



Physical Inventory

Overview

The Warehouse Management module Physical Inventory process provides the ability to manage, conduct, and reconcile physical inventory in a warehouse. This process maintains an accurate counts of equipment, shortages, and deficiencies.

Managing a physical inventory includes creating, updating, deleting, and canceling a physical inventory request.

Conducting the physical inventory is completed either manually or with a ELMS supported tethered scanner (AIT).

Reconciling the physical inventory reports any discrepancies between the inventory that was counted and the system expectation of the inventory quantities. This way a decision is made about what to do about overages and shortages discovered in an inventory.

The physical inventory types include:

- All STOCK NBRs within a Warehouse
- All STOCK NBRs within a Facility(s)
- All STOCK NBRs within a Zone(s)
- All STOCK NBRs within a Location(s)
- All STOCK NBRs associated with a specific Inventory Segment Code
- Any subset (or combination of subsets) of criteria within a Warehouse or Facility by:
 - Reportable Commodity Type(s) (or 'All' Reportable Commodity Types)
 - LIN/TAMCN(s) (or 'All' LIN/TAMCNs)
 - STOCK NBR(s) (or 'All' STOCK NBRs)
 - CONDITION CD(s) (or 'All' CONDITION CDs)
 - Location(s) (or 'All' Locations)
 - CONTAINER ID(s) (or 'All'/'No' CONTAINER IDs)
 - Owing DoDAAC(s) (or 'All' Owing DoDAACs)
 - PRJ CD(s) (or 'All' PRJ CDs)

Navigation


MATERIEL MGMT > Physical Inventory > Manage Physical Inventory page



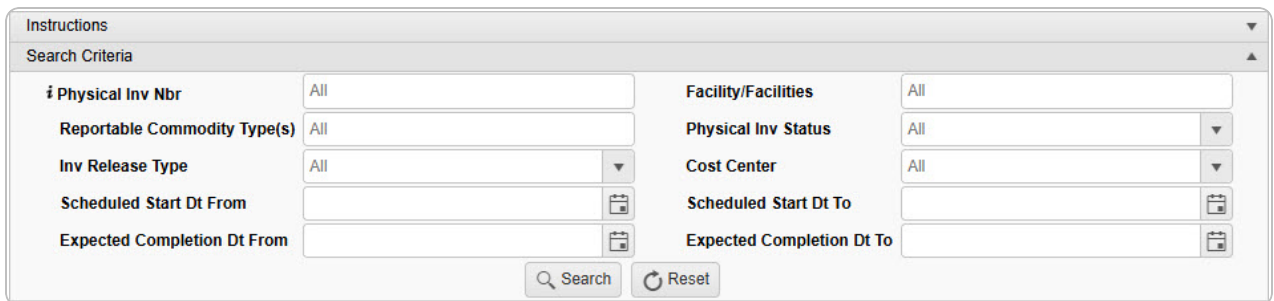


Procedures

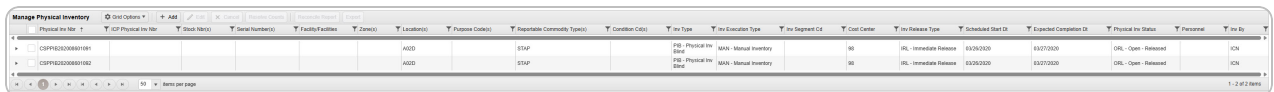
Search for a Physical Inventory

One or more of the Search Criteria fields can be entered to isolate the results. By default, all Inventories 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.




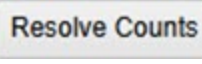


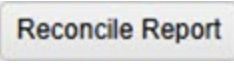

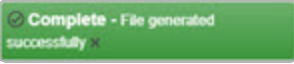
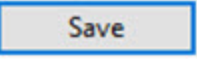


2. Select . The results display in the Search Results grid.



Physical Inv Nbr	Physical Inv Status	Sched Start Dt	Exp Comp Dt
OSP102020000101	ORL - Oper - Released	03/20/20	03/27/20
OSP102020000102	ORL - Oper - Released	03/20/20	03/27/20

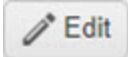

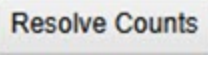

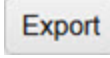
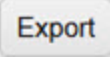
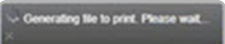
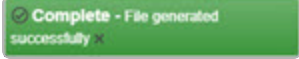
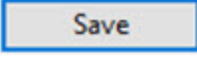
Produce the Physical Inventory Reconcile Report

1. Click  to select the entry. The Physical Inventory row is highlighted, and , , , , and  become available.
2. Select . The  toast appears, and then the  toast appears.
3. The **Windows Save As** pop-up window appears, after generating the LPWHR20Summary file. Select  to save the PDF document, and print at a later time.



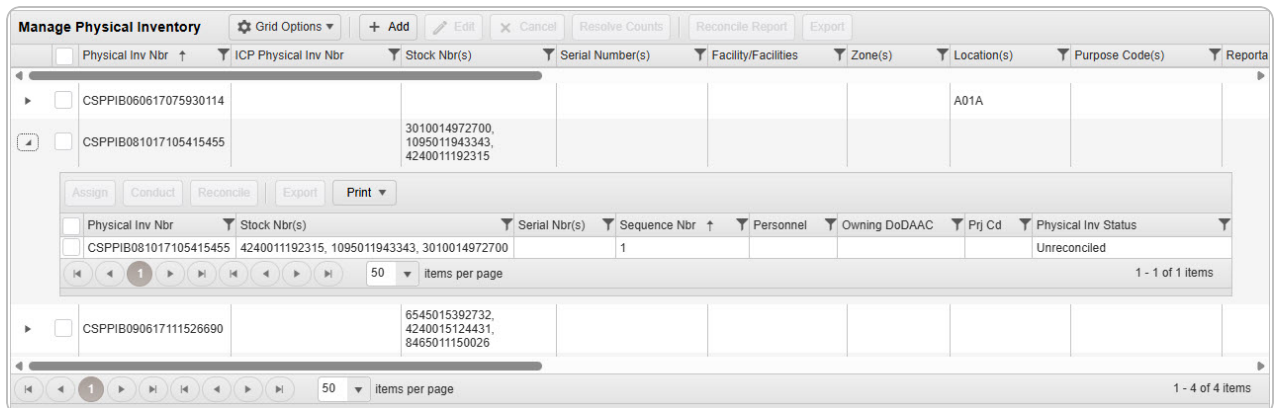


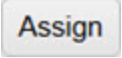
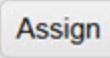
Export the Physical Inventory

- Click to select the entry. *The Physical Inventory row is highlighted, and , , , , and  become available.*
- Select . *The  toast appears, and then the  toast appears.*
- The **Windows Save As** pop-up window appears, after generating the Physical INV NBR's Excel file. Select  to save the spreadsheet, and print at a later time.

Assign a Physical Inventory to Personnel

- Select next to the desired Physical Inventory entry. *The Physical Inventory Detail grid appears.*



- Click to select the entry. *The Detail row is highlighted, and , , , , and  become available.*
- Select . *The **Assign Physical Inventory** pop-up window displays.*





Assign Physical Inventory ✕

Assign Physical Inventory

* **Cost Center**
 ▼

* **Personnel**
 ▼

4. The *COST CTR* automatically populates and is not editable.

5. Use to select the Personnel.

Note



The only personnel displayed are associated with the assigned Cost Center. If the desired personnel are not available for selection, either affiliate the personnel with the listed Cost Center, or recreate the Inventory record with a different Cost Center.

6. Select to complete the transaction. The **Assign Physical Inventory** pop-up window closes, and the assigned personnel is listed.

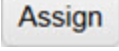
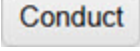

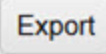

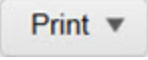

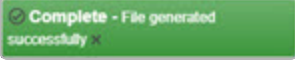
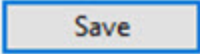
Export the Inventory

- Click to select the entry. *The Detail row is highlighted, and* , , , , and become available.
- Select . The toast appears, and then the toast appears.
- The **Windows Save As** pop-up window appears, after generating the Physical INV NBR's Excel file. Select to save the spreadsheet, and print at a later time.





Print the Inventory

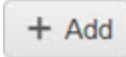
1. Click to select the entry. *The Detail row is highlighted, and*  ,  ,  ,  , and  become available.
2. Select  . *Choose the desired report to print.*
3. *The*  *toast appears, and then the*  *toast appears.*
4. The **Windows Save As** pop-up window appears, after generating the desired file. *Select*  *to save the PDF document, and print at a later time.*






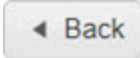
Add a Physical Inventory

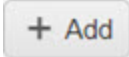
Navigation

MATERIEL MGMT > Physical Inventory >  > Add Physical Inventory pop-up window

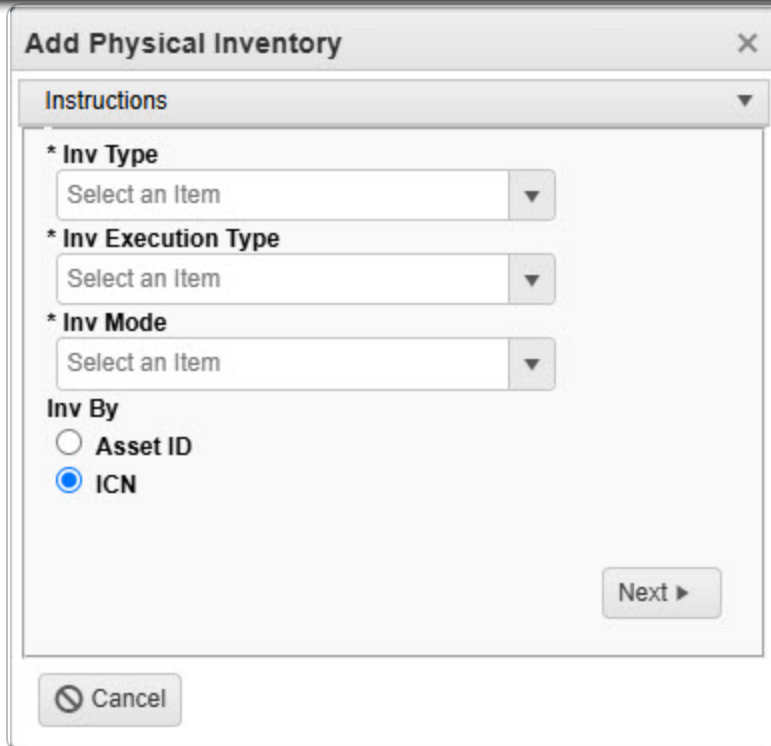
Procedures

Add a Physical Inventory – Visible




Selecting  at any point of this procedure removes all entries and closes the pop-up window. Selecting  at any point returns to the previous page and does not delete any field entries. **Bold** numbered steps are mandatory.

1. From the MATERIEL MGMT menu, select Physical Inventory. The **Physical Inventory** page displays.
2. Select . The **Add Physical Inventory** pop-up window displays.






The screenshot shows a dialog box titled "Add Physical Inventory" with a close button (X) in the top right corner. Below the title bar is a section labeled "Instructions" with a downward arrow. The main area contains three required fields, each with a dropdown menu and a downward arrow: "* Inv Type" (placeholder: "Select an Item"), "* Inv Execution Type" (placeholder: "Select an Item"), and "* Inv Mode" (placeholder: "Select an Item"). Below these fields is the "Inv By" section with two radio buttons: "Asset ID" (unselected) and "ICN" (selected). At the bottom right is a "Next >" button, and at the bottom left is a "Cancel" button with a red X icon.

3. Use  to select PIV in the INV TYPE field.
4. Use  to select the Inv Execution Type.
5. Use  to select the Inv Mode:





- **SEG - Inv Segment Cd**

- A. Select  to advance to the next page.



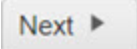
Add Physical Inventory [X]

Instructions [v]

Inv Segment Cd
Optional [v]

[< Back] [Next >]

[Cancel]

- B. Select  to advance to the next page.





Add Physical Inventory [X]

Instructions [v]

Facility/Facilities
Optional []

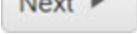
Zone(s)
Optional []

Location(s)
Optional []

i Container ID
Optional [] [...]

[< Back] [Next >]

[Cancel]

- C. Select  to advance to the next page.





Add Physical Inventory ✕

Instructions ▾

Condition Cd(s)

Owning DoDAAC

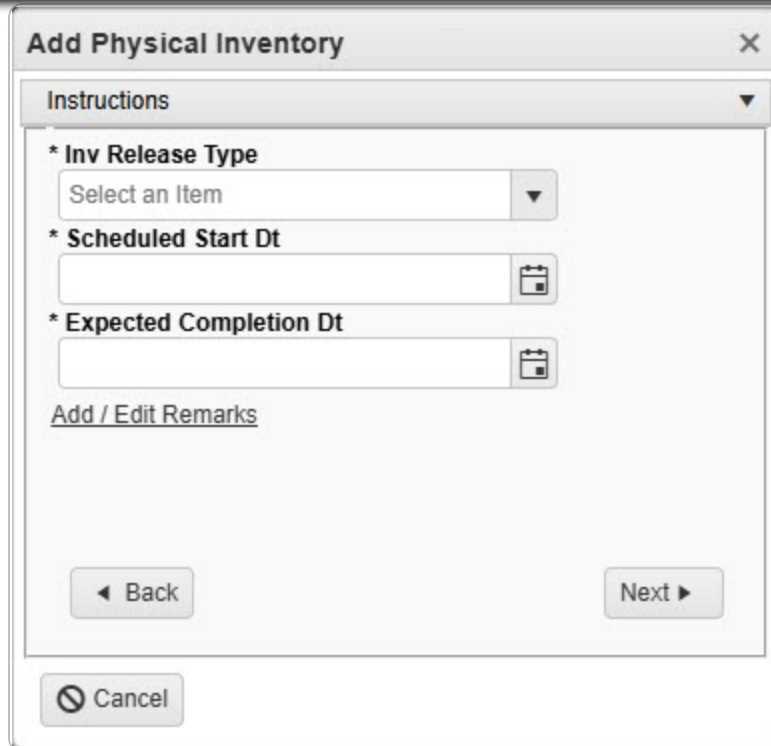
Prj Cd

Purpose Code(s)

Reportable Commodity Type(s)

- D. Select to advance to the next page.


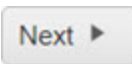




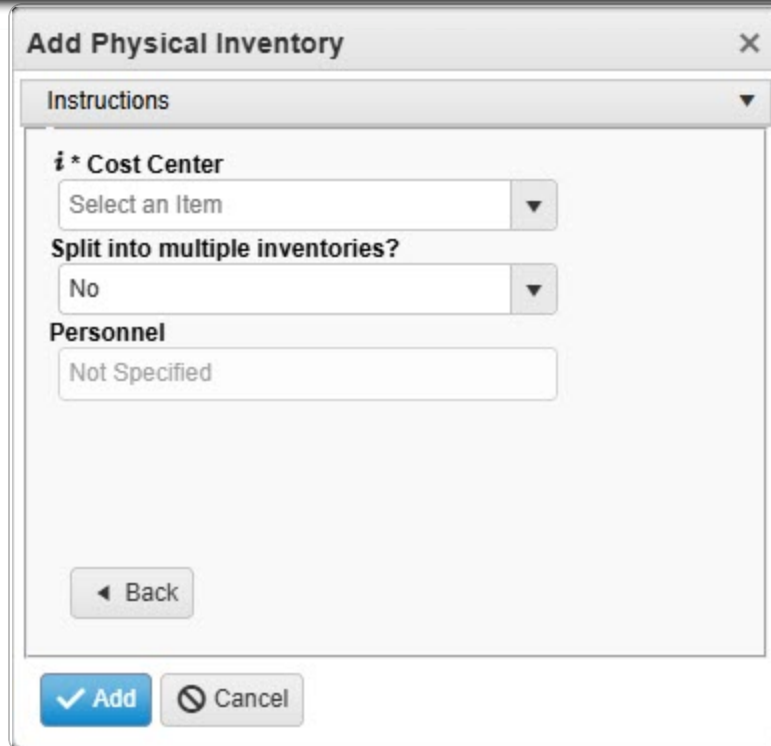
The screenshot shows a dialog box titled "Add Physical Inventory" with a close button (X) in the top right corner. Below the title bar is a section labeled "Instructions" with a downward arrow. The main area contains three required fields, each with an asterisk:

- * **Inv Release Type**: A dropdown menu with the text "Select an Item" and a downward arrow.
- * **Scheduled Start Dt**: A text input field with a calendar icon on the right.
- * **Expected Completion Dt**: A text input field with a calendar icon on the right.



