



Search for Managed Inventories — Criteria

Overview

The Property Accountability module Manage Inventories process provides the ability to work with previously initialized inventories. From this central location it is possible to:

- **Reconcile Inventory Data** — Addresses all overages and shortages found during the inventory. The inventory must be in Open Initialized (OIN), Open Downloaded (ODL), or Open Unreconciled Manual (OUM) status for reconciliation.
- **Update Inventory Header Dates** — Changes the Sched Cmpltn Dt and Next Initzn Dt of a selected inventory. The inventory must be in Open Initialized (OIN) or Open Downloaded (ODL) status to update the header dates.
- **Generate/Reprint Inventory Reports** — Requests a new inventory report that shows all assets that are included on the inventory. The inventory must be in Open Initialized (OIN) or Open Downloaded (ODL) status to generate the inventory report.
- **Generate/Reprint Reconciliation Reports** — Requests a new reconciliation report that shows all overages and shortages on the inventory. The inventory must be in Open Unreconciled Automated (OUA) status to generate the reconciliation report.
- **Close an Inventory** — Completes an inventory before all assets are reconciled, and completes any changes made under the Reconcile Inventory Data option, disregarding all other changes. The inventory must be in Open Initialized (OIN), Open Downloaded (ODL), or Open Unreconciled Manual (OUM) status to close the inventory.
- **Cancel an Inventory** — Quits an inventory, disregarding any changes under Reconcile Inventory Data. The inventory must be in open status, such as Open Initialized (OIN), Open Downloaded (ODL), Open Scanner (OSC), Open Process Recon (OPR), Open Unreconciled Automated (OUA), and Open Unreconciled Manual (OUM). It is then assigned a status code of Closed Canceled (CAN).
- **Delete an Inventory** — Removes closed inventories from the list. The inventory must be in closed status, such as Closed No Assets (CNA), Closed Scanner (CSC), Closed Reconciled (CRC), Closed Mass Update (CMU), or Closed Canceled (CAN).





Navigation

Inventory > Manage Inventories > Manage Inventories Search Criteria page

Procedures

Search for a Managed Inventory – Criteria

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

Search Criteria

Inv Type	<input type="text" value="All"/>
Inv Process	<input type="text" value="All"/>
i Custodian Nbr	<input type="text" value="Select A Custodian"/>
Loc	<input type="text"/>
Inv Nbr	<input type="text"/>





2. Select Search. The **Managed Inventories Search Results** page appears.

Search Criteria

Inv Type LOC	Custodian Nbr -	Loc -	Inv Nbr --
Inv Process OIN			

Search Results - 2

Select	Inv Prc Cd	Inv Nbr	Cust Nbr	Inc Sub Cust	Loc	Inv Type Cd	Sched Cmpltn Dt	Next Initlzn Dt	Open Resolve
<input type="checkbox"/>	OIN	23271BROOKS0001		No	ALPHABET2	LOC	9/28/2023	9/28/2023	No
<input type="checkbox"/>	OIN	21181BROOKS0003		No	15 S 30TH ST REAR U	LOC	6/30/2021	6/30/2021	No

Cancel
Deselect All
Select All
Continue





Search for Managed Inventories — Results

Navigation

Inventory > Manage Inventories > Search Criteria > > Manage Inventories
Search Results page

Procedures

Select an Inventory to Manage

Selecting at any point of this procedure removes all revisions and closes the page.

Selecting deselects the checked entries. Selecting selects all present entries.





