

Physical Inventory

Overview

The Materiel Management/Inventory Control Point (MM/ICP) module Physical Inventory process provides the ability to create, edit, cancel, reconcile, and view physical inventory requests and counts for a Contractor Inventory Control Point (CICP) / Remote Storage Activity (RSA). This process maintains accurate counts of equipment, shortages, and deficiencies.

There are many distinct aspects of a physical inventory:

Three modes (what to count):

- **SEG** – Inventory Segment Code
 - Sorts by Segment Codes (assigned to Stock Item entries at the Stock Number level)
- **STK** – Stock Number
 - Sorts by a specific LIN/TAMCN or STOCK NBR
- **SER** - Serial Number
 - Sorts by a specific SERIAL NBR

Four types (methods of counting):

- **PLN** – Planned Only
 - A Physical Inventory that is not part of the 'planned' inventory for audit purposes, not required, but wanted. It does not have a scheduled date and is not released for execution.
- **SAP** – Scheduled Inventory, Planned
 - A Physical Inventory that is planned and required. All inventory must be counted within a single fiscal year, with certain stock numbers counted in each month. It has a scheduled date and is released for execution on that date.
- **SAR** – Scheduled Inventory, Random
 - A Physical Inventory that is not part of the 'planned' inventory for audit purposes. It is random due to unexpected circumstances. (For example, a tornado ran thru the warehouse on the west side of the base. Let's schedule an inventory count to make sure we account for everything and the resulting damages.) It has a scheduled date and is released for execution on that date.
- **IRL** – Immediate Release
 - A Physical Inventory that releases the count for execution immediately after creation.

Navigation

MATERIEL MGMT > Physical Inventory > Physical Inventory page



Defense Logistics Agency (DLA)
Logistics Catalog and Data Solutions (LCDS)



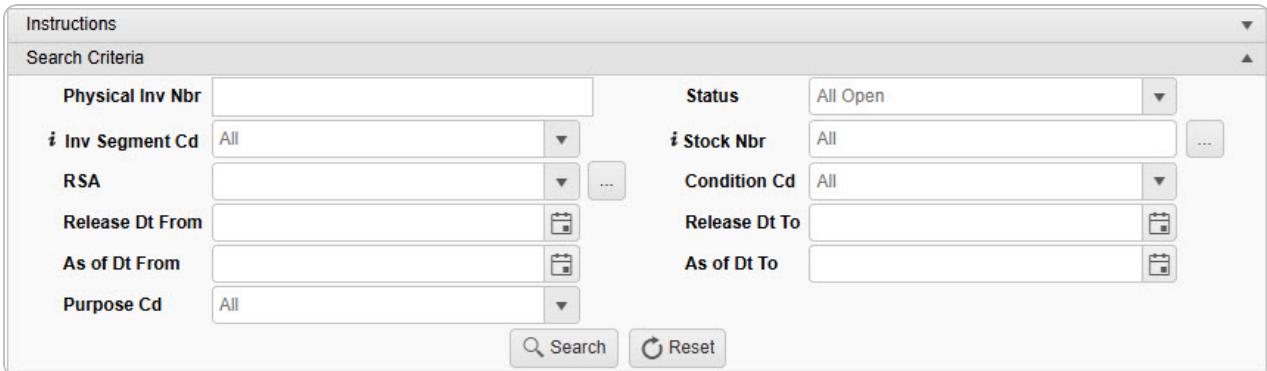
Procedures

Search for a Physical Inventory

One or more of the Search Criteria fields can be entered to isolate the results. By default, all

Inventories are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

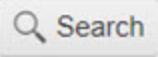
1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields.

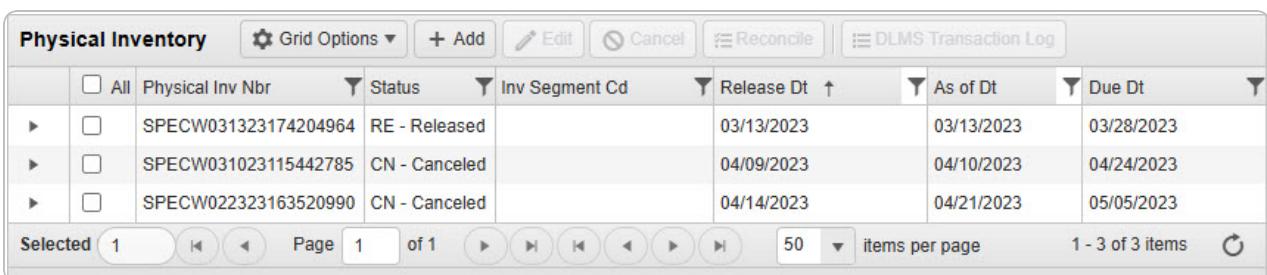


The form contains the following fields:

