



Individual Reconciliation

Overview


The Warehouse Management module Individual Reconciliation process provides the ability to reconcile outstanding Individual Issues on a monthly, quarterly, or yearly basis. The Responsible Officer (RO) can either perform the reconciliation in real-time, or use the DW Form 20I for manual entry.

Navigation

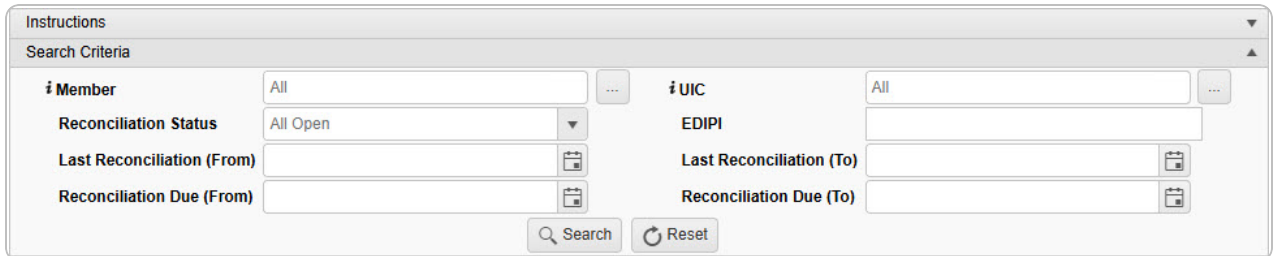
MATERIEL MGMT > Individual > Reconciliation > Individual Reconciliation page

Procedures

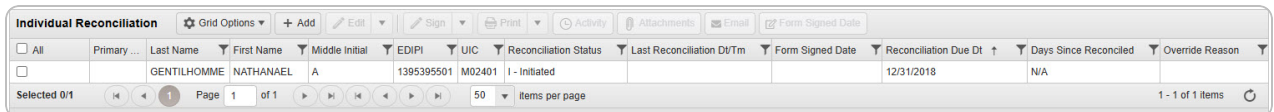
Search for an Individual Reconciliation

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 box, narrow the results by entering one of the following optional fields.



2. Select . The Individual Reconciliation Search Results appears.


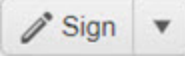
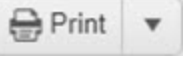
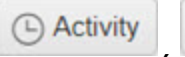

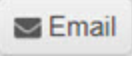







Member	Last Name	First Name	Middle Initial	EDIPI	UIC	Reconciliation Status	Last Reconciliation Dt/Tm	Form Signed Date	Reconciliation Due Dt	Days Since Reconciled	Override Reason
<input type="checkbox"/>	GENTILHOMME	NATHANAEL	A	1395395501	M02401	I - Initiated			12/31/2018	N/A	




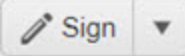

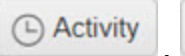
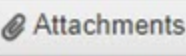

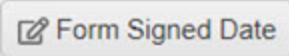

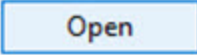
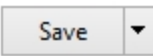


Cancel an Individual Reconciliation

1. Click to select the desired entry. *The Reconciliation is highlighted, and* , , , , , , and  become available.
2. Select . *The **Edit** drop-down menu appears.*
3. Select . *The **Cancel Reconciliation** pop-up window appears.*


The pop-up window titled "Cancel Reconciliation" contains the question "Do you want to cancel this Individual Reconciliation?" and two buttons: "Yes" and "No".
4. Select . *The Reconciliation is removed, and a green **Reconciliation successfully canceled** pop-up window appears.*

Print a Form for an Individual Reconciliation

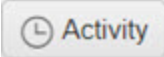
1. Click to select the desired entry. *The Reconciliation is highlighted, and* , , , , , , and  become available.
2. Select . *The **Print** drop-down menu appears.*
3. Select the desired forms:
4. A pop-up window appears after generating the desired form. *Choose whether to:*
 -  has the PDF document appear, and is printable from here.
 -  saves the PDF document, and is printable at a later time.






