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.

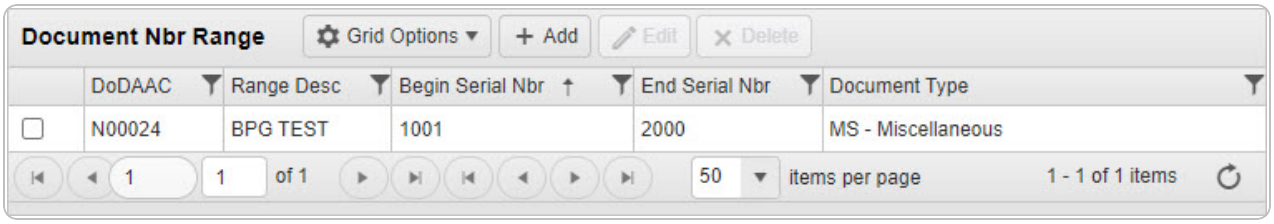
Navigation

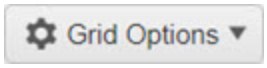
Master Data Mgmt > Document Nbr Range > Document Nbr Range page

Procedures

View a Document Nbr Range

1. *View the Document Nbr Range grid.*

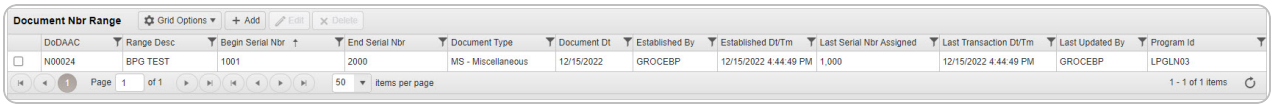


2. Select 

. *The Grid Options expanded menu appears.*

3. Select 

to view the optional information in the Program Grid:



Add a Document Number Range

Navigation

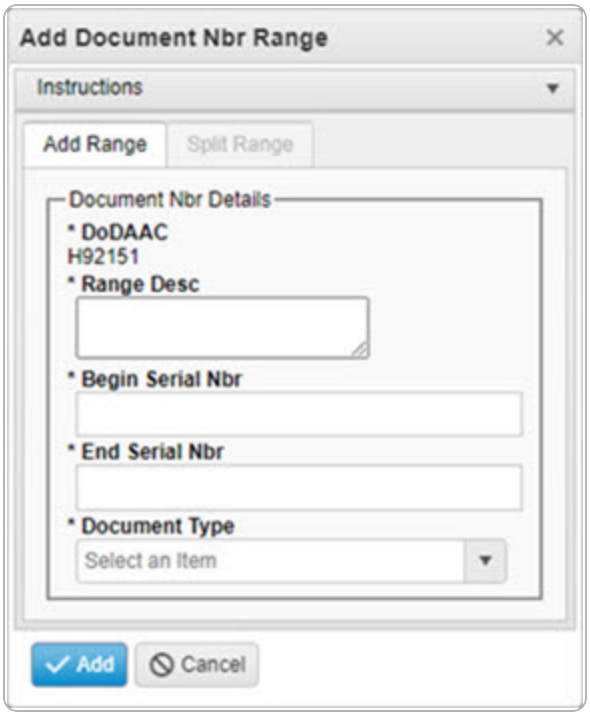
MASTER DATA MGMT > Document Number Range > + Add > Add DOCUMENT NBR Range pop-up window

Procedures

Add a DOCUMENT NBR Range

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

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



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

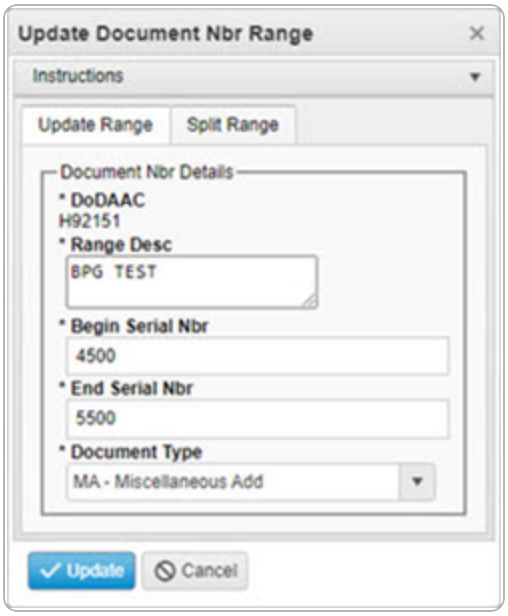
MASTER DATA MGMT > Document Number Range > ☐ (desired record) > Edit > Update DOCUMENT NBR Range pop-up window