- Physical Inv Nbr: Text input field
- Inv Segment Cd: Drop-down menu with 'All' selected
- RSA: Drop-down menu with 'All' selected
- Release Dt From: Date input field with calendar icon
- As of Dt From: Date input field with calendar icon
- Purpose Cd: Drop-down menu with 'All' selected
- Status: Drop-down menu with 'All Open' selected
- Stock Nbr: Text input field with 'All' selected
- Condition Cd: Drop-down menu with 'All' selected
- Release Dt To: Date input field with calendar icon
- As of Dt To: Date input field with calendar icon

Buttons: Search (with magnifying glass icon), Reset (with circular arrow icon)

2. Select . The results appear in the Physical Inventory Results Grid.



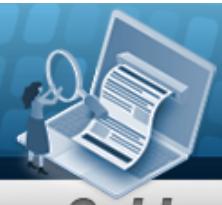
The grid displays the following data:

	<input type="checkbox"/> All	Physical Inv Nbr	Status	Inv Segment Cd	Release Dt	As of Dt	Due Dt
▶	<input type="checkbox"/>	SPECW031323174204964	RE - Released		03/13/2023	03/13/2023	03/28/2023
▶	<input type="checkbox"/>	SPECW031023115442785	CN - Canceled		04/09/2023	04/10/2023	04/24/2023
▶	<input type="checkbox"/>	SPECW022323163520990	CN - Canceled		04/14/2023	04/21/2023	05/05/2023

Grid controls: Grid Options, Add, Edit, Cancel, Reconcile, DLMS Transaction Log. Page navigation: Selected 1, Page 1 of 1, 50 items per page, 1 - 3 of 3 items.

3. Select . The Details grid appears, open to the RSAs tab.





Help Reference Guide

Physical Inventory

Grid Options ▾ + Add Edit Cancel Reconcile DLMS Transaction Log

	<input type="checkbox"/> All	Physical Inv Nbr	Status	Inv Segment Cd	Release Dt	As of Dt	Due Dt
▶	<input type="checkbox"/>	SPECW031323174204964	RE - Released		03/13/2023	03/13/2023	03/28/2023
◀	<input type="checkbox"/>	SPECW031023115442785	CN - Canceled		04/09/2023	04/10/2023	04/24/2023

RSAs Catalog

CICP/RSA Name	DoDAAC	RIC
FALLON	FAL001	

◀ ▶ 1 1 of 1 ▶ ▶ ▶ ▶ ▶ ▶ 50 items per page 1 - 1 of 1 items

▶ SPECW022323163520990 CN - Canceled 04/14/2023 04/21/2023 05/05/2023

Selected 1 ▶ ▶ ▶ ▶ ▶ ▶ 50 items per page 1 - 3 of 3 items

4. Select the Catalog tab. *The Details grid changes to the Catalog tab.*

Physical Inventory

Grid Options ▾ + Add Edit Cancel Reconcile DLMS Transaction Log

	<input type="checkbox"/> All	Physical Inv Nbr	Status	Inv Segment Cd	Release Dt	As of Dt	Due Dt
▶	<input type="checkbox"/>	SPECW031323174204964	RE - Released		03/13/2023	03/13/2023	03/28/2023
◀	<input type="checkbox"/>	SPECW031023115442785	CN - Canceled		04/09/2023	04/10/2023	04/24/2023

RSAs Catalog

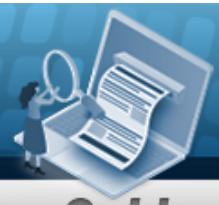
LIN/TAMCN	LIN/TAMCN Desc	Stock Nbr	Item Desc
K392321	PROTEINS	All	

◀ ▶ 1 1 of 1 ▶ ▶ ▶ ▶ ▶ ▶ 50 items per page 1 - 1 of 1 items

▶ SPECW022323163520990 CN - Canceled 04/14/2023 04/21/2023 05/05/2023

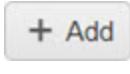
Selected 1 ▶ ▶ ▶ ▶ ▶ ▶ 50 items per page 1 - 3 of 3 items





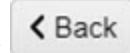
Add a Physical Inventory

Navigation

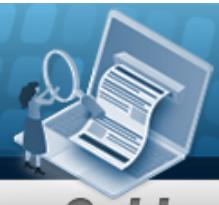
MATERIEL MGMT > Physical Inventory >  > Add Physical Inventory pop-up window

Procedures

Add a Physical Inventory

Selecting  at any point of this procedure removes all revisions and closes the page. Selecting  retains the information and returns to the previous page. **Bold** numbered steps are required.