View the Individual Reconciliation Activity

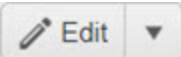
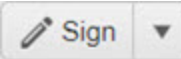

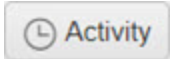


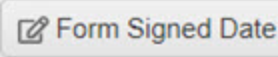
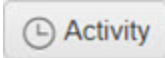
Navigation

MATERIEL MGMT > Individual > Reconciliation >  > Individual Reconciliation Activity pop-up window

Procedures

Search for an Individual Reconciliation Activity

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 Reconciliation is highlighted, and* , , , , , , and  become available.
- Select . *The **Individual Reconciliation Activity** pop-up window appears.*

Individual Reconciliation Activity _ □ ×

Instructions ▼

Enterprise Rollup ▼

Search Criteria ▲

* Inquiry Type <input type="text" value="Issues with Return Details"/>	Issue/Return Type <input type="text" value="All"/>
* From Dt <input type="text"/>	To Dt <input type="text"/>
# EDIPI <input type="text" value="1395395501"/>	# Member <input type="text" value="All"/>
# UIC <input type="text" value="M02401 - M02401 - MCAF1"/>	Reportable Commodity Type <input type="text" value="All"/>
# Stock Nbr <input type="text" value="All"/>	Item Desc <input type="text"/>
Issue/Return Nbr <input type="text"/>	Only Outstanding Items <input type="checkbox"/>


Select an "Inquiry Type" and select "Search" to view results.




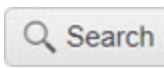


Help Reference Guide

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

A. Update the Inquiry Type, using  to select the desired type.

B. Update the From DT, using  or entering the date (MM/DD/YYYY) in the field provided.

4. Select . *The Individual Reconciliation Activity grid appears, displaying the results.*

Issue Type	Issue No	Issue Date	Member/Carrier	ISC	ENTRANC	Stock No	Item Desc	Item Designator No	Site	Color	Serial No	Qty Issued	Qty Outstanding	List Price	Condition Cd	ICN	Releasable?	Separate Commodity Type	Logistics Program	Region	Site	Warehouse
Individual Issue	06150216 12 31 46	06150216	06150216	DC2011-CSSD	L20X12	LAMBER	20X12					10	0	\$1,000.00	A- Substns Qual	0000000000027139	Yes	AF COM	COLLEARN	EASTERN	NORTH E	COLUMBUS
Individual Issue	06150216 12 31 46	06150216	06150216	DC2011-CSSD	L20X12	LAMBER	20X12					10	0	\$1.04	A- Substns Qual	0000000000027139	Yes	AF COM	COLLEARN	EASTERN	NORTH E	COLUMBUS

5. Select . *The Detail Grid opens.*

Issue Type	Issue No	Issue Date	Member/Carrier	ISC	ENTRANC	Stock No	Item Desc	Item Designator No	Site	Color	Serial No	Qty Issued	Qty Outstanding	List Price	Condition Cd	ICN	Releasable?	Separate Commodity Type	Logistics Program	Region	Site	Warehouse																																															
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<table border="1"> <thead> <tr> <th>Issue Type</th> <th>Issue No</th> <th>Issue Date</th> <th>Member/Carrier</th> <th>ISC</th> <th>ENTRANC</th> <th>Stock No</th> <th>Item Desc</th> <th>Item Designator No</th> <th>Site</th> <th>Color</th> <th>Serial No</th> <th>Qty Issued</th> <th>Qty Outstanding</th> <th>List Price</th> <th>Condition Cd</th> <th>ICN</th> <th>Releasable?</th> <th>Separate Commodity Type</th> <th>Logistics Program</th> <th>Region</th> <th>Site</th> <th>Warehouse</th> </tr> </thead> <tbody> <tr> <td>Individual Reconc</td> <td>06150216 12 31 46</td> <td>06150216</td> <td>06150216</td> <td>DC2011-CSSD</td> <td>L20X12</td> <td>LAMBER</td> <td>20X12</td> <td></td> <td></td> <td></td> <td></td> <td>5</td> <td>5</td> <td>\$1,000.00</td> <td>A- Substns Qual</td> <td>0000000000027139</td> <td>On - Consumed</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>																							Issue Type	Issue No	Issue Date	Member/Carrier	ISC	ENTRANC	Stock No	Item Desc	Item Designator No	Site	Color	Serial No	Qty Issued	Qty Outstanding	List Price	Condition Cd	ICN	Releasable?	Separate Commodity Type	Logistics Program	Region	Site	Warehouse	Individual Reconc	06150216 12 31 46	06150216	06150216	DC2011-CSSD	L20X12	LAMBER	20X12					5	5	\$1,000.00	A- Substns Qual	0000000000027139	On - Consumed						
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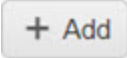
6. Select  when finished reviewing the Reconciliation Activity. *The window closes and returns to the Individual Reconciliation page.*






