

Unit

6 Query, Reference Guide

Objective: Upon completion of this unit, the student will be able to utilize the query functions and query the database.

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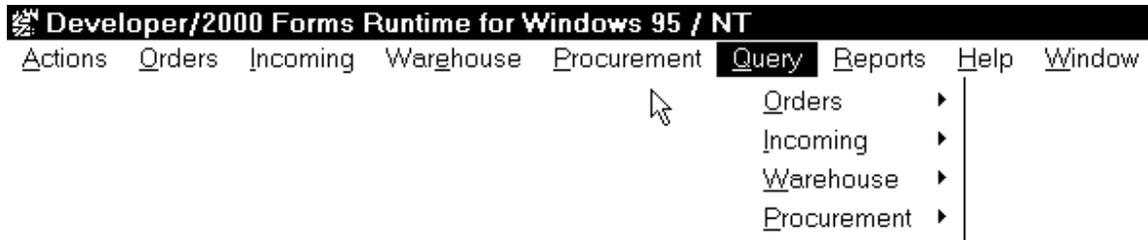
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Query Menu Options



- **Orders**
 - Customer
 - Order
 - Issue
 - Shipping Status

- **Incoming**
 - Return
 - Workorder

- **Warehouse**
 - Transactions
 - Adjustments
 - Issues
 - Receipts
 - Returns
 - Transformations
 - Item Catalog
 - Stock Status
 - Accountable Inventory
 - National Cache Item Repository
 - Hazardous Information
 - Kit Contents
 - Cache
 - List of Values
 - Change Reference
 - Cache Item
 - Order Number
 - Account Code

- **Procurement**
 - Requisition
 - Purchase Order
 - Supplier

A query of the database can be performed within the application, although the *Transactions* and *Stock Status* modules are available only through the *Query* menu option.

Query Definition

A query is an operation that allows the operator to select, obtain, and bring rows of information into the workspace.

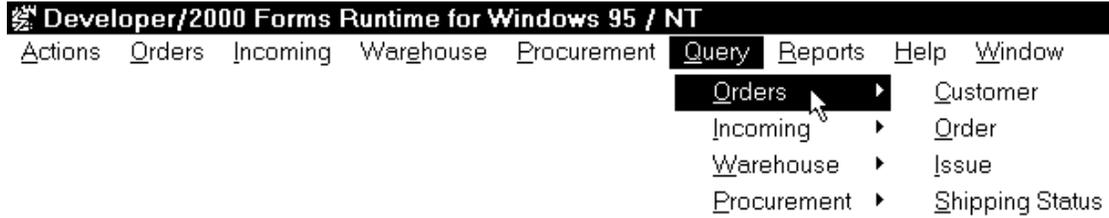
An operator may retrieve:

- All records regardless of the data they contain.
- Only those records that fit a specific criteria.

Points To Remember

- When accessing the Query option, you are automatically in query mode.
- The *Print Report* icon can be used in all query forms.
- To **access** the Query option from anywhere within the application, you may execute the query mode in one of the following ways:
 1. The binocular icon located on the toolbar.
 2. The Query pull down menu.
 3. The **F7** Access Query function key.
- To **execute** a query from anywhere within the application, use one of the three methods:
 1. Click on the binocular icon located.
 2. Click on *Execute Query* from the Query pull down menu.
 3. The **F8** Execute Query function key.
- No changes can be made to the database when in query mode.
- Queries are restricted to the master record only, i.e., issues may be queried but the line items may not.
- The operator is restricted to a small set of function keys while in **Enter Query** mode.
- If an *Oracle* forms error occurs while querying the database, the operator may press **Display Error** to examine the *SQL* error statement.

