



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





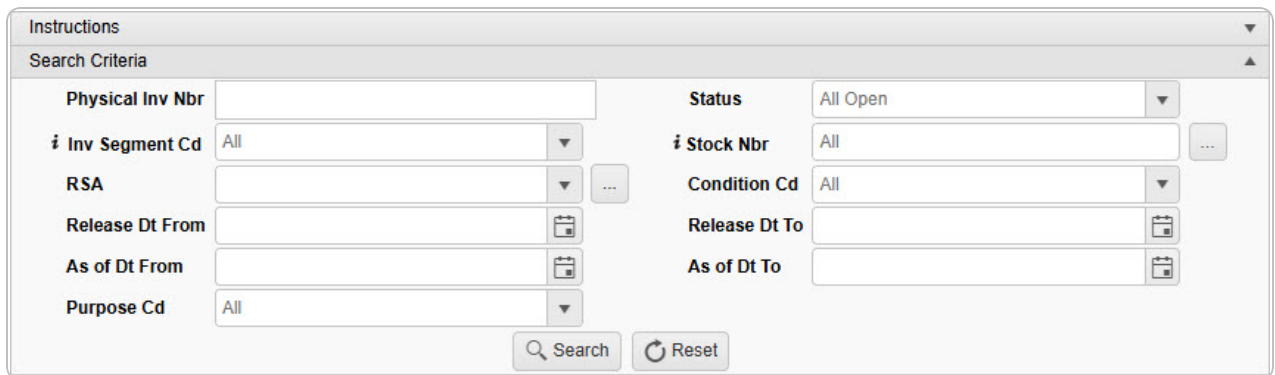
Procedures

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.



Instructions

Search Criteria

Physical Inv Nbr

Inv Segment Cd

RSA

Release Dt From

As of Dt From

Purpose Cd

Status

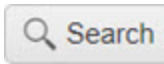
Stock Nbr

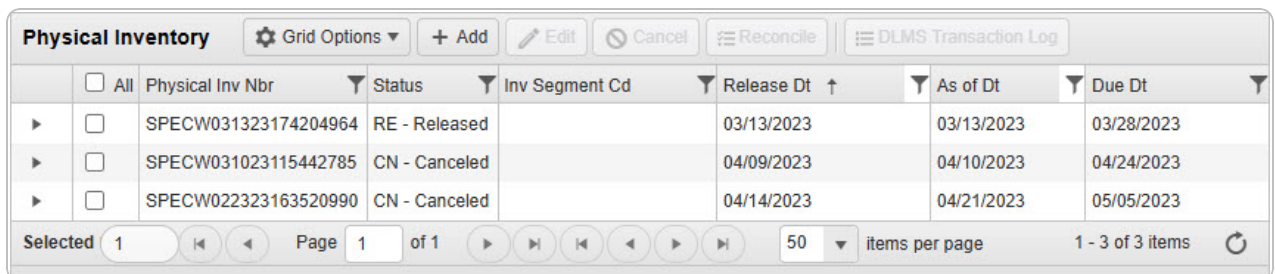
Condition Cd

Release Dt To

As of Dt To

 Search 

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



	Physical Inv Nbr	Status	Inv Segment Cd	Release Dt	As of Dt	Due Dt
☐	SPECW031323174204964	RE - Released		03/13/2023	03/13/2023	03/28/2023
☐	SPECW031023115442785	CN - Canceled		04/09/2023	04/10/2023	04/24/2023
☐	SPECW022323163520990	CN - Canceled		04/14/2023	04/21/2023	05/05/2023

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

	☐ All	Physical Inv Nbr	Status	Inv Segment Cd	Release Dt	As of Dt	Due Dt
▶	☐	SPECW031323174204964	RE - Released		03/13/2023	03/13/2023	03/28/2023
▲	☐	SPECW031023115442785	CN - Canceled		04/09/2023	04/10/2023	04/24/2023

RSAs **Catalog**

CICP/RSA Name	DoDAAC	RIC
FALLON	FAL001	

1 of 1 50 items per page 1 - 1 of 1 items

▶	☐	SPECW022323163520990	CN - Canceled		04/14/2023	04/21/2023	05/05/2023
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Selected 1 Page 1 of 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