Add an Individual Reconciliation

Navigation

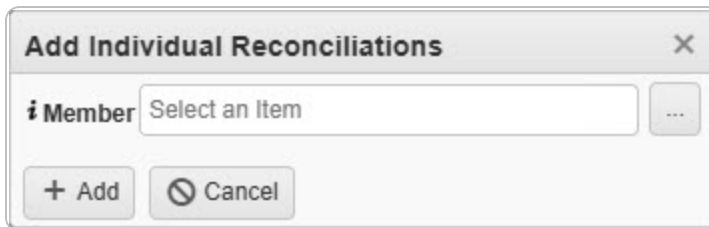
MATERIEL MGMT > Individual > Reconciliation >  > Add Individual Reconciliations pop-up window



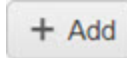
Procedures

Add an Individual Reconciliation

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

1. Select . The **Add Individual Reconciliations** pop-up window appears.



2. Use  or  to assist with the Member entry. This is a 50 alphanumeric character field.
3. Select  to create the new reconciliation. The **Add Individual Reconciliations** pop-up window closes, and the new Reconciliation record appears in the grid.






Update an Individual Reconciliation


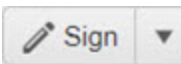
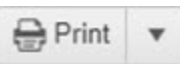
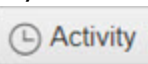

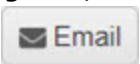
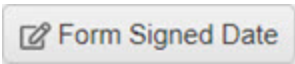
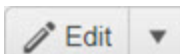
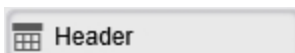
Navigation

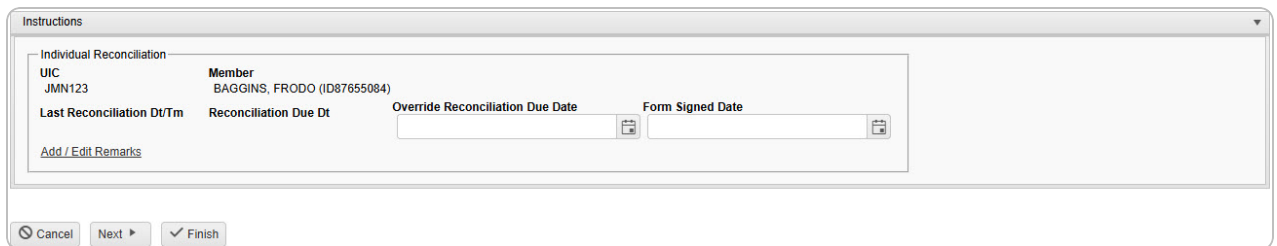
MATERIEL MGMT > Individual > Reconciliation > (desired record) >  > Edit
 Individual Reconciliation drop-down menu

Procedures

Update an Individual Reconciliation

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

- Click to select the desired entry. *The Reconciliation is highlighted, and , , , , , , and  become available.*
- Select . *The Edit drop-down menu appears.*
- Select . *The **Reconciliation Header** pop-up window appears.*



Instructions


Individual Reconciliation

UIC: JMN123 Member: BAGGINS, FRODO (ID87655084)


Last Reconciliation Dt/Tm: Reconciliation Due Dt: Override Reconciliation Due Date: Form Signed Date:

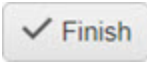
Add / Edit Remarks

Cancel Next > Finish

- Use  to select the Override Reconciliation Due Date, or enter the date (MM/DD/YYYY) in the field provided.

