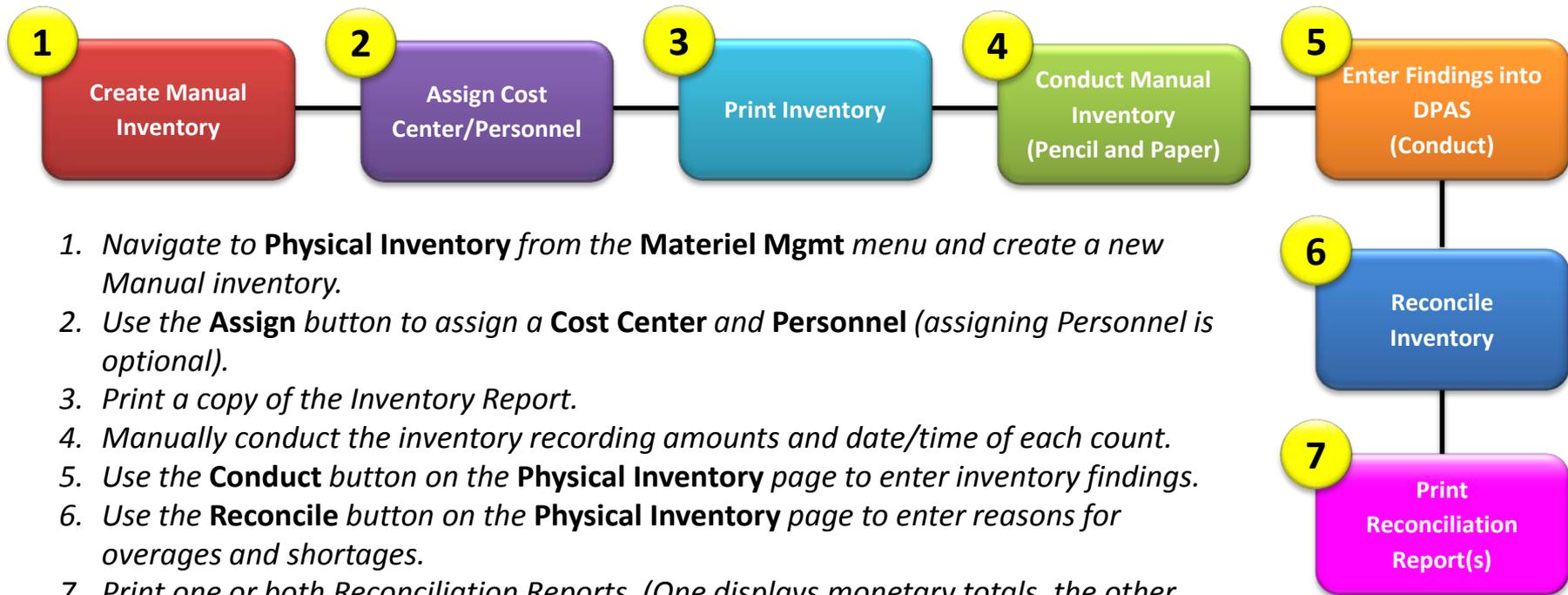




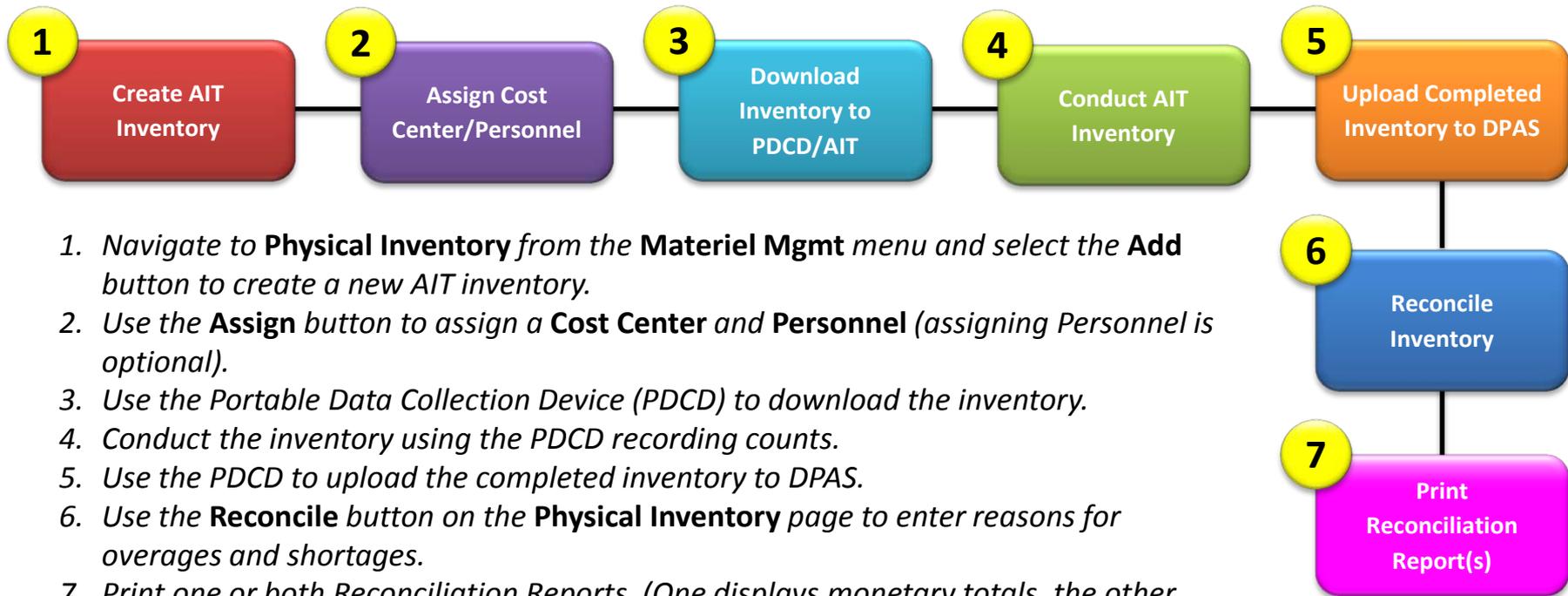
## Manual Inventory Process Flow



1. Navigate to **Physical Inventory** from the **Materiel Mgmt** menu and create a new Manual inventory.
2. Use the **Assign** button to assign a **Cost Center** and **Personnel** (assigning Personnel is optional).
3. Print a copy of the Inventory Report.
4. Manually conduct the inventory recording amounts and date/time of each count.
5. Use the **Conduct** button on the **Physical Inventory** page to enter inventory findings.
6. Use the **Reconcile** button on the **Physical Inventory** page to enter reasons for overages and shortages.
7. Print one or both Reconciliation Reports. (One displays monetary totals, the other displays reconciliation tasks)



## AIT Inventory Process Flow



1. Navigate to **Physical Inventory** from the **Materiel Mgmt** menu and select the **Add** button to create a new AIT inventory.
2. Use the **Assign** button to assign a **Cost Center** and **Personnel** (assigning *Personnel* is optional).
3. Use the *Portable Data Collection Device (PDCD)* to download the inventory.
4. Conduct the inventory using the *PDCD* recording counts.
5. Use the *PDCD* to upload the completed inventory to DPAS.
6. Use the **Reconcile** button on the **Physical Inventory** page to enter reasons for overages and shortages.
7. Print one or both *Reconciliation Reports*. (One displays monetary totals, the other displays reconciliation tasks)