

Unit

2 Orders, Reference Guide

Objective:

Upon completion of this unit the student should be able to process orders, backorders, transfers, and reserve cache items

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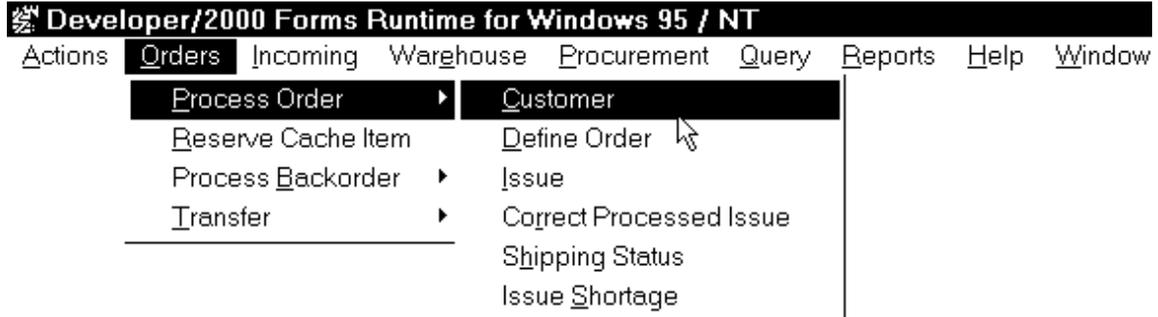
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Define New Customer

Before processing an order, you must define a new customer.



From the ICBS Main Menu:

Go To: Orders
Select: Process Order
Click On: Customer

ICBS
Customer
Customer Unit Id
Name
Address
City
State Zip
Phone Number
Contact Name
OK Cancel

This process is used to define a new customer or update an existing one.

Mandatory fields are indicated by **BOLD** typeface throughout the application.

The *Customer Unit I.D.* field uses the following syntax: **__-__-__** and must be entered before any other field. Hyphens are system generated and do not need to be entered.

If the customer already exists, the *Name*, *Address*, *City*, *State*, *Zip*, and *Phone Number* fields will automatically display. Otherwise, you will be prompted for the information.

For multi-line text fields, such as the *Address* field, use **CTRL-Tab** to move the cursor forward, **CTRL-Shift-Tab** to move the cursor backward.

The ability to manually delete a customer is available. The customer may not be deleted until all records containing that customer record have been archived off the system.

Exercise 2A: Define New Customer

- ▶ **Shortcut:** When moving from one field to the next, you may point and click on the next field or use the Tab key to move to the next field. (*This does not apply to multi-line fields, e.g., Address*).

- 1. Click on the *Customer Unit I.D.* field and enter: **CASHF**
(*Hyphens are system generated and do not need to be typed in*).

- 2. Enter the Customer Name, Address, City, State, Zip Code, and Phone Number.
Customer Name: **Shasta-Trinity N.F.**

Address: **2400 Washington Avenue**

City: **Redding** State: **CA** Zip Code: **96001**

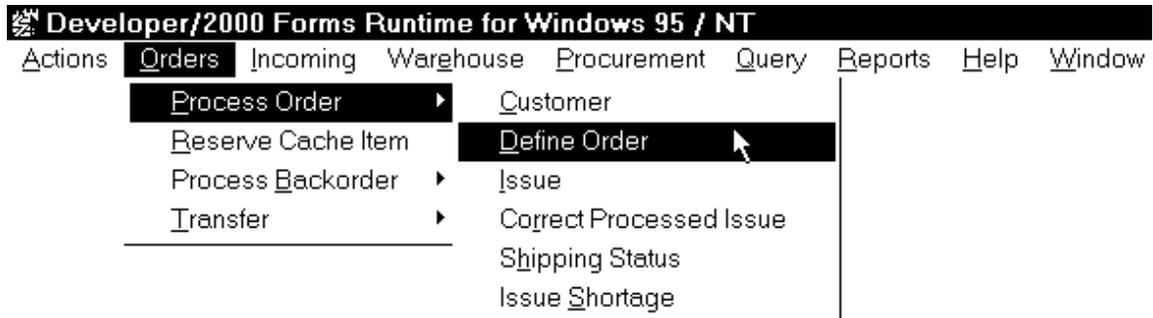
Phone Number: **530-246-5222**

- 3. Enter Contact Name: **Sbear**

- 4. Click on **OK** to continue and the new customer will be defined.

- 5. Click on the **Exit** icon and return to the main menu.

Define Order



From the ICBS Main Menu:

Go To: Orders
Select: Process Order
Click On: Define Order

This process is used to define a new incident order or update an existing one.