Query Orders



From the ICBS Main Menu:

Go To: Query
Select: Orders
Click On: Customer, Order, Issue, or Shipping Status

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

Order
Order Number Yr
Name
Jurisdiction Unit ID Lov Desc
Customer Unit ID Lov Name
Date Started
Date Contained
Date Closed
Cache ID
FS - Order Acct Code
BLM - Order Acct Code
Other Acct Code
Phone Number
Status
OK Cancel

Query Orders

Issue	
Cache ID	Issue No
Incident Name	Order No
Origin Date&Time	Rect Date&Time
Customer Unit ID	Shipping Unit ID
Name	Name
Address	Address
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	

Shipping Status	
Issue No	Shipment No
Order No	Year
Name	
Transportation Mode	Desc
Piece(s)	Total Weight
	lb
	kg
	Total Cubes
	ft
	mt
<u>Shipping Itinerary</u>	
GBL Number	Carrier ID
Estimated Date/Time of Departure	Carrier Name
Estimated Date/Time of Arrival	Shipping Tracking Ref No
Driver/Pilot Name	Date/Time Shipped
Vehicle ID/A.C.Tail No	Date/Time Delivered
Trailer No	Received By

- **Note:** The query screen color changes to dark gray when in query mode. Pressing Ctrl-q or clicking on the Exit icon will exit query mode without performing a query.

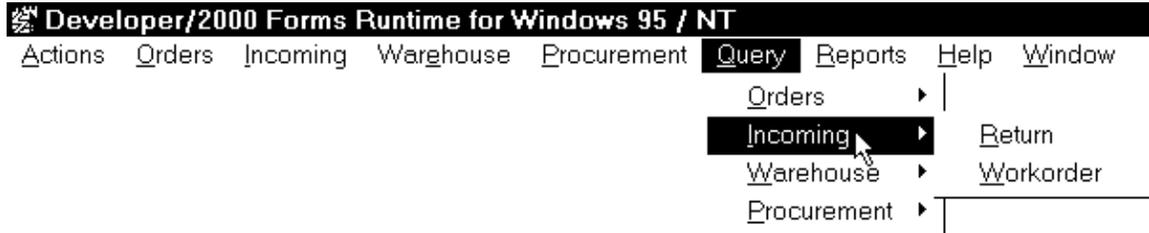
Exercise 6A: Retrieve All Records

1. Access the **Customer** screen via the query menu.
2. To retrieve all records, do not enter any search criteria.
3. Execute query mode in one of the three ways listed on page 3.
4. Use the down or up arrows on the toolbar to scroll through the list of customers.
5. When done, return to the ICBS main menu.

Exercise 6B: Retrieve Selected Records (Matching Exact Value)

1. Access the **Order** menu option via the Query menu.
2. Enter a valid incident order number.
3. Execute the query and page through the orders, if there is more than one order retrieved.
4. When done, exit the query screen and return to the main menu.

Query, contd.



From the ICBS Main Menu:

Go To: Query
Select: Incoming
Click On: Return or Workorder

ICBS

Incident
 Others

Return

Cache ID [] Temp Return No [] Lov Return No [] Lov
 Order Number [] Lov Year [] Inc Name []
 Date Returned [] Comments []

Cache Item	Order Number	Year U/I	Qty RFI	Qty WO	Unserv	Qty	Comments
[]	[] Lov	[]	[]	[]	[]	[]	[]
Description	[]	[]	[]	[]	[]	[]	[]
Description	[]	[]	[]	[]	[]	[]	[]
Description	[]	[]	[]	[]	[]	[]	[]
Description	[]	[]	[]	[]	[]	[]	[]
Description	[]	[]	[]	[]	[]	[]	[]

OK Cancel

ICBS

Workorder

Cache ID [] Temp Return No [] Lov Workorder No [] Lov
 Date Created [] Order No [] Year []
 Comments [] Account Code []

Cache Item	U/I	Qty WO	Prop Num	Assign To	Qty RFI	Qty Unsrv	Qty Required	Outstand	Date
[]	[]	[]	[]	[] Lov	[]	[]	[]	[]	[]
Desc	[]	[]	[]	Assign To	[]	[]	[]	Rehab Cost	[]
Desc	[]	[]	[]	Assign To	[]	[]	[]	Rehab Cost	[]
Desc	[]	[]	[]	Assign To	[]	[]	[]	Rehab Cost	[]
Desc	[]	[]	[]	Assign To	[]	[]	[]	Rehab Cost	[]
Desc	[]	[]	[]	Assign To	[]	[]	[]	Rehab Cost	[]

OK Cancel

Query, contd.

