

Unit

7 Reports, Reference Guide

Objective: Upon completion of this unit the student will know which reports are available through ICBS and be able to run the needed reports for their functional areas.

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Points to Remember

- When generating a report:
 - Click on the reports menu option and select the specific report.
 - Enter the report criteria and parameters.
 - Print the report to the screen or printer.

- Sort options are radio buttons and may only be chosen one at a time.

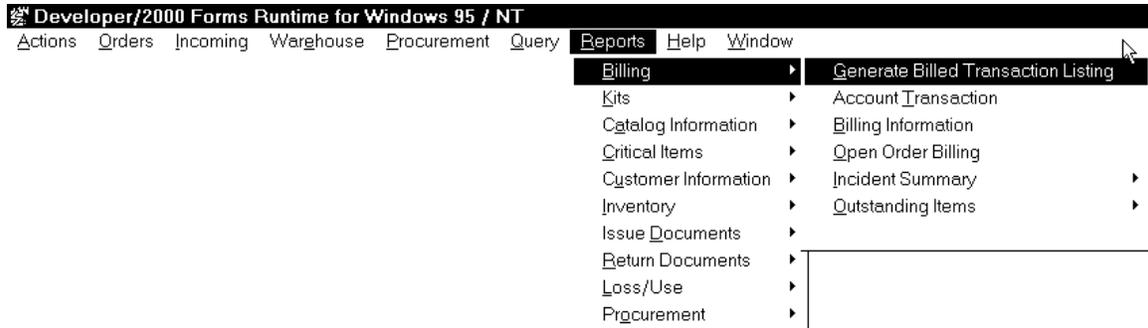
- All reports can be printed to the screen or to a printer.

- If printed to the screen, no other ICBS functions can be performed until the process is completed.

- If sent to the printer, the terminal is free to continue working.

- The printer icon is located on the toolbar.

Billing Reports



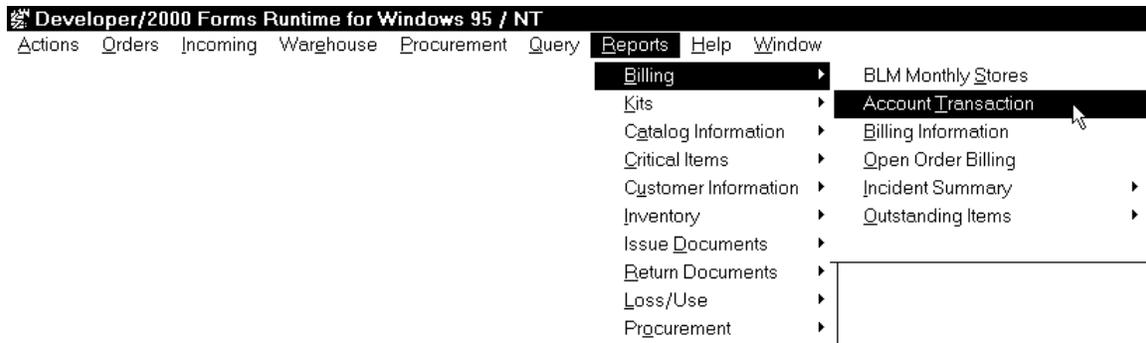
Generate Billed Transaction Listing

Lists all billed transactions for a specified month. Selecting the *Update First/Last Transaction* checkbox will mark all transactions that have taken place since the last submission.

The dialog box is titled 'GENERATE BILLED TRANSACTION LISTING'. It contains the following fields and options:

- Reporting Month & Year:** A dropdown menu showing 'December' and a text box containing '2000'.
- Update First/Last Transaction:** A checkbox that is currently unchecked.
- SORT PARAMETERS**
 - Document Number
 - Accounting Code
- SYSTEM PARAMETERS**
 - Printer: A dropdown menu showing 'Copies' and a spin box set to '1'.
 - Screen
- Buttons:** 'Printer', 'OK', and 'Cancel'.

Billing Reports, contd.



Account Transaction

Summarizes all transactions that have occurred for a specified account code or order number.

ICBS

ACCOUNT TRANSACTION REPORT

Cache ID

Begin Date End Date

Account Code

Order Number Lov Year

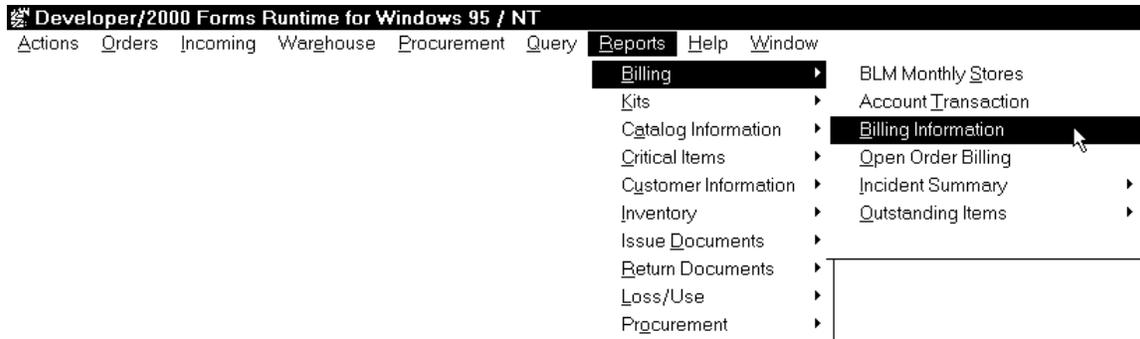
Sort Parameters

- Transaction Type
- Order Number
- Document Number

System Parameters

- Printer Copies
- Screen

Billing Reports, contd.



Billing Information

Reports all transactions for completed direct sales orders to finance for all accounts.

ICBS

BILLING INFORMATION REPORT

Cache ID

Bill Unit ID Lov

Account Code

Order Number Lov Year

Update Amount Reported

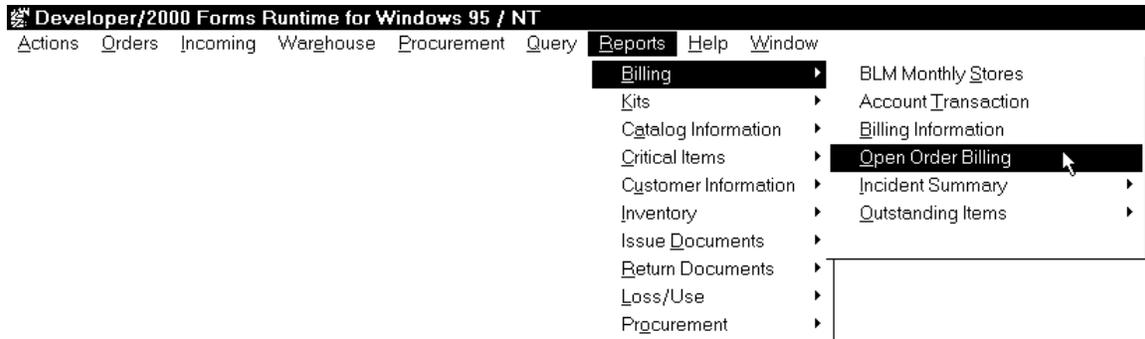
SORT PARAMETERS

- Transaction Type
- Transaction Date

SYSTEM PARAMETERS

- Printer Copies
- Screen

Billing Reports, contd.



