



Search for Reconcile Inventory Data – Criteria

Overview

The Property Accountability module Manage Inventories - Reconcile Inventory Data process provides the ability to reconcile both manual (paper report) and automated (scanned) inventories in ELMS.

- For Automated inventories, this process works off discrepancies (overages/shortages generated during the automated inventory) using a Portable Data Collection Device (PDCD).
- For Manual inventories, once the exceptions are updated, all remaining records are updated en masse using the Reconciliation process.

Navigation

Inventory > Manage Inventories > Search Criteria > > Search Results >
(desired record(s)) > > Selected Rows > Reconcile Inv Data option >
 > Manage Inventories - Reconcile Inventory Data Search Criteria page

Procedures

Reconcile Serial Assets

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. Review the inventory to reconcile.

Inv Nbr
23208BROOKS0001

Inv Process
OUA

Search Criteria

Serial Asset

Bulk Asset

Asset Id

Inv Asset Sts Cd

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

- Choose Serial Asset.
- Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*
- Use to select the Inv Asset Sts Cd.

Note



When reconciling an inventory by using a PDCD, the INV ASSET STS CD field is available. For manual inventories, this field is unavailable.

3. Select . The **Reconcile Inventory Data Serial Asserts Search Results** page appears.





Help Reference Guide

Search Criteria

Inv Nbr
21006W03H080001

Mgt Cd
A

Asset Id
--

Inv Asset Sts Cd
ALL

Inv Process
OIN

Serial Assets Search Results

Number to Display

Select	Asset Id	Stock Nbr	Serial Nbr	Inv Asset Sts	Suspt Loss Sts Cd	Asset Lvl Cd	Loan Cd	Lease Cd	Excs Actn Cd	Inv Loc	Inv Sub Loc	UII
<input type="checkbox"/>	ITM000065499	1015003229728	001122336	Initialized	N/A	EI	G	N				00M00M

Cancel

Deselect All

Select All

Continue





Reconcile Bulk Assets

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. Review the inventory to reconcile.

Inv Nbr
23208BROOKS0001

Inv Process
OUA

Search Criteria

Serial Asset

Bulk Asset

Asset Id

Inv Asset Sts Cd

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

- Choose Bulk Asset.
- Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*
- Use to select the Inv Asset Sts Cd.

Note



When reconciling an inventory by using a PDCD, the INV ASSET STS CD field is available. For manual inventories, this field is unavailable.





3. Select . The **Reconcile Inventory Data Bulk Asset Search Results** page appears.

Search Criteria

Inv Nbr 22084BROOKS0003	Inv Process OUA	Mgt Cd B	Asset Id -
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Bulk Asset Search Results

Number to Display:

Select	Asset Id	Stock Nbr	Lot Nbr	Item Desc
<input type="checkbox"/>	BULK00000407	1005011844041		BOLT,AUTOMATIC WEAPO





Reconcile Bulk Inventory Data

Navigation

Inventory > Manage Inventories > Search Criteria > **Search** > Search Results >
(desired record(s)) > **Continue** > Selected Rows > Reconcile INV Data option >
Continue > Search Criteria > **Search** > Search Results > (desired record(s)) >
Continue > Reconcile Bulk Inventory Data page





Procedures

Reconcile the Bulk Assets

1. Review the Bulk Asset Details.

Search Criteria

Inv Nbr 22084BROOKS0003	Mgt Cd B	Inv Asset Sts Cd SBN
Inv Process OUA	Asset Id BULK00000407	Item Desc BOLT,AUTOMATIC WEAPO

Bulk Reconciliation

<p>Initialized</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Update</th> <th>Qty</th> <th>Prc Qty</th> <th>Suspt Loss Sts Cd</th> <th>Loc</th> <th>Sub Loc</th> <th>Loan Cd</th> <th>Lease Cd</th> <th>Excs Actn Cd</th> <th>Sys Id</th> <th>Custdn</th> <th>Sub Custdn</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Update</td> <td style="text-align: center;">7</td> <td style="text-align: center;"><input type="text" value="0"/></td> <td style="text-align: center;">N/A</td> <td style="text-align: center;">HERE NOW</td> <td></td> <td style="text-align: center;">G</td> <td style="text-align: center;">N</td> <td></td> <td></td> <td style="text-align: center;">BULK</td> <td></td> </tr> </tbody> </table> <p>Init Tran Qty <input type="text"/></p>	Update	Qty	Prc Qty	Suspt Loss Sts Cd	Loc	Sub Loc	Loan Cd	Lease Cd	Excs Actn Cd	Sys Id	Custdn	Sub Custdn	Update	7	<input type="text" value="0"/>	N/A	HERE NOW		G	N			BULK		<p>Inventoried</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Update</th> <th>Qty</th> <th>Prc Qty</th> <th>Loc</th> <th>Sub Loc</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Update</td> <td style="text-align: center;">2</td> <td style="text-align: center;"><input type="text" value="0"/></td> <td style="text-align: center;">HERE NOW</td> <td></td> </tr> </tbody> </table> <p>Inv Tran Qty <input type="text"/></p>	Update	Qty	Prc Qty	Loc	Sub Loc	Update	2	<input type="text" value="0"/>	HERE NOW	
Update	Qty	Prc Qty	Suspt Loss Sts Cd	Loc	Sub Loc	Loan Cd	Lease Cd	Excs Actn Cd	Sys Id	Custdn	Sub Custdn																								
Update	7	<input type="text" value="0"/>	N/A	HERE NOW		G	N			BULK																									
Update	Qty	Prc Qty	Loc	Sub Loc																															
Update	2	<input type="text" value="0"/>	HERE NOW																																

