



Managing Count Requests

DATE: 02/17/2010

This quick reference guide explains how to prepare for and generate count tasks from the console.

To verify an empty virtual location

A virtual location is not an actual location in the warehouse, but must be cleared out and its inventory moved to a physical location in the warehouse.

- 1 On the **Analytics** menu, perform one of the following
 - for cache users, click **Launch WMS Reports**
 - for NWCG users, click **Launch NISCC Reports**.
- 2 Click to run **INVENTORY BY ZONE REPORT**.

If logged on as an NWCG user, click to select the cache of your choice before proceeding with step #3.

- 3 Under **Zone**, click to select the **virtual zones** that you want to verify are empty.

- 4 Under **Select a Column to Sort By**, click one of the following, and then click
 - Location
 - ItemID.
- 5 Review the **INVENTORY BY ZONE REPORT** to determine which inventory to move out of the virtual location and into the storage location.

For more information about performing an ad hoc move, see "Ad hoc Move Requests," under "User Support & Quick Reference Guides," on the ICBS-R web site. For inventory declared unserviceable in either UNS-1 or UNSNW-1, adjust it out instead of moving it.

SSCAP 8x

Home

Welcome, Matt Mixon!

Alerts

There are no open alerts assigned to you.

View Details More Alerts

Favorites

E-Learning

You have not created any favorite searches.

01/29/2010

WMS Reports

Report Name	Run Report
ABOVE MAXIMUM REPORT	
ACCOUNT TRANSACTION REPORT	
BACK ORDER REPORT	
BACK ORDER BY ITEM REPORT	
BELOW MINIMUM REPORT	
BILLING INFORMATION REPORT	
BILLED TRANSACTION LISTING REPORT	
CACHE ITEM TRANSACTION REPORT	
CACHE ITEM TRANSACTION REPORT (POST INVENTORY)	
CACHE ITEM IN KIT REPORT	
CATALOG INFO REPORT	
CUSTOMER REPORT	
DEDICATED LOCATION VIOLATIONS REPORT	
DOCUMENT FACE SHEET REPORT	
EXTERNAL AFFAIRS REPORT	
FSS PURCHASE ORDER REPORT	
INCIDENT OTHER ORDER REPORT	
INCIDENT OTHER ORDER SUMMARY REPORT	
INCIDENT OTHER ORDER SUMMARY REPORT (WITH KIT SUMMARY)	
INVENTORY BY ZONE REPORT	
ITEM EXPIRATION REPORT	
ITEM BY SUPPLIER REPORT	
ITEM PURCHASE HISTORICAL REPORT	
KIT CONTENTS REPORT	
KIT PACKING REPORT	
KIT RETURN WORKSHEET REPORT	
KIT SUMMARY REPORT	

Cache Id
CORMK

Zone

- BULK-ZONE1
- BULK-ZONE2
- BULK-ZONE3
- BULK-ZONE4
- BULK-ZONES
- HAZMAT-ZONE1
- HAZMAT-ZONE2
- HAZMAT-ZONE3
- HOSE-ZONE
- RECEIVE-ZONE
- RFI-ZONE

Select all Deselect all

Select a Column to Sort By

- Location
- ItemID

INVENTORY BY ZONE REPORT DATE: Feb 1, 2010

USER ID : mmixon
CACHE ID : CORMK
ZONE ID : RECEIVE-ZONE, RFI-ZONE, SHIP-SORT-ZONE, SMALL-ENGINE-ZONE, TOOL-ZONE, UNS-ZONE, VAS-ZONE
Report Sorted By : Location

