



MINISTRY OF DEFENCE

JSP 886 DEFENCE LOGISTICS SUPPORT CHAIN MANUAL

VOLUME 4 MATERIEL ACCOUNTING

PART 202 MANAGEMENT OF AND ACCOUNTING FOR MATERIEL IN LAND UNITS USING UNICOM

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SECTION 0: FOREWORD

1. The contents of this document are being absorbed into the main JSP 886: Defence Logistic Support Chain Manual or replaced by other MOD documents as part of a rolling programme. The current status of this document and a guide to where content has been moved to is at Figure 1.

Figure 1: Status of Sections

Original Element	Action
Section 1: System Procedures	
Scope	
Introduction	
Aim	
Introduction to UNICOM Q Accounting – Unit Guide	
Hierarchy of Responsibility	JSP886 Volume 4 Part 1
Specific Duties and Responsibilities	
Section 2: Setting Up UNICOM Stores Accounts	
UNICOM Stores Accounts Commodity Codes	
UNICOM Stores Accounts Standard Names and Identifiers	
Stores Location Codes	
Annex A: UNICOM Stores Accounts Location Codes	
Appendix 1 to Annex B: UNICOM Accounts - Stores Location Creation Matrix	
Section 3: Transferring from Manual to UNICOM Stores Accounting	
Authority to Transfer	
Audit Trail	
Retention of Manual Accounting Documents	
Confirmation of Transfer	
Interim Manual Accounting	
Annex A: Documentation Subject to Checking and Retention on Account Transfer	JSP886 Volume 4 Part 1
Equipment Table (ET)	
Miscellaneous Stores Account (MSA)	
Unit Spares Account	
Ammunition Account	
Clothing Account	
Fuel and Lubricants Account	
Section 4: UNICOM Stores Accounts - Accounting Principles	JSP886 Volume 4 Part 1
Classification Criteria	
Control of Vouchers	
Use of Transfer Voucher (AF G1049)	
Accounting for Consumable Items	
Clothing Account	

OWNERSHIP AND POINTS OF CONTACT

2. The policy, processes and procedures described in the Defence Logistics Support Chain Manual (JSP 886) is owned by Director Joint Support Chain (D-JSC). Head Supply Chain Management (SCM-Hd) is responsible for the management of JSC policy on behalf of D JSC.

3. This instruction is sponsored by DES JSC SCM (Pol Dev) who should be approached in case of technical enquiries about the content:

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SECTION 1: SYSTEM PROCEDURES

SCOPE

1. This instruction relates to the procedures for the relevant stores accounts held by units using the UNICOM Q package. This applies to the operation of UNICOM Q in barracks (UNICOM 2) and for the procedures when using UNICOM Out of Barracks (OOB).

INTRODUCTION

2. JSP 886 is the principal publication which provides policy and procedures for units on materiel matters. After the transfer of stores accounting to UNICOM it is not possible to fully comply with all regulations and guidance contained in other instructions for the various commodity accounts. This pamphlet seeks to address these variances and provide policy and procedures.
3. UNICOM Q functional software provides a vehicle for computerised stores accounting. A standard framework for setting up accounts is a necessary prerequisite for the system to be universally understood and accepted and to enable training and audit procedures to be firmly based.

AIM

4. This instruction aims to introduce the general principles for setting up UNICOM Q stores accounts, closing manual accounts, operating accounts, stocktaking and to authorise any variances in regulations between the manual accounting system and automated methods of operation.

INTRODUCTION TO UNICOM Q ACCOUNTING – UNIT GUIDE

5. This instruction has been produced to act as a Unit Guide (Reference Manual), for UNICOM Q Accounting procedures, and is to be read in conjunction with the Standard Priority System, and the accounting procedures for the various commodity accounts contained in JSP 886 Volume 4 Part 201.
6. Those wishing to find more detail of a particular UNICOM module should consult the Stores Hard Copy Document given to the Systems Administrator (SA) of each unit when UNICOM was installed. Further assistance can be obtained from:
 - a. Logistic Support staff at Formation Headquarters.
 - b. Single Point of Contact, Telephone: Mil 96600 8910, Civil 0870 600 8910.
7. This pamphlet will be updated when changes to the UNICOM Q package occur.

