

# ***Table of Contents***

---

## **Foreword**

### **Unit 1 Actions, 2-8**

- Connect, pg. 2
  - Exercise 1A, Connect, pg. 3
- Change Password, pg. 4
- Role Administration, pg. 5-7
- Exit, pg. 8

### **Unit 2 Actions, 9-38**

- Customer, pg. 9
  - Exercise 2A, Define a New Customer, 10
- Define Order, 11-12
  - Exercise 2B, 13
- Issue, 14-15
  - Exercise 2C, Create an Issue, 16-17
- Correct Processed Issue, 18-19
  - Exercise 2D, Correct a Processed Issue, 20
- Shipping Status, 21-22
- Issue Shortage, 23-25
  - Exercise 2E, Issue Shortage, 25
- Reserve Cache Items, 26-28
  - Exercise 2F, Reserve Cache Items, 28
- Processing Backorders, 29-32
  - Exercise 2G, Backorders by Cache Item and Order Number, 32
- Transfers, 33-38
  - Exercise 2H, Transfer Cache Items Between Incidents, 35
- Correct Processed Transfer, 36-37
  - Exercise 2I, Correct a Processed Transfer, 38

### **Unit 3 Incoming, 39-65**

- Returns, 39-47
  - Return Worksheet, 39
    - Exercise 3A, Print a Return Worksheet, 40
  - Return, 41-46
    - Exercise 3B, 47
- **Correct Processed Return, 48-49**
  - Exercise 3C, Correct a Processed Return, 49
- **Workorder 50-52**
  - Exercise 3D, Process a Workorder From a Return, 52
- **Receiving, 53-65**
  - Receipt by Purchase Order, 54-55
    - Exercise 3E, Receipt by Purchase Order, 56
  - Receipt by Purchase Order Item, 57-58
  - Receipt by Requisition, 59
    - Exercise 3F, Receipt by Requisition, 60
  - Receipt by Requisition Item, 61
    - Exercise 3G, Receipt by Requisition Item, 62
  - Receipt Not by Purchase, 63-64
    - Exercise 3H, Receipt Not by Purchase, 65

## ***Table of Contents, contd.***

---

### **Unit 4 Warehouse, 66-112**

- Inventory, 66-75
  - Item Catalog, 66-69
    - Exercise 4A, Add Local Cache Item, 68
    - Exercise 4B, Modify National Cache Item, 69
  - Assign Storage Location, 70-71
    - Exercise 4C, Assign Storage Location, 71
  - Accountable Inventory, 72-73
    - Exercise 4D, Change Accountable Property Fields, 73
  - Hazardous Materials, 74-75
    - Exercise 4E, Update Hazardous Materials Information, 75
- Inventory Maintenance, 76-87
  - Item Disposal, 76-77
    - Exercise 4F, Item Disposal, 77
  - Adjustment, 78-79
    - Exercise 4G, Adjust Cache Items, 79
  - Change Cache Item I.D., 80-81
    - Exercise 4H, Change Cache Item I.D., 81
  - Non-Accountable Inventory Discrepancy, 82-83
    - Exercise 4I, Non-Accountable Inventory Discrepancy, 83
  - Redistribution, 84-85
    - Exercise 4J, Redistribution, 85
  - National Cache Item Repository, 86
  - NICC Critical Items, 87
- Kits, 88-97
  - Kit Contents, 88-89
    - Exercise 4K, Kit Contents, 89
  - Buildup Kit, 90-91
    - Exercise 4L, Buildup Kit, 91
  - Breakdown Kit, 92-93
    - Exercise 4M, Breakdown Kit, 93
  - Buildup Cache Items, 94-95
    - Exercise 4N, Buildup Cache Items, 95
  - Breakdown Cache Items, 96-97
    - Exercise 4O, Breakdown Cache Items, 97
- Records Management, 98-108
  - Cache, 98-99
    - Exercise 4P, Cache, 99
  - Change Cache Item, 100-101
    - Exercise 4Q, Change Cache Item, 101
  - Change Accounting Code, 102-103
    - Exercise 4R, Change Accounting Code, 103
  - Change Order Number, 104-105
    - Exercise 4S, Change Order Number, 105
  - List of Values, 106-107
    - Exercise 4T, List of Values, 107
  - Printer Defaults, 108
- Annual Inventory, 109-112
  - Adjust Inventory, 109
  - Yearend Processing, 111-112

### **Unit 5 Procurement, 113-124**

- Requisition, 113-115
  - Exercise 5A, Request Cache Items, 115
- Purchase Order, 116-122
  - By Purchase Order, 116-117

## ***Table of Contents, contd.***

---

- By Requisition, 118-119
- By Cache Item, 120-121
- Exercise 5B, Create a Purchase Order, 122
- Supplier, 123-124

### **Unit 6 Query, 125-142**

- Query Information, 125-126
  - Query Menu Options, 125
  - Query Definition, 126
  - Query Points To Remember, 126
- Query Orders, 127-130
  - Query a Customer, Order, Issue, Shipping Status, 127-128
    - Exercise 6A, Retrieve All Records, 129
    - Exercise 6B, Retrieve Selected Records (Matching Exact Value), 130
- Query Incoming, 131-132
  - Query a Return or Workorder, 131
    - Exercise 6C, Retrieve Selected Records (Pattern Matching), 132
- Query Warehouse, 133-140
  - Query Transactions, 131-135
  - Query Change Reference, 136-137
    - Exercise 6D, Counting Query Records, 138
  - Query Stock Status, 139
    - Exercise 6E, Stock Status Query, 140
- Query Procurement, 141-142
  - Query Requisition, Purchase Order, Supplier, 141
    - Exercise 6F, Requisition Query, 142

### **Unit 7 Reports, 142-191**

- Points To Remember, 142-149
- Billing, 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
- Kits, 150-153
  - Kit Contents, 150
  - Kit Summary, 151
  - Kit Packing List, 152
  - Cache Item in Kit, 153
- Catalog Information, 154-157
  - Cache Item, 154
  - NFES Catalog, 155
  - Box Labels, 156
  - Ship Labels, 157
- Critical Items, 158-159
  - NICC Critical Items, 158
  - Local Critical Items, 159
- Customer Information, 160-161
  - Customer, 160
  - Incident/Project, 161
- Inventory, 162-177
  - Stock Status, 162

## ***Table of Contents, contd.***

---

- 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
- Issue Documents, 178-182
  - Issue, 178
  - Issue Shortage, 179
  - Shipping Status, 180
  - Reserved Cache Items, 181
  - Backordered Cache Items, 182
- Return Documents, 183-185
  - Return Worksheet, 183
  - Return, 184
  - Open Workorder, 185
- Loss/Use, 186-187
  - Local Loss/Use, 186
  - Consolidated Loss/Use, 187
- Procurement, 188-191
  - Open Purchase Order, 188
  - Open Requisition, 189
  - Supplier, 190
  - Item Purchases Historical, 191

### **Appendix A – Reference Data**

- National Interagency Support Caches, 1
- Transaction Types, 2
- Units of Issue, 3
- Metric Conversion Table, 4-5

### **Appendix B – Toolbar, Standard Functions, and Help Menu**

- 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, 1-3**

### **Glossary**

***Table of Contents, contd.***

---

**Index**