



Defense Property Accountability System (DPAS) 9250 Physical Inventory Manager

**Marine Corps Logistics Command
Logistics Capabilities Center**

Implementation Training Course

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Agenda



- Physical Inventory Overview
- Physical Inventory Process Flow
- Create a Physical Inventory
- Manage a Physical Inventory
- Conduct a Physical Inventory
- Reconcile a Physical Inventory



Physical Inventory Overview

Provides the ability to manage and schedule physical inventories for:

Stock Numbers within:

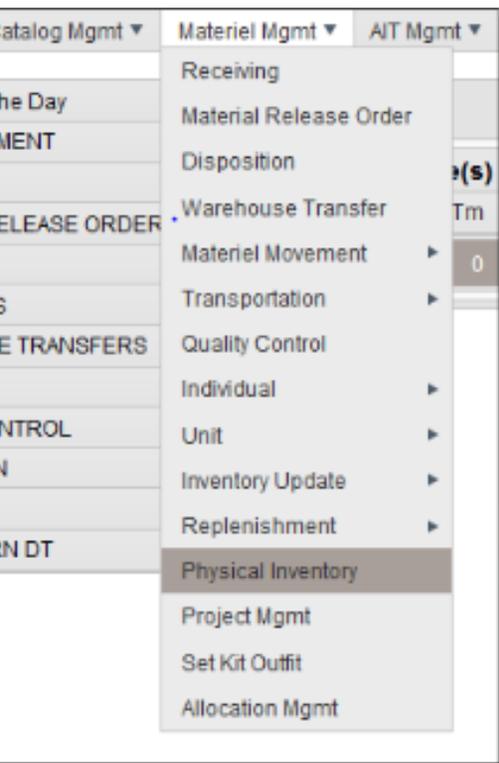
- a Warehouse.
- a Facility/Facilities within a Warehouse.
- A Zone(s) within a Facility/Facilities.
- Specific Location(s).
- Specific Inventory Segment Code(s).

subset (or combination of subsets) of criteria by:

- Reportable Commodity Types.
- LIN TAMCN(s).
- Stock Number(s).
- Condition Code(s).
- Location(s).
- Container ID(s).
- Owning DoDAAC (s).
- Project Code(s).



Generating The Physical Inventory



- In order to Create/Add a Physical inventory from DPAS, navigate to the **Physical Inventory** link from the **Materiel Management** menu.



Generating The Physical Inventory



The screenshot displays the 'Manage Physical Inventory' interface. At the top, there is a search criteria form with fields for 'Commodity Type(s)', 'Facility/Facilities', 'Physical Inv Status', 'Cost Center', 'Scheduled Start Dt To', and 'Expected Completion Dt To'. Below the form is a table with columns for 'Physical Inv Nbr', 'Facility/Facilities', 'Zone(s)', 'Location', 'Reportable Commodity Type(s)', 'Condition Cd(s)', 'Inv Type', 'Inv Execution Type', 'Inv Segment Cd', 'Cost Center', 'Inv Release Type', 'Scheduled Start Dt', 'Expeded Completion Dt', and 'Physical'. The table contains four rows of data. A mouse cursor is pointing to the 'Add' button in the top left corner of the table area.

Physical Inv Nbr	Facility/Facilities	Zone(s)	Location	Reportable Commodity Type(s)	Condition Cd(s)	Inv Type	Inv Execution Type	Inv Segment Cd	Cost Center	Inv Release Type	Scheduled Start Dt	Expeded Completion Dt	Physical
COLPIV031114133052939			RECEIVING			PV - Physical Inv Visible	MAN - Manual Inventory		99	SAR - Scheduled Auto-Release	03/18/2014	03/25/2014	OSC - O Schedul
COLPIV031114132440577			INDY ISSUE			PV - Physical Inv Visible	MAN - Manual Inventory		99	IRL - Immediate Release	03/11/2014	03/18/2014	OSC - O Schedul
COLPIV031114131858422						PV - Physical Inv Visible	AIT - AIT Inventory		99	IRL - Immediate Release	03/11/2014	03/18/2014	ORL - O Release
COLPIV031114132012163						PV - Physical Inv Visible	AIT - AIT Inventory		99	IRL - Immediate Release	03/11/2014	03/25/2014	ORL - O Release

The **Manage Physical Inventory** page displays.

Select the **Add** button – The first page of the **Add Physical Inventory** pop-up displays.

The **Search Criteria** area can be used to find existing inventories needing to be managed.



Generating The Physical Inventory



Physical Inventory

Directions

Inventory Type
Physical Inv Visible

Execution Type
AIT Inventory

Mode
S - Inv Segment Cd

Stock Nbr

Location

Next

Cancel

- Choose an Inventory Type from the **Inv Type** drop-down.
- Select an Inventory Execution Type from **the Inv Execution Type** drop-down.
- Choose an Inventory Mode from the **Inv Mode** drop-down.
- Select the **Next** button – The second page of the **Add Physical Inventory** pop-up displays.