1. Select . The **Add Physical Inventory** pop-up window displays.

Add Physical Inventory

Instructions

Inventory Type 

RSA / Catalog 

Condition Codes 

Review 

* Inv Mode  STK - Stock Nbr 

* Inv Release Type  Select an Item 

Release Dt  

As of Dt  

Due Dt  

Purpose Cd  All 

 Cancel  Next >

2. Use  to select the Inv Mode.
3. Use  to select the Inv Release Type.
4. Select . The RSA / Catalog tab appears.





- For SEG - Inv Segment Cd:

Add Physical Inventory

Instructions

Inventory Type 

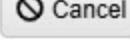
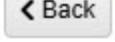
RSA / Catalog 

Condition Codes 

Review 

RSA(s)
All 

Inv Segment Cd
All 

 Cancel  Back  Next >

A. Use  to select the Inv Segment Cd.

- For STK - Stock Nbr:

Add Physical Inventory

Instructions

Inventory Type 

RSA / Catalog 

Condition Codes 

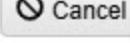
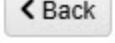
Review 

RSA(s)
All 

LIN/TAMCN(s)
 

OR

Stock Nbr(s)
 

 Cancel  Back  Next >

Enter the LIN/TAMCN, or use  to browse for the entry. *This is a 10 alphanumeric character field.*





OR

Enter the STOCK NBR(s), or use  to browse for the entry. *This is a 15 alphanumeric character field.*

- **For SER - Serial Number:**

Add Physical Inventory

Instructions

Inventory Type 

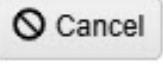
RSA / Catalog 

Condition Codes 

Review 

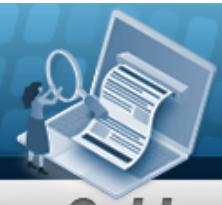
RSA(s) 

All

 Cancel  Back  Next

5. Select . The Condition Codes tab appears.





Help Reference Guide

Add Physical Inventory

Instructions

Inventory Type



RSA / Catalog



Condition Codes



Review



Condition Cd(s)

All

<input checked="" type="checkbox"/> A - Svcbl(w/o Qual)	<input checked="" type="checkbox"/> L - Suspndd(Litigation)
<input checked="" type="checkbox"/> B - Svcbl(With Qual)	<input checked="" type="checkbox"/> M - Suspndd(in Work)
<input checked="" type="checkbox"/> C - Svcbl(Pri Issue)	<input checked="" type="checkbox"/> N - Suspndd(Ammo Emer)
<input checked="" type="checkbox"/> D - Svcbl(Test/Mod)	<input checked="" type="checkbox"/> P - Unsvcbl(Reclam)
<input checked="" type="checkbox"/> E - Unsvcbl(Lim Rstr)	<input checked="" type="checkbox"/> Q - Suspndd(Qual Def)
<input checked="" type="checkbox"/> F - Unsvcbl(Repbl)	<input checked="" type="checkbox"/> R - Suspndd(Reclam-Cond)
<input checked="" type="checkbox"/> G - Unsvcbl(Incomp)	<input checked="" type="checkbox"/> S - Unsvcbl(Scrap)
<input checked="" type="checkbox"/> H - Unsvcbl(Condemned)	<input checked="" type="checkbox"/> T - Svcbl(Ammo Train)
<input checked="" type="checkbox"/> J - Suspndd(in Stk)	<input checked="" type="checkbox"/> V - Unsvcbl(Waste Munition)
<input checked="" type="checkbox"/> K - Suspndd(Returns)	<input checked="" type="checkbox"/> X - Suspended (Repair Decision Delayed)

Cancel

Back

Next >

6. Select . The Review tab appears.



Defense Logistics Agency (DLA)
Logistics Catalog and Data Solutions (LCDS)

Unclassified - 2/10/2026



Add Physical Inventory

Instructions

Inventory Type 

RSA / Catalog 

Condition Codes 

Review 

Inventory Type

Inv Mode	Inv Release Type
STK	PLN
Release Dt	As of Dt
Due Dt	Purpose Cd

RSA / Catalog

RSA(s)
All

Lin Tamcn(s)	Stock Nbr(s)
781001C100686	

Inv Segment Cd

Condition Codes

Condition Cd(s)
All

Add / Edit Remarks

 **Cancel**  **Back**  **Add**

7. Select . The **Add Physical Inventory** pop-up window closes, and the new inventory appears in the Search Results grid in green.