Open Order Billing

Produces an open account summary for end of the fiscal year billing for all reimbursable non Forest Service orders only. This will include all accounts except 1550 for BLM, and all accounts except P-Code accounts for USFS.

ICBS

OPEN ORDER BILLING REPORT

Cache ID

SORT PARAMETERS

Transaction Type

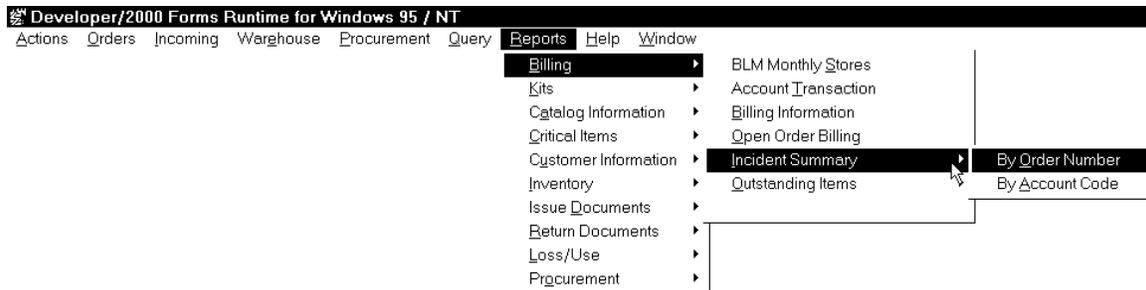
Transaction Date

SYSTEM PARAMETERS

Printer Copies

Screen

Billing Reports, contd.



Incident Summary

Summarizes and itemizes all items issued, returned, and surveyed on an incident or project. An *Order Number* or *Account Code* must be entered. The date parameters may be filled in or left blank. If the date parameters are left blank, the report will run for all dates. If the dates are filled in, the report will run for that range of dates. All items within kits will be separated and printed in the item/accountable property summary portion of the report.

INCIDENT/PROJECT SUMMARY REPORT
BY ORDER NUMBER

Cache ID

Order Number Lov Year

Incident Name

| | Begin | End |
|------|------------|------------|
| Date | 06/28/2000 | 06/28/2000 |

SYSTEM PARAMETERS

Printer Copies

Screen

INCIDENT/PROJECT SUMMARY REPORT
By Account Code

Cache ID

Account Code

Old Account Codes

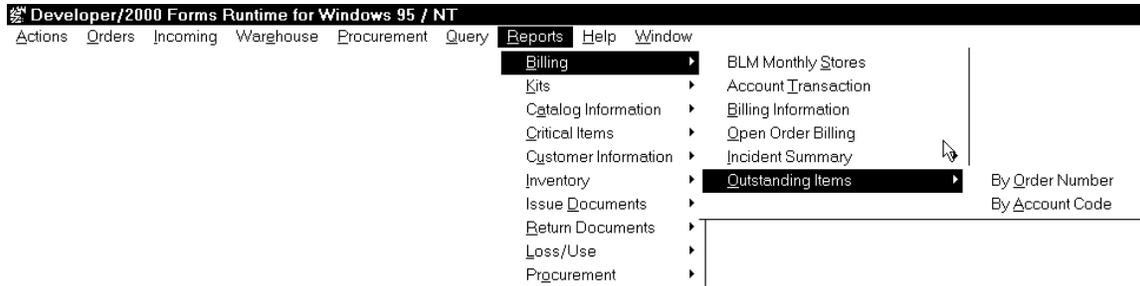
| | Begin | End |
|------|------------|------------|
| Date | 06/28/2000 | 06/28/2000 |

SYSTEM PARAMETERS

Printer Copies

Screen

Billing Reports, contd.



Outstanding Items Report

Summarizes and itemizes all items still outstanding at an incident or project. The report may be run by order number or account code. An *Order Number* or *Account Code* must be entered. The option to include or exclude consumable items is available.

ICBS

OUTSTANDING/SURPLUS ITEM REPORT
BY ORDER NUMBER

Cache ID

Order Number Lov Year

Incident Name

CONSUMABLE SYSTEM PARAMETERS

Include Printer Copies

Exclude Screen

ICBS

OUTSTANDING/SURPLUS ITEM REPORT
By Account Code

Cache ID

Account Code

CONSUMABLE SYSTEM PARAMETERS

Include Printer Copies

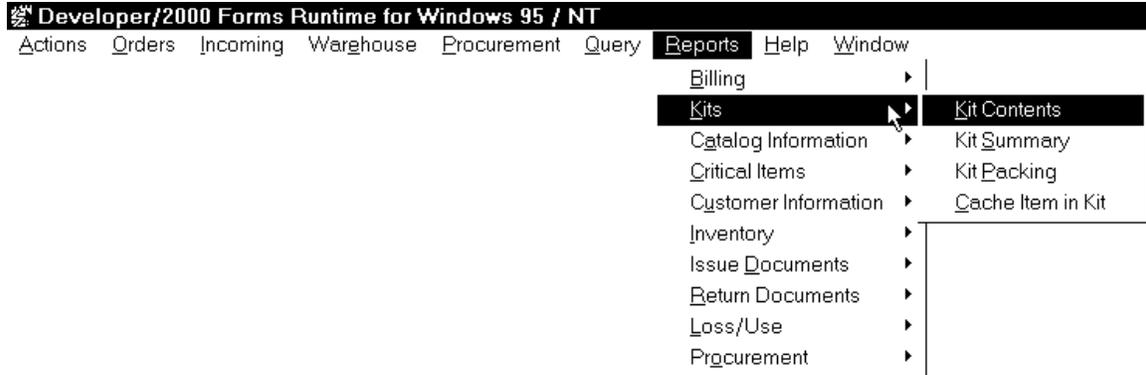
Exclude Screen

Consolidated Incident Summary

Summarizes all items issued, returned, and surveyed for specified incidents or projects at all caches. May be run by an individual incident or by an individual account code. If run by account code, it will print with that account code.

- ▶ **Note:** This option is not available at this time.

