Unit
4 Warehouse, Reference Guide

Objective: Upon completion of this unit, the student will be able to conduct basic cache item inventory functions and maintenance including kits, records management, annual inventory, and yearend processing.

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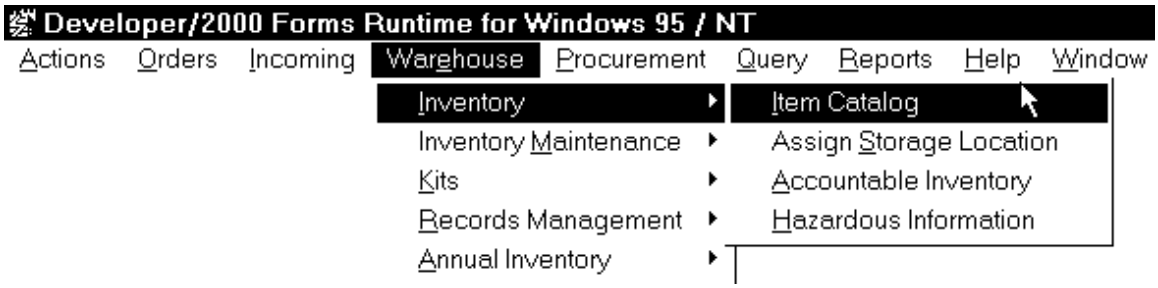
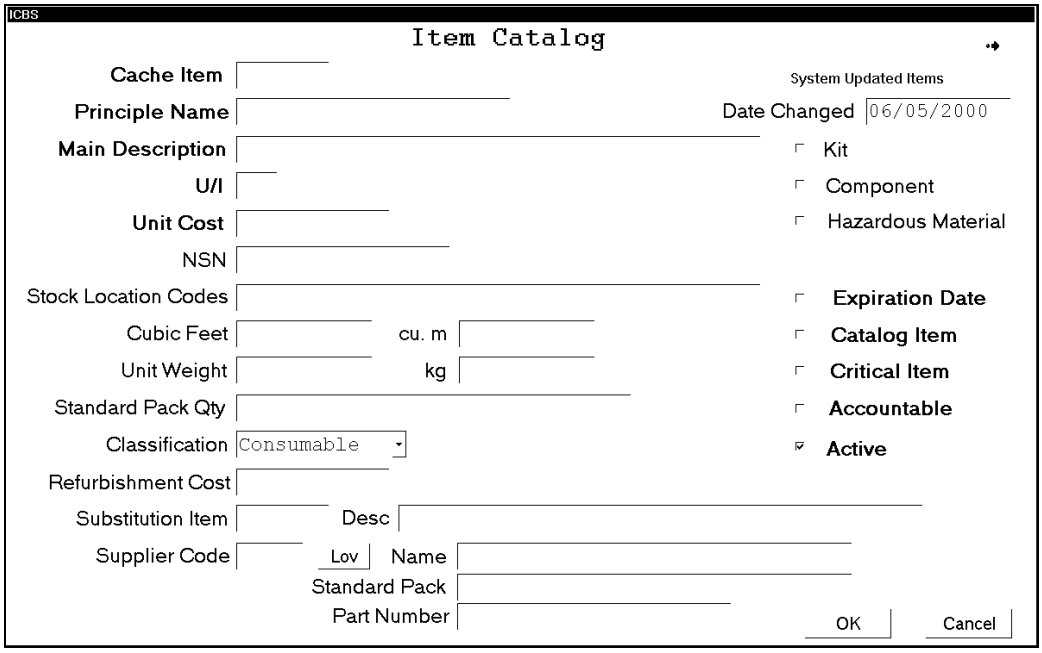


From the ICBS Main Menu:

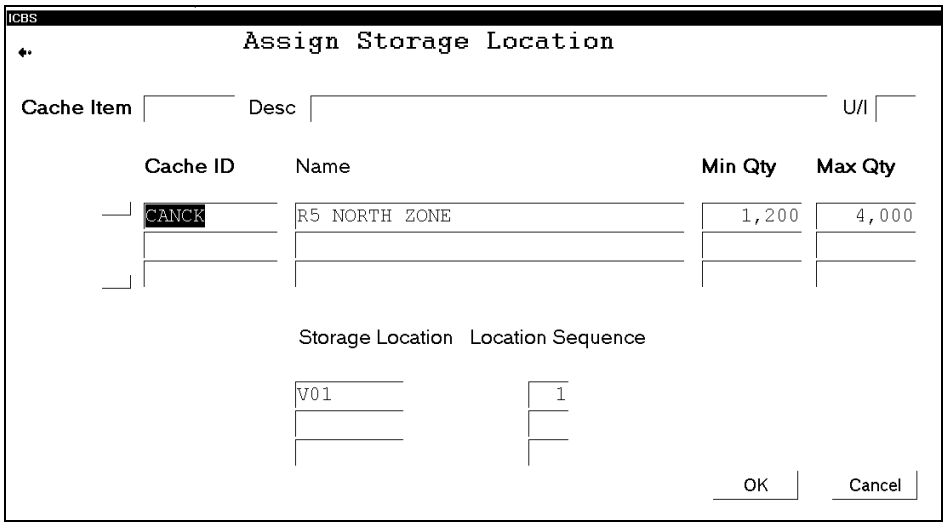
Go To: Warehouse
Select: Inventory
Click On: Item Catalog



This option is for inserting, updating, and deleting cache items and related catalog information. Information displayed is unique to that cache item. You will have the ability to insert local cache items (7000+), but you will not have the ability to insert national items (0001-6999).

From the Item Catalog Screen, you must first enter a cache item. If the item has not been defined, the cursor will move to the next field and the user may enter the required information in order to define the local cache item. All new cache items must be created with a classification code (e.g., consumable, durable, etc.).

For national items, you may update *Cubic Feet, Unit Weight, Refurbishment Cost, Substitution Item, Supplier Code, Status Flag, Expiration Date, Catalog Item Flag, Critical Item Flag, PMS Flag*, and *Accountable* Flag. The *Status* flag may be updated to *"I" (Inactive)* if all quantities are zero. If the item is used anywhere else in the system (i.e., a pending issue), an alert will notify you that the status cannot be changed.



When inserting a new local item, an alert box will display asking if the item should be assigned to a cache. If ***YES,*** is selected, the *Assign Storage Location* form will display. After saving and exiting the *Assign Storage Location* form, the *Item Catalog* form will display along with the next record.

The cache item description will display, as follows, throughout the system:

PRINCIPLE NAME, description

e.g. **BAG,** cloth sleeping bag

This format should be considered when entering a local principle name and description.

Classification codes will be used for the Fire Loss/Loss Use Report and are displayed as a pop-up display list. The values include: "C" Consumable, "D" Durable, "P" Accountable/Sensitive or "NULL". D1 = 10 percent, D2 = 20 percent, and D3 = 30 percent.

Records marked as inactive can have no transactions made against them and will not display on reports.

The preferred flag in Supplier will update when a supplier is added from the Item Catalog screen. A *List of Values (LOV)* check box is available for *Supplier I.D.*

Exercise 4A: Add Local Cache Item

1. Access the *Item Catalog* menu option and add the following information:

   Cache Item Number
   Principle Name
   Main Description
   Unit of Issue:
   Unit Cost:
   National Stock Number (NSN)
   Stock Location

   Cubic Feet
   Unit Weight
   Standard Pack
   Classification
   Refurbishment Cost
   Substitute Item
   Supplier Code

2. If entries are correct, click **OK,** and you local cache item will be saved to the item catalog.

3. When done, return to the ICBS main menu.

Exercise 4B: Modify National Cache Item

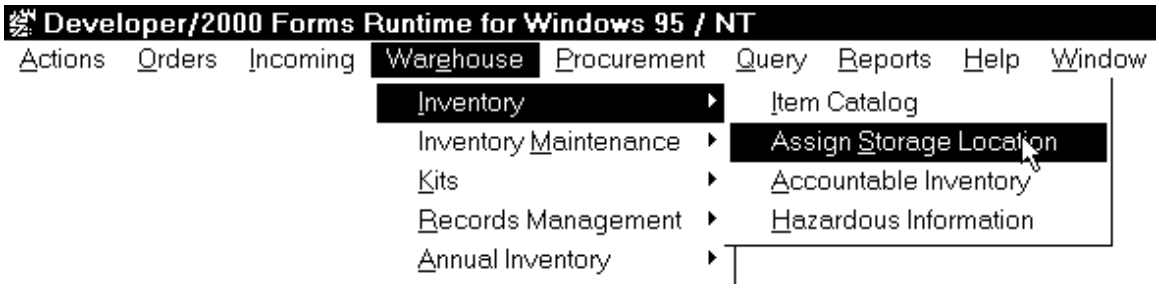
1. Access the *Item Catalog* menu option and modify the following national cache item.

   Cache Item: **0146**
   Change Status: **I** (Inactive)

2. When done, click **OK,** the status will be changed to inactive.

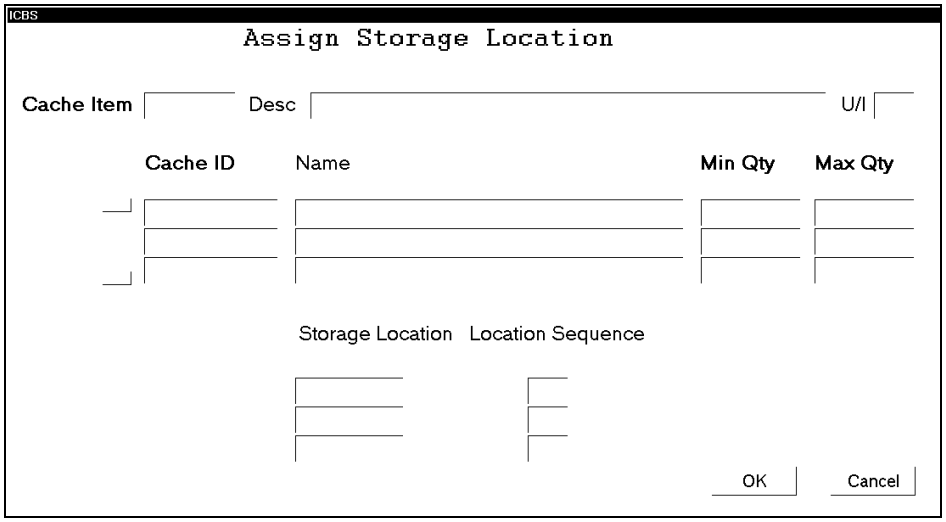
3. Return to the ICBS main menu.

Assign Storage Location



From the ICBS Main Menu:

Go To: Warehouse
Select: Inventory
Click On: Assign Storage Location



When assigning a cache item, all quantities except minimum and maximum quantities will default to zero. If the storage location is a null field, cache items will still print on reports.

When inserting a new local cache item through the item catalog screen, an alert box will display asking if the item should be assigned to a cache. If **YES,** is selected, the *Assign Storage Location* form will display. All records will be saved when exiting this form and you will be returned to the *Item Catalog* form.