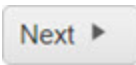


- B. Use  to select the Form Signed Date, or enter the date (MM/DD/YYYY) in the field provided.

Select  to process the header. *The **Reconciliation Header** pop-up window closes, and the revised Reconciliation remains highlighted.*

C.

OR

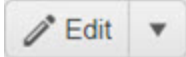
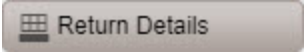
Select  to continue adding information. *The **Reconciliation Return Details** pop-up window appears.*






Update an Individual Reconciliation – Return Details




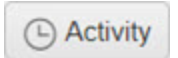


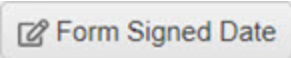
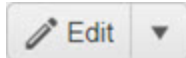
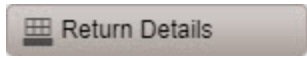
Navigation

MATERIEL MGMT > Individual > Reconciliation > (desired record) >  > Edit
 Individual Reconciliation drop-down menu >  > Individual Reconciliation Return Details page

Procedures

Update the Individual Reconciliation Return Details


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

- Click to select the desired entry. *The Reconciliation is highlighted, and , , , , , , and  become available.*
- Select . *The Edit drop-down menu appears.*
- Select . *The **Reconciliation Return Details** pop-up window appears.*
- Verify the Individual Return Member panel.

Instructions

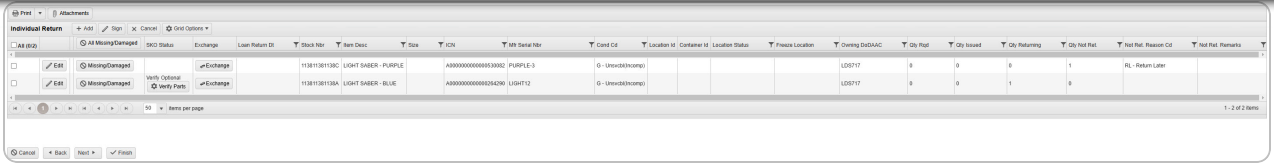
Individual Return Member

Last, First M	BAGGINS, FRODO J	Phone Nbr	555-1212
EDI PI	ID87655084	DSN Nbr	
Pay Grade	CIV	Mobile Phone Nbr	
i UIC	JMN123 - CORUSCANT	Email Address	
i Temp Assigned UIC			
Secondary Id			
Class Year		Duty Status	

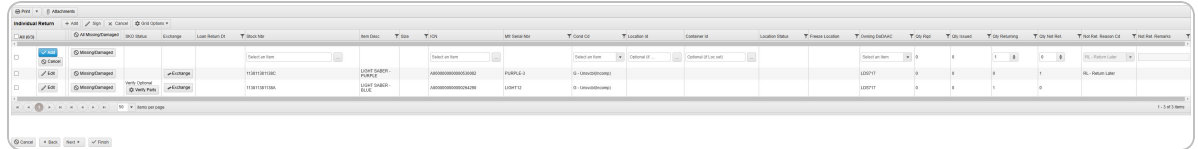



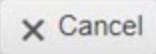


Help Reference Guide

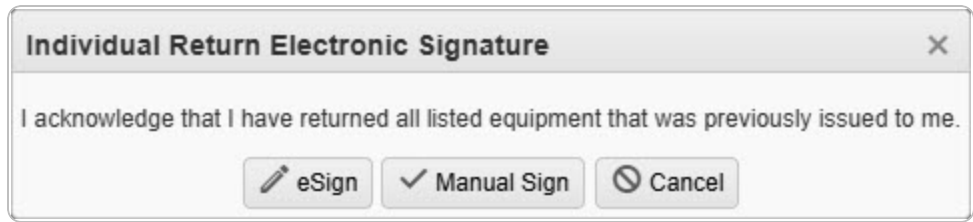


A. Select . A new row appears in the Individual Reconciliation grid.



B. Click to select the desired entry. The Reconciliation Return is highlighted, and  and  become available.

C. Select . The **Individual Return Electronic Signature** pop-up window appears.



-  displays the Signature Pad Form pop-up window.




a. Use either the mouse or the stylus to sign the Signature Pad.



