

Interagency Cache Business System Re-engineering

APPENDIX E

ICBS Business Requirements Validation Results

Version 2.0 September 30, 2004

D R A F T

Contents

| | |
|--|-----------|
| ICBS Business Requirements Validation Results | 1 |
| Table 1: Business Requirements – 1.0 Process Order Request | 1 |
| 1.1 Receive Order Request | 1 |
| 1.2 Validate Order | 1 |
| 1.3 Define Customer | 2 |
| 1.4 Define Incident or Other Order | 3 |
| 1.5 Input Incident Order and Post Issue | 4 |
| 1.6 Input Incident or Other Order as Pending | 6 |
| 1.7 Retrieve Pending Incident or Other Order and Post Issue | 6 |
| 1.8 Input Other Orders and Post Issue | 7 |
| 1.9 Query Issues | 7 |
| 1.10 Transfer Cache Items | 7 |
| 1.11 Correct Issues and Transfers | 8 |
| 1.12 Update Issue Transportation Information | 8 |
| 1.13 Canceling Orders and Issues | 9 |
| 1.14 Process Issue Shortage Notice | 9 |
| 1.15 Reserve Cache Items | 9 |
| 1.16 Process Backorders | 10 |
| 1.17 Process Credit Card Order | 10 |
| Table 2: Business Requirements – 2.0 Process Incoming Cache Items | 12 |
| 2.1 Produce Return Worksheet and Process Return | 12 |
| 2.2 Workorder | 15 |
| 2.3 Correction | 16 |
| 2.4 Process Receipts | 16 |
| Table 3: Business Requirements – 3.0 Perform Warehouse Activities | 18 |
| 3.1 Maintain Item Catalog | 18 |
| 3.2 Assign Storage Location | 19 |
| 3.3 Update Accountable Property | 19 |
| 3.4 Update Hazardous Information | 20 |
| 3.5 Process Items for Disposal | 20 |
| 3.6 Adjustment to Inventory Quantities | 20 |
| 3.7 Change cache Item ID | 21 |
| 3.8 Enter non-accountable inventory discrepancy | 21 |
| 3.9 Create Distribution List | 22 |
| 3.10 Maintain National Cache Item Repository | 23 |
| 3.11 Maintain NICC Critical Items | 23 |
| 3.12 Kits | 24 |
| 3.13 Records Management | 26 |
| 3.14 Archive | 28 |
| 3.15 Restore | 28 |
| 3.16 Perform Physical Inventory | 28 |
| 3.17 Adjust Inventory | 28 |
| 3.18 Year-end Processing | 28 |
| 3.19 Re-stock Inventory (daily) | 29 |

| | |
|--|-----------|
| Table 4: Business Requirements – 4.0 Procure Items | 30 |
| 4.1 Process Requisition..... | 30 |
| 4.2 Process Purchase Order | 31 |
| 4.3 Enter Supplier Information | 32 |
| Table 5: Business Requirements – 5.0 Generate Reports | 33 |
| 5.1 Batch Printing | 33 |
| 5.2 Account Transaction Reports | 33 |
| 5.3 Billing Information Report | 34 |
| 5.4 Open Order Billing Report | 34 |
| 5.5 Incident Summary..... | 35 |
| 5.6 Cache Item Component Report (Kit Contents)..... | 36 |
| 5.7 Cache Item Component Availability Report (Kit Summaries) | 36 |
| 5.8 Cache Item Packing List | 36 |
| 5.9 Kit Item Summary Report (Cache Item in Kit)..... | 36 |
| 5.10 Cache Item Summary (Cache Item)..... | 36 |
| 5.11 NFES Catalog Information | 37 |
| 5.12 NFES Box Label..... | 37 |
| 5.13 Flag Critical Items (this is a process, not a report, enter info as a process)..... | 38 |
| 5.14 Critical Items Report for NICC | 38 |
| 5.15 Local Critical Item Report | 38 |
| 5.16 Address Code Listing | 38 |
| 5.17 Incident/Project List..... | 38 |
| 5.18 Accountable Property Report | 39 |
| 5.19 Disposal Report | 39 |
| 5.20 Cache Item Below Minimum..... | 39 |
| 5.21 Cache Item Above Maximum..... | 40 |
| 5.22 Duplicate Location Report..... | 40 |
| 5.23 Inventory Worksheet | 40 |
| 5.24 Issue | 41 |
| 5.25 Redistribution | 42 |
| 5.26 Return Documents | 43 |
| 5.27 Stock Status | 44 |
| 5.28 List of Items with Expiration..... | 44 |
| 5.29 Inventory Discrepancy..... | 45 |
| 5.30 Cache Item Transaction Listing..... | 45 |
| 5.31 Stock History Report (Cache Item History)..... | 45 |
| 5.32 Alaska Stock Display..... | 45 |
| 5.33 Fire Loss/Use..... | 46 |
| 5.34 Consolidated Fire Loss/Use..... | 46 |
| 5.35 Open Purchase Order Listing..... | 46 |
| 5.36Item Supplier List | 47 |
| 5.37 Open Requisition Listing..... | 47 |
| 5.38 Item Supplier List | 47 |
| 5.39 Item Purchases Report | 47 |
| 5.40 Prepare Worksheet (Workorder) | 47 |
| 5.41 Print Open Workorder | 47 |
| 5.42 Perform Ad Hoc Queries | 48 |
| 5.43 National Cache Item Repository..... | 48 |
| 5.44 BLM Reports | 48 |
| 5.45 General Report Requirements..... | 49 |

ICBS Business Requirements Validation Results

This section establishes an initial set of business requirements for the re-engineered ICBS application. The requirements are categorized by the cache business processes outline used in the ICBSR field visits. The requirements table(s) indicates if the requirement is met by the current ICBS Oracle Forms© application or if it is new. In addition, other information is documented in the comments section that provides guidance for new requirements or modifications for requirements that already exist in ICBS.

The requirements section was accumulated from the 1993 Cache Operations Logical Model, 1997 ICBS Design, ICBS User's Guide and the Oracle Forms© interface (and underlying code), the client/server application, and from the ICBS-R Business Requirements Validation results.

In the business requirements tables throughout this document, table columns have the following definitions:

- **Business Process** – identifies the business process to which the requirement is associated.
- **Reqmt ID**—unique identifier providing a reference to a specific requirement.
- **Business Requirement**—brief statement of the business function or conditions to be met by the product.
- **ICBS or NEW**—indicates whether the business process is supported by the current application (ICBS) or is a new requirement (NEW) that needs to be met by the re-engineered application.
- **ICBS Menu/Screen** – lists the menu option(s) used to access the ICBS screen associated with the requirement.
- **Comments** —any pertinent information about the requirement.
- **Estimated Effort Req.** – a subjective estimate of the relative amount of effort needed to re-engineer current ICBS functionality to meet the business community's requirements. This information is to assist vendors with their effort/cost estimations. The following categories are used:
 - **HIGH** – Many new business rules need to be introduced into the application with supporting screens, dialog boxes, and fields. New tables are required. Development of new supporting reports may also be required.
 - **MED** – A few business rules need to be introduced and/or modified in the existing application (with supporting screens, dialog boxes and/or fields). New tables may be required. Modification of existing supporting reports, or development of new supporting reports, may also be required.
 - **LOW** – One or two business rules need to be modified in the application with supporting screens, dialog boxes, and fields. Modification of existing supporting reports may also be required. No new tables are required.

Table 1: Business Requirements – 1.0 Process Order Request

| Business Process 1.0 Process Order Request | Reqmt ID | Business Requirement | ICBS or NEW | ICBS Menu/ Screen | Comments | Estimate d Effort Required |
|---|---------------------|---|----------------------------|----------------------------------|--|---|
| 1.1 Receive Order Request | 1.1.a | Establish protocol for and the ability to receive non-incident orders electronically from external on-line ordering systems including customer information. | NEW | None | GBK (Great Basin Cache in Boise, ID) is implementing on-line ordering for non-incident orders, but have not interfaced their on-line ordering with ICBS. All caches reported the need for this capability. | HIGH |
| | 1.1.b | Establish protocol for and the ability to receive incident orders electronically through direct interface with ROSS including customer information. | NEW | None | Draft specifications were developed in February 2000. Specifications should be reviewed and finalized. All caches reported the need for this capability. | HIGH |
| 1.2 Validate Order | 1.2.a | The system shall enforce business rules to validate orders received electronically or via keyed entry. | NEW | None | The only validation currently done in ICBS for new orders is enforcing not null values. Any other order validation is done manually through management decisions (i.e. can customer order from unit). In the re-engineered system, the order number and accounting information should be validated against the Fire Code system. | HIGH |

| Business Process 1.0 Process Order Request | Reqmt ID | Business Requirement | ICBS or NEW | ICBS Menu/ Screen | Comments | Estimate d Effort Required |
|--|-------------|---|-------------------|--|--|----------------------------------|
| 1.3 Define Customer | 1.3.a | Allow keyed input/edit of cache customer information. | ICBS | Orders/ Process Order/ Customer | <p>Maintain current ICBS fields and functionality.</p> <p>Additional fields: fax, country, bill to address, ship to address, jurisdiction unit ID, geographic area, larger customer name field, phone number extensions.</p> <p>Additional Functionality:</p> <p>1) Change format of address field. Current memo data type does not display correctly on reports and labels.</p> <p>2) Divide address input into two addresses – “Bill To” and “Ship To”</p> <p>3) Additional checks for the possibility of duplicate customer being entered to reduce the number of duplicates in the database.</p> <p>4) Current system does not allow editing of the customer code once it is created. This causes problems for cleanup of data entry errors. Need the ability to edit the customer code and the option to perpetuate this change to existing transactions.</p> | LOW |
| | 1.3.b | Ability to delete, archive or inactivate a customer. | NEW | None | <p>Could be incorporated into the Orders/ Process Order/ Customer screen in ICBS. Current system does not allow a customer to be deleted once it is created. This causes problems for cleanup of data entry errors. Inactive customers would not be available for any functions that use the customer information when establishing new records.</p> | MEDIUM |
| | 1.3.c | Ability to view/copy other caches customer information. | NEW | None | <p>With centralized database, there will be customers that are used by all caches and customers that are cache specific. The system needs to accommodate caches defining and using cache specific customers or accessing a core set of customers defined for all caches.</p> | MEDIUM |