Below these fields is a section labeled "Add / Edit Remarks" with a text area. At the bottom of the dialog are three buttons: "Back" with a left arrow, "Next" with a right arrow, and "Cancel" with a circle and slash icon.

- E. Use  to select the Inv Release Type.
- When "PLN - Planned Only" is selected, the SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.
 - When "IRL - Immediate Release" is selected, the EXPECTED COMPLETION DT field cannot be entered.
- F. Select  to advance to the next page.





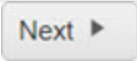
The screenshot shows a window titled "Add Physical Inventory" with a close button (X) in the top right corner. Below the title bar is a section labeled "Instructions" with a dropdown arrow. The main content area contains three sections: "i * Cost Center" with a dropdown menu showing "Select an Item"; "Split into multiple inventories?" with a dropdown menu showing "No"; and "Personnel" with a text input field containing "Not Specified". At the bottom left of the main area is a "Back" button with a left-pointing arrow. At the bottom of the window are two buttons: a blue "Add" button with a checkmark and a grey "Cancel" button with a circle and slash icon.

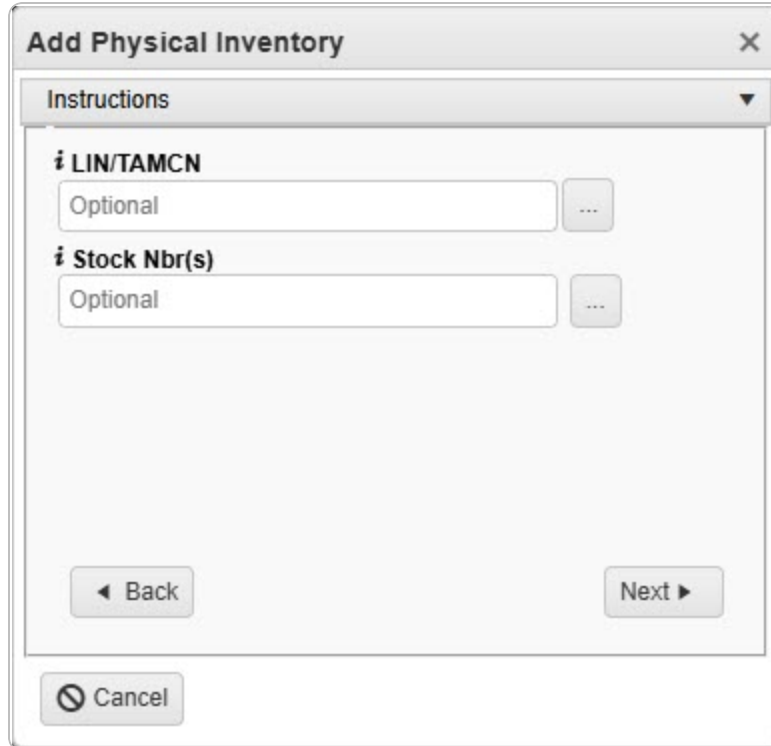
- G. Use  to select the Cost Ctr.
- H. Select . The **Add Physical Inventory** pop-up window closes, and the new inventory record is at the top of the Manage Physical Inventory grid, highlighted in green.

- **STK - Stock Nbr**





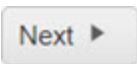
- A. Select  to advance to the next page.



The screenshot shows a dialog box titled "Add Physical Inventory" with a close button (X) in the top right corner. Below the title bar is a section labeled "Instructions" with a dropdown arrow. The main area contains two items, each with an information icon (i) and a text input field:

- LIN/TAMCN**: Input field contains "Optional", followed by a three-dot menu button.
- Stock Nbr(s)**: Input field contains "Optional", followed by a three-dot menu button.

At the bottom of the dialog box are three buttons: "Back" (with a left arrow), "Next" (with a right arrow), and "Cancel" (with a circle and slash icon).

- B. Select  to advance to the next page.





Add Physical Inventory ✕

Instructions ▾

Facility/Facilities

Zone(s)

Location(s)

Container ID

- C. Select to advance to the next page.





Add Physical Inventory ✕

Instructions ▾

Condition Cd(s)

Owning DoDAAC

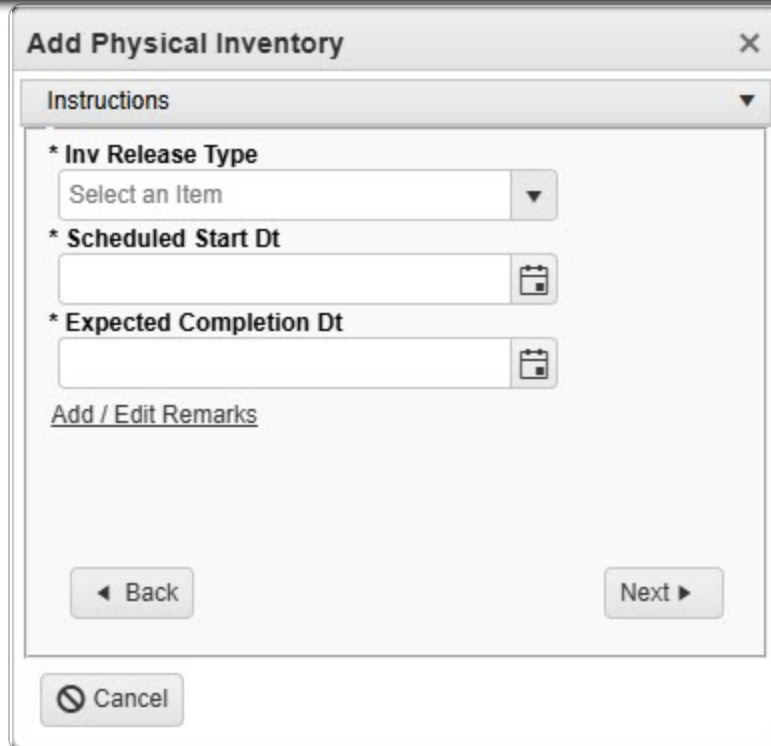
Prj Cd

Purpose Code(s)

Reportable Commodity Type(s)

- D. Select to advance to the next page.


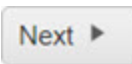




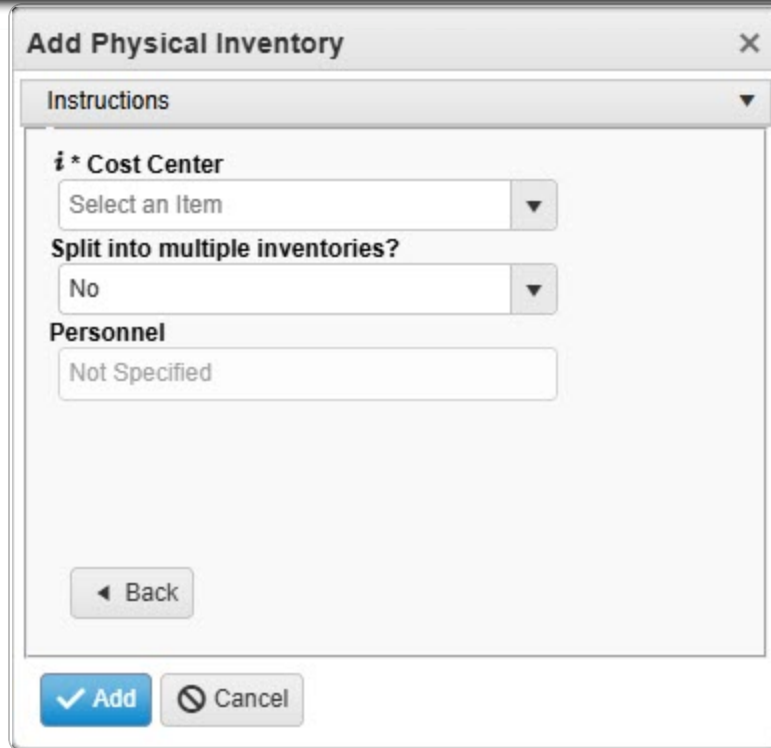
The screenshot shows a dialog box titled "Add Physical Inventory" with a close button (X) in the top right corner. Below the title bar is a section labeled "Instructions" with a downward arrow. The main area contains three required fields, each with an asterisk:

- * **Inv Release Type**: A dropdown menu with the text "Select an Item" and a downward arrow.
- * **Scheduled Start Dt**: A text input field with a calendar icon on the right.
- * **Expected Completion Dt**: A text input field with a calendar icon on the right.



Below these fields is a section labeled "Add / Edit Remarks" with a text area. At the bottom of the dialog are three buttons: "Back" with a left arrow, "Next" with a right arrow, and "Cancel" with a circle and slash icon.

- E. Use  to select the Inv Release Type.
- When "PLN - Planned Only" is selected, the SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.
 - When "IRL - Immediate Release" is selected, the EXPECTED COMPLETION DT field cannot be entered.
- F. Select  to advance to the next page.





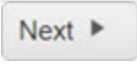
The screenshot shows a window titled "Add Physical Inventory" with a close button (X) in the top right corner. Below the title bar is a section labeled "Instructions" with a dropdown arrow. The main content area contains three sections: "i * Cost Center" with a dropdown menu showing "Select an Item"; "Split into multiple inventories?" with a dropdown menu showing "No"; and "Personnel" with a text input field containing "Not Specified". At the bottom left of the main area is a "Back" button with a left-pointing arrow. At the bottom of the window are two buttons: a blue "Add" button with a checkmark and a grey "Cancel" button with a circle and slash icon.

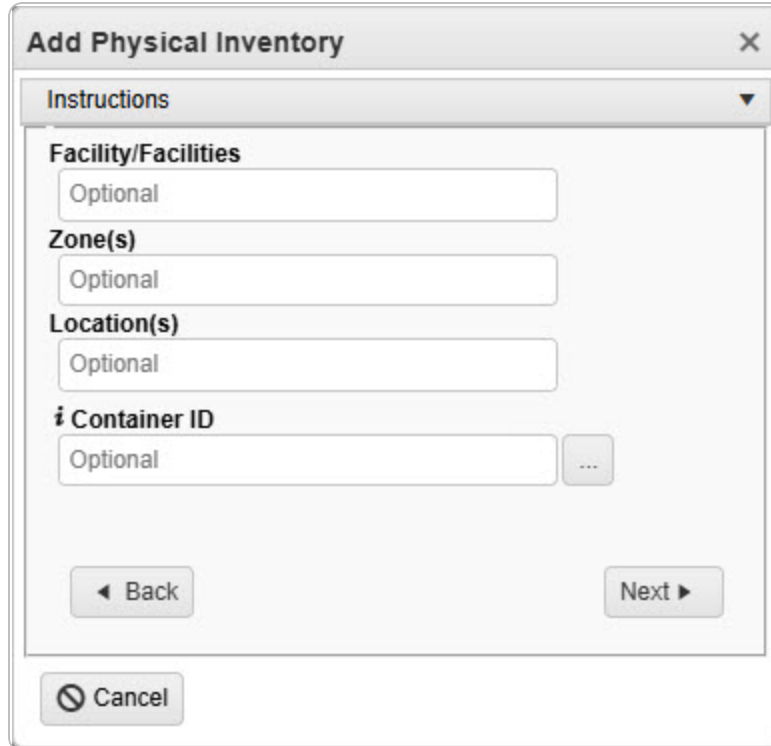
- G. Use  to select the Cost Ctr.
- H. Select . The **Add Physical Inventory** pop-up window closes, and the new inventory record is at the top of the Manage Physical Inventory grid, highlighted in green.

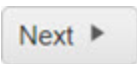
- **LOC - Location**



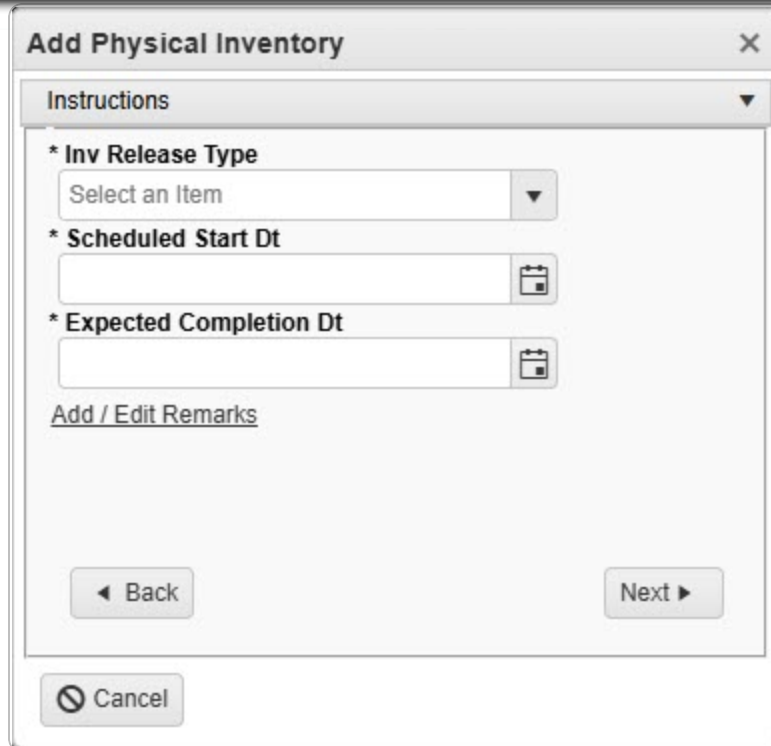



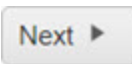
- A. Select  to advance to the next page.



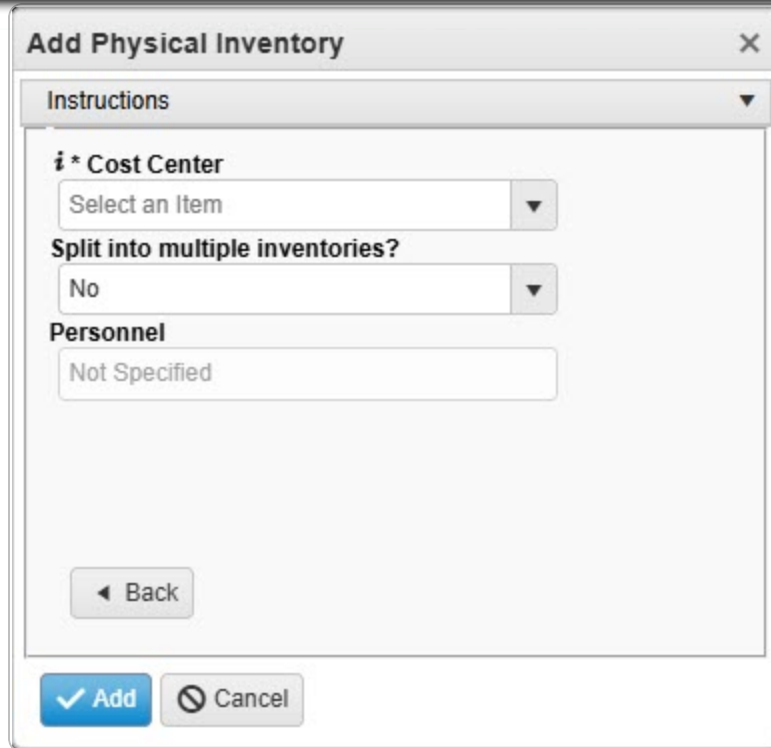
- B. Select  to advance to the next page.