- Manual Sign** displays the pop-up window of the document for printing with a **Print dialog box**.

RETURN NBR: NCLR2020302000001



BARKER, BOB B, O9
EDIPI: ID87654466

ENTERPRISE LOGISTICS
MANAGEMENT SYSTEM

WAREHOUSE: FIELDING
INDIVIDUAL RETURN RECEIPT
UIC: F00042 - ELEARNING
NO RETURNED ITEMS EXIST

DT/TM PRINTED: 6/12/2025 3:57:21 PM
DT/TM RETURNED: 06/12/2025

I acknowledge that I have returned all listed equipment that was previously issued to me.

SKO TYPE CODES


MG: MANAGED
UM: UNMANAGED

NOT RETURNED REASON CODES

RL: Return Later ; **CA:** Command Authorized Loss ;
CN: Consumed ;
GA: FLIPL DD-FORM 200/Govt Authorized ;
GR: FLIPL DD-FORM 200/Govt Reimbursed ;
HA: HAZMAT/BIOMAT Damage ;
KI: KIA/MIA/WIA LOSS ;
LT: Left in Theatre ;
MD: Missing/Damaged Gear Statement ;
NG: MDGS NAVMAC 6 ;
PD: Paid ;
RD: Returned Different Size/Serial Nbr ;
RE: Returned Outside ELMS

EXCHANGE REASON CODES

CN: Consumed ;
DM: Damaged ;
OT: Other ;
SZ: Incorrect Size



06/12/2025
BOB B BARKER , ID87654466 Dt

DW FORM 12I, FEB 2016

UNCLASSIFIED

Select to process the details. The **Reconciliation Return Details** pop-up window closes, and the revised Reconciliation remains highlighted.

7





OR

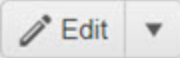
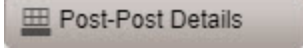
Select to continue adding information. The **Reconciliation Update Post-Post Details** pop-up window appears.






Update an Individual Reconciliation — Post-Post Details

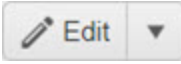
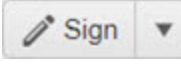

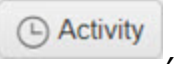

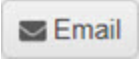
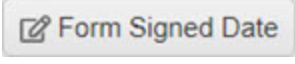
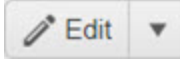
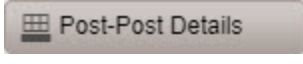
Navigation

MATERIEL MGMT > Individual > Reconciliation > (desired record) >  > Edit
Individual Reconciliation drop-down menu >  > Individual Reconciliation Post-Post Details page

Procedures

Update the Individual Reconciliation Post-Post Details

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 Reconciliation is highlighted, and , , , , , , and  become available.*
- Select . *The Edit drop-down menu appears.*
- Select . *The **Reconciliation Post-Post Details** pop-up window appears.*
 - In the Search Criteria box, narrow the results by entering one of the following optional fields.





Help Reference Guide

Instructions

Search Criteria

i Stock Nbr ... **i** ICN ...