| Business Process 1.0 Process Order Request | Reqmt ID | Business Requirement | ICBS or NEW | ICBS Menu/ Screen | Comments | Estimate d Effort Required |
|--|-------------|---|-------------------|---|--|----------------------------------|
| 1.4 Define Incident or Other Order | 1.4.a | Allow keyed input/edit of Incident or Other orders. With a centralized database, the order should be defined one time for all caches. The caches can then create separate issues from that order. | ICBS | Orders/ Process Order/ Define Order | <p>Maintain current ICBS fields and functionality.</p> <p>Additional fields: Incident Command team, incident type, risk type, larger order number field, shipping account code, delivery location, incident contact information (supply unit leader/ordering manager name, phone, fax, etc.)</p> <p>Additional functionality:</p> <ol style="list-style-type: none"> 1) Ability to define up to 3 charge codes when defining the order. 2) Ability to define delivery location. Print location on the issue report (see Reqmt ID 5.24.a) 3) Ability to change the order type between incident and other any time during the ordering process prior to posting the order. Current program requires the user to start the order over if the order type needs to be changed. 4) Establish business rules to track changes to order information and determine when and who can make changes to the basic information defining an order once the first issue has been posted. | MEDIUM |

| Business Process 1.0 Process Order Request | Reqmt ID | Business Requirement | ICBS or NEW | ICBS Menu/ Screen | Comments | Estimate d Effort Required |
|--|-------------|---|-------------------|------------------------------------|--|----------------------------------|
| 1.5 Input Incident Order and Post Issue | 1.5.a | <p>Allow keyed input/edit of requested items including trackable property, tracked property within kits. This process creates an issue that can be posted to the database. An order can have one or more issues.</p> <p><i>Effect on Inventory:</i> When the issue is posted, the cache inventory RFI (Ready for Issue - the status of new or refurbished supplies that can be issued to incidents or customers) amount for each item issued is decremented by the quantity issued.</p> | ICBS | Orders/ Process Order/ Issue | <p>Maintain current ICBS fields and functionality. "Trackable property" will be a new term used for items that do not meet the federal property guidelines for "accountable property," but the caches still want to track those items with property numbers. (See Reqmt ID 3.3.a).</p> <p>Additional field: Issue Type (for example refurbishment, replacement, etc)</p> <p>Additional functionality:</p> <ol style="list-style-type: none"> 1) Ability to select substitute items – one substitute for an item currently can be recorded in the item catalog. Substitute items are unique to each cache. Program should alert user that substitute is available when item quantity is zero. See also Reqmt ID 3.1.a. 2) Ability to easily display/review property numbers of trackable property after they have been selected for a line item. 3) Display running count of trackable property ID's selected. 4) Drop-down list of standard comments – requires new table containing standard issue comments and cache defined issue comments. 5) Aid in stock rotation by showing property ID's based on last used/tested – NCK request, needs to be further scoped. 6) Visual alert when issued quantity drops below minimum. 7) If you select the option for "Other Order" the Name field should not be mandatory. | MEDIUM |

| Business Process 1.0 Process Order Request | Reqmt ID | Business Requirement | ICBS or NEW | ICBS Menu/ Screen | Comments | Estimate d Effort Required |
|---|---------------------|--|----------------------------|----------------------------------|---|---|
| | 15.b | Allow scanned input of requested items including trackable property numbers. | NEW | None | This process requires the application to interface with Automated Identification Technology. An ICBS-R AIT Task Group will work with the vendor to finalize the requirements for this process. Defining an order and creating the issue is done in the cache administration office rather than by the warehouse personnel. Using scanning to electronically create the issue hasn't worked well with the existing business flow; however, the vendor and cache SMEs should further explore opportunities (e.g. bar codes printed in the NFES supply catalog could be scanned by cache admin personnel to perform these processes). Scanning of property numbers and/or property within kits could be utilized by those caches that use a pending order business process. | HIGH |
| | 15.c | Ability to verify if other caches have an item available while entering line items. | NEW | None | This could be a standard module that is accessed throughout application. | MEDIUM |
| | 15.d | Ability to search for trackable property by property number, location or owner and view status, location and owner while entering line items. | NEW | None | | MEDIUM |
| | 15.e | Once the cache items have been posted, the ICBS system will send an assignment notification to the ROSS system, and the request will be updated with the assignment information and request status will be changed to "Filled-Closed". | NEW | None | See ICBS/ROSS Resource Order design specifications. | HIGH |

| Business Process 1.0 Process Order Request | Reqmt ID | Business Requirement | ICBS or NEW | ICBS Menu/ Screen | Comments | Estimate d Effort Required |
|---|---------------------------|--|--|--|--|---|
| 1.6 Input Incident or Other Order as Pending | 1.6.a | <p>Allow order status to be set as pending.</p> <p><i>Effect on Inventory:</i> When the issue is “pended,” the cache inventory RFI amount for each item issued is decremented by the quantity issued and added to a Pended Amount.</p> | ICBS | Orders/ Process Order/ Issue | <p>Maintain current ICBS fields and functionality.</p> <p>Additional field: Issue Type (for example refurbishment, replacement, etc)</p> <p>Additional functionality:</p> <ol style="list-style-type: none"> 1) Any inventory statistics need to show pending quantities separate from available quantities. Current application includes pending items in RFI quantities. 2) This process needs to adjust the inventory quantities. Pended amount needs to be added to system. Quantity pended is not currently tracked as a separate inventory quantity. | MEDIUM |
| 1.7 Retrieve Pending Incident or Other Order and Post Issue | 1.7.a | <p>Allow retrieval of pending orders, adjustment of issue quantities.</p> <p><i>Effect on Inventory:</i> If quantities are adjusted, inventory pended amounts and RFI amounts would be adjusted according to changes made.</p> | ICBS | Orders/ Process Order/ Issue | <p>Maintain current ICBS fields and functionality.</p> <ol style="list-style-type: none"> 1) Make inventory adjustments to pending and RFI quantities. | LOW |
| | 1.7.b | <p>Allow pending orders to be posted.</p> <p><i>Effect on Inventory:</i> When the pending issue is posted, the cache inventory Pending amount for each item issued is decremented by the quantity issued.</p> | ICBS | Orders/ Process Order/ Issue | <p>Maintain current ICBS fields and functionality.</p> <ol style="list-style-type: none"> 1) Make inventory adjustments to pending and RFI quantities. | LOW |

| Business Process 1.0 Process Order Request | Reqmt ID | Business Requirement | ICBS or NEW | ICBS Menu/ Screen | Comments | Estimate d Effort Required |
|---|---------------------------|--|--|---|---|---|
| 1.8 Input Other Orders and Post Issue | 1.8.a | Allow keyed input/edit of requested items. This process creates an issue that can be posted to the database. An order can have one or more issues. <i>Effect on Inventory:</i> When the issue is posted, the cache inventory RFI amount for each item issued is decremented by the quantity issued. | ICBS | Orders/ Process Order/ Issue | Maintain current ICBS fields and functionality. | LOW |
| 1.9 Query Issues | 1.9a | Provide mechanism for querying and viewing issues. | ICBS | Query/ Orders/ Issue | Maintain current ICBS fields and functionality. Additional functionality: 1) Ability to query on any field in the screen except the comment field. | LOW |
| 1.10 Transfer Cache Items | 1.10.a | Ability to transfer cache items from one incident, project or cache to another. <i>Effect on Inventory:</i> Inventory quantities would be adjusted according to action taken. | ICBS | Orders/ Transfer/ Transfer Cache Item | Current ICBS functionality needs to be revised. The transfer should function identical to an issue, but the transaction is a transfer. An option may be to incorporate a transfer option into the issue screen. With a centralized database, cache to cache transfers could be modeled as simply moving the stock location with no requirement to record a transaction to the financial system. The process would require an audit trail for moving the inventory within the system. | HIGH |
| 1.11 Correct Issues and Transfers | 1.11.a | Ability to correct issues or transfers. <i>Effect on Inventory:</i> If quantities are corrected, the appropriate inventory adjustment is made. | ICBS | Orders/ Process Order/ Correct Processed Issue | This interface would be designed with redesign of Reqmt ID 1.10.a. Additional Field: comment Additional Functionality: 1) Ability to correct trackable property. | MEDIUM |

| Business Process 1.0 Process Order Request | Reqmt ID | Business Requirement | ICBS or NEW | ICBS Menu/ Screen | Comments | Estimate d Effort Required |
|---|---------------------------|--|--|---|---|---|
| 1.12 Update Issue Transportation Information | 1.12.a | Ability to enter transportation information and shipping status and produce a shipping status document. | ICBS | Orders/ Process Order/ Shipping Status | Maintain current ICBS fields and functionality. Additional fields: shipping numbers, tracking numbers and weight for each piece. "GBL number" should be renamed "Bill of Lading number." Additional Functionality: 1) Issue comments should be copied to this screen as the default. 2) Date Shipped should NOT default to system date. | LOW |
| | 1.12.b | Ability to fax or email shipping/transportation information directly to customer | NEW | None | Currently the Shipping Status report is printed and faxed to customer. This report does not contain all the shipping information and is not in the format that is desired for this process. | MEDIUM |
| | 1.12.c | If the assigned items are a result of a ROSS resource request, an ICBS Shipping Notification would be transmitted to ROSS and placed in a table for future review. | NEW | None | See ROSS/ICBS Interface design specifications. | HIGH |
| 1.13 Canceling Orders and Issues | 1.13.a | Ability to cancel an entire issue or cancel requested items. Inventory quantities RFI are incremented for canceled items. | ICBS | Orders/ Process Order/ Correct Processed Issue | Maintain current ICBS fields and functionality. Additional Field: comment Additional Functionality: 1) Ability to cancel an entire issue. Current system only allows canceling each line item. | LOW |
| 1.14 Process Issue Shortage Notice | 1.14.a | Issue a shortage notice | ICBS | Orders/ Process Order/ Issue Shortage | DELETE THIS MODULE Reason: Mechanism is in place to do this already. Current module does not work correctly. | N/A |

