A

Accountable Inventory, 72-73
Actions, 2-8
- Connect, 2
- Change password, 4
- Role Administration, 5-7
- Exit, 8

Adjustment, 78-79
Annual Inventory, 109-110
- Adjust Inventory, 109
- Yearend Processing, 110

Appendices A-E,
- **Appendix A, Reference Data, 1-6**
  - Unit Identifiers, 1
  - Transaction Types, 2
  - Units of Issue, 3
  - Metric Conversion Table, 4-6
- **Appendix B, Functions, 1-5**
  - Toolbar, 1
  - Standard Functions, 2-4
  - Help Menu, 5
- **Appendix C, Change Management Process, 1**
- **Appendix D, User Support, 1**
- **Appendix E, Quick Report**

Reference, 1-4
Assign Storage Location, 70-71

B

Backorders, 29-32
Billing Reports, 143-149
- Generate Billed Transactions, 143
- Account Transaction, 144
- Billing Information, 145
- Open Order Billing, 146
- Incident Summary, 147
- Outstanding Items Report, 148
- Consolidated Incident Summary, 149

Building Kits, 90-91
- *See* Kits,

C

Cache I.D., 98-99
Catalog Information Reports, 154-157
- Cache Item, 154
- NFES Catalog, 155
- Box Labels, 156
- Ship Labels, 157

Change Accounting Code, 102-103
Change Cache Item I.D., 80-81
Change Management Process, Appendix C
Change Order Number, 04-105
Change Password, 4
Change Primary Cache, 100-101
Connect, 2-3
Correct Processed Issue, 18-19
Correct Processed Return, 49
Critical Items Reports, 158-159
- NICC Critical Items, 158
- Local Critical Items, 159

Customer, 9
Customer Information Reports, 160-161
- Customer, 160
- Incident/Project, 161

D

Define Order, 11-12

E

Exit, 8
Exercises,
- 1A, Connect, 2-3
- 2A, Define Customer, 10
- 2B, Define Order, 11-12
- 2C, Create Issue, 16-17
- 2D, Correct Processed Issue, 20
- 2E, Issue Shortage, 25
- 2F, Reserve Cache Items, 28
- 2G, Backorders, 32
- 2H, Transfer Cache Items, 35
- 2I, Correct Processed Transfer, 38
- 3A, Return Worksheet, 40
- 3B, Return, 47
- 3C, Correct a Processed Return, 49
- 3D, Workorder, 52
- 3E, Receipt by P.O., 56
- 3F, Receipt by Requisition, 60
- 3G, Receipt by Requisition Item, 62
- 3H, Receipt Not by Purchase, 65
- 4A, Add Local Cache Item, 68
- 4B, Modify National Cache Item, 69
- 4C, Assign Storage Location, 71
- 4D, Change Accountable Property Fields, 73
- 4E, Update HAZMAT Information, 75
- 4F, Item Disposal, 77
- 4G, Adjust Cache Items, 79
- 4H, Change Cache Item I.D., 81
- 4I, Non-Accountable Inventory `Discrepancy, 83
- 4J, Redistribution, 85
- 4K, Kit Contents, 89
- 4L, Buildup Kit, 91
- 4M, Breakdown Kit, 93
- 4N, Buildup Cache Items, 95
- 4O, Breakdown Cache Items, 97
- 4P, Cache, 99
- 4Q, Change Cache Item, 101
- 4R, Change Accounting Code, 103
- 4S, Change Order Number, 105

4T, List of Values,
5A, Request Cache Items, 113
5B, Create a Purchase Order, 122
6A, Retrieve All Records, 129
6B, Retrieve Selected Records (Matching Exact Value), 130
6C, Retrieve Selected Records (Pattern Matching), 132
6D, Counting Query Records, 138
6E, Stock Status Query, 140
6F, Requisition Query, 142
7A, Kit Reports, 154
7B, Catalog Information
7C, Critical Items
7D, Customer Information
7E, Inventory, 181
7F, Issue Documents, 187
7G, Return Documents, 191
7H, Loss/Use, 194
7I, Procurement, 199

F

G

H

Hazardous Materials, 74-75
Help Menu, Appendix B
Helpdesk, Appendix D
See User Support