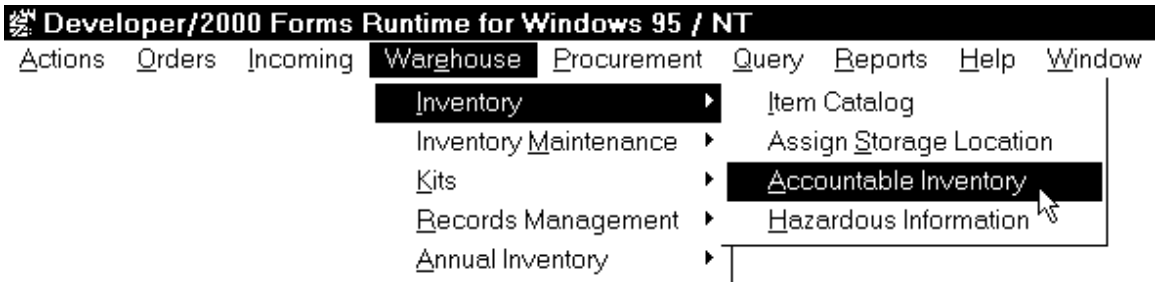
Exercise 4C: Assign Storage Location

1. Access the Assign Storage Location menu option and enter the following information:

   Cache Item Number
   Cache I.D.
   Storage Location

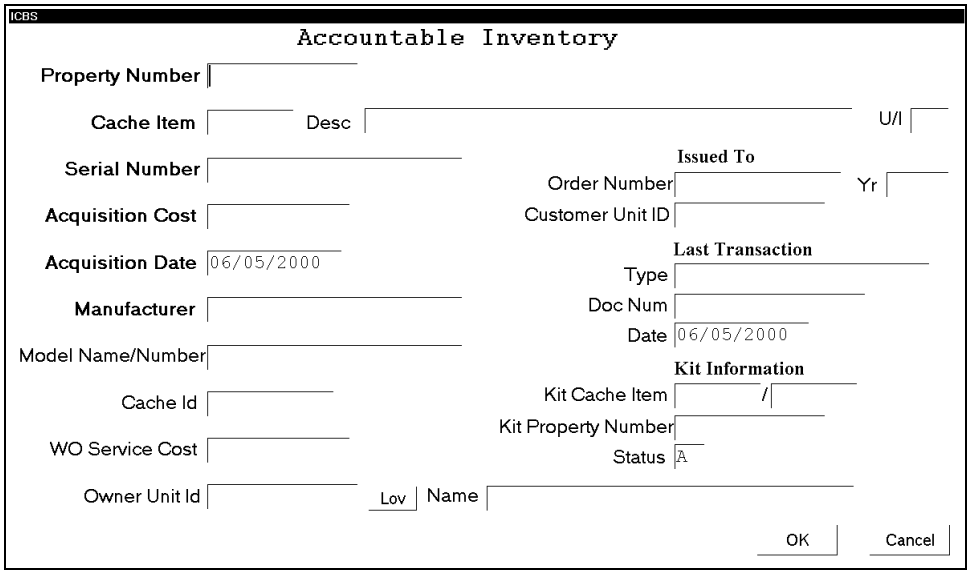
2. Click on **OK** to finalize the process and your cache item storage location will be assigned.

3. When done, return to the ICBS main menu.



From the ICBS Main Menu:

Go To: Warehouse
Select: Inventory
Click On: Accountable Inventory



The accountable inventory option is used only for the query and update of accountable property information. The screen may also be accessed via the receiving process.

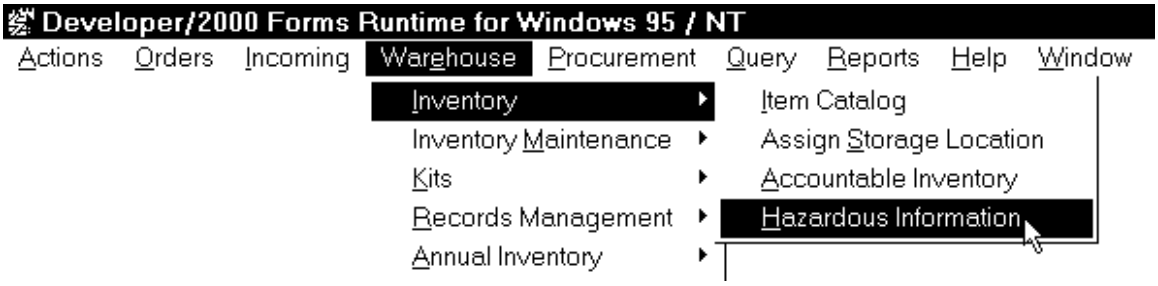
Exercise 4D: Change Accountable Property Fields

1. Access the Accountable Property menu option and enter the following information:

   Cache Item
   Model Name

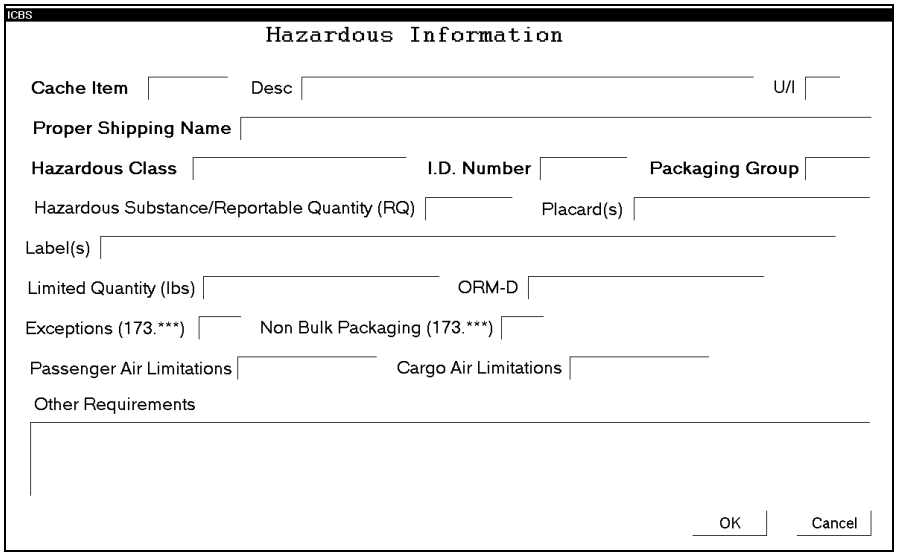
2. Click on **OK** and the accountable cache item model name will be updated.

3. When done, return to the ICBS main menu.



From the ICBS Main Menu:

Go To: Warehouse
Select: Inventory
Click On: Hazardous Materials



The Hazardous Materials option is used to insert, update, and delete cache items that are considered hazardous. If an item is entered through the *Hazardous Materials Code* field in the Item Catalog screen will be changed to a *Y* (Yes).

Exercise 4E: Update Hazardous Materials Information

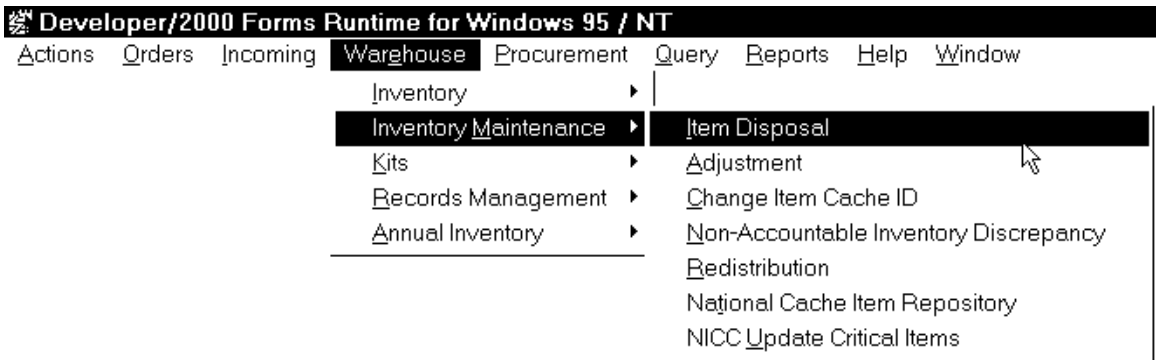
1. Access the Hazardous Materials menu option and enter the following information:

   Cache Item Number: 0105

   Enter Hazardous Substance/Reportable Quantity through Cargo Air Limitation.

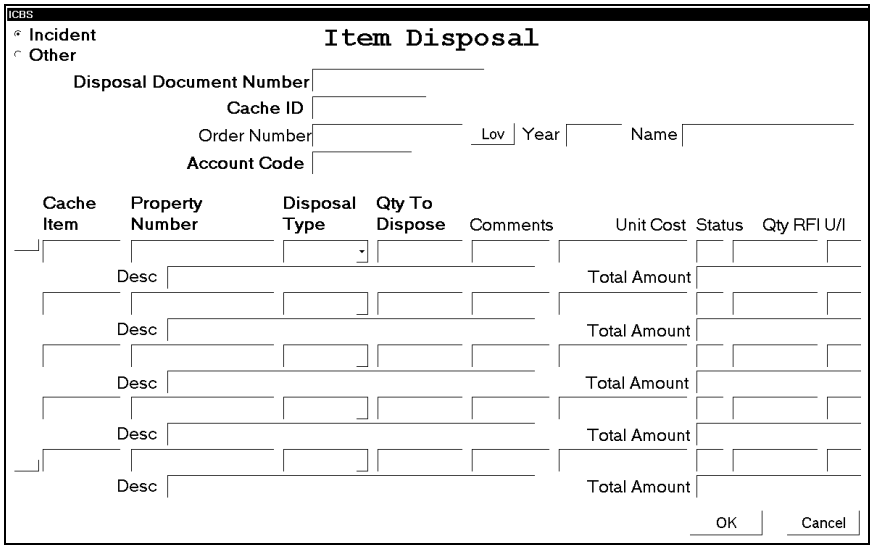
2. Click on **OK** and the hazardous materials information will be updated.

3. When done, return to the ICBS main menu.



From the ICBS Main Menu:

Go To: Warehouse
Select: Inventory Maintenance
Click On: Item Disposal



From the Item Disposal screen, you must first select *Incident* or *Other* order before any other field. You cannot change the order type once you have begun entering information unless the order number field is null. If an existing document number is entered, the header information will display. These numbers cannot be modified.

If an accountable item is entered, the quantity will default to one (1) and the property number field becomes mandatory.

Comments may be entered and exited by pressing *CTRL-e.*

Exercise 4F: Item Disposal

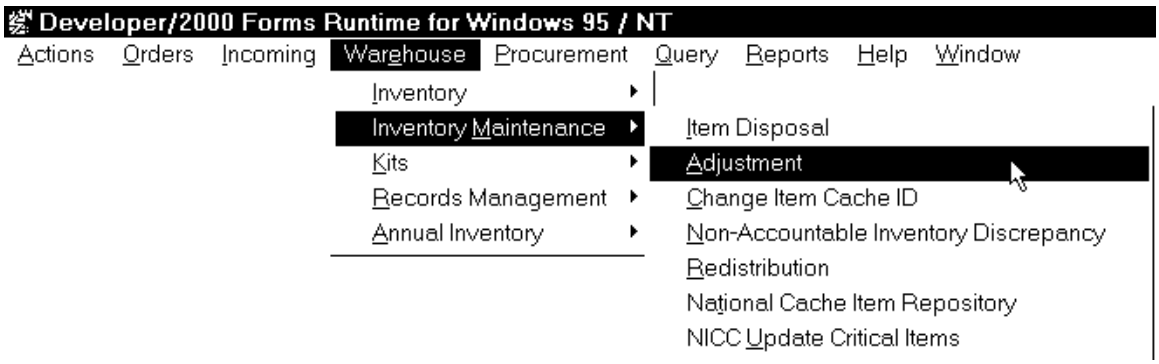
1. Access the Item Disposal menu option and enter the following information:

2. Select the *Other* order option.

3. Enter the following information:

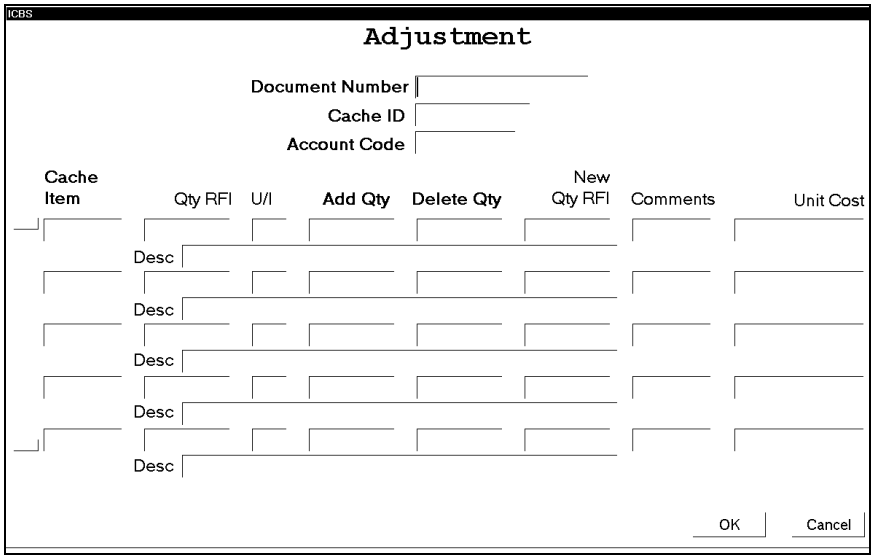
   Cache Item
   Disposal Type
   Quantity to Dispose

4. Click on **OK** to finalize the process and return to the main menu.



From the ICBS Main Menu:

Go To: Warehouse
Select: Inventory Maintenance
Click On: Adjustment



The adjustment option is available to the Manager and Assistant Manager administrative roles only.

