

Appendix E: Quick Report Reference

▪ **Billing**

Generate Billed Transactions	Lists all billed transactions for a specified month.
Account Transaction	Summaries all transactions that have occurred for a specified account code or order number
Billing Information	Reports all transactions for completed direct sales orders to finance for all accounts.
Open Order Billing	Produces an open account summary for end of the fiscal year billing for all reimbursable non Forest Service orders only. This includes all accounts except 1550 for BLM, and all accounts except P-Code accounts for USFS.
Incident Summary	Summarizes all items issued, returned, and surveyed on an incident or project.
Outstanding Items Report	Summarizes and itemizes all items still outstanding at an incident or project.
Consolidated Incident Summary	Summarizes all items issued, returned, and surveyed, for specified incidents or projects at all caches. This option is not currently available.

▪ **Kits**

Kit Contents	Lists all components within a specified kit.
Kit Summary	A consolidated summary listing the number of kits that can be built using the existing inventory levels. In addition, the kit summary option will list the items short for a specified kit, if a quantity is desired.
Kit Packing List	The packing list will identify all cache items and quantities contained within a specified kit.
Cache Item in Kit	A consolidated list of kits containing a specific cache item(s).

▪ **Catalog Information**

Cache Item	Lists all information for specified cache items.
NFES Catalog	Lists all information pertaining to a specific cache item or a range of cache items.
Box Labels	Prints box labels for specified cache items. Box label information includes, cache item number, cache item description, quantity per box, and weight.

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	Ship Labels	Prints shipping labels for a specified issue or customer and will include name, address, city, and zip code.
▪ Critical Items	NICC Critical Items	A consolidated listing of the nationally identified critical cache items. Summarizes inventory quantities at a given point in time.
	Local Critical Items	A consolidated listing of all locally identified critical cache items.
▪ Customer Information	Customer	Prints a listing of all customers and customer contact information by state. A single state or ALL may be specified.
	Incident/Project	Prints a listing of all incidents/projects supported by the cache.
▪ Inventory	Stock Status	Lists the current status of all items within a specified cache including cache item description, inventory level, location, and price.
	Accountable Inventory	Lists all or a specified accountable property item.
	Accountable Inventory Status	Lists the current status of all or specified accountable property.
	Below Minimum	Lists cache items that are below minimum stocking level as defined by their host organization and as specified in their fire support plans.
	Above Maximum	Lists the cache items that are above the maximum stocking levels as defined by their host organization and as specified in their fire support plan.
	Duplicate Location Redistribution	Lists all cache items with duplicate locations. Lists cache items available for redistribution at your cache.
	Item Expiration	Lists all cache items with an expiration date.
	Non-Accountable Inventory Discrepancy	Lists all inventory discrepancies for non-accountable cache items for a specified cache I.D., cache item, or cache item principle name.
	Cache Item Transaction	Lists all cache item transactions for specified cache item or a range of cache items.
	Cache Item History	Provides an historical accounting of all cache

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		items or a specified cache item. A range of dates and total only may be printed. This will produce the information for year-end reporting.
	National Cache Item Repository	Produces information for those items stored in the repository. There are the items that are not available for update at cache sites, but the information is transferred to their databases—the repository manager uses this report.
	Accountable Inventory Disposal	Lists all disposed accountable property.
	Non-Accountable Inventory Disposal	Lists all non-accountable cache items that have been disposed. It may be run for a single cache item, all cache items with a specified principle name, or by transaction type—the default is ALL.
	Accountable Inventory Worksheet	This report will produce an inventory worksheet for all or specified accountable cache items.
	Non-Accountable Inventory Worksheet	Will produce an inventory worksheet for all non-accountable cache items.
▪	Issue Documents	
	Issue	This report produces the issue or obligated cache items for an order. A single issue number or a range of issue numbers may be printed. Issues containing hazardous materials will print first, then the remaining cache items.
	Issue Shortage	This report produces a list of items that were determined to be “short” when the order arrived at the incident or project.
	Shipping Status	After entering data into the Issue Transportation window, a shipping status window will display. Any freeform data entered in the shipping status window will print on this report.
	Reserved Cache Items	Lists all cache items reserved for a customer.
	Backordered Cache Items	Lists all backordered cache items for a specified order number of customer I.D. or all backordered items for all order numbers and/or all customer I.D.'s.
▪	Return Documents	
	Return Worksheet	This report will print a return worksheet for a specified incident. It will list all items shipped,

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	Return	returned to date, and all outstanding items. Lists all items returned to the cache.
	Open Workorder	Lists all open workorders or a specified workorder.
▪ Loss/Use	Local Loss/Use	Lists local loss/use actual and acceptable percentages of each cache item issued to or returned from a specified incident. The report divides consumable, durable, and property items into separate sections and displays the total loss percentage for each section.
	Consolidated Loss/Use	Lists all loss/use actual and acceptable percentages for all cache items issued and/or returned. This report option is not currently available.
▪ Procurement	Open Purchase Order	Lists the status of one or more purchase orders and will include quantity on order, quantity received, and quantity outstanding.
	Open Requisition	Generates a list of open requisitions.
	Supplier	Lists all suppliers and may be run for all suppliers and all cache items, or for all items from a specified supplier.
	Item Purchases Historical	Provides an historical listing of all purchases made for a specified time period and/or for specified items.