| Business Process 1.0 Process Order Request | Reqmt ID | Business Requirement | ICBS or NEW | ICBS Menu/ Screen | Comments | Estimate d Effort Required |
|--|-------------|---|-------------------|---|---|----------------------------------|
| 1.15 Reserve Cache Items | 1.15.a | Ability to reserve and un-reserve cache items. <i>Effect on Inventory:</i> When the item is reserved, the cache inventory RFI amount for each item reserved is decremented by the quantity reserved and added to a Reserved Amount. | ICBS | Orders/ Reserve Cache Item | Maintain current ICBS fields and functionality. Additional Fields: Order Number, Reserve List Name Additional Functionality: 1) Ability to update a reserved item amount by entering the additional or less amount. 2) Add cache-defined LOV (List of Values) look-up feature in current ICBS application for reserve list name. Ability for user to insert/delete/modify names on list. 3) Ability to modify customer ID when issuing directly from the Reserve Items screen. | MEDIUM |
| | 1.15.b | Ability to create a list of reserved items. | ICBS | Reports/ Issue Documents/ Reserve Cache Items | Maintain current ICBS fields and functionality. Additional functionality: 1) Add parameter for Order Number or Reserve List Name. | LOW |
| 1.16 Process Backorders | 1.16.a | Allow filling backorders by order number or item number. <i>Effect on Inventory:</i> When the backordered item is filled, the cache inventory RFI amount for each item is decremented by the quantity issued. The Backordered quantity is also decremented. | ICBS | Orders/ Process Backorder | Maintain current ICBS fields and functionality. Additional functionality: 1) Improve order number search feature. Exact match is currently required. User should be able to use a combination of order number and item number. | LOW |
| | 1.16.b | Ability to produce a backorder listing | ICBS | Reports/ Issue Documents/ Backorder Cache Items | Maintain current ICBS fields and functionality. List needs reformatted. Difficult to read. | LOW |

| Business Process 1.0 Process Order Request | Reqmt ID | Business Requirement | ICBS or NEW | ICBS Menu/ Screen | Comments | Estimate d Effort Required |
|---|---------------------------|--|--|--|--|---|
| 1.17 Process Credit Card Order | 1.17.a | Ability to pre-authorize a credit card order through an interface with NBC (The Department of Interior's National Business Center in Denver, CO). At GBK (Great Basin Cache in Boise, ID), order is issued first. Then credit card is pre-authorized before issue goes to warehouse. Pre-authorization is held for 7-10 days. | NEW | None | ICBS-R Finance, Accounting and Property Management Task Group will define specifications. This module has been developed for use at GBK and could be used as a model for developing this functionality for any cache's use in the re-engineered system. Eastern Area Cache (NEK), Silver City Cache (SFK) and Prescott Cache (PFK) also accept credit cards. | HIGH |
| | 1.17.b | Ability to force the credit card. At GBK (Great Basin Cache in Boise, ID), once order is filled and shipped from warehouse. The shipping amount is entered for the issue to get the total amount of the issue. Then BLM credit card interface is used to force the card which charges customer credit card. | NEW | None | ICBS-R Finance, Accounting and Property Management Task Group will define specifications. | HIGH |
| | 1.17.c | Ability to authorize the credit card. At GBK this can be used if the pre-authorization has not been done, or it has expired before forcing the credit card. | NEW | None | ICBS-R Finance, Accounting and Property Management Task Group will define specifications. | HIGH |
| | 1.17.d | Ability to delete the credit card transaction. | NEW | None | ICBS-R Finance, Accounting and Property Management Task Group will define specifications. | HIGH |

Table 2: Business Requirements – 2.0 Process Incoming Cache Items

| Business Process 2.0 Process Incoming Cache Items | Reqmt ID | Business Requirement | ICBS or NEW | ICBS Menu/ Screen | Comments | Estimate d Effort Required |
|--|---------------------|--|----------------------------|--|--|---|
| 2.1 Produce Return Worksheet and Process Return | 2.1.a | Ability to print incident order labels. Label contains the incident order number, accounting information and incident name. The label is attached to pallets or shipping tags and is used to identify where the items came from. | NEW | None | The caches use a variety of software to make labels for returns including MS Word, Access and Excel and other programs such as Bar Tender. All caches have expressed a desire to create labels directly from ICBS. | MEDIUM |
| | 2.1.b | Ability to print return worksheet | ICBS | Incoming/ Return /Return Worksheet OR Reports/ Return Documents/ Return Worksheet | Maintain current ICBS fields and functionality. Additional functionality: 1) BLM-specific report prints worksheet for GBK. Both ICBS and BLM-ICBS formats need to be accommodated. 2) Ability to print return worksheet for selected items and show incident information where applicable. 3) Ability to breakdown combinations of kits and sub kits for ability to return kit items by components (e.g. chainsaw kit with tool roll kit included within kit). 4) Additional empty fields for extra items to be recorded as last page. 5) Worksheet labels should be the same as the screen. 6) Remove NFES# associated with property numbers when return worksheet is printed with property numbers. | MEDIUM |

| Business Process 2.0 Process Incoming Cache Items | Reqmt ID | Business Requirement | ICBS or NEW | ICBS Menu/ Screen | Comments | Estimate d Effort Required |
|--|---------------------------|--|--|--|---|---|
| | 2.1.c | Ability to assign temporary return numbers for return worksheets | ICBS | Incoming/ Return /Return | Maintain current ICBS fields and functionality. Additional Functionality: 1) Ability to define return process for cache (i.e. whether or not to use temporary return numbers in the process). | MEDIUM |
| | 2.1.d | Ability to query a list of trackable property to determine the incident where item was issued. | ICBS | Warehouse/ Inventory/ Accountable Inventory OR Query /Warehouse/ Accountable Inventory | Maintain current ICBS fields and functionality. Additional fields: incident name, charge code. Additional functionality: 1) Accountable property screen – display incident name and charge code for the order number. | LOW |
| | 2.1.e | Allow scanned input of item identification tag that would include NFES number, unit of issue, and possibly incident information. | NEW | None | This process requires the application to interface with Automated Identification Technology. An ICBS-R AIT Task Group will work with the vendor to finalize the requirements for this process. | HIGH |
| | 2.1.f | Allow entry via AIT device of returned item quantity and status (i.e. RFI, Non-RFI or Surveyed). | NEW | None | This process requires the application to interface with Automated Identification Technology. An ICBS-R AIT Task Group will work with the vendor to finalize the requirements for this process. Business rules will need to be established for whether inventory adjustments are made directly from this process or in another step after someone has reviewed the entry. It may be a cache preference. | HIGH |

| Business Process 2.0 Process Incoming Cache Items | Reqmt ID | Business Requirement | ICBS or NEW | ICBS Menu/ Screen | Comments | Estimate d Effort Required |
|--|-------------|--|-------------------|--------------------------------|---|----------------------------------|
| | 2.1g | <p>Allow data entry/edit of returned item quantity and status (RFI, Non-RFI, Surveyed) including kits and trackable property.</p> <p><i>Effect on Inventory:</i> For RFI items the RFI quantity is incremented. For Non-RFI items, WO (Workordered) quantity is incremented. Surveyed items do not affect inventory.</p> | ICBS | Incoming/ Return /Return | <p>Maintain current ICBS fields and functionality.</p> <p>Additional Functionality:</p> <ol style="list-style-type: none"> 1) Ability to return to more than one cache per return per line item, i.e. return items to main cache, RR cache and refurbishment cache on same temporary return. 2) When entering trackable property, need a running count of trackable property selected. 3) Ability to return kits to the lowest sub level (kit within a kit). 4) Add a mandatory field to record the number of kits returned. 5) When in search mode - ability to over-ride the field for quantity when received amount exceeds quantity issued. 6) Add a display field in the order number LOV for total (in kits and as item) outstanding quantities. 7) Ability to return trackable property to multiple incidents within same return. 8) Display the quantity of individual kit components. 11) The program needs to set the return amount = to an available issued amount. It currently uses the current unit price which could be different from the issue price. The actual item being returned may not have been issued at that price, but the total issued and returned should zero out with the exception of refurbished or surveyed items. Need to define business rule for which issue prices to use first – highest or lowest or random. 12) An additional option to enter all line items then have the program search against the order and display any items not returned. The user would have the ability to return those items if that were appropriate. 13) When choosing search return, the database should search incident by total items issued (in kits and as item) not by total | MEDIUM |

| Business Process 2.0 Process Incoming Cache Items | Reqmt ID | Business Requirement | ICBS or NEW | ICBS Menu/ Screen | Comments | Estimate d Effort Required |
|--|---------------------------|---|--|--|---|---|
| | | | | | issued as items. Currently the database does not break down the kits. 14) Ability to change the return type between “incident” and “other” at any time during the return process prior to posting the return. Current program requires the user to start the return over if the return type needs to be changed. | |
| 2.2 Workorder | 2.2.a | Ability to enter/edit items that have been workordered. | ICBS | Incoming/ Workorder | Maintain current ICBS fields and functionality. Business rules for charging refurbishment costs will be determined by the ICBS-R Finance, Accounting and Property Management Task Group. | HIGH |
| | 2.2.b | Ability to initiate a parts list. | NEW | None | From the workorder, the user could print or electronically transmit a parts list document to a refurbishment section. | MEDIUM |
| | 2.2.b | Ability to enter/edit a parts list for each workordered item. | NEW | None | | MEDIUM |
| | 2.2.c | Ability to print an open workorder. See 5.26.c and 5.41.a | ICBS | Incoming/ Workorder | Maintain current ICBS fields and functionality. Additional functionality: 1) Ability to print an open workorder report with an “RFI” header and “Unserviceable” header. 2) Ability to print by a specific cache item number or refurbishment unit. | LOW |
| | 2.2.d | Ability to close a workorder. <i>Effect on Inventory:</i> Quantity RFI is incremented for each workordered item that is indicated RFI. Workorder Quantity is decremented. | ICBS | Incoming/ Workorder | Maintain current ICBS fields and functionality. Additional Functionality: 1) Incorporate parts list for each workordered item. | MEDIUM |