From the Adjustment screen, you must first enter the *Document Number, Cache I.D.,* and *Account Number* before entering any other information.

If an existing document number is entered, the header information will display. These numbers cannot be modified.

► **Note:** Accountable property items cannot be modified through the adjustment process.

Exercise 4G: Adjust Cache Items

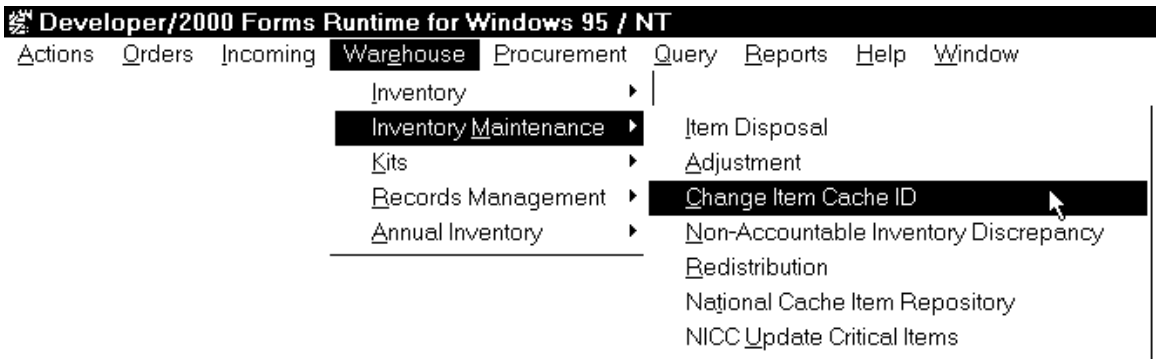
1. Access the Adjustment menu option and enter information in the following fields:
   Document Number
   Cache I.D.
   Account Code

2. Enter the cache item to adjust.

3. Modify the quantity and comments fields.

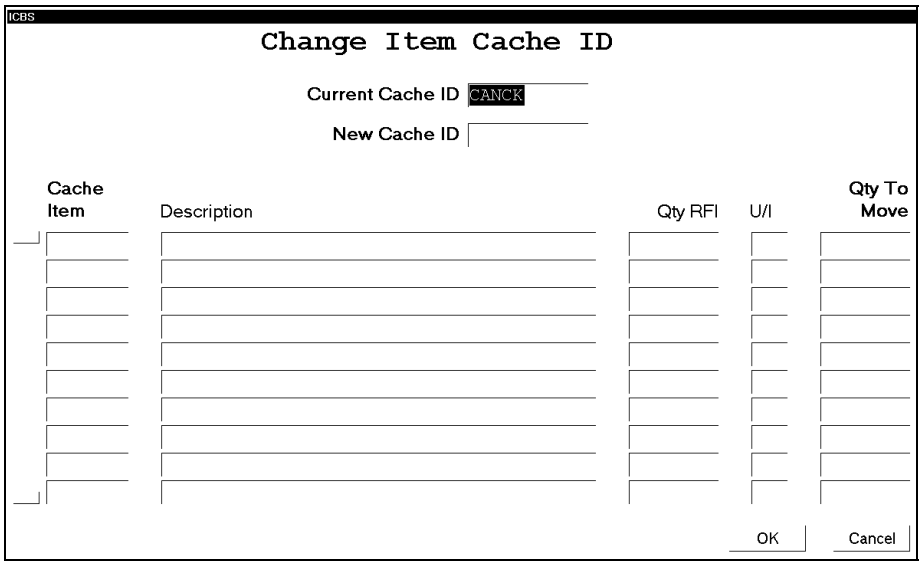
4. Click on **OK** and the cache items will be updated.

5. When done, return to the ICBS main menu.



From the ICBS Main Menu:

Go To: Warehouse
Select: Inventory Maintenance
Click On: Change Item Cache I.D.



From the Change Item Cache I.D. screen you must first enter the *Current Cache I.D.* and the *New Cache I.D.* before entering the cache item that will be changed.

If an accountable item is entered, a pop-up list of property numbers will display. After selecting the property numbers, click on **OK** and the quantity moved will autofill.

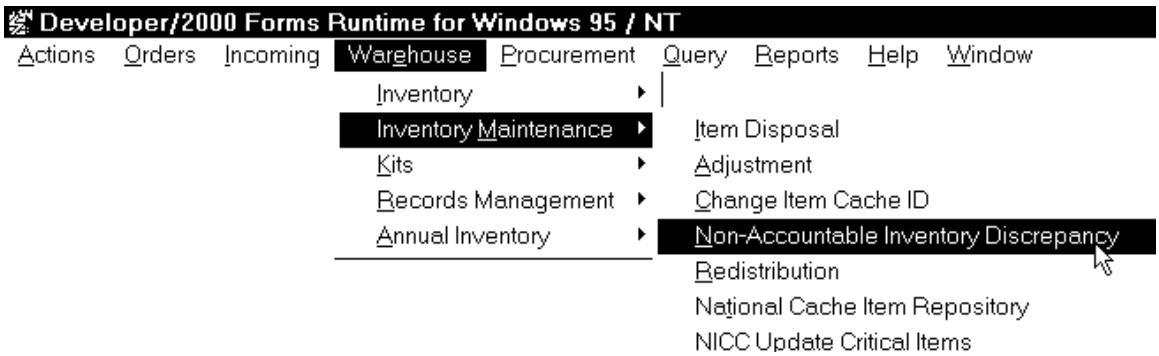
Exercise 4H: Change Item Cache I.D.

1. Access the Change Item Cache I.D. menu option and enter information into the following fields:

   Current Cache I.D.
   New Cache I.D.
   Cache Item
   Quantity to Move

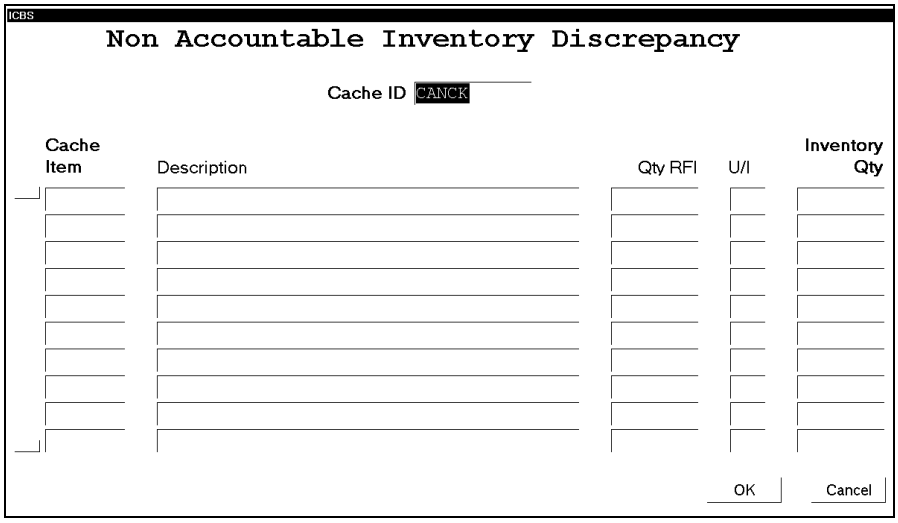
2. Click on **OK** and the item cache I.D.'s will be updated.

3. When done, return to the ICBS main menu.



From the ICBS Main Menu:

Go To: Warehouse
Select: Inventory Maintenance
Click On: Non-Accountable Inventory Discrepancy



The inventory discrepancy form for non-accountable cache items is used to enter existing quantities in a cache after year-end inventory or any other physical inventory, but it does NOT affect the inventory.

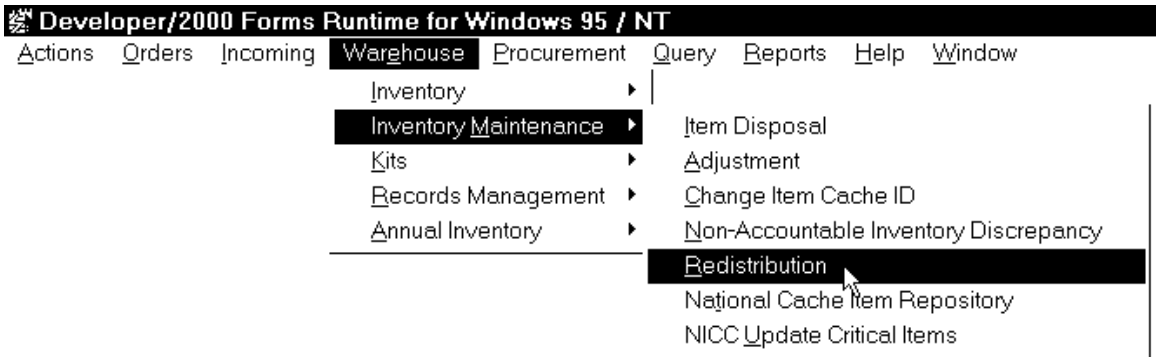
All items must be entered before running a discrepancy report.