1. Select . The **Managed Inventories Search Results** page appears.

Search Criteria

Inv Type LOC	Custodian Nbr -	Loc -	Inv Nbr --
Inv Process OIN			

Search Results - 2

Select	Inv Prc Cd	Inv Nbr	Cust Nbr	Inc Sub Cust	Loc	Inv Type Cd	Sched Cmpltn Dt	Next Initlzn Dt	Open Resolve
<input type="checkbox"/>	OIN	23271BROOKS0001		No	ALPHABET2	LOC	9/28/2023	9/28/2023	No
<input type="checkbox"/>	OIN	21181BROOKS0003		No	15 S 30TH ST REAR U	LOC	6/30/2021	6/30/2021	No

Cancel Deselect All Select All Continue

2. Click to select the desired Inventory NBR.
3. Select . The **Manage Inventories Selected Rows** page appears.





Selected Rows for Manage Inventories

Navigation

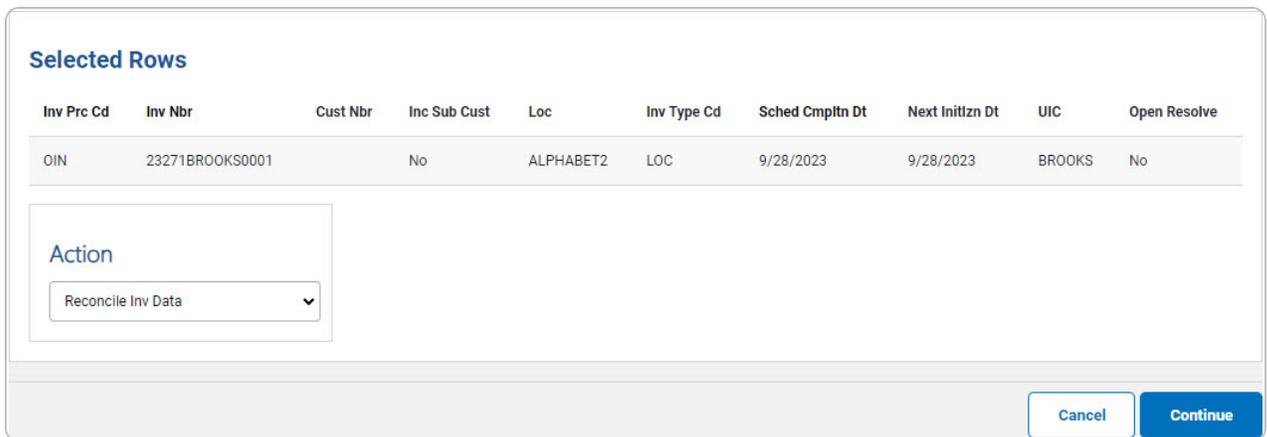
Inventory > Manage Inventories > Search Criteria > > Search Results >
(desired record(s)) > > Manage Inventories Selected Rows page

Procedures

View the Selected Inventories Rows to Manage

Selecting at any point of this procedure removes all revisions and closes the page.
Bold numbered steps are required.

1. Select . The **Manage Inventories Selected Rows** page appears.



Inv Prc Cd	Inv Nbr	Cust Nbr	Inc Sub Cust	Loc	Inv Type Cd	Sched Cmpltn Dt	Next Inittzn Dt	UIC	Open Resolve
OIN	23271BROOKS0001		No	ALPHABET2	LOC	9/28/2023	9/28/2023	BROOKS	No

Action

Reconcile Inv Data

2. Review the Selected Rows grid.
3. Use to select the Action. Depending upon the chosen Action, different pages appear.





- **Reconcile INV Data**

Select . The **Reconcile Inventory Data Search Criteria** page appears.

- **Update INV HDR Dates**

Select . The **Update Inventory Header Dates** page appears.

- **Generate INV HDR Report**

Select . The **Generate/Reprint Inventory Report** page appears.

- **Generate RCL REPORT**

Select . The **Generate/Reprint Reconciliation Report** page appears.

- **Export Inventory**

Select .  and  appear before the Windows **Save As** pop-up window appears. Follow the prompts to save the Excel spreadsheet to the computer.

- **Close Inventory**

Select . The **Close Inventory** page appears.

- **Cancel Inventory**

Select . The **Cancel Inventory** page appears.

- **Delete Inventory**

Select . The **Delete Inventory** page appears.





