This guide provides an overview of property book, plant maintenance, and Supply Support Activity analysis tools required for day to day operations. It will walk the user through the mechanics of executing BI/BW processes and how to analyze the results.
This smart book is intended to provide Commanders and Soldiers with an overview of the most commonly used Business Intelligence and Business Warehouse (BI/BW) reports for Property Book, Maintenance, and Supply Support Activity. The guide provides the steps on how to navigate through the various BI/BW reports, depicts what to look for, and presents recommended uses of the reports along with potential follow-up actions given the results of the report. “

Users have the flexibility to filter and tailor reports as desired for their specific use.

The reports are updated every day at 00:00 GMT (Greenwich Mean Time), the reports have a latency in data. If there is no data content, recheck your input and then contact the Help Desk. The Help Desk information is located on page 4 of this smart book.
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Logging On: (Follow the steps listed below to access any of the BI/BW reports found within this handbook by first logging into the GCSS-Army Portal website @ https://www.gcss-army.army.mil.

1. Bring up your web browser program (i.e., Internet Explorer).
2. Type in the link, https://www.gcss-army.army.mil into the search field and click enter (we recommend that you place the GCSS-Army link into your web favorites for easy access in the future).
3. Once the screens complete loading, click the "I Accept" button to log in with your CAC.

Log Off:
1. System > Logoff and close browser screen or click Logoff next to EUM+ at top right of screen.

GCSS-Army Help Desk:
1. Problems with functions: Contact the Help Desk directly.
2. Access issues: Contact your local System Access Administrator (AA):
   a. Primary: ________________________________
   b. Alternate: ________________________________

3. Help Desk Contact Information:
   b. **EMAIL**: usarmy.lee.sec.mbx.sec-eisd-cso@mail.mil with screen shots if available. After an error enter /oSU53 in a new screen to capture the root cause. Expand the arrows on the entire page before taking the screen shot.
   c. **Web**: https://s4if.lee.army.mil
**Consolidated Property Listing (CPL)**

**Logic:** A listing of all property book assets required, authorized, on-hand, due-in and due-Outs, or in transit for UIC, PBIC, TAC and LIN range combinations.

**Use:** This report captures all assets for a Force Element (Brigade/Regiment, Troop/Battery/Company, Platoon, or Squad/Section). Users are able to manage assets, maintain visibility, monitor due in/due outs, filter and tailor reports to capture desired information and view the capital dollar value.

Users are able to filter and tailor this report as desired for their specific use.

**Users:**
- Property Book Officers (PBO)
- Commanders
- Unit Supply
- Asset Visibility Managers
- G4/S4

**Frequency:** Daily

---

Supplemental Material: [Job Aid](#)
URL link found on page 54
Navigate to the Consolidated Property List (CPL)
1. After logging into GCSS-Army, click the Home tab.
2. On the BI Launch Pad, click the BI/Bex Reports drop down
3. In the Detailed Navigation panel click Property Book
4. Select Consolidated Property List (CPL) to access report.

Note-The steps for accessing the UERL and DAR are the same, just select the desired report under BI Reports
Creating the Consolidated Property List for All Units
To create a default CPL that shows all UICs in the sphere of responsibility, click the OK button.

To create a CPL for Select Brigades/Regiments
Division access or higher, a user can limit the report to one or more Brigades or Regiments (UICs ending in FF). Select the desired UIC(s) using the Parent UIC field as follows:

1. On the Force Element Value screen, search for desired UIC.
2. Select the appropriate UIC, such as WAPG. Press Go.
   Once selected, the FE will populate in the force element field.
3. Click the OK button in the dialog box to run the report.

Examples follow on the next page.
The CPL is a report that provides the asset visibility manager the capability to analyze/manage equipment.

*Key Figures:* Required Qty, Authorized Qty, On Hand Qty, Std Price, Total Value (OH Qty x Std Price) Purchase Orders (PO Out), PO In, Stock Transport Orders (STO In), STO Out.