- C. Use  to select the Inv Release Type.
- When "PLN - Planned Only" is selected, the SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.
 - When "IRL - Immediate Release" is selected, the EXPECTED COMPLETION DT field cannot be entered.
- D. Select  to advance to the next page.



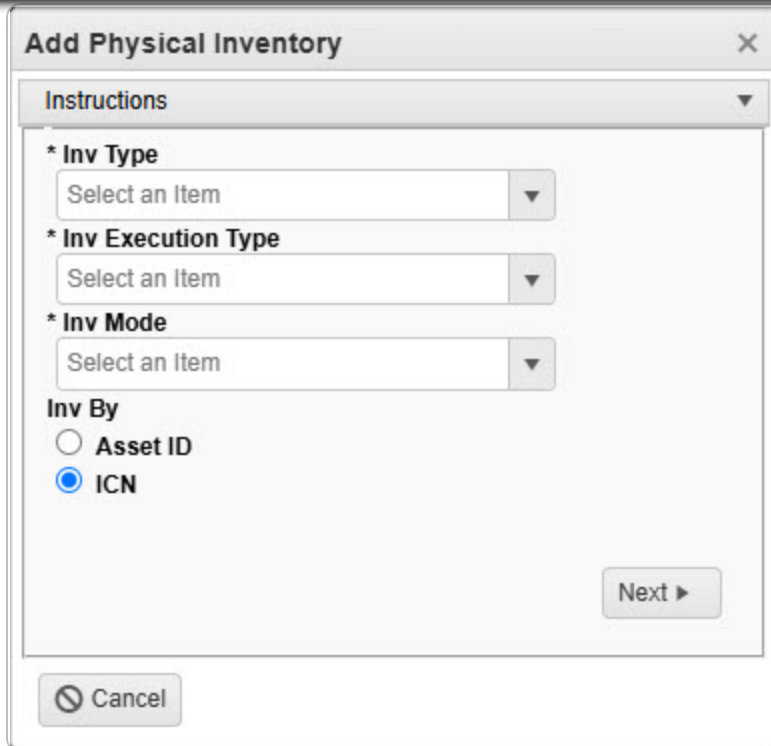


- E. Use  to select the Cost Ctr.
- F. Select . The **Add Physical Inventory** pop-up window closes, and the new inventory record is at the top of the Manage Physical Inventory grid, highlighted in green.




Add a Physical Inventory – Blind

1. Select . The **Add Physical Inventory** pop-up window displays. All fields are mandatory.






The screenshot shows a dialog box titled "Add Physical Inventory" with a close button (X) in the top right corner. Below the title bar is a section labeled "Instructions" with a dropdown arrow. The main area contains three required fields, each with a dropdown menu and a downward arrow: "* Inv Type" (placeholder: "Select an Item"), "* Inv Execution Type" (placeholder: "Select an Item"), and "* Inv Mode" (placeholder: "Select an Item"). Below these fields is the "Inv By" section with two radio buttons: "Asset ID" (unselected) and "ICN" (selected). At the bottom right is a "Next >" button, and at the bottom left is a "Cancel" button with a red 'X' icon.

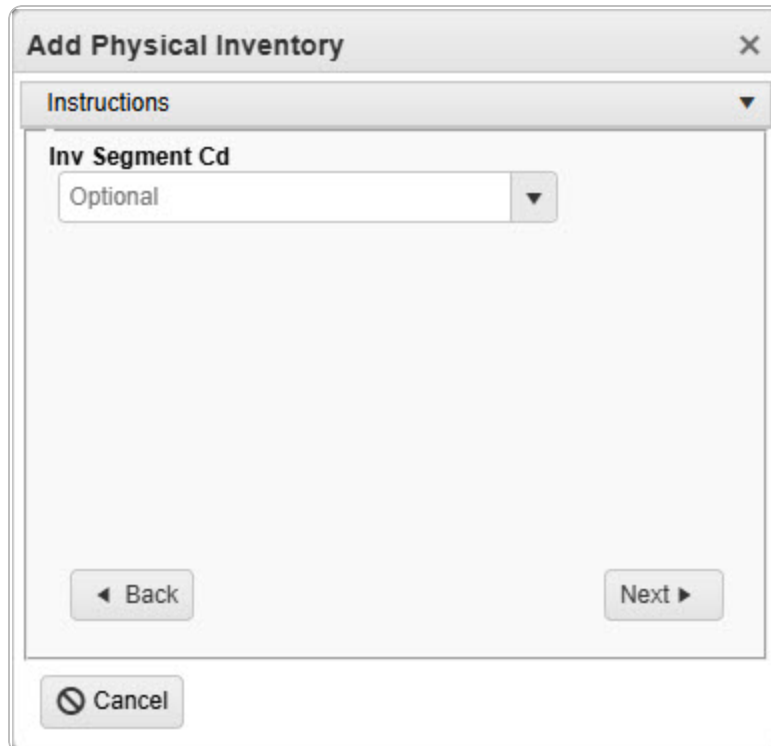
2. Use  to select PIB in the INV TYPE field.
3. Use  to select the Inv Execution Type.
4. Use  to select the Inv Mode:





- **SEG - Inv Segment Cd**

- A. Select  to advance to the next page.



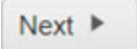
Add Physical Inventory [X]

Instructions [v]

Inv Segment Cd
Optional [v]

[< Back] [Next >]

[Cancel]

- B. Select  to advance to the next page.





Add Physical Inventory ✕

Instructions ▾

Facility/Facilities

Zone(s)

Location(s)

Container ID ⓘ

- C. Select to advance to the next page.





Add Physical Inventory ✕

Instructions ▾

Condition Cd(s)

Owning DoDAAC

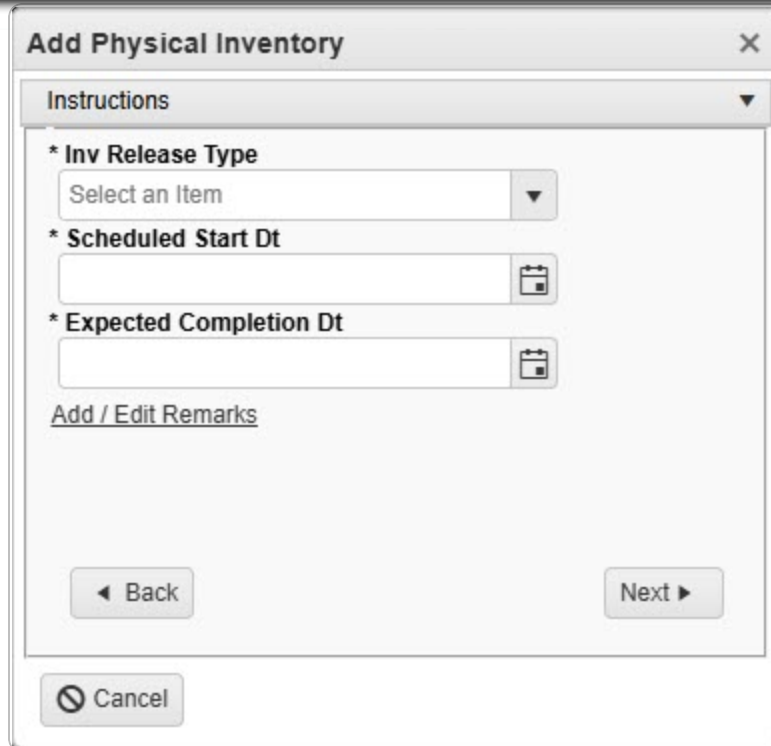
Prj Cd

Purpose Code(s)


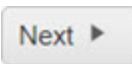
Reportable Commodity Type(s)

- D. Select to advance to the next page.

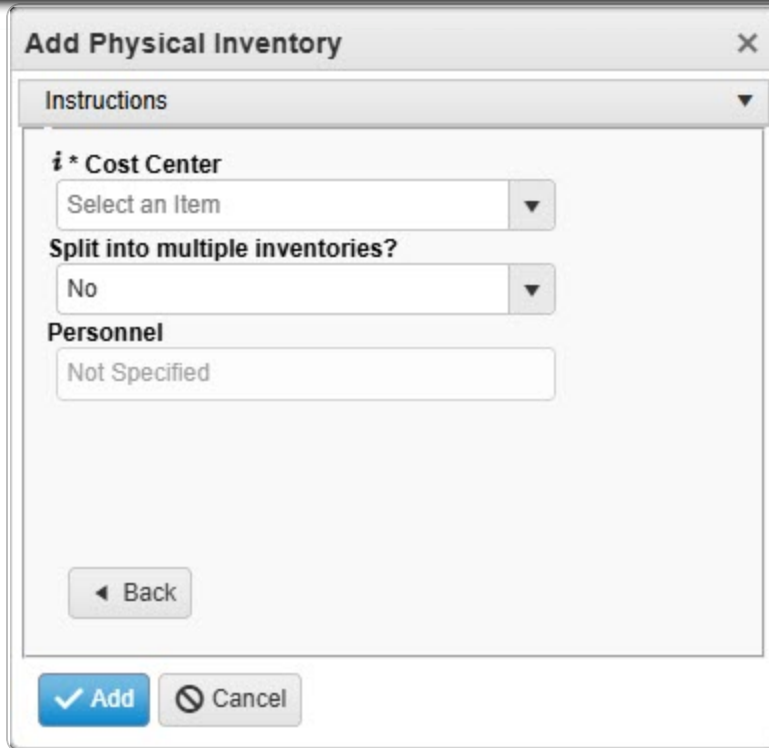






The screenshot shows a dialog box titled "Add Physical Inventory" with a close button (X) in the top right corner. Below the title bar is a section labeled "Instructions" with a downward arrow. The main area contains three required fields, each with an asterisk: "* Inv Release Type" with a dropdown menu showing "Select an Item"; "* Scheduled Start Dt" with a date input field and a calendar icon; and "* Expected Completion Dt" with a date input field and a calendar icon. Below these fields is a text area labeled "Add / Edit Remarks". At the bottom of the dialog are three buttons: "Back" with a left arrow, "Next" with a right arrow, and "Cancel" with a circle and slash icon.

- E. Use  to select the Inv Release Type.
- When "PLN - Planned Only" is selected, the SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.
 - When "IRL - Immediate Release" is selected, the EXPECTED COMPLETION DT field cannot be entered.
- F. Select  to advance to the next page.





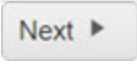
The screenshot shows a window titled "Add Physical Inventory" with a close button (X) in the top right corner. Below the title bar is a section labeled "Instructions" with a dropdown arrow. The main content area contains three sections: "i * Cost Center" with a dropdown menu showing "Select an Item"; "Split into multiple inventories?" with a dropdown menu showing "No"; and "Personnel" with a text input field containing "Not Specified". At the bottom left of the main area is a "Back" button with a left-pointing arrow. At the bottom of the window are two buttons: a blue "Add" button with a checkmark and a grey "Cancel" button with a circle and slash icon.

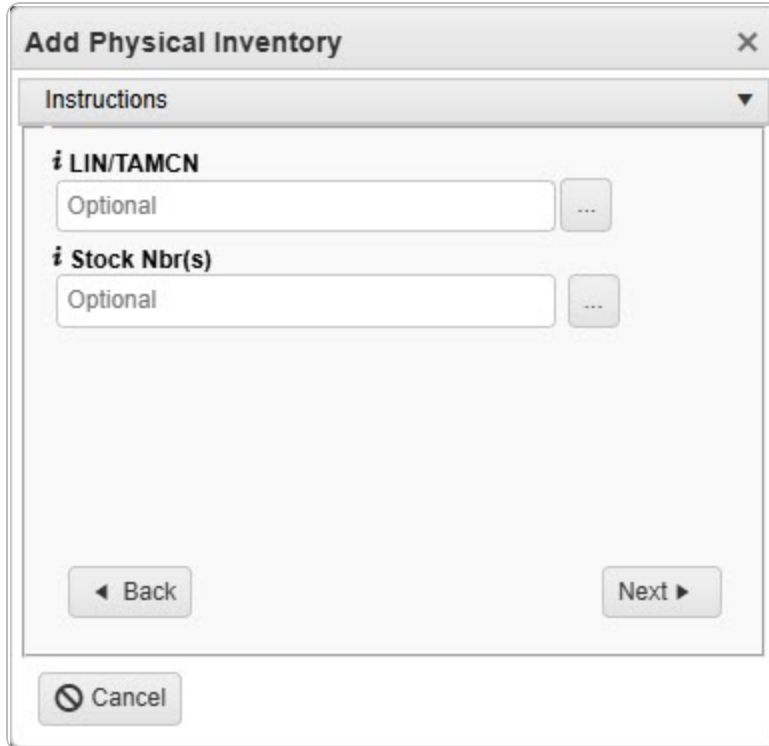
- G. Use  to select the Cost Ctr.
- H. Select . The **Add Physical Inventory** pop-up window closes, and the new inventory record is at the top of the Manage Physical Inventory grid, highlighted in green.

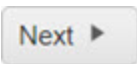
- **STK - Stock Nbr**





- A. Select  to advance to the next page.



- B. Select  to advance to the next page.





Add Physical Inventory ✕

Instructions ▾

Facility/Facilities

Zone(s)

Location(s)

Container ID

- C. Select to advance to the next page.