| Business Process 2.0 Process Incoming Cache Items | Reqmt ID | Business Requirement | ICBS or NEW | ICBS Menu/ Screen | Comments | Estimate d Effort Required |
|--|-------------|---|-------------------|---|--|----------------------------------|
| 2.3 Correction | 2.3.a | <p>Ability to correct a processed return.</p> <p><i>Effect on Inventory:</i> Quantities in “RFI” or “workorder” status would be adjusted according to correction made.</p> | ICBS | Incoming/ Return/ Correct Processed Return | <p>Maintain current ICBS fields and functionality.</p> <p>Additional Field: comment</p> <p>Additional functionality:</p> <ol style="list-style-type: none"> 1) Ability to correct trackable property that was issued. 2) Ability to correct the item status between RFI, workorder and surveyed. 3) Ability to use temporary return number to query the return. | MEDIUM |
| 2.4 Process Receipts | 2.4.a | <p>Ability to enter/edit cache items received by purchase order</p> <p><i>Effect on Inventory:</i> Inventory RFI quantity is incremented for each item received. Due in quantities are decremented if there is an outstanding due in quantity for that order.</p> | ICBS | <p>Incoming/ Receiving/ Receipt by Purchase/ By Purchase Order</p> <p>By Purchase Order Item</p> <p>By Requisition</p> <p>By Requisition Item</p> <p>Incoming/ Receiving/ Receipt not by Purchase</p> | <p>The separate screens used to receive should be consolidated into two options 1) receipts that are posted due in. 2) receipts without due in.</p> <p>Additional fields: Displays RFI quantity, cache defined fund name, comment field for purchase document, comment field for line item.</p> <p>Additional functionality:</p> <ol style="list-style-type: none"> 1) Ability to cancel a remainder due in if there is a difference between the quantity posted and the quantity due in. For example, if 100 items are due in and 96 are received, would like to cancel the 4 that are still due in. | MEDIUM |

| Business Process 2.0 Process Incoming Cache Items | Reqmt ID | Business Requirement | ICBS or NEW | ICBS Menu/ Screen | Comments | Estimate d Effort Required |
|--|-------------|--|-------------------|-------------------------|--|----------------------------------|
| | 2.4.b | Allow entry via AIT device of received items. | NEW | None | <p>This process requires the application to interface with Automated Identification Technology. An ICBS-R AIT Task Group will work with the vendor to finalize the requirements for this process.</p> <p>Business rules need to be established whether inventory quantities are adjusted directly or through a subsequent step. May be a cache preference.</p> | HIGH |
| | 2.4.c | <p>Ability to enter/edit cache items transferred into the cache from another cache.</p> <p><i>Effect on Inventory:</i> Receiving cache RFI quantities are incremented and transferring cache RFI quantities are decremented.</p> | NEW | None | Re-engineering the cache-to-cache transfer process will affect this requirement. May create a pending due-in. | HIGH |

Table 3: Business Requirements – 3.0 Perform Warehouse Activities

| Business Process 3.0 Warehouse Activities | Reqmt ID | Business Requirement | ICBS or NEW | ICBS Menu/ Screen | Comments | Estimated Effort Required |
|--|----------|---|-------------|------------------------------------|--|---------------------------|
| 3.1 Maintain Item Catalog | 3.1.a | <p>Ability to insert, update and delete cache items and related catalog information.</p> <p>Only local cache items (NFES numbers 7000 or higher) can be inserted. National cache items (NFES numbers 0001-6999) can be displayed but not inserted. For national cache items only specific fields can be updated such as cubic feet, unit weight, refurbishment cost, etc.</p> | ICBS | Warehouse/ Inventory/ Item Catalog | <p>Maintain current ICBS fields and functionality.</p> <p>Additional Fields: standard pack weight, standard pack cube</p> <p>Additional Functionality:</p> <ol style="list-style-type: none"> 1) Allow values less than 1 in weight and cubic feet fields. 2) Ability to update supplier information from this screen. 3) Ability for each cache to record one or more substitutions per item. The substitution items should be available when processing issues. See also Reqmt ID 1.5.a. 4) Determine if weight and cube fields should be mandatory and make appropriate program change. | MEDIUM |

| Business Process 3.0 Warehouse Activities | Reqmt ID | Business Requirement | ICBS or NEW | ICBS Menu/ Screen | Comments | Estimated Effort Required |
|--|----------|---|-------------|---|---|---------------------------|
| 3.2 Assign Storage Location | 3.2.a | Ability to enter/edit storage locations, maximum and minimum quantities for cache items. The storage location includes a Cache ID and a warehouse location. | ICBS | Warehouse/ Inventory/ Assign Storage Location | <p>Maintain current ICBS fields and functionality.</p> <p>Additional Functionality:</p> <ol style="list-style-type: none"> 1) Ability to remove an item(s) from a cache or sub-cache when they are no longer carried by that cache. 2) Ability to record any number of cache or sub-cache locations for an item. Current application limit is 3 locations. 3) Ability to record any number of storage locations for an item within a cache. Current application limit is 3 locations. 4) Increase the size of the storage location fields to 12 characters. 3) Item should print on reports regardless of whether it has a storage location defined. Current system does not print any items that do not have a storage location. 4) While assigning storage locations and working with the item catalog, the stock status information is often needed for reference. The user interface should have the ability to easily access stock status information. | MEDIUM |
| 3.3 Update Accountable Property | 3.3.a | Ability to enter/edit trackable property. | ICBS | Warehouse/ Inventory/ Accountable Inventory | <p>Maintain current ICBS fields and functionality.</p> <p>Additional Functionality:</p> <ol style="list-style-type: none"> 1) Change terminology from accountable to trackable (application-wide). 2) Enforce standard numbering system for all caches. The standard is 25 alpha numeric field with the first three characters the unique cache identifier. 3) Remove field Workorder Service Cost. | MEDIUM |

| Business Process 3.0 Warehouse Activities | Reqmt ID | Business Requirement | ICBS or NEW | ICBS Menu/ Screen | Comments | Estimated Effort Required |
|--|---------------------------|--|--|---|---|--|
| 3.4 Update Hazardous Information | 3.4.a | Ability to enter/edit cache item hazardous information | ICBS | Warehouse/ Inventory/ Hazardous Information | Maintain current ICBS fields and functionality. Additional Fields: date last updated Additional Functionality: 1) Hazardous information that is attached to the Cache ID should be in this process, NOT in the cache ID. 2) Need to be able to record shipping information for both ground and IATA shipping regulations. Need to further scope how this affects issues and printing the correct hazardous info on the issue. | LOW |
| 3.5 Process Items for Disposal | 3.5.a | Ability to enter/edit cache items to be disposed. <i>Effect on Inventory:</i> RFI quantity will be decremented when item is disposed and incremented when item is un-disposed. | ICBS | Warehouse/ Inventory Maintenance /Item Disposal | Maintain current ICBS fields and functionality. Additional Functionality: 1) Add "Obsolete" to disposal type LOV. 2) Print comments on output report. 3) System-generated document number or cache-defined document number. 4) Would like capability to un-dispose an item. | MEDIUM |
| | 3.5.b | Ability to create and print property disposal documents (USFS uses AD-112 or 120) | NEW | None | NOTE: Only develop if this document can be standardized across the agencies. This will only be required if a standard property disposal form is adopted by the interagency cache community. | LOW |
| 3.6 Adjustment to Inventory Quantities | 3.6.a | Ability to enter adjustments to inventory quantities. <i>Effect on Inventory:</i> Inventory RFI quantities are incremented or decremented based on adjustment made. | ICBS | Warehouse/ Inventory Maintenance /Adjustment | Maintain current ICBS fields and functionality. Additional Functionality: 1) Comments need to print on output report. 2) Document number field needs to be longer. 3) System generated document number or cache defined document number. | LOW |

| Business Process 3.0 Warehouse Activities | Reqmt ID | Business Requirement | ICBS or NEW | ICBS Menu/ Screen | Comments | Estimated Effort Required |
|--|---------------------------|--|--|---|---|--|
| 3.7 Change cache Item ID | 3.7.a | Ability to change the cache ID of an item. This process is used to move items between main caches to sub-caches. RFI quantity is decremented from cache the item is being moved from and incremented in the cache the item is moved to. | ICBS | Warehouse/ Inventory Maintenance / Change Item Cache I.D. | Maintain current ICBS fields and functionality. Additional Functionality: 1) Rename this process to “Move cache item”. 2) Value for amount moved needs to be bigger (99,999 is limit in current system). 3) Process for warehouse personnel to pick items to move and then list would be forwarded to admin to perform the actual moves. | MEDIUM |
| 3.8 Enter non-accountable inventory discrepancy | 3.8.a | Ability to enter existing quantities for cache items after year-end inventory or any other physical inventory. This number does not affect the inventory. | ICBS | Warehouse/ Inventory Maintenance / Non- Accountable Inventory Discrepancy | Maintain current ICBS fields and functionality. Additional Functionality: 1) Incorporate NRK (Northern Rockies Cache in Missoula, MT) inventory spreadsheet that calculates % off, “zero tolerance” items (i.e. those supply items with an acceptable fire loss/use rate of 0%), items displayed and totaled by location, difference between inventory and quantity entered, etc. | LOW |
| | 3.8.b | Allow entry via AIT device of non-trackable inventory item counts. | NEW | None | This process requires interface to Automated Identification Technology. An ICBS-R AIT Task Group will work with the vendor to finalize the requirements for this process. | HIGH |

| Business Process 3.0 Warehouse Activities | Reqmt ID | Business Requirement | ICBS or NEW | ICBS Menu/ Screen | Comments | Estimated Effort Required |
|--|----------|--|-------------|---|--|---------------------------|
| 3.9 Create Distribution List | 3.9.a | <p>Ability to enter a list of cache items that can be distributed to other caches.</p> <p><i>Effect on Inventory:</i> This currently does not affect the inventory. Inventory quantities may be affected based on how this process is re-engineered.</p> | ICBS | NEW REPLACES Warehouse/ Inventory Maintenance / Redistribution | <p>All caches do redistribution, but this ICBS process is not used.</p> <p>Required Functionality:</p> <ol style="list-style-type: none"> 1) Ability for each cache to create their list of items for distribution with the quantity available for distribution for each. 2) Ability to get an initial list of items for #1 above by querying all items where the quantity RFI is above the maximum for that item. 3) Ability to further refine the list in #2 by taking into account "kit maximums." 4) Ability for caches to view a consolidated listing of all items available for distribution and make requests for items. 5) Report that displays all requests for each item to be distributed. 6) Ability for designated person(s) to set and execute the distribution of items to requesting caches. | HIGH |