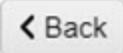
Update a Physical Inventory

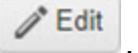
Navigation

MATERIEL MGMT > Physical Inventory > (desired record) >  > Update Physical Inventory pop-up window

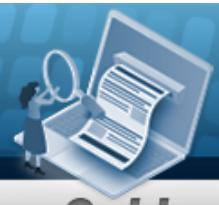
Procedures

Update a Physical Inventory

Selecting  at any point of this procedure removes all revisions and closes the pop-up window. Selecting  returns to the previous tab. **Bold** numbered steps are required.

1. Click to select the desired entry. The Physical Inventory record is highlighted, and  and  become available.
2. Select . The **Update Physical Inventory** pop-up window displays.





Update Physical Inventory

Instructions

Inventory Type

RSA / Catalog 

Condition Codes 

Review 

* Inv Mode 

STK - Stock Nbr

* Inv Release Type 

PLN - Planned Only

Release Dt 

As of Dt 

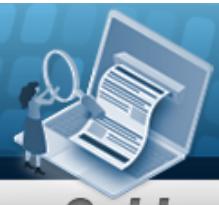
Due Dt 

3/10/2023

 Cancel **Next >**

3. Update the Inv Mode, using  to select the desired items of counting.
4. Update the Inv Release Type, using  to select the desired method of counting.
5. Select **Next >**. The RSA / Catalog tab appears.





Update Physical Inventory

Instructions

Inventory Type 

RSA / Catalog 

RSA(s)
FALLON  

Condition Codes 

Review 

LIN/TAMCN(s)
K292321  

Stock Nbr(s)
 

OR

 Cancel  Back 

6. Select  to advance to the Condition Codes tab.





Help Reference Guide

Update Physical Inventory

Instructions

Inventory Type 

RSA / Catalog 

Condition Codes 

Review 

Condition Cd(s)

All

<input checked="" type="checkbox"/> A - Svcbl(w/o Qual)	<input checked="" type="checkbox"/> L - Suspndd(Litigation)
<input checked="" type="checkbox"/> B - Svcbl(With Qual)	<input checked="" type="checkbox"/> M - Suspndd(in Work)
<input checked="" type="checkbox"/> C - Svcbl(Pri Issue)	<input checked="" type="checkbox"/> N - Suspndd(Ammo Emer)
<input checked="" type="checkbox"/> D - Svcbl(Test/Mod)	<input checked="" type="checkbox"/> P - Unsvcbl(Reclam)
<input checked="" type="checkbox"/> E - Unsvcbl(Lim Rstr)	<input checked="" type="checkbox"/> Q - Suspndd(Qual Def)
<input checked="" type="checkbox"/> F - Unsvcbl(Repbl)	<input checked="" type="checkbox"/> R - Suspndd(Reclam-Cond)
<input checked="" type="checkbox"/> G - Unsvcbl(Incomp)	<input checked="" type="checkbox"/> S - Unsvcbl(Scrap)
<input checked="" type="checkbox"/> H - Unsvcbl(Condemned)	<input checked="" type="checkbox"/> T - Svcbl(Ammo Train)
<input checked="" type="checkbox"/> J - Suspndd(in Stk)	<input checked="" type="checkbox"/> V - Unsvcbl(Waste Munition)
<input checked="" type="checkbox"/> K - Suspndd(Returns)	<input checked="" type="checkbox"/> X - Suspended (Repair Decision Delayed)

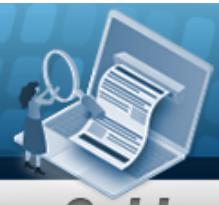
 Cancel

 Back

 Next >

7. Select  to advance to the Review tab.





Help Reference Guide

Update Physical Inventory

Instructions

Inventory Type

RSA / Catalog

Condition Codes

Review



Inventory Type

Inv Mode

STK

Inv Release Type

PLN

Release Dt

04/14/2023

As of Dt

04/21/2023

Due Dt

05/05/2023

RSA / Catalog

RSA(s)

FALLON

Stock Nbr(s)

Lin Tamcn(s)

K292321

Inv Segment Cd

Condition Codes

Condition Cd(s)

All

Add / Edit Remarks

Remarks

History Remarks

Cancel

Back

Update

8. Select The **Update Physical Inventory** pop-up window closes, and the revised inventory appears in the Search Results grid.