	☐ All	Physical Inv Nbr	Status	Inv Segment Cd	Release Dt	As of Dt	Due Dt
▶	☐	SPECW031323174204964	RE - Released		03/13/2023	03/13/2023	03/28/2023
▲	☐	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 of 1 50 items per page 1 - 1 of 1 items

▶	☐	SPECW022323163520990	CN - Canceled		04/14/2023	04/21/2023	05/05/2023
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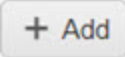
Selected 1 Page 1 of 1 50 items per page 1 - 3 of 3 items





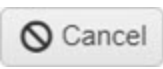
Add a Physical Inventory

Navigation

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

Procedures

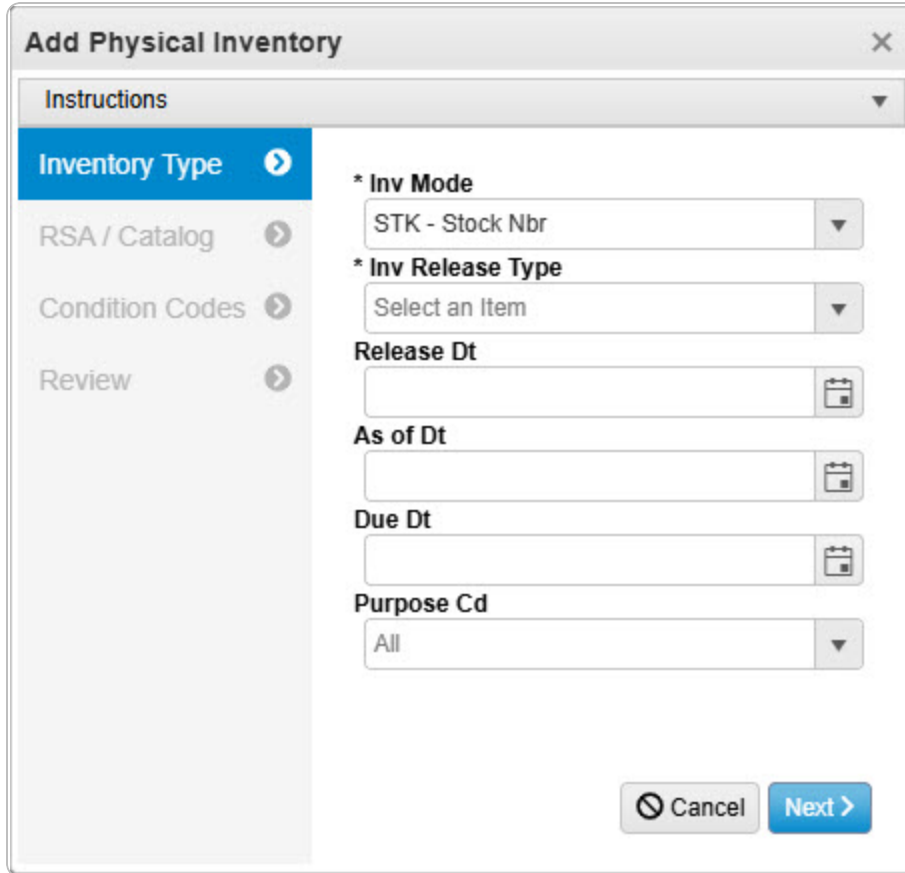
Add a Physical Inventory

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.