Serial Nbr


- B. Select . *The Individual Reconciliation Post-Post Details Search Results appears.*

Post-Post Items

<input type="checkbox"/>	Qty	Stock Nbr	Item Desc	Mgmt Cd	Size	ICN	Serial Nbr	Mfr Dt	CAGE Cd	Mfr Contract Nbr	Mfr Lot Nbr
<input type="checkbox"/>	1	0001000000555	COMPRESSOR AIR DLT0406 COMPAIR								

Selected 0/1 1 - 1 of 1 items

- C. Select . *The **Add Post-Post Items** pop-up window appears.*
- OR**

Click to select the desired entry. *The Post-Post record is highlighted, and    , and  become available.*


Add Post-Post Items

* Stock Nbr ...

ICN ...


* Qty

Add / Edit Remarks

- a. Enter the STOCK NBR, or use  to browse for the entry. *This is a 15 alphanumeric character field.*

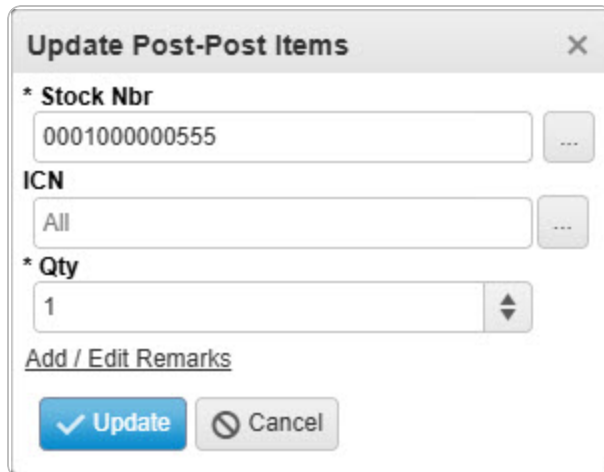




b. Use  to choose the QTY.


c. Select . The **Add Post-Post Items** pop-up window closes, and the new item appears at the top of the grid, highlighted in green.

D. Select . The **Update Post-Post Items** pop-up window appears.



The screenshot shows a pop-up window titled "Update Post-Post Items" with a close button (X) in the top right corner. It contains the following fields and controls:

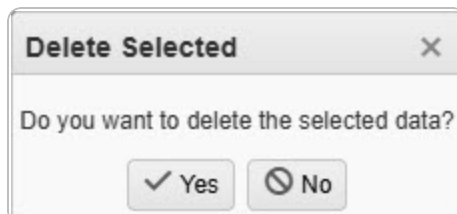
- * Stock Nbr: A text input field containing "0001000000555" and a browse button (three dots) to its right.
- ICN: A text input field containing "All" and a browse button (three dots) to its right.
- * Qty: A spinner control showing the value "1".
- Add / Edit Remarks: A text input field.
- At the bottom, there are two buttons: "Update" (with a checkmark icon) and "Cancel" (with a circle and slash icon).

a. Update the STOCK NBR, using  to browse for the revised number. *This is a 15 alphanumeric character field.*

b. Update the QTY, using  to choose the revised amount.

c. Select . The **Update Post-Post Items** pop-up window closes, and the edited item appears at the top of the grid, highlighted in green.

E. Select . The **Delete Selected** pop-up window appears.



The screenshot shows a pop-up window titled "Delete Selected" with a close button (X) in the top right corner. It contains the following elements:

- Do you want to delete the selected data?: A question text.
- At the bottom, there are two buttons: "Yes" (with a checkmark icon) and "No" (with a circle and slash icon).

F. Select . The available forms for printing appear.










- G. Select . The **Individual Reconciliation Activity** pop-up window appears.

Instructions ▼

Enterprise Rollup ▼

Search Criteria ▲

<p>* Inquiry Type <input style="width: 90%;" type="text" value="Issues with Return Details"/> ▼</p> <p>* From Dt <input style="width: 90%;" type="text"/> </p> <p>‡ EDIPI <input style="width: 90%;" type="text" value="All"/></p> <p>‡ UIC <input style="width: 90%;" type="text" value="All"/> ...</p> <p>‡ Stock Nbr <input style="width: 90%;" type="text" value="All"/> ...</p> <p>Issue/Return Nbr <input style="width: 90%;" type="text"/></p>	<p>Issue/Return Type <input style="width: 90%;" type="text" value="All"/> ▼</p> <p>To Dt <input style="width: 90%;" type="text"/> </p> <p>‡ Member <input style="width: 90%;" type="text" value="All"/> ...</p> <p>Reportable Commodity Type <input style="width: 90%;" type="text" value="All"/> ▼</p> <p>Item Desc <input style="width: 90%;" type="text"/></p> <p>Only Outstanding Items <input type="checkbox"/></p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