Cancel an Inventory

Navigation

Inventory > Manage Inventories > Search Criteria > > Search Results >
(desired record(s)) > > Selected Rows > Cancel Inventory option >
 > Manage Inventories Cancel Inventory page

Procedures

Cancel an Inventory

Selecting at any point of this procedure removes all revisions and closes the page.
Bold numbered steps are required.





1. Select . The **Cancel Inventory** page appears.

Cancel Inv

Inv Nbr	23208BROOKS0001
Inv Sort Seq	AID
Inv Type Cd	CUS
Rcl Rpt Seq	
Inv Process Cd	OUA
Optional Sections	
Custodian Nbr	123456 654321
Sched Cmpltn Dt	7/27/2023
Loc	
Next Inittzn Dt	7/27/2023 12:00:00 AM

2. Select . The **Manage Inventories Transaction Status** page appears.





Close an Inventory

Navigation

Inventory > Manage Inventories > Search Criteria > > Search Results >

(desired record(s)) > > Selected Rows > Close Inventory option >
> Manage Inventories Close Inventory page

Procedures

Close an Inventory

Selecting at any point of this procedure removes all revisions and closes the page.
Bold numbered steps are required.





1. Select . The **Close Inventory** page appears.

Search Criteria

Inv Nbr 23208BROOKS0001	Inv Prc Cd OUA	Loc --
Inv Type CUS	Cust Nbr 123456 654321	Sched Cmpltn Dt 7/27/2023

Inventory Criteria

*Next Initlzn Dt 

Mark Shrt Suspt Loss

Report Criteria

Sort Seq ▼

Optional Sections ▼

Remarks

- A. Verify the Search Criteria grid.
- B. Update the Inventory Criteria grid.





- OIN

Search Criteria

Inv Nbr 23268BROOKS0001	Inv Proc Cd OIN	Loc --
Inv Type CUT	Cust Nbr --	Sched Cmpltn Dt 9/25/2023

Inventory Criteria

*Inv User Id

*Last Inv Dt 

Report Criteria

Sort Seq

Optional Sections

Remarks

- a. Enter the INV USER ID in the field provided. *This is a 9 alphanumeric character field.*
 - b. Use  to select the LAST INV DT, or enter the date (MM/DD/YYYY) in the field provided.
- OUA





Search Criteria

Inv Nbr 23208BROOKS0001	Inv Proc Cd OUA	Loc --
Inv Type CUS	Cust Nbr 123456 654321	Sched Cmpltn Dt 7/27/2023

Inventory Criteria

*Next Inltzn Dt 

Mark Shrt Suspt Loss

Report Criteria

Sort Seq ▼

Optional Sections ▼

Remarks

- a. Use  to select the NEXT INITZN DT, or enter the date (MM/DD/YYYY) in the field provided.
- OUM





Search Criteria

Inv Nbr 19241N000180001	Inv Prc Cd OUM	Loc --
Inv Type CUS	Cust Nbr 68	Sched Cmpltn Dt 9/30/2023

Inventory Criteria

*Inv User Id

*Last Inv Dt

*Next Initizn Dt

Report Criteria

Sort Seq

Optional Sections

Remarks

- a. Enter the INV USER ID in the field provided. *This is a 9 alphanumeric character field.*
- b. Use to select the LAST INV DT, or enter the date (MM/DD/YYYY) in the field provided.
- c. Use to select the NEXT INITZN DT, or enter the date (MM/DD/YYYY) in the field provided.

C. *Update the Report Criteria grid.*

2. Select . The **Manage Inventories Transaction Status** page appears.

Helpful Tip



The Reconciliation Report that is produced by this process is viewed by navigating to Forms-Reports > View Forms/RPTS





Delete an Inventory

Navigation

Inventory > Manage Inventories > Search Criteria > > Search Results >
(desired record(s)) > > Selected Rows > Delete Inventory option >
 > Manage Inventories Delete Inventory page

Procedures

Delete an Inventory

Selecting at any point of this procedure removes all revisions and closes the page.
Bold numbered steps are required.