Cancel a Physical Inventory

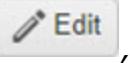
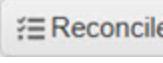
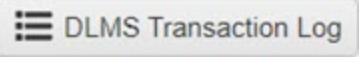
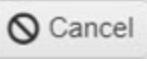
Navigation

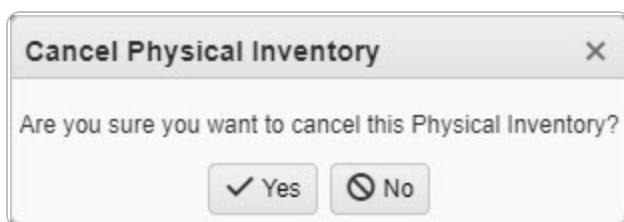
MATERIEL MGMT > Physical Inventory > (desired record) >  > Cancel Physical Inventory pop-up window

Procedures

Cancel a Physical Inventory

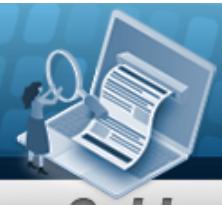
 **No** at any point of this procedure removes all revisions and closes the pop-up window.

1. Click to select the desired entry. The Physical Inventory record is highlighted, and , , , and  become available.
2. Select  next to the desired entry. The **Cancel Physical Inventory** pop-up window displays.



3. Select  to process the cancellation.

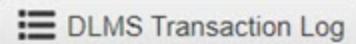




View the DLMS Transactions of the Physical Inventory Request

Navigation

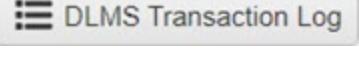
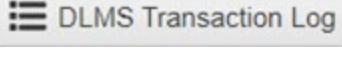
MATERIEL MGMT > Physical Inventory > (desired record) >
> DLMS Transaction Log pop-up window

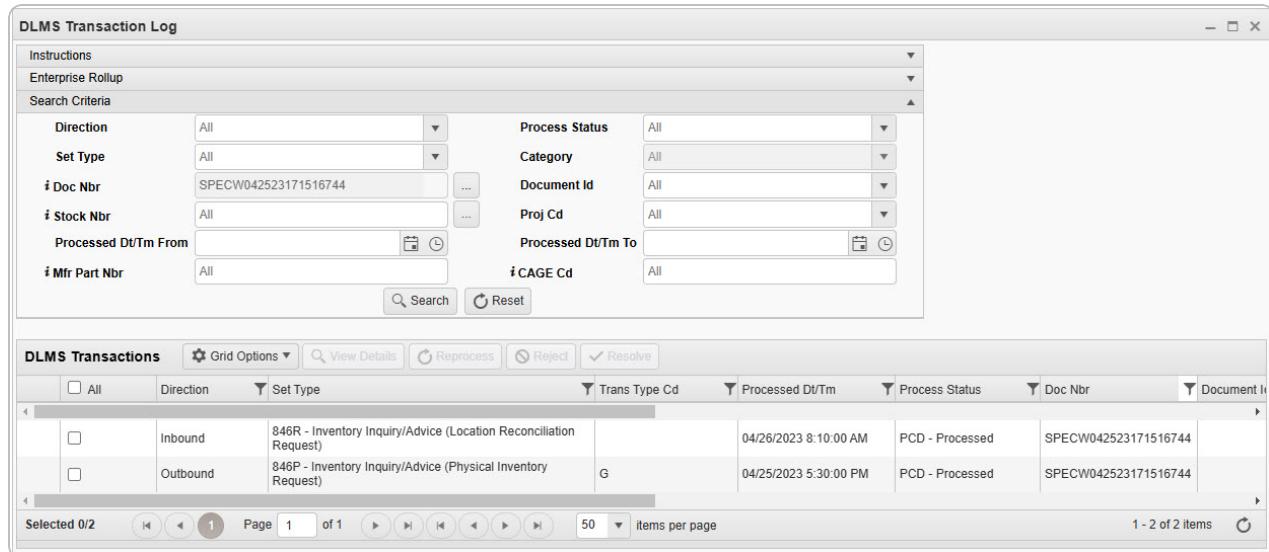


Procedures

Search for a DLMS Transaction

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. Click to select the desired entry. The Physical Inventory record is highlighted, and , , , and  become available.
2. Select . The **DLMS Transaction Log** pop-up window displays.