Add Physical Inventory ✕

Instructions ▾

Condition Cd(s)

Owning DoDAAC

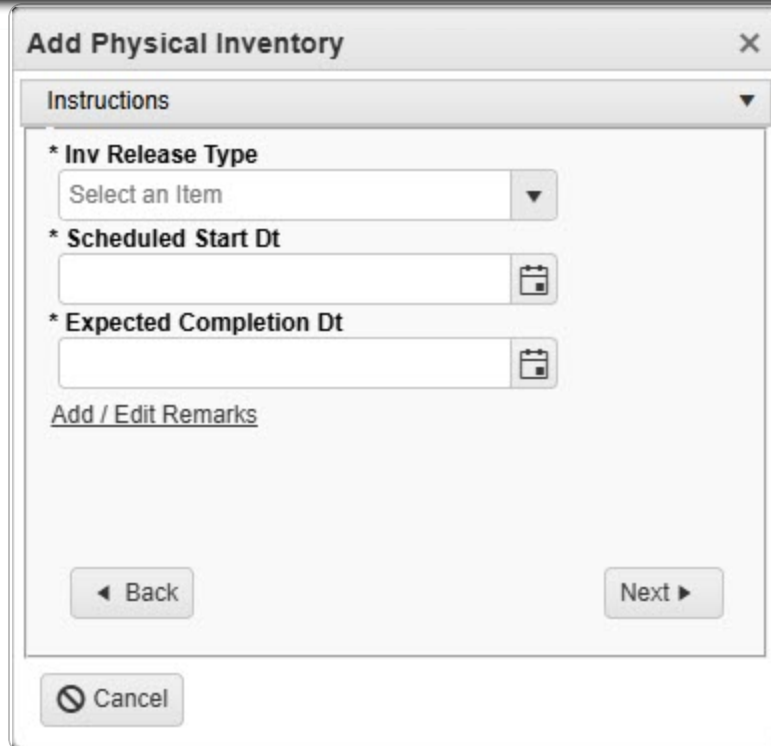
Prj Cd


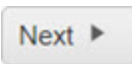
Purpose Code(s)

Reportable Commodity Type(s)

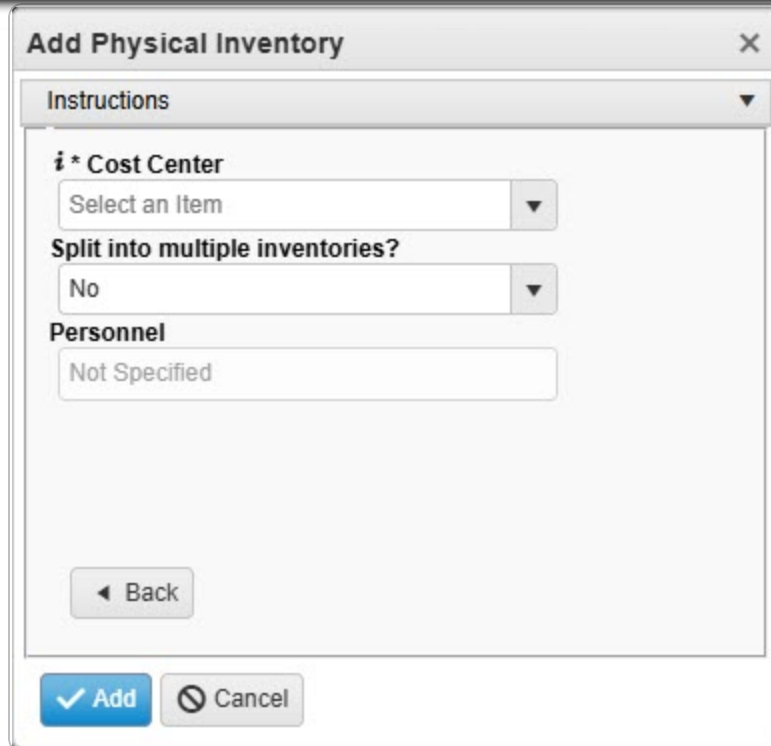
- D. Select to advance to the next page.







- E. Use  to select the Inv Release Type.
- When "PLN - Planned Only" is selected, the SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.
 - When "IRL - Immediate Release" is selected, the EXPECTED COMPLETION DT field cannot be entered.
- F. Select  to advance to the next page.





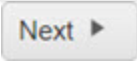
The screenshot shows a window titled "Add Physical Inventory" with a close button (X) in the top right corner. Below the title bar is a section labeled "Instructions" with a dropdown arrow. The main content area contains three sections: "i * Cost Center" with a dropdown menu showing "Select an Item"; "Split into multiple inventories?" with a dropdown menu showing "No"; and "Personnel" with a text input field containing "Not Specified". At the bottom left of the main area is a "Back" button with a left-pointing arrow. At the bottom of the window are two buttons: a blue "Add" button with a checkmark and a grey "Cancel" button with a circle and slash icon.

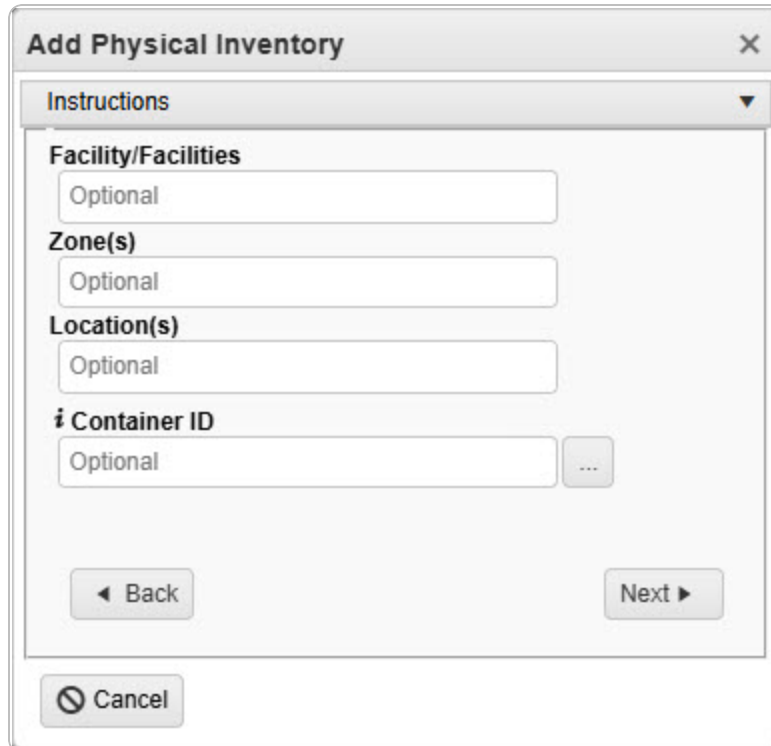
- G. Use  to select the Cost Ctr.
- H. Select . The **Add Physical Inventory** pop-up window closes, and the new inventory record is at the top of the Manage Physical Inventory grid, highlighted in green.

- **LOC - Location**





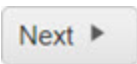
- A. Select  to advance to the next page.



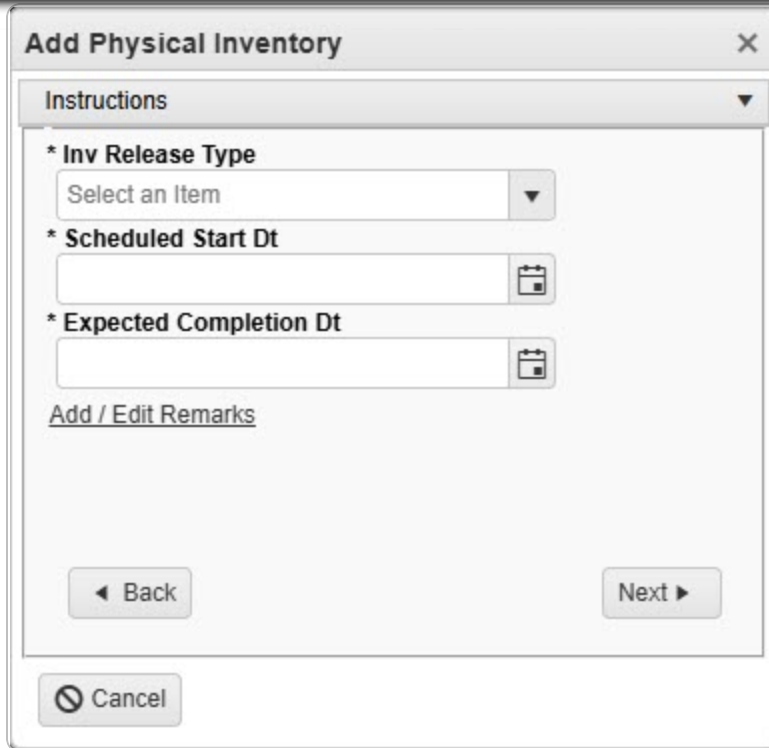
The screenshot shows a dialog box titled "Add Physical Inventory" with a close button (X) in the top right corner. Below the title bar is a dropdown menu labeled "Instructions". The main content area contains four sections, each with a text input field labeled "Optional":


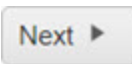
- Facility/Facilities**
- Zone(s)**
- Location(s)**
- Container ID** (with an information icon 'i' to the left and a "..." button to the right of the input field)

At the bottom of the dialog box are three buttons: "Back" (with a left arrow), "Next" (with a right arrow), and "Cancel" (with a circle and slash icon).

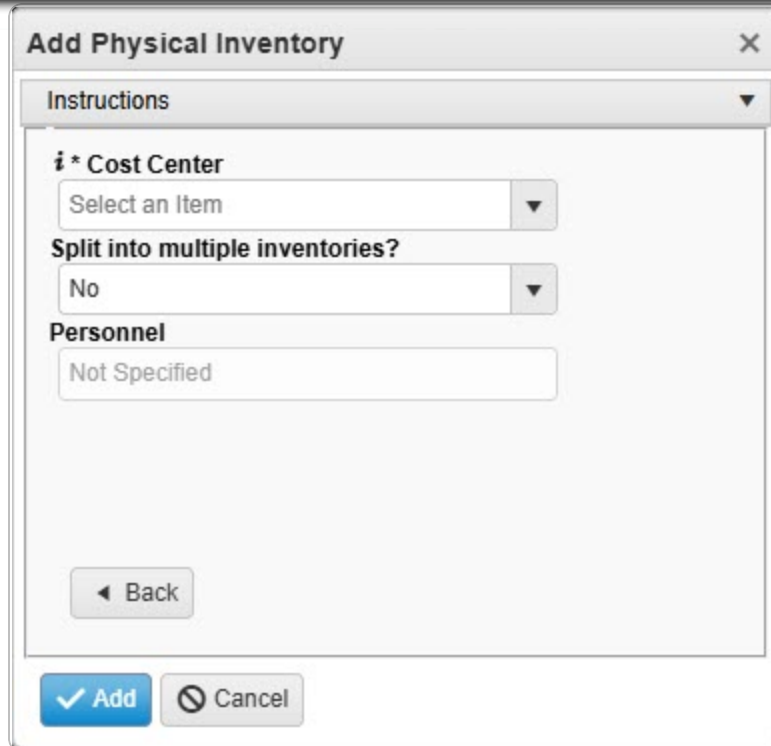
- B. Select  to advance to the next page.







- C. Use  to select the Inv Release Type.
- When "PLN - Planned Only" is selected, the SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.
 - When "IRL - Immediate Release" is selected, the EXPECTED COMPLETION DT field cannot be entered.
- D. Select  to advance to the next page.





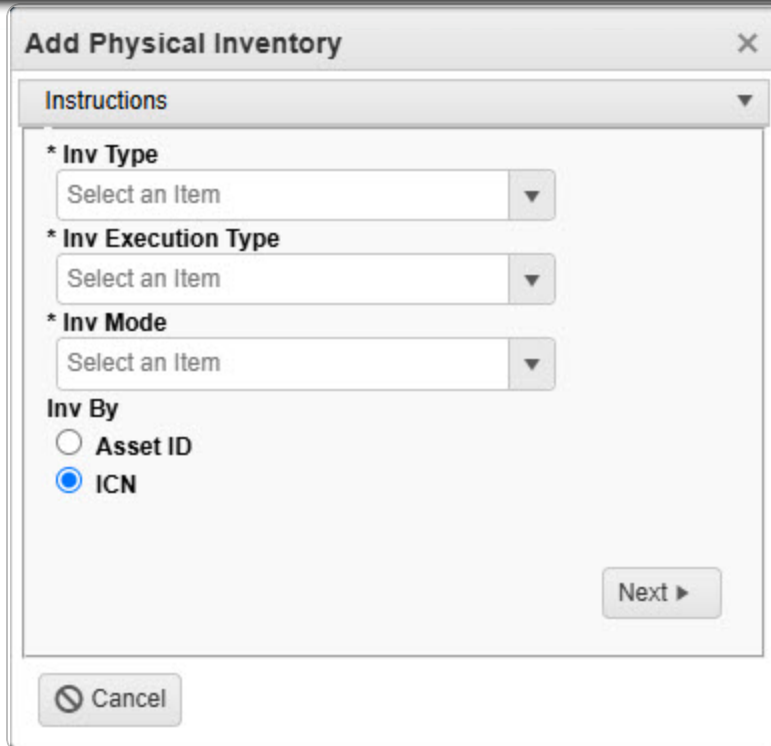
The screenshot shows a window titled "Add Physical Inventory" with a close button (X) in the top right corner. Below the title bar is a section labeled "Instructions" with a dropdown arrow. The main content area contains three fields: "i * Cost Center" with a dropdown menu showing "Select an Item", "Split into multiple inventories?" with a dropdown menu showing "No", and "Personnel" with a text input field containing "Not Specified". At the bottom left is a "Back" button with a left-pointing arrow. At the bottom right are two buttons: a blue "Add" button with a checkmark and a grey "Cancel" button with a circle and slash icon.

- E. Use  to select the Cost Ctr.
- F. Select . The **Add Physical Inventory** pop-up window closes, and the new inventory record is at the top of the Manage Physical Inventory grid, highlighted in green.




Add a Physical Inventory – Survey

1. Select . The **Add Physical Inventory** pop-up window displays. All fields are mandatory.






The screenshot shows a dialog box titled "Add Physical Inventory" with a close button (X) in the top right corner. Below the title bar is a section labeled "Instructions" with a downward arrow. The main area contains three required fields, each with a dropdown menu and a downward arrow: "* Inv Type" (placeholder: "Select an Item"), "* Inv Execution Type" (placeholder: "Select an Item"), and "* Inv Mode" (placeholder: "Select an Item"). Below these fields is the "Inv By" section with two radio buttons: "Asset ID" (unselected) and "ICN" (selected). At the bottom right of the dialog is a "Next >" button, and at the bottom left is a "Cancel" button with a red X icon.

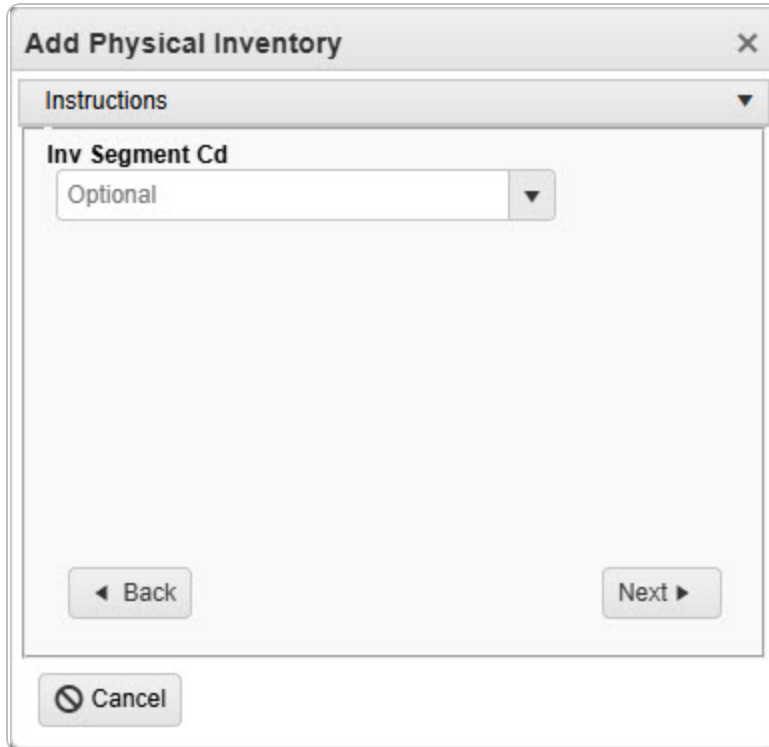
2. Use  to select SVY in the INV TYPE field.
3. Use  to select the Inv Execution Type.
4. Use  to select the Inv Mode:

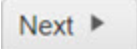




- **SEG - Inv Segment Cd**

- A. Select  to advance to the next page.



- B. Select  to advance to the next page.