Exercise 4I: Non-Accountable Inventory Discrepancy

1. Access the Non-Accountable Inventory Discrepancy menu option and enter information into the following fields:

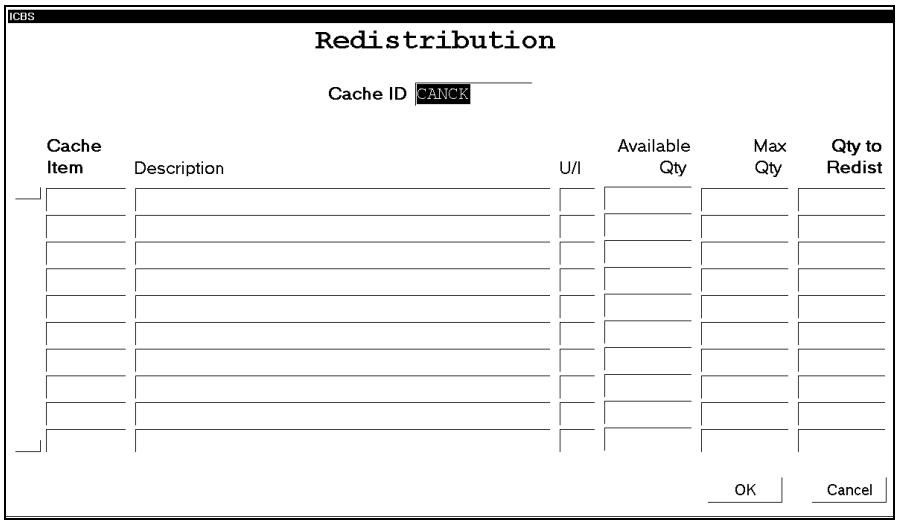
   Cache I.D.
   Cache Item
   Current Inventory Quantity

2. Click on **OK,** and return to the main menu.



From the ICBS Main Menu:

Go To: Warehouse
Select: Inventory Maintenance
Click On: Redistribution



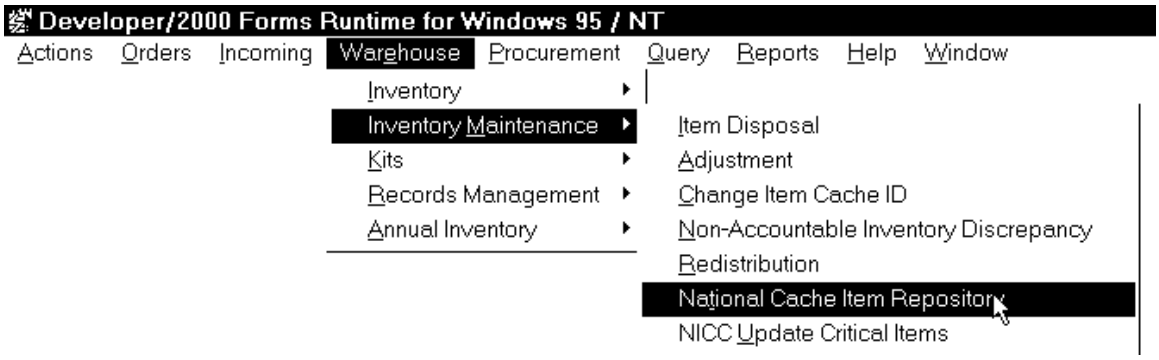
This form is used to enter any items that can be distributed to other caches. Items must be entered before running the redistribution report; this process will not affect the inventory.

Exercise 4J: Redistribution

1. Access the Redistribution menu option and enter information in the following fields:

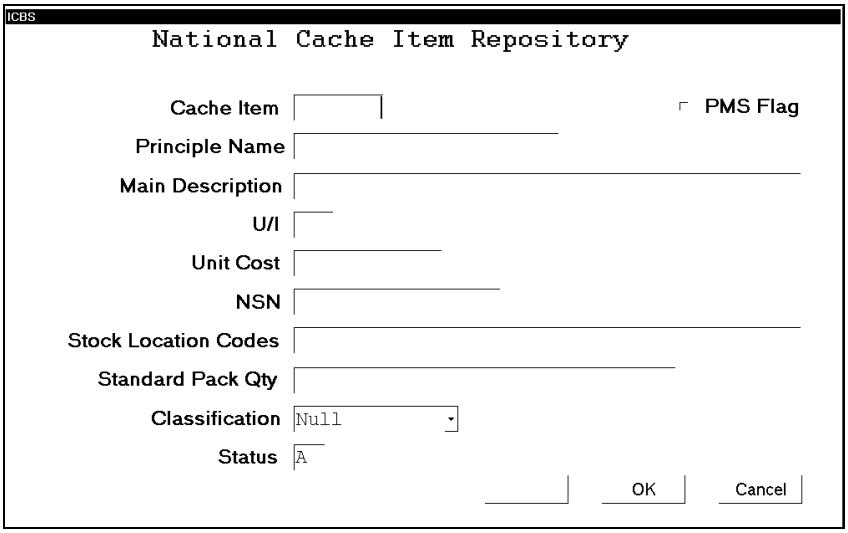
   Cache Item
   Default Description
   Unit of Issue
   Available Quantity
   Quantity to Redistribute

2. When done, click on **OK** and return to the main menu.

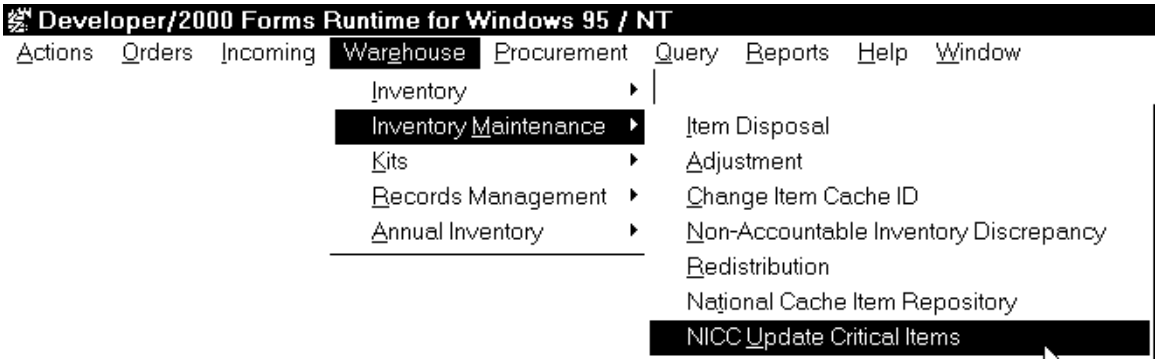


From the ICBS Main Menu:

Go To: Warehouse
Select: Inventory Maintenance
Click On: National Cache Item Repository

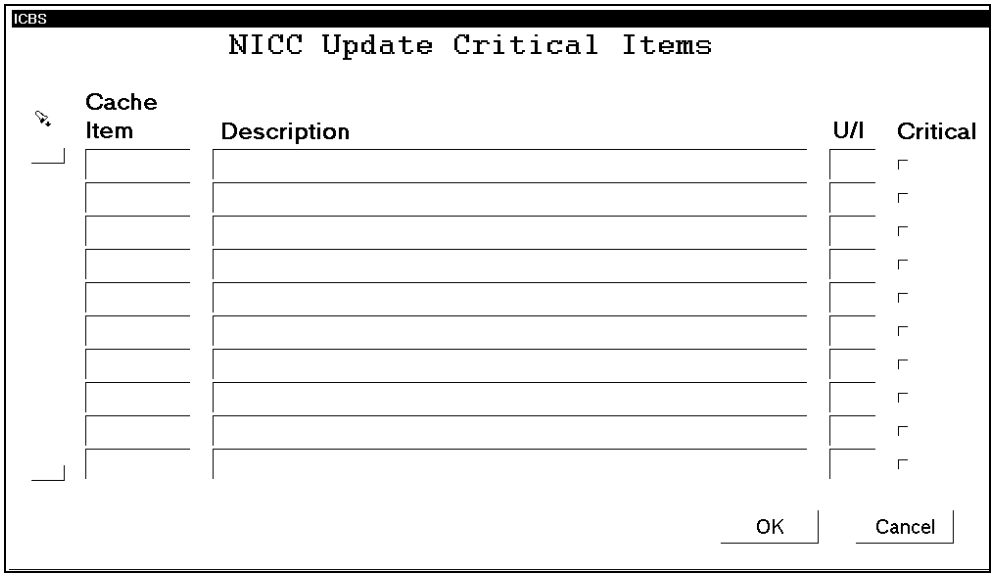


This module is for use by the National Cache Item Repository manager only and requires a username and password to update the information.



From the ICBS Main Menu:

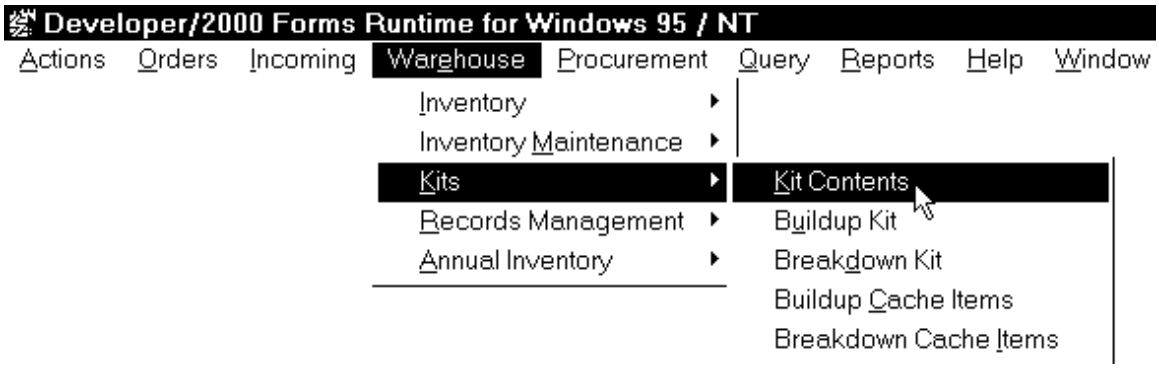
Go To: Warehouse
Select: Inventory Maintenance
Click On: NICC Update Critical Items



This module is for use by the National Interagency Coordination Center and requires a password to access.

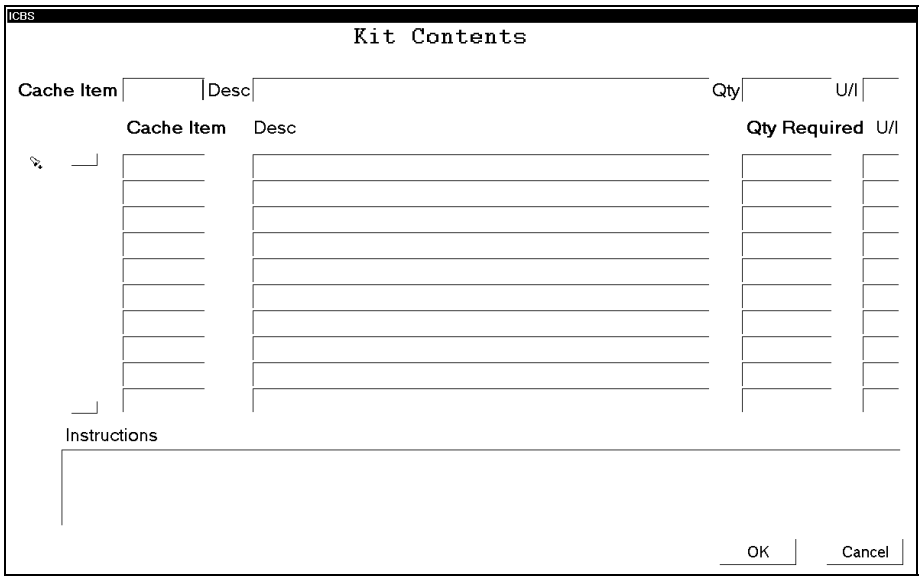
Upon entering this form, all national cache items will display.

Selecting or deselecting an item will determine which items display on the National Critical Items report.



