



Member Sales Review

Overview


The Warehouse Management module Member Sales Review process provides the ability to view member sales records, suspend and unsuspend records, and create member sales reports. The Member Sales are from Issues, and must be marked Consumable, not Returnable.

Navigation

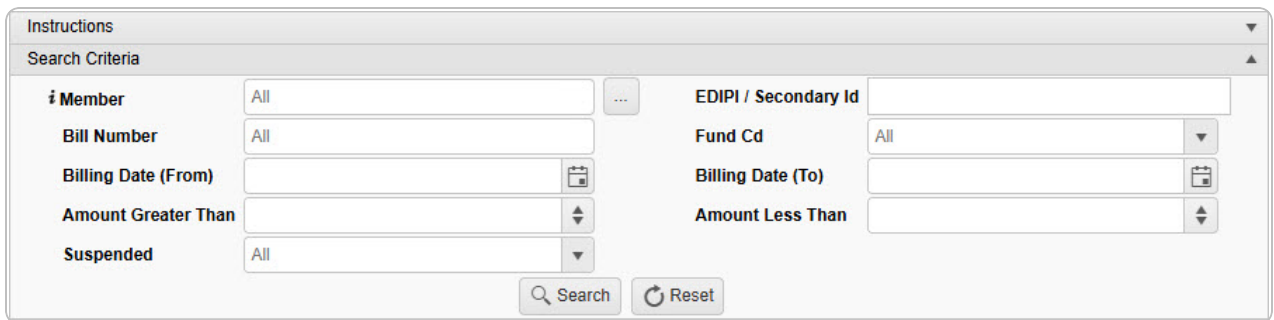
Material MGMT > Individual > Member Sales Review > Member Sales Review page

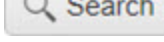
Procedures

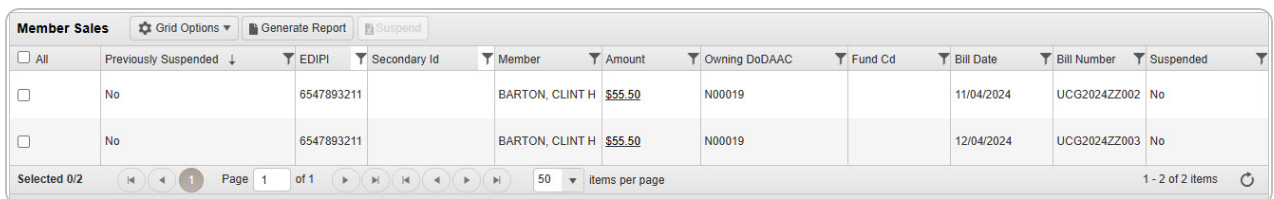
Search for A Member Sales Review

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

- In the Search Criteria box, narrow the results by entering one of the following optional fields.



- Select . The results display in the Member Sales grid.



All	Previously Suspended	EDIPI	Secondary Id	Member	Amount	Owning DoDAAC	Fund Cd	Bill Date	Bill Number	Suspended
<input type="checkbox"/>	No	6547893211		BARTON, CLINT H	\$55.50	N00019		11/04/2024	UCG2024Z2002	No
<input type="checkbox"/>	No	6547893211		BARTON, CLINT H	\$55.50	N00019		12/04/2024	UCG2024Z2003	No





View the Member Transactions

1. View the Member Sales Search Results.

Member Sales										
<input type="checkbox"/> All	Previously Suspended ↓	EDIPI	Secondary Id	Member	Amount	Owning DoDAAC	Fund Cd	Bill Date	Bill Number	Suspended
<input type="checkbox"/>	No	6547893211		BARTON, CLINT H	\$55.50	N00019		11/04/2024	UCG2024ZZ002	No
<input type="checkbox"/>	No	6547893211		BARTON, CLINT H	\$55.50	N00019		12/04/2024	UCG2024ZZ003	No

Selected 0/2 Page 1 of 1 50 items per page 1 - 2 of 2 items

2. Click the Amount hyperlink. *The Member Transactions pop-up window appears.*

Member Transactions										
Member: BARTON, CLINT H EDIPI: 6547893211										
Member Sales Transactions										
Issue/Return Number	Issue/Return Date	ICN	Stock Number	Item Description	Serial Number	Quantity	Transaction Type	Amount	Owning DoDAAC	Fund Cd
UCG2024309000001	11/04/2024	B00000000000000280053	RTM123	TRUNKS MEDIUM		5	Charge	\$55.50	N00019	