1. Access the **Return** menu option via the Query menu.
2. Enter the following information:

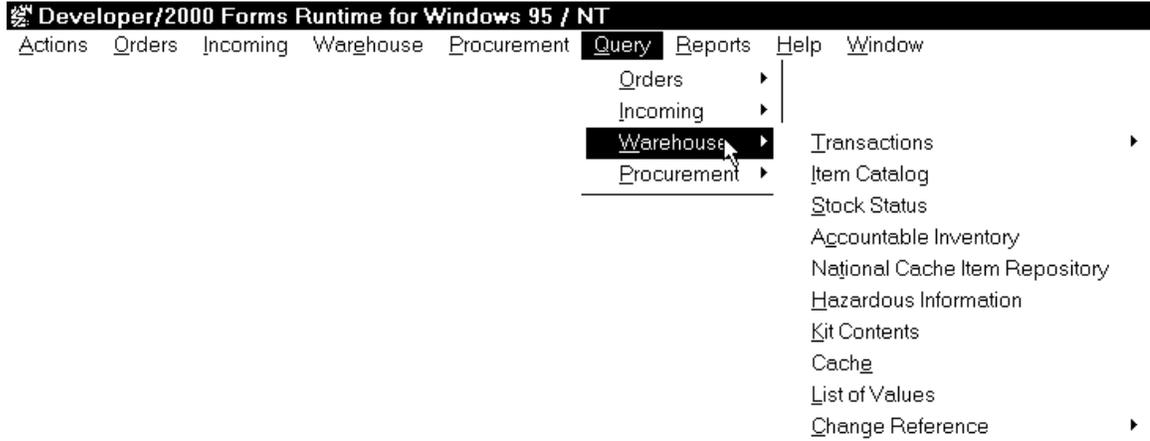
Temporary Return Number: 2000%

3. Execute the query and page through the retrieved records.
4. Enter the following information for the next query:

Temporary Return Number: 2000_

5. Execute the query and page through the retrieved records.
6. When done, return to the main menu.

Query, contd.

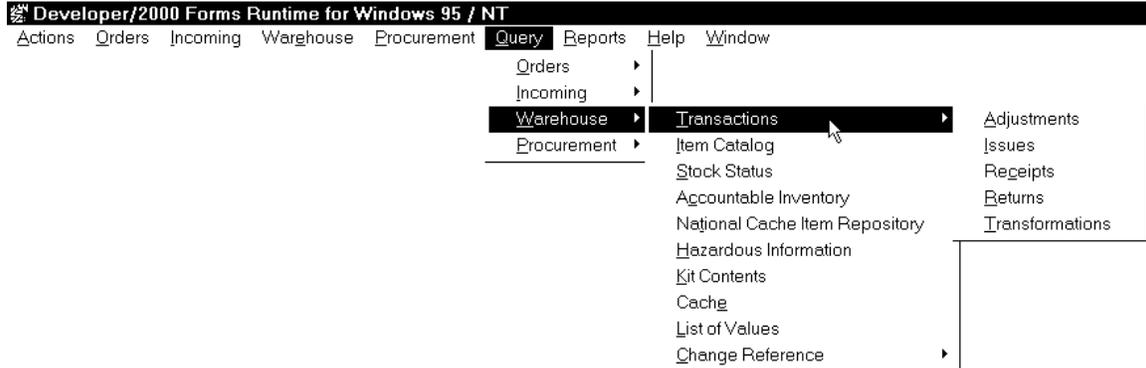


From the ICBS Main Menu:

Go To: Query
Select: Warehouse
Click On: Transactions*
Item Catalog
Stock Status
Accountable Inventory
National Cache Item Repository
Hazardous Information
Kit Contents
Cache
List of Values
Change Reference*

*The *Transactions* and *Change Reference* options are the newest additions to the Warehouse query menu.

