



## Bulk

Bulk assets are items that are not tracked with serial numbers.

A bulk asset's Asset Id should not change unless something that physically identifies the item is updated in the data base. For example, a chair - no matter who owns the chair or where the chair is, it is still a chair. It should have the same Asset Id, and any like chair will also have the same Asset Id.

Bulk assets are identified in DPAS by three internal "keys" which each have a different number of data elements. It is impossible to match up just a few data elements from the scanner to the dozen elements that are in the DPAS Asset Master table, so a decision is made as to what is correct and who will perform the reconciliation.

When the assets are scanned or manually counted in an inventory, and the numbers match exactly to the corresponding number that was initialized, there is an instant reconciliation. However, if the inventory number of bulk assets does not exactly match the initialized quantity, the result is an overage (the number counted) vs. a shortage (the number initialized). That is where the user enters the process and has to access to the reconciling inventory portion of DPAS.

### Field Details:

#### DPAS References:

##### Field Structure:

**Field Length:** 1

**Data Type:** Boolean (B)



## 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** —  
**Used to address 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** —  
**Used to change the SCHED CMLPTN 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** —  
**Used to request 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** —  
**Used to request 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** —  
**Used to complete an inventory before all assets are reconciled, and complete 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** —  
**Used to quit 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** —  
**Used to remove 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).

#### Note



Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application. The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

### Navigation

Inventory > Manage Inventories > Manage Inventories Search Criteria page

### Procedure

#### Search for an Inventory

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	All <input type="button" value="v"/>
Inv Process	All <input type="button" value="v"/>
/ Custodian Nbr	Select A Custodian <input type="button" value="..."/>
Loc	<input type="text"/> <input type="button" value="..."/>
Inv Nbr	<input type="text"/>

- Use  to select the Inv Type.
- Use  to select the Inv Process.
- Use  or  to assist with the single CUSTODIAN NBR, or the first in a range of CUSTODIAN NBRs. *This is a 12 alphanumeric character field.*
- Enter the LOC, or use  to browse for the single location, or the first in the range of locations. *This is a 20 alphanumeric character field.*
- Enter the INV NBR in the field provided. *This is a 15 alphanumeric character field.*

2. Select . *The Search for Managed Inventories – Results page opens.*





## Search for Managed Inventories – Results

### Overview

The Manage Inventories Search Results page provides the ability to view and select the inventories to manage.

#### Helpful Tip



There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

### Navigation

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

### Procedure

#### Select an Inventory to Manage

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

1. Click  next to each desired inventory to select the record.

Search Criteria									
Inv Type	LOC			Inv Process	OIN				
Custodian Nbr				Loc					
Inv Nbr									

Search Results - 4									
Select	Inv Prc Cd	Inv Nbr	Cust Nbr	Inc Sub Cust	Loc	Inv Type Cd	Sched Cmpltn Dt	Next Inltzn Dt	Open Resolve
<input type="checkbox"/>	OIN	21305BROOKS0001		No	1111A	LOC	11/1/2021	11/1/2021	No
<input type="checkbox"/>	OIN	21243BROOKS0004		No	ABBY	LOC	8/31/2021	8/31/2021	No
<input type="checkbox"/>	OIN	21181BROOKS0004		No	1KR41	LOC	6/30/2021	6/30/2021	No
<input type="checkbox"/>	OIN	21181BROOKS0003		No	15 S 30TH ST REAR U	LOC	6/30/2021	6/30/2021	No

#### Helpful Tip



**Select All**

checks all inventories on all pages.

**Deselect All**

removes the check marks from all inventories on all pages.

**Continue**

2. Select **Continue**. The *View the Manage Inventories Selected Rows* page appears.



## Selected Rows for Manage Inventories

### Overview

The Manage Inventories Selected Rows page displays the inventories selected.

### Navigation

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

### Procedure

#### Verify the Inventories to Manage

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 manage.

Selected Rows										
Inv Prc Cd	Inv Nbr	Cust Nbr	Inc Sub Cust	Loc	Inv Type Cd	Sched Cmpltn Dt	Next Inltzn Dt	UIC	Open	Resolve
OIN	21243BROOKS0004		No	ABBY	LOC	8/31/2021	8/31/2021	BROOKS	No	No
OIN	21181BROOKS0004		No	1KR41	LOC	6/30/2021	6/30/2021	BROOKS	No	No

**Action**

Reconcile Inv Data ▼

**Continue**   **Cancel**

- Verify the **INV PRC CD**.
- Verify the **INV NBR**.
- Verify the **CUST NBR**.
- Verify the **INC SUB CUST**.
- Verify the **LOC**.
- Verify the **INV TYPE CD**.
- Verify the **SCHED Cmpltn DT**.
- Verify the **NEXT INITZN DT**.
- Verify the **UIC**.
- Verify the **Open Resolve**.

2. Use  to select the Action. Depending upon the chosen Action, different pages appear.

- **Reconcile INV Data**

Select **Continue**. The Search for Reconcile Inventory Data -- Criteria page appears.