DLMS Transaction Log

Search Criteria			
Direction	All	Process Status	All
Set Type	All	Category	All
i Doc Nbr	SPECW042523171516744	Document Id	All
i Stock Nbr	All	Proj Cd	All
Processed Dt/Tm From	<input type="text"/>	Processed Dt/Tm To	<input type="text"/>
i Mfr Part Nbr	All	i CAGE Cd	All
<input type="button" value="Search"/> <input type="button" value="Reset"/>			

DLMS Transactions

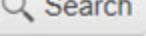
Direction	Trans Type Cd	Processed Dt/Tm	Process Status	Doc Nbr	Document Id
Inbound	846R - Inventory Inquiry/Advice (Location Reconciliation Request)	04/26/2023 8:10:00 AM	PCD - Processed	SPECW042523171516744	
Outbound	846P - Inventory Inquiry/Advice (Physical Inventory Request)	04/25/2023 5:30:00 PM	PCD - Processed	SPECW042523171516744	





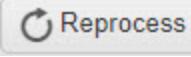
Help Reference Guide

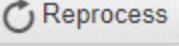
3. In the Search Criteria box, narrow the results by entering one or more of the following optional fields.

4. Select  . The results appear in the DLMS Transactions Grid.

DLMS Transactions																
<input type="checkbox"/> All	Direction	Set Type	Trans Type Cd	Processed D/tm	Process Status	Doc Nbr	Document Id Desc	Suffix Cd	Report Type Cd	Stock Nbr	Qty	Cond Cd	Document Id	Message From	Copy Address	Message To
<input type="checkbox"/>	Inbound	8489 - Inventory Inquiry/Advice (Location Reconciliation Request)		04/26/2023 8:10:00 AM	PCD - Processed	SPECW042523171516744				0		LS1001		H65		
<input type="checkbox"/>	Outbound	8489 - Inventory Inquiry/Advice (Physical Inventory Request)		04/25/2023 5:30:00 PM	PCD - Processed	SPECW042523171516744	TC			1670014995154	0	H95		LS1001		

Reprocess the DLMS Transaction

1. Click to select the desired entry. The DLMS Transaction record is highlighted, and  ,  , and  become available.

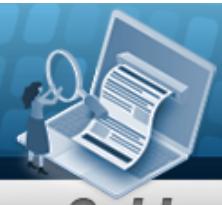
2. Select  . The **Reprocessing** pop-up spinner appears for a moment, and the status changes to **ARP** — Awaiting Reprocess.

Note



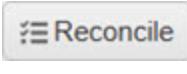
If there **is no** problem, the Process Status changes to **PCD** — Processed.
If there **is a** problem, the Process Status changes to **SPD** — Suspended.





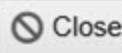
Reconcile a Physical Inventory

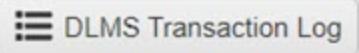
Navigation

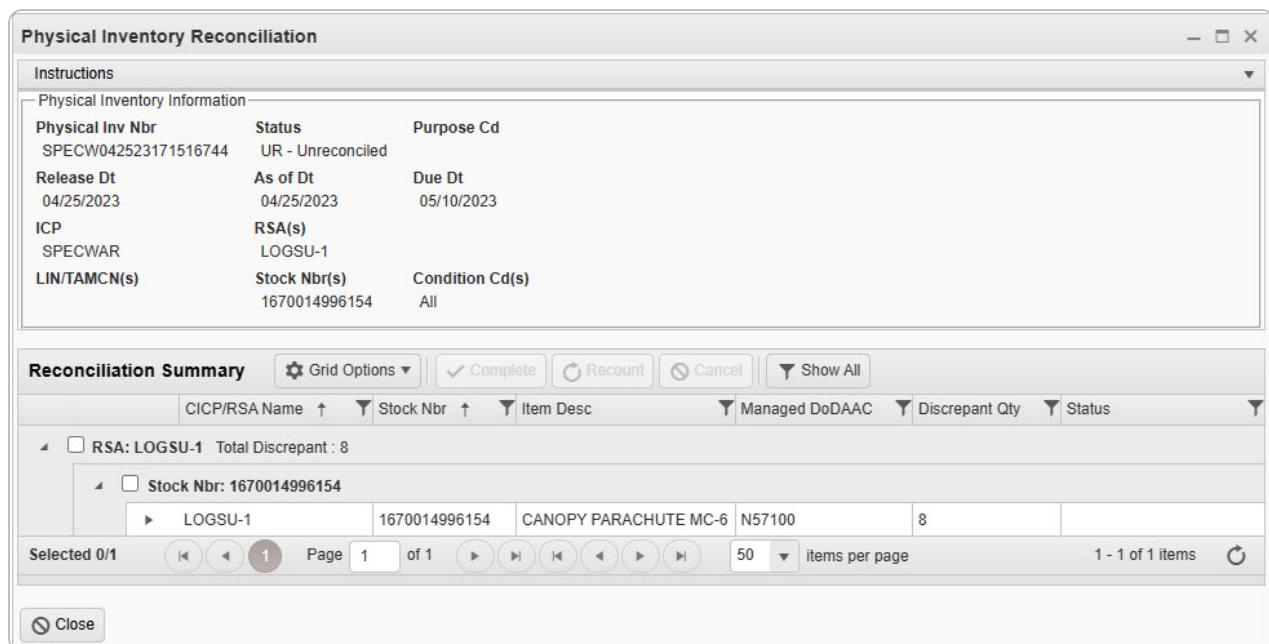
MATERIEL MGMT > Physical Inventory > (desired record) >  > Physical Inventory Reconciliation pop-up window