Kit Reports

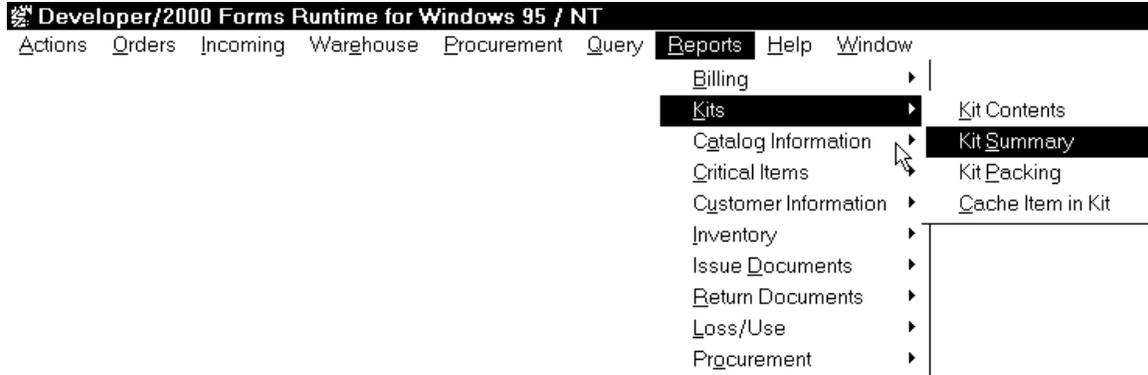


Kit Contents

Lists all components within a specified kit. This will generate a kit contents list for all kits, or a cache item number may be specified in place of ALL. The default for *Cache Item* is ALL. *Items* screen, e.g. pulaski with sheath. Kit component items are the actual kit items.

The screenshot shows a dialog box titled 'KIT CONTENTS REPORT' with the 'ICBS' logo in the top-left corner. The 'Cache Item' field is set to 'ALL'. Below this, there are two sections: 'SORT PARAMETERS' and 'SYSTEM PARAMETERS'. Under 'SORT PARAMETERS', there are radio buttons for 'Cache Item' and 'Principle Name'. Under 'SYSTEM PARAMETERS', there are radio buttons for 'Printer' and 'Screen', and a 'Copies' field set to '1'. At the bottom, there are three buttons: 'Printer', 'OK', and 'Cancel'.

Kit Reports, contd.



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.

The screenshot shows the 'KIT SUMMARY REPORT' dialog box. It has a title bar with 'ICBS' on the left. The main area contains the following fields and options:

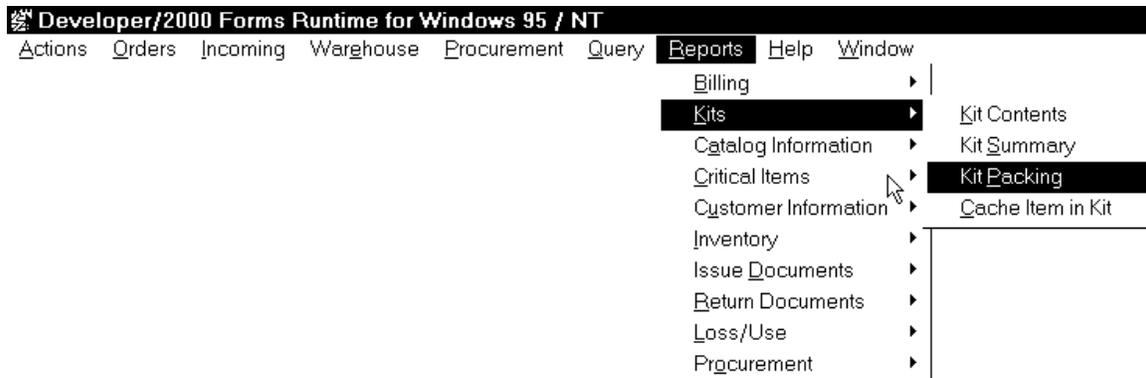
- Cache ID: CANCK
- Cache Item: ALL
- Quantity Requested: (empty field)

Below these fields are two sections of parameters:

- Sort Parameters**
 - Consolidated Items**
 - Cache ID
 - Cache Item
 - Component Items**
 - Cache Item
 - Principle Name
- System Parameters**
 - Printer
 - Screen
 - Copies: 1 (with a spin button)

At the bottom right, there are three buttons: Printer, OK, and Cancel.

Kit Reports, contd.



Kit Packing List

The packing list will identify all cache items and quantities contained within a specified kit. This will generate a kit packing list for all cache items or for a specified cache item. The default for *Cache Item* is ALL. A *Primary Property Number* field has been added to the parameter form. If a primary property number is entered, it will display under the appropriate cache item on the report. If no property number is entered, a blank space will display under the appropriate item so that a property number can be hand written on the report.

The screenshot shows the 'KIT PACKING REPORT' dialog box. It has a title bar with 'ICBS' on the left. The main area contains the following fields and options:

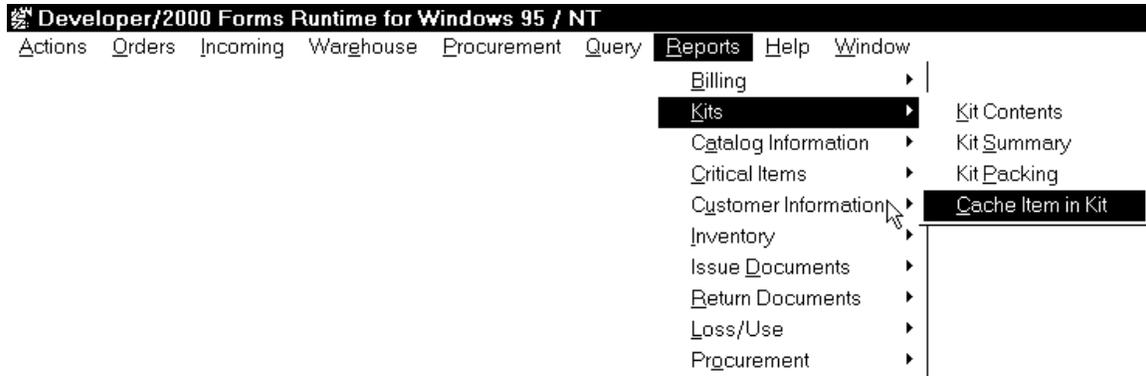
- Cache ID: CANCK
- Cache Item: ALL
- Primary Property Number: (empty)

Below these fields are two sections of parameters:

- SORT PARAMETERS**
 - CONSOLIDATED ITEMS
 - Cache ID
 - Cache Item
 - COMPONENT ITEMS
 - Cache Item
 - Principle Name
 - Storage Location
- SYSTEM PARAMETERS**
 - Printer Copies 1
 - Screen

At the bottom right, there are three buttons: Printer, OK, and Cancel.

Kit Reports, contd.

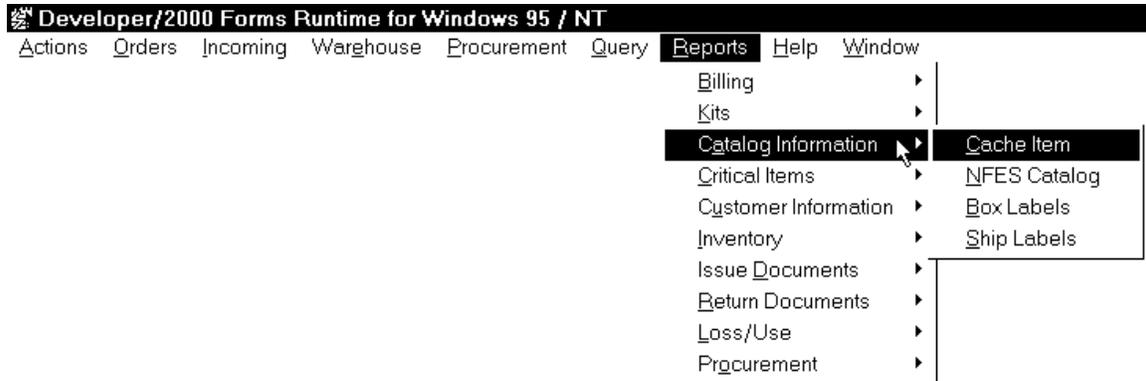


Cache Item in Kit

A consolidated listing of kits containing a specific cache item(s), e.g., reports all kits containing a pulaski.