ICBS
Incident Order
Other

Order Number | | Yr | |

Name | |

Jurisdiction Unit ID | | Lov | Desc | |

Customer Unit ID | | Lov | Name | |

Date Started | 06/01/2000 |

Date Contained | |

Date Closed | |

Cache ID | |

FS - Order Acct Code | |

BLM - Order Acct Code | |

Other Acct Code | |

Phone Number | |

Status | A |

OK Cancel

You must first select the order type, *Incident* or *Other*. Once an order type has been selected, it cannot be changed.

Define Order, contd.

The *Order Number* for incidents must be entered in the following syntax: __ - __ - _____. The hyphens are system generated and do not have to be typed in. The syntax for *Other* orders does not include hyphens.

If the incident order number already exists, *Name*, *Jurisdiction Unit I.D.*, *Jurisdiction Desc*, *Customer unit I.D.*, and *Name* will automatically display. Otherwise, you will be prompted for the needed information.

A *List of Values (LOV)* check box is available for the *Jurisdiction Unit I.D.*, and the *Customer Unit I.D.*

The *Date Started* field must be entered in the following syntax: 00/00/2001
Four digits are required for the year. A separator must be entered for the month and date. A slash (/), dash (-), or period (.), may be used.

The *Cache I.D.* field will default to the primary cache. If a Forest Service (FS) cache I.D. is entered, a FS order account code must be entered. If a BLM cache I.D. is entered, a BLM order account code must be entered.

Click on *OK* to finish defining the incident or *Cancel* to clear the form.

- ▶ **Note:** Order status can be either be “A” Active or “I” Inactive. If an order is marked inactive, no transactions may be made against that order.

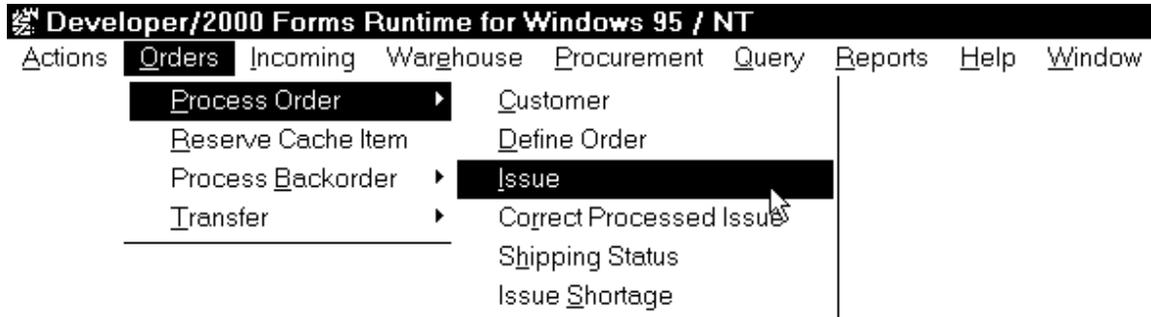
Exercise 2B: Define a New Incident Order

1. Access the ICBS Incident Order menu option.
2. Enter the Incident Order Number: **CASHF5400**
3. Enter the Incident Name: **ABC Misc**
4. Click on the LOV (List of Values) button to view the Jurisdiction Unit I.D. options.
5. Scroll through the listing of LOV I.D.'s and descriptions, select **CASHF** and click on **OK** to execute the process.

The Customer Unit I.D. and description information will autofill.

6. The Date Started field will default to the current date.
7. Click on the **FS Order Acct Code** field and enter: **P56100**
(The Date Contained and Date Closed information may be entered later.)
8. The Phone Number field will autofill, if it has been previously defined. Otherwise, you may enter the phone number, including area code.
9. Click on **OK** to execute the process and the new incident will be defined.
10. Click on the **Exit** icon to return to the main menu.

Issue



From the ICBS Main Menu:

Go To: Orders
Select: Process Order
Click On: Issue

ICBS

Incident Other

Issue

Cache ID CANCK Issue No Lov Order No Lov Year

Incident Name

Origin Date/Time 05/22/2000-1118 Rect Date/Time 05/22/2000-1118 Order Priority

Customer Unit ID Lov Shipping Unit ID Lov

Name Name

Address Address

Zip Phone Zip Phone

Contact Name Contact Name

Jurisdiction ID Lov Desc

Order Acct Code

Other Acct Code

Shipping Acct Code

Transport Mode Lov Desc

Required Delivery Date/Time 05/22/2000-1118

Comments

Pending Cancel

This process is used to create a new issue or edit an existing one. You must select *Incident* or *Other Order* before entering any other information.

A *LOV* option is available for *Issue Number*, *Order Number*, *Customer Unit I.D.*, *Shipping Unit I.D.*, *Jurisdiction I.D.*, and *Transport Mode*.

The *Comments* field allows for input of 240 characters that will print on the order. It is for the entire issue and may be updated by pressing **CTRL-e**. A pop-up screen will display, allowing you to enter comments information, press **Return** to execute.

After entering the header page information, click on the **Next Screen**  icon to move to the cache item screen.

Issue, contd.

