



Document Number Range Overview

Overview

The Materiel Management/Inventory Control Point (MM/ICP) module Document Number Range process provides the ability to add, update, or delete a range of serial numbers for documents. These number ranges are for assignment of document numbers, and each range is associated with a DoDAAC. The ranges can be from 0001 to 9999 and must not overlap. The Document Number is in the following format: DoDAAC + Julian Date + Serial Number.

Navigation

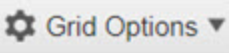
MASTER DATA MGMT > DOCUMENT NBR Range > DOCUMENT NBR Range page

Procedures

View a DOCUMENT NBR Range

1. View the *DOCUMENT NBR Range* grid.

Document Nbr Range						Grid Options	+ Add	Edit	Delete
	DoDAAC	Range Desc	Begin Serial Nbr	End Serial Nbr	Document Type				
☐	N00024	BPG TEST	1001	2000	MS - Miscellaneous				
1 1 of 1 50 items per page 1 - 1 of 1 items									

2. Select . The *Grid Options* expanded menu appears.

3. Select  to view the optional information in the Program Grid:

Document Nbr Range

Grid Options

+ Add

Edit

Delete

	DoDAAC	Range Desc	Begin Serial Nbr	End Serial Nbr	Document Type	Document Dt	Established By	Established Dt/Tm	Last Serial Nbr Assigned	Last Transaction Dt/Tm	Last Updated By	Program Id
☐	N00024	BPG TEST	1001	2000	MS - Miscellaneous	12/15/2022	GROCEBP	12/15/2022 4:44:49 PM	1,000	12/15/2022 4:44:49 PM	GROCEBP	LPLGN03

1

Page 1 of 1

50

items per page

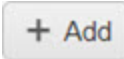
1 - 1 of 1 items





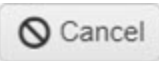
Add a Document Number Range

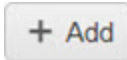
Navigation

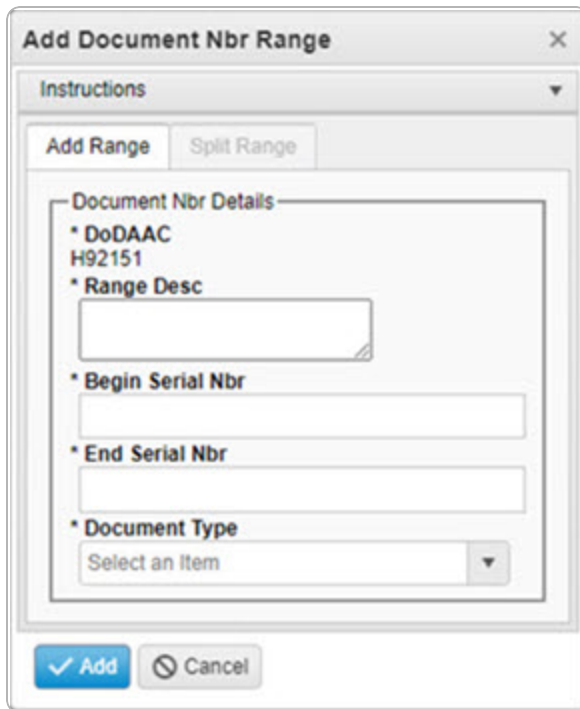
MASTER DATA MGMT > Document Number Range >  > Add DOCUMENT NBR Range pop-up window

Procedures

Add a DOCUMENT NBR Range

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Add DOCUMENT NBR Range** pop-up window displays, with the Add Range Tab available.





Help Reference Guide

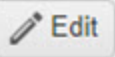
2. The DoDAAC automatically populates and is not editable.
3. Enter the Range DESC in the field provided. *This is a 125 alphanumeric character field.*
4. Enter the Begin SERIAL NBR in the field provided. *This is a 4 numeric character field.*
5. Enter the End SERIAL NBR in the field provided. *This is a 4 numeric character field.*
6. Use  to select the Document Type.
7. Select . The **Add DOCUMENT NBR Range** pop-up window closes, and the new DOCUMENT NBR Range record appears at the top of the grid in green.





