

Section 5: REPORTS

Reports are produced from information entered into the ACPIN System database. These reports may be displayed on-line, printed, or issued to other output devices. Reports are accessed by selecting "Reports" from the menu options at the top of the ACPINS Forms & Reports Menu screen. This will allow the user to choose options from a drop-down list.

Click on Reports.

Within the ACPINS system, screens with the list function may be used by inputting partial information in the data field and the "Wild Card" (%) or place the % and then the information. When partial information is entered the data will display in the list format. Select the applicable CPIN from the list and click "OK". Examples of commonly used data are category and major function (86C%) or the identifier (%BILL%).

CPIN ORDER SUSPENSE REPORT

The CPIN Order Suspense Report displays by CPIN the status of the user's requests. This report will show the approval code of the ES and MCTR, and the FDO for FMS.

Select "CPIN Order Suspense Report".

Enter the "CPIN", "ES Code, "MCTR" and/or TODO code. Select "Report".

Close the report by clicking on File and Exit or by clicking on the "x" in the upper right hand corner. This will return you to the "Forms & Reports" menu screen.

COMBINATION CPIN

The "Combination CPIN" report will show the "Combination CPIN" and all "Applicable CPINS". You may query this Report by using either the "Combination CPIN" or an "Applicable CPIN". From the "Forms & Reports" menu select "Reports", and then select "Combination CPIN".

Enter Category and major function, and select the list feature or enter the CPIN if known.

Select a CPIN from the list and click "OK".

Click the "Report" button.

This report may be printed and/or saved. Close the report by checking on the “x” in the right hand corner. Exit the report. This will return you to the “Forms & Reports” menu screen.

CPIN TO TAIL NUMBER

The CPIN to Tail Number report will display the tail number(s) associated with a CPIN. At this time only KC-135 tail numbers are available in the system.

Select “CPIN to Tail Number” from the “Reports” drop down menu. Enter a CPIN, or use LIST to select a CPIN and click on Report.

This report may be printed and/or saved. Close the report by checking on the “x” in the right hand corner. Exit the report. This will return you to the “Forms & Reports” menu.

CPIN REQUEST ACTION

CPIN Request Action Screen will display all the actions that have taken place on a CPIN starting with the request for the CPIN up to the latest update action. You may choose one or all of the following to be included in your report: Approval Date, Initiator Name, Initiator Role, ES Criteria, Country Code, and Media Type. Enter data into one or more fields.

Select fields to be displayed. This report may be printed and/or saved.

Exit the report. This will return you to the Forms and Reports menu screen.

CPINS CANCELED IN PAST 12 MONTHS

The Report displays the date a CPIN was canceled and who canceled it. Select “CPINS Canceled in Past 12 Months” from the Reports menu. Enter the CPIN or leave % for all CPINS. Enter the “MCTR”. You may change the “Start Date” and the “End Date” to query for a specific time frame that is within the one-year period. Click Report.

This report may be printed and/or saved. Exit the report. This will return you to the “Forms & Reports” menu screen.

CSRL - COMPUTER SOFTWARE REQUIREMENTS LIST

The CSRL Report displays the CPINs for which a requirement has been established. You may query by CPIN or by the TODO code. Select “CSRL” from the “Reports” menu.

Enter your TODO code and /or a CPIN. You may select a CPIN using the list feature. Click “Report”.

This report may be printed and/or saved. Exit the report. This will return you to the “Forms & Reports” menu screen.

LIST OF DENIED CPINS

The “List of Denied CPINS” lists all CPINS that have been “Denied” by the Equipment Specialist or Managing Center.

Select “List of Denied CPINS” from the “Reports” menu. Enter the “CPIN” or “%” if user would like to view all CPINS. You may select a CPIN using the List feature. Enter the “MCTR” or “%”. One field must contain data or user will view all CPINS for all MCTRs.

Select a CPIN from the list and click OK.

Click Report.

This report may be printed and/or saved. Exit the report. This will return you to the Forms and Reports menu screen

LIST OF RE-IDENTIFIED CPINS

This report will display the date a CPIN was re-identified, the old CPIN and the new CPIN.

Select “List of Re-Identified CPINS” from the Reports menu. Enter either the old or the new CPIN. Click on “Report”.

This report may be printed and/or saved. Exit the report. This will return you to the “Forms & Reports” menu screen.

MANAGING CENTER ES CODES

This report displays the MCTR, name, routing, and phone number associated with a particular ES Code.

Select “Managing Center ES Codes from the Reports menu.

After the report displays click “Query” located in the upper left-hand corner to clear the report.

Place the cursor in the “ES Code” field and enter the ES code. Click Query.

The information for that ES code will be displayed. This report may be printed and/or saved. Exit the report. This will return you to the “Forms & Reports” menu screen.

REQUISITION REFERENCE

This report will display all the requisitions for a particular CPIN or TODO code. Enter the CPIN or use the List feature, your TODO Code or the Requisition #. Select the items you want displayed on the report and click on report.

This report may be printed and/or saved. Exit the report. This will return you to the Forms and Reports menu screen.

TAIL NUMBER TO CPIN REPORT

The Report will display the model and applicable CPINs associated with a particular tail number.

Select "Tail # to CPIN" from the Report menu. Enter Tail # and click report.

This report may be printed and/or saved. Exit the report. This will return you to the "Forms & Reports" menu screen.

WARFIGHTER CROSS-REFERENCE

The Warfighter Cross-Reference displays a report of selected data fields. This report is also available through the "ACPINS Menu" screen.

Select Warfighter Cross Reference from the Reports Menu

Enter a CPIN, System, and Model, Subsystem and/or suite or use the List feature. Leave CPIN blank if want data for several CPINs.

Place cursor in the find field before the % mark and type in F-16A.

F-16A will highlight. Select OK at the bottom of the screen. Select the items to be displayed on the report. Click "Report".

The report will appear in PDF. If the report contains several data fields you may need to enlarge the screen and use the scroll bar to view the entire report. This report may be printed and/or saved.