

COURSE:	ICARS
UNIT:	5.9 – U.S. FOREST SERVICE OBLIGATIONS
SUGGESTED TIME:	45 minutes
TRAINING AIDS:	Computer projector, screen, computer (one for instructor and one per trainee).
OBJECTIVES:	Upon completion of this unit, the trainee will be able to: <ol style="list-style-type: none">1. Identify reportable USFS obligation categories2. Identify the logic / criteria for each reportable category.3. Assign an obligation category to incident resources.4. Create an obligation extract.5. Run/preview an obligation report.6. Finalize and print an obligation report.7. Reextract an obligation report.

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<p>2. Both the CONT and AD categories are adjusted for CONT/AD mixed resources.</p>	
<p>REVIEW EXERCISE.</p>	
<p>B. Describe the logic/criteria for each reported category.</p>	<p><i>exercise found on page 5.9-2 in student guide.</i></p>
<p>1. See handout.</p>	<p>Discuss a couple of the ‘pseudo’ logic statements as comfortable.</p>
<p>RECOMMEND ASSIGNING AN OBLIGATION CODE TO ALL RESOURCES. HOWEVER, THIS IS ONLY CRITICAL FOR RESOURCES FALLING INTO THE FIVE REPORTABLE CATEGORIES.</p>	
<p>C. To assign resources an obligation category.</p>	<p><i>exercise found on page 5.9-2 in student guide.</i></p>
<p>1. On any ICARS resource table view, click the Obligation column for the resource of your choice.</p>	
<p>2. Click the Obligation drop-down arrow, and then click to select the category assignment of your choice.</p>	
<p>3. Repeat step 2 for any resources that are unassigned.</p>	
<p>ONCE RESOURCES HAVE BEEN ASSIGNED AN OBLIGATION CODE, USERS CAN RUN AN EXTRACT TO CAPTURE AMOUNTS ASSIGNED TO EACH CATEGORY.</p>	
<p>D. To create an obligation extract.</p>	
<p>1. Click the Obligation menu.</p>	<p><i>exercise found on page 5.9-2 in student guide.</i></p>
<p>2. On the Obligation Extract dialog box, click the Run Extract button.</p>	

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<p>YOU MUST PRINT THE REPORT TO FAX TO THE HOST AGENCY. FOR THIS EXERCISE, HOWEVER, YOU WON'T ACTUALLY BE ABLE TO PRINT AN OBLIGATION REPORT.</p> <p>E. To run/preview an obligation report.</p> <ol style="list-style-type: none"> 1. On the Obligation Extract dialog box with the current obligation extract highlighted, click the Report button. 2. On the Obligation window in crystal reports, review the report, and then click the Close button. 3. On the Obligation Extract dialog box, click the Report Detail button. 4. On the Obligation Detail window in crystal reports, review the report, and then click the Close button. <p>F. To finalize and print an obligation report for submission to the host agency or forest.</p> <ol style="list-style-type: none"> 1. On the Obligation Extract dialog box with the current obligation extract highlighted, click the Finalize button. 2. For each Obligation Finalize dialog box, click OK. <p>NOTE THE FINALIZED INDEX ADDED, E.G. "000X."</p> <ol style="list-style-type: none"> 3. On the Obligation Extract dialog box, click the Report button, and then click the Print Report menu icon. <p>POINT OUT THE LOCATION OF THE PRINT REPORT ICON IN CRYSTAL REPORTS IN THE UPPER, LEFT-HAND PORTION OF THE DIALOG BOX.</p>	<p><i>exercise found on page 5.9-2 in student guide.</i></p> <p>Present students with a finalized obligation report to review.</p> <p><i>exercise found on page 5.9-3 in student guide.</i></p>

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THE RE-EXTRACT FUNCTION IS NEW IN 2004.

THE RE-EXTRACT IS DESIGNED TO BE USED AFTER AN OBLIGATION HAS BEEN FINALIZED, BUT BEFORE IT HAS BEEN SENT TO THE HOST AGENCY.

- G. To perform a sample reextract for an obligation report.
 - 1. Note the dollar value of the CONT category. Exit the Obligation dialog box.
 - 2. Change some Daily records for a piece of equipment, either increase the value or enter an earlier release date.

exercise found on page 5.9-3 in student guide.

ENTER *SOMETHING*. MAKE A CHANGE THAT WILL BE REFLECTED IN THE “CONT” OBLIGATION CATEGORY.

- 3. Select the most current finalized obligation extract.
- 4. Click the **Reextract** button.

NOTE THE FINALIZED INDEX CODE IS REMOVED.

- 5. Use this feature with *CAUTION*.