Selected 0/1 Page 1 of 1 50 items per page 1 - 1 of 1 items

Suspend a Member Sales Record

1. View the Member Sales Search Results.

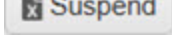
Member Sales										
<input type="checkbox"/> All	Previously Suspended ↓	EDIPI	Secondary Id	Member	Amount	Owning DoDAAC	Fund Cd	Bill Date	Bill Number	Suspended
<input type="checkbox"/>	No	6547893211		BARTON, CLINT H	\$55.50	N00019		11/04/2024	UCG2024ZZ002	No
<input type="checkbox"/>	No	6547893211		BARTON, CLINT H	\$55.50	N00019		12/04/2024	UCG2024ZZ003	No

Selected 0/2 Page 1 of 1 50 items per page 1 - 2 of 2 items

2. Click to select the desired record. *The record is highlighted, and  becomes available.*

Member Sales										
<input checked="" type="checkbox"/> All	Previously Suspended ↓	EDIPI	Secondary Id	Member	Amount	Owning DoDAAC	Fund Cd	Bill Date	Bill Number	Suspended
<input checked="" type="checkbox"/>	No	6547893211		BARTON, CLINT H	\$55.50	N00019		11/04/2024	UCG2024ZZ002	No
<input type="checkbox"/>	No	6547893211		BARTON, CLINT H	\$55.50	N00019		12/04/2024	UCG2024ZZ003	No

Selected 1/2 Page 1 of 1 50 items per page 1 - 2 of 2 items

3. Select . *The row returns to normal, and the Suspended column changes from No to Yes.*





Member Sales										
All	Previously Suspended	EDIPI	Secondary Id	Member	Amount	Owning DoDAAC	Fund Cd	Bill Date	Bill Number	Suspended
<input type="checkbox"/>	No	6547893211		BARTON, CLINT H	\$55.50	N00019		11/04/2024	UCG2024ZZ002	Yes
<input type="checkbox"/>	No	6547893211		BARTON, CLINT H	\$55.50	N00019		12/04/2024	UCG2024ZZ003	No

Selected 0/2 | Page 1 of 1 | 50 items per page | 1 - 2 of 2 items

Create the Member Sales Financial Report

- Select **Generate Report**. The screen blinks as the report is created.
- Hover over the **Report Manager** menu. The Report Manager menu appears.
- Choose **View Reports**. The View Reports tab appears.

View Reports																																													
Report Name	Member Sales	Report Category	All	Report Type	All	Report Status	All	Private/Shared	All	Report Form	All																																		
<table border="1"> <thead> <tr> <th colspan="11">Scheduled Reports</th> </tr> <tr> <th>Download</th> <th>Is Private</th> <th>Rpt Format</th> <th>Rpt Name</th> <th>Rpt Category</th> <th>File Size</th> <th>Scheduled Dt</th> <th>Entered Dt</th> <th>Completed Dt</th> <th>Established By</th> <th>Rpt Status</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>LPWHR89</td> <td>No</td> <td>Excel</td> <td>Member Sales</td> <td>Metrics</td> <td>5.3KB</td> <td>12/04/2024 3:09:49 PM</td> <td>12/04/2024 3:09:49 PM</td> <td>12/04/2024 3:09:51 PM</td> <td>MCCAULEYJC</td> <td>Complete</td> <td>UCG2024ZZ003</td> </tr> </tbody> </table>											Scheduled Reports											Download	Is Private	Rpt Format	Rpt Name	Rpt Category	File Size	Scheduled Dt	Entered Dt	Completed Dt	Established By	Rpt Status	Remarks	LPWHR89	No	Excel	Member Sales	Metrics	5.3KB	12/04/2024 3:09:49 PM	12/04/2024 3:09:49 PM	12/04/2024 3:09:51 PM	MCCAULEYJC	Complete	UCG2024ZZ003
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- Select the LPWHR89 hyperlink. The Member Sales Report downloads.

Member Sales Financial Report										
Member Sales										
EDIPI	STUDENT ID	LAST NAME	FIRST NAME	MI	CHARGE	FUND	DATE	Bill Number		
6547893211		BARTON	CLINT	H	\$ 55.50		12/4/2024	UCG2024ZZ003		