From the ICBS Main Menu:

Go To: Warehouse
Select: Kits
Click On: Kit Contents



This screen is used to insert, update, or delete the contents of a kit. *The contents may be changed only if the quantity on hand is zero.*

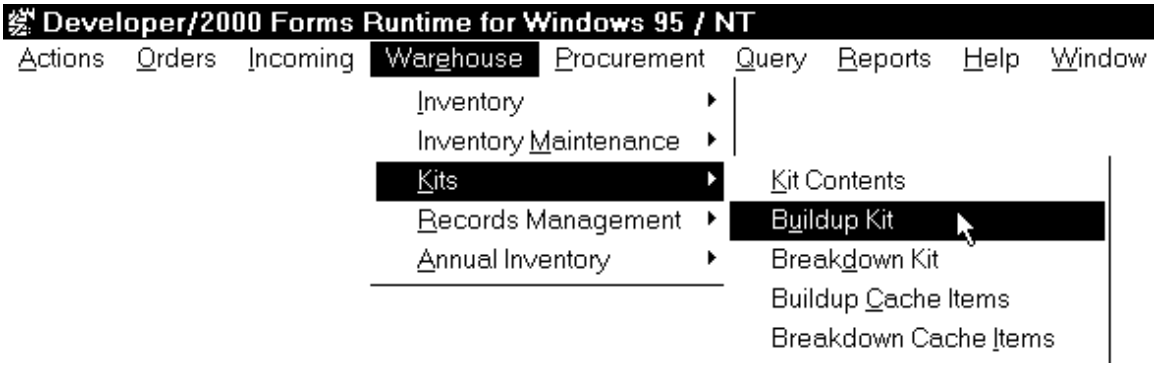
National kits may only be queried and updated, not inserted.

You may update the instructions field for national and local items. Local kits may be inserted, updated, and queried.

When changing kit contents, the kit flag and component flag in Item Catalog will both be updated.

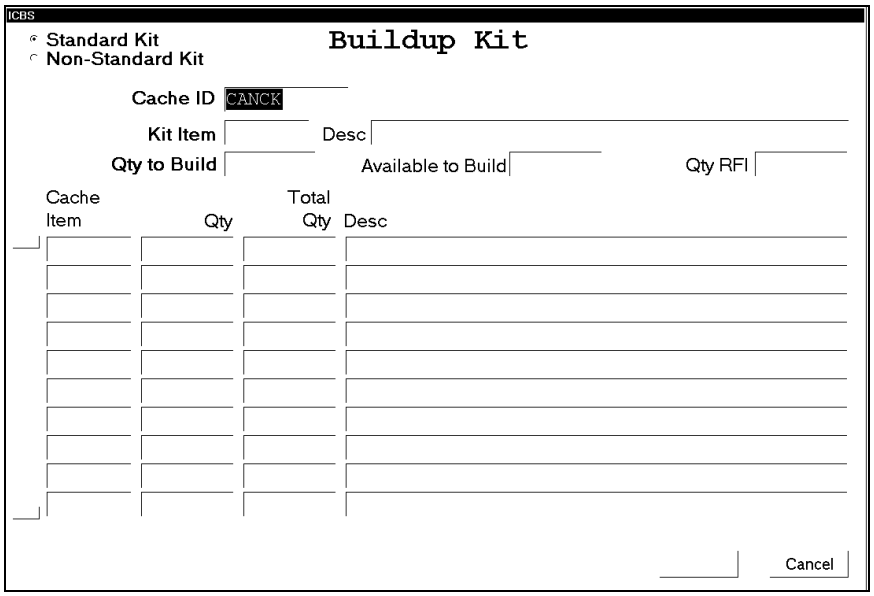
Exercise 4K: Kit Contents

1. Access the Kit Contents menu option.
2. Insert a non-standard kit item number and description.
3. Enter cache item kit component numbers and quantity required.
4. When done, click on **OK** and return to the main menu.



From the ICBS Main Menu:

Go To: Warehouse
Select: Kits
Click On: Buildup Kit



Before building a kit, select either *Standard* or *Non-Standard Kit.* A standard kit is defined as one matching the national kit contents list. A non-standard kit is one that does not match the kit contents list.

One you have begun entering information, you cannot change the kit type. After entering a kit, the kit contents will display. If you choose a non-standard kit, the contents may be modified; standard kits cannot be modified.

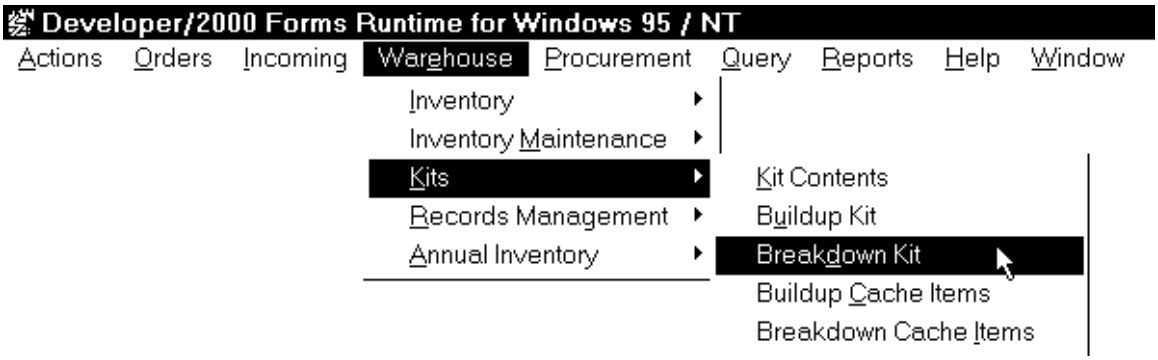
If the kit contains accountable property, a list of property numbers will display for each cache item. You must select the same quantity of property numbers as shown in the total quantity field.

For kits with one accountable property, the primary property number will default. For all other kits, you may choose which property number you want as the primary number for the kit.

When building a kit, the kit flag and component flag in Item Catalog will both be updated.

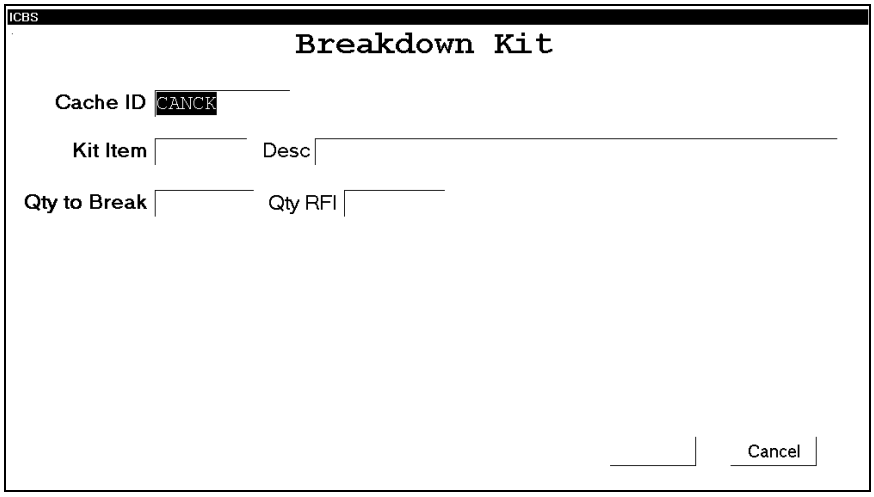
Exercise 4L: Buildup Kit

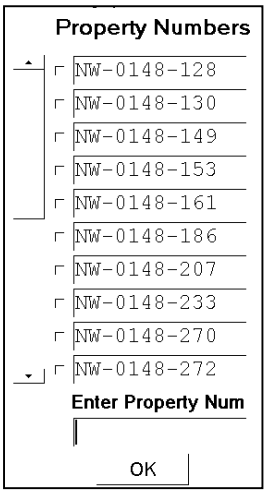
1. Access the Buildup Kit menu option.
2. Click on the non-standard kit option and insert the Cache I.D.
3. Enter the kit item and quantity to build.
4. When done, click on **OK** and return to the main menu.



From the ICBS Main Menu:

Go To: Warehouse
Select: Kits
Click On: Breakdown Kit



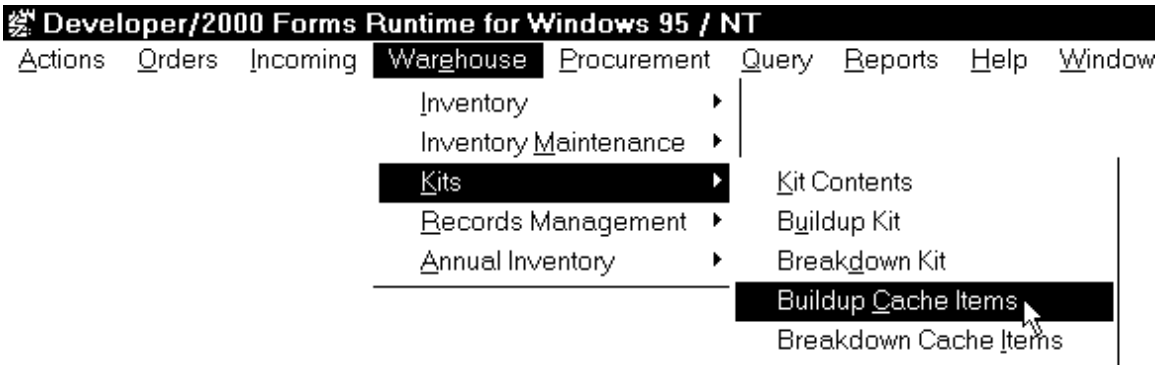


Enter the *Cache I.D., Kit Item,* and *QTY to Break* and press **OK** when done and the kit will be broken down. If the kit contains accountable property, a list of primary property number for the kit will display.

Check the kit property number(s) you would like to break down and press **OK**.

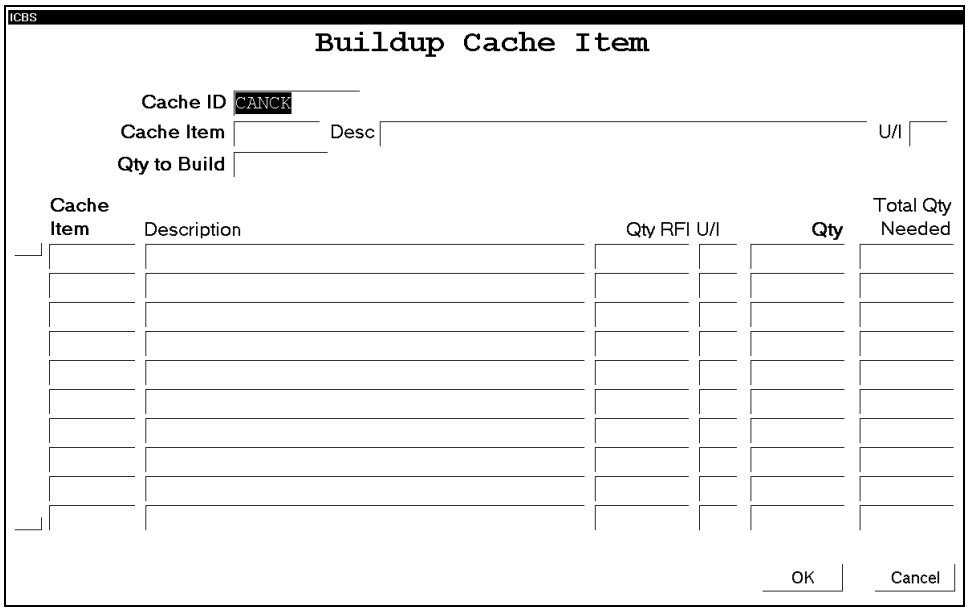
Exercise 4M: Breakdown Kit

1. Access the Breakdown Kit menu option.
2. Enter the Cache I.D., if different than the default Cache I.D.
3. Enter the kit item number.
4. Enter the quantity to breakdown and click on **OK** to finalize the process.
5. When done, return to the ICBS main menu.



From the ICBS Main Menu:

Go To: Warehouse
Select: Kits
Click On: Buildup Cache Items



This module is used to buildup a cache item composed of more than one cache item, (e.g., building cache item 0036 Gas Can with spout from 1175 and 0210). Quantities will be increased and decreased accordingly.