The screenshot shows a dialog box titled 'CACHE ITEM IN KIT REPORT'. It has a title bar with 'ICBS' on the left. The main area contains a label 'Cache Item' followed by an empty text input field. Below this is the section 'SYSTEM PARAMETERS' with two radio buttons: 'Printer' (selected) and 'Screen'. To the right of the 'Printer' radio button is a label 'Copies' followed by a numeric spinner box showing the value '1'. At the bottom right of the dialog are three buttons: 'Printer', 'OK', and 'Cancel'.

Catalog Information Reports



Cache Item

Lists all information for specified cache items. This will include catalog, supplier, manufacturer, and model information. This report may be run for one cache item, all cache items, or a range of cache items. If run for all cache items, the default sort parameter will be *Cache Item*.

The screenshot shows a dialog box titled 'CACHE ITEM SUMMARY REPORT' with the following fields and options:

| | Begin | End |
|------------|--------|--------|
| Cache Item | 000001 | 095013 |

Sort Parameters

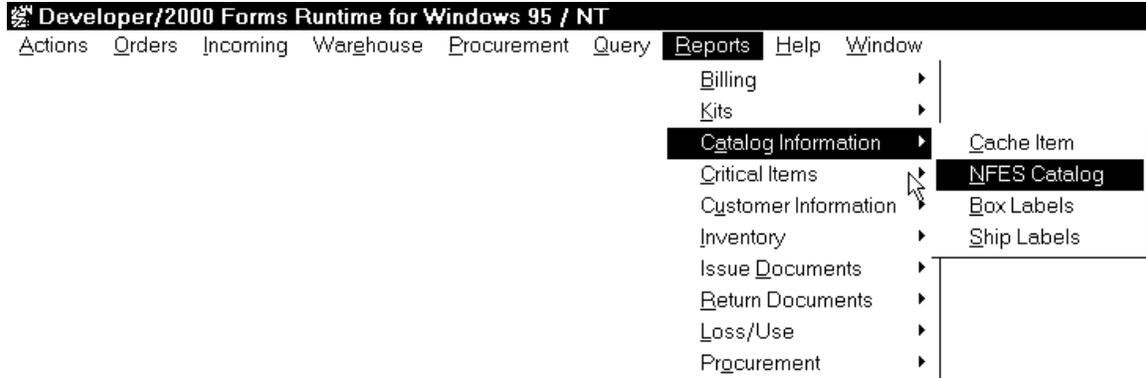
- Cache Item
- Principle Name

System Parameters

- Printer Copies 1
- Screen

Printer OK Cancel

Catalog Information Reports, contd.

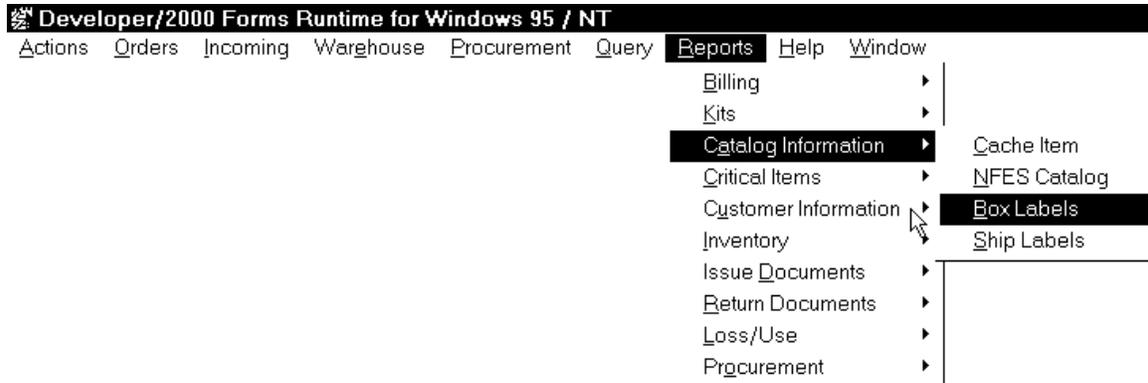


NFES Catalog

This report lists all information pertaining to a specific cache item or a range of cache items. This will include catalog, supplier, manufacturer, and model information.

The screenshot shows the 'NFES CATALOG INFORMATION REPORT' dialog box. The title bar reads 'ICBS'. The main title is 'NFES CATALOG INFORMATION REPORT'. Below the title, there are two input fields: 'Cache Item' with the value '000001' and 'Begin' with the value '095013'. The 'End' field is empty. Below these fields, there are two sections: 'SORT PARAMETERS' and 'SYSTEM PARAMETERS'. Under 'SORT PARAMETERS', there are two radio buttons: 'Cache Item' (selected) and 'Principle Name'. Under 'SYSTEM PARAMETERS', there are two radio buttons: 'Printer' (selected) and 'Screen'. The 'Copies' field is set to '1'. At the bottom, there are three buttons: 'Printer', 'OK', and 'Cancel'.

Catalog Information Reports, contd.



Box Labels

Prints box labels for specified cache items. Box label information includes, cache item number, cache item description, quantity per box, and weight. The label will be reformatted to display the correct weight and cubes per box and the quantity per box is multiplied by the individual weight and cubes.

ICBS

BOX LABEL REPORT

Cache ID

Cache Item No. of Labels

Quantity per Box

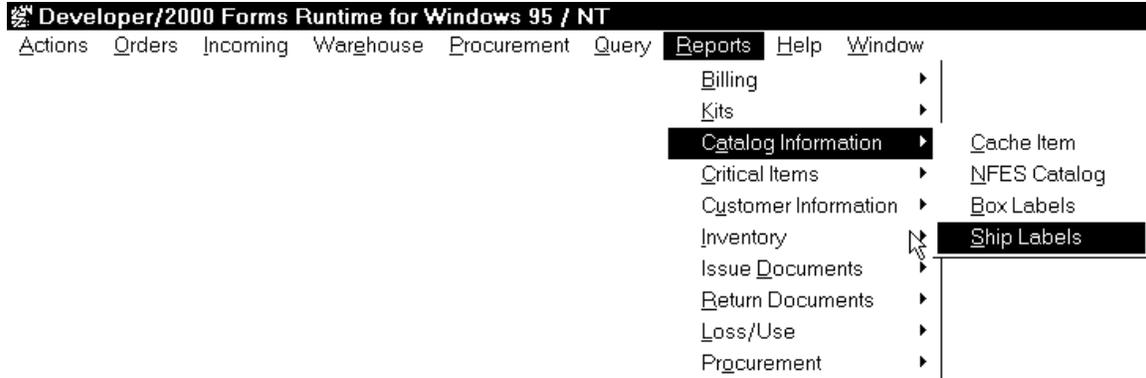
No. of Boxes

SYSTEM PARAMETERS

Printer

Screen

Catalog Information Reports, contd.



