

APPENDIX B-251

MANAGEMENT DATA REPORT TRANSACTION

1. The Management Data Report Transaction is prepared mechanically at monthend, and at the end of each quarter for transmission to HQ DLA for each data element of the RCS DLA(M)26(C)MIN Management Data Report in the following transaction format:

2. The following fields apply:

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Document Identification	1-3	Enter MIS.
Blank	4-6	Leave blank.
Report Identification	7	Enter B.
Index Number	8-12	Enter applicable 5 digit Index Number. The Index Number is constructed as follows: The five digits (pos. 8-12) are made up of the data element number as shown in the RCS-26 Glossary. The data element number (pos. 8-12) will be preceded by zeros if less than 5 digits in length. For example: The index number for data element 1 is 00001; index number for data element 4B is 0004B; index number for 45A is 0045A; index number for 130 is 00130; index number for 153A1 is 153A1.
Blank	13-27	Leave blank.
Report Period Date	28-31	Enter month numerically in pos. 28-29 and last two digits of calendar year in pos. 30-31.  Where the month is only a unit digit, it will be preceded by a zero (01 to

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>																		
		09 for months January through September); 10 for October, 11 for November, and 12 for December.																		
Blank	32	Leave blank.																		
Data Entry	33-43	Enter quantity, value, percentage, and so on in extreme right hand transaction columns, leaving left hand positions blank if the transaction field is not completely filled (e.g., if data report is one character, it will be entered in pos. 43; if it consists of two characters, it will be entered in pos. 42-43; if three characters, pos. 41-43).																		
Blank	44-67	Leave blank.																		
Reporting Activity	68-69	Enter applicable Reporting Activity designator as follows:  <table border="1"> <thead> <tr> <th><u>CODE</u></th> <th><u>DSC</u></th> </tr> </thead> <tbody> <tr> <td>CA</td> <td>DCSC</td> </tr> <tr> <td>EA</td> <td>DESC</td> </tr> <tr> <td>GA</td> <td>DGSC</td> </tr> <tr> <td>IA</td> <td>DISC</td> </tr> <tr> <td>MA</td> <td>DPSC - Medical</td> </tr> <tr> <td>OA</td> <td>DSCC</td> </tr> <tr> <td>SA</td> <td>DPSC - Subsistence</td> </tr> <tr> <td>TA</td> <td>DPSC - C&amp;T</td> </tr> </tbody> </table>	<u>CODE</u>	<u>DSC</u>	CA	DCSC	EA	DESC	GA	DGSC	IA	DISC	MA	DPSC - Medical	OA	DSCC	SA	DPSC - Subsistence	TA	DPSC - C&T
<u>CODE</u>	<u>DSC</u>																			
CA	DCSC																			
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MA	DPSC - Medical																			
OA	DSCC																			
SA	DPSC - Subsistence																			
TA	DPSC - C&T																			
Blank	70	Leave blank.																		
Date Submitted	71-74	Enter Julian date that transaction or no transmission is made. For example, if the transactions are transmitted on 10 September 1981, enter 1 in pos. 71 which would denote calendar year and 253 in pos. 72-74 which would denote day of the year.																		

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Blank	75	Leave blank.
Estimated Data	76	Leave blank unless Estimated Data is submitted. Enter E to denote Estimated Data. Submit actual data to replace estimated data prior to due date for following month report.
Blank	77-79	Leave blank.
Transaction Code	80	Enter I to denote insertion. <u>Exception:</u> Enter R to denote replacement. See note 9 for instructions regarding I and R.

NOTE: The following must be adhered to in reporting data in the Data Entry transaction field:

- a. Do not include punctuation marks or other special characters for data entry (e.g., percent signs, commas, and decimal points).
- b. Negative or credit figures must have an 11 zone punch in the unit's position (pos. 43) of the Data Entry transaction field. All other entries must be completely numeric.
- c. If an item is applicable and there is nothing to report for the reporting period, enter a numeric zero in the unit's position (pos. 43) of this field (do not report the word NONE and do not leave blank).
- d. When actual data are not available a best estimate will be furnished. Estimated data will be replaced with actual data when available, but in any event not later than the next reporting period.
- e. Quantities must be reported as whole units.
- f. Monetary amounts must be reported to the nearest dollar.
- g. Percentages must be carried to two decimal points (e.g., 15.344 would be entered as 1534 in pos. 40-43).
- h. Fractions, where specified, must be converted to one decimal point (e.g., 4 1/2 would be entered as 45 in pos. 42-43).
- i. Corrections to previous submissions. Key the following appropriate action code in pos. 80 to identify the type of correction:
  - I To insert a complete transaction that was previously omitted. An I will also be entered in pos. 80 for all initial (current month) submissions.

R           To replace a complete transaction previously submitted.  
              This action is to replace previously submitted estimated  
              or erroneous data.

j.   The Report Period Date field (pos. 28-31) must reflect the date of  
the report period of the submission affected.  The Date Submitted field  
(pos. 71-74) must reflect the date corrections are transmitted.