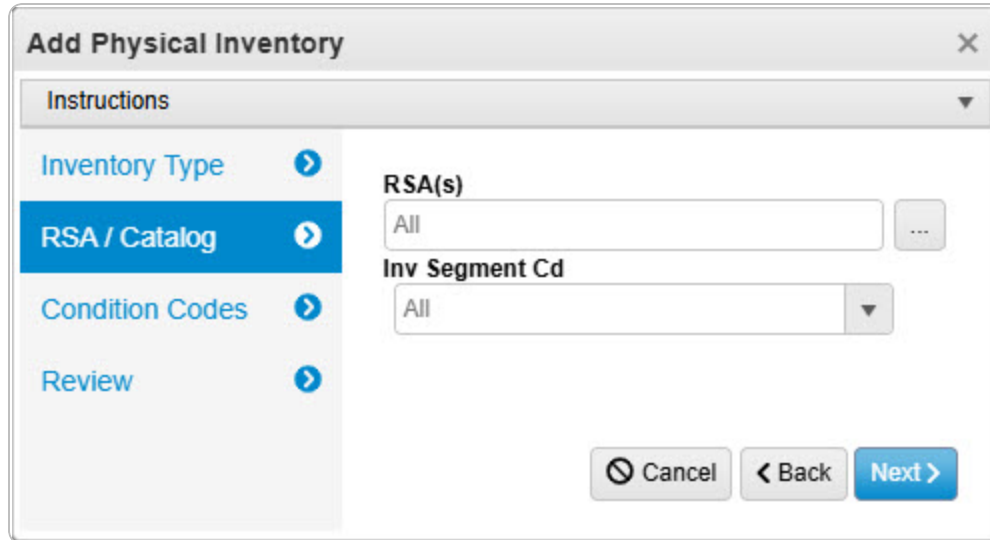
The screenshot shows the 'Add Physical Inventory' window. It has a title bar with a close button. Below the title bar is a tabbed interface with 'Instructions' selected. The 'Inventory Type' tab is active, showing a list of options: 'Inventory Type', 'RSA / Catalog', 'Condition Codes', and 'Review'. To the right of the tabs are several input fields: '* Inv Mode' (dropdown menu showing 'STK - Stock Nbr'), '* Inv Release Type' (dropdown menu showing 'Select an Item'), 'Release Dt' (calendar icon), 'As of Dt' (calendar icon), 'Due Dt' (calendar icon), and 'Purpose Cd' (dropdown menu showing 'All'). At the bottom right are 'Cancel' and 'Next >' buttons.

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





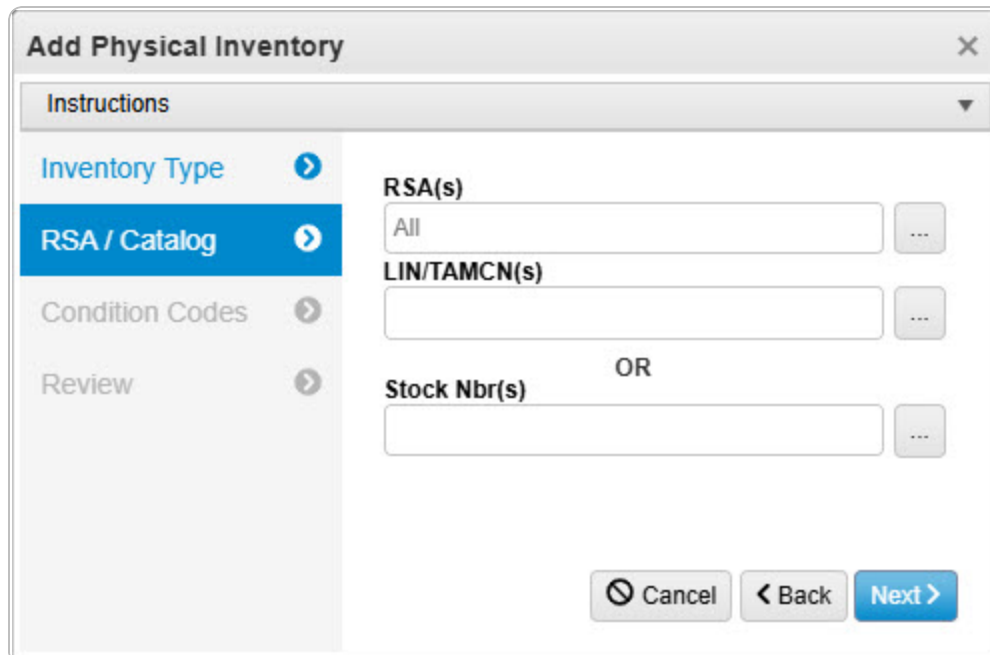
- **For SEG - Inv Segment Cd:**



The screenshot shows the 'Add Physical Inventory' dialog box. On the left is a sidebar with four options: 'Inventory Type', 'RSA / Catalog' (which is highlighted in blue), 'Condition Codes', and 'Review'. Each option has a right-pointing arrow. The main area of the dialog has a title bar with a close button (X). Below the title bar is a dropdown menu labeled 'Instructions'. The main area contains two input fields: 'RSA(s)' with a text box containing 'All' and a browse button (...), and 'Inv Segment Cd' with a dropdown menu showing 'All'. At the bottom right are three buttons: 'Cancel' (with a circle and slash icon), '< Back', and 'Next >'.