Procedures

Reconcile an Inventory

Selecting  at any point of this procedure removes all revisions and closes the pop-up window. **Bold** numbered steps are required.

1. Click to select the desired entry. The Physical Inventory record is highlighted, and , , , and  become available.
2. Select . The **Physical Inventory Reconciliation** pop-up window displays.



Physical Inventory Reconciliation

Instructions

Physical Inventory Information

Physical Inv Nbr	Status	Purpose Cd
SPECW042523171516744	UR - Unreconciled	
Release Dt	As of Dt	Due Dt
04/25/2023	04/25/2023	05/10/2023
ICP	RSA(s)	
SPECWAR	LOGSU-1	
LIN/TAMCN(s)	Stock Nbr(s)	Condition Cd(s)
	1670014996154	All

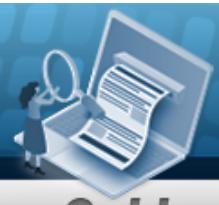
Reconciliation Summary

CICP/RSA Name	Stock Nbr	Item Desc	Managed DoDAAC	Discrepant Qty	Status
LOGSU-1	1670014996154	CANOPY PARACHUTE MC-6	N57100	8	

Selected 0/1 Page 1 of 1 items per page 1 - 1 of 1 items







Help Reference Guide

3. The details in the Physical Inventory Information panel automatically populate and are not editable.
4. If there **are no** discrepancies, the Reconciliation Summary Grid appears empty.

UR – Unreconciled

Physical Inventory Reconciliation

Physical Inventory Information

Physical Inv Nbr	Status	Purpose Cd
SPECW042523171516744	UR - Unreconciled	
Release Dt	As of Dt	Due Dt
04/25/2023	04/25/2023	05/10/2023
ICP	RSA(s)	
SPECWAR	LOGSU-1	
LIN/TAMCN(s)	Stock Nbr(s)	Condition Cd(s)
	1670014996154	All

Reconciliation Summary

CICP/RSA Name	Stock Nbr	Item Desc	Managed DoD AAC	Discrepant Qty	Status
LOGSU-1	1670014996154	CANOPY PARACHUTE MC-6	N57100	8	

Selected 0/1 Page 1 of 1 50 items per page 1 - 1 of 1 items

RC – Reconciled

The details in the Reconciliation Summary Grid automatically populate and are not editable.





Help Reference Guide

Physical Inventory Reconciliation

Instructions

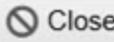
Physical Inventory Information

Physical Inv Nbr	Status	Purpose Cd
SPECW042523171516744	RC - Reconciled	
Release Dt	As of Dt	Due Dt
04/25/2023	04/25/2023	05/10/2023
ICP	RSA(s)	
SPECWAR	LOGSU-1	
LIN/TAMCN(s)	Stock Nbr(s)	Condition Cd(s)
	1670014996154	All

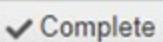
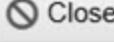
Reconciliation Summary