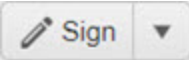
- a. Use  to select the Inquiry Type.
 - b. Use  to select the From DT, or enter the date (MM/DD/YYYY) in the field provided.
4. Select . The **Reconciliation Post-Post Details** pop-up window closes, and the revised Reconciliation remains highlighted.






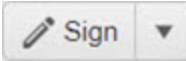

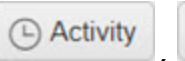

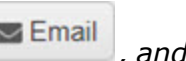
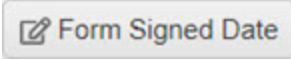
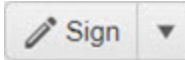

Sign an Individual Reconciliation

Navigation

MATERIEL MGMT > Individual > Reconciliation > (desired record) >  >
Sign Individual Reconciliation drop-down menu

Procedures

Specify the Signed Date for an Individual Reconciliation

1. Click to select the desired entry. *The Reconciliation is highlighted, and* , , , , , , and  become available.
2. Select . *The Sign drop down menu appears.*
3. Select .



4. Select .





- A. *The Signature Pad Form window appears.*

Note



An authorized Signature Pad must be connected to continue with this process.

- B. Use the stylus to sign the Signature Pad.

- C. Select  to confirm the signature. *The pop-up window closes, and the DW Form 12I generates for printing.*

5. Select  .


The Individual Reconciliation Record status automatically changes to Reconciled.






Attach a File to an Individual Reconciliation

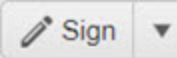



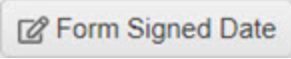

Navigation

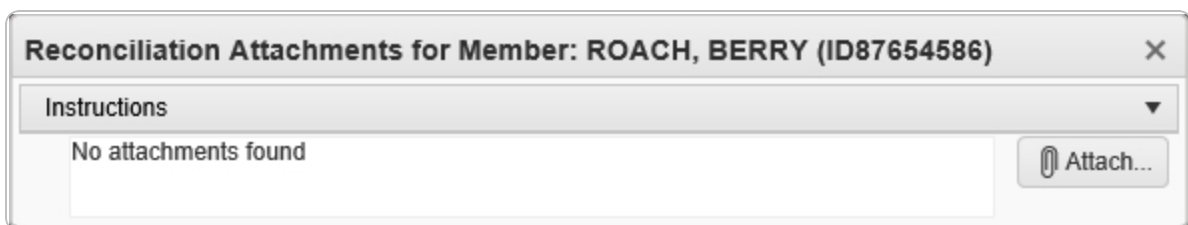
MATERIEL MGMT > Individual > Reconciliation > (desired record) >  Attachments > Reconciliation Attachments pop-up window

Procedures

Attach a File to an Individual Reconciliation

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

- Click to select the desired entry. *The Reconciliation is highlighted, and , , , , , , and  become available.*
- Select . *The **Reconciliation Attachments for Member NBR** pop-up window appears.*



- Select . *The **Attach Files** pop-up window appears.*





Attach Files
✕


Instructions ▾

* Attachment

📁 Browse...

Desc

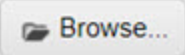
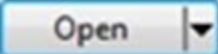
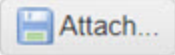
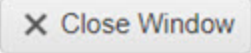

Primary

 Attach...

Attachments:

Name	Desc

✕ Close Window


4. Select  . The Windows **Choose File to Upload** pop-up window appears.
5. Select  . The **Choose File to Upload** pop-up window closes, and the file name appears in the top file list.
6. Select  . The file name appears in the bottom file list.
7. Repeat Steps 4 - 6 to attach multiple documents.
8. Select  . The **Attach Files** pop-up window closes, and the file appears in the **Reconciliation Attachments for Member NBR** pop-up window.
9. Select  . The **Reconciliation Attachments for Member NBR** pop-up window closes.