Ship Labels

Will print shipping labels for a specified issue or customer and will include name, address, city, and zip code. A specified name, address, city, and zip code may also be entered.

ICBS

SHIPPING LABEL REPORT

Issue Number Lov Customer Id Lov

Customer Name

Address

City

State Zip

Contact Name

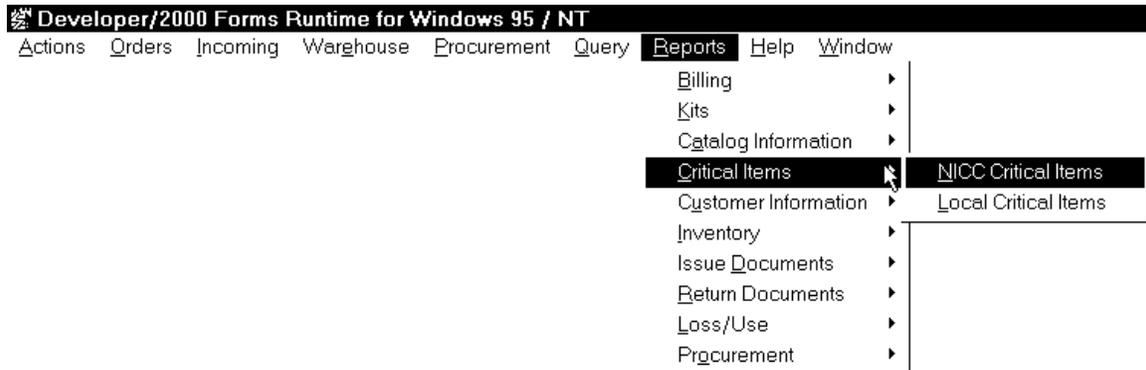
No. of Labels

SYSTEM PARAMETERS

Printer

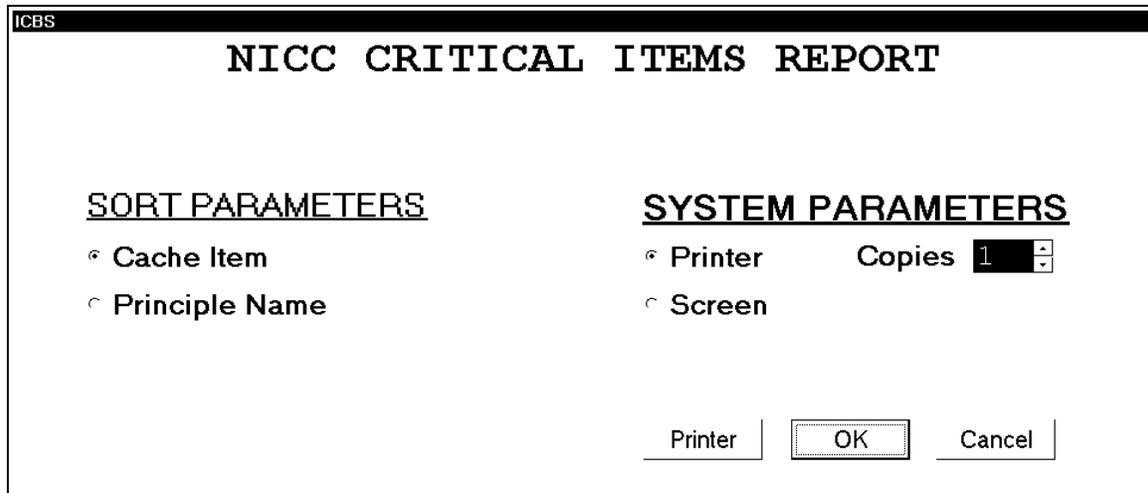
Screen

Critical Item Reports

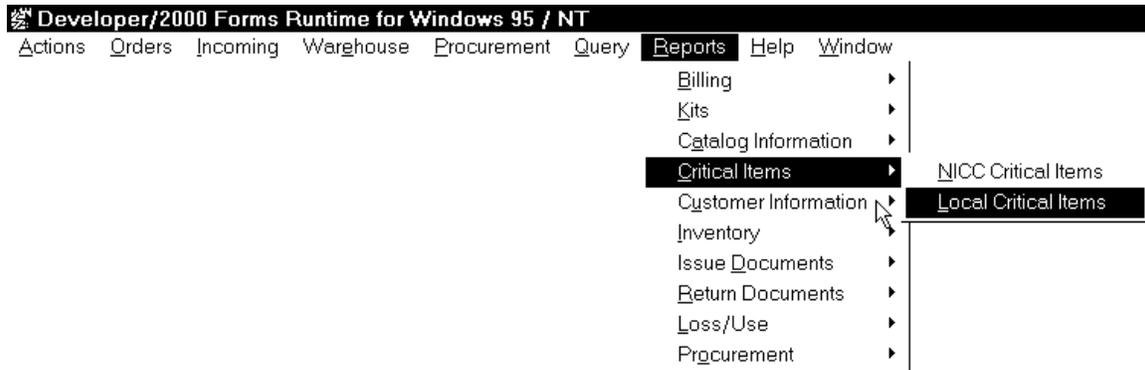


NICC Critical Items

A consolidated listing of the nationally identified critical cache items. Summarizes inventory quantities at a given point in time.



Critical Item Reports, contd.



Local Critical Items

A consolidated listing of all locally identified critical cache items.