[Reconcile](#)

Reconciled

Loc	Sub Loc	Sys Id	Excs Actn Cd	Loan Cd	Lease Cd	Suspt Loss Sts Cd	Rcl Qty
HERE NOW				G	N	N/A	3

[Search Criteria](#)

2. Review the Initialized panel.
 - A. Select the Update hyperlink. *The **Reconcile Inventory Data Bulk Shortage Update** page appears.*
 - B. Enter the PRC QTY in the field provided. *This is a 10 numeric character field.*





Note



The PRC QTY in the Initialized and Inventoried grids must match.

3. Review the Inventoried panel.
 - A. Select the Update hyperlink. *The **Update a Reconcile Inventory Data Bulk Over-age** page appears.*
 - B. Enter the PRC QTY in the field provided. *This is a 10 numeric character field.*

Note



The PRC QTY in the Initialized and Inventoried grids must match.

4. Select . *The Initialized and Inventoried Data moves to the Reconciled grid. The PRC QTY adjusts based on the input quantity.*
5. Review the Reconciled panel.
6. Select . *The **Reconcile Inventory Data Search Criteria** page appears.*





Update the Reconcile Bulk Inventory Data — Over- age

Navigation

Inventory > Manage Inventories > Search Criteria > > Search Results >
(desired record(s)) > > Selected Rows > Reconcile Inv Data option >
 > Bulk Asset > > Search Results > (desired record(s)) >
 > Reconcile Bulk Inventory > (Inventoried) Update hyperlink > Reconcile Bulk
Overage Inventory Data page

Procedures

Reconcile a Bulk Overage

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





1. Review the Inventory Details.

Search Criteria

Asset Id	BULK00000407	Stock Nbr	1005011844041	Item Desc	Inv Asset Sts	OBN
Inv Nbr	22084BROOKS0003	Serial Nbr	Suspt Loss Sts Cd			N/A

Bulk Overage Update

Inv Qty	2
Inv Loc	HERE NOW
Inv Sub Loc	
Inv Dt	04/21/2022
Inv User Id	PAKETERS
Item Desc	<input type="text"/>
Rsltn Cd	ANR - Accountability not required ▼

2. Select . The **Reconcile Inventory Data Transaction Status** page appears.





Update the Reconcile Bulk Inventory Data – Shortage

Navigation

Inventory > Manage Inventories > Search Criteria > > Search Results >
(desired record(s)) > > Selected Rows > Reconcile Inv Data option >
 > Bulk Asset > > Search Results > (desired record(s)) >
 > Reconcile Bulk Inventory > (Initialized) Update hyperlink > Reconcile Bulk Shortage Inventory Data page

Procedures

Reconcile a Bulk Shortage

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





1. Review the Inventory Details.

Search Criteria

Asset Id	BULK00000407	Stock Nbr	1005011844041	Item Desc	BOLT,AUTOMATIC WEAPO	Inv Asset Sts	SBN
Inv Nbr	22084BROOKS0003	Serial Nbr		Suspt Loss Sts Cd	N/A		

Bulk Shortage Update

Initlzd Qty	7
Inv Qty	<input type="text" value="7"/>
Initlzd Loc	HERE NOW
*Inv Loc	HERE NOW
Initlzd Sub Loc	
Inv Sub Loc	<input type="text"/>
Inv Dt	<input type="text"/> 
Inv User Id	<input type="text"/>
Suspt Loss Sts Cd	<input type="text" value="N/A - Non Applicable"/>

2. Update the INV LOC, entering the revised amount in the field provided. *This is a 20 alpha-numeric character field.*
3. Select . The **Reconcile Inventory Data Transaction Status** page appears.