Generating The Physical Inventory



- The second page of the **Add Physical Inventory** pop-up displays.
- Unless the Inventory is for a specific TAMCN, leave the default value of *Optional* for the **LIN/TAMCN** field.
- Unless the Inventory is for a specific Stock Number, leave the default value of *Optional* for **Stock Nbr(s)** field.
- Select the **Next** button.

TIPS:

- ✓ If the Inventory is to only include a LIN/TAMCN, the option of selecting a Stock Number is not allowed. Only one LIN/TAMCN can be selected per inventory.
- ✓ If the Inventory is to include one or several Stock Numbers, the LIN/TAMCN value is defaulted to *Optional*.



Generating The Physical Inventory



The screenshots illustrate the following steps:

1. In the 'Add Physical Inventory' window, the 'Stock Nbr(s)' field is set to 'All'.
2. In the 'Available Stock Nbrs' table, the 'Select' button is used to choose items. The table contains the following data:

Warehouse	LIN/TAMCN	Stock Nbr	Item Desc
COLUMBUS	E08587K	1005007162072	SUPPRESSOR FLASH
COLUMBUS	E28532B	100500M010001	WEAPONS KIT
COLUMBUS	D00097K	1005011702185	GUIDE CHAIN
3. In the 'Selected Stock Nbrs' table, the 'Take Selected' button is used. The table contains the following data:

Warehouse	LIN/TAMCN	Stock Nbr	Item Desc	Size	Color	Reportable Commodity Type	Replenishment Cd	Replenishment Start Dt	Replenishment End
	E08587K	1005007162072	SUPPRESSOR FLASH		PG			0001-01-01T00:00:00	
	N60112M	1005090007544	RIFLE 308 CAL PRA		PG			0001-01-01T00:00:00	
4. The 'Take Selected' button is clicked.
5. In the 'Add Physical Inventory' window, the 'Stock Nbr(s)' field now contains the selected stock numbers: '1005007162072' and '1005090007544'.

Click items from a listing of all available items:

Click the **Browse** button to the right of the field.

Click the **Select** button to the left of one or several records.

Click the **Selected** tab to verify all needed criteria is selected.

Click the **Take Selected** button – The **Add Physical Inventory** page displays.

Click the **Next** button - The third page of the **Add Physical Inventory** pop-up

displays.

The fields have the ability to include one or more criteria. They can be identified

by the (s) in the field name



Generating The Physical Inventory



- The third page of the **Add Physical Inventory** pop-up displays.
- Unless specifying a particular Facility, leave the default value of *Optional* for the **Facility/Facilities** field.
- Unless a specific Zone is required, leave the default value of *Optional* for **Zone(s)** field.
- Unless a certain Location is needed, leave the default value of *Optional* for **Location** field.
- Unless specifying a Container, leave the default value of *Optional* for **Container ID** field.
- Select the **Next** button - The fourth page of the **Add Physical Inventory** pop-up displays.



Generating The Physical Inventory



- The fourth page of the **Add Physical Inventory** pop-up displays.
- Unless specifying a certain Condition Code to be inventoried, leave the default value of *Optional* for the **Condition Cd(s)** field.
- Unless specifying a an Owning DoDAAC, leave default of *Optional* for **Owning DoDAAC** field.
- Unless a particular Project Code is needed, leave the default value of *Optional* for **Prj Cd** field.
- Unless a particular Commodity Type is needed, leave the default value of *Optional* for **Reportable Commodity Type(s)** field.
- Select the **Next** button - The fifth page of the **Add Physical Inventory** pop-up displays.



Generating The Physical Inventory



Physical Inventory

ns

Release Type

Immediate Release

Start Dt

Completion Dt

Remarks

Next

- Select a value from the **Inv Release Type** drop-down list.
- Verify **Scheduled Start Dt** is equal to current date.
- Enter the **Expected Completion Dt**.
- Select the **Next** button - The sixth page of the **Add Physical Inventory** pop-up displays.

Inventory Release Types include:

Planned Only – The inventory is not released or scheduled to be released.

Immediate Release – The inventory is released on the completion of the next background process.

Scheduled Auto Release – The inventory is released on the assigned Scheduled Start Date.



Generating The Physical Inventory



Physical Inventory

Cost Center

Split into multiple inventories?

Split Count

Personnel

WALTER, WALTER ×

DAVID, DAVID ×

Back

Cancel

- Select the cost center to perform the work from the **Cost Center** drop-down list.
- If you choose Yes from the **Split into multiple inventories** drop-down list, the **Split Count** field displays.
 - Enter the number of inventories into the **Split Count** field.
- Select the people to conduct the inventories from the **Personnel** field.
- Choose the **Add** button – The inventory is placed in the process queue for generation.