- A. Use  to select the Inv Segment Cd.

- **For STK - Stock Nbr:**



The screenshot shows the 'Add Physical Inventory' dialog box. On the left is a sidebar with four options: 'Inventory Type', 'RSA / Catalog' (which is highlighted in blue), 'Condition Codes', and 'Review'. Each option has a right-pointing arrow. The main area of the dialog has a title bar with a close button (X). Below the title bar is a dropdown menu labeled 'Instructions'. The main area contains three input fields: 'RSA(s)' with a text box containing 'All' and a browse button (...), 'LIN/TAMCN(s)' with an empty text box and a browse button (...), and 'Stock Nbr(s)' with an empty text box and a browse button (...). The 'OR' text is positioned between the 'LIN/TAMCN(s)' and 'Stock Nbr(s)' fields. At the bottom right are three buttons: 'Cancel' (with a circle and slash icon), '< Back', and 'Next >'.

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

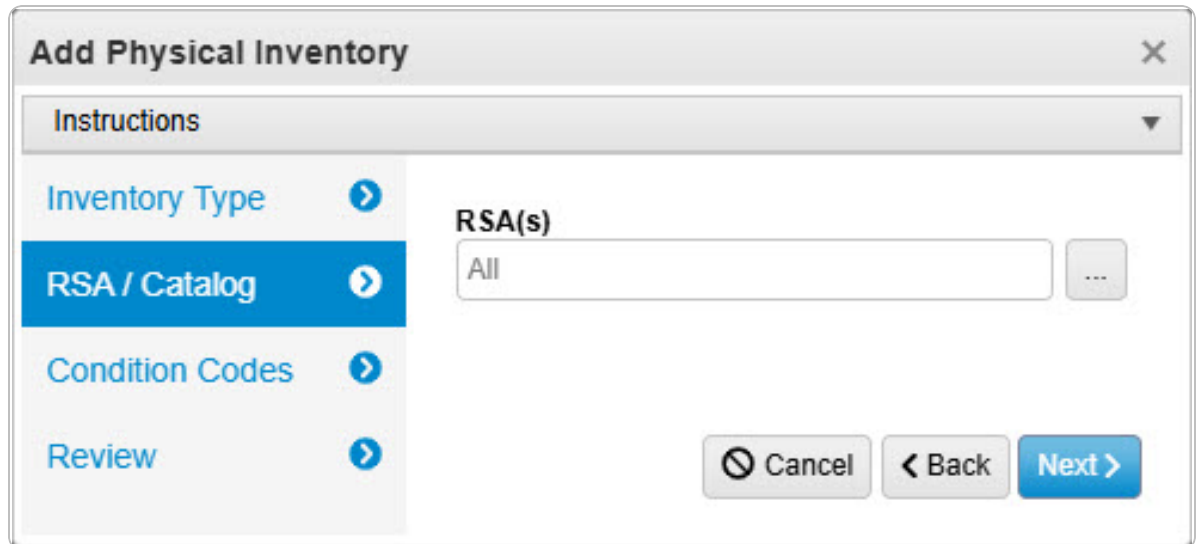




OR

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

- **For SER - Serial Number:**



Add Physical Inventory [X]

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

☒ A - Svcbl(w/o Qual)
 ☒ L - Suspndd(Litigation)

☒ B - Svcbl(With Qual)
 ☒ M - Suspndd(in Work)

☒ C - Svcbl(Pri Issue)
 ☒ N - Suspndd(Ammo Emer)

☒ D - Svcbl(Test/Mod)
 ☒ P - Unsvcbl(Reclam)

☒ E - Unsvcbl(Lim Rstr)
 ☒ Q - Suspndd(Qual Def)

☒ F - Unsvcbl(Repbl)
 ☒ R - Suspndd(Reclam-Cond)

☒ G - Unsvcbl(Incomp)
 ☒ S - Unsvcbl(Scrap)

☒ H - Unsvcbl(Condemned)
 ☒ T - Svcbl(Ammo Train)

☒ J - Suspndd(in Stk)
 ☒ V - Unsvcbl(Waste Munition)

☒ K - Suspndd>Returns)
 ☒ X - Suspended (Repair Decision Delayed)

Cancel

Back

Next >

6. Select . The Review tab appears.





×

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 ✓

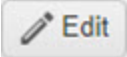
7. Select . The **Add Physical Inventory** pop-up window closes, and the new inventory appears in the Search Results grid in green.





