

Document Number Range Overview

Overview

The Materiel Management/Inventory Control Point 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.

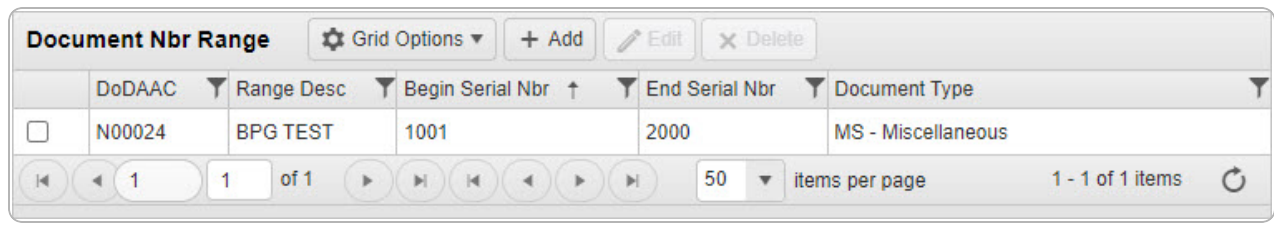
Navigation

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

Procedures

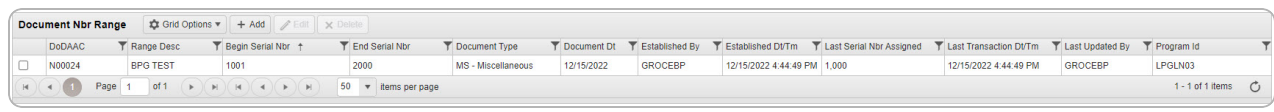
View a DOCUMENT NBR Range

1. View the DOCUMENT NBR Range grid.



2. Select . The Grid Options expanded menu appears.

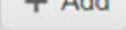
3. Select to view the optional information in the Program Grid:






Add a Document Number Range

Navigation

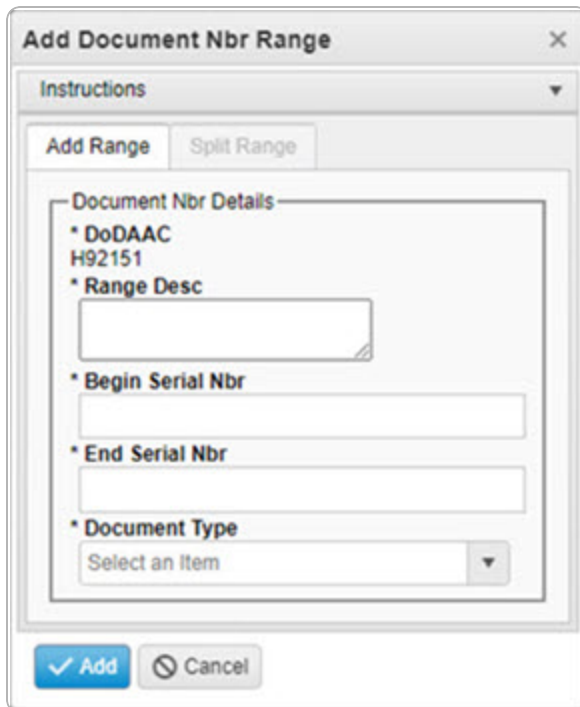
MASTER DATA MGMT > Document Number Range >  > Add DOCUMENT NBR Range pop-up window

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.

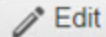




Update a Document Number Range


Navigation

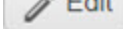
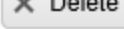
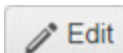
MASTER DATA MGMT > Document Number Range > (desired record) >
> Update DOCUMENT NBR Range pop-up window

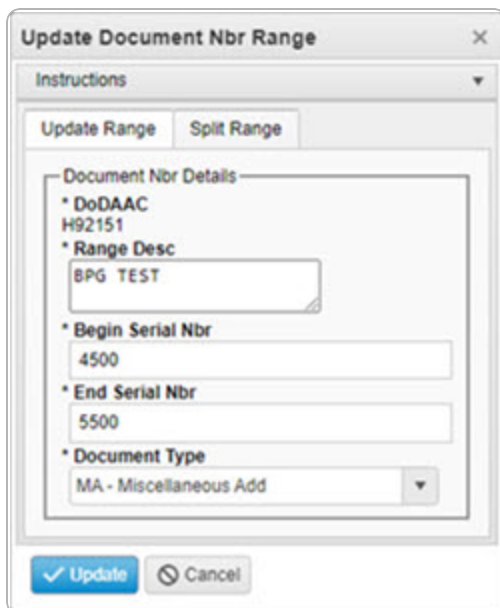


Procedures


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.

Update Document Nbr Range ✕

Instructions

Update Range Split Range

DoDAAC
H92151

Existing Range	New Range
The existing range will be updated with these values:	
Existing Range Desc BPG TEST	A new range will be added with these values:
Existing Begin Serial Nbr 4500	* New Range Desc <input type="text"/>
Existing End Serial Nbr 5500 	* New Begin Serial Nbr <input type="text"/>
Existing Document Type MA - Miscellaneous Add	<input type="button" value="✓ Check Values"/>
	* New End Serial Nbr 5500
	New Document Type <input type="text" value="Optional"/>

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.








Help Reference Guide

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

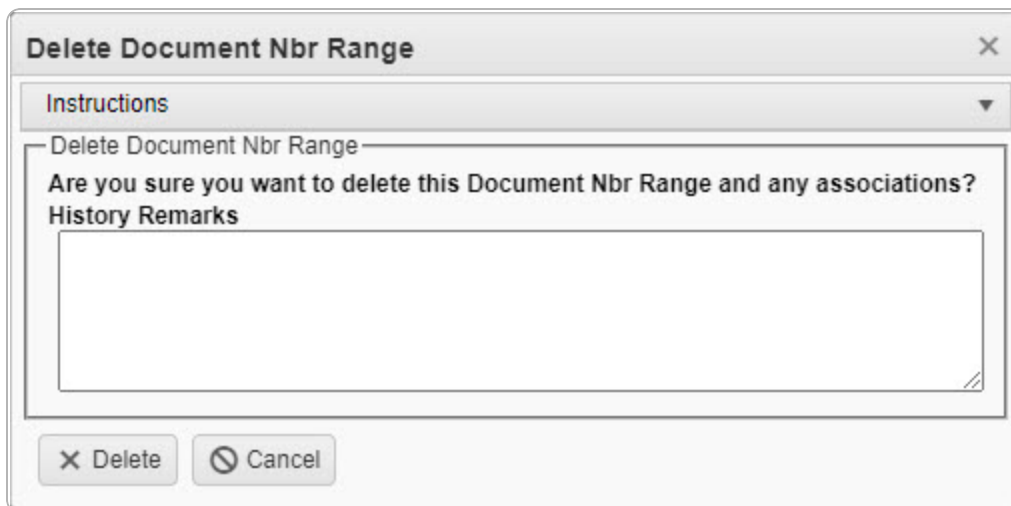
Procedures

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.*