Questions?





Editing An Existing Physical Inventory



1-2 of 2 items

Click the **Edit** button to the left of the inventory to be updated - The **Update Physical Inventory** pop-up displays.

Navigate through the wizard to the field(s) which need updated.

Update the field(s).

Click the **Update** button.

The **Edit** process walks you through the same screens as the **Add** process. Only inventories in OPD (Open Planned) or OSC (Open Scheduled) status can be edited, meaning that inventory cannot be edited if already initiated or if cancelled.



Assigning Personnel



The screenshot displays the 'Assign Physical Inventory' dialog box over a table of physical inventory items. The dialog box contains the following fields and buttons:

- Assign Physical Inventory** (Title)
- Cost Center**: 99 - INVENTORY
- * Personnel**: OSBOURNE, WALTER (marked with a yellow circle 3)
- Update** (marked with a yellow circle 4)
- Cancel**

The background table shows the following data:

Physical Inv Nbr	Facility/Facilities	Location	Physical Inv Status
COLPIV031114134019247			
COLPIV031114133552939		RECEIVING	
COLPIV0311141352440577		INVENTORY	
COLPIV031114131858422			
COLPIV031114132012163			

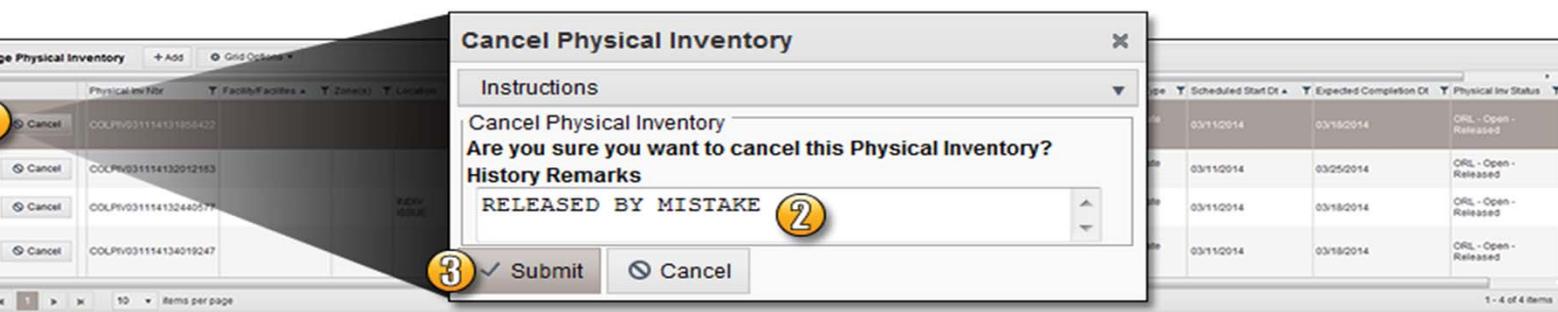
- Choose the Expansion Arrow to the left of the inventory to be assigned.
- Select the **Assign** button.
- Choose the person to be assigned from the **Personnel** drop-down list.
- Select the **Update** button.

TIP:

- ✓ Only personnel who are associated with the Cost Center assigned to the inventory will display for selection.



Canceling A Physical Inventory



Select the **Cancel** button to the left of the inventory to be cancelled.

- The **Cancel Physical Inventory** pop-up displays.

Enter optional **History Remarks**.

Select the **Submit** button - The inventory is removed.

The Cancel option is not available for inventories in *OPD (Open Planned)*, *OSC (Open Scheduled)*, *CCN (Closed Canceled)* or *CRC (Closed Reconciled)* statuses.



Deleting A Physical Inventory



	Physical Inv Nbr	Facility/Faciles	Zone(s)	Location	Reportable Commodity Type(s)	Condition Cd(s)	Inv Type	Inv Execution Type	Inv Segment Cd	Cost Center	Inv Release Type	Scheduled Start Dt	Expected Completion Dt	Phys
<input type="button" value="Cancel"/>	COLPIV031114131858422						PIV - Physical Inv Visible	AIT - AIT Inventory		99	IRL - Immediate Release	03/11/2014	03/18/2014	ORL Rate
<input type="button" value="Cancel"/>	COLPIV031114132012153						PIV - Physical Inv Visible	AIT - AIT Inventory		99	IRL - Immediate Release	03/11/2014	03/25/2014	ORL Rate
<input type="button" value="Cancel"/>	COLPIV031114132440577			INDV ISSUE			PIV - Physical Inv Visible	MAN - Manual Inventory		99	IRL - Immediate Release	03/11/2014	03/18/2014	ORL Rate
<input type="button" value="Cancel"/>	COLPIV031114134019247						PIV - Physical Inv Visible	AIT - AIT Inventory		99	IRL - Immediate Release	03/11/2014	03/18/2014	ORL Rate
1 <input type="button" value="Delete"/>	COLPIV031114133552939			RECEIVING			PIV - Physical Inv Visible	MAN - Manual Inventory		99	DAR - Scheduled Auto-Release	03/18/2014	03/25/2014	OSC Sols

The **Manage Physical Inventory** page displays.