ICBS
 Incident
 Other
 Cache ID [] Issue No [] Lov Order No [] Lov Year []
 Incident Name PRESUPPRESSION ORDER - LNF

Line Num	Request Number	Cache Item	Qty RFI	U/I	Qty Requested	Qty Issue	Qty B.O.	Comments
		007238	1	EA	3	0		
		Desc MIRROR, signal, 2"x 3"						
		Desc []						
		Desc []						
		Desc []						
		Desc []						
		Desc []						

Comments [] Post Pending Cancel Split

You may now enter the *Request Number*, *Cache Items*, *Quantity Requested*, *Quantity Issued*, *Quantity Backordered*, and *Comments*. If an accountable property item is entered and a quantity is entered in *QTY Issue*, a pop-up list of property numbers will display. The number selected must match the *QTY Issue*. You may select or deselect the specified property numbers.

Click on the **Search**  icon to search for cache items or check quantities.

Click on the **Substitute**  **Item** icon when in the *Cache Item* field and a *LOV*

will display the substitute items that have been defined in the item catalog process that are available for that cache item.

After all items have been entered, you have four options: **Pending**, **Post**, **Split**, or **Cancel**.

Pending—will stored the issued in pending status. This will allow for editing at anytime and the inventory quantities will not be decremented.

Post—will finalize the order and decrement inventory quantities from the database.

Split—allows you to divide the order among different accounting codes. The function applies to *Other* orders only.

Exercise 2C: Create An Issue

Create a new issue.

1. Access the ICBS **Issue** main menu.
2. Select the **Incident** button for order type.
3. Press **Enter** at the *Cache I.D.* field for the default cache I.D.
4. Enter header information for the following fields:

Order Number	Customer Unit I.D.	Shipping Unit I.D.
Contact Name	Jurisdiction I.D.	Shipping Acct Code
Transport Mode	Required Delivery Date/Time	
Comments, if any		

5. When done, click on the **Next Screen** icon to get to the next screen, or press **Return** when in the Comments field.

Exercise 2C: Create An Issue, contd.

6. Enter the cache items. When entering accountable items, click on or tab to the *QTY* Issue field, enter a quantity, and a pop-up screen will display all property numbers available for that cache item.

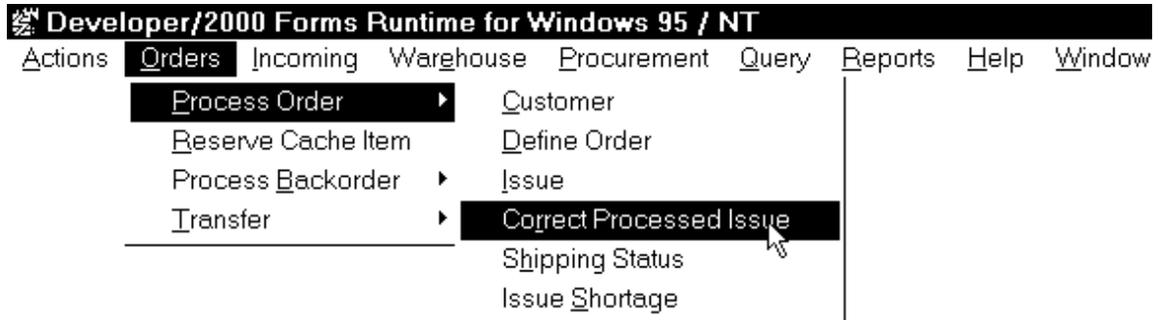
Scroll through the list and select the correct property number(s) by clicking on the check box. Or, enter the property number in the field below.

When done, click on **OK** and the property number(s) will autofill and you will be returned to the cache item screen.

Enter **CTRL-e**, if you would like to enter information in the *Comments* fields. The field allows for input of 240 characters but only twenty characters will print on the order.

7. After all cache items have been entered, click on **Post** to finalize the order.

Correct a Processed Issue



From the ICBS Main Menu:

Go To: Orders
Select: Process Order
Click On: Correct Processed Issue

ICBS **Correct Processed Issue**

Incident Other

Cache ID Issue No Order No Year

Incident Name

Origin Date&Time Rect Date&Time Order Priority

Customer Unit ID Shipping Unit ID

Name Name

Address Address

Zip Phone Zip Phone

Contact Name Contact Name

Jurisdiction ID Desc

Order Acct Code

Other Acct Code

Shipping Acct Code

Transport Mode Desc

Required Delivery Date&Time

Comments

The *Correct Processed Issue* function is available to managers and assistants only. This process will allow you to correct or change an order that has already been posted. Once an order has been issued, this is the only way it can be modified.

At the *Correct Processed Issue* screen, you must first select *Incident* or *Other*, then enter the issue number you would like to change or use the LOV option to display all processed issues.

After selecting an issue, click on the **Next Screen** icon to get to the cache items screen.