Update a Document Number Range

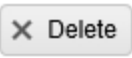
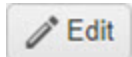
Navigation

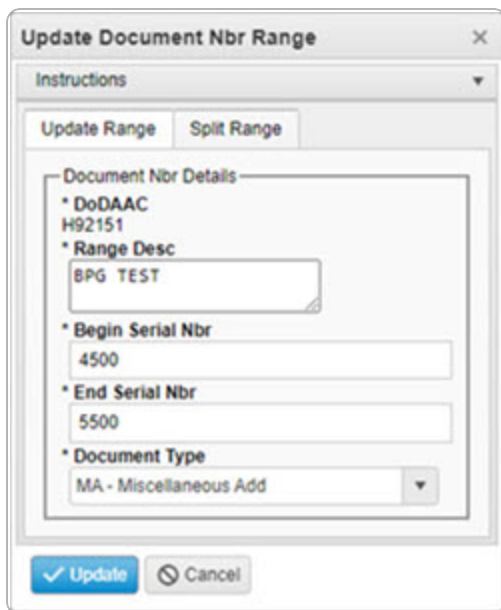
MASTER DATA MGMT > Document Number Range > ☐ (desired record) >  >
Update DOCUMENT NBR Range pop-up window

Procedures

Update a DOCUMENT NBR Range

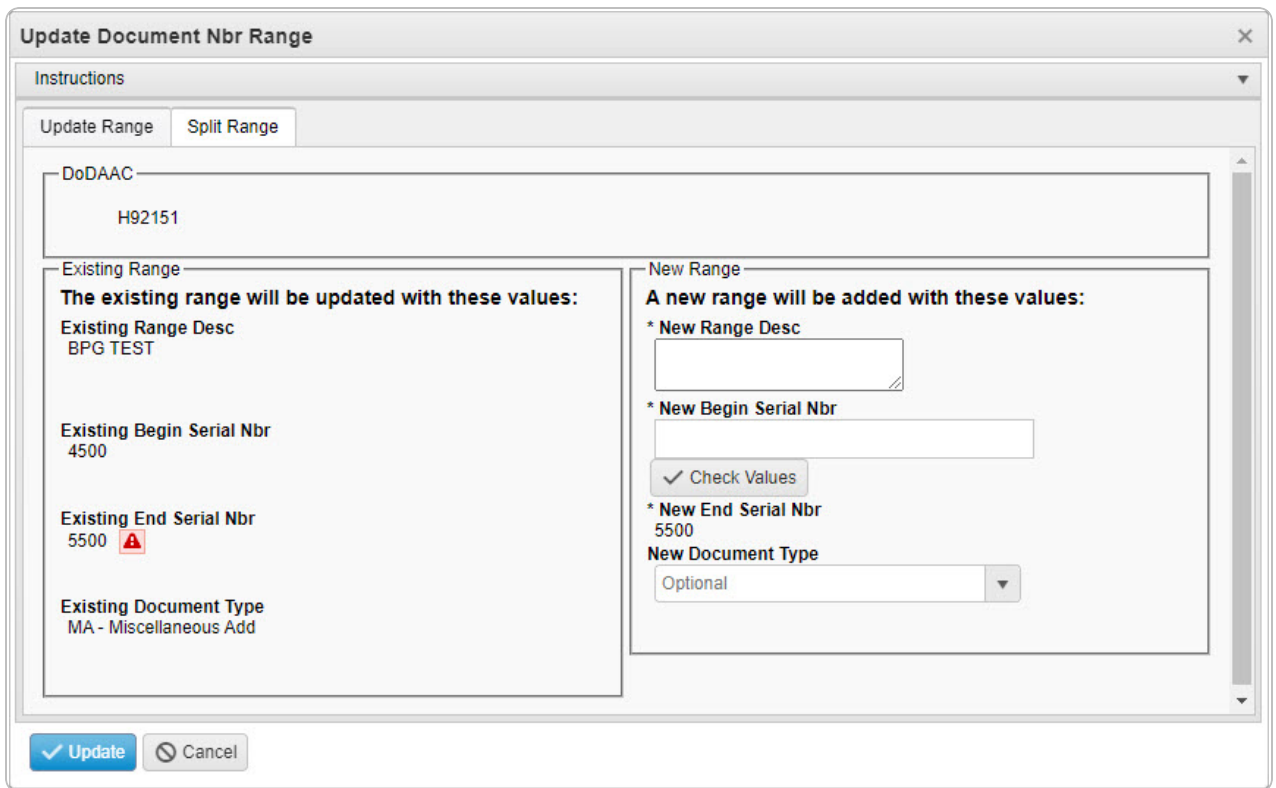
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Click ☐ to select the desired entry. *The record is highlighted, and  and  become available.*
2. Select . *The **Update DOCUMENT NBR Range** pop-up window displays, with the Update Range Tab available.*