Only inventories in *OPD (Open Planned)* or *OSC (Open Scheduled)* status can be deleted.

Select the **Delete** button to the left of the inventory to be removed – The **Confirm Delete** pop-up displays.

Enter the **History Remarks** (optional) .

Select the **Delete** button (optional).

The inventory is removed from the Results Grid.



Questions?





Printing The Original Inventory Report



DPAS ▾ Catalog Mgmt ▾ Materiel Mgmt ▾ AIT Mgmt ▾ Customer Mgmt ▾ Warehouse Mgmt ▾ Master Data Mgmt ▾ Inquiries ▾ History Inquiries ▾ Report Manager ▾

Report Manager

View Reports | Schedule Reports

Instructions

Search Criteria

Report Category: All ▾ Report Type: All ▾

Report/Form: All ▾

Search Reset

Report Definitions

Grid Options ▾

Rpt Id	Rpt Name	Rpt Type	Rpt Category
LPWHR15	Fiscal Year	Online - User Initiated, Owner View/Delete	Metrics
LPWHR21	Physical Inventory	Form	Inventory
LPWHR20	Physical Inventory Reconciliation Summary	Online - User Initiated, Owner View/Delete	Inventory
LPWHR20	Physical Inventory Reconciliation Detail	Online - User Initiated, Owner View/Delete	Inventory
LPWHR49	Service Level	Online - User Initiated, Owner View/Delete	Metrics
LPWHR45	Lost Gear	Online - User Initiated, Owner View/Delete	Metrics
LPWHR63	Shipment Planning - Pending	Online - User Initiated, Owner View/Delete	Metrics
LPWHR64	Shipment Planning - Awaiting Shipment	Online - User Initiated, Owner View/Delete	Metrics

1 10 items per page

- Navigate to **Report Manager > Schedule Reports**.
- Select **LPWHR21 Physical Inventory Report**.



Printing The Original Inventory Report



User Id: TBURT Warehouse: DMC-MAR001 Open Warehouse Actions (9367) Home Links Contact

MyDPAS Catalog Mgmt Material Mgmt AIT Mgmt Customer Mgmt Warehouse Mgmt Master Data Mgmt Inquiries History Inquiries Report Manager Menu

Report Manager

View Reports Schedule Reports

Instructions

Search Criteria

Report Category All Report Type All

Report Form All

Search Reset

Report Definitions

Grid Options

Rpt Id	Rpt Name	Rpt Type	Rpt Category
LPWHR15	Fiscal Year	Online - User Initiated, Owner View/Delete	Metrics
LPWHR21	Physical Inventory	Form	Inventory
LPWHR20	Physical Inventory Reconciliation Summary	Online - User Initiated, Owner View/Delete	Inventory
LPWHR20	Physical Inventory Reconciliation Detail	Online - User Initiated, Owner View/Delete	Inventory
LPWHR49	Service Level	Online - User Initiated, Owner View/Delete	Metrics
LPWHR45	Lost Gear	Online - User Initiated, Owner View/Delete	Metrics
LPWHR63	Shipment Planning - Pending	Online - User Initiated, Owner View/Delete	Metrics
LPWHR64	Shipment Planning - Awaiting Shipment	Online - User Initiated, Owner View/Delete	Metrics

10 items per page 1 - 8

Report Parameters

* Physical Inv Nbr
Select an Item

Sequence Nbr
Select an Item

Sort By
Optional Ascending

Submit/Schedule

* Export File Format
Select an Item

Schedule Dt/Tm
08/14/2015 13:13

Sharing
Private

Remarks

Submit Reset

- Report Parameters Populate.
- Enter Physical Inventory Number.
- Select Export File Format, then choose Excel Format.



Entering Results Into DPAS



Manage Physical Inventory + Add Grid Options

	Physical Inv Nbr	Facility/Facilities	Zone(s)	Location	Reportable Commodity Type(s)	Condition Cd(s)	Inv Type	Inv Execution Type	Inv Segment Cd	Cost Ce
▶	COLPIV031114131858422						PIV - Physical Inv Visible	AIT - AIT Inventory		99
▶	COLPIV031114132012163						PIV - Physical Inv Visible	AIT - AIT Inventory		99
▶	COLPIV031114134019247						PIV - Physical Inv Visible	AIT - AIT Inventory		99
▶	COLPIV031714135807695			INDIV ISSUE			PIV - Physical Inv Visible	MAN - Manual Inventory		99

1

Physical Inv Nbr	Sequence Nbr	Personnel	Owning DoDA
COLPIV031714135807695	1		

2

Assign Conduct Inv Report

10 items per page

- Select the Expansion Arrow to the left of the inventory conducted.
- Select the **Conduct** button.