Query, contd.



Through the **Transactions** query menu, the option is provided to query the following transactions:

Adjustments

- Item Disposal-Expired
- Item Disposal-Loss
- Item Disposal-Excessed
- Item Disposal-Unserviceable
- Adjustments
- Workorder
- Workorder Repair Part
- Adjust Inventory

Issues

- Issue
- Corrected Issue-Delete
- Corrected Issue-Add
- Issue Shortage-Received
- Issue Shortage-Issued
- Transfer To
- Transfer-Delete
- Transfer-Add

Receipts

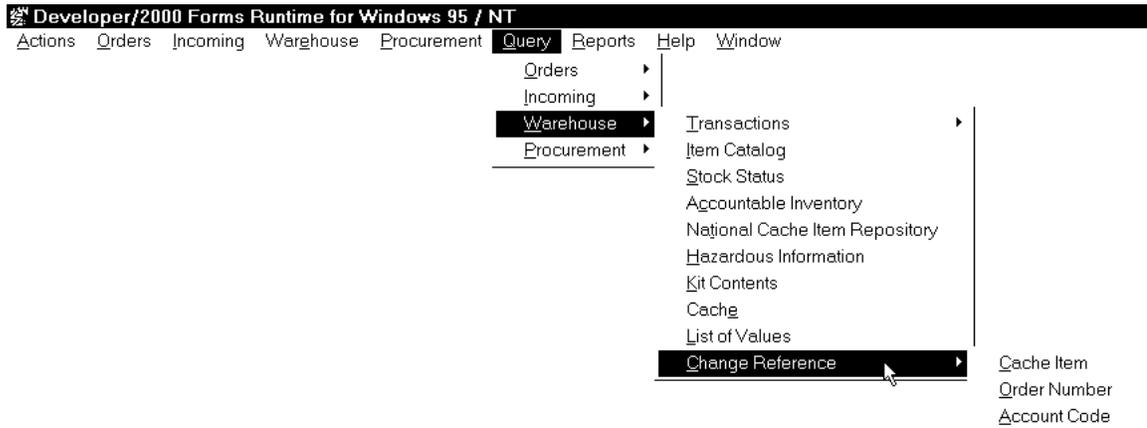
- Receipt Not By Purchase
- Receipt by P/O or Requisition

Returns

Return
Corrected Return – Delete
Corrected Return – Add
Repair Parts
Workorder Repair Part
Transfer Item From
Correct Transfer – Delete
Correct Transfer – Add

Transformations

Cache Item Move
Build Cache Item
Breakdown Cache Item
Build Kit
Breakdown Kit



Through the **Change Reference** query menu, the option is provided to query the following transactions:

Cache Item

Queries changes made to specified cache item numbers and will display the old and new cache item numbers, the date the change was made, and who made the change.

ICBS
Cache Item Change Reference

Cache Item (Old)	Cache Item (New)	Date Changed	User ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Desc	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Desc	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Desc	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Desc	<input type="text"/>	<input type="text"/>	<input type="text"/>

OK Cancel

Order Number

Queries changes made to specified order numbers and will display the old and new order numbers, the incident name, the year and date the change was made, and who made the change.

Order Number (Old)	Year	Order Number (New)	Year	Date Changed
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name <input type="text"/>		User ID <input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name <input type="text"/>		User ID <input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name <input type="text"/>		User ID <input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name <input type="text"/>		User ID <input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name <input type="text"/>		User ID <input type="text"/>		

Account Code

Queries changes made to specified account codes and will display the old and new account code, the order numbers, the year and date the change was made, and who made the change.