Add Physical Inventory [X]

Instructions [v]

Facility/Facilities
Optional

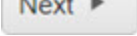
Zone(s)
Optional

Location(s)
Optional

i Container ID
Optional [...]

[< Back] [Next >]

[Cancel]

- C. Select  to advance to the next page.





Add Physical Inventory [X]

Instructions [v]

Condition Cd(s)
Optional

Owning DoDAAC
Optional [v]

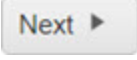
Prj Cd
Optional [v]

Purpose Code(s)
Optional

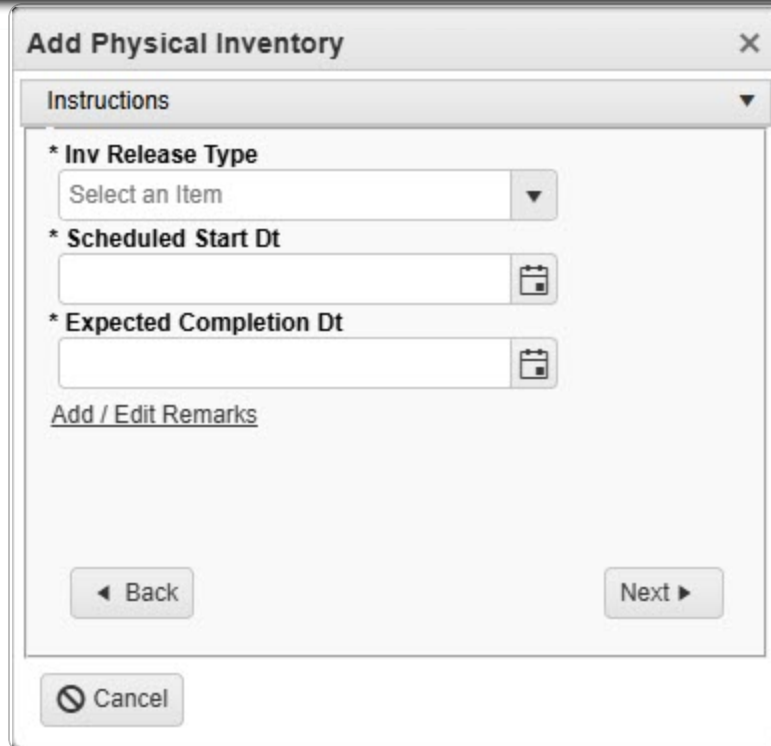
Reportable Commodity Type(s)
Optional


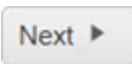
[< Back] [Next >]

[Cancel]

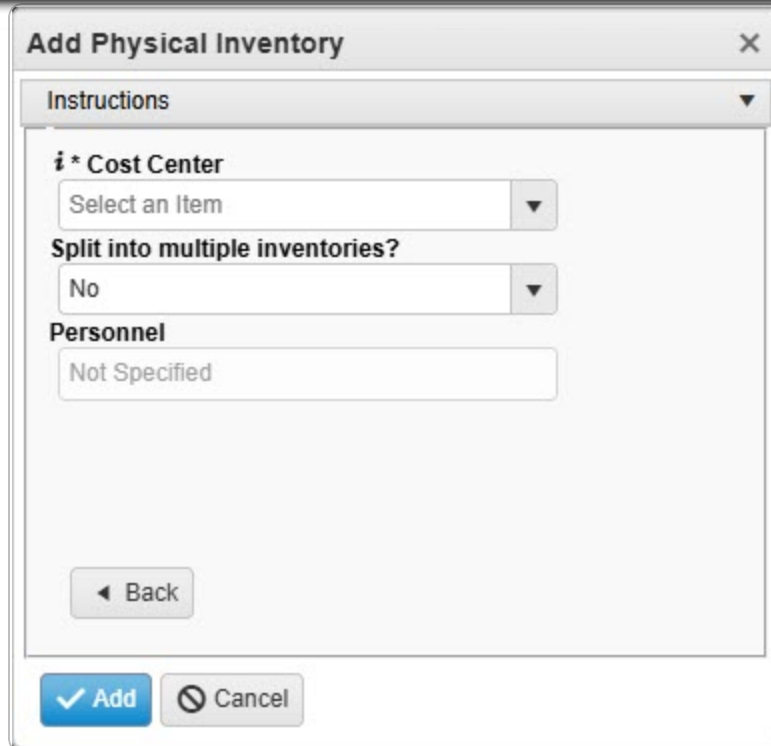
- D. Select  to advance to the next page.







- E. Use  to select the Inv Release Type.
- When "PLN - Planned Only" is selected, the SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.
 - When "IRL - Immediate Release" is selected, the EXPECTED COMPLETION DT field cannot be entered.
- F. Select  to advance to the next page.





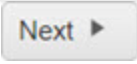
The screenshot shows a window titled "Add Physical Inventory" with a close button (X) in the top right corner. Below the title bar is a section labeled "Instructions" with a dropdown arrow. The main content area contains three fields: "i * Cost Center" with a dropdown menu showing "Select an Item", "Split into multiple inventories?" with a dropdown menu showing "No", and "Personnel" with a text input field containing "Not Specified". At the bottom left of the main area is a "Back" button with a left-pointing arrow. At the bottom of the window are two buttons: a blue "Add" button with a checkmark and a grey "Cancel" button with a circle and slash icon.

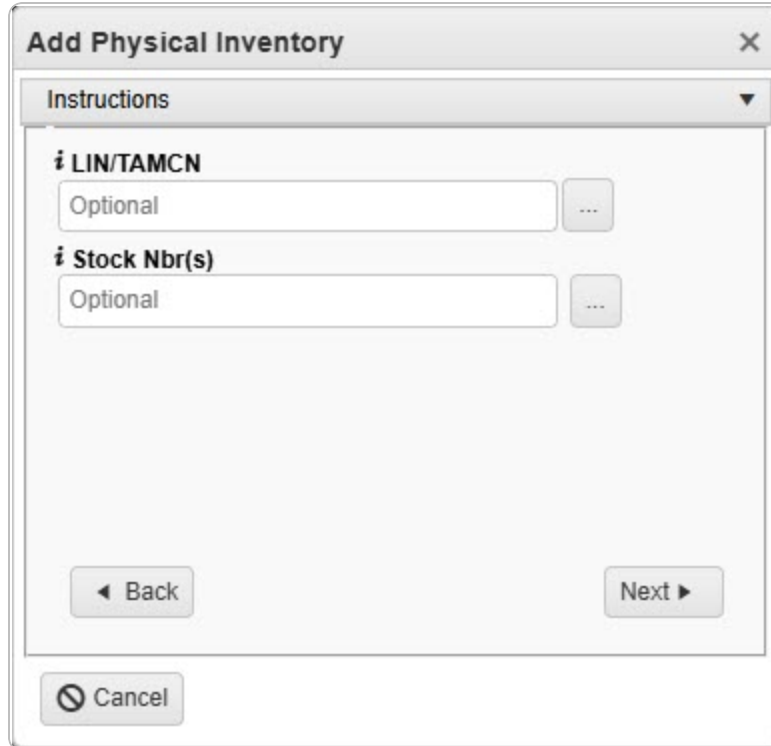
- G. Use  to select the Cost Ctr.
- H. Select . The **Add Physical Inventory** pop-up window closes, and the new inventory record is at the top of the Manage Physical Inventory grid, highlighted in green.

- **STK - Stock Nbr**





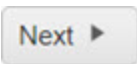
- A. Select  to advance to the next page.



The screenshot shows a dialog box titled "Add Physical Inventory" with a close button (X) in the top right corner. Below the title bar is a section labeled "Instructions" with a downward arrow. The main area contains two items, each with an information icon (i) and a text input field:

- LIN/TAMCN**: Input field contains "Optional", followed by a three-dot menu button.
- Stock Nbr(s)**: Input field contains "Optional", followed by a three-dot menu button.

At the bottom of the dialog box are three buttons: "Back" with a left arrow, "Next" with a right arrow, and "Cancel" with a circle and slash icon.

- B. Select  to advance to the next page.





Add Physical Inventory ✕

Instructions ▾

Facility/Facilities

Zone(s)

Location(s)

Container ID

- C. Select to advance to the next page.





Add Physical Inventory ✕

Instructions ▾

Condition Cd(s)

Owning DoDAAC

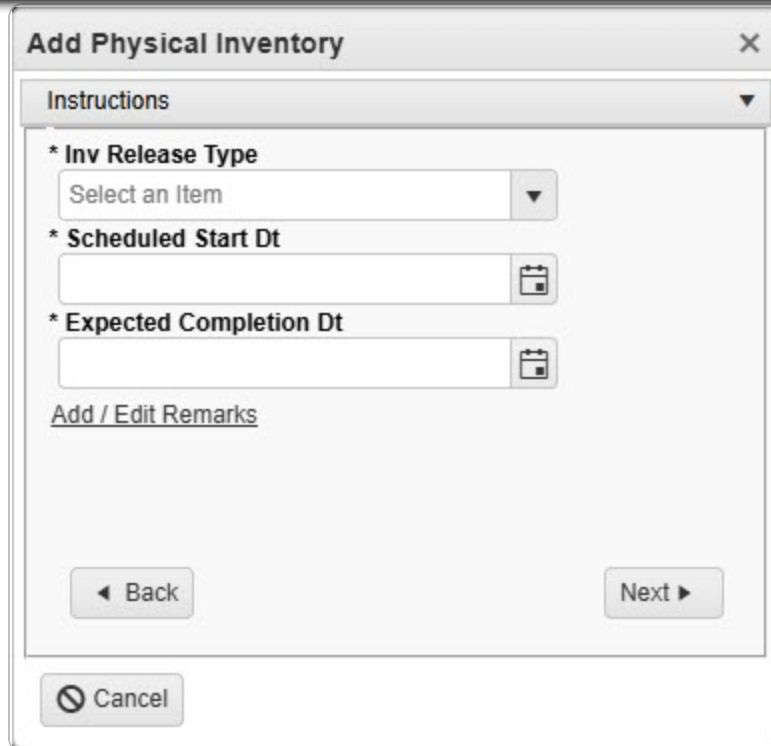
Prj Cd

Purpose Code(s)


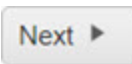
Reportable Commodity Type(s)

- D. Select to advance to the next page.

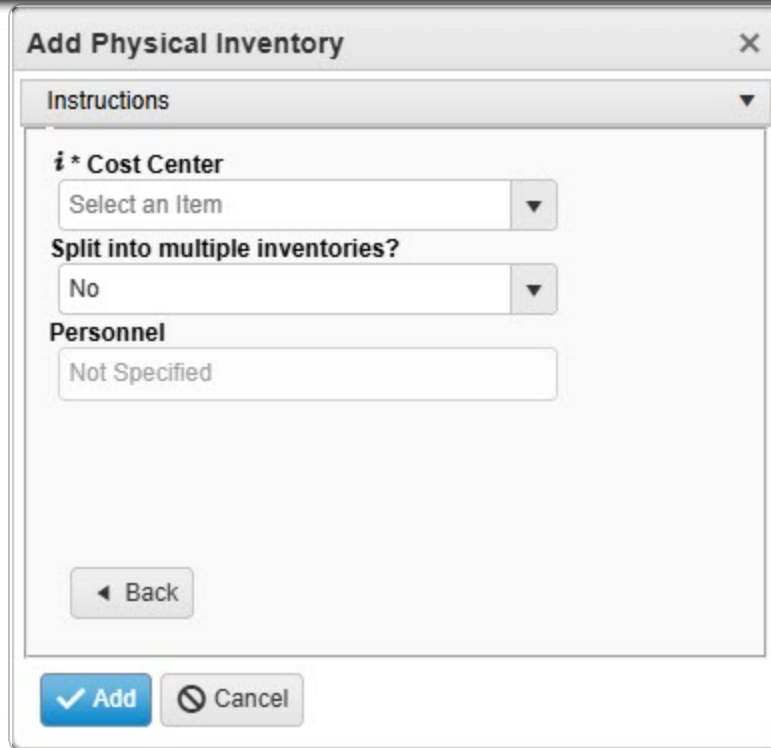




The screenshot shows a dialog box titled "Add Physical Inventory" with a close button (X) in the top right corner. Below the title bar is a section labeled "Instructions" with a dropdown arrow. The main content area contains three required fields, each with an asterisk: "* Inv Release Type" with a dropdown menu showing "Select an Item"; "* Scheduled Start Dt" with a date picker icon; and "* Expected Completion Dt" with a date picker icon. Below these fields is a text area labeled "Add / Edit Remarks". At the bottom of the dialog are three buttons: "Back" with a left arrow, "Next" with a right arrow, and "Cancel" with a circle and slash icon.

- E. Use  to select the Inv Release Type.
- When "PLN - Planned Only" is selected, the SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.
 - When "IRL - Immediate Release" is selected, the EXPECTED COMPLETION DT field cannot be entered.
- F. Select  to advance to the next page.







The screenshot shows a window titled "Add Physical Inventory" with a close button (X) in the top right corner. Below the title bar is a section labeled "Instructions" with a dropdown arrow. The main content area contains the following fields:

- i * Cost Center**: A dropdown menu with the text "Select an Item" and a downward arrow.
- Split into multiple inventories?**: A dropdown menu with the text "No" and a downward arrow.
- Personnel**: A text input field containing "Not Specified".

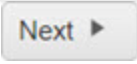
At the bottom of the window, there is a "Back" button with a left-pointing arrow. Below the window, there are two buttons: a blue "Add" button with a checkmark and a grey "Cancel" button with a circle and slash icon.

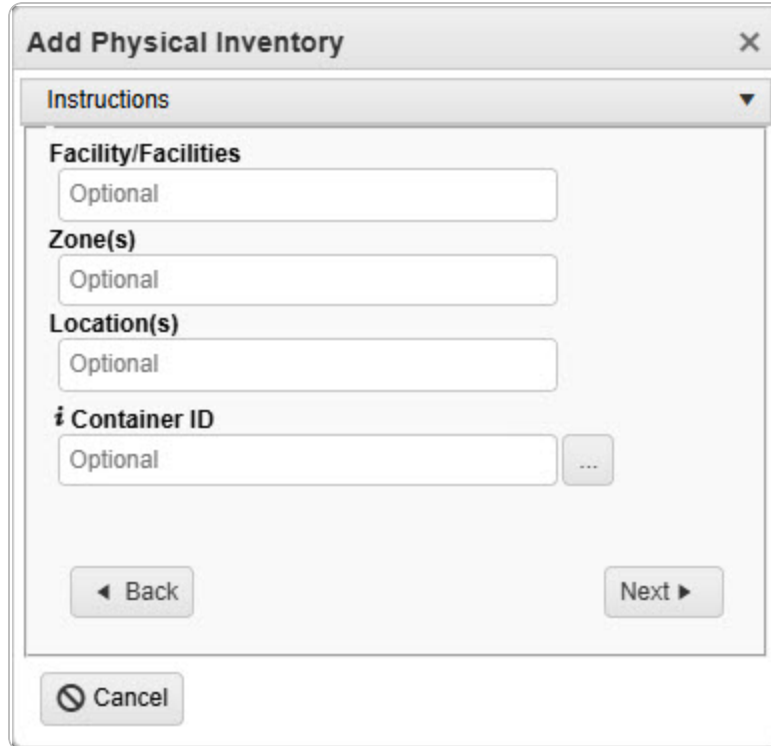
- G. Use  to select the Cost Ctr.
- H. Select . The **Add Physical Inventory** pop-up window closes, and the new inventory record is at the top of the Manage Physical Inventory grid, highlighted in green.