- **Update INV HDR Dates**

Select **Continue**. 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 . *The Windows Save As pop-up window appears. Follow the prompts to save the Excel spreadsheet to the computer.*

- **Close Inventory**

Select . *The Close an Inventory page appears.*

- **Cancel Inventory**

Select . *The Cancel an Inventory page appears.*

- **Delete Inventory**

Select . *The Delete an Inventory page appears.*



## 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 DPAS.

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

### Procedure

#### 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 **Reset** at any point of this procedure returns all fields to the default "All" setting.

1. Review the inventory to reconcile.

Inv Nbr	21062BROOKS0001	Inv Process	OIN
<b>Search Criteria</b>			
Serial Asset	<input checked="" type="radio"/>	Bulk Asset	<input type="radio"/>
Asset Id	<input type="text"/>		
Inv Asset Sts Cd	<input type="text"/>		
<b>Search</b>		<b>Reset</b>	

- Verify the INV NBR.
  - Verify the INV PROCESS 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 **Search**. The Search for Reconcile Serial Inventory Data – Results page opens.





## 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	21062BROOKS0001	Inv Process	OIN
<b>Search Criteria</b>			
Serial Asset	<input type="radio"/>	Bulk Asset	<input checked="" type="radio"/>
Asset Id	<input type="text"/>		
Inv Asset Sts Cd	<input type="text"/>		
<input type="button" value="Search"/>		<input type="button" value="Reset"/>	

- Verify the INV NBR.
  - Verify the INV PROCESS 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 Search for Reconcile Bulk Inventory Data – Results page opens.*





## Search for Reconcile Bulk Asset Inventory Data – Results

### Overview

The Manage Inventories - Reconcile Bulk Assets Inventory Data Search Results page provides the ability to view and select the bulk inventories for reconciliation.

#### Helpful Tip



There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

### Navigation

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

### Procedure

#### Reconcile Bulk Assets

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

1. Click  next to each desired inventory to select the record.

Search Criteria			
Inv Nbr	21305BROOKS0001	Inv Process	OIN
Mgt Cd	B	Asset Id	

Bulk Asset Search Results Number to Display 20				
Select	Asset Id	Stock Nbr	Lot Nbr	Item Desc
<input type="checkbox"/>	BULK00000729	703500N000251		THIN CLIENT

#### Helpful Tip



There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

2. Select **Continue**. The **Reconcile Bulk Inventory Data** page appears.

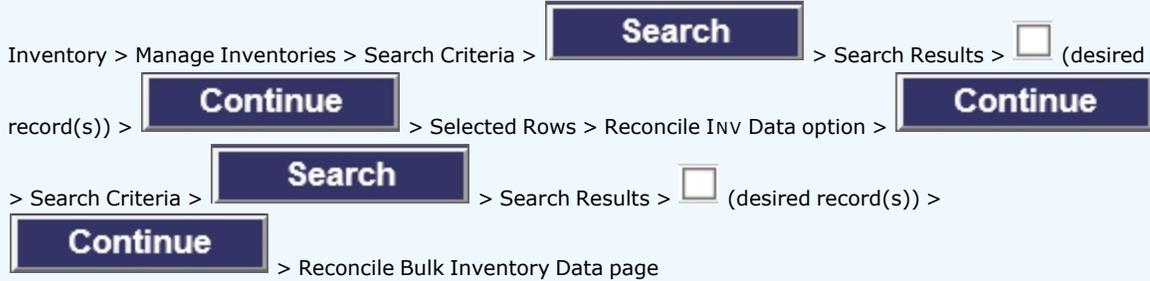


## Reconcile Bulk Inventory Data

### Overview

The Reconcile Bulk Inventory Data page displays the bulk assets selected for reconciliation.

### Navigation



### Procedure

#### Reconcile the Bulk Assets

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

1. Review the Bulk Asset Details.

Inv Nbr	21305BROOKS0001	
Inv Process	OUM	Mgt Cd B
Asset Id	BULK00000729	Inv Asset Sts Cd INT
Item Desc	THIN CLIENT	

**Bulk Reconciliation**

Initialized											Inventoried	
Update	Qty	Prc Qty	Suspt Loss Sts Cd	Loc	Sub Loc	Loan Cd	Lease Cd	Excs Actn Cd	Sys Id	Custdn	Sub Custdn	No Rows
<a href="#">Update</a>	1	0	N/A	1111A	C	G	N			123456		

Init Tran Qty  Reconcile Inv Tran Qty

Reconciled											Rcl Qty
Loc	Sub Loc	Sys Id	Excs Actn Cd	Loan Cd	Lease Cd	Suspt Loss Sts Cd					
1111A				G	N	N/A					1
				G	N	N/A					1

**Search Criteria**

- Verify the **INV NBR**.
  - Verify the **INV PROCESS**.
  - Verify the **MGT CD**.
  - Verify the **ASSET ID**.
  - Verify the **INV ASSET STS CD**.
  - Verify the **ITEM DESC**.
2. Review the Initialized panel.
    - A. Select the Update hyperlink. The **Update a Reconcile Inventory Data Bulk Shortage** page appears.
    - B. The **QTY** automatically populates and is not editable.
    - C. Enter the **PRC QTY** in the field provided. This is a 10 numeric character field.
    - D. The **SUSPT LOSS STS CD** automatically populates and is not editable.