Correct a Processed Issue, contd.

ICBS									
Correct Processed Issue									
Incident									
Other									
Cache ID	CANCK	Issue No	2000142	Low	Order No	CA-WNP-000	Low	Year	2000
Incident Name		PRESUPPRESSION ORDER - WNP							
Line Num	Request Number	Cache Item	Qty RFI	U/I	Requested	Qty Issue	Qty B.O.	Comments	
		000570	137	EA	2	2			
	Desc	SHIRT, fire, xx-large							
		000030	5,613	PG	2	2			
	Desc	BATTERY, size AA, 1.5 volt, penlight							
		000037	4,847	EA	35	35			
	Desc	CANTEEN, 1 QT (.9L), plastic, disposable, w							
		000606	311	EA	2	2			
	Desc	CAN, gasoline, safety, 5GL, DOT approved style							
		002165	99	EA	10	0		NONSTOCK	
	Desc	HANDBOOK, FIRELINE HANDBOOK APPENDIX B: FIR							
								Split	
Comments								OK Cancel	

Any item may be changed or deleted and new items may be added. Property numbers may also be added or change.

When making changes to accountable property, a pop-up screen will display when the cursor moves to the *QTY Issue* field and will allow you to select or deselect the specified property numbers. After making your selections, click on **OK** and you will return to the *Correct Processed Issue* screen.

Cancel will clear the form.

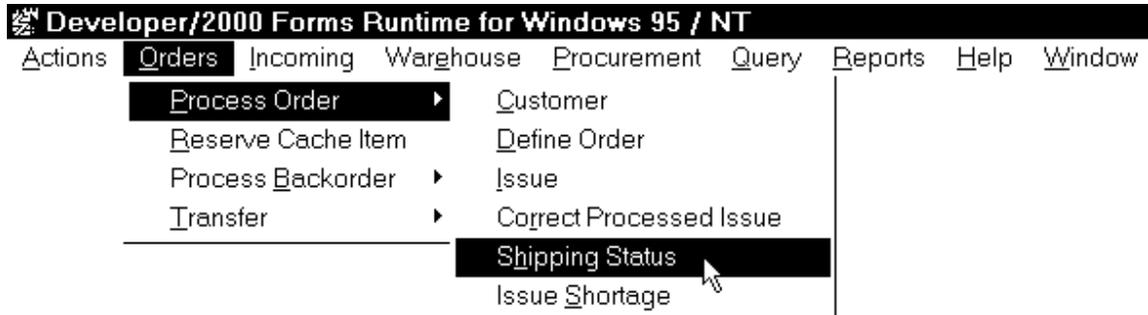
- **Please Note:** While the ICBS application supports corrections, this option should not be used in place of returns.

Exercise 2C: Correct a Processed Issue

Use the issue created in Exercise 2C.

1. At the *Correct Processed Issue* screen, enter the issue number or use the LOV option to display all processed issues. Select the issue to be modified and click on **OK**.
2. Go to the *Cache Items* screen and change the quantity for one of the cache items requested.
3. When done, click on **OK** and the issue will be corrected and posted.
4. Click on the **Exit**  icon to return to the ICBS main menu.

Shipping Status



From the ICBS Main Menu:

Go To: Orders
Select: Process Order
Click On: Shipping Status

This option allows you to input and update transportation information for issues and print a shipping status document.

ICBS **Shipping Status** →

Issue No. [] Lov Shipment No. [] Order No. [] Lov Year []
Name []

Transportation Mode [] Lov Desc []
Piece(s) [] Total Weight [] lb [] kg
Total Cubes [] ft [] mt

Shipping Itinerary Shipper Receipt

GBL Number [] Carrier ID [] Lov
Estimated Date/ Time of Departure [] Carrier Name []
Estimated Date/ Time of Arrival [] Shipping Tracking Ref No. []
Driver/Pilot Name [] **Date/Time Shipped** 05/22/2000-1121
Vehicle ID/A.C.Tail No. [] Date/Time Delivered []
Trailer No. [] Received By []

After entering the *Issue No.*, *Shipment No.*, *Order No.*, *Year*, and *Name* fields will autofill. Enter the *Transportation Mode* or select the *LOV* option. Enter the number of pieces, total weight, and total cubes for your order.

Enter the *Shipping Itinerary* and *Shipper Receipt* information. When done, click on the **Next Screen** icon to get to the portion of the form.