Entering Results Into DPAS



Apply All	Stock Nbr	Item Desc	Serial Nbr	Location Id	Container Id	Cond Cd	ICN	Expected Qty	Inventoried Qty	Count Dt/Tm	Remarks	History Remarks
<input type="checkbox"/>	8340014526490	REPAIR KIT, 2 MAN		3169STAGEIN		A	80000000000000001550491	20	18	11/10/2014 12:00 AM		
<input type="checkbox"/>	8405016071111	LINER, ALL PURPOSE, AFL REVERSABLE WOOLAND/COYOTE		3169STAGEIN		D	80000000000000001553004	60	60	11/10/2014 12:00 AM		
<input type="checkbox"/>	8465016007962	PACK, USMC, HYDRATION SYS, COMPLETE		3169STAGEIN		D	80000000000000001547053	35	37	11/10/2014 12:00 AM		
<input type="checkbox"/>	8470015603033	RETENTION ASSY, XSYS COYOTE		3169STAGEIN		A	80000000000000001551257	400	400	11/10/2014 12:00 AM		
<input type="checkbox"/>	1095011943343	M9 HOLSTER		3169STAGEOUT		D	80000000000000001551342	2	4	11/10/2014 12:00 AM		
<input type="checkbox"/>	4240015045727	GOOGLES, ESS PROFILE NVG (TAN)		3169STAGEOUT		D	80000000000000001551348	9	9	11/10/2014 12:00 AM		
<input type="checkbox"/>	4240015316826	WATER BOTTLE, NALGENE		3169STAGEOUT		D	80000000000000001546811	111	111	11/10/2014 12:00 AM		
<input type="checkbox"/>	4240015316863	COVER, WATER BOTTLE NALGENE		3169STAGEOUT		D	80000000000000001550487	111	110	11/10/2014 12:00 AM		
<input type="checkbox"/>	5120008785932	TOOL, ENTRENCHING (OLD)		3169STAGEOUT		D	80000000000000001555510	9	9	11/10/2014 12:00 AM		
<input type="checkbox"/>	6515015995735	IFAK TOURNIQUET POUCH		3169STAGEOUT		J	80000000000000001550489	60	60	11/10/2014 12:00 AM		

- Enter inventoried results into the **Inventoried Qty** field.
 - Enter quantify of zero if asset is not found.
- Enter inventoried date and time into **Count Dt/Tm** field.
- Enter optional Remarks.
- Enter optional History Remarks.
- Select the **Save** button before navigating to the next page
 - The **Records Saved** pop-up displays.
- Select the **OK** button.



Mass Update Method



Apply All	Stock Nbr	Item Desc	Serial Nbr	Location ID	Container ID	Cond Cst	ICN	Expd Qty	Inventoried Qty	Count Dt/Tm	Remarks
<input checked="" type="checkbox"/>	8405006893683	LINER, POWCHD		3169STAGEOUT		D	8000000000001551423	4	1	11/10/2014 12:00:00 AM	
<input checked="" type="checkbox"/>	8405010061074	CAP, WATCH KNIT		3169STAGEOUT		D	8000000000001548912	1	1	11/10/2014 12:00:00 AM	
<input checked="" type="checkbox"/>	8405011000976	POWCHD, SHIRT WOODLAND CAMO		3169STAGEOUT		D	8000000000001545402	1	1	11/10/2014 12:00:00 AM	
<input checked="" type="checkbox"/>	8405015458153	POWCHD, LINER, SWAPKT REVERSIBLE		3169STAGEOUT		D	8000000000001555515	1	1	11/10/2014 12:00:00 AM	
<input type="checkbox"/>	8415000000081	DRAWER, GRN MED COVER, HELMET CAMO MD-LG		3169STAGEOUT		D	8000000000001546819	3	1	11/10/2014 12:00:00 AM	
<input checked="" type="checkbox"/>	8415010927515	COVER, HELMET CAMO MD-LG		3169STAGEOUT		D	8000000000001551841	1	1	11/10/2014 12:00:00 AM	
<input type="checkbox"/>	8415012279544	DRAWER, PIP 1STGEN, MO		3169STAGEOUT		D	8000000000001551426	3	1		
<input type="checkbox"/>	8415012279545	DRAWER, PIP 1STGEN, LG		3169STAGEOUT		D	8000000000001553006	9	1		
<input type="checkbox"/>	8415012279546	DRAWER, PIP 1STGEN, XL		3169STAGEOUT		D	8000000000001550495	2	1		
<input type="checkbox"/>	8415012279548	UNDERSHIRT 1STGEN, SM		3169STAGEOUT		D	8000000000001554021	5	1		

- Select the checkboxes for all the lines that need mass changed.
- Enter the quantity into the **Change Inventoried Qty** field.
- Enter the date and time into the **Change Count Dt/Tm** field.
- Choose the **Apply Changes** button.
- The **Apply All** checkbox can be selected to mass change all lines on the specific page. Up to fifty records can be changed by choosing **50** from the **Items per page** drop-down list.