Note* STO In = Incoming Lateral Transfer, STO Out = Outgoing Lateral transfer
## CPL Report Example

### Table

<table>
<thead>
<tr>
<th>LIN</th>
<th>Sub-LIN</th>
<th>UIC</th>
<th>MN</th>
<th>PBC</th>
<th>RAC</th>
<th>ERC</th>
<th>Req Qty</th>
<th>Auth Qty</th>
<th>Actual OH</th>
<th>Assigned OH</th>
<th>Short Qty</th>
<th>Excess Qty</th>
<th>LO Qty</th>
<th>Sub Qty</th>
<th>Std Price</th>
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<td>A24763</td>
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</tr>
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</tr>
<tr>
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<td></td>
</tr>
<tr>
<td>C2733</td>
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<td>#</td>
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<td>1</td>
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<td>0</td>
<td>1</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>E33526</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
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<td>1</td>
<td>0</td>
<td>0</td>
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<td>1</td>
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<td></td>
</tr>
<tr>
<td>F15279</td>
<td>#</td>
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<td>#</td>
<td>#</td>
<td>#</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

### Results

- **Result:** 0 0 1 1 0 1 0 0
- **Result:** 0 0 1 1 0 1 0 0
- **Result:** 0 0 3 3 0 3 0 0
- **Result:** 0 0 3 3 0 3 0 0
- **Result:** 0 0 1 0 0 1 0 0
- **Result:** 0 0 1 0 0 1 0 0
- **Result:** 0 0 1 0 0 1 0 0
- **Result:** 0 0 1 0 0 1 0 0
- **Result:** 0 0 1 0 0 1 0 0
- **Result:** 0 0 1 0 0 1 0 0
Logic: The DAR is synonymous with the document register in legacy. This provides auditability and traceability for transactions affecting and not affecting property book balances.

Use: To provide a daily/historic record of supply and property book transactions that have been processed and posted. This function gives the user the ability to search, view, and print detailed reports. Having the DAR capability, users are able to trace every transaction that was performed in GCSS-Army under their command, whether assets increased, decreased, serial number changes, reason for change, type of movement, beginning dates, ending dates, closed transaction dates, document numbers, form number and document identification codes.

Users are able to filter and tailor this report as desired for their specific use.

Users:
Property Book Officers (PBO)
Commanders
Unit Supply

Frequency: Daily

Supplemental Material: Job Aid
URL link found on page 54
Create a DAR for All Units

To create a default DAR that shows all UICs in the area of responsibility, click the OK button.

To create a DAR for Selected Brigades/Regiments

Division access or higher can limit the report to one or more Brigades or Regiments (UICs ending in “FF”). Select the desired UIC(s) using the Parent UIC field as follows:

1. On the Variable Entry screen, click the Parent UIC search help button
2. Click the row selector button for the appropriate UIC, such as WAPGFF.
3. Click the Add button to move items from the All panel (left side) to the Selections panel (right side).
4. Click the OK button in the dialog box and on the Variable Entry screen to run the report.

Examples follow on the next page.
DAR Examples
This report shows all daily auditable transactions.

Key Figures - Supply Status, Shipment Status, Lateral Transfer
Logic: Unit Equipment readiness Listing report is used to provide commanders overall equipment on hand (EOH) posture for unit readiness reporting as required by AR 220-1.

Use: To provide commanders the overall equipment on hand (EOH) for unit readiness. This report can be tailored and viewed by PBIC/TAC/ERC combination. The UERL report is primarily used during USR reporting period to assist units with viewing their overall equipment posture. Users can tailor this report to view equipment shortages, excess, supply status, DoD Document number and planned ship date as needed. It can also be filtered by UIC, Authorized LIN, Substitution LIN, ERC, REQ, AUTH or assigned columns.