ZONE ID	LOCATION	ITEM ID	DESCRIPTION	UOM	STATUS	TRACKABLE ID	QTY	PEND IN	PEND OUT
RECEIVE-ZONE	RCV-N25	000231	VALVE - wye, gated, 1 1/2" NH-F x 1 1/2" NH-M x 1 1/2" NH-M	EA	RFI		30	0	30
RFI-ZONE	RFI-1	000212	VALVE - foot, 1 1/2" NH-F w/strainer	EA	RFI		2	0	0
SHIP-SORT-ZONE	SHIP-SORT01	000030	BATTERY - size AA, 1.5 volt, penlight	PG	RFI		10	0	0
	SHIP-SORT01	000644	CARTON - fiberboard, 33" x 18" x 22"	EA	RFI		1	0	0
SMALL-ENGINE-ZONE	SMALL-ENGINE-1	000148	PUMP - Portable, High Pressure w/Fuel Line	EA	NRFI-RFB	RMK-0148-66	1	0	0
TOOL-ZONE	TOOL-2	000146	PULASKI - with plastic sheath	EA	UNSERVICE		6	0	0
UNS-ZONE	UNS-1	000078	CHAPS - protective, summer weight, 36" long	PR	UNSERVICE		1	0	0
	UNS-1	000218	TANK, GASOLINE - 5 GL (18.9L), pump adapted	EA	UNSERVICE		1	0	0
	UNS-1	000272	VALVE - wye, gated, 3/4" NH-F x 3/4" NF-M x 3/4" NH-M	EA	UNSERVICE		2	0	0
	UNS-1	000606	CAN - gasoline, safety, 5GL, DOT approved style Jerrri can	EA	UNSERVICE		3	0	0
	UNS-1	001016	HOSE - garden, synthetic, 3/4" NH x 60'	LG	UNSERVICE		1	0	0
VAS-ZONE	V1-000001	000002	FITTING - hose, double male, 232 L9/16-18LH, brass union	EA	RFI		2	0	0
	V1-000001	000006	ADAPTER - 1 1/2" NH-F, (9 TPI) to 1 1/2" NPSM (11 1/2 TPI)	EA	RFI		0	2	0





Managing Count Requests

DATE: 02/17/2010

To confirm no in-process issues, work orders, or tasks

Except for open refurbishment work orders all other issues, work orders, and tasks must be complete.

- 1 On the **Analytics** menu, perform one of the following
 - for cache users, click **Launch WMS Reports**
 - for NWCG users, click **Launch NISCC Reports**.
- 2 Click  to run **PHYSICAL COUNT PREP REPORT**.

If logged on as an NWCG user, click to select the cache of your choice before proceeding with step #3.

- 3 Click

- 4 Review the **PHYSICAL COUNT PREP REPORT** to determine any in-process tasks, orders, and work orders.
- 5 When finished, run the **PHYSICAL COUNT PREP REPORT** again to verify that nothing is in-process.

The **PHYSICAL COUNT PREP REPORT** contains three lists: **Task List**, **Issue List**, and **Work Order List**. Except for incomplete refurbishment work orders, be sure to work through each section to complete tasks, ship orders, and complete work orders.

ICBS-R Helpdesk: 866-224-7677
email: helpdesk@dms.nwcg.gov

Cache Id
CORMK

PHYSICAL COUNT PREP REPORT DATE: Feb 1, 2010 PAGE: 1

ICBS
USER ID : mmixon
CACHE ID : CORMK
Report Sorted By:

Task List

ACTIVITY CODE	TASK TYPE	ITEM ID	QUANTITY	STATUS	SOURCE LOCATION	SOURCE ZONE	TARGET LOCATION	TARGET ZONE	ASSIGNED TO
RETRIEVAL	RF Based Retrieval	000040	1	Held	B2-02	BULK-ZONE2	V1-00001	VAS-ZONE	

PHYSICAL COUNT PREP REPORT DATE: Feb 1, 2010 PAGE: 7

ICBS
USER ID : mmixon
CACHE ID : CORMK
Report Sorted By:

Issue List

TYPE	ISSUE	INCIDENT	YEAR	INCIDENT NAME	CUSTOMER	ORDER DATE	TOTAL AMOUNT	STATUS
Incident Issue	000009007	CO-ARF-008055	2008	68 FIRE	COARF	May 22, 2008 12:00:00 AM	\$196.62	Partially Shipped
Incident Issue	0000564903	AZ-PNE-000560	2008	LANE 2	AZPNE	Jan 6, 2010 3:07:03 PM	\$58.99	Draft Order Created

PHYSICAL COUNT PREP REPORT DATE: Feb 1, 2010 PAGE: 8

ICBS
USER ID : mmixon
CACHE ID : CORMK
Report Sorted By:

Work Order List

WORK ORDER	SERVICE ITEM	ITEM ID	UOM	STATUS	QTY
10793	KITTING	000970	KT	Work Order Created	2
10794	KITTING	000970	KT	Work Order Created	2
10803	KITTING	000970	KT	Work Order Created	2
10804	KITTING	000970	KT	Work Order Created	2
10805	KITTING	000970	KT	Work Order Created	2

To verify item location dedications

Inventory must not be in a location it doesn't belong.

- On the **Analytics** menu, perform one of the following
 - for cache users, click **Launch WMS Reports**
 - for NWCG users, click **Launch NISCC Reports**.
- Click to run **DEDICATED LOCATION VIOLATIONS REPORT**.