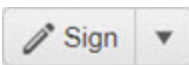
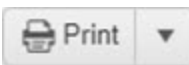
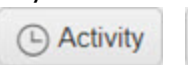

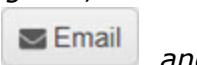
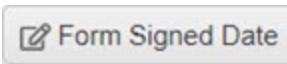
E-MAIL an Individual Reconciliation Record

Navigation

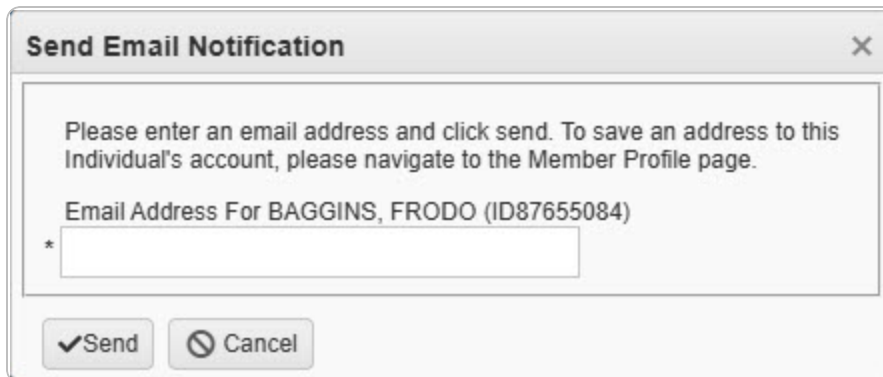
MATERIEL MGMT > Individual > Reconciliation > (desired record) >  > Send E-MAIL Notification pop-up window

Procedures

Send E-MAIL Notification for an Individual Reconciliation

1. Click to select the desired entry. *The Reconciliation is highlighted, and*  ,  ,  ,  ,  ,  , and  become available.

2. Select  . *The **Send E-MAIL Notification** pop-up window appears.*



Send Email Notification [X]

Please enter an email address and click send. To save an address to this Individual's account, please navigate to the Member Profile page.

Email Address For BAGGINS, FRODO (ID87655084)

*


3. Select  . *The **Send E-MAIL Notification** pop-up window closes, and the Reconciliation Status changes to E - Emailed.*






Date the Signing of an Individual Reconciliation Form








Navigation

MATERIEL MGMT > Individual > Reconciliation > (desired record) >  Form Signed Date > Inventory Form Signed Date pop-up window

Procedures

Specify the Signed Date for an Individual Reconciliation


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

1. Click to select the desired entry. *The Reconciliation is highlighted, and  Edit*,  Sign,  Print,  Activity,  Attachments,  Email, and  Form Signed Date become available.

2. Select  Form Signed Date. *The **Inventory Form Signed Date** pop-up window appears.*



The pop-up window titled "Inventory Form Signed Date" contains the following text: "Please enter the date the individuals signed the actual forms for these selected records." Below the text is a date input field with a calendar icon to its right. At the bottom of the window are two buttons: "Apply & Reconcile" and "Apply".

3. Use  to select the Signed Date, or enter the date (MM/DD/YYYY) in the field provided.

4. Select  Apply & Reconcile. *The **Confirm Form Signed Date & Manual Reconcile** pop-up window appears.*





Help Reference Guide

Confirm Form Signed Date & Manual Reconcile



This action will apply 11/15/2024 as the form signed date and reconcile the selected records as manually signed today, Fri Nov 15 2024. These dates cannot be changed after this step.

✓ OK

⊗ Cancel

OR



Select . The **Confirm Signed Date** pop-up window appears.

Confirm Form Signed Date



This action will apply 11/15/2024 as the form signed date. Applied date cannot be changed after this step.

✓ OK

⊗ Cancel