| Business Process 3.0 Warehouse Activities | Reqmt ID | Business Requirement | ICBS or NEW | ICBS Menu/ Screen | Comments | Estimated Effort Required |
|--|---------------------------|--|--|--|--|--|
| 3.10 Maintain National Cache Item Repository | 3.10.a | Ability for National cache Item Repository manager to update national cache items. | ICBS | Warehouse/ Inventory Maintenance / National Cache Item Repository | Maintain current ICBS fields and functionality. Additional Functionality: 1) Create tool for repository manager to calculate standard costs and show areas where research will be required for abnormal averages – > 10% change from previous year (standard cost valuation report). 2) Do not allow inactive item to be updated. 3) Current technical process for distributing changes to individual databases will be replaced and re-engineering in centralized system. 4) Ability to create audit trail for repository updates. 5) Automate updating the stocking location code field by querying the active/inactive value for item in individual caches. | MEDIUM |
| | 3.10.b | Updates to the ROSS NFES Catalog Table will be performed by ICBS personnel or through automated update. This will involve updating the ROSS NFES Catalog whenever updates to the ICBS NFES catalog are performed. Updates will include National NFES catalog items only. | NEW | None | See ICBS/ROSS Interface design specifications. | HIGH |
| 3.11 Maintain NICC Critical Items | 3.11.a | Ability for NICC personnel to mark national cache items as critical. | ICBS | Warehouse/ Inventory Maintenance / NICC Update Critical Items | Maintain current ICBS fields and functionality. Implementation will be simplified with centralized database. | LOW |

| Business Process 3.0 Warehouse Activities | Reqmt ID | Business Requirement | ICBS or NEW | ICBS Menu/ Screen | Comments | Estimated Effort Required |
|--|----------|---|-------------|---|---|---------------------------|
| 3.12 Kits | 3.12.a | Ability to enter/edit the contents of a kit. | ICBS | Warehouse/ Kits/ Kit Contents | Maintain current ICBS fields and functionality. Additional Functionality: 1) Fix problem where program allows a type-over of an existing NFES number, but that item remains in kit contents (unseen) and when the user tries to build kit, the program tells the user they don't have enough of an item but doesn't tell them which item. | LOW |
| | 3.12.b | Ability to build a kit by identifying the cache items to be included in the kit. The components are no longer available as separate items in the inventory. <i>Effect on Inventory:</i> Inventory RFI quantities are decremented for each individual component and RFI quantity for the kit is incremented. | ICBS | Warehouse/ Kits/ Buildup Kit/ Standard Kit option | Maintain current ICBS fields and functionality. Additional Functionality: 1) Ability to view kit item shortages from this screen. 2) For GBK Radio Cache - Need the ability to enter the unique kit number and the trackable number associated with that radio kit. When the kit is issued it will prompt for the kit number which will internally issue all the radio trackable numbers to the incident or order. 3) When building property kits, give running tally of property numbers selected. 4) Fix bug where if cancel is selected while adding property to a kit, the property remains marked as part of a kit. | MEDIUM |

| Business Process 3.0 Warehouse Activities | Reqmt ID | Business Requirement | ICBS or NEW | ICBS Menu/ Screen | Comments | Estimated Effort Required |
|--|----------|--|-------------|---|---|---------------------------|
| | 3.12.c | Ability to break down kits into separate components. The components become available in the inventory as individual items. <i>Effect on Inventory:</i> Inventory RFI quantities are incremented for each individual component and RFI quantity for the kit is decremented. | ICBS | Warehouse/ Kits/ Breakdown Kit | Maintain current ICBS fields and functionality. Additional Fields: Comment Additional Functionality: 1) For GBK Radio Cache – opposite functionality of 3.12.b.2 above. 2) Fix bug where if cancel is selected removing property from a kit, the property that has been removed, remains removed from that kit. 3) When breaking down property kits, give running tally of property numbers selected. | MEDIUM |
| | 3.12.d | Ability build-up kits short or with substitution. <i>Effect on Inventory:</i> Inventory RFI quantities are decremented for each individual component and RFI quantity for the kit is incremented. | ICBS | Warehouse/ Kits/ Buildup Kit /Non-Standard Kit option | No caches reported they use this ICBS function. Caches do occasionally build a kit short or with substitutions for a specific order. The caches use the other ICBS functions to adjust the inventory and ensure the price charged to incident is accurate. The caches may make an inventory adjustment using (3.6.a) for the item substituted or removed. The cache may do a return for an item removed so the incident is not charged for the item. Business rules need to be revisited. | LOW |
| | 3.12.e | Ability to build up a cache item composed of more than one cache item. <i>Effect on Inventory:</i> Inventory quantities will be incremented and decremented accordingly. | ICBS | Warehouse/ Kits/ Buildup Cache Items | Maintain current ICBS fields and functionality. Additional Fields: Comment | LOW |

| Business Process 3.0 Warehouse Activities | Reqmt ID | Business Requirement | ICBS or NEW | ICBS Menu/ Screen | Comments | Estimated Effort Required |
|--|----------|---|-------------|---|---|---------------------------|
| | 3.12.f | Ability to break down a cache item into its components. <i>Effect on Inventory:</i> Inventory quantities will be incremented and decremented accordingly. | ICBS | Warehouse/ Kits/ Breakdown Cache Items | Maintain current ICBS fields and functionality. Additional Fields: Comment | LOW |
| 3.13 Records Management | 3.13.a | Ability to enter/edit information that defines a cache. A unit can have more than one cache, but only one primary cache can be identified. | ICBS | Warehouse/ Records Management / Cache | Maintain current ICBS fields and functionality. Additional Functionality: 1) Ability to identify a cache as inactive. Inactive caches would need to be filtered from the stock status report and any other applicable reports. 2) Move Hazardous material fields moved to hazardous information process. 3) Ability to set cache specific preferences such as minimum/maximum warning buffer. | MEDIUM |
| | 3.13.b | Ability to change the cache item number to a new or existing number. | ICBS | Warehouse/ Records Management / Change Cache Item | Maintain Current ICBS fields and functionality. Additional Fields: Comment Additional Functionality: 1) Ability to use this process change trackable item property numbers. 2) Create audit trail when change is made and update all programs cache item is in (kits/backordered/due-ins). Presently can't change cache item if item is in kits/backordered/due-ins. | MEDIUM |

| Business Process 3.0 Warehouse Activities | Reqmt ID | Business Requirement | ICBS or NEW | ICBS Menu/ Screen | Comments | Estimated Effort Required |
|--|----------|---|-------------|--|---|---------------------------|
| | 3.13.c | Ability to change the accounting code for an order. | ICBS | Warehouse/ Records Management / Change Accounting Code | Maintain current ICBS fields and functionality. Additional Fields: Date Changed, Comment Additional Functionality: 1) Ability to search by Order number. 2) If accounting information changes should be reflected throughout the system. Presently it is not. 3) Account code changes need to be reflected on BLM stores report. 4) Ability to change account codes unlimited times tracking the changes. | MEDIUM |
| | 3.13.d | Ability to change an order number for an order. | ICBS | Warehouse/ Records Management / Change Order Number | Maintain current ICBS fields and functionality. Additional Fields: Date Changed, Comment Additional Functionality: 1) Ability to search by order number 2) Ability to change order numbers unlimited times tracking the changes. 3) Fix bug where system allows entry of order number larger than field on form and then displays value as #####. | MEDIUM |
| | 3.13.e | Ability to enter/edit list of valid values for specified fields used throughout the ICBS application. | ICBS | Warehouse/ Records Management / List of Values | Current ICBS screen function is acceptable. However, LOVs for fields may be added based on requirements for additional fields throughout application. The current ICBS screen may or may not be sufficient. Distinctions between cache-specific values and values that are defined for all caches will be made while finalizing the new design. | MEDIUM |

| Business Process 3.0 Warehouse Activities | Reqmt ID | Business Requirement | ICBS or NEW | ICBS Menu/ Screen | Comments | Estimated Effort Required |
|--|---------------------------|--|--|---|--|--|
| 3.14 Archive | 3.14 a | Ability to archive inactive customer, transaction, order, catalog, and inventory records. | NEW | None | Modeled in 1993 Model and designed in 1997 design. Business rules need to be validated and/or defined and may have significant effect on current database structure. | HIGH |
| 3.15 Restore | 3.15a | Ability to restore archived records. | NEW | None | Modeled in 1993 Model and designed in 1997 design. Business rules need to be validated and/or defined and may have significant effect on current database structure. | HIGH |
| 3.16 Perform Physical Inventory | 3.16a | Allow scanned input of physical counts of cache items. (consolidate with Reqmt ID 3.8.b) | NEW | None | This process requires interface to Automated Identification Technology. An ICBS-R AIT Task Group will work with the vendor to finalize the requirements for this process. | HIGH |
| | 3.16b | Ability to run reports that aid in researching inventory discrepancies. | ICBS | Various ICBS Reports/Queries and other paper record searches. | See Reqmt ID 3.8.a | LOW |
| 3.17 Adjust Inventory | 3.17.a | Ability to enter/edit adjustments to inventory quantities after a physical inventory. <i>Effect on Inventory:</i> Inventory RFI quantities are incremented or decremented based on adjustment value entered. | ICBS | Warehouse/ Annual Inventory/ Adjust Inventory | Maintain current ICBS fields and functionality. Additional Fields: Comment, increase Doc Number size, display difference (count minus inventory). Additional Functionality: See Reqmt ID 3.8.a | LOW |
| 3.18 Year-end Processing | 3.18.a | Ability to produce Cache Item History report | ICBS | Warehouse/ Annual Inventory/ Year End Processing | Will be re-engineered based on design of new system. See also Reqmt ID 5.31 | MEDIUM |

| Business Process 3.0 Warehouse Activities | Reqmt ID | Business Requirement | ICBS or NEW | ICBS Menu/ Screen | Comments | Estimated Effort Required |
|--|---------------------------|--|--|--|---|--|
| | 3.18.b | Ability to produce End of Year Account Balances report | ICBS | Warehouse/ Annual Inventory/ Year End Processing | Will be re-engineered based on design of new system. | MEDIUM |
| | 3.18.c | Ability to produce Item Purchases report | ICBS | Warehouse/ Annual Inventory/ Year End Processing | Will be re-engineered based on design of new system. See Reqmt ID 5.39 | MEDIUM |
| | 3.18.d | Ability to produce Full Stock Status report | ICBS | Warehouse/ Annual Inventory/ Year End Processing | Will be re-engineered based on design of new system. See Reqmt ID 5.27 | MEDIUM |
| | 3.18.e | Ability to establish local item costs | ICBS | Warehouse/ Annual Inventory/ Year End Processing | Re-engineer this process. ICBSR Finance/Accounting Task Group will define specifications. | MEDIUM |
| | 3.18.f | Ability to re-set all system generated numbers. | ICBS | Warehouse/ Annual Inventory/ Year End Processing | Will be re-engineered based on design of new system. | MEDIUM |
| | 3.18.f | Ability to re-set year to date figures | ICBS | Warehouse/ Annual Inventory/ Year End Processing | Will be re-engineered based on design of new system. | MEDIUM |
| 3.19 Re-stock Inventory (daily) | 3.19.a | Analysis tool to quickly analyze inventory above/below minimum within user defined buffer amounts. | NEW | None | | MEDIUM |