I

Incoming,
Returns, 39-47
Correct Processed Return, 48-49
Workorder, 50-52
Receiving, 53-65
Inventory,
See Warehouse
Inventory Maintenance, 76-87
Item Disposal, 76-77
Adjustment, 78-79
Change Cache Item I.D., 80-81
Non-Accountable Inventory Discrepancy, 82-83
Redistribution, 84-85
National Cache Item Repository, 86
NICC Critical Items, 87
Inventory Reports, 162-177
Stock Status, 162
Accountable Inventory, 163
Accountable Inventory Status, 164
Below Minimum, 165
Above Maximum, 166
Duplicate Location, 167
Redistribution, 168
Item Expiration, 169
Non-Accountable Inventory Discrepancy, 170
Cache Item Transaction, 171
Cache Item History, 172
National Cache Item Repository, 173
Accountable Inventory Disposal, 174
Non-Accountable Inventory Disposal, 175
Accountable Inventory Worksheet, 176
Non-Accountable Inventory Worksheet, 177
Issues, 14-15
See Orders
Issue Shortage, 23-25
Issue Reports, 178-182
Issue, 178
Issue Shortage, 179
Shipping Status, 180
Reserved Cache Items, 181
Backordered Cache Items, 182
Issue Shortage, 23-25
Item Catalog, 66-69
Item Disposal, 76-77

J

K

Kits, 88-97
Kit Contents, 88-89
Buildup Kit, 90-91
Breakdown Kit, 92-93
Buildup Cache Items, 94-95
Breakdown Cache Items, 96-97
Kit Reports, 150-153
Kit Contents, 150
Kit Summary, 151
Kit Packing List, 152
Cache Item in Kit, 153

L

List of Values, 106-107
Loss/Use Reports, 186-187
Local Loss/Use, 186
Consolidated Loss/Use, 187

M

Metric Conversion Table, Appendix A

N

National Cache Item Repository, 86
Non-Accountable Inventory Discrepancy, 83
NICC Critical Items, 87

O

Orders, 9-24
Customer, 9
Define Order, 11-12
Issue, 14-15
Correct Processed Issue, 18-19
Shipping Status, 21-22
Issue Shortage, 23-25
Backorders, 29-32

P

Procurement, 111-122
Requisition, 111-113
P.O. By Purchase Order, 114-115
P.O. By Requisition, 116-117
P.O. By Cache Item, 118-120
Supplier, 121-122
Purchase Orders, 116-122
By Purchase Order, 116-117
By Requisition, 118-119
By Cache Item, 120-121
Printer Defaults, 108
Procurement Reports, 188-191
Open P.O., 188
Open Requisition, 189
Supplier, 190
Item Purchases Historical, 191

Q

Query, 125-142
Menu Options, 125
Definition, 126
Points To Remember, 126
Query Orders, 127-130
Query Incoming, 131-132
Query Warehouse, 133-140
Query Procurement, 141-142

R

Receiving, 53-65
Receipt by Purchase Order, 54-55
Receipt by Purchase Order Item, 57-58
Receipt by Requisition, 59
Receipt by Requisition Item, 61
Receipt Not by Purchase 63-64
Records Management, 98-108
Cache, 98-99
Change Cache Item, 100-101
Change Accounting Code, 102-103
Change Order Number, 104-105
List of Values, 106-107
Printer Defaults, 108
Redistribution, 84-85
Reports, 142-191
Points To Remember, 142
Billing, 143-149
Kits, 150-153
Catalog Information, 154-157
Critical Items, 158-159
Customer Information, 160-161
Inventory, 162-177
Issue, 178-182
Returns, 183-185
Loss/Use, 186-187
Procurement, 188-191
Requisition, 113-115
Reserve Cache Items, 28
Return Reports, 183-185
Return worksheet, 183
Return, 184
Open Workorder, 185
Returns, 39-47
Return Worksheet, 39
Role Administration, 5-7

S

Shipping Status, 21-22
Standard Functions, Appendix B
Supplier, 121

T

Toolbar, Appendix B
Transfers, 33-38
Transaction Types, Appendix A

U

Unit Identifiers, Appendix A
Units of Issue, Appendix A
User Support, Appendix D

V

W

Warehouse, 66-75
Item Catalog, 66-69
Assign Storage Location, 70-71
Accountable Inventory, 72-73
Hazardous Materials, 74-75
Workorder, 50-52

X

Y

Z