Adding An Unexpected Asset (Overage)



The screenshot shows the 'Add Inventoried Items' pop-up window with the following fields and callouts:

- 1: Add button (top left of the pop-up)
- 2: Stock Nbr field (value: 8415015554038)
- 3: ICN field (value: B0000000000001555550)
- 4: Location Id browse button (value: C21A)
- 5: Container Id field (value: Optional)
- 6: Cond Cd dropdown (value: A - Svcbl(w/o Qual))
- 7: Inventoried Qty field (value: 100)
- 8: Owning DoDAAC dropdown (value: M67750)
- 9: Prj Cd dropdown (value: Optional)
- 10: Add button (bottom left of the pop-up)

Stock Nbr	Item Desc	Serial Nbr	Location Id	Container Id	Cond Cd	ICN	Expected Qty	Inventoried Qty	Count Dt/Tm	Remarks
8415015554038	MITTEN, INSERTS, EXTREME CW XL									
8340014626490	REPAIR KIT, 2 MA						18		11/10/2014 12:00:00 AM	
8405016071111	LINER, ALL PURPOSE, APL REVERSABLE WOODLAND/COY						60		11/10/2014 12:00:00 AM	
8465016007962	PACK, USMC, HYDRATION SYS, COMPLETE						37		11/10/2014 12:00:00 AM	
8470015603033	RETENTION ASSY XS/S COYOTE						400		11/10/2014 12:00:00 AM	
1095011943343	M9 HOLSTER						4		11/10/2014 12:00:00 AM	
4240015045727	GOGGLES, ESS PROFILE NVG (TA						9		11/10/2014 12:00:00 AM	
4240015316826	WATER BOTTLE NALGENE						111		11/10/2014 12:00:00 AM	
4240015316863	COVER, WATER BOTTLE NALGENE						110		11/10/2014 12:00:00 AM	
	TOOL, ...								11/10/2014	

Select the **Add** button – The **Add Inventoried Items** pop-up displays.

Enter the item's stock number in the **Stock Number** field.

Enter or browse for the inventory control number of the item in the **ICN** field.

Select the item's location using the **Location Id Browse (...)** button.

Enter the item's **Container Id**, if applicable.



Adding An Unexpected Asset (Overage)



The screenshot shows a software interface with a grid of inventory items and a modal window titled "Add Inventoried Items". The grid has columns for Stock Nbr, Item Desc, Serial Nbr, Location Id, Container Id, Cond Cd, ICN, Expected Qty, Inventoried Qty, Count Dt/Tm, and Remarks. The modal window has the following fields and callouts:

- 1: "+ Add" button in the top left of the grid.
- 2: "Stock Nbr" field with value 8415015554038.
- 3: "ICN" field with value B0000000000001555550.
- 4: "Location Id" field with value C21A.
- 5: "Container Id" field with value Optional.
- 6: "Cond Cd" dropdown menu with value A - Svcbl(w/o Qual).
- 7: "Inventoried Qty" field with value 100.
- 8: "Owning DoDAAC" dropdown menu with value M67750.
- 9: "Prj Cd" dropdown menu with value Optional.
- 10: "+ Add" button in the bottom left of the modal window.

Select the condition code of the item in the **Cond Cd** drop-down list.

Enter the quantity in the **Inventoried Qty** field.

Select the items **Owning DoDAAC** from the drop-down list.

Choose a **Prj Cd**, if applicable.

Select the **Add** button.

Your entry will be added to the gridline of your Physical Inventory.