- **LOC - Location**





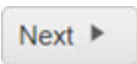
- A. Select  to advance to the next page.



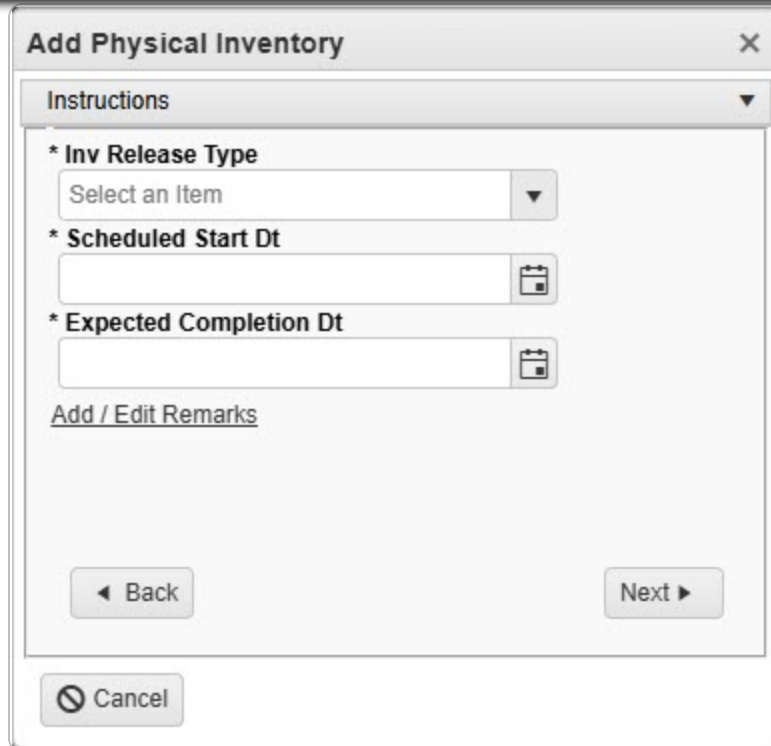
The screenshot shows a dialog box titled "Add Physical Inventory" with a close button (X) in the top right corner. Below the title bar is a dropdown menu labeled "Instructions". The main content area contains four sections, each with a text input field labeled "Optional":


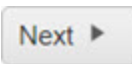
- Facility/Facilities**
- Zone(s)**
- Location(s)**
- Container ID** (with an information icon 'i' to the left of the text)

At the bottom of the dialog box, there are three buttons: "Back" with a left arrow, "Next" with a right arrow, and "Cancel" with a circle and slash icon.

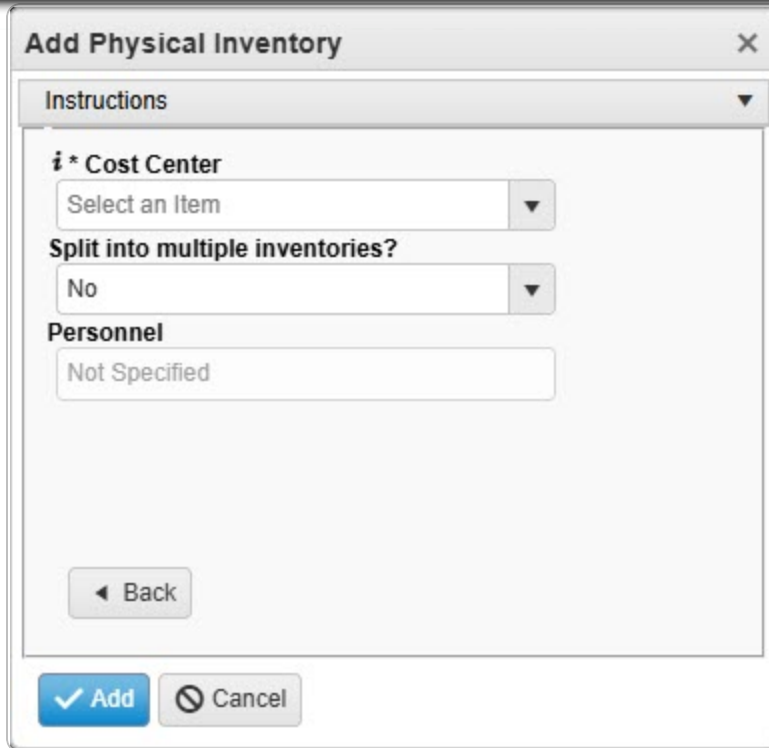
- B. Select  to advance to the next page.







- C. Use  to select the Inv Release Type.
- When "PLN - Planned Only" is selected, the SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.
 - When "IRL - Immediate Release" is selected, the EXPECTED COMPLETION DT field cannot be entered.
- D. Select  to advance to the next page.





The screenshot shows a window titled "Add Physical Inventory" with a close button (X) in the top right corner. Below the title bar is a section labeled "Instructions" with a dropdown arrow. The main content area contains three fields: "i * Cost Center" with a dropdown menu showing "Select an Item", "Split into multiple inventories?" with a dropdown menu showing "No", and "Personnel" with a text input field showing "Not Specified". At the bottom left of the main area is a "Back" button with a left-pointing arrow. At the bottom of the window are two buttons: a blue "Add" button with a checkmark and a grey "Cancel" button with a circle and slash icon.

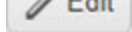
- E. Use  to select the Cost Ctr.
- F. Select . The **Add Physical Inventory** pop-up window closes, and the new inventory record is at the top of the Manage Physical Inventory grid, highlighted in green.






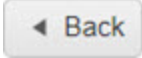
Update a Physical Inventory


Navigation

MATERIEL MGMT > Physical Inventory > (desired record) >  > Update Physical Inventory pop-up window

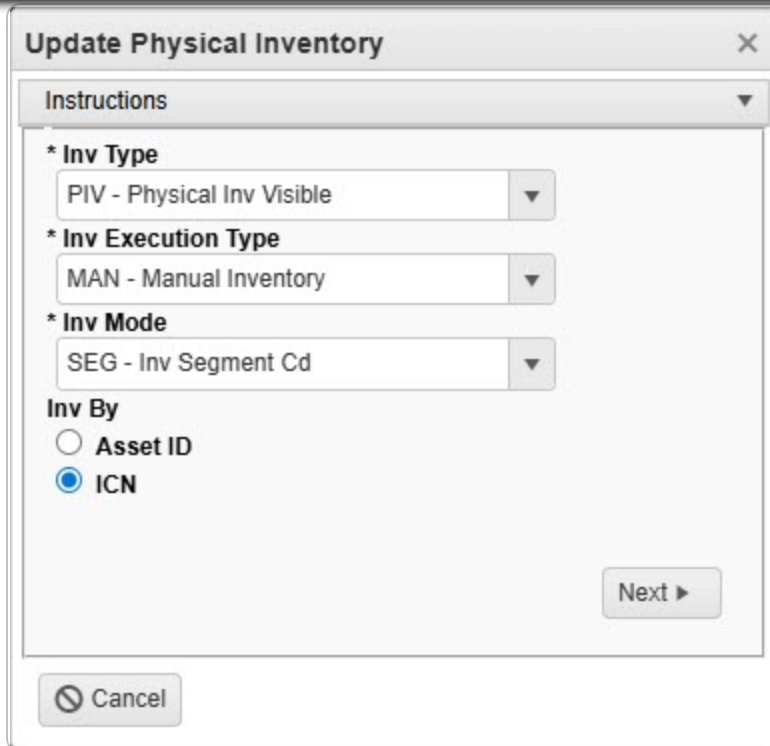
Procedures

Update a Physical Inventory – Visible

Selecting  at any point of this procedure removes all entries and closes the pop-up window. Selecting  at any point returns to the previous page and does not delete any field entries. **Bold** numbered steps are mandatory.

1. From the MATERIEL MGMT menu, select Physical Inventory. The **Physical Inventory** page displays.
2. Select  next to the desired record. The **Update Physical Inventory** pop-up window displays.








The screenshot shows a dialog box titled "Update Physical Inventory" with a close button (X) in the top right corner. Below the title bar is a section labeled "Instructions" with a dropdown arrow. The main area contains three required fields, each with a dropdown menu:

- * **Inv Type**: PIV - Physical Inv Visible
- * **Inv Execution Type**: MAN - Manual Inventory
- * **Inv Mode**: SEG - Inv Segment Cd

Below these fields is the "Inv By" section with two radio buttons:

- Asset ID
- ICN


At the bottom right of the main area is a "Next >" button. At the bottom left of the dialog box is a "Cancel" button with a red X icon.

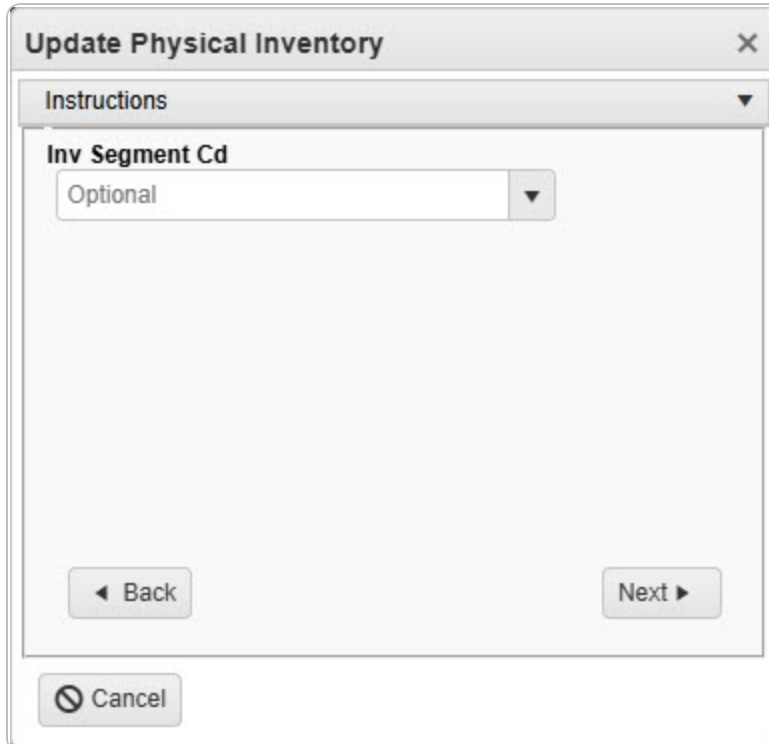
3. Verify that PIV is in the INV TYPE field. If not, use  to select PIV.
4. Update the Inv Execution Type, using  to select the desired type.
5. Update the Inv Mode, using  to select the desired mode.

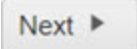




- **SEG - Inv Segment Cd**

- A. Select  to advance to the next page.



- B. Select  to advance to the next page.





Update Physical Inventory [X]

Instructions [v]

Facility/Facilities
Optional []


Zone(s)
Optional []

Location(s)
Optional []

i Container ID
Optional [] [...]

[< Back] [Next >]

[Cancel]

- C. Select  to advance to the next page.





Update Physical Inventory [X]

Instructions [v]

Condition Cd(s)
Optional

Owning DoDAAC
Optional [v]

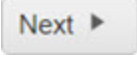
Prj Cd
Optional [v]

Purpose Code(s)
Optional

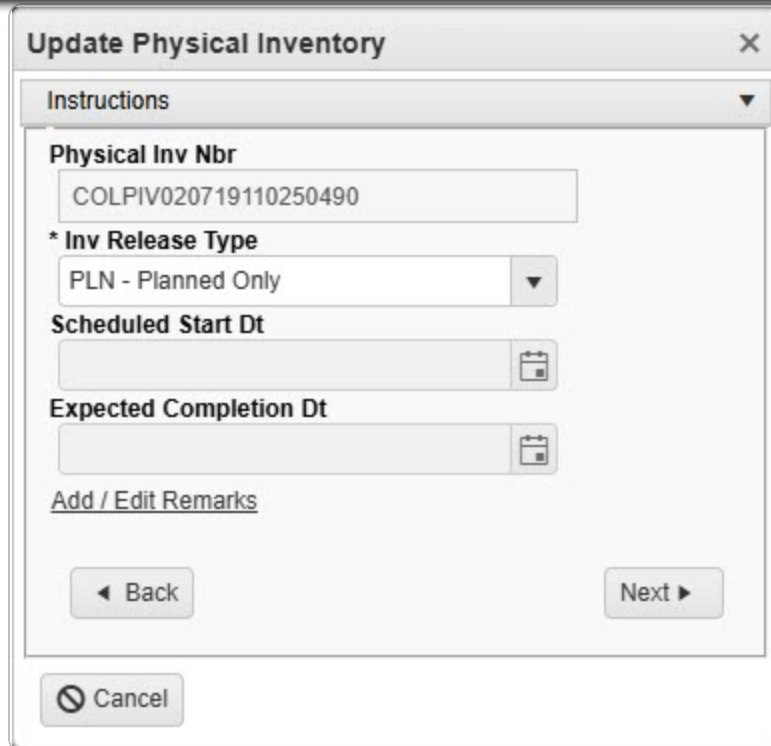
Reportable Commodity Type(s)
Optional

[< Back] [Next >]

[Cancel]


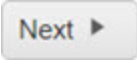
- D. Select  to advance to the next page.





The screenshot shows a dialog box titled "Update Physical Inventory" with a close button (X) in the top right corner. Below the title bar is a section labeled "Instructions" with a downward arrow. The main content area contains the following fields and controls:

- Physical Inv Nbr**: A text input field containing the value "COLPIV020719110250490".
- * Inv Release Type**: A dropdown menu currently showing "PLN - Planned Only".
- Scheduled Start Dt**: A date selection field with a calendar icon.
- Expected Completion Dt**: A date selection field with a calendar icon.
- Add / Edit Remarks**: A text area for entering remarks.
- Navigation buttons: "Back" (left arrow), "Next" (right arrow), and "Cancel" (with a red X icon).

- E. Update the Inv Release Type, using  to select the desired type.
- When "PLN - Planned Only" is selected, the SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.
 - When "IRL - Immediate Release" is selected, the EXPECTED COMPLETION DT field cannot be entered.
- F. Select  to advance to the next page.





Update Physical Inventory [X]

Instructions [v]


i Cost Center
Optional [v]

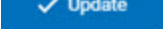
Split into multiple inventories?
Optional [v]

Personnel
Not Specified

[< Back]

[✓ Update] [⊘ Cancel]

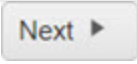
G. Update the Cost Ctr, using  to select the desired center.

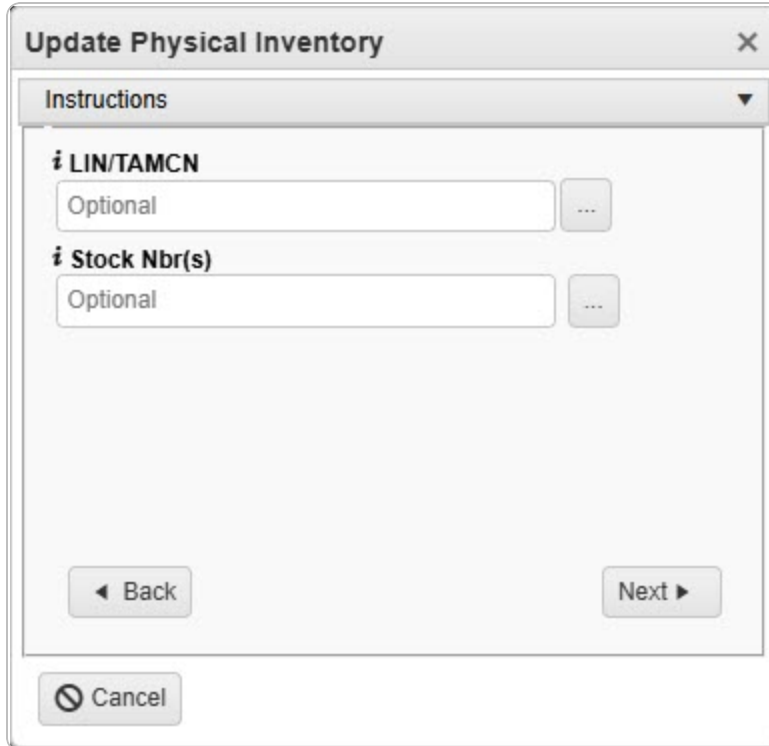
H. Select . The **Update Physical Inventory** pop-up window closes, and the inventory record is updated and highlighted in green.