Users:
Property Book Officers (PBO)
Commanders
Unit Supply
G4/S4

Frequency: Daily

Supplemental Material: [Job Aid](URL link found on page 54)
Create a Unit Equipment Readiness Listing (UERL) for All Units

To create a default UERL that shows all UICs in the area of responsibility, click the OK button.

To create a UERL for Selected Brigades/Regiments

Division access or higher can limit the report to one or more Brigades or Regiments (UICs ending in “FF”). Select the desired UIC(s) using the Parent UIC field as follows:

1. On the Variable Entry screen, click the Parent UIC search help button
2. Click the row selector button for the appropriate UIC, such as WAPGFF.

Once selected, the UIC will populate in the force element field
3. Click the OK button in the dialog box and on the Variable Entry screen to run the report.

Examples follow on the next page.
The UERL provides commanders the overall equipment on hand (EOH) posture for unit readiness reporting.

Key Figures - The listing captures each LIN by ERC P or A, depicting the unit’s equipment on hand readiness posture.

<table>
<thead>
<tr>
<th>Column</th>
<th>Authorized Qty</th>
<th>Required Qty</th>
<th>Assigned Qty</th>
<th>Excess Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>A05321</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>A23486</td>
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</tr>
<tr>
<td>A24535</td>
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<td>1</td>
<td>1</td>
</tr>
<tr>
<td>A24763</td>
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<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>A23652</td>
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</tr>
<tr>
<td>A23625</td>
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<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>A23529</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>A23357</td>
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</tr>
<tr>
<td>A23357</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>
Logic: Allows the Property Book Officer, Asset Visibility Officer, Asset Visibility Manager, and Commanders the ability to view equipment (Home Station/Deployed) as well as the status of the unit for visibility and reporting purposes.

Use: This report allows Property Book Officers, Asset Visibility Officer, and Asset Visibility Managers to have visibility of equipment for the UICs they are responsible for. Using this report could assist each manager in the redistributing of equipment, such as, lateral transfers and excess turn ins. This report allows the user to view authorized and on-hand materials, and to compare a UIC not in their structure (such as a TPE UIC). This report also supports the ability to include and exclude various types of property for a mission or deployment.

Users:
Property Book Officers (PBO)
Commanders
Unit Supply
Asset Visibility Managers
Asset Visibility Officers
G4/S4

Frequency: As needed

Supplemental Material: Job Aid
URL link found on page 54
Navigate to SAP Business Objects from the BI Launch Pad on the GCSS-Army Portal.

1. Click the Property Book folder to display the Total Asset Visibility report (displayed on the right).
2. To open the report, double-click the Total Asset Visibility report link.
Allows the asset managers to view equipment (Home station/Deployed) and the status of the deploying unit for visibility and reporting purposes.

There are four asset visibility statuses:
Planned (visibility)
Submitted/Request: (outbound; a transition status)
Approved: TPE for the FWD PBO
Active: own/manage the equipment

Key Figures - Req Qty, OH, Short/Excess, In lieu of (ILO) Qty, and substitutes
**Logic:** Provides maintenance readiness rolled up every night at 0001 ZULU time. The DA Form 2715 Feeder report will show you current maintenance readiness at all levels from Department of Army down to a single unit at any given time.

**Use:** Allows Commanders at all levels to make accurately and timely decisions based off of current maintenance readiness availability. Also used for Net USR-R rating.

**Users:**
BN Maintenance SPO  
BN Maintenance Officer  
S4/G4 Maintenance Officer  
S3/G3

**Frequency:** Weekly or as needed

Supplemental Material: [Training Bulletin 000145](#)  
URL link found on page 54
**Feeder Data to DA Form 2715 Report cont.**

- Provides equipment readiness data (Fully Mission Capable (FMC), Non Mission Capable (NMC), and Partially Mission Capable (PMC)) for the Commander’s Unit Status Report (CUSR).
- Displays the overall units maintenance readiness

