lesson. Remember the effects of improper goods receipt issues and what happens when you receipt material in your inbound delivery monitor.

7.8 Summary

Summary

In this lesson, you learned how to:

Manage Requisitions for Expendable Materials in GCSS-Army

- Create a Reservation for Materials
- Maintain a Standing Room Reservation
- Receive Materials in GCSS-Army
- Issue Materials in GCSS-Army
- Mass Cancel of Purchase Requisition and/or Purchase Order (ZCANCEL)
- Designate Storage Bins for Unit Provisional Materials

7.9 End of Lesson
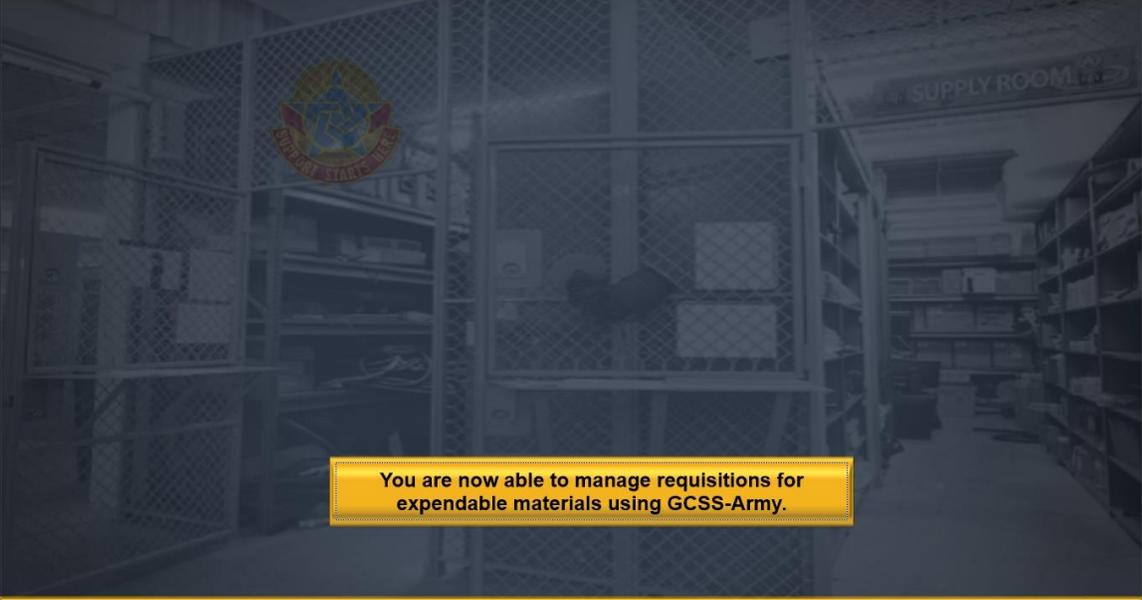
You are now able to manage requisitions for expendable materials using GCSS-Army.

Press the Power button to exit the course