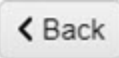
Update a Physical Inventory

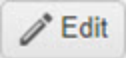
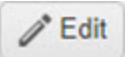
Navigation

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

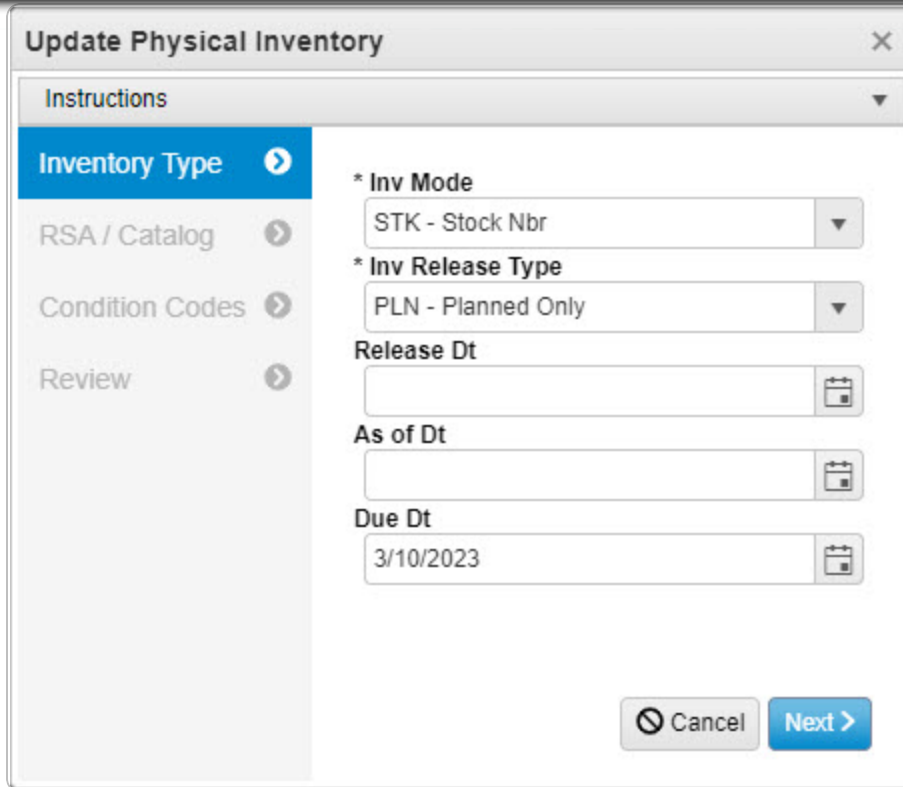
Procedures

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 [X]

Instructions [v]

Inventory Type [v]

RSA / Catalog [v]

Condition Codes [v]

Review [v]

* Inv Mode
STK - Stock Nbr [v]

* Inv Release Type
PLN - Planned Only [v]

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 . The RSA / Catalog tab appears.





Update Physical Inventory [X]

Instructions [v]

Inventory Type [v]

RSA / Catalog [v]

Condition Codes [v]

Review [v]

RSA(s)

FALLON [X] ...

LIN/TAMCN(s)

K292321 [X] ...

Stock Nbr(s) OR

... [v]

[Cancel] [Back] **Next >**

6. Select **Next >** 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

☒ A - Svcbl(w/o Qual)
☒ B - Svcbl(With Qual)
☒ C - Svcbl(Pri Issue)
☒ D - Svcbl(Test/Mod)
☒ E - Unsvcbl(Lim Rstr)
☒ F - Unsvcbl(Repbl)
☒ G - Unsvcbl(Incomp)
☒ H - Unsvcbl(Condemned)
☒ J - Suspndd(in Stk)
☒ K - Suspndd>Returns)

☒ L - Suspndd(Litigation)
☒ M - Suspndd(in Work)
☒ N - Suspndd(Ammo Emer)
☒ P - Unsvcbl(Reclam)
☒ Q - Suspndd(Qual Def)
☒ R - Suspndd(Reclam-Cond)
☒ S - Unsvcbl(Scrap)
☒ T - Svcbl(Ammo Train)
☒ V - Unsvcbl(Waste Munition)
☒ X - Suspended (Repair Decision Delayed)