### Additional Information

<table>
<thead>
<tr>
<th>What if …</th>
<th>Results</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>I run this report on 4 November for calendar month/year 9/2013? What results will display?</td>
<td>Data from 16 August through 15 September which is the September reporting period. (Historical AMSS Data)</td>
<td></td>
</tr>
<tr>
<td>I run this report on 4 November for calendar month/year 10/2013? What results will display?</td>
<td>Data from 16 September through 15 October which is the October reporting period. (Last Month AMSS Data)</td>
<td></td>
</tr>
<tr>
<td>I run this report on 4 November for calendar month/year 11/2013? What results will display?</td>
<td>Data from 16 October through 3 November. (Current AMSS Data for November)</td>
<td></td>
</tr>
<tr>
<td>I want the most current data to display. Today is 16 November. What should I enter in the calendar month/year field?</td>
<td>Enter 11/2013 and the results will display data from 16 October through 15 November which is the November reporting period. (Current Month AMSS Data)</td>
<td></td>
</tr>
<tr>
<td>Today is 20 November and I want the most current data. What should I enter in the calendar month/year field?</td>
<td>Enter 12/2013 and the results will display data from 16 November through 19 November. (Current AMSS Data for December)</td>
<td></td>
</tr>
</tbody>
</table>

Reminder:
Data displayed in BI includes the results of the previous day’s transactions performed in ECC.
Two Mandatory fields required, Force Element (FE) and Date

- Select FE Node using the selection box or enter FE Number

- Navigate through the FE selection
- Highlight the FE and add to selections column

*NOTE*
- The tree represents a hierarchy (Group of FE), triangle on left indicates structure.
- The equal symbol represents a single FE, small square on left indicates a single FE.
Two Mandatory fields required, Force Element (FE) and Date

- Select Date Node using the selection box or enter date in this format MM/YYYY

- Navigate through the Date selection
- Highlight the Date and hit ok
• The initial screen is the default report
• To view additional items, drag and drop any of the Free characteristics
• Columns and Rows can be shifted in any priority designated by the user
• Right click with your mouse and it will open up an options menu, the options allow you to filter, export, change text, etc…
Logic: This report will show you the projected maintenance readiness.

Use: This report will display the possible projected hours along with projected available hours.

Projected NMC hours and any accrued NMC hours

Projected FMC% along with the NMC hours relative to DA goal

How many possible hours can a particular fleet be placed in a NMC status before it falls below the DA standard (AR 700-138) of 90% FMC for the rating period

Users:
BN Maintenance SPO
BN Maintenance Officer
S4/G4 Maintenance Officer
S3/G3

Frequency: This report can ONLY be ran for the current readiness reporting period.
Two Mandatory fields required, Force Element (FE) and Date

- Select FE Node using the selection box or enter FE Number

- Navigate through the FE selection
- Highlight the FE and add to selections column

*NOTE*
- The tree represents a hierarchy (Group of FE), triangle on left indicates structure.
- The equal symbol represents a single FE, small square on left indicates a single FE.
Two Mandatory fields required, Force Element (FE) and Date
  • Select Date Node using the selection box or enter date in this format MM/YYYY
  • Navigate through the Date selection
  • Highlight the Date and hit ok
• The initial screen is the default report
• To view additional items, drag and drop any of the Free characteristics
• Columns and Rows can be shifted in any priority designated by the user
• Right click with your mouse and it will open up an options menu, the options allow you to filter, export, change text, etc…
Logic: This metric report is designed for Managers to view and manage the unit/activity shop stock across the command. This report includes a look at a summary of stocks and a detail look at shop/bench stock.

Use: The report allows managers a look at total cost of shop/bench stock and quantity on-hand. It also allows managers to quickly identify zero balance lines.

Users:
BN Maintenance SPO
BN Maintenance Officer

Frequency: Weekly or as needed

Supplemental Material: Job Aid
URL link found on page 55
Navigate to Report

1. Click the Plant Maintenance folder to display the contents.
2. Click the Shop Stock folder to display the contents in the Details section on the right.
3. Double-click the Shop Stock Report name to open.
1. The SLOC prompt is mandatory as indicated by the red arrow and requires an entry be selected.
2. To populate a list of values click the Refresh icon.
3. Highlight the applicable storage location(s).
4. Click the Arrow to the Right icon.
5. Click the Run Query button.
The Stock Summary Report opens displaying a summary of each UIC associated with the storage locations (SLOC) selected on the input screen. The MRP types include PD, ZM, ZP and ZV.

1. Click the Input Controls icon to open the Input Controls window. From here you can change the results displayed by selecting one or multiple storage locations, a stock type or one or multiple MRP types.
2. Click the Shop Stock Detail Report tab at the bottom of the window.
After selecting the Shop Stock Detail Report tab, managers will be able to view the zero balance lines. To view zero balance lines do the following:

1. After reviewing the data displayed in the default view, click the # sign in the Batch section of the Input Controls window.
2. Click the OK button to update the results to show zero stock lines only.
3. In the I&S Input Control section select P to display only prime NIIN and hit OK.
Logic: The Customer Satisfaction Report measures Demand Accommodation/Satisfaction against all Customer Standard Transfer Orders (STOs)/Purchase Orders (POs) for the given SSA over a specified period of time.

Use: The Customer Satisfaction Report is used by Material Managers to ensure DA compliance with performance metrics IAW with DA 710-2 para 1-22. Material Managers can use the tools within BI Customer Satisfaction Report to perform analytics by dragging in free characteristics to monitor SSAs performance.

Users:
SSA Accountable Officer
Material Managers (MM)

Frequency: Monthly or As needed

Supplemental Material: Training Bulletin 000155 XBRWM290
URL link found on page 55
Customer Satisfaction Report (Continued)

1. Log into GCSS-ARMY, click the Home tab to populate the Detailed Navigation section.

**Note**: Content displayed in the detailed navigation depend on level of authorization.

2. To access the Customer Satisfaction Report, expand the supply folder.
   - Supply
   - BI Bex Supply Reports
   - Customer Satisfaction Report

3. Double Click on the Customer Satisfaction Report

4. Enter applicable SLoc and date, click OK
This report displays the following data: Demands, Accommodation, Accommodation Rate %, Satisfaction, Satisfaction Rate %, and Fill Rate %

**Demands:** Total number of customer request received during the period covered

**Accommodation:** The percentage of all valid demands received which match the item on the ATF list

**Satisfaction:** The percentage of all valid demands for ATF items that were filled to a level of at least 90%

**Fill Rate:** Measures the performance of an SSA to satisfy a request from a supported customer. DA Goal: All IPGs = 30%; IPG 1 = 40%

![Customer Satisfaction Report](image-url)
Logic: Demonstrates the capability, along with the best business practices, when executing Web Intelligence (Webi) reports and opening reports.

Use: The Supply Performance Report provides Accountable Officers and Material Managers with SSA daily performance. It displays supply statistics for one or more storage locations (SLOCs) of Supply Support Activities (SSAs) for a specified period of time.

Users:
SSA Accountable Officer
Material Managers (MM)
Support Operations (SPO)

Note: The time period is set, by default, to the previous day's transactions.

Frequency: Daily or as needed

Supplemental Material: Training Bulletin 000165 XBRWM290
URL link found on page 55
1. Log into GCSS-ARMY, click the Home tab to populate the Detailed Navigation section.

**Note:** The User’s position/role determines the content displayed in the Detailed Navigation section. Users can access their authorized content only.

2. Expand the following folders to access the Supply Performance Statistics Report.
   - Supply
   - BI Bex Supply Reports
   - Supply Performance Statistics Report

3. Double Click on the Supply Performance Statistics Report

4. Enter applicable criteria, click OK
Once the Supply Performance Statistics Report has been called up the following data displayed: POs, Goods Mvmts, Idocs, Deliveries, Physical Inv

POs- the total # of customer orders created, rejected, walk ups, created

Goods movements- internal movements of the given SSA for the period covered
IDocs: show all Cancellation, follow ups, and modifications

Show overdue deliveries for SSA
Physical Inventory-shows all inventories completed for that time period
Logic: Demonstrates the capability, along with the best business practices, when executing Web Intelligence (Webi) reports and opening reports.

Use: The Customer Satisfaction Report measures the total time it takes for a customer request to pass through the system (from STO/PO creation to PGR). CWT presents the time in days for selected Supporting SSAs.

Users: SSA Accountable Officer
Material Manager (MM)
Support Operations (SPO)
Sustainment Brigade (SB)
Army Sustainment Command (ASC)
Theater Sustainment command (TSC)
Expeditionary Sustainment Command (ESC)

Frequency: Monthly or as needed

Supplemental Material: Training Bulletin 000232
URL link found on page 55
1. Log into GCSS-ARMY, click the Home tab to populate the Detailed Navigation section.

**Note:** The User’s position/role determines the content displayed in the Detailed Navigation section. Users can access their authorized content only.

2. Expand the Supply Tab and click on Customer Wait Time Report.
   - BI Launch Pad
3. Double Click on the BI Launch Pad Tab
4. Double Click GCSS-ARMY Folder
5. Double Click Supply Folder
6. Click on CWT or CWT Detail Report
The Customer Wait Time report is displayed initially and is a summary report.

Click the Individual SSA tab to display the data for each SSA listed in the CWT tab.
In the CWT Detail report, you can click the document number in the PO/STO column and go to the GCSS-Army transaction ZEDF (Extended Document Flow) to display all of the documents associated with the receipt.
**Logic:** Demonstrate the capabilities, including best business practices relating to pulling a Web Intelligence (Webi) report or navigating through the report.

**Use:** The Overage Reparable/Recoverable Management Report is based on Material Recoverability Code Z, O, and Blank. GCSS-Army generates a return document upon post good issue at the SSA. Return documents include: ZRL, ZRX, ZXS or YRR.

ZRL: Return delivery to SSA provided material
ZRX: Return delivery to external provided material
ZXS: Excess requisition
YRR: Property Book return

**Users:**
SSA Accountable Officers
Support Operations (SPO)
Material Managers (MM)
Sustainment Brigade (SB)

**Frequency:** Monthly or as needed

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**Supplemental Material:** [Training Bulletin 000166](#)  
URL link found on page 55
1. Log into GCSS-ARMY, click the Home tab to populate the Detailed Navigation section.

**Note:** The User’s position/role determines the content displayed in the Detailed Navigation section. Users can access their authorized content only.

2. Expand the following folders to access the Overage Reparable Management Report.
   - BI Launch Pad
   - Double click on Supply Folder
   - Choose either Overage Reparable Management Report or Overage Reparable Management Detail
   - Refresh values to populate SLOC(s)
   - Enter desired SLOC(s) in ENTER
   - Run query

This report displays the total number of returns pending, the total expected dollar value associated with the returns, and a breakdown of returns by less than 10, between 11 and 30, between 31 and 60, and greater than 61 days. The Overage Reparable Management Detail report includes all of the details of the open Purchase Request associated to the Customer Units. The report is displayed on the following page.
Overage Reparable/Recoverable Management (Continued)

To get to ORM detail report
1. Click on SLOC
2. The detail report populates with individual customer return STO/PO information
   * If there is not an STO/PO in report the unit has not created the turn in yet
For further research of return STO/PO double click if one is available, this will take you to ME23N to review Purchase order history.
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Training & URL Links

SAP Business Objects Overview and Navigation

Military Time Conversion Charts

Consolidate Property List:

Daily Activity Report:

Unit Equipment Readiness Listing:

Total Asset Visibility Report:

DA 2715 Feeder Report:
Shop Stock Report:

Customer Satisfaction Report:

Supply Performance Report:

Customer Wait Time Report:

Overage Reparable Management Report