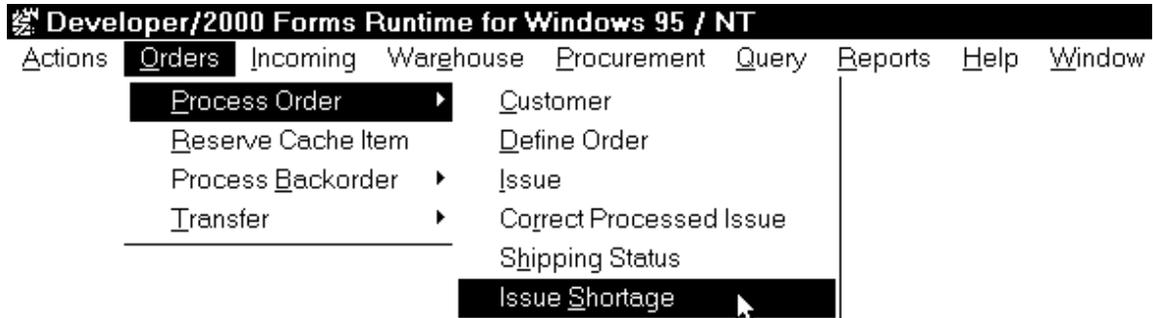
Shipping Status, contd.

ICBS	
◆ Shipping Account Code <input type="text" value="000000"/>	Issue Cost <input type="text" value="\$554.62"/>
Attn. To <input type="text"/>	Shipping Charges <input type="text"/>
Request Numbers <input type="text"/>	Attn. From <input type="text"/>
Items Shipped <input type="text"/>	
Items Backordered <input type="text"/>	
Items Cancelled <input type="text"/>	
Routing Information <input type="text"/>	
Comments <input type="text"/>	
Faxed To <input type="text"/>	Fax Date <input type="text" value="05/22/2000-1121"/>
Order Complete <input type="text"/>	
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

The *Shipping Account Code* and *Issue Cost* will autofill. Enter the *Attn. To*, *Shipping Charges*, *Attn. From*, *Items Shipped*, *Items Backordered*, *Items Cancelled*, *Routing Information*, *Comments*, and *Faxed To* fields. An *Issue Cost* field has been added to this screen while autofills the total issue cost for the issue number you've entered. The *Items Backordered* field has also been added to display backordered items for the specified issue number.

When done, click on **OK** to complete the shipping status information.

Issue Shortage



From the ICBS Main Menu:

Go To: Orders
Select: Process Order
Click On: Issue Shortage

The *Issue Shortage* process is available to managers and assistants only. It is used when making adjustments to an issue for items missing from a delivered shipment. For example, if ten shovels were shipped to an incident and only eight were received, the two shovels would be credited to the incident, but no transaction is written to adjust the inventory.

ICBS
Incident **Process Issue Shortage** Other
Cache ID Issue No Lov Order No Lov Year
Incident Name
Origin Date&Time 05/22/2000-1122 Rect Date&Time 05/22/2000-1122 Order Priority
Customer Unit ID Lov Shipping Unit ID Lov
Name Name
Address Address
Zip Phone Zip Phone
Contact Name Contact Name
Jurisdiction ID Lov Desc
Order Acct Code
Other Acct Code
Shipping Acct Code
Transport Mode Lov Desc
Required Delivery Date&Time 05/22/2000-1122
Comments

A *LOV* option is available for the *Issue No.*, *Customer Unit I.D.*, *Shipping Unit I.D.*, *Jurisdiction I.D.*, and *Transport Mode* fields.

When done entering the header information, press enter or click on the **Next Screen** icon to get to the cache items screen.

Issue Shortage, contd.

ICBS

Incident **Process Issue Shortage** →
 Other

Cache ID Issue No Order No Year

Incident Name

Request Number	Cache Item	Qty RFI	U/I	Qty Requested	Qty Received	Comments
<input type="text"/>	<input type="text" value="000570"/>	<input type="text" value="137"/>	<input type="text" value="EA"/>	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text"/>
Desc	<input type="text" value="SHIRT, fire, xx-large"/>					
<input type="text"/>	<input type="text" value="000030"/>	<input type="text" value="5,613"/>	<input type="text" value="PG"/>	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text"/>
Desc	<input type="text" value="BATTERY, size AA, 1.5 volt, penlight"/>					
<input type="text"/>	<input type="text" value="000037"/>	<input type="text" value="4,847"/>	<input type="text" value="EA"/>	<input type="text" value="35"/>	<input type="text" value="35"/>	<input type="text"/>
Desc	<input type="text" value="CANTEEN, 1 QT (.9L), plastic, disposable, w"/>					
<input type="text"/>	<input type="text" value="000606"/>	<input type="text" value="311"/>	<input type="text" value="EA"/>	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text"/>
Desc	<input type="text" value="CAN, gasoline,safety,5GL,DOT approved style"/>					
<input type="text"/>	<input type="text" value="002165"/>	<input type="text" value="99"/>	<input type="text" value="EA"/>	<input type="text" value="10"/>	<input type="text" value="0"/>	<input type="text" value="NONSTOCK ITEM"/>
Desc	<input type="text" value="HANDBOOK, FIRELINE HANDBOOK APPENDIX B: FIR"/>					

Comments

At the cache item entry screen, the only fields that can be modified are the *QTY Received* and *Comments* fields.