Table 4: Business Requirements – 4.0 Procure Items

| Business Process 4.0 Procure Items | Reqmt ID | Business Requirement | ICBS or NEW | ICBS Menu/ Screen | Comments | Estimated Effort Required |
|---------------------------------------|-------------|--|-------------------|--|---|---------------------------------|
| 4.1 Process Requisition | 4.1.a | <p>The ability to enter requested items and create a request for supplies for a Purchase Order, Requisition (which may or may not be sent to procurement), GSA Order, Credit Card Order.</p> <p><i>Inventory Effect:</i> Inventory Due In Quantity is incremented for each item requested. The separate ICBS screens for procurement could be consolidated to perform these requisition processes.</p> | ICBS | <p>Procurement / Requisition</p> <p>OR</p> <p>Procurement / Purchase Order</p> | <p>Maintain current ICBS fields and functionality.</p> <p>Additional Functionality:</p> <ol style="list-style-type: none"> 1) Ability to send request for supplies electronically to procurement. 2) Screens should be re-engineered to accommodate – requisition to sent to procurement, requisition to buy directly (w/ credit card), GSA Fire Emergency Order, GSA Advantage Order. 3) For GSA orders: <ul style="list-style-type: none"> ▪ GSA fire emergency order form(sample). Using ICBS fill in required fields on this form and then send directly to GSA. ▪ NFES# field added to GSA form 3 ▪ Convert to GSA unit of issue. ▪ Show cache unit of issue. 4) Ability to electronically alert procurement person that request is ready for processing. 5) Supplier Code moved to each line item and default to primary vendor for each item with option to change to secondary or third vendor. Separate order numbers or sub-order numbers would need to be created by vendor. 6) Need pop-down menu allowing you to choose the type of funds are being used i.e., suppression or pre-suppression etc. This would be a cache defined list of values that does not exist in current system. 7) Need pop-up menu showing Min Qty, Max Qty, Qty on BO (Backorder), Qty RFI, Qty WO'd Qty Pending, Qty Reserved, Qty ordered, etc. for each cache item to give users current inventory | HIGH |

| Business Process 4.0 Procure Items | Reqmt ID | Business Requirement | ICBS or NEW | ICBS Menu/ Screen | Comments | Estimated Effort Required |
|---|---------------------|--|----------------------------|---|-----------------------|--|
| | | | | | information per item. | |
| 4.2 Process Purchase Order | 4.2.a | The ability to enter items procured by purchase order and process. | ICBS | Procurement / Process Purchase Order/ By Purchase Order | Remove | N/A |
| | 4.2.b | The ability to enter items procured by requisition and process. | ICBS | Procurement / Process Purchase Order/ By Requisition | Remove | N/A |
| | 4.2.c | The ability to enter items procured by purchase order by cache item. | ICBS | Procurement / Process Purchase Order/ By Cache Item | Remove | N/A |

| Business Process 4.0 Procure Items | Reqmt ID | Business Requirement | ICBS or NEW | ICBS Menu/ Screen | Comments | Estimated Effort Required |
|---------------------------------------|-------------|--|-------------------|-------------------------|--|---------------------------------|
| 4.3 Enter Supplier Information | 4.3.a | Allow data entry/update of cache item supplier information and the associated cache items they supply. | ICBS | Procurement / Supplier | <p>Maintain current ICBS fields and functionality.</p> <p>Additional Fields: country code, tax ID, caches' customer account ID for the supplier.</p> <p>Additional Functionality:</p> <ol style="list-style-type: none"> 1) Re-engineer process for centralized system. Caches would need separate list of their own vendors, but some vendors are used by more than one or all caches. 2) Ability to delete or archive suppliers. 3) Remove account code 4) Add field for phone number extensions 5) Ability to enter cache item number a see a list of vendors for all caches. Option to use or copy that vendor information. | MEDIUM |

Table 5: Business Requirements – 5.0 Generate Reports

| Business Process 5.0 Generate Reports | Reqmt ID | Business Requirement | ICBS or NEW | ICBS Report | Comments | Estimated Effort Required |
|--|-----------------|--|--------------------|---|---|----------------------------------|
| 5.1 Batch Printing | 5.1.a | Ability to select one or more reports to be processed in batch mode. User can do other tasks while reports are formatted and created in user designated directory. | NEW | None | This was in the 1997 design, but didn't get put into ICBS. No longer required. | N/A |
| 5.2 Account Transaction Reports | 5.2.a | Report that compiles the information for all issues and returns by accounting code or by document number by month. BLM has automated the process for manipulating the data from this report into a keypunch file that is sent as an FTP file to the Department of Interior's FFS Federal Financial System. | ICBS | Reports/ Billing/ BLM Monthly Stores OR Report/ Billing/ Generate Billed Transaction Listing | This process could be automated and standardized for both agencies. Needs to include standard policy for corrections. Further details will be provided by ICBS-R Finance/Accounting Task Group. | HIGH |
| | 5.2.b | Report that summarizes all transactions that have occurred for a specified account code or order number. | ICBS | Reports/ Billing/ Account Transaction | Majority of caches does not use this report. Maintain current ICBS functionality. | LOW |

| Business Process 5.0 Generate Reports | Reqmt ID | Business Requirement | ICBS or NEW | ICBS Report | Comments | Estimated Effort Required |
|--|----------|---|-------------|--|---|---------------------------|
| 5.3 Billing Information Report | 5.3.a | Report of all transactions for completed sales orders to finance for all accounts. | ICBS | Reports/ Billing/ Billing Information | <p>Maintain current ICBS fields and functionality.</p> <p>Additional functionality:</p> <ol style="list-style-type: none"> 1) Shipping cost needs to be included in report 2) Review "Update Amount Reported" parameter to make sure it is calculating the amounts how the field would like. 3) Display all account codes that were defined with order. 4) Option to display billing document number on report. 5) Transfer of information is currently manual between ICBS and the agency specific systems. The Issue report from ICBS is used to get the information to manually transfer to financial system. <ol style="list-style-type: none"> i. At a minimum, the information needs to come out of ICBS in a similar format and with the same information that is required by the agency entry system. ii. Hooks between ICBS and each of the financial systems would need to be separate processes by agency. | HIGH |
| 5.4 Open Order Billing Report | 5.4.a | Report that produces a list of orders. The report could be run for a variety of options such as – Orders open but not billed, Order that have been billed. Need to include sort parameters by date, by bill number. | ICBS | Reports/ Billing/ Open Order Billing | <p>Majority of caches does not use this report.</p> <p>The open order billing report could be modified to be more useful for producing billing information as outlined in the requirement.</p> <p>The billing process needs further engineered into a module that includes more than just a report. It would include the requirements for 5.3.a and 5.4.a</p> | HIGH |

| Business Process 5.0 Generate Reports | Reqmt ID | Business Requirement | ICBS or NEW | ICBS Report | Comments | Estimated Effort Required |
|--|-----------------|---|--------------------|--|--|----------------------------------|
| 5.5 Incident Summary | 5.5.a | Report that summarizes and itemizes all items issued, returned, and surveyed on an incident or project. | ICBS | Reports/ Billing/ Incident Summary | This is one of the “most used” reports by caches. Additional Fields: Quantity Surveyed, total dollar issued, total amount for refurbishment, total dollar returned Additional Functionality: <ol style="list-style-type: none"> 1) Ability to sort by S# (resource order supply request number). 2) Display kits and items within rather than just showing the individual items. Also need to show kits within kits. 3) Display quantity of each item surveyed. 4) Show all account codes defined with order. 5) Run report at any time and have original cost data appear. 6) Fix problem where numbers on incident summary don’t match numbers reported on fire loss/use report, and outstanding items reports. | MEDIUM |
| | 5.5.b | Report that consolidated incident summary information for all caches. | NEW | | Option to show totals by cache or details by cache or summary for all caches. | MEDIUM |
| | 5.5.c | Summarizes and itemizes all items still outstanding at an incident or project. Often used to send to an incident. | ICBS | Reports/ Billing/ Outstanding Items | Additional Functionality: <ol style="list-style-type: none"> 1) Run report at any time and have original data appear. 2) Display kits and items within rather than just showing the individual items. Also need to show kits within kits. | MEDIUM |

| Business Process 5.0 Generate Reports | Reqmt ID | Business Requirement | ICBS or NEW | ICBS Report | Comments | Estimated Effort Required |
|--|-----------------|---|--------------------|--|---|----------------------------------|
| 5.6 Cache Item Component Report (Kit Contents) | 5.6.a | Produce a listing of all components within a kit. | ICBS | Reports/ Kits/ Kit Contents | Maintain current ICBS fields and functionality. Additional functionality: 1) Ability to generate by location. | LOW |
| 5.7 Cache Item Component Availability Report (Kit Summaries) | 5.7.a | Produce 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. | ICBS | Reports/ Kits/ Kit Summary | Maintain current ICBS fields and functionality. Additional functionality: 1) Ability to enter multiple cache items and multiple quantities to produce one consolidated report. Report would include min and max for each cache item component. 2) Add option to sort to get all the kits that are below minimum. | MEDIUM |
| 5.8 Cache Item Packing List | 5.8.a | Produce a list that will identify all cache items and quantities contained within a specified kit. This will generate a kit packing list. | ICBS | Reports/ Kits/ Kit Packing | Maintain current ICBS fields and functionality. | LOW |
| 5.9 Kit Item Summary Report (Cache Item in Kit) | 5.9.a | Produce a consolidated listing of kits containing a specific cache item(s), e.g., reports all kits containing a Pulaski tool. | ICBS | Reports/ Kits/ Cache Item in Kit | Maintain current ICBS fields and functionality. | LOW |
| 5.10 Cache Item Summary (Cache Item) | 5.10.a | Report listing all information for specified cache items. Includes catalog, supplier, manufacturer, and model information. Report may be run for one cache item, items in a range of numbers, or all cache items. | ICBS | Reports/ Catalog Information/ Cache Item | Seldom used by any caches. Verify it is still needed. REMOVE THIS REPORT | N/A |

