



Search for a Cyclic Inventory Request — Criteria

Overview

The Property Accountability module Request Cyclic Inventory process provides the ability to request a Cyclic Inventory.


The process is used for both manual and automated inventories. An Agency Coordinator is responsible for creating a Cyclic Inventory Management Plan containing the parameters for the Cyclic Inventory. Cyclic Inventories are managed at the UIC level. On the UIC level, the user decides whether to inventory a portion of the assets in each location within the UIC or a portion of the assets within each Custodian of the UIC.

Navigation

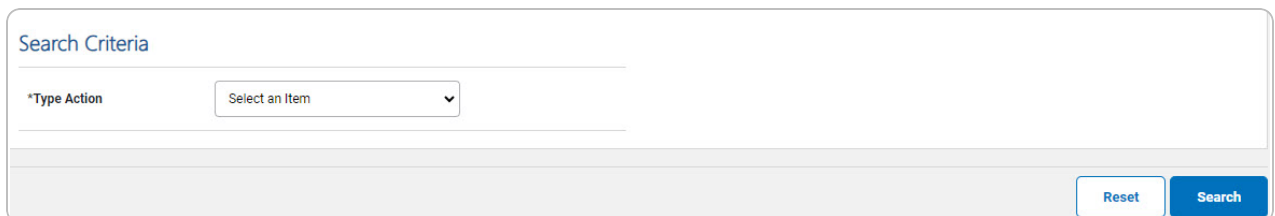
Inventory > Generate Inventory > Cyclic > Request Cyclic Inventory Search Criteria page



Procedures

Search for a Cyclic Inventory Request — 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, enter the following field.



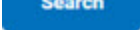
- Use  to select the Type Action.
2. Select . The **Request Cyclic Inventory Update** page appears.





Update the Cyclic Inventory Request

Navigation

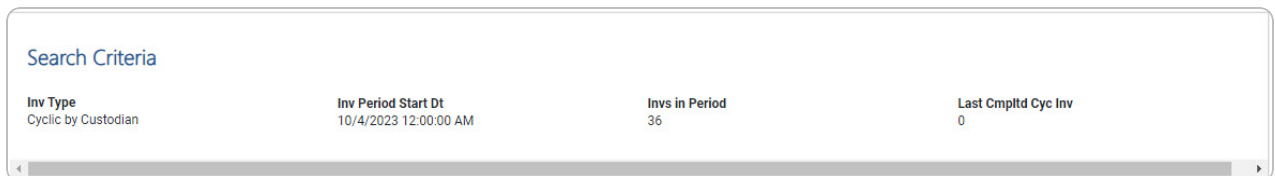
Inventory > Generate Inventory > Cyclic > Search Criteria >  > Request Cyclic Inventory Update page

Procedures

Update the Cyclic Inventory Request

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

1. Select . The **Request Cyclic Inventory Update** page appears.




Search Criteria			
Inv Type	Inv Period Start Dt	Invs in Period	Last Cmpltd Cyc Inv
Cyclic by Custodian	10/4/2023 12:00:00 AM	36	0

2. Verify the Search Criteria grid.
3. Complete the Update grid.
 - Init Inventory and Gen Report



Update	
Sched Cmpltn Dt	<input type="text"/>
Sort Seq	Asset Id
Signature Block	Agy Cd DN: General (Default) 

- Init Inventory





Help Reference Guide

Update

Sched Cmpltn Dt

4. Select . The **Request Cyclic Inventory Transaction Status** page appears.

Note



Inventory is now in *OIN (Open Initialized)* status.