Cancel

Back

Next >

7. Select **Next >** to advance to the Review tab.





Help Reference Guide

Update Physical Inventory

Instructions

Inventory Type

RSA / Catalog

Condition Codes

Review

Inventory Type

Inv Mode	Inv Release Type
STK	PLN
Release Dt	As of Dt
04/14/2023	04/21/2023
Due Dt	
05/05/2023	

RSA / Catalog

RSA(s)	
FALLON	
Lin Tamcn(s)	Stock Nbr(s)
K292321	
Inv Segment Cd	

Condition Codes

Condition Cd(s)
All

Add / Edit Remarks

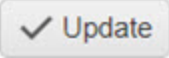
Remarks

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

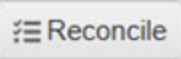
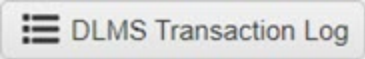
Navigation

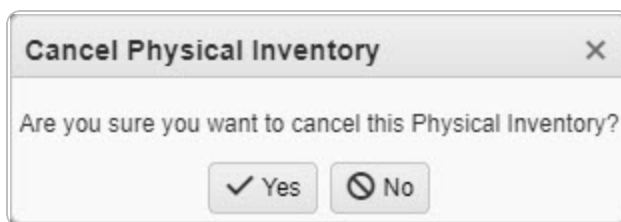
MATERIEL MGMT > Physical Inventory > ☐ (desired record) >  > Cancel Physical Inventory pop-up window

Procedures

Cancel a Physical Inventory

Selecting  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.

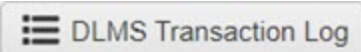




View the DLMS Transactions of the Physical Inventory Request

Navigation

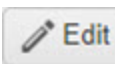
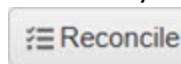
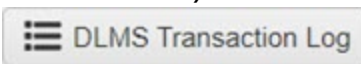
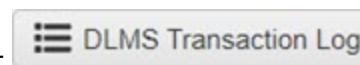
MATERIEL MGMT > Physical Inventory > ☐ (desired record) >
> DLMS Transaction Log pop-up window

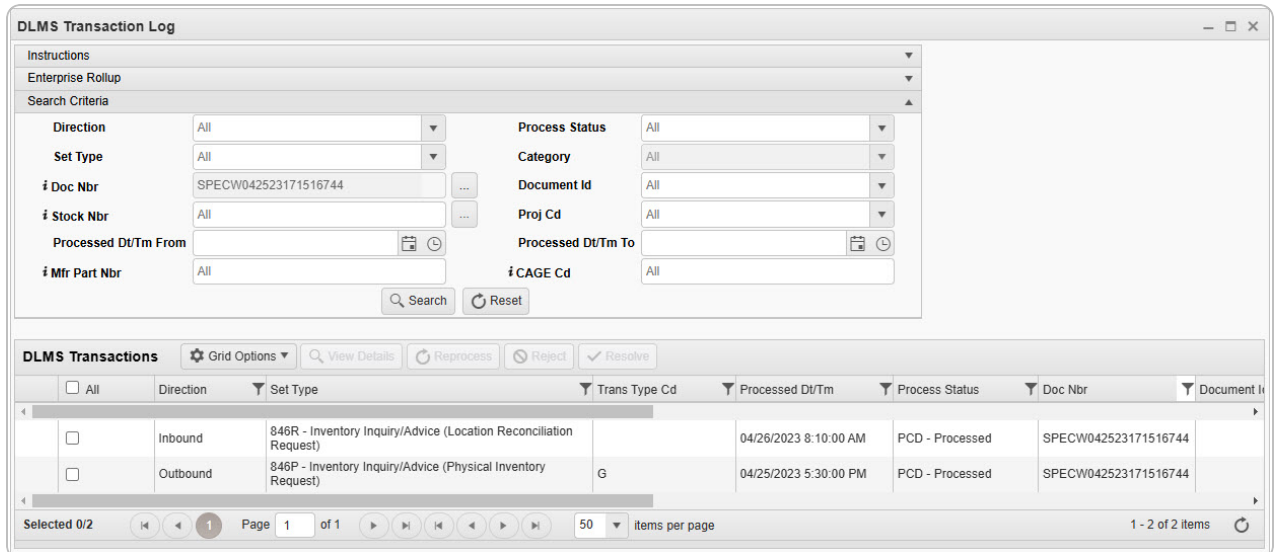


Procedures

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.