| Business Process 5.0 Generate Reports | Reqmt ID | Business Requirement | ICBS or NEW | ICBS Report | Comments | Estimated Effort Required |
|--|-----------------|--|--------------------|--|--|----------------------------------|
| 5.11 NFES Catalog Information | 5.11.a | Report listing all information pertaining to a specific cache NFES catalog item or range of cache items. Includes catalog, supplier, manufacturer, and model information. This should be the report used to create the NFES catalog. | ICBS | Reports/ Catalog Information/ NFES Catalog | Maintain current ICBS fields and functionality. Additional Functionality: 1) This report should be consolidated with Cache items report, to have one report with all the information. 2) This report needs to consolidate data from all caches. | MEDIUM |
| 5.12 NFES Box Label | 5.12.a | Print box labels for specified cache items. Box label information includes cache item number, cache item description, quantity per box and weight. | ICBS | Reports/ Catalog Information/ Box Labels OR BLM ICBS/ Labels/ Datamax box labels | This capability needs re-worked in a new system. It does not provide the flexibility the caches need. Many caches use other programs to accomplish this report such as MS Word, MS Access, Datamax, or a BLM Specific report (that uses datamax). | HIGH |
| | 5.12.b | Print shipping labels for a specified issue or customer and will include name, address, city and zip. | ICBS | Reports/ Catalog Information/ Ship Labels Or BLM ICBS/ reports/ shipping labels | Caches were not questioned about this report. GBK has its own report to produce labels. This functionality needs to be incorporated into a new system. | MEDIUM |

| Business Process 5.0 Generate Reports | Reqmt ID | Business Requirement | ICBS or NEW | ICBS Report | Comments | Estimated Effort Required |
|---|-----------------|--|--------------------|---|--|----------------------------------|
| 5.13 Flag Critical Items (this is a process, not a report, enter info as a process) | | | | | See Reqmt ID 3.11 -- This process will change with centralized database eliminating the need for individual caches to flag items. | |
| 5.14 Critical Items Report for NICC | 5.14.a | Produce consolidated listing of the nationally identified critical cache items. Summarized inventory quantities at given point in time. Ability to summarize quantities for a given cache. | ICBS | Reports/ Critical Items/ NICC Critical Items | Maintain current ICBS fields and functionality. | LOW |
| 5.15 Local Critical Item Report | 5.15.b | Produce a consolidated listing of locally identified critical cache items. | ICBS | Reports/ Critical Items/ Local Critical Items` | Maintain current ICBS fields and functionality. Only 3 of 19 caches reported that they use this report. | LOW |
| 5.16 Address Code Listing | 5.16.a | Print a listing of all customers and customer contact information by state. | ICBS | Reports/ Customer Information/ Customer | Maintain current ICBS fields and functionality. Additional Fields: fax, phone number, jurisdiction, country Additional Functionality: 1) Ability to print by local or non-local unit identifiers, jurisdiction, or country. 2) Ability to select active or non-active customers. | LOW |
| 5.17 Incident/Project List | 5.17.a | Print a listing of all incidents/projects supported by the cache. Report will print incidents by status (active or closed). | ICBS | Reports/ Customer Information/ Incident/ Project | Maintain current ICBS fields and functionality. Additional Functionality: 1) Increase display width of account code field. 2) Ability to print by year. | LOW |

| Business Process 5.0 Generate Reports | Reqmt ID | Business Requirement | ICBS or NEW | ICBS Report | Comments | Estimated Effort Required |
|--|-----------------|--|--------------------|--|--|----------------------------------|
| 5.18 Accountable Property Report | 5.18.a | Report listing the trackable property items. | ICBS | Reports/ Inventory /Accountable Inventory | Maintain current ICBS fields and functionality. | LOW |
| | 5.18.b | Report listing the current status of all or specified trackable property. | ICBS | Reports/ Inventory /Accountable Inventory Status | Maintain current ICBS fields and functionality. Possibly combine 5.18.a and 5.18.b into one report. Option to display information from all caches or just owners cache. | LOW |
| 5.19 Disposal Report | 5.19.a | See 5.18.a | ICBS | Reports/ Inventory Disposal/A ccountable Inventory OR Non- Accountable Inventory | Maintain current ICBS fields and functionality. Additional functionality: 1) Display disposal comment field on report. 2) Ability to run report by disposal document number. | LOW |
| 5.20 Cache Item Below Minimum | 5.20.a | Report that lists cache items that are below minimum stocking levels as defined by their host organization and as specified in their fire support plans. | ICBS | Reports/ Inventory /Below Minimum | Maintain current ICBS fields and functionality. Additional Fields: Supplier information, PO # for Due in Items, item cost Additional Functionality: 1) Ability to select records by range of percentage above and below minimum (% is cache defined). 2) Option to print PO# (Purchase Order Number) or just show total due in quantities. | LOW |

| Business Process | Reqmt ID | Business Requirement | ICBS or NEW | ICBS Report | Comments | Estimated Effort Required |
|--------------------------------|-----------------|--|--------------------|--|--|----------------------------------|
| 5.0 Generate Reports | | | | | | |
| 5.21 Cache Item Above Maximum | 5.21.a | Report that 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. | ICBS | Reports/ Inventory /Above Maximum | Maintain current ICBS fields and functionality. Additional Functionality: 1) Ability to select records by range of percentage above and below maximum (% is cache-defined). | LOW |
| 5.22 Duplicate Location Report | 5.22.a | Listing of all cache items with duplicate locations. | ICBS | Reports/ Inventory /Duplicate Location | Maintain current ICBS fields and functionality. Report internal structure would need to change based on changes in Reqmt ID 3.2 | LOW |
| 5.23 Inventory Worksheet | 5.23.a | Report that produces an inventory worksheet for all or specified trackable cache items. | ICBS | Reports/ Inventory Worksheet/ Accountabl e Inventory | Maintain current ICBS fields and functionality. Additional Fields: Date and 2 Signature Lines on each page, warehouse location Remove manufacturer information. Additional Functionality: 1) Ability to sort by NFES number. 2) Ability to print a blank worksheet w/o NFES numbers. 3) Ability to sort by stocking location, row, location area, position, isle. 4) For some of the property items listed the lines to write the quantities on are missing. 5) Individual property item needs to have its current status shown on the report. 6) Because people write on this form there needs to be more space between lines to be able to write on it. | LOW |

| Business Process 5.0 Generate Reports | Reqmt ID | Business Requirement | ICBS or NEW | ICBS Report | Comments | Estimated Effort Required |
|--|-----------------|---|--------------------|--|---|----------------------------------|
| | 5.23.b | Report that produces an inventory worksheet for all or specified non-trackable cache items. | ICBS | Reports/ Inventory Worksheet/ Non-Accountable Inventory | Same as 5.23.a above. Could consolidate reports 5.23.a and 5.23.b with option to print or not print trackable items or non-trackable-items (combined or separate reports) | LOW |
| 5.24 Issue | 5.24.a | Report that produces the issue or obligated cache items for an order. A single issue number or range of issue numbers may be printed. All issues for an order may be printed. | ICBS | Reports/ Issue Documents / Issue OR BLM Specific Issue Report | Maintain current ICBS fields and functionality for both reports (FS and BLM). Additional Functionality: 1) Include total cost per line item (BLM report does this). 2) Consider moving totals for issue to front page. Not all caches may want this, but requested by some. May want to make it optional. 3) If default location was defined with order, print this in the "Ship To" block on the report. If not, print the customer "Ship To" address. 4) If hazardous info exists for a line item, then user should be prompted for which shipping regulation (ground or IATA) to print. The default should be IATA. | MEDIUM |
| | 5.24.b | Report that produces a list of items that were determined to be "short" when the order arrived at the incident or project. | ICBS | Reports/ Issue Documents / Issue Shortage | REMOVE Report is not used | N/A |
| | 5.24.c | Reports data entered into the shipping status module | ICBS | Reports/ Issue Documents / Shipping Status | See Reqmt ID 1.12.b | N/A |

| Business Process | Reqmt ID | Business Requirement | ICBS or NEW | ICBS Report | Comments | Estimated Effort Required |
|-----------------------------|-----------------|--|--------------------|--|---------------------|----------------------------------|
| 5.0 Generate Reports | | | | | | |
| | 5.24.d | List of all cache items reserved for a customer | ICBS | Reports/ Issue Documents / Reserved Cache Items | See Reqmt ID 1.15.b | N/A |
| | 5.34.e | List of all backordered cache items for a specified order number or customer ID or all backordered items for all number and/or all customer ID's. | ICBS | Reports/ Issue Documents / Backordere d cache Items | See Reqmt ID 1.16.b | N/A |
| 5.25 Redistribution | 5.25.a | Report that lists cache items available for redistribution at your cache. Output for this report is based on the data entered in Warehouse/ Inventory Maintenance/ Redistribution. | ICBS | Reports/ Inventory /Redistribut ion | See Reqmt ID 3.9 | MEDIUM |
| 5.26 Return Documents | 5.26.a | Report that prints a return worksheet for a specified incident. The worksheet lists all items shipped, items returned to date and all outstanding items. | ICBS | Reports/ Return Documents / Return Worksheet OR BLM Specific Return Worksheet Report | See Reqmt ID 2.1.b | N/A |