If logged on as an NWCG user, click to select the cache of your choice before proceeding with step #3.

- To show a specific zone of dedicated violations, click to select the **Zone** of your choice.

To show all violations in the cache, skip this step!

- Under **Select a Column to Sort By**, click one of the following, and then click
 - Location
 - ItemID.
- Review the **DEDICATED LOCATION VIOLATIONS REPORT** to determine which inventory must be moved to its correct location, or update the dedication for that location if the inventory is correctly located.

For more information about performing an ad hoc move, see "Ad hoc Move Requests," under, "User Support & Quick Reference Guides," on the ICBS-R web site.

Cache Id
CORMK
Zone
ZONE ID

Select a Column to Sort By

- Location
- ItemID

DEDICATED LOCATION VIOLATIONS REPORT

ICBS
USER ID : mmixon
CACHE ID : CORMK
ZONE ID :
Report Sorted By : Location

LOCATION	ZONE	ITEM ID	DESCRIPTION	UOM	STATUS	TRACKABLE ID	QTY	PEND IN	PEND OUT
B3-010301	BULK-ZONE3	000529	CARTON - fiberboard,24" x 14" x 17"	EA	RFI		80	0	0
B4-01	BULK-ZONE4	000643	CARTON - fiberboard, 41" x 16" x 19"	EA	RFI		770	0	0
B4-03	BULK-ZONE4	000609	POST - Fence,Notched Fiberglass/Metal,60"-72"	EA	RFI		129	0	0
B5-01	BULK-ZONE5	000556	BRACKET - Tie Down, V-Clip	EA	RFI		6	0	6
B5-01	BULK-ZONE5	000731	TEE - hoseline, 1 1/2" NHF x 1 1/2" NHM x 1" NPSH-M w/cap	EA	RFI		160	0	0
B5-01	BULK-ZONE5	000825	STAKES - tent, metal	EA	RFI		306	0	0
B5-01	BULK-ZONE5	000870	KIT - Pump, Portable, High Pressure	KT	RFI	*Multiple	19	0	0
B5-01	BULK-ZONE5	003870	KIT - Accessory,Pump,Portable,High Pressure (000870)	KT	RFI		1	0	1
HAZMAT-3	HAZMAT-ZONE3	000105	FUSEE - signal device, hand	BX	RFI		2	0	0
HAZMAT-3	HAZMAT-ZONE3	000651	OIL - SAE 30 WT	QT	RFI		175	0	0
HAZMAT-3	HAZMAT-ZONE3	000700	PURGING FLUID - 16 oz	CN	RFI		60	0	0
HAZMAT-3	HAZMAT-ZONE3	001969	OIL - bar & chain, 1 QT (.9L)	QT	RFI		96	0	0
HAZMAT-3	HAZMAT-ZONE3	003444	OIL - 2 cycle, mix size for 1 GL (3.8L) of fuel mix	EA	RFI		695	0	0
STOR1-06100101	STOR1	006131	FLY - sunscreen, 20' x 20',w/guy ropes	EA	RFI		5	0	0
STOR1-09010301	STOR1	002698	TABLE - folding, 6'	EA	RFI		4	0	0
STOR1-10010302	STOR1	000021	BAG - garbage can liner, plastic, 30 GL, 39" x 33"	BX	RFI		115	0	0
STOR1-10090202	STOR1	000551	ROD - Grounding 2 1/2 Stake w/wire	EA	RFI		40	0	0
STOR1-12060101	STOR1	000608	FENCE - barricade, plastic, 4' x 50'	RO	RFI		7	0	2
STOR1-12050102	STOR1	000609	POST - Fence,Notched Fiberglass/Metal,60"-72"	EA	RFI		24	0	12
STOR1-13050202	STOR1	000021	BAG - garbage can liner, plastic, 30 GL, 39" x 33"	BX	RFI		151	0	0