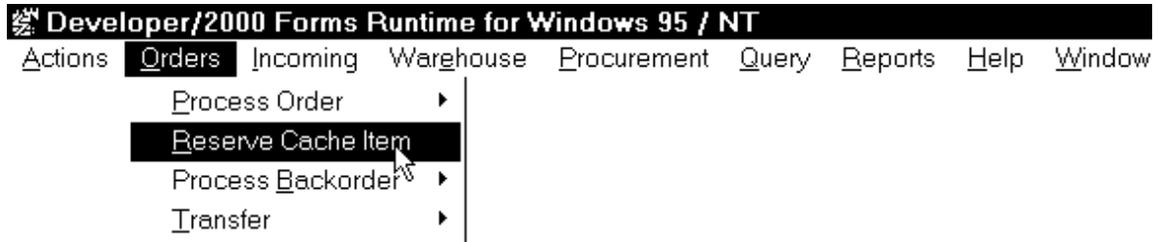
► **Please Note:** This process is for non-accountable cache items only.

Exercise 2E: Issue Shortage

Process an issue shortage using the order created in Exercise 2C.

1. Access the Issue Shortage menu option and select the issue you would like to update.
2. Enter the items short.
3. When done, click on **OK** to finalize the Issue Shortage. The incident will be credited those items that were short and the issue will be adjusted to reflect the change.
4. When done, exit to the main menu.

Reserve Cache Items



From the ICBS Main Menu:

Go To: Orders

Click On: Reserve Cache Item

This process will allow you to reserve cache items in anticipation of future needs. The inventory will decrement the quantity RFI and increment the quantity reserved by the specified amount. Any cache item, including kits and accountable property, may be reserved.

Once items are reserved, they must be issued or deleted to be removed from the reserved area.

ICBS
Reserve Cache Item

Cache ID

Customer Unit ID Lov Name

Cache Item	Description	Qty RFI U/I	Qty Reserved	Select for Issue
<input type="checkbox"/>				<input type="checkbox"/>
<input type="checkbox"/>				<input type="checkbox"/>
<input type="checkbox"/>				<input type="checkbox"/>
<input type="checkbox"/>				<input type="checkbox"/>
<input type="checkbox"/>				<input type="checkbox"/>
<input type="checkbox"/>				<input type="checkbox"/>
<input type="checkbox"/>				<input type="checkbox"/>
<input type="checkbox"/>				<input type="checkbox"/>
<input type="checkbox"/>				<input type="checkbox"/>
<input type="checkbox"/>				<input type="checkbox"/>

Reserve Cache Items, contd.

A valid *Cache I.D.* must be entered before any other field. If the *Customer Unit I.D.* already exists, the *Customer Name* will autofill and the cursor will move to the *Cache Item* field. If the *Customer Unit I.D.* does not exist, a pop-up window will display, allowing you to define a new customer.

After entering a valid *Cache Item*, the *Description*, *quantity RFI*, and *Unit of Issue*, will display. The quantity to be reserved may now be entered. A quantity greater than RFI may be entered, however, only the quantity RFI will be reserved. All reserved items will display on the cache items screen with the quantity reserved displayed.

Selecting the *Issue* button will display the issue form with the *Customer Unit I.D.* information carried over from the *Reserve Cache Item* form. Each item that has been selected for issue will be carried over to the issue form. A *Select All* option is available, if all cache items will be issued. You may also deselect any item if there has been a change in status.

If a quantity greater than the quantity reserved is entered in the quantity issue field, the remaining quantity will be taken out of RFI. If a quantity less than quantity reserved is entered in quantity issued, the remaining quantity will be taken out of reserved and returned to RFI.

Once an issue is finalized in this process, all items that appear on the issue will no longer show up as reserved.

Exercise 2F: Reserve Cache Items

Access the *Reserve Cache Items* menu option and complete the following exercise.

1. Reserve the following cache items:

Cache I.D.: **Enter your Cache I.D.**

Customer I.D.: **CA-SHF**

Cache Items:

1062 Bag, Sleeping

0033 Batteries, D

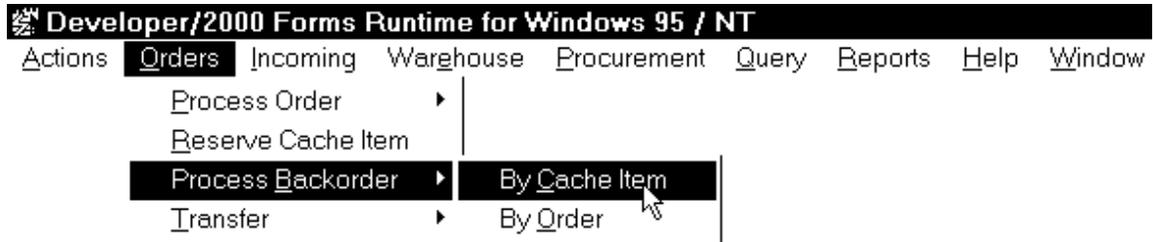
Quantity Reserved:

100 ea

24 pg

2. After entering the items, click on **OK** to finish the process.
3. Access the LOV option for *Customer Unit I.D.* to view the cache items reserved for that Cache I.D.
4. Select for issue the cache items you reserved previously. When done, click on **Issue**.
5. When done, click on the **Exit** icon to return to the main menu.