View the Serial Asset Details for Reconcile Inventory Data

Navigation

Inventory > Manage Inventories > Search Criteria > **Search** > Search Results >
(desired record(s)) > **Continue** > Selected Rows > Reconcile Inv Data option >
Continue > Search Criteria > **Search** > Search Results > Asset Id hyperlink
> Reconcile Inventory Data — Serial Asset Details page

Procedures

View the Serial Asset Details

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





1. Select the ASSET ID hyperlink. The **Serial Asset Details** page appears.

Search Criteria

Inv Nbr	23066BROOKS0001	Inv Line Itm	447908	Asset Id	BROOKS000301	Desc	SCANNER FLATBED
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Serial Asset Details

Labels	Current	Previous Rcl	Previous Inv	Initizd
UIC	BROOKS	---		
Sub Cust Nbr		---		
Loc	AAQNAAAA	AAQNAAAA	AAQNAAAA	
Sub Loc				
Qy	1	1		---
Usr Id	KP	KP	KP	---
Inv Dt	Apr 25 2023 12:00AM	Apr 25 2023 12:00AM	???	---
Input Type	---	ONLIN	ONLIN	---
Cause Lst Rcl Dt Chg	---	UptdInvData	---	---
Cond Cd	A	---	A	---

Cancel





View the Reconcile Serial Inventory Data Selected Rows

Overview

The Reconcile Serial Inventory Data Selected Rows process displays the Serial Assets ready for reconciliation.

Navigation

Inventory > Manage Inventories > Search Criteria > **Search** > Search Results >
 (desired record(s)) > **Continue** > Selected Rows > Reconcile INV Data option >
Continue > Search Criteria > **Search** > Search Results > (desired record(s)) >
Continue > Reconcile Serial Inventory Data — Selected Rows page

Procedures

Verify the Inventories to Reconcile

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

1. Review the inventory to reconcile.

Serial Assets Selected Rows

Asset Id	Stock Nbr	Serial Nbr	Inv Asset Sts	Suspt Loss Sts Cd	Asset Lvl Cd	Loan Cd	Lease Cd	Excs Actn Cd	UII
BROOKS000301	0BFR01242-10M	123456	Overage Uninitialized	N/A	EI	G	N		





2. Select . The **Reconcile Inventory Data Serial Overage Update** page appears.





Update the Reconcile Serial Inventory Data — Over- age

Navigation

Inventory > Manage Inventories > Search Criteria > > Search Results >
(desired record(s)) > > Selected Rows > Reconcile Inv Data option >
 > Serial Asset > > Search Results > (desired record(s)) >
 > Selected Rows > > Reconcile Inventory Data — Serial Overage
Update page

Procedures

Reconcile the Serial Overage

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





1. Review the Inventory Details.

Search Criteria

Asset Id	BROOKS000301	Stock Nbr	0BFR01242-10M	Suspt Loss Sts Cd	N/A
Inv Nbr	23066BROOKS0001	Serial Nbr	123456	Inv Asset Sts	OUI - Overage Uninitialized

Serial Overage Update

Initzd Qty	
Inv Qty	1
Initzd Loc	
Inv Loc	AAQNAAAA
Initzd Sub Loc	
Inv Sub Loc	
Inv Dt	03/07/2023





Inv User Id	PAKETERS
Cond Cd	A
Incl Cmpn	
Suspt Loss Sts Cd	
Resolution Cd	ANR - Accountability not required
Item Desc	SCANNER FLATBED

Note



If there were multiple records selected, the page displays with most fields showing the double asterisk (**) instead of an entry.

2. Select . The **Reconcile Inventory Data Transaction Status** page appears.





Update the Reconcile Serial Inventory Data — Shortage

Navigation

Inventory > Manage Inventories > Search Criteria > > Search Results >
(desired record(s)) > > Selected Rows > Reconcile Inv Data option >
 > Serial Asset > > Search Results > (desired record(s)) >
 > Selected Rows > > Reconcile Inventory Data — Serial Shortage
Update page

Procedures

Reconcile the Serial Shortage

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





1. Review the inventory to reconcile.

Search Criteria

Asset Id	**	Stock Nbr	**	Item Desc	**	Inv Asset Sts Cd	INT - Initialized
Inv Nbr	**	Serial Nbr	**	Suspt Loss Sts Cd	N/A		

Serial Shortage Update

Initzd Qty	**
Inv Qty	1
Initzd Loc	**
*Inv Loc	
Initzd Sub Loc	**





Inv Sub Loc	<input type="text"/>
*Inv Dt	<input type="text"/> 
*Inv User Id	<input type="text"/>
Cond Cd	Select a condition 
Incl Cmpn	<input type="checkbox"/>
Suspt Loss Sts Cd	N/A - Non Applicable 
Resolution Cd	<input type="text"/>

2. Update the INV LOC, using  to browse for the revised location. *This is a 20 alphanumeric character field.*
3. Update the INV DT, using  or entering the date (MM/DD/YYYY) in the field provided.
4. Update the INV USER ID, entering the revised identifier in the field provided. *This is a 8 alphanumeric character field.*
5. Select . The **Reconcile Inventory Data Transaction Status** page appears.