Exercise 4N: Buildup Cache Items

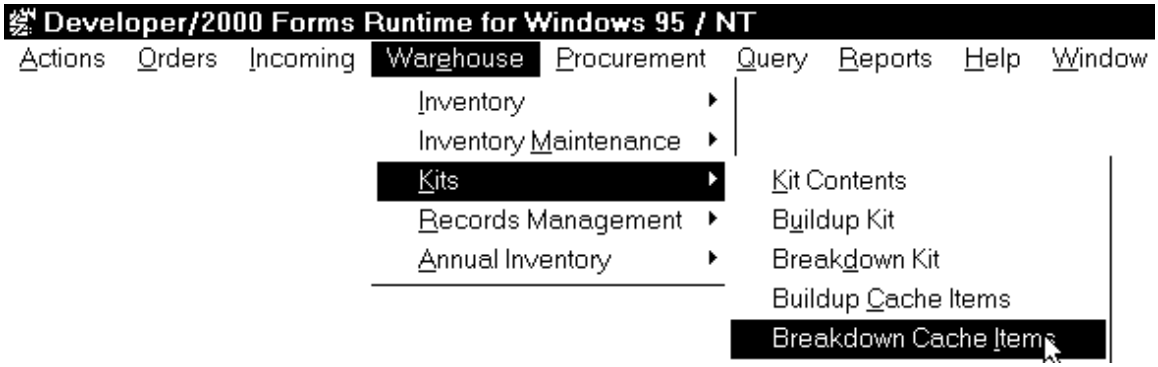
1. Access the Buildup Cache Items menu option.

2. Insert the information into the following fields:

   Cache I.D.
   Cache Item
   Quantity to Build

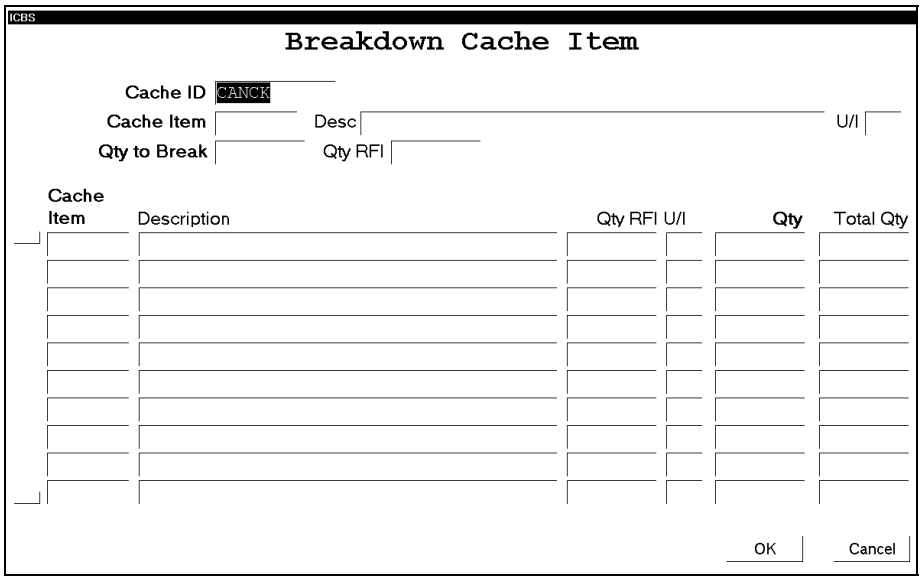
3. Enter component cache items and quantity.

4. When done, click on **OK** and return to the main menu.



From the ICBS Main Menu:

Go To: Warehouse
Select: Kits
Click On: Breakdown Cache Items



This module is used to breakdown a cache item composed of more than one component. Quantities will be increased and decreased accordingly.

Exercise 4O: Breakdown Cache Items

1. Access the Breakdown Cache Item menu option.

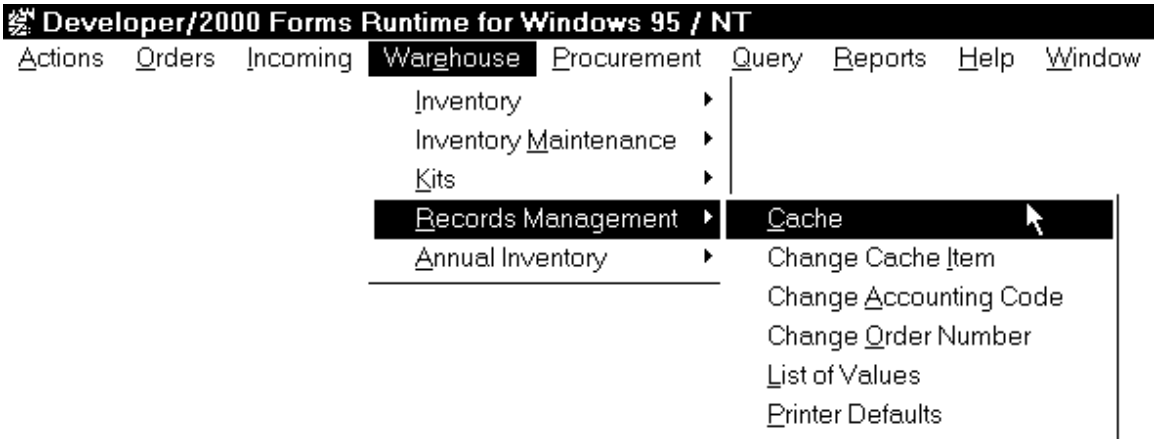
2. Enter information into the following fields:

   Cache I.D.
   Cache Item
   Quantity to Breakdown

3. Enter cache items and quantity.

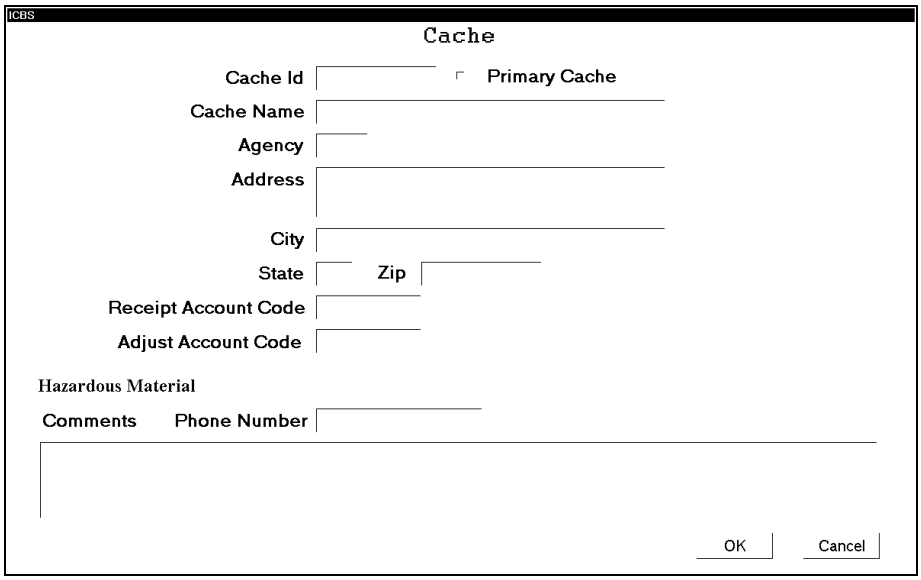
4. Click on **OK** to finalize the process.

5. When done, return to the ICBS main menu.



From the ICBS Main Menu:

Go To: Warehouse
Select: Records Management
Click On: Cache



This option allows you to update, query, and change the local default cache information including name, agency, address, receipt, account code, adjust account code, phone number, and comments.

► **Note:** Only one cache may be designated as the primary cache.

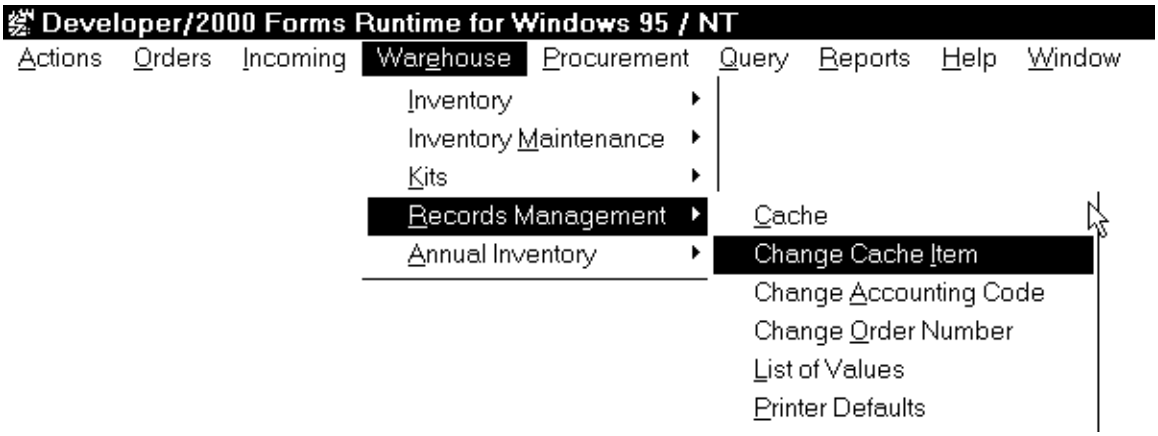
Exercise 4P: Cache

1. Access the Cache menu option and enter information into the following fields:

   Cache I.D.
   Primary Cache (if applicable)
   Cache Name
   Adjust Account Code
   Hazardous Materials?
   Address
   Phone Number

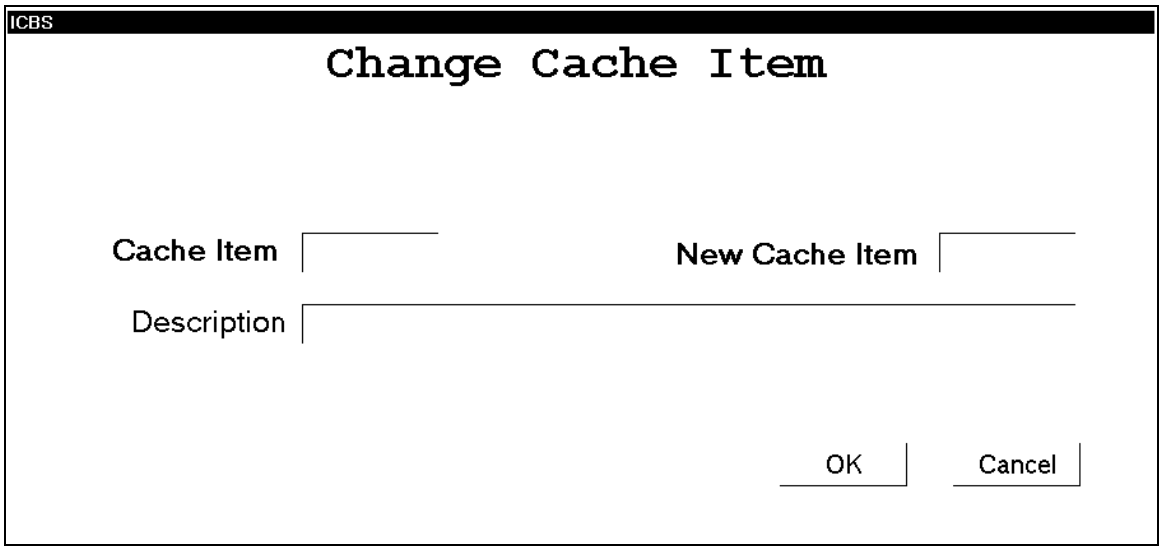
2. Return to the ICBS main menu, when done.