To create a count request

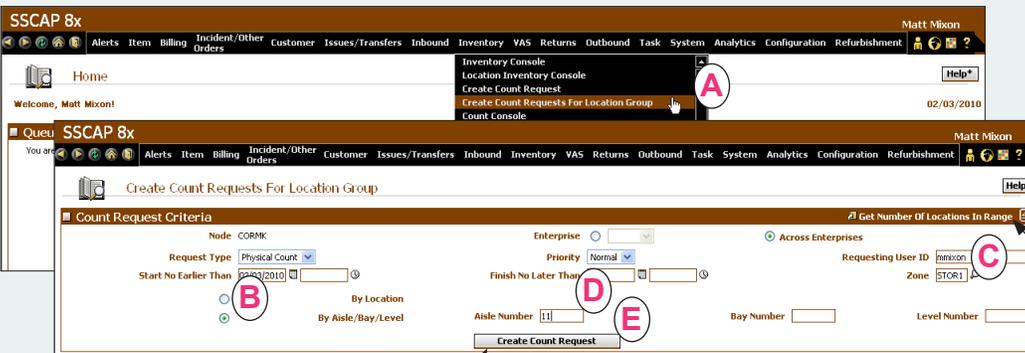
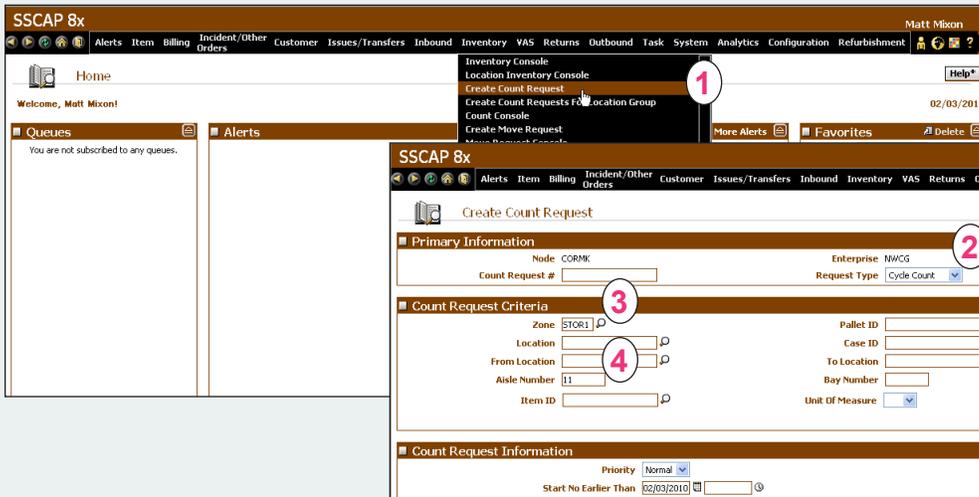
This task explains how to create one count request per aisle. This method allows you to: manage counts easier, view accuracy for the aisle, and accept variance for one aisle at a time.

- 1 On the **Inventory** menu, click to select **Create Count Request**.
If logged on as an NWCG user, click to select the cache of your choice before proceeding with step #2.
- 2 Click the **Request Type** drop-down arrow, and then click to select **Physical Count**.
- 3 Under **Count Request Criteria** in the **Zone** text box, search for or type the **Zone** you want to count.
- 4 In the **Aisle Number** text box, type the **aisle number** you want to count, and then click

To create a count request for a location group

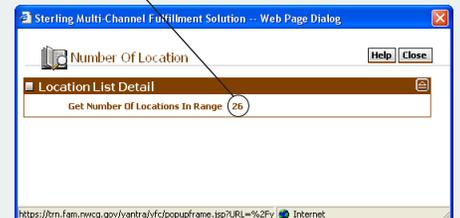
This task explains how to create one count request for a location. This method allows you to: ignore frozen locations, obtain more granular control, and accept variance for one location at a time.

- A On the **Inventory** menu, click to select **Create Count Request For Location Group**.
If logged on as an NWCG user, click to select the cache of your choice before proceeding with step #2.
- B Click the **Request Type** drop-down arrow, and then click to select **Physical Count**.
- C Click to select **Aisle/Bay/Level**.
- D Under **Count Request Criteria** in the **Zone** text box, search for or type the **Zone** you want to count.
- E In the **Aisle Number** text box, type the **aisle number** you want to count, and then click



Click to show the number of locations in the count request

Once you click the **Create Count Request** button, this screen does not refresh. If you click this button again an error will result!



To ensure all physical locations are accounted for

Run the **PHYSICAL COUNT LOCATIONS NOT COUNTED REPORT** to list all locations not included in the count requests.