ICBS

CRITICAL ITEMS REPORT

Cache ID **CANCK**

SORT PARAMETERS

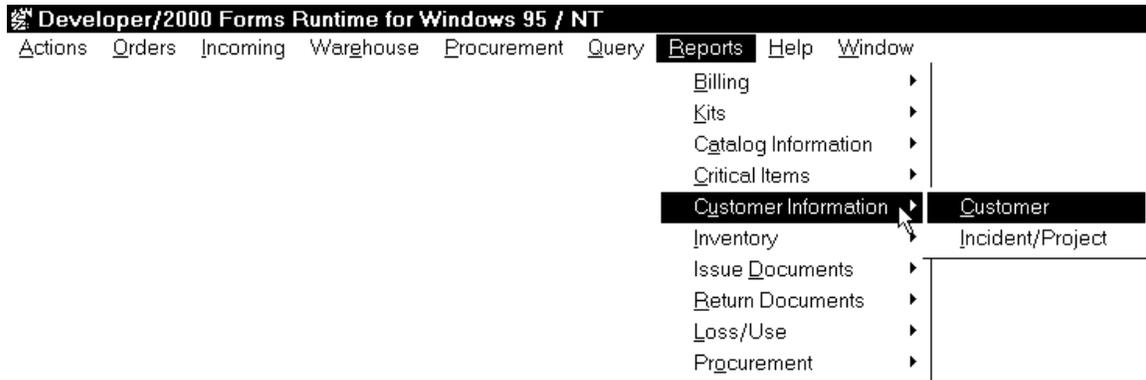
- Cache Item
- Principle Name

SYSTEM PARAMETERS

- Printer Copies **1**
- Screen

Printer OK Cancel

Customer Information Reports

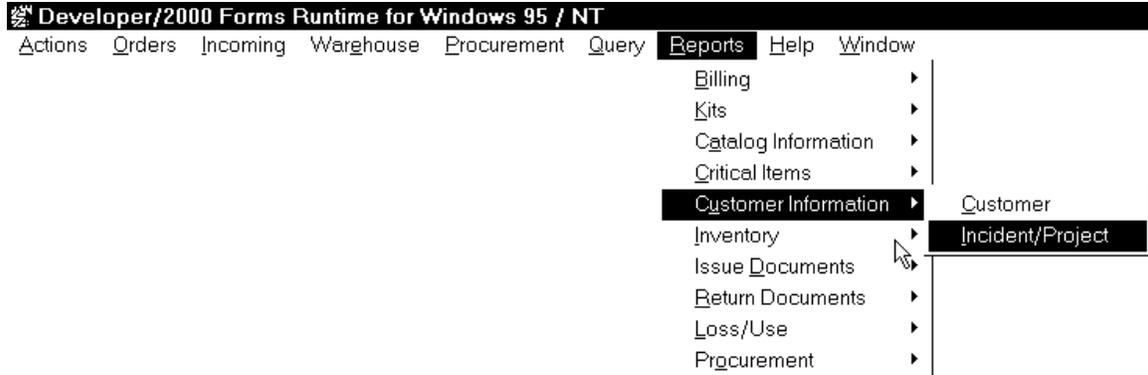


Customer

Prints a listing of all customers and customer contact information by state. A single state I.D. or ALL may be entered—the default is ALL.

The screenshot shows the 'CUSTOMER REPORT' dialog box. At the top, the title bar reads 'ICBS'. The main title is 'CUSTOMER REPORT'. Below the title, there is a 'State' label followed by a text input field containing 'ALL'. The dialog is divided into two sections: 'SORT PARAMETERS' and 'SYSTEM PARAMETERS'. Under 'SORT PARAMETERS', there are two radio buttons: 'Customer Unit ID' and 'Customer Name'. Under 'SYSTEM PARAMETERS', there are two radio buttons: 'Printer' and 'Screen'. The 'Printer' radio button is selected. To the right of the 'Printer' radio button is a 'Copies' label and a numeric spinner box set to '1'. At the bottom of the dialog, there are three buttons: 'Printer', 'OK', and 'Cancel'.

Customer Information Reports, contd.



Incident/Project

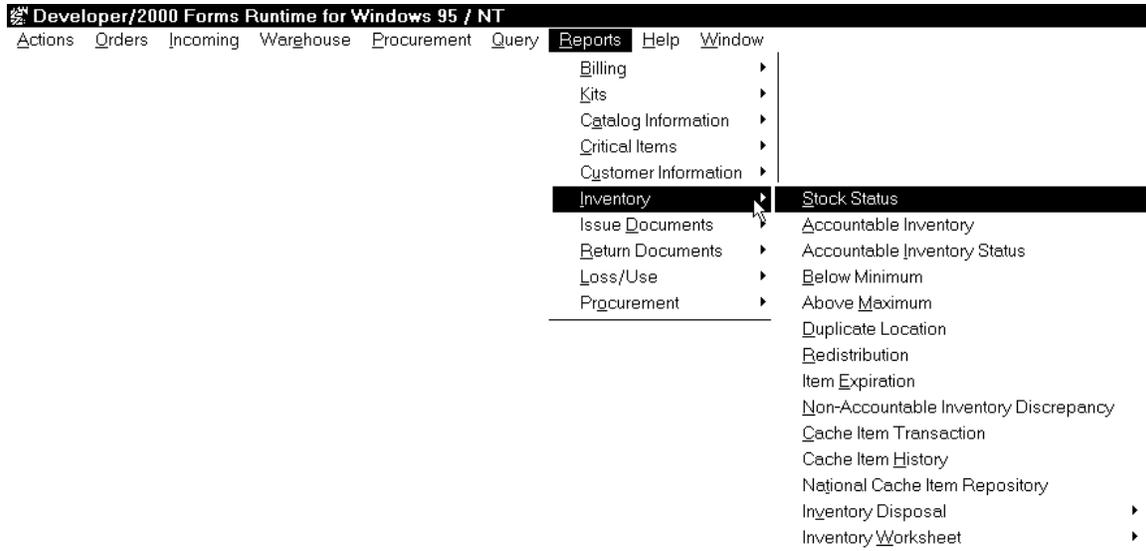
Prints a listing of all incidents/projects supported by the cache. This report will print all active incidents, closed incidents, or both depending upon what is entered in the *Active Incidents* parameter. A **YES** prints active incidents, **NO** prints closed; leaving the field blank will print everything.

The dialog box has a title bar labeled 'ICBS'. The main title is 'INCIDENT/PROJECT REPORT'. Below the title is a checkbox labeled 'Active Incidents' which is checked. There are two columns of options:

- SORT PARAMETERS**
 - Order Number
 - Incident Name
 - Account Code
 - Unit Identifier
- SYSTEM PARAMETERS**
 - Printer Copies
 - Screen

At the bottom of the dialog are three buttons: 'Printer', 'OK', and 'Cancel'.

Inventory Reports



Stock Status

Lists the current status of all items within a specified cache including cache item description, inventory level, location, and price. Options for this report include all cache item numbers, a range of cache items. A specified cache item, all cache items with a specified principle name, all cache items for a specified cache I.D., all storage locations, or a specified storage location.

STOCK STATUS REPORT

Cache ID

Principle Name

Primary Storage Location

Cache Item

Critical Items

SORT PARAMETERS

Cache ID

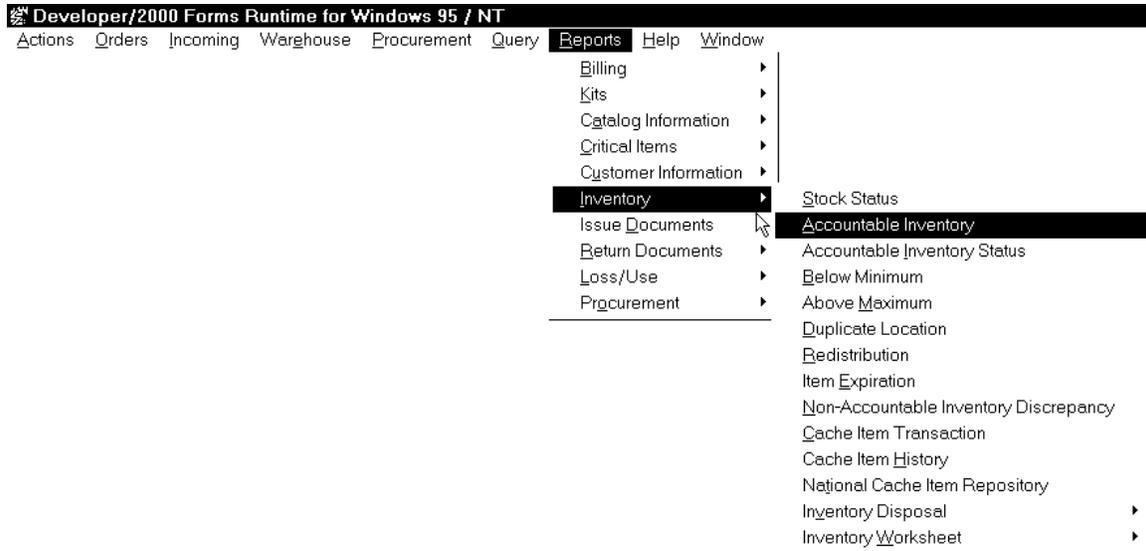
Cache Item

SYSTEM PARAMETERS

Printer Copies

Screen

Inventory Reports, contd.