- **STK - Stock Nbr**

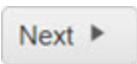




- A. Select  to advance to the next page.



The screenshot shows a dialog box titled "Update Physical Inventory" with a close button (X) in the top right corner. Below the title bar is a section labeled "Instructions" with a downward arrow. There are two input fields, each preceded by an information icon (i). The first field is labeled "LIN/TAMCN" and contains the text "Optional". The second field is labeled "Stock Nbr(s)" and also contains "Optional". Each field has a three-dot menu button to its right. At the bottom of the dialog box, there are three buttons: "Back" with a left arrow, "Next" with a right arrow, and "Cancel" with a circle and slash icon.

- B. Select  to advance to the next page.





Update Physical Inventory [X]

Instructions [v]

Facility/Facilities
Optional

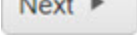
Zone(s)
Optional

Location(s)
Optional

i Container ID
Optional [...]

[< Back] [Next >]

[Cancel]

- C. Select  to advance to the next page.





Update Physical Inventory [X]

Instructions [v]

Condition Cd(s)

Owning DoDAAC

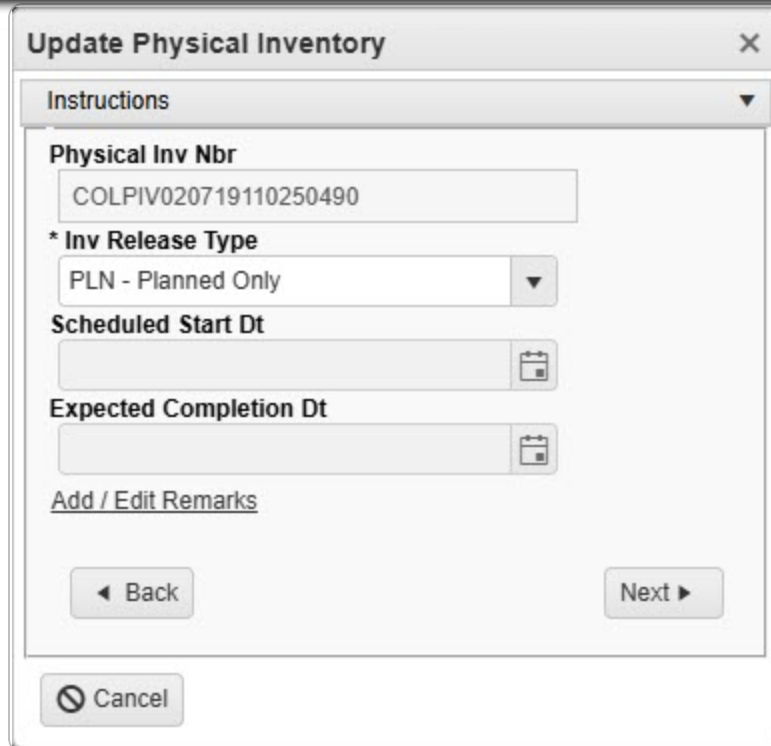
Prj Cd

Purpose Code(s)

Reportable Commodity Type(s)


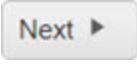
- D. Select to advance to the next page.



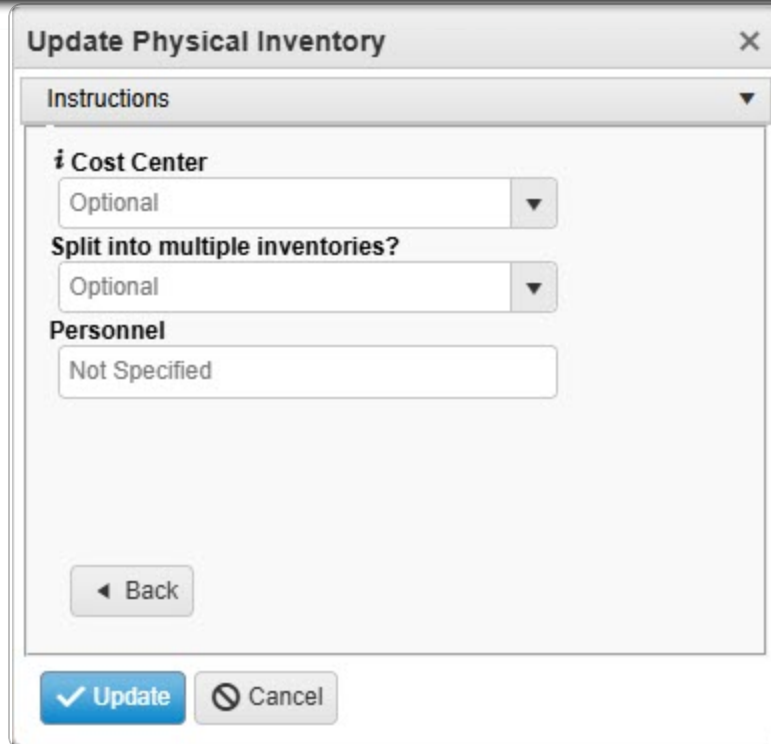


The screenshot shows a dialog box titled "Update Physical Inventory" with a close button (X) in the top right corner. Below the title bar is a section labeled "Instructions" with a downward arrow. The main content area contains the following fields and controls:


- Physical Inv Nbr**: A text input field containing the value "COLPIV020719110250490".
- * Inv Release Type**: A dropdown menu currently showing "PLN - Planned Only".
- Scheduled Start Dt**: A date selection field with a calendar icon.
- Expected Completion Dt**: A date selection field with a calendar icon.
- Add / Edit Remarks**: A text area for entering remarks.
- Navigation Buttons**: "Back" (left arrow), "Next" (right arrow), and "Cancel" (circle with slash) buttons.

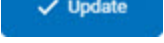
- E. Update the Inv Release Type, using  to select the desired type.
- When "PLN - Planned Only" is selected, the SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.
 - When "IRL - Immediate Release" is selected, the EXPECTED COMPLETION DT field cannot be entered.
- F. Select  to advance to the next page.





The screenshot shows a dialog box titled "Update Physical Inventory" with a close button (X) in the top right corner. Below the title bar is a section labeled "Instructions" with a dropdown arrow. The main content area contains three sections: "Cost Center" with a dropdown menu showing "Optional"; "Split into multiple inventories?" with a dropdown menu showing "Optional"; and "Personnel" with a text field containing "Not Specified". At the bottom left is a "Back" button with a left arrow. At the bottom right are two buttons: a blue "Update" button with a checkmark and a grey "Cancel" button with a circle and slash.

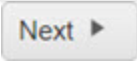
G. Update the Cost Ctr, using  to select the desired center.

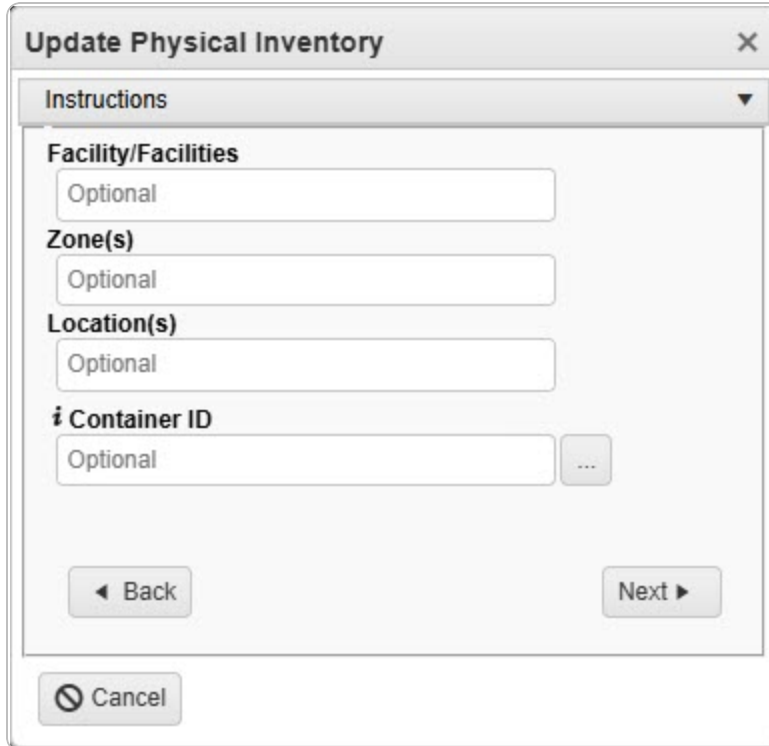
H. Select . The **Update Physical Inventory** pop-up window closes, and the inventory record is updated and highlighted in green.

- **LOC - Location**





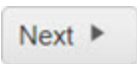
- A. Select  to advance to the next page.



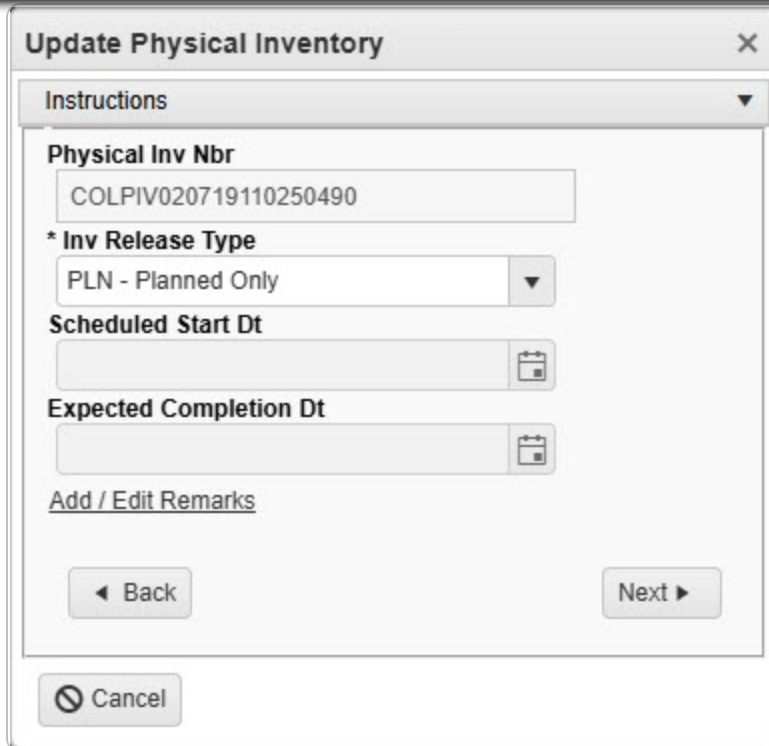
The screenshot shows a dialog box titled "Update Physical Inventory" with a close button (X) in the top right corner. Below the title bar is a dropdown menu labeled "Instructions". The main content area contains four sections, each with a text input field labeled "Optional":

- Facility/Facilities**
- Zone(s)**
- Location(s)**
- Container ID** (with an information icon 'i' to the left of the text)

At the bottom of the dialog box are three buttons: "Back" (with a left arrow), "Next" (with a right arrow), and "Cancel" (with a circle and slash icon).

- B. Select  to advance to the next page.





Update Physical Inventory [X]

Instructions [v]

Physical Inv Nbr
COLPIV020719110250490


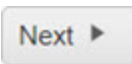
*** Inv Release Type**
PLN - Planned Only [v]

Scheduled Start Dt
[] [Calendar Icon]

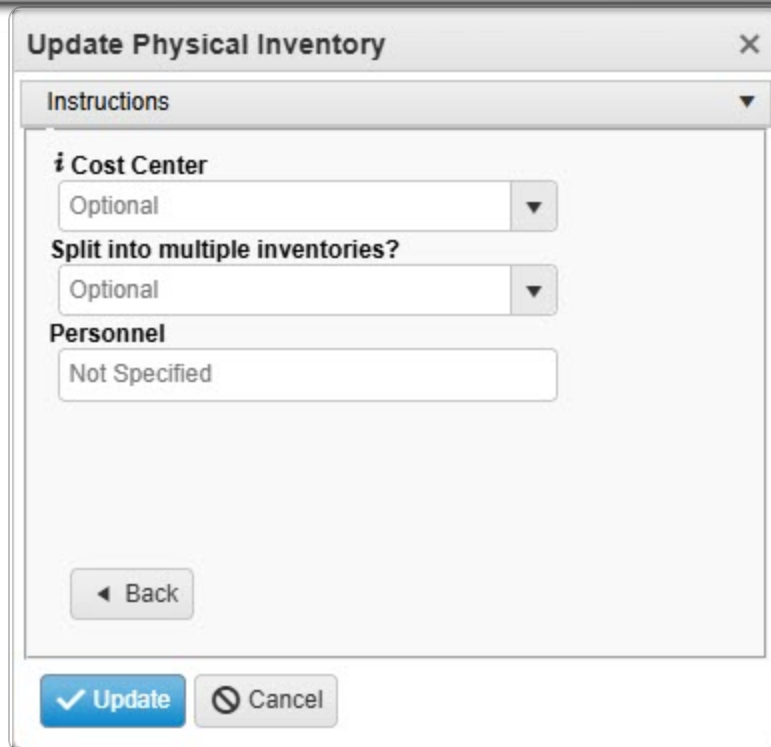
Expected Completion Dt
[] [Calendar Icon]

Add / Edit Remarks



[Back] [Next] [Cancel]

- C. Update the Inv Release Type, using  to select the desired type.
- When "PLN - Planned Only" is selected, the SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.
 - When "IRL - Immediate Release" is selected, the EXPECTED COMPLETION DT field cannot be entered.
- D. Select  to advance to the next page.