- E. *The LOC automatically populates and is not editable.*
  - F. *The SUB LOC automatically populates and is not editable.*
  - G. *The LOAN CD automatically populates and is not editable.*
  - H. *The LEASE CD automatically populates and is not editable.*
  - I. *The EXCS ACTN CD automatically populates and is not editable.*
  - J. *The SYS ID automatically populates and is not editable.*
  - K. *The CUSTDN automatically populates and is not editable.*
  - L. *The SUB CUSTDN automatically populates and is not editable.*
3. Review the Inventoried panel.
- A. *The QTY automatically populates and is not editable.*
  - B. Enter the PRC QTY in the field provided. *This is a 10 numeric character field.*
  - C. *The LOC automatically populates and is not editable.*
  - D. *The SUB LOC automatically populates and is not editable.*
4. Review the Reconciled panel.
- A. *The LOC automatically populates and is not editable.*
  - B. *The SUB LOC automatically populates and is not editable.*
  - C. *The SYS ID automatically populates and is not editable.*
  - D. *The EXCS ACTN CD automatically populates and is not editable.*
  - E. *The LOAN CD automatically populates and is not editable.*
  - F. *The LEASE CD automatically populates and is not editable.*
  - G. *The SUSPT LOSS STS CD automatically populates and is not editable.*
  - H. *The RCL QY automatically populates and is not editable.*



## Update the Reconcile Bulk Inventory Data – Shortage

### Overview

The Reconcile Inventory Data Bulk Shortage Update process allows editing of bulk assets for reconciliation that **were** part of the inventory but **not** found.

### Navigation

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

### Procedure

#### Reconcile a Bulk Shortage

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

1. Review the Inventory Details.

<b>Asset Id</b>	BULK00000729		<b>Inv Asset Sts</b>	
<b>Inv Nbr</b>	21305BROOKS0001	<b>Stock Nbr</b>	703500N000251	
<b>Serial Nbr</b>		<b>Item Desc</b>	THIN CLIENT	
<b>Suspt Loss Sts Cd</b>	N/A		INT	
<b>Bulk Shortage Update</b>				
<b>Initlzd Qty</b>	1	<b>Inv Qty</b>	<input type="text" value="1"/>	
<b>Initlzd Loc</b>	1111A	<b>*Inv Loc</b>	1111A	
<b>Initlzd Sub Loc</b>	C	<b>Inv Sub Loc</b>	<input type="text"/>	
		<b>Inv Dt</b>	<input type="text"/>	
		<b>Inv User Id</b>	<input type="text"/>	
		<b>Suspt Loss Sts Cd</b>	N/A - Non Applicable	
		<b>Update</b>	<b>Cancel</b>	

- Verify the **ASSET ID**.
  - Verify the **INV NBR**.
  - Verify the **STOCK NBR**.
  - Verify the **SERIAL NBR**.
  - Verify the **ITEM DESC**.
  - Verify the **SUSPT LOSS STS CD**.
2. Verify the **INITLZD QTY**.
  3. Update the **INV QTY**, entering the revised amount in the field provided. *This is a 5 numeric character field.*



4. Verify the *INITLZD LOC*.
5. Update the *INV LOC*, entering the revised amount in the field provided. *This is a 20 alphanumeric character field.*
6. Verify the *INITLZD SUB LOC*.
7. Update the *INV SUB LOC*, entering the revised amount in the field provided. *This is a 20 alphanumeric character field.*
8. Update the *INV DT*, using  to enter the date (MM/DD/YYYY) in the field provided.
9. Update the *INV USER ID*, entering the revised amount in the field provided. *This is an 8 alphanumeric character field.*
10. Update the *Suspt Loss Sts Cd*, using  to select the desired code.
11. Select . *The View the Reconcile Inventory Data Transaction Status page appears.*





## Update the Reconcile Bulk Inventory Data – Overage

### Overview

The Reconcile Inventory Data Bulk Overage Update process allows editing of bulk assets for reconciliation that **were not** part of the inventory, but found during the inventory.

#### Attention



This page is specific to AIT. It **cannot** be accessed without a PDCD.

### Navigation

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

### Procedure

#### Reconcile a Bulk Overage

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

1. Review the Inventory Details.
  - Verify the **ASSET ID**.
  - Verify the **INV NBR**.
  - Verify the **STOCK NBR**.
  - Verify the **SERIAL NBR**.
  - Verify the **SUSPT LOSS STS CD**.
  - Verify the **INV ASSET STS**.
2. Verify the **INITLZD QTY**.
3. Verify the **INV QTY**.
4. Verify the **INITLZD LOC**.
5. Verify the **INV LOC**.
6. Verify the **INITLZD SUB LOC**.
7. Verify the **INV SUB LOC**.
8. Verify the **INV DT**.
9. Verify the **INV USER ID**.
10. Verify the **SUSPT LOSS STS CD**.





11. Update the Rsltn Cd, using  to select the desired code.

12. Select . *The View the Reconcile Inventory Data Transaction Status page appears.*