SECTION 2: SETTING UP UNICOM STORES ACCOUNTS

UNICOM STORES ACCOUNTS COMMODITY CODES

1. The UNICOM Q functional software has categorised stores items into Commodity Codes. When it is required to restrict an account to a single commodity, eg Ammunition, the account is allocated the relevant single Commodity Code. If it is necessary for the account to contain more than one commodity, eg Clothing account, Equipment Table, then the account is allocated the multi-Commodity Code 99.

2. The standard UNICOM Q stores accounts are to be allocated the Commodity Codes shown at the table below:

Table 1: UNICOM Stores Accounts Standard Names and Identifiers

Account Description	Commodity Code	Account Name	Account Identifier	Account Type	Account Code	Date Account Activated
(a)	(b)	(c)	(d)	(e)	(f)	(g)
Clothing Account	99	CLO.UIN	CLO	Normal		
Miscellaneous Stores Account	99	MSA.UIN	MSA	Normal		
Expense Stores Account	99	EXP.UIN	EXP	Normal		
Operational Ammunition Account	02	AMMOOP.UIN	AOP	Normal		
Training Ammunition Account	02	AMMOTRG.UIN	ATR	Normal		
Equipment Table Account	99	ET.UIN	EQP	Normal		
Unit Spares Account	99	USA.UIN	USA	Normal		
Fuels and Lubricants	99	FL.UIN	FAL	Normal		
BOWMAN	99	BOWMAN.UIN	BMN	Normal		

UNICOM STORES ACCOUNTS STANDARD NAMES AND IDENTIFIERS

3. When UNICOM Q area functional software is first brought into use, stores accounts need to be created by the Account Holder(s). The system allocates an Account Code automatically and in the order the accounts are created; once allocated the system does not allow the Account Code to be amended. All systems are to include all the accounts listed at Annex A to this section. Where possible they are to be created in the order listed. It is probable that not all accounts will be activated when first created. Units are to maintain a master list of accounts created and enter the date each account is activated; Annex A to this section may be used for this purpose. An account is activated when the first transaction is executed. This procedure will ensure standard Account Names and, so far as possible, Account Codes, on all systems.

4. The standard stores accounts listed at Table 1 to this section should meet all normal unit requirements. Some units may require additional accounts and these can be created as necessary and added to the master list.

5. **Creating Additional Accounts.** Accounts are created by using Maintain Stores Account screen. The Commodity Code must be appropriate to the stores for which the account is being created. The Account Name comprises a maximum of 8 characters plus the Unit Identity Number (UIN) (maximum permissible field length for Account Name is 17 characters). If additional accounts are created, the details are to be recorded on the unit master list of accounts referred to above.

6. **Account Identifiers.** As a means of easily identifying a specific account, a unique 3 character code is created. The list of account names at Annex A to this section include the Account Identifiers for the standard stores accounts.

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STORES LOCATION CODES

7. Clearly defined stores locations within a unit are to be codified on the UNICOM system to enable:
 - a. Electronic distribution.
 - b. Complete visibility by the Account Holder and Manager.
 - c. Stocktaking to be carried out efficiently.
 - d. Management snap checks to be carried out efficiently.
8. A recommended method of stores location codification is at Annex A to this section.
9. **Bowman.** Bowman should be accounted for on UNICOM using the platform as the stores location. Units are to create their communication equipment account where this has not already been done. Accounts are to be named nnn BOWMAN.UIN (nnn – auto generated. UIN – UIN of the holding unit as appropriate). Items are to be brought to account by NSN or MPN (where the NSN is unknown only). Under no circumstance are items to be brought to account using pseudo NSNs. The platform(s) are to be used as the store locations by VRN in accordance with the initial BOM and updated to include any additional issues to meet concessions agreed at conversion. All Man-packs are to be allocated a stores location of “{Acctno}RADSTO”.