Completing The Physical Inventory



1

Condition Cd(s)	Inv Type	Inv Execution Type	Inv Segment Cd	Cost Center	Inv Release Type	Scheduled Start Dt	Expected Completion Dt	Physical Inv Status	Personnel
	PIV - Physical Inv Visible	AIT - AIT Inventory		99	IRL - Immediate Release	03/11/2014	03/18/2014	ORL - Open - Released	OSBOURNE, WALTER, BROOKS, DAVID
	PIV - Physical Inv Visible	AIT - AIT Inventory		99	IRL - Immediate Release	03/11/2014	03/25/2014	ORL - Open - Released	
	PIV - Physical Inv Visible	AIT - AIT Inventory		99	IRL - Immediate Release	03/11/2014	03/18/2014	ORL - Open - Released	OSBOURNE, WALTER, BROOKS, DAVID
	PIV - Physical Inv Visible	MAN - Manual Inventory		99	IRL - Immediate Release	03/19/2014	03/26/2014	OUR - Open - Unreconciled	
	PIB - Physical Inv Blind	MAN - Manual Inventory		WH087123	IRL - Immediate Release	06/25/2014	06/28/2014	ORL - Open - Released	
	PIV - Physical Inv Visible	MAN - Manual Inventory		99	IRL - Immediate Release	06/25/2014	06/30/2014	OUR - Open - Unreconciled	

2

3

Check row(s) under "Apply All" to apply multiple changes. Serialized items cannot be > 1.
Change Inventoried Qty: 11/10/2014 12:00 AM
Apply Changes

Mark Inventory as Complete Cancel

- Verify all entries are complete.
- Select the **Mark Inventory as Complete** button.
- Physical Inv Status for the record changes to *OUR – Open – Unreconciled*.



Questions?





Reconciling The Physical Inventory



Reconciliation process enables the DPAS user to determine what actions to take regarding all overages and shortages resulting from an inventory.

Possible Actions to take:

Overages:

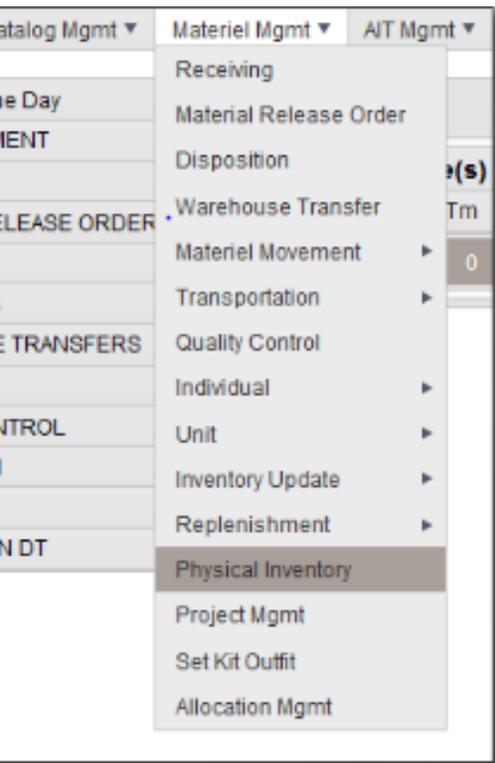
- Increase Inventory
- No Action Taken
- Recount

Shortages:

- Decrease Inventory
- Recount
- Report of Survey
- Suspected Loss



Reconciling The Physical Inventory



Situation: Inventory is complete and is now ready to reconcile.

- Navigate to **Physical Inventory** from the **Materiel Management** menu



Reconciling The Physical Inventory



Manage Physical Inventory + Add Grid Options

	Physical Inv Nbr	Facility/Facilities	Zone(s)	Location	Reportable Commodity Type(s)	Condition Cd(s)	Inv Type	Inv Execution Type	Inv Segment Cd	C
▶	Cancel	SATPIV012114120423491					PIV - Physical Inv Visible	AJT - AJT Inventory		9
▶	Cancel	SATPIV012114132017657					PIV - Physical Inv Visible	AJT - AJT Inventory	B - Inventory B Schedule	9
▶	Cancel	SATPIV030414093049847					PIV - Physical Inv Visible	AJT - AJT Inventory		9
▶	Cancel	SATPIV031914140307864					PIV - Physical Inv Visible	MAN - Manual Inventory		9

	Physical Inv Nbr	Sequence Nbr	Personnel	Owning
2 Reconcile	SATPIV031914140307864	1		

10 Items per page

▶	Cancel	SATPIV021914123754707	WAREHOUSE				PIV - Physical Inv Visible	AJT - AJT Inventory		9
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10 Items per page 1 - 5 of 5 Items

After an inventory is **Marked as Complete**, the Physical Inventory Reconciliation background process needs to run before it can be reconciled. This is a batch process and should take approximately 10-15 minutes to complete.

- Select the Expansion Arrow to the left of the inventory to be reconciled.
- Choose the **Reconcile** button.