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



The screenshot shows the DLMS Transaction Log window. It has a 'Search Criteria' section with fields for Direction, Set Type, Doc Nbr, Stock Nbr, Processed Dt/Tm From, Mfr Part Nbr, Process Status, Category, Document Id, Proj Cd, Processed Dt/Tm To, and CAGE Cd. Below this is a table of transactions. The table has columns for Direction, Set Type, Trans Type Cd, Processed Dt/Tm, Process Status, Doc Nbr, and Document Id. Two transactions are listed: one Inbound and one Outbound, both with a Process Status of 'PCD - Processed' and a Doc Nbr of 'SPECW042523171516744'.

Direction	Set Type	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)	G	04/25/2023 5:30:00 PM	PCD - Processed	SPECW042523171516744	



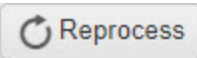


Help Reference Guide

- In the Search Criteria box, narrow the results by entering one or more of the following optional fields.
- Select . The results appear in the DLMS Transactions Grid.

DLMS Transactions													
Grid Options: View Details Reprocess Refresh													
☐ All	Direction	Set Type	Trans Type Cd	Processed DT/Tm	Process Status	Doc Nbr	Document Id Desc	Suffix Cd	Report Type Cd	Stock Nbr	Qty	Cond Cd	Document Id
☐	Inbound	S&SR - Inventory Inquiry/Advice (Location Reconciliation Request)		04/26/2023 8:10:00 AM	PCD - Processed	SPECW042523171516744					0		LS1001
☐	Outbound	S&SP - Inventory Inquiry/Advice (Physical Inventory Request)	G	04/25/2023 5:30:00 PM	PCD - Processed	SPECW042523171516744			TC	1670014095154	0		H95
Selected 02 Page 1 of 1 50 Items per page 1 - 2 of 2 Items													

Reprocess the DLMS Transaction

Select ☐ (desired record) > . The **Reprocessing** pop-up spinner appears for a moment, and the status changes to **ARP** — Awaiting Reprocess.

Note



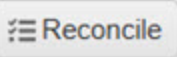
If there **is no** problem, the Process Status changes to **PCD** — Processed.
If there **is a** problem, the Process Status changes to **SPD** — Suspended.





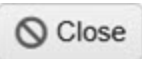
Reconcile a Physical Inventory

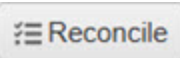
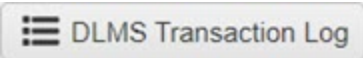
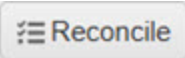
Navigation