Accountable Inventory

Lists accountable property items. Criteria operations include all accountable property, a specified property item, or all property within a specified kit.

ICBS

ACCOUNTABLE INVENTORY REPORT

Cache Item

Print Transferred

Status

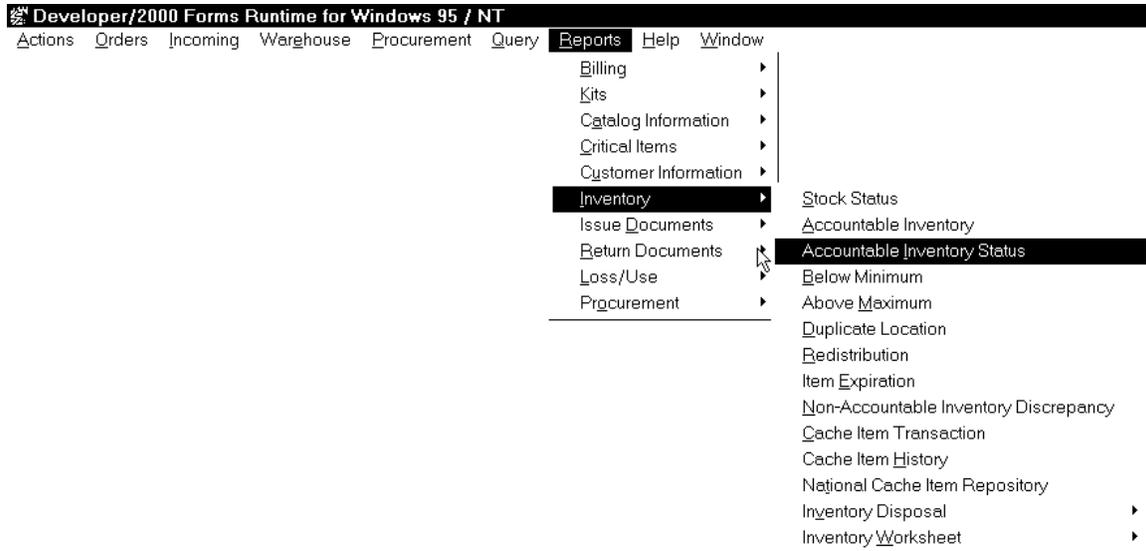
SORT PARAMETERS

- Property Number
- Cache Item
- Principle Name

SYSTEM PARAMETERS

- Printer
- Screen
- Copies

Inventory Reports, contd.



Accountable Inventory Status

Lists the current status of all or specified accountable property.

ICBS

ACCOUNTABLE INVENTORY STATUS REPORT

Cache Item

Principle Name Lov

Owner Customer ID Lov

Storage Location Lov

Status

SORT PARAMETERS

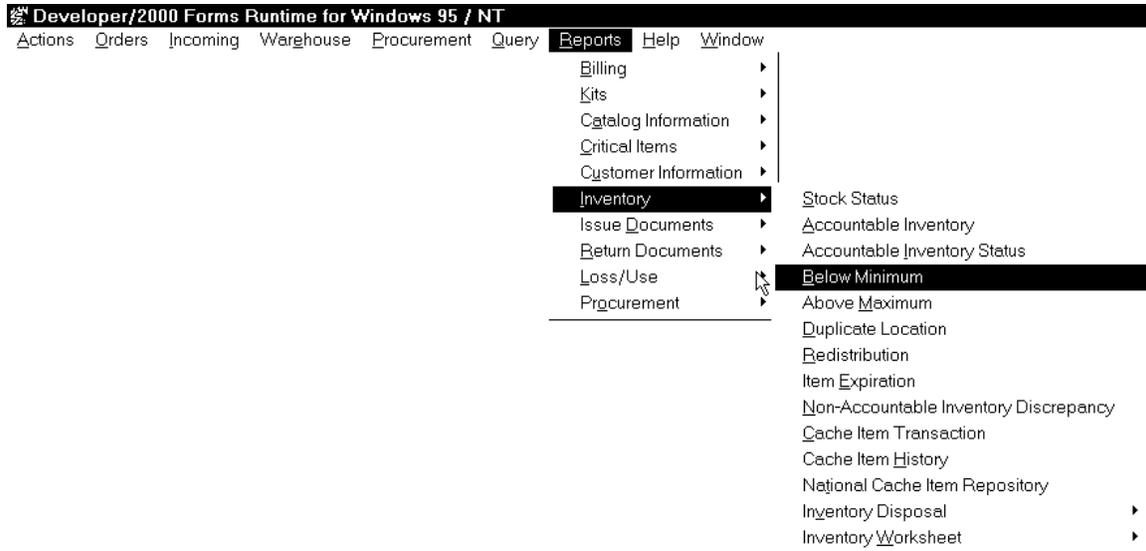
- Property Number
- Cache Item
- Principle Name
- Current Location
- Owner Customer Id
- Status

SYSTEM PARAMETERS

- Printer
- Screen
- Copies

An item *Status* drop down menu has been added to this report. Status options include: *All, All Except Transferred, Available, Disposed, Issued, In Kit, Transferred, Work Ordered, and Pending On Issue.*

Inventory Reports, contd.



Below Minimum

Lists cache items that are below the minimum stocking level as defined by their host organization and as specified in their fire support plans.