Exercise 4Q: Change Cache Item



From the ICBS Main Menu:

Go To: Warehouse
Select: Records Management
Click On: Change Cache Item



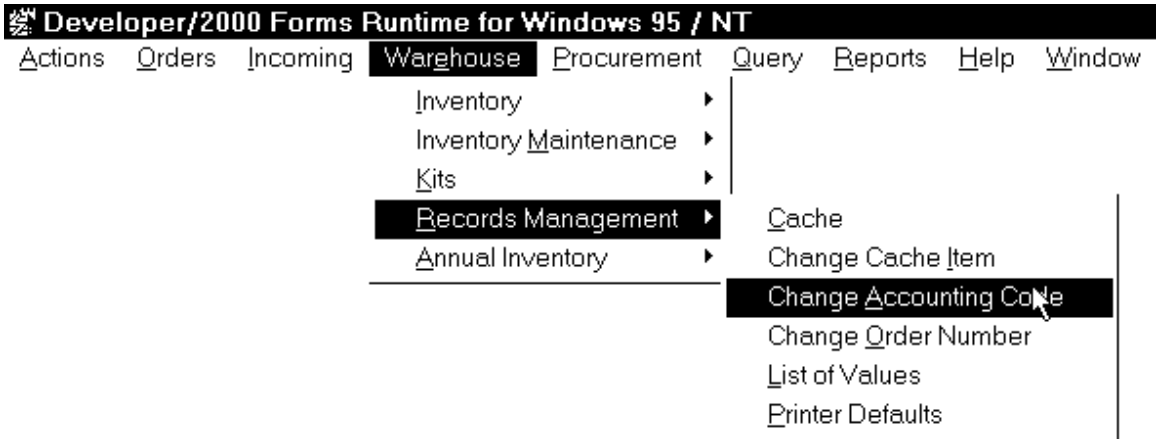
This option is used for updating and changing local cache items. Once the cache item to be changed is entered, the other fields will autofill. At this time, the new cache item number may be entered. This will make the current item inactive and the new item active.

Locally, caches have the ability to change a local item to a national item or a national item to a local item. The national item must exist in your database in order to change a local number to a national number. The addition of that national number will be accomplished by an update to your database from the repository. When the cache item is updated, all transactions will have the new cache number. All existing records will have the previous number with a cross-reference store to match the records with the updated number. All other records will also be updated to reflect the change.

Exercise 4Q: Change Cache Item

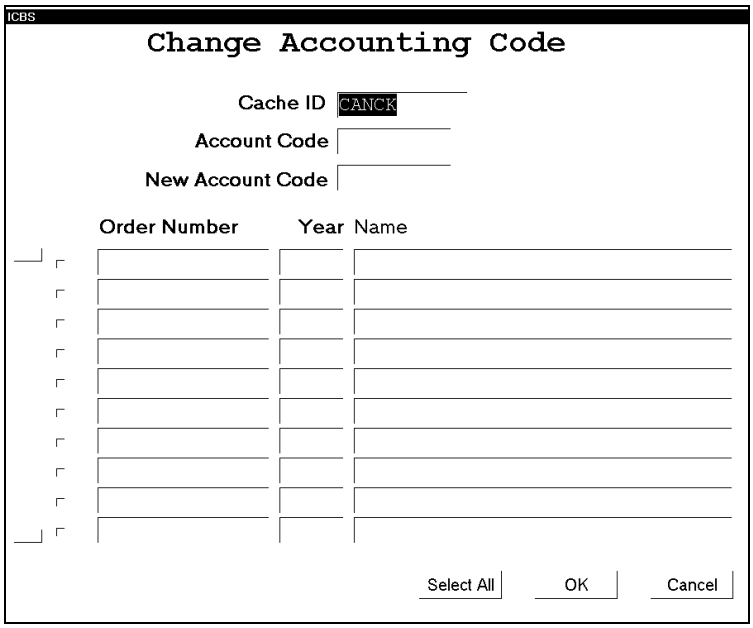
1. Access the Change Cache Item menu option.
2. Enter a local cache item.
3. Insert the new local cache item.
4. Click on OK to finalize the process and return to the main menu.

Change Accounting Code



From the ICBS Main Menu:

Go To: Warehouse
Select: Records Management
Click On: Change Accounting Code



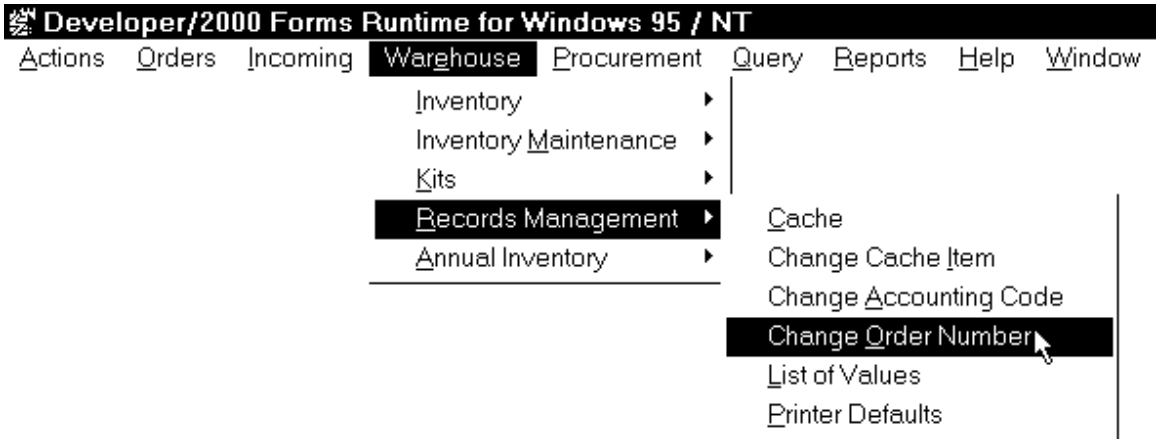
This option allows you to change the accounting code for incidents or other orders. This will make the current account code inactive and new account code active. If an account code has been billed it cannot be changed.

The account code will be changed throughout the system except for any preexisting transactions that will remain unchanged with a cross reference store.

Exercise 4R: Change Accounting Code

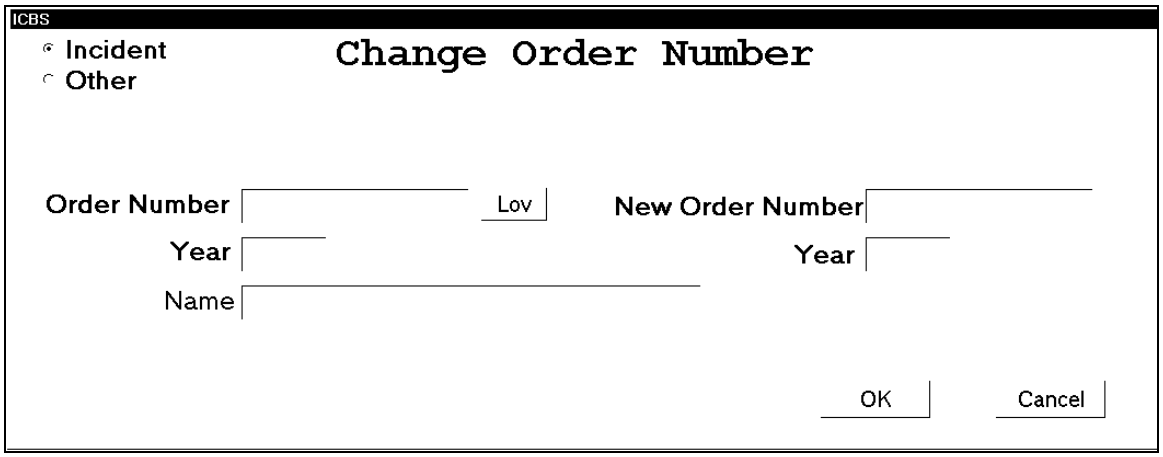
1. Access the Change Accounting Code menu option.
2. Enter an account code to be changed.
3. Insert a new account code.
4. Enter the order number(s) associated with that account code.
5. When done, click on **OK** and return to the main menu.

Change Order Number



From the ICBS Main Menu:

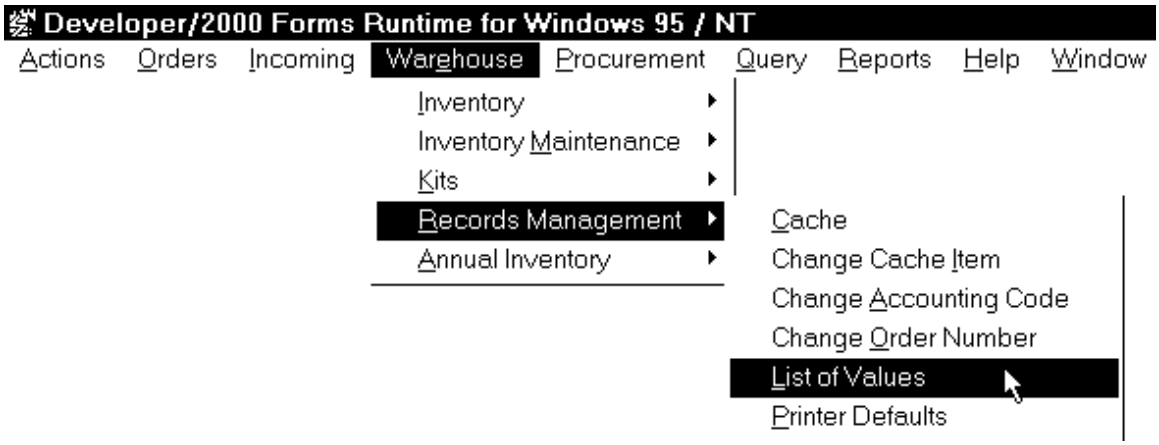
Go To: Warehouse
Select: Records Management
Click On: Change Order Number



This option will allow you to change the order number for incidents or other cache orders. This will inactivate the current order number and activate the new order number. Existing transactions will not be changed with a cross reference store.

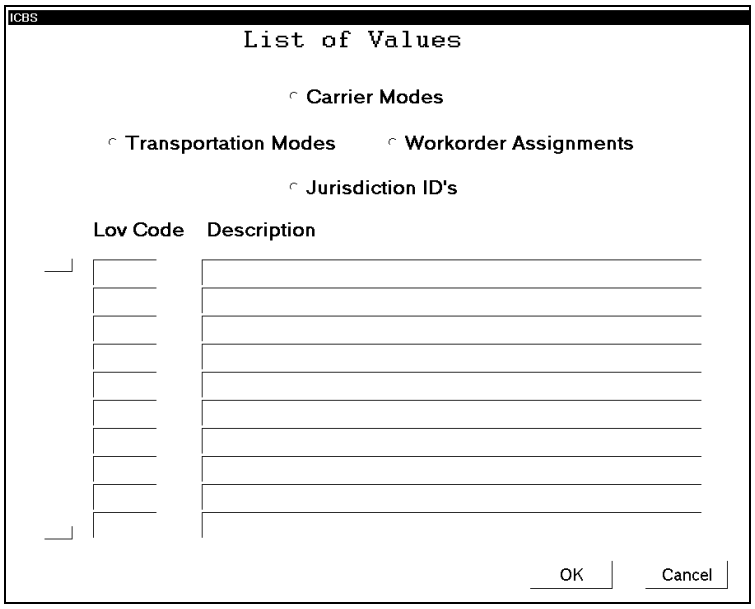
Exercise 4S: Change Order Number

1. Access the Change Order Number menu option.
2. Click on the List of Values option and choose an order number to change.
3. Enter a new order number and year.
4. When done, click on **OK** and return to the main menu.



From the ICBS Main Menu:

Go To: Warehouse
Select: Records Management
Click On: List of Values (LOV)



This option allows you to insert, modify, or delete the list of values information for carriers, transportation modes, workorder assignments, and jurisdiction I.D.'s. These values will be used throughout the system and are user defined.