CICP/RSA Name	Stock Nbr	Item Desc	Managed DoDAAC	Discrepant Qty	Status																														
RSA: LOGSU-1 Total Discrepant : 8																																			
<table border="1"> <tr> <td>Stock Nbr: 1670014996154</td> <td>1670014996154</td> <td>CANOPY PARACHUTE MC-6</td> <td>N57100</td> <td>8</td> <td>A - Adjusted</td> </tr> <tr> <td colspan="6"> Reconciliation Detail <table border="1"> <thead> <tr> <th>Stock Nbr</th> <th>Item Desc</th> <th>Cond Cd</th> <th>GFM Contract Nbr</th> <th>Project Cd</th> <th>Purpose Cd</th> <th>Mgmt Cd</th> <th>CIC</th> <th>Serial Nbr</th> </tr> </thead> <tbody> <tr> <td>1670014996154</td> <td>CANOPY PARACHUTE MC-6</td> <td>A - Svcb(w/o Qual)</td> <td></td> <td></td> <td></td> <td>B</td> <td>U - Unclassified</td> <td></td> </tr> </tbody> </table> </td> </tr> </table>						Stock Nbr: 1670014996154	1670014996154	CANOPY PARACHUTE MC-6	N57100	8	A - Adjusted	Reconciliation Detail <table border="1"> <thead> <tr> <th>Stock Nbr</th> <th>Item Desc</th> <th>Cond Cd</th> <th>GFM Contract Nbr</th> <th>Project Cd</th> <th>Purpose Cd</th> <th>Mgmt Cd</th> <th>CIC</th> <th>Serial Nbr</th> </tr> </thead> <tbody> <tr> <td>1670014996154</td> <td>CANOPY PARACHUTE MC-6</td> <td>A - Svcb(w/o Qual)</td> <td></td> <td></td> <td></td> <td>B</td> <td>U - Unclassified</td> <td></td> </tr> </tbody> </table>						Stock Nbr	Item Desc	Cond Cd	GFM Contract Nbr	Project Cd	Purpose Cd	Mgmt Cd	CIC	Serial Nbr	1670014996154	CANOPY PARACHUTE MC-6	A - Svcb(w/o Qual)				B	U - Unclassified	
Stock Nbr: 1670014996154	1670014996154	CANOPY PARACHUTE MC-6	N57100	8	A - Adjusted																														
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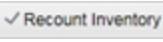
Selected 0/1 Page 1 of 1 50 items per page 1 - 1 of 1 items

5. Select  . The **Physical Inventory Reconciliation** pop-up window closes.

Complete a Reconciliation

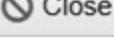
1. Select  . The **Confirm Completion** pop-up window appears.
2. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
3. Select  . The Physical Inventory status changes to **RC - Reconciled**, and the Reconciliation status changes to **A - Adjusted**.
4. Select  . The **Physical Inventory Reconciliation** pop-up window closes.

Recount a Reconciliation

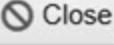
1. Select  . The **Confirm Recount** pop-up window appears.
2. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
3. Select  . The Physical Inventory status changes to **???**.



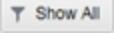


4. Select  . The **Physical Inventory Reconciliation** pop-up window closes.

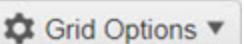
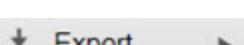
Cancel a Reconciliation

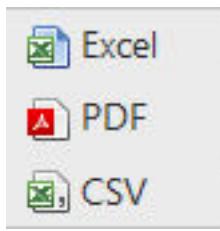
1. Select  . The **Confirm Cancel** pop-up window appears.
2. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
3. Select  . The Physical Inventory status changes to **RC** - Reconciled, and the Reconciliation status changes to **X** - Cancelled.
4. Select  . The **Physical Inventory Reconciliation** pop-up window closes.

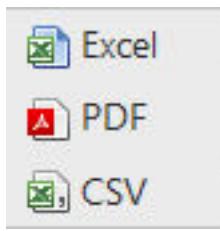
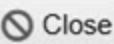
View All Reconciliation Summaries

Select  . All inventories appear in the Reconciliation Summary Grid.

Export the Reconciliation Summary to a Printable Application

1. Click to select the desired entry. *The Physical Inventory record is highlighted, and  becomes available.*
2. Select  . The **Physical Inventory Reconciliation** pop-up window displays.
3. Select  . The Grid Options Menu appears.
4. Select  . The Export Options Menu appears.



5. Select the printable format  . *The procedure leaves the application based on the selection made.*
6. Follow the prompts provided by the computer.
7. Select  . The **Physical Inventory Reconciliation** pop-up window closes.