BELOW MINIMUM REPORT

Cache ID

| | Begin | End |
|------------|-------------------------------------|-------------------------------------|
| Cache Item | <input type="text" value="000001"/> | <input type="text" value="095013"/> |

Principle Name

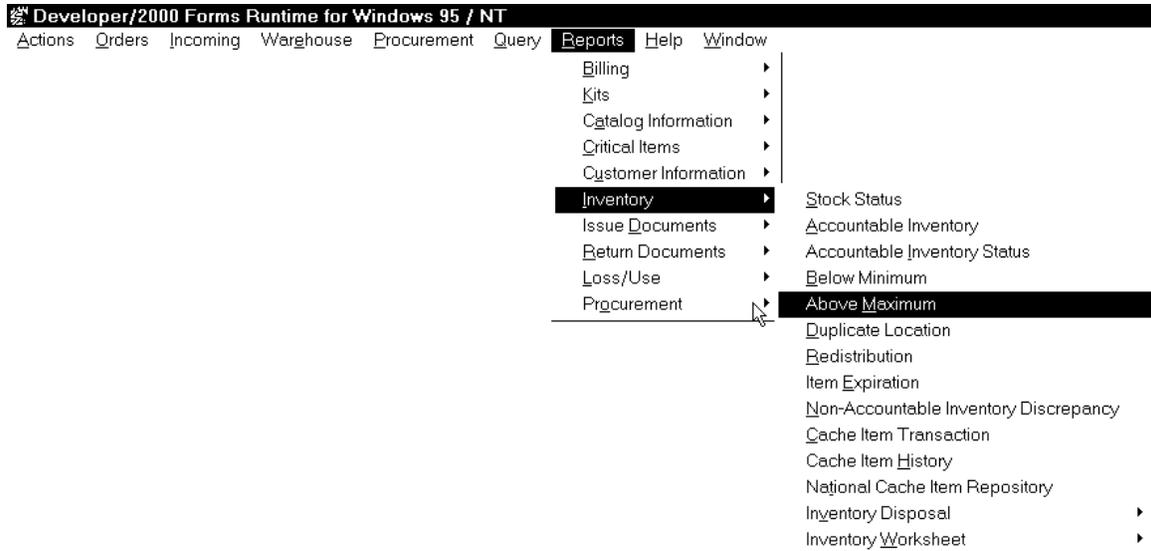
SORT PARAMETERS

- Cache ID
- Cache Item
- Supplier Code
 - Cache Item
- Principle Name

SYSTEM PARAMETERS

- Printer Copies
- Screen

Inventory Reports, contd.



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 plans.

ABOVE MAXIMUM REPORT

Cache ID

| | Begin | End |
|------------|-------------------------------------|-------------------------------------|
| Cache Item | <input type="text" value="000001"/> | <input type="text" value="095013"/> |

Principle Name

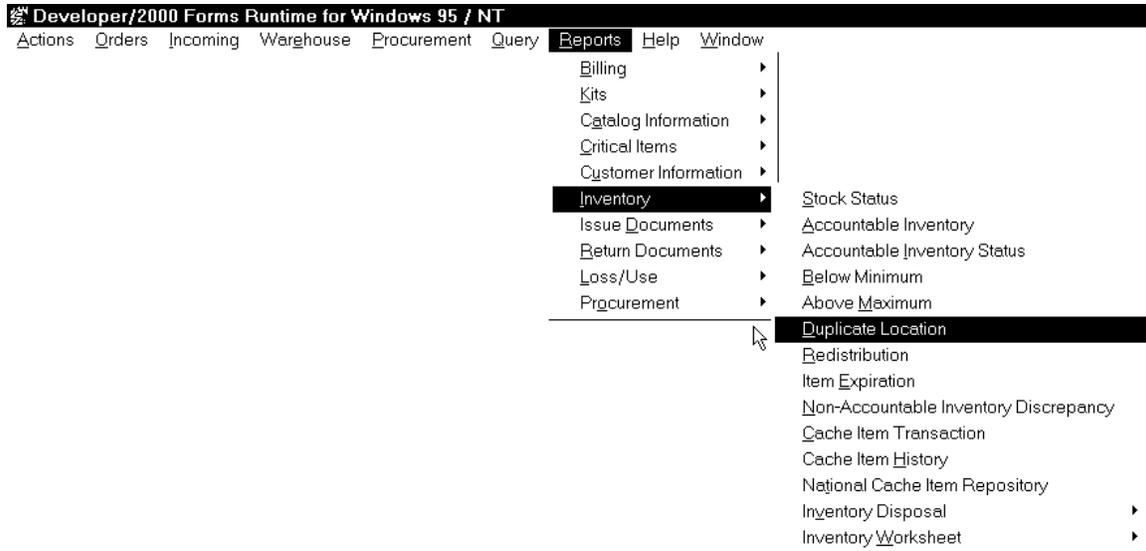
Sort Parameters

- Cache ID
- Cache Item
 - Cache Item
 - Principle Name

System Parameters

- Printer Copies
- Screen

Inventory Reports, contd.



Duplicate Location

Lists all cache items with duplicate locations.

ICBS

DUPLICATE LOCATION REPORT

Cache ID

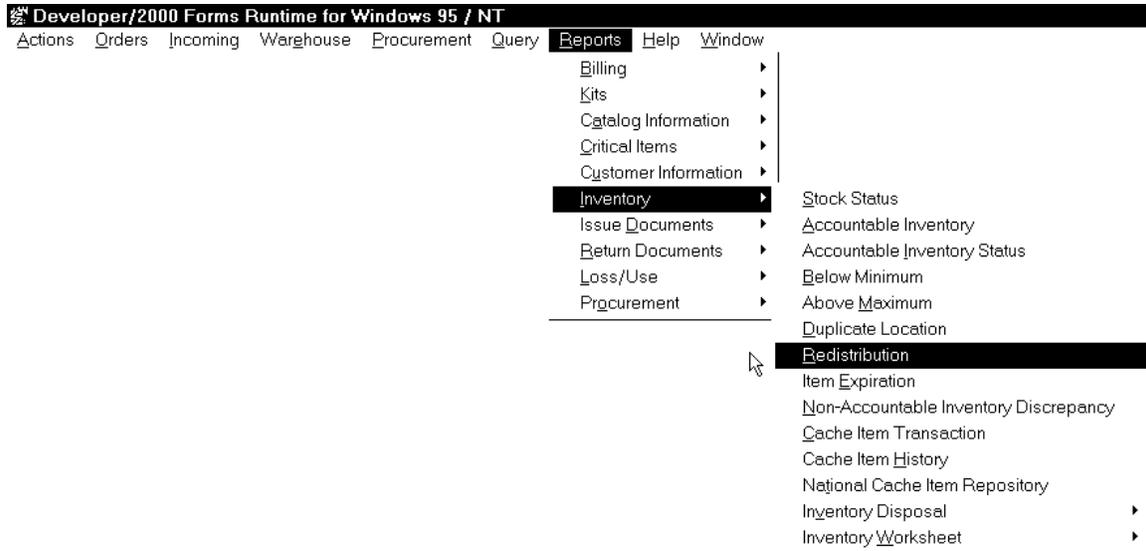
Storage Location Lov

SYSTEM PARAMETERS

Printer Copies

Screen

Inventory Reports, contd.



Redistribution

Lists cache items available for redistribution at your cache. Output for this report is based on the data entered in Warehouse, Inventory Maintenance, and Redistribution.

ICBS

REDISTRIBUTION REPORT

Cache ID

| <u>SORT PARAMETERS</u> | <u>SYSTEM PARAMETERS</u> |
|--------------------------------------|--------------------------------------------------------------------------|
| <input type="radio"/> Cache Item | <input type="radio"/> Printer Copies <input type="text" value="1"/> |
| <input type="radio"/> Principle Name | <input type="radio"/> Screen |