Account Code (Old)	BLM	Account Code (New)	FS
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Order <input type="text"/>	Yr <input type="text"/>	Date Changed <input type="text"/>	User ID <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Order <input type="text"/>	Yr <input type="text"/>	Date Changed <input type="text"/>	User ID <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Order <input type="text"/>	Yr <input type="text"/>	Date Changed <input type="text"/>	User ID <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Order <input type="text"/>	Yr <input type="text"/>	Date Changed <input type="text"/>	User ID <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Order <input type="text"/>	Yr <input type="text"/>	Date Changed <input type="text"/>	User ID <input type="text"/>

Exercise 6D: Counting Query Records

1. Access the Warehouse Transactions Adjustment option via the Query menu.
2. Place the cursor in the **Trans Qty** field and press **Shift F2, Count Query Hits**.
3. The number of records that the query option would retrieve will display in the lower right section of the ICBS screen.



4. Execute the query.
5. When done return to the main menu.

► **Note:** *Count Query Hits* may also be used after executing a query.

Query, contd.

From the ICBS Main Menu:

Go To: Query
Select: Warehouse
Click On: Stock Status

ICBS

Stock Status

Cache Item Desc U/I

Unit Cost Total Value

Cubic Feet cu. m Cache ID Location

Issue Weight kg

Quantity

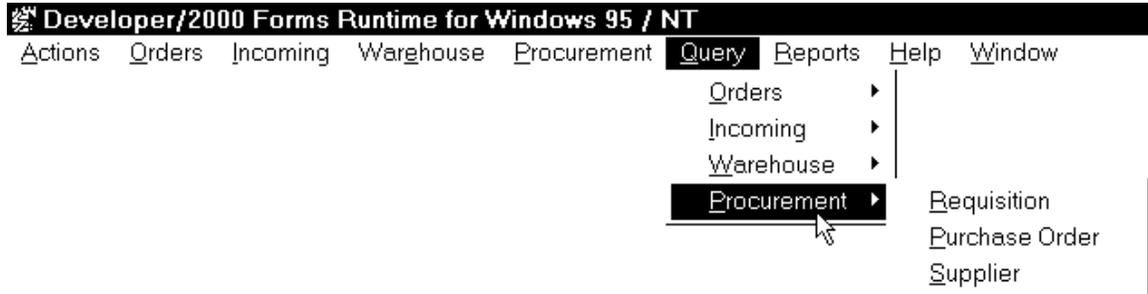
Cache ID	RFI	Reserved	In Kits	Due In	Wo'd	Issue-YTD	Return-YTD
<input type="text"/>							
	Minimum	<input type="text"/>	Maximum	<input type="text"/>		Initial	<input type="text"/>
<input type="text"/>							
	Minimum	<input type="text"/>	Maximum	<input type="text"/>		Initial	<input type="text"/>
<input type="text"/>							
	Minimum	<input type="text"/>	Maximum	<input type="text"/>		Initial	<input type="text"/>
Totals	<input type="text"/>						

► **Note:** The *Stock Status* query can only be accessed via the Query menu.

Exercise 6E: Stock Status Query

1. Access the Stock Status option via the Query menu.
2. Enter a valid cache item number.
3. Execute the query.
4. When done, return to the main menu.

Query, contd.



From the ICBS Main Menu:

- Go To:** Query
- Select:** Procurement
- Click On:** Requisition, Purchase Order, or Supplier

ICBS Requisition Open
Closed

Order Number Original Date

Cache ID

Supplier Code Name

Transportation Mode Desc

Date/Time Required Acct Code

Request Cache Priority Ship Acct Code

Request Number	Cache Item	Supplier Std Pack	NSN/Part Number	Qty Req	U/I
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Desc			Qty Received	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Desc			Qty Received	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Desc			Qty Received	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Desc			Qty Received	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Desc			Qty Received	<input type="text"/>

ICBS Purchase Order Open
Closed

Cache ID Purchase Order Number Date

Supplier Code Supplier Name

Transportation Mode Transportation Desc

Purchase Account Code

Purchase Agent name

Cache Item	PO Qty	U/I	NSN	Description
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Exercise 6F: Requisition Query

1. Access the Requisition option via the query menu.
2. Enter a pre-existing order number.
3. Execute the query.
4. Use the search icon to search for a specific cache item on that requisition.
5. When done, return to the main menu.