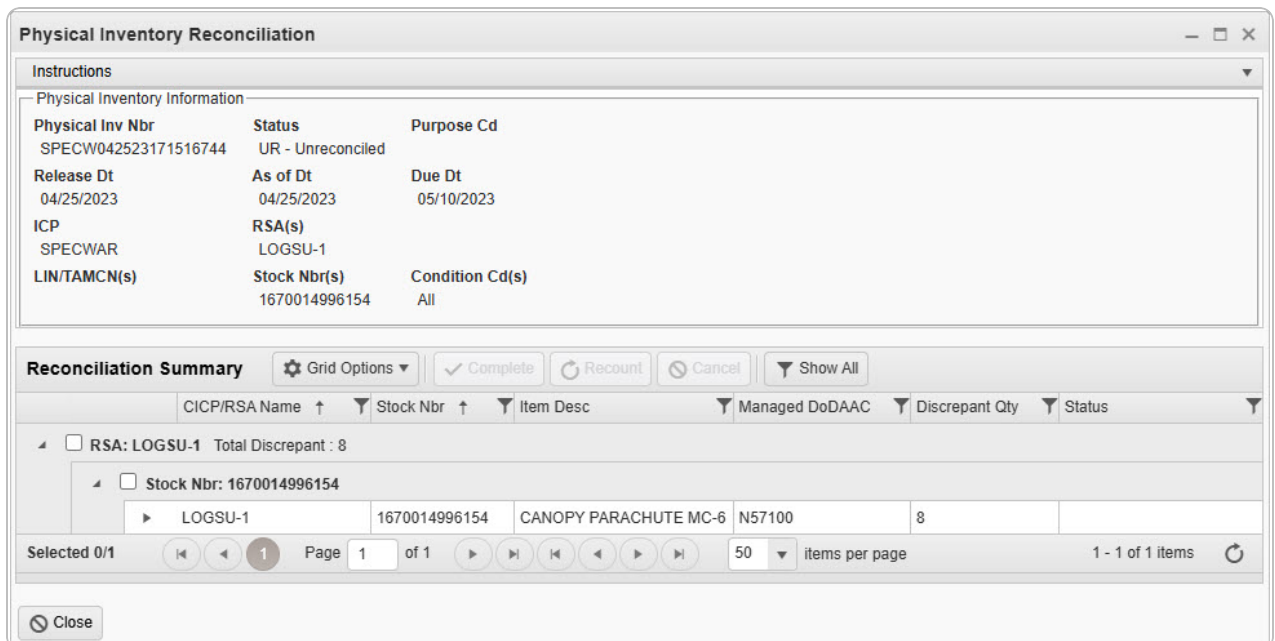
MATERIEL MGMT > Physical Inventory > ☐ (desired record) >  > Physical Inventory Reconciliation pop-up window

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.

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

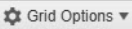


Physical Inventory Reconciliation

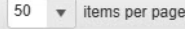
Instructions

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
☐ RSA: LOGSU-1 Total Discrepant : 8					
☐ Stock Nbr: 1670014996154					
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 







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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

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
☐ RSA: LOGSU-1 Total Discrepant : 8					
☐ Stock Nbr: 1670014996154					
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 SPECW042523171516744	Status RC - Reconciled	Purpose Cd
Release Dt 04/25/2023	As of Dt 04/25/2023	Due Dt 05/10/2023
ICP SPECWAR	RSA(s) LOGSU-1	
LIN/TAMCN(s)	Stock Nbr(s) 1670014996154	Condition Cd(s) All

Reconciliation Summary

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

Reconciliation Detail

Stock Nbr	Item Desc	Cond Cd	GFM Contract Nbr	Project Cd	Purpose Cd	Mgmt Cd	CIIC	Serial Nbr
1670014996154	CANOPY PARACHUTE MC-6	A - Svcbl(w/o Qual)				B	U - Unclassified	

Page 1 of 1 50 items per page 1 - 1 of 1 items

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

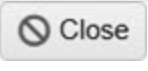
1. Select . The **Confirm Completion** pop-up window appears.
2. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*
3. Select . The Physical Inventory status changes to **RC** - Reconciled, and the Reconciliation status changes to **A** - Adjusted.
4. Select . The **Physical Inventory Reconciliation** pop-up window closes.

Recount a Reconciliation

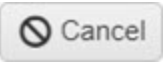
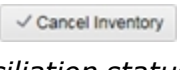
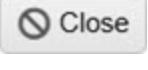
1. Select . The **Confirm Recount** pop-up window appears.
2. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*
3. Select . The Physical Inventory status changes to ???.



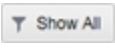


4. Select . The **Physical Inventory Reconciliation** pop-up window closes.

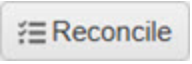
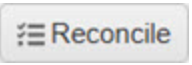
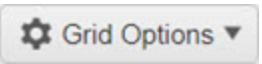
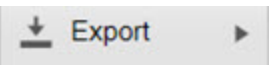
Cancel a Reconciliation

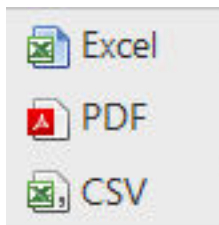
1. Select . The **Confirm Cancel** pop-up window appears.
2. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*
3. Select . The Physical Inventory status changes to **RC** - Reconciled, and the Reconciliation status changes to **X** - Cancelled.
4. Select . The **Physical Inventory Reconciliation** pop-up window closes.

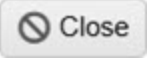
View All Reconciliation Summaries

- 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  Excel. 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.