Backorders



From the ICBS Main Menu:

Go To: Orders
Click On: Process Backorder

Backorders may be completed by **Cache Item** or by **Order** number. Multiple cache items may be processed on one backorder by using the order number method. If using the cache item method, only one backorder may be processed at a time.

Selecting the *Issue* button will display the issue form with the *Cache I.D.*, *Customer Unit I.D.*, and *Order Number* field information carried over from the backorder form. At the issue form you may add, delete, or modify cache items.

Each item that is selected for issue will also be carried over to the *Issue form*. The *Select All* button will mark all items for issue. Cache items may also be deselected.

Once a backorder has been placed on an issue and finalized, the backorder will be decremented and the item will be deleted from the backorder list.

Backorder by Cache Item

Request Number	Order Number	Year	Customer Unit ID	Qty B/O'd	Backorder Date/Time	Select for Issue
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

Enter the appropriate *Cache I.D.* and the *Cache Item*. All backorders containing that cache item will display.

Backordered cache items must be processed one order at a time. Click on the *Select for Issue* button to specify which cache item you would like to issue.

From this point, you may produce an issue, delete items, delete lines, search for a request number, search for an order number or print the backorder listing.

Backorder by Order Number

Request Number	Cache Item	Shipping Unit ID	Qty B/O'd	Qty RFI	U/I	Backorder Date/Time	Select for Issue
	Description						<input type="checkbox"/>
	Description						<input type="checkbox"/>
	Description						<input type="checkbox"/>
	Description						<input type="checkbox"/>
	Description						<input type="checkbox"/>

Select the order type, *Incident* or *Other*, before entering any other information. Enter the *Cache I.D.* and *Order Number* information. A *LOV* option is available for the *Order Number* and *Customer Unit I.D.* fields. After entering the needed information, all backorders for that order number will display.

Multiple backorders by order number may be processed at the same time. Click on the *Select for Issue* button to specify which cache item(s) you would like to issue.

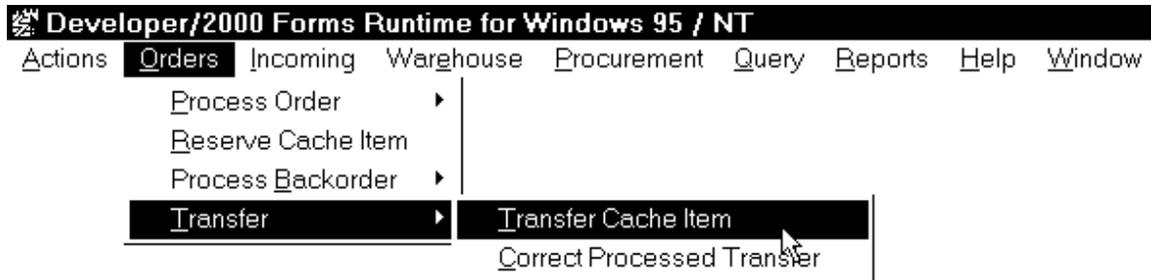
From this point, you may produce an issue, delete items, delete lines, delete an entire backorder, search for a request number, search for a specified item, or print the backorder listing.

Exercise 2G: Backorders by Cache Item and Order Number

Access the Backorder option and search by cache item.

1. Search all backorders with cache item: **0030, Battery, AA**.
2. Select NFES item, **0030 Battery, AA**, for issue and process the issue.
3. Print the issue to the screen.
4. Return to the backorder pull-down menu and select the *Backorder by Order Number* menu option.
5. Search all backorders using one of the incident order number(s) created in previous exercises and select one or two of cache items for backorder processing.
6. Process the issue and print.
7. When done, click on the *Exit* icon and return to the main menu.

Transfers



The transfer process consists of two options, *Transfer Cache Item* and *Correct Processed Transfer*. The *Transfer Cache Item* process allows for the transferring of cache items from one incident, project, or cache to another. The *Correct Processed Transfer* process allows those with Manager and Assistant Manager administrative access to correct transfers that have already been finalized.