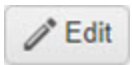




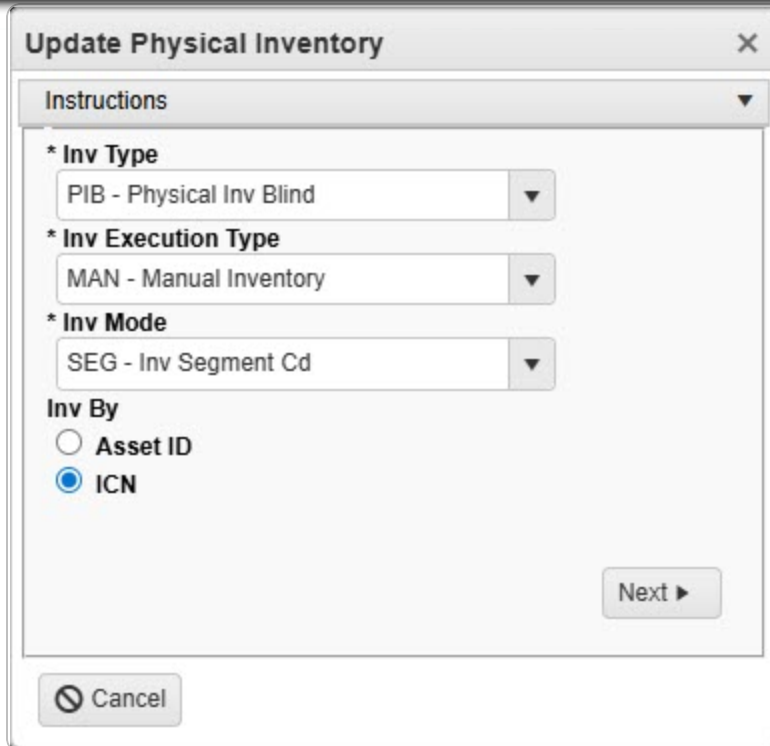
The screenshot shows a window titled "Update Physical Inventory" with a close button (X) in the top right corner. Below the title bar is a section labeled "Instructions" with a downward arrow. The main content area contains three sections: "Cost Center" with a dropdown menu showing "Optional"; "Split into multiple inventories?" with a dropdown menu showing "Optional"; and "Personnel" with a text input field containing "Not Specified". At the bottom left is a "Back" button with a left arrow. At the bottom right are two buttons: "Update" with a checkmark icon and "Cancel" with a circle and slash icon.

- E. Update the Cost Ctr, using  to select the desired center.
- F. Select . The **Update Physical Inventory** pop-up window closes, and the inventory record is updated and highlighted in green.

Update a Physical Inventory — Blind

1. From the MATERIEL MGMT menu, select Physical Inventory. The **Physical Inventory** page displays.
2. Select  next to the desired record. The **Update Physical Inventory** pop-up window displays.








The screenshot shows a dialog box titled "Update Physical Inventory" with a close button (X) in the top right corner. Below the title bar is a section labeled "Instructions" with a dropdown arrow. The main area contains three required fields, each with a dropdown menu:

- * **Inv Type**: A dropdown menu showing "PIB - Physical Inv Blind".
- * **Inv Execution Type**: A dropdown menu showing "MAN - Manual Inventory".
- * **Inv Mode**: A dropdown menu showing "SEG - Inv Segment Cd".

Below these fields is the "Inv By" section with two radio buttons:

- Asset ID
- ICN


At the bottom right of the main area is a "Next ►" button. At the bottom left is a "Cancel" button with a red 'X' icon.

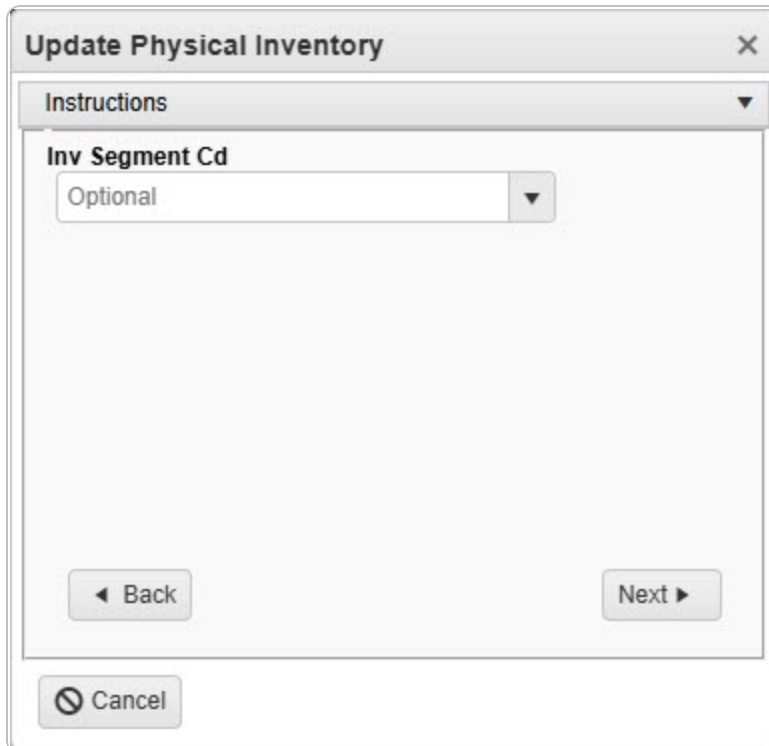
3. Verify that PIB is in the INV TYPE field. If not, use  to select PIB.
4. Update the Inv Execution Type, using  to select the desired type.
5. Update the Inv Mode, using  to select the desired mode.





- **SEG - Inv Segment Cd**

- A. Select  to advance to the next page.



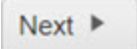
Update Physical Inventory [X]

Instructions [v]

Inv Segment Cd
Optional [v]

[< Back] [Next >]

[Cancel]

- B. Select  to advance to the next page.





Update Physical Inventory [X]

Instructions [v]

Facility/Facilities
Optional []

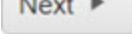
Zone(s)
Optional []

Location(s)
Optional []

i Container ID
Optional [] [...]

[< Back] [Next >]

[Cancel]

- C. Select  to advance to the next page.





Update Physical Inventory [X]

Instructions [v]

Condition Cd(s)
Optional

Owning DoDAAC
Optional [v]

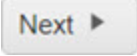
Prj Cd
Optional [v]

Purpose Code(s)
Optional

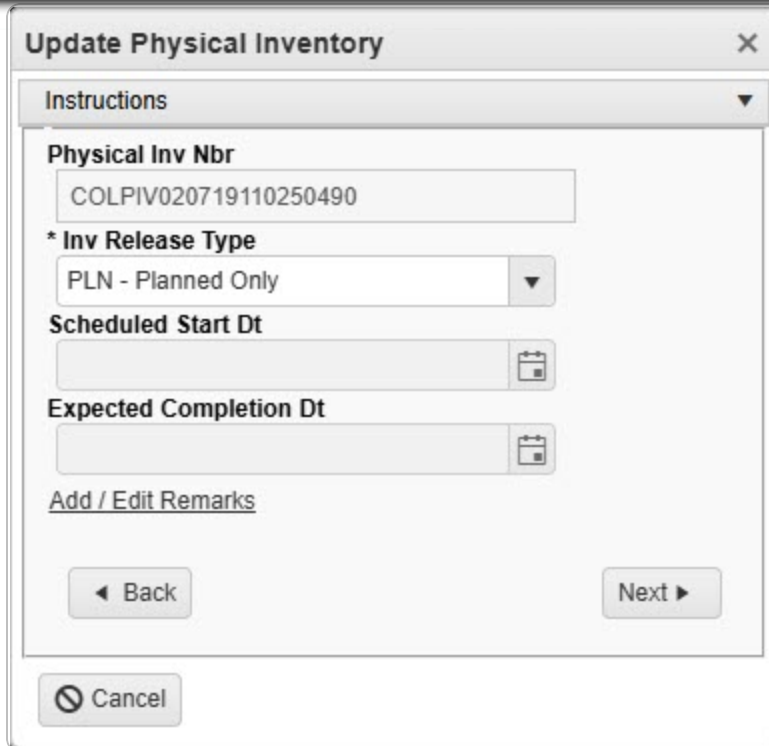
Reportable Commodity Type(s)
Optional


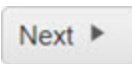
[< Back] [Next >]

[Cancel]

- D. Select  to advance to the next page.





- E. Update the Inv Release Type, using  to select the desired type.
- When "PLN - Planned Only" is selected, the SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.
 - When "IRL - Immediate Release" is selected, the EXPECTED COMPLETION DT field cannot be entered.
- F. Select  to advance to the next page.





Update Physical Inventory [X]

Instructions [v]


i Cost Center
Optional [v]

Split into multiple inventories?
Optional [v]

Personnel
Not Specified

[< Back]

[✓ Update] [⊘ Cancel]

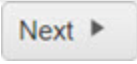
G. Update the Cost Ctr, using  to select the desired center.

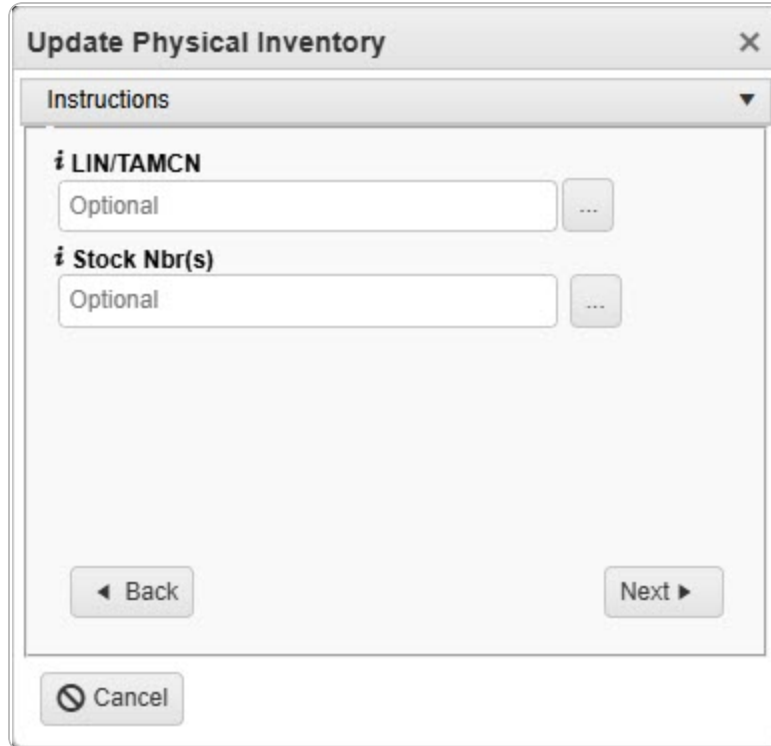
H. Select . The **Update Physical Inventory** pop-up window closes, and the inventory record is updated and highlighted in green.

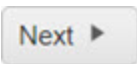
- **STK - Stock Nbr**





- A. Select  to advance to the next page.



- B. Select  to advance to the next page.





Update Physical Inventory [X]

Instructions [v]

Facility/Facilities
Optional

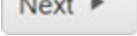
Zone(s)
Optional

Location(s)
Optional

i Container ID
Optional [...]

[< Back] [Next >]

[Cancel]

- C. Select  to advance to the next page.





Update Physical Inventory [X]

Instructions [v]

Condition Cd(s)
Optional

Owning DoDAAC
Optional [v]

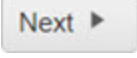
Prj Cd
Optional [v]

Purpose Code(s)
Optional

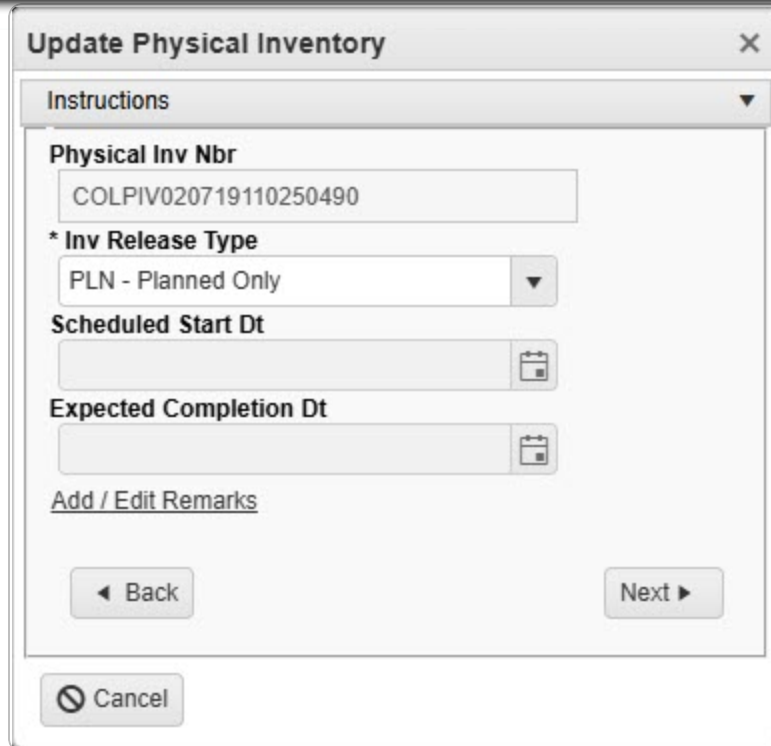
Reportable Commodity Type(s)
Optional

[< Back] [Next >]

[Cancel]


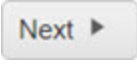
- D. Select  to advance to the next page.



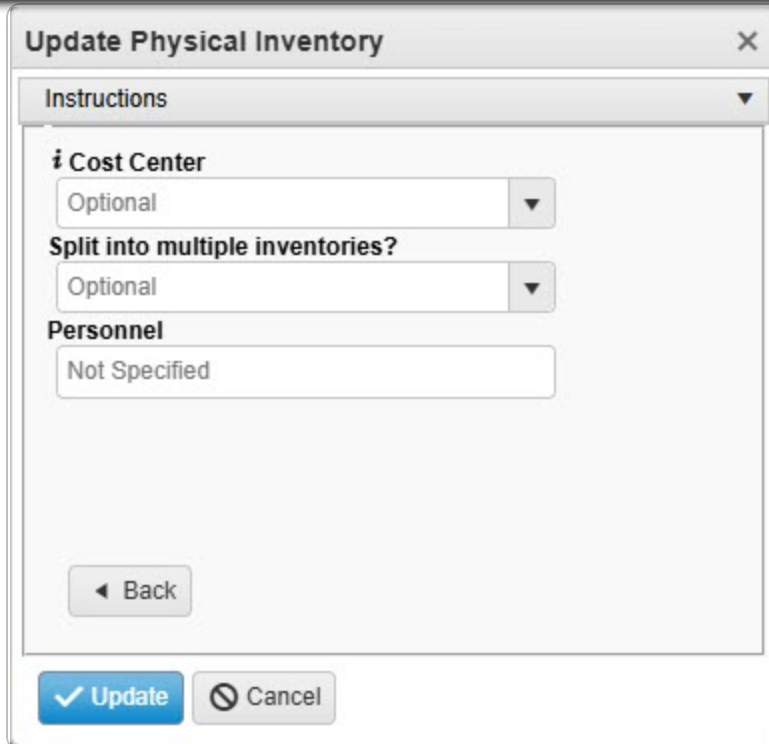


The screenshot shows a dialog box titled "Update Physical Inventory" with a close button (X) in the top right corner. Below the title bar is a section labeled "Instructions" with a downward arrow. The main content area contains the following fields and controls:


- Physical Inv Nbr**: A text input field containing the value "COLPIV020719110250490".
- * Inv Release Type**: A dropdown menu currently showing "PLN - Planned Only".
- Scheduled Start Dt**: A date input field with a calendar icon to its right.
- Expected Completion Dt**: A date input field with a calendar icon to its right.
- Add / Edit Remarks**: A text area for entering remarks.
- Navigation Buttons**: "Back" (left arrow), "Next" (right arrow), and "Cancel" (circle with slash) buttons.

- E. Update the Inv Release Type, using  to select the desired type.
- When "PLN - Planned Only" is selected, the SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.
 - When "IRL - Immediate Release" is selected, the EXPECTED COMPLETION DT field cannot be entered.
- F. Select  to advance to the next page.





The screenshot shows a dialog box titled "Update Physical Inventory" with a close button (X) in the top right corner. Below the title bar is a section labeled "Instructions" with a dropdown arrow. The main content area contains three sections: "Cost Center" with a dropdown menu showing "Optional", "Split into multiple inventories?" with a dropdown menu showing "Optional", and "Personnel" with a text field containing "Not Specified". At the bottom left is a