3. Verify the DoDAAC.
4. Update the Range DESC, entering the revised description in the field provided. *This is a 125 alphanumeric character field.*
5. Update the Begin SERIAL NBR, entering the revised number in the field provided. *This is a 4 numeric character field.*
6. Update the End SERIAL NBR, entering the revised number in the field provided. *This is a 4 numeric character field.*
7. Update the Document Type, using  to select the desired range type.
8. Select the Split Range tab.



Note



These fields do not contain the original values entered during the Add a Document Number Range procedure. They reflect the updated information from the Update Range Tab.





Attention



If there **is a conflict** between the existing and new ranges, a  appears after the Existing End SERIAL NBR field.

If there **is no conflict** between the existing and new ranges, a  appears after the Existing End SERIAL NBR field.

- A. Update the fields in the New Range panel:
 - a. Enter the New Range DESC in the field provided. *This is a 125 alphanumeric character field.*
 - b. Enter the New Begin SERIAL NBR in the field provided. *This is a 4 numeric character field.*
 - c. Verify the New End SERIAL NBR.
9. Select . The **Update DOCUMENT NBR Range** pop-up window closes, and the revised DOCUMENT NBR Range record appears at the top of the grid in green.





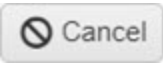
Delete a Document Number Range

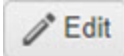
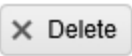
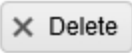
Navigation

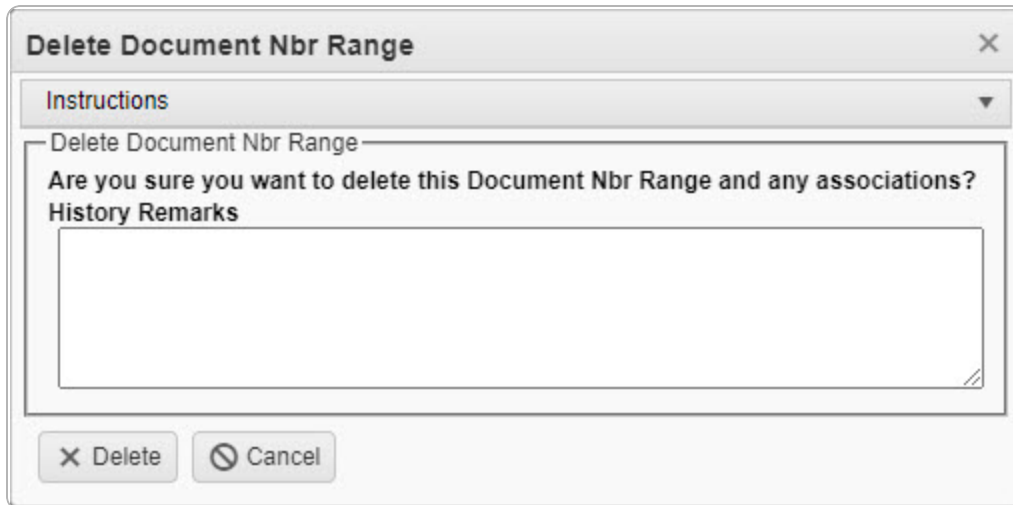
MASTER DATA MGMT > Document Number Range > ☐ (desired record) >  >
Delete DOCUMENT NBR Range pop-up window

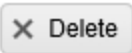
Procedures

Delete a DOCUMENT NBR Range

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Click ☐ to select the desired entry. *The record is highlighted, and  and  become available.*
2. Select . *The **Delete DOCUMENT NBR Range** pop-up window displays.*



3. Select . *The **Delete DOCUMENT NBR Range** pop-up window closes, and the DOCUMENT NBR Range record is removed from the grid.*