1. Select . The **Delete Inventory** page appears.

To complete delete action, select Delete; otherwise, select Cancel

Delete

Inv Nbr	23079BROOKS0001
Inv Sort Seq	AID
Inv Type Cd	CUS
Rcl Rpt Seq	ALL
Inv Process Cd	CSC
Optional Sections	AID
Custodian Nbr	TGROCE
Sched Cmpltn Dt	3/20/2023
Loc	
Next Inittzn Dt	

2. Select . The **Manage Inventories Transaction Status** page appears.





Note



The deleted inventory is archived even though it no longer displays in the Search Results grid. Only closed inventories are deleted.





Generate or Reprint an Inventory Report

Navigation

Inventory > Manage Inventories > Search Criteria > **Search** > Search Results >
(desired record(s)) > **Continue** > Selected Rows > Generate INV Report option >
Continue > Manage Inventories Generate/Reprint Inventory Report page

Procedures

Generate an Inventory Report

Selecting **Cancel** at any point of this procedure removes all revisions and closes the page.
Bold numbered steps are required.

1. Select **Continue**. The **Generate/Reprint Inventory Report** page appears.

Inventory Data

Inv Nbr 15261BROOKS0001	Process Cd ODL	Loc --
Inv Type Cd CUT	Custodian Nbr --	Sched Cmpltn Dt 09/26/2015

Report Options

*Sort Seq

Signature Block

Cancel **Submit**





- A. *Verify the Inventory Data grid.*
 - B. *Complete the Report Options grid.*
 - a. Use  to select the Sort Seq.
2. Select . The **Manage Inventories Transaction Status** page appears.

Helpful Tip



The Inventory Report that is produced by this process is viewed by navigating to Forms-Reports > View Forms/Rpts





Generate or Reprint a Reconciliation Report

Navigation

Inventory > Manage Inventories > Search Criteria > > Search Results >
(desired record(s)) > > Selected Rows > Generate RCL REPORT option >
 > Manage Inventories Generate/Reprint Reconciliation Report page

Procedures

Generate a Reconciliation Report

Selecting at any point of this procedure removes all revisions and closes the page.
Bold numbered steps are required.

1. Select . The **Generate/Reprint Reconciliation Report** page appears.

Inventory Data

Inv Nbr 23208BROOKS0001	Process Cd OUA	Loc --
Inv Type Cd CUS	Custodian Nbr 123456 654321	Sched Cmpltn Dt 00/27/2023

Report Options

*Sort Seq

*Optional Sections





2. Use  to select the Sort Seq.
3. Use  to select the Optional Sections.
4. Select . The **Manage Inventories Transaction Status** page appears.

Helpful Tip



The Reconciliation Report that is produced by this process is viewed by navigating to Forms-Reports > View Forms/RPTS





Update the Inventory Header Dates

Navigation

Inventory > Manage Inventories > Search Criteria > > Search Results >
(desired record(s)) > > Selected Rows > Update INV HDR Dates option >
 > Update Inventory Header Dates page

Procedures

Update Header Dates

Selecting at any point of this procedure removes all revisions and closes the page.
Bold numbered steps are required.





1. Select . The **Update Inventory Header Dates** page appears.

Update

Inv Nbr	<input type="text" value="23271BROOKS0001"/>
Custodian Nbr	<input type="text"/>
Inv Process Cd	<input type="text" value="OIN"/>
Loc	<input type="text" value="ALPHABET2"/>
Inv Type Cd	<input type="text" value="LOC"/>
Sched Cmpltn Dt	<input type="text" value="9/28/2023"/> 
Next Inittzn Dt	<input type="text" value="9/28/2023"/> 

2. Select . The **Manage Inventories Transaction Status** page appears.