From the ICBS Main Menu:

Go To: Orders
Select: Transfer
Click On: Transfer Cache Item

The screenshot shows the 'Transfer Cache Items' dialog box. It has a title bar 'ICBS' and a subtitle 'Transfer Cache Items'. There are two radio buttons at the top left: 'Incident' (selected) and 'Other'. At the top right, there are two radio buttons: 'Order Transfer' (selected) and 'Cache Transfer'. Below these are several input fields: 'Cache ID' (with a 'CANCEL' button next to it), 'Transfer Number', 'Order Number', 'Year', and 'Account Code'. There are 'From' and 'To' fields, each with a 'Lov' button. Below these is a 'Comments' text area. At the bottom, there is a table with the following columns: 'Request Num', 'Cache Item', 'Description', 'U/I', and 'Qty Transfer'. The table has several empty rows. At the bottom right, there are 'OK' and 'Cancel' buttons.

The order type, *Incident* or *Other*, must first be selected. *Order Number* for both the transferring incident or project and the receiving incident or project are required fields and must be entered before entering any other information. Once entered, the accounting code and a system generated transfer return number will autofill.

Transfers, contd.

This process automatically credits the transferring incident/project for the items being transferred. It will also issue the items to the receiving incident/project. All items transferred will be treated as RFI.

A transfer number will automatically be generated and will be in the following format: 209000. The “20” represents the year and the “9” is a transfer flag.

The transfer process will generate an issue and a return with the same number as the transfer. The transportation mode for the issue will be **TFER** for Transfer.

When the transfer is complete, an issue will be processed from the sending unit or incident and a return will be processed for the receiving unit or incident.

Corrections may be made to this screen at any time BEFORE it is finalized. The only way to make changes to finalized transfer is through the *Correct Processed Transfer* menu option.

- ▶ **Note:** If *Cache Transfer* is selected, an issue will be processed and quantities decremented from the inventory but no return will be generated. The quantity issued year to date will not be incremented.

Exercise 2H: Transfer Cache Items Between Incidents

Access the Transfer Cache Items menu option.

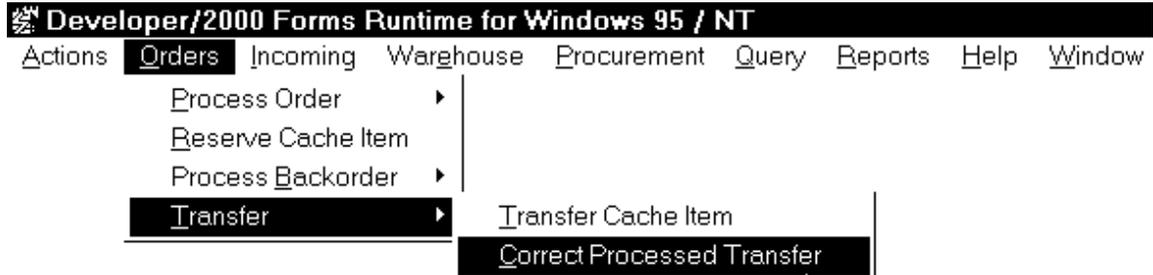
1. Select the order type: **I** (Incident)
2. Enter the transfer information for the sending unit.
3. Enter the transfer information for the receiving unit.
4. Enter the following caches items to be transferred:

Cache Item:	Qty to Transfer:
1149, Pump, Backpack, Outfit	20 ea
1016, Hose, Garden	25 lg

5. When done, return to the main menu.

Correct Processed Transfer

The *Correct Processed Transfer* process is available to those with Manager and Assistant administrative access only.



From the ICBS Main Menu:

Go To: Orders
Select: Transfer
Click On: Correct Processed Transfer

Once a transfer has been finalized, this is the only way it can be corrected. Each correction will produce additional transactions leaving the original transaction in place as an audit trail.

The screenshot shows the 'Correct Transfer Cache Items' dialog box. It has a title bar 'ICBS' and a main title 'Correct Transfer Cache Items'. There are radio buttons for 'Incident' and 'Other'. Below are fields for 'Cache ID' (with 'CANCR' entered), 'Transfer Number', and 'Lov'. There are also fields for 'Order Number', 'Year', and 'Account Code' with 'From' and 'To' labels. A 'Comments' text area is present. At the bottom, there is a table with columns: 'Request Num', 'Cache Item', 'Description', 'U/I', and 'Qty Transfer'. The table has several empty rows. At the bottom right, there are 'OK' and 'Cancel' buttons.

Correct Processed Transfer, contd.

The *Order Type* and *Cache I.D.* are required fields and must be entered before any other information. A *LOV* option is available for the *Transfer Number*, *Sending Incident (From)*, and *Receiving Incident (To)* fields.

The *Cache Items*, and the *QTY Transfer* fields may be modified. Changes will cause the transactions against the old account code to be reversed (via correct transactions) and new transactions to be created for the account code for the corrected order.

Selecting *OK* will finalize the process and change the specified information.

Exercise 2I: Correct a Processed Transfer

1. Retrieve the completed transfer(s) from the previous exercise.
2. Correct a few of the cache item quantities.
3. Finalize and print the corrected transfer.
4. Exit and return to the main menu.