Analyzing Discrepancies



Reconcile Physical Inventory

Physical Inventory Information

Physical Inv Nbr	Sequence Nbr	Physical Inv Status
SATPN031914140307864	1	Unreconciled

Personnel: Owning DoDAAC: Prj Cd:

Discrepant Inventory Items

Stock Nbr	Item Desc	Serial Nbr	Location Id	Container Id	Cond Cd	Inventory Control Number	Expected Qty	Inventoried Qty	Discrepancy Type	Action to Take
8415015554001	MITTEN INSERTS,EXTR		STOCK		A	B00000000000000000061	399	390	Shortage	Select an Item
8415015554001	MITTEN INSERTS,EXTR		STOCK		A	B00000000000000000061	101	98	Shortage	Select an Item
8415015554016	MITTEN INSERTS,EXTR									
8415015554016	MITTEN INSERTS,EXTR									
8415013107335	GLOVES,MENS AND WO									
8415013107337	GLOVES,MENS AND WO									
8415013107337	GLOVES,MENS AND WO									

Analyze Inventory Discrepancy

Item Analysis

Stock Nbr	Mgmt Cd	Inventory Control Nbr	Location Id	Container Id	Zone Id	Facility	Qty	Cond Cd	Owning DoDAAC	Prj Cd	Last Updated Dt
8415015554001	B	B00000000000000000061	STOCK			WAREHOUSE WAREHOUSE	399	A	M98820		02/27/2014
8415015554001	B	B00000000000000000061	STOCK			WAREHOUSE WAREHOUSE	101	A	M98820		02/27/2014

10 Items per page

1 - 2 of 2 Items

Close

Only assets which were identified as an overage or shortage will appear to be reconciled. Expected counts do not display. If the inventory was perfect (no overages or shortages), the inventory would go directly to *Closed Reconciled* status.

- Select the **Analyze** button to the left of the Stock Number to be reconciled –
- The **Analyze Inventory Discrepancy** page displays.
- View the Stock Number information.
- Choose the **Close** button.



Determining Actions To Take



Stock Nbr	Item Desc	Serial Nbr	Location Id	Container Id	Cond Cd	Inventory Control Number	Expected Qty	Inventoried Qty	Discrepancy Type	Action to Take
415015554001	MITTEN INSERTS,EXTR		STOCK				390		Shortage	DI - Decrease Inventory
415015554001	MITTEN INSERTS,EXTR		STOCK				98		Shortage	RC - Recount
415015554016	MITTEN INSERTS,EXTR		STOCK				395		Shortage	RS - Report of Survey
415015554016	MITTEN INSERTS,EXTR		INTRAN				100		Shortage	SL - Suspected Loss
415013107336	GLOVES,MENS AND WO		INDV ISS				1,005		Overage	II - Increase Inventory
415013107337	GLOVES,MENS AND WO		RECEIVING		A	80000000000000000079	900	905	Overage	NA - No Action Taken
415013107337	GLOVES,MENS AND WO		INDV ISSUE		A	80000000000000000079	99	105	Overage	RC - Recount 1

Reminder

Reconciliation options are as followed:

Overages:

- Increase Inventory
- No Action Taken
- Recount

Shortages:

- Decrease Inventory
- Recount
- Report of Survey
- Suspected Loss

Select a value from the **Action to Take** drop-down list for all discrepancies.

Choose the **Save Changes** button – The **Records Saved** pop-up displays.

Select the **OK** button.

If Recount is selected, a new Physical Inventory will be auto-generated for that individual Stock Number.



Completing The Reconciliation



Physical Inventory

Inventory Information

Inventory Nbr	Sequence Nbr	Physical Inv Status
1714140307864	1	Unreconciled
	Owning DoDAAC	DJ Cd

Print Inventory Items

Item Nbr	Item Desc	Serial Nbr	Location Id	Container Id	Cond Cd	Inventory Control Number	Expected Qty	Inventoried Qty	Discrepancy Type	Action to Take
5554001	MITTEN INSERTS,EXTR		SHORT		A	B00000000000000000061	399	390	Shortage	DI - Decrease Inventory
5554001	MITTEN INSERTS,EXTR		STOCK		A	B00000000000000000061	101	98	Shortage	RC - Re-count
5554016	MITTEN INSERTS,EXTR		SHORT		A	B00000000000000000062	398	395	Shortage	RS - Report of Survey
5554016	MITTEN INSERTS,EXTR		INTRNSIT		A	B00000000000000000062	102	100	Shortage	SL - Suspected Loss
3107336	GLOVES,MENS AND WO		INDV ISSUE		A	B00000000000000000078	997	1,005	Overage	I - Increase Inventory
3107337	GLOVES,MENS AND WO		RECEIVING		A	B00000000000000000079	900	905	Overage	NA - No Action Taken
3107337	GLOVES,MENS AND WO		INDV ISSUE		A	B00000000000000000079	99	105	Overage	RC - Re-count

1 - 7 of 7 Items

changes Complete Reconciliation Cancel

The **Save Changes** button can be used during the **Reconcile** process even if the inventory reconciliation is not going to be completed at that time. The changes will display when returning to finalize the inventory.

Select the **Complete Reconciliation** button.



Questions?