Procedures

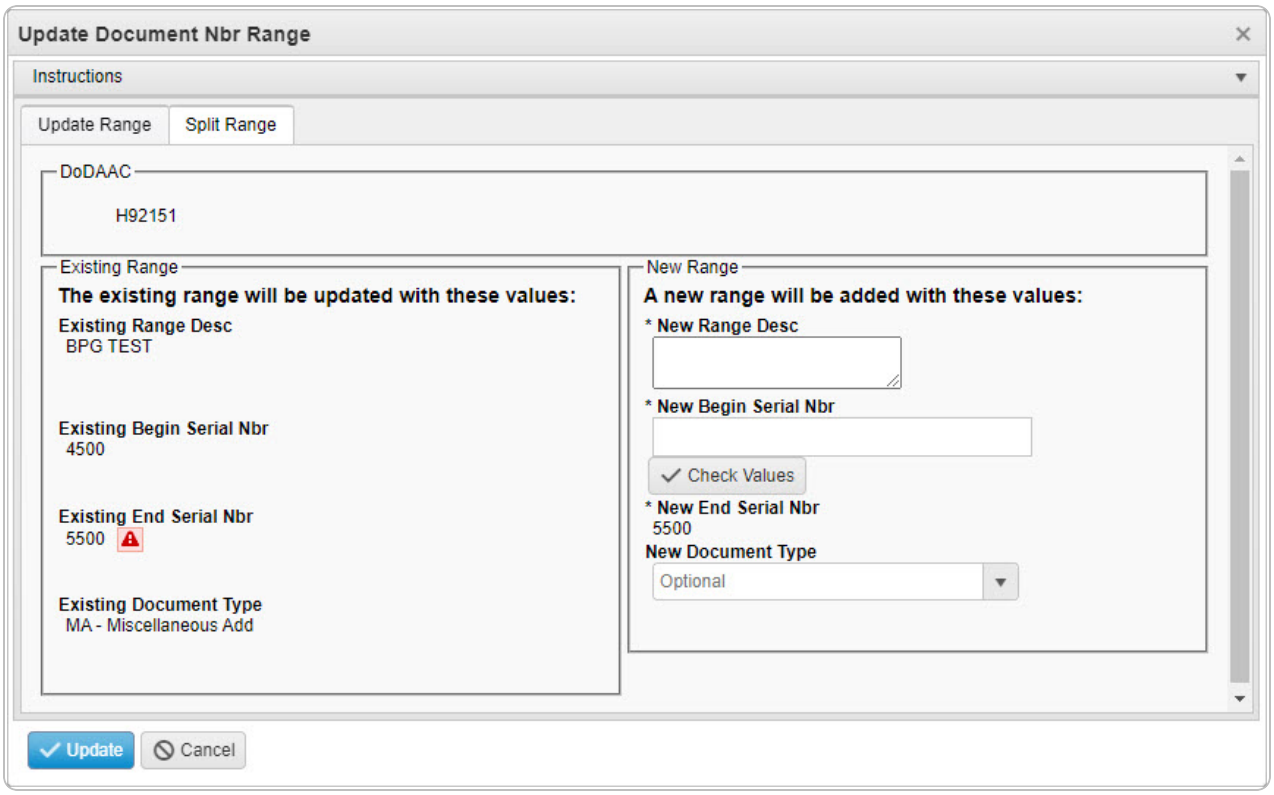
Update a DOCUMENT NBR Range

Selecting Cancel *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* Edit *and* Delete *become available.*
2. Select Edit. *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 Update. *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

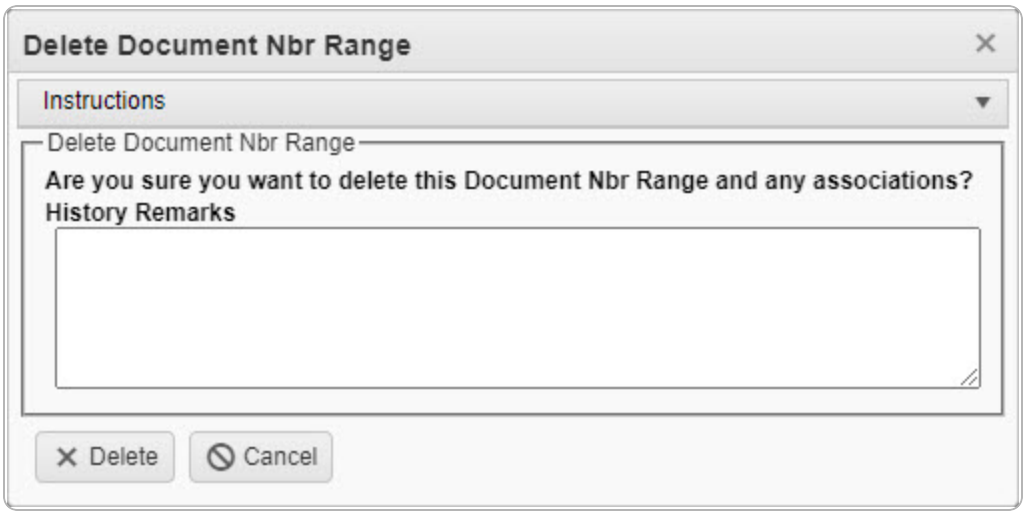
MASTER DATA MGMT > Document Number Range > ☐ (desired record) > ✕ Delete > Delete DOCUMENT NBR Range pop-up window

Procedures

Delete a DOCUMENT NBR Range

Selecting Cancel *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* Edit *and* ✕ Delete *become available.*
2. Select ✕ Delete. *The* ***Delete DOCUMENT NBR Range*** *pop-up window displays.*



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