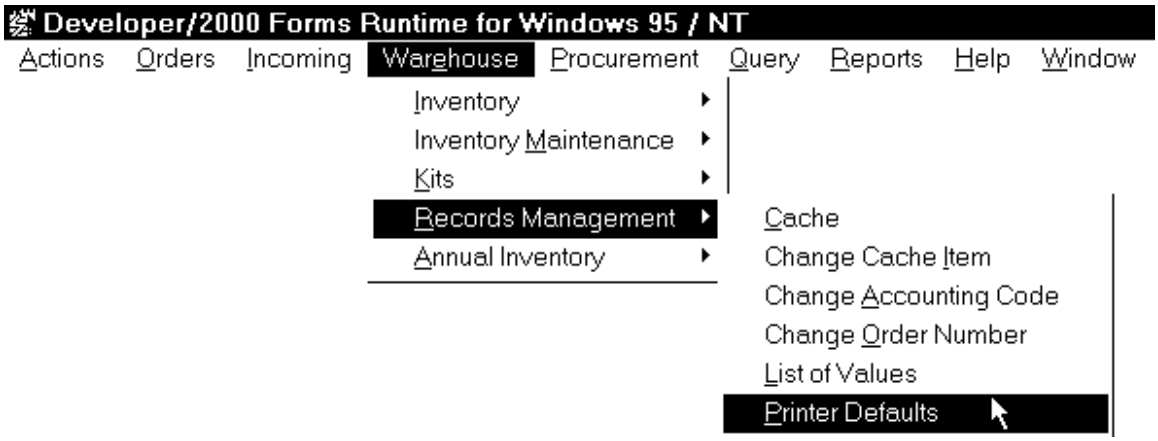
Exercise 4T: List of Values

1. Access the List of Values menu option.

2. Click on Carrier Modes.
   Enter a new LOV code
   Enter a description
   When done, click on **OK**

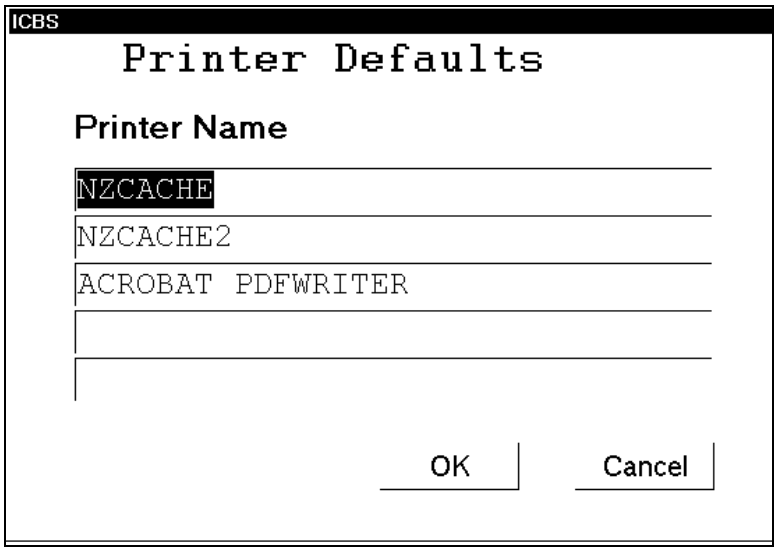
3. Click on Workorder Assignments.
   Enter a new LOV code
   Enter a description
   When done, click on **OK**

4. Click on Jurisdiction I.D.
   Enter a new LOV code
   Enter a description
   When done, click on **OK**



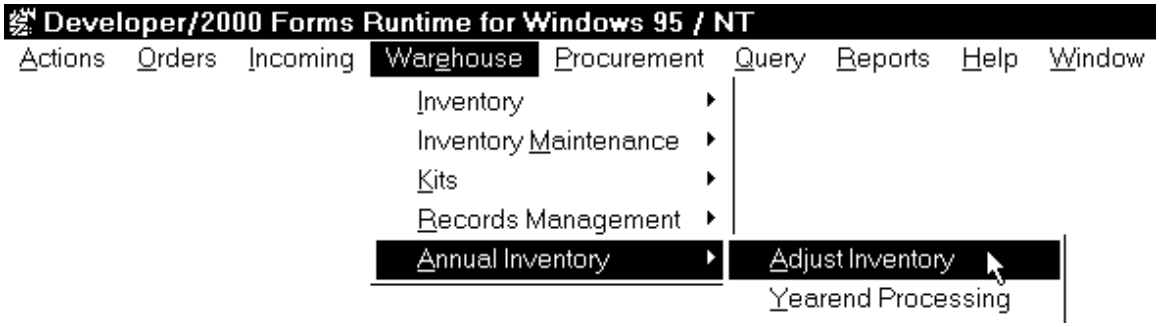
From the ICBS Main Menu:

Go To: Warehouse
Select: Records Management
Click On: Printer Defaults



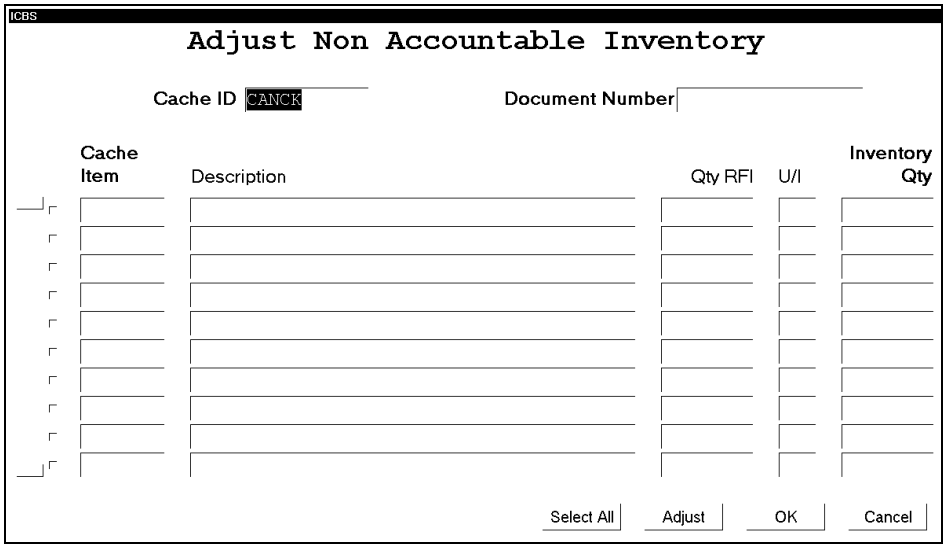
This option allows you to define local default printer(s) for ICBS. The printer names must match exactly the printer names defined on your system. The printers that are entered on this form will display in the *List of Values* option when running ICBS reports.

► **Note:** Printers added by a user will show up for all other users. Therefore it is recommended that standardized printer names be used for each personal computer.



From the ICBS Main Menu:

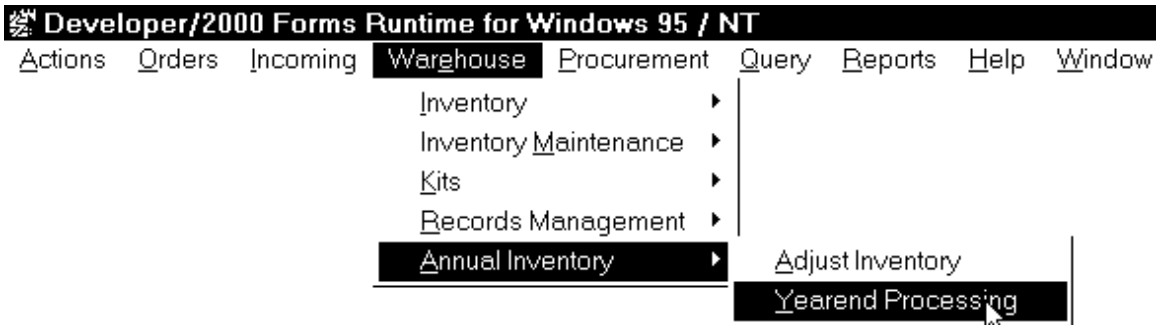
Go To: Warehouse
Select: Annual Inventory
Click On: Adjust Inventory



This option will allow you to adjust inventory quantities after a physical inventory and is available to Manager and Assistant Manager administrative roles.

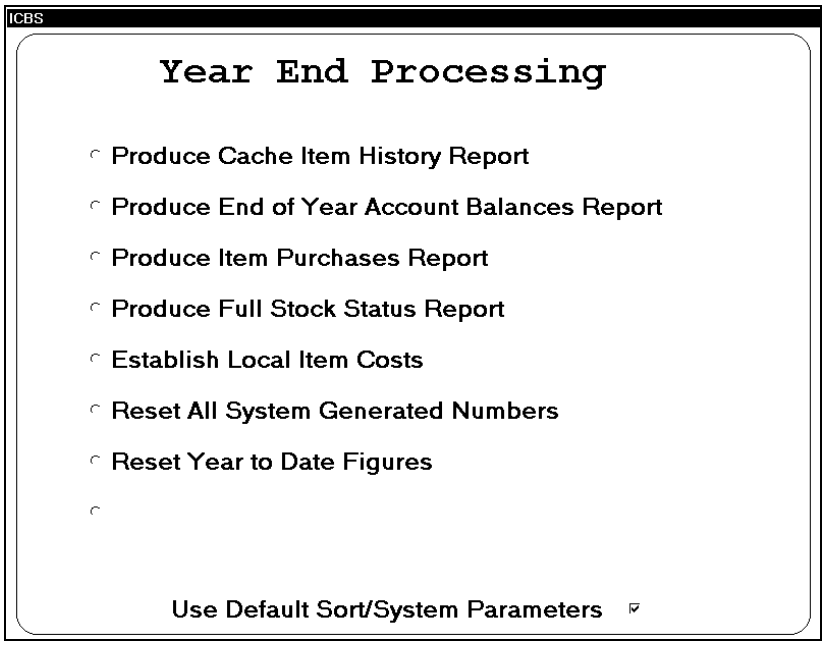
Enter all cache items that will be updated. Cache items will not be changed until the *Update* button is selected.

Certain items may be selected for updating or all items may be selected. Once an item has been updated, it will no longer display.



From the ICBS Main Menu:

Go To: Warehouse
Select: Annual Inventory
Click On: Yearend Processing



This function will allow you to produce all reports necessary for year end processing including: *cache item history report, end of year account balances, item purchases, complete stock status*. The option to reset all system generated numbers and reset year-to-date figures is also available. A checkbox option is available for default sort/system parameters. Local item unit costs may also be updated.

When *Establish Local Item Costs* is selected, a menu will display asking for the needed information.

ICBS

Establish Local Item Cost

Cache Item	Description	U/I	Current Unit Cost	New Unit Cost

OK Cancel

Note: Following is the processed used the Forest Service Fire and Aviation Management Information Systems staff and the National Cache Item Repository Data Administrator to perform the annual cost revaluation.

Table ICBS_NEW_COST is loaded with the previous years transaction from all Geographical Area Cache sites.

The FS F&AM Information Systems staff runs the standard cost valuation (scv.rep) report and provides it to the National Cache Item Repository Data Administrator.

The National Cache Item Repository Data Administrator updates the repository with the new costs.

The National Cache Item Repository Data Administrator updates the Kit Contents list on the FS F&AM Information System database.

Costs, not inclusive of Kit Contents, are updated on the FS F&AM Information System database.

The National Cache Item Repository Data Administrator runs a Kit Contents report and updates the repository with the new kit costs.

All sites are updated from the National Cache Item Repository.