| Business Process 5.0 Generate Reports | Reqmt ID | Business Requirement | ICBS or NEW | ICBS Report | Comments | Estimated Effort Required |
|--|-----------------|--|--------------------|---|--|----------------------------------|
| | 5.26.b | Report that lists all items returned to the cache. Report displays repair items from the workorder process in addition to refurbishment costs. | ICBS | Reports/ Return Documents / Return OR BLM Specific Return Report | Maintain current ICBS fields and functionality. Additional Functionality: 1) Increase size of comment field display. 2) Ability to enter temporary return number display a list of return number associated with that temporary return. The user can then select one or more return numbers to include on the report. | LOW |
| | 5.26.c | Report lists all the open workorders or a specified workorder. If all or part of a workorder has been closed, the up-to-date information for QTY outstanding, Repair \$, and repair Parts Used will print. | ICBS | Reports/ Return Documents / Open Workorder | Maintain current ICBS fields and functionality. 1) Add parameter for cache item number and assigned to field. | LOW |

| Business Process 5.0 Generate Reports | Reqmt ID | Business Requirement | ICBS or NEW | ICBS Report | Comments | Estimated Effort Required |
|--|----------|---|-------------|---|---|---------------------------|
| 5.27 Stock Status | 5.27.a | Listing of the current status of all items within a specified cache including cache item description, inventory level, location, and price. | ICBS | Reports/ Inventory/ Stock Status OR BLM ICBS/ Reports/ Stock Status by Location | Maintain current ICBS fields and functionality. Additional Fields: Date/Time report produced, pending quantity, backordered quantity. Additional Functionality: 1) Ability to sort by stock locations. 2) Option to enter multiple beginning and ending cache item numbers without having to run separate reports 3) Ability to choose which fields to include on report. 4) Like to be able to get a combined stock status report (“National Interagency Support Cache Coordinator” or “NISCC” Report) from all the caches from any location. 5) Run report by date - Should be able to run report for specified date and have data from that date appear. 6) Ability to select specific cache IDs to run report by. 7) Ability to sort report by item name alphabetically. | MEDIUM |
| 5.28 List of Items with Expiration | 5.28.a | Report that lists all cache items with an expiration date. | ICBS | Reports/ Inventory/ Item Expiration | Maintain current ICBS fields and functionality. Additional Functionality: 1) Add comments column heading for each item so operations/floor personnel can write whatever they want. 2) List quantities on hand per expiration date. See comments of expiration date use on Issues, Returns, & Requisition/Receipts. | MEDIUM |

| Business Process 5.0 Generate Reports | Reqmt ID | Business Requirement | ICBS or NEW | ICBS Report | Comments | Estimated Effort Required |
|--|-----------------|---|--------------------|--|---|----------------------------------|
| 5.29 Inventory Discrepancy | 5.29.a | Report that lists all the inventory discrepancies for non-trackable cache items for a specified | ICBS | Reports/ Inventory/ Non- Accountabl e Inventory Discrepanc y | Maintain current ICBS fields and functionality. Additional Fields: Total value field, total loss, total gain and then net value. This report may be replaced. See Reqmt ID 3.8.a. | MEDIUM |
| 5.30 Cache Item Transaction Listing | 5.30.a | Report that lists all the cache item transactions for a specified cache item or range of cache items. (Issue, returns, transfers, repair...89 transaction types) | ICBS | Reports/ Inventory/ Cache Item Transaction | Maintain current ICBS fields and functionality. Additional Fields: RFI quantity at time transaction was processed, total cost per transaction type, total item quantity, display national standard cost in addition to receipt cost for receipts. Additional Functionality: 1) Ability to sort transactions by item by date or range of dates. | HIGH |
| 5.31 Stock History Report (Cache Item History) | 5.31.a | Report to provide historical accounting of all cache items or a specified cache item. This information is required for year-end reporting and submission to the USFS Washington Office. | ICBS | Reports/ Inventory/ cache Item History | Majority of FS caches do not use this report. Many caches commented on types of historical data they would like to retrieve from the system. This area should be scoped and modeled into new report(s). | HIGH |
| 5.32 Alaska Stock Display | | This was part of 1997 Design. Was not implemented in ICBS. | N/A | N/A | Alaska's requirements have been addressed. | N/A |

| Business Process 5.0 Generate Reports | Reqmt ID | Business Requirement | ICBS or NEW | ICBS Report | Comments | Estimated Effort Required |
|--|-----------------|---|--------------------|---|---|----------------------------------|
| 5.33 Fire Loss/Use | 5.33.a | Report that lists the local (caches) loss/use actual and acceptable percentages of each cache item issued to or returned from a specified incident. | ICBS | Reports/ Loss/Use /Local Loss/Use | Maintain current ICBS fields and functionality. Additional Functionality: 1) Run report at anytime and have original data appear. Currently when National price change occurs, this is reflected on fire loss/use so it doesn't match original issue, return, and outstanding costs, thus making it impossible to ever recreate fire loss documentation. 2) Report is hard to understand because it doesn't show the sub kits within a main kit, it shows those items were returned but never issued as item or kit. 3) Parameter Screen – beginning order date should default to the first issue or transfer date. 4) Display summary page at end of report that lists sub-totals and percentages by category, issue type (refurbishment) and grand totals. | MEDIUM |
| 5.34 Consolidated Fire Loss/Use | 5.34.a | Report that lists all fire loss/use actual and acceptable percentages for all cache items issued and/or returned. | NEW | None | High priority report. Is the same report as 5.33.a, but can be run for all caches (including sub-caches such as satellite or remote caches, a national cache's refurbishment warehouse, etc.) in the system or a group of caches. | MEDIUM |
| 5.35 Open Purchase Order Listing | 5.35.a | Report showing the status of one or more purchase orders | ICBS | Reports/ Procurement/ Open Purchase Order | Maintain current ICBS fields and functionality. | LOW |

| Business Process | Reqmt ID | Business Requirement | ICBS or NEW | ICBS Report | Comments | Estimated Effort Required |
|--|-----------------|--|--------------------|---|--|----------------------------------|
| 5.0 Generate Reports 5.36 Item Supplier List | 5.36.a | Report lists all suppliers and may be run for all suppliers and all cache items, or for all items from a specified supplier. | ICBS | Reports/ Procurement/ Supplier | Maintain current ICBS fields and functionality. Additional Functionality: 1) Ability to print alphabetically by supplier name. 2) Ability to print report showing just suppliers and codes by supplier code and by supplier name. | LOW |
| 5.37 Open Requisition Listing | 5.37.a | Generate a list of open requisitions. | ICBS | Reports/ Procurement/ Open Requisition | Maintain current ICBS fields and functionality. Could combine 5.35 and 5.37 based on design of Reqmt ID 4.1. | MEDIUM |
| 5.38 Item Supplier List | | DUPLICATE in outline | | | See Reqmt ID 5.36 | N/A |
| 5.39 Item Purchases Report | 5.39.a | Report to provide an historical listing of all purchases made for a specified time period and/or for specified items. | ICBS | Reports/ Procurement/ Item Purchases Historical | Maintain current ICBS fields and functionality. Additional Functionality: 1) Print receipt price 2) Date column should display the date items were received. Currently the report does not always display this date. | LOW |
| 5.40 Prepare Worksheet (Workorder) | 5.40.a | This was in 1997 Design. This is not a report. | N/A | N/A | Ignore this requirement | N/A |
| 5.41 Print Open Workorder | 5.41.a | See 5.26.c, 2.2.c | ICBS | Reports/ Return Documents /Open Workorder | Maintain current ICBS fields and functionality. | N/A |
| 5.42 Perform Ad Hoc Queries | 5.42.a | The ability to perform ad hoc queries on pre-defined and commonly used ICBS data sets. | NEW | None | Caches want the ability to perform ad hoc queries on their inventory data. | HIGH |

| Business Process 5.0 Generate Reports | Reqmt ID | Business Requirement | ICBS or NEW | ICBS Report | Comments | Estimated Effort Required |
|--|-----------------|---|--------------------|--|---|----------------------------------|
| 5.43 National Cache Item Repository | 5.43.a | Report that lists all national cache items. | ICBS | Reports/ Inventory/ National Cache Item Repository | Maintain current ICBS fields and functionality | LOW |
| 5.44 BLM Reports | | The following BLM specific reports are required and haven't been identified previously in the table. | | | | |
| | 5.44.a | Credit Card Return Report | BLM ICBS | BLM ICBS/ Reports/ Credit Card Report | Maintain current BLM ICBS fields and functionality | LOW |
| | 5.44.b | Credit Card Invoice Report | BLM ICBS | BLM ICBS/ Reports/ Credit Card Invoice | Maintain current BLM ICBS fields and functionality | LOW |
| | 5.44.c | External Affairs Report | BLM ICBS | BLM ICBS/ Reports/ External Affairs Report | Maintain current BLM ICBS fields and functionality | LOW |
| | 5.44.d | PMS Report (Publication Management System - which consists of fire/incident forms and training materials managed by Great Basin Cache personnel). | BLM ICBS | BLM ICBS/ Reports/ PMS Report | Maintain current BLM ICBS fields and functionality | LOW |
| | 5.44.e | Local Item Receipt History | BLM ICBS | Internal IT Report | Calculates local item standard cost. Should be available within re-engineered system. | MEDIUM |

| Business Process | Reqmt ID | Business Requirement | ICBS or NEW | ICBS Report | Comments | Estimated Effort Required |
|----------------------------------|-----------------|--|--------------------|------------------------|--|----------------------------------|
| 5.0 Generate Reports | 5.44.f | PMS National item Receipt History | BLM ICBS | Internal IT Report | Calculates standard cost for publication items. Should be available within re-engineered system. | MEDIUM |
| | 5.44.g | Cache Item Transaction report (POST INVENTORY) | BLM ICBS | Internal BLM IT Report | Should be available for user within re-engineered system. Reports dollar amount adjustments made for units within primary cache. Separates out inventory adjustment results by storage location. For example, GBK would run this for the Radio Cache or RAWS. | MEDIUM |
| 5.45 General Report Requirements | 5.45.a | Any history reports need to show inactive items. | NEW | Several ICBS reports | Currently reports such as issue don't show items that have been set to inactive. | MEDIUM |
| | 5.45.b | All existing reports need a formatting change so header information is displayed in a smaller area and more data prints on a page. | NEW | All ICBS reports | | MEDIUM |