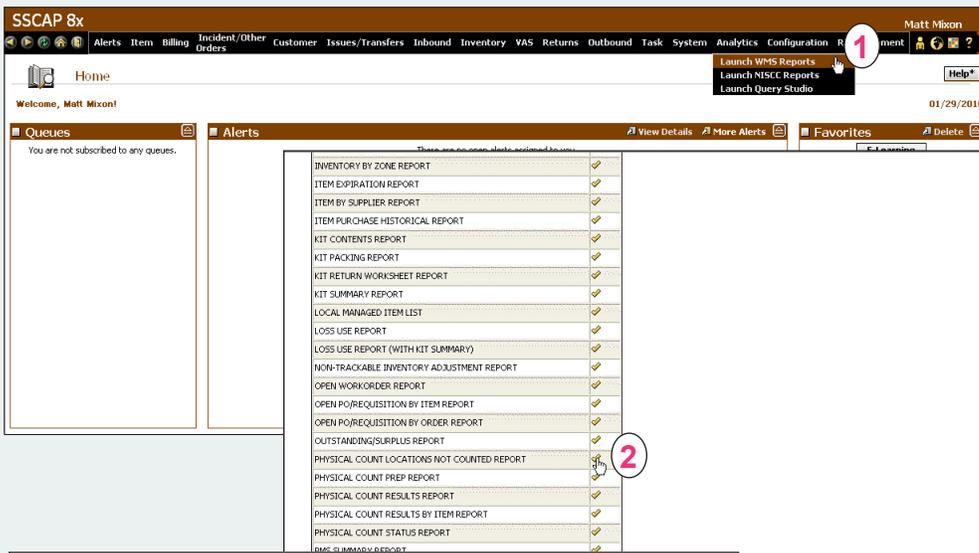
- On the **Analytics** menu, perform one of the following
 - for cache users, click **Launch WMS Reports**
 - for NWCG users, click **Launch NISCC Reports**.
- Click to run **PHYSICAL COUNT LOCATIONS NOT COUNTED REPORT**.

If logged on as an NWCG user, click to select the cache of your choice before proceeding with step #3.

- Under **Zone**, click to select all **zones** with virtual locations you wish to ignore in the count.

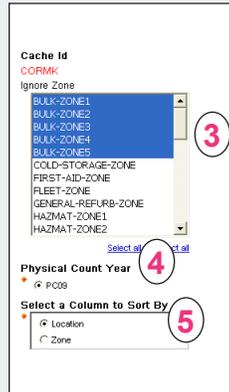
To select more than one Zone, press and hold [Ctrl] and then click to select the zones of your choice.

- Verify that the **Physical Count Year** identifies the correct year.
- Under **Select a Column to Sort By**, click one of the following, and then click
 - Location
 - ItemID.
- Review the **PHYSICAL COUNT LOCATIONS NOT COUNTED REPORT** and create count requests for the zone and aisle combinations listed in the report.



PHYSICAL COUNT LOCATIONS NOT COUNTED REPORT

The LAST COUNTED column lists the date of the last physical count. If this column is blank, the location has not been counted since the end of the last month of the current physical count year.



PHYSICAL COUNT LOCATIONS NOT COUNTED REPORT DATE : Feb 4, 2010
PAGE : 1

ICBS
USER ID : rmmixon
CACHE ID : CORMK
IGNORE ZONE : BULK-ZONE1, BULK-ZONE2, BULK-ZONE3, BULK-ZONE4, BULK-ZONE5
Report Sorted By : Location

LOCATION	ZONE ID	AISLE	BAY	LEVEL	LAST COUNTED	LAST REQUEST
BCV-01	STOR1	1	1	1		
COLD-STORAGE-1	COLD-STORAGE-ZONE	1	1	1		
CYCLE_COUNT_BIN	VIRTUAL-ZONE	0	0	0		
DROP-ZONE1	INTRANSIT	0	0	0		
FIRST-AID-1	FIRST-AID-ZONE	0	0	0		
FIRST-AID-2	FIRST-AID-ZONE	0	0	0		
FLEET-1	FLEET-ZONE	1	1	1		
GENERAL-REFURB-1	GENERAL-REFURB-ZONE	1	1	1		
GENERAL-REFURB-2	GENERAL-REFURB-ZONE	1	1	1		
HAZMAT-1	HAZMAT-ZONE1	1	1	1		
HAZMAT-2	HAZMAT-ZONE2	1	1	1		
HAZMAT-3	HAZMAT-ZONE3	1	1	1		
HOSE-1	HOSE-ZONE	1	1	1		
HOSE-2	HOSE-ZONE	1	1	1		
11-000001	INTRANSIT	0	0	0		
12-000001	INTRANSIT	0	0	0		
12-000002	INTRANSIT	0	0	0		
12-000003	INTRANSIT	0	0	0		
12-000004	INTRANSIT	0	0	0		
12-000005	INTRANSIT	0	0	0		

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For more information about assigning count tasks for outstanding variances see the Quick Reference Guide, "Managing Count Variances."