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ANNEX A: UNICOM STORES ACCOUNTS LOCATION CODES

(Introduced in Paragraph 8)

GENERAL

1. Stores locations within a unit are to be allocated codes. This will enable:
 - a. The stores on a UNICOM Stores Account to be electronically distributed.
 - b. The Account Holder to view all holdings.
 - c. Stocktaking and management snapchecks to be carried out efficiently.
2. Stores Location Codes are compiled by the unit Q staff using a Stores Location Creation Matrix (see Figure below) and entered on to the system by the System Administrator (SA) using Maintain Lookup Tables (Screen AZ01) Option 7 – Stores & Equipment Locations. The required stores locations should be identified codified and entered on the system before an account is first activated and then updated as necessary
3. There are two Fields on Screen AZ01 - Unit Code and Description - and the necessary information to populate these Fields must be passed to the SA.

UNIT CODE FIELD - COMPILING A STORES LOCATION CODE

4. There are two types of stores location required for the UNICOM Stores Account:
 - a. Stores distributed to locations within the QM/QM(T) main stores areas. This location will be a precise identity of where items are stored.
 - b. Stores distributed to sub-units. This location will identify the sub-unit holding the items.
5. Reference to buildings, sub units etc should be avoided, this will negate the requirement for a major stores location change exercise should the store be sited elsewhere.
6. The Stores Location Code is made up of a maximum of 10 characters. In compiling the Stores Location Code these 10 characters are to be divided into 2 parts; a 3 character group which identifies the account on which the item is held (the Account Group) and a maximum 7 character group which identifies the storage location (the Location Group). Not all 7 characters need to be used for the location group:
 - a. **Account Group (Mandatory).** The account group part of the Location Code is based on the Account Code allocated to an account when it is first created on the system (see Annex A). For example, the Clothing Account is allocated Account Code 02 therefore the account group part of the Location Code will be 002. The Account Group part of the Location Code is compiled in the same way for both types of stores location described in paragraph 4a and b above.
 - b. **Location Group (Optional).** For stores distributed to locations within the QM/QM(T) main stores area (Paragraph 4a above) a code could be compiled as follows:

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- (1) An item on the Clothing Account which is to be stored in Row C, Rack 1, Bin A, Box 01 is codified as - C1A01:
- (2) The full Location Code for this example in the Clothing Store would be - 002C1A01, where:

Code	=	Description
002	=	Clothing Store
C	=	Row C
1	=	Rack 1
A	=	Bin A
01	=	Box 01

- (3) For stores distributed to sub-units (Paragraph 4b above), each account is to have a single location created to identify each sub-unit. Each sub-unit is to have a unique Location Group. For example, an Account Holder/Manager decides to distribute stores from the MSA(M) and Expense Account (T) accounts to A Coy, which has been given the unique Location Group code of 1000. The 2 complete Stores Location Codes will be:

MSA(M) 0031000
Exp(T) 0091000

An item on the Equipment Table Account distributed to B Company would be given the Location Code - 0112000 where:

Code	=	Description
011	=	ET
2000	=	B Coy

Figure 2: UNICOM Accounts - Stores Location Creation Matrix

Location (a)	Description (b)

7. The Location Group part of the Location Code **should not refer to a sub-unit name, building or store etc.** as this cannot subsequently be changed. This information, if required, can be entered onto the Description Field, which can be amended as necessary. This will enable, for example, the re-allocation of accommodation within barracks and incoming units to take over the same system without going through the lengthy and laborious stores location naming process. Those units which wish to include a direct reference to a sub-unit name should refer to the Description Field, details of which are given below.

DESCRIPTION FIELD

8. The Description Field is a free text area which can be used as directed by the Account Holder. It is recommended that it contains the textual description of the actual whereabouts of the Location Code:

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- a. In the case of stores held in the QM/QM(T) main stores areas (Para 4a above) this will be a detailed description, eg: Clothing Store Row C Rack 1 Bin A Box 01.
 - b. For stores held in a sub-unit the description will name the sub-unit general location only, eg: ET B Coy Store Room
9. The Description Field can be amended as required.

SECTION 3: TRANSFERRING FROM MANUAL TO UNICOM STORES ACCOUNTING

AUTHORITY TO TRANSFER

1. Units are to ensure authority to transfer from manual to UNICOM based accounting has been given. Authority may only be given, in writing, by the Commander Logistic Support of the relevant Formation HQ. The procedure detailed below is applicable to all QM accounts.

AUDIT TRAIL

2. In order to maintain a correct, complete and clear audit trail, the manual account must be closed down as follows:

a. Carry out a 100% stocktake by a Board of Officers and a managerial examination of the manual account before closure. On completion of the Board of Officers, and after any necessary adjustment action, the account is to be ruled off with a Red Line under the final balance and annotated:

“Certified the above balance has been transferred to UNICOM”

b. The above is to be signed by the President of the Board of Officers.

c. For clothing items in a sized range a list of all NSNs and quantities by MATCON is to be added below the red line. The detail listed is to be used as the Initial Stock figure for opening the UNICOM account.

d. After the Initial Stock transfer exercise is complete and before any transactions take place a Stock Levels Report is to be printed and checked against the final manual account figures to ensure the detail transferred is correct. The Stock Levels Report is to be retained with the Manual Account documentation.

RETENTION OF MANUAL ACCOUNTING DOCUMENTS

3. Manual accounts and all supporting documentation, including the final AF B6535 Certificate of Stocktaking and Managerial Examination, are to be retained (see JSP 886 Volume 4 Part 1 Section 3). Documentation subject to checking and retention on account transfer is shown at Annex A to this section.

CONFIRMATION OF TRANSFER

4. Units are to inform, in writing, the Commander Logistic Support of the relevant Formation HQ once the transfer exercise is complete.

5. UNICOM based accounting should not commence until the closure of the manual account has been ratified by the relevant Formation Log Sp staff.

INTERIM MANUAL ACCOUNTING

6. There may be occasions when it is necessary to operate an interim manual account, for example, on a failure of the system or for a deployment out of barracks.

SECTION 4: UNICOM STORES ACCOUNTS - ACCOUNTING PRINCIPLES

CLOTHING ACCOUNT

1. In addition to software and screen material the following documents are included in the UNICOM Clothing Account:
 - a. AF B6535.
 - b. AF G1033.
 - c. Issue Transaction Summaries (ITS).
 - d. Supply Issue Vouchers or other supply agency documentation (endorsed with UNICOM generated Receipt Voucher Number).
2. AF H1157, together with a signed copy of the initial Record of Personal Holdings agreeing the accuracy of transfer are to be retained until all stores accounting units throughout the Army have transferred to UNICOM. Until that time, as individuals are posted/discharged, the AF H1157, together with a copy of the current Record of Personal Holdings (signed by the individual), is to be forwarded to the new unit / APC Glasgow.
3. AF H8500 is not applicable to UNICOM Clothing accounts as the account sheets run continuously.
4. The results of the Re-Order Level (ROL) calculations are to be entered on UNICOM System Screen. RU01- 'Maintain Account Quantities' handles the ROL calculations. Use UTA 1 to set up Clothing Entitlements - Clothing, instead of AF H8500.
5. The 6-monthly management checks of hearing protective equipment cannot at this time be recorded on the Record of Personal Holdings (the UNICOM replacement for AF H1157) and are therefore to be recorded on a local proforma. The check is to continue to be recorded on AF H1157 until such time as a UNICOM software solution is found. See also Paragraph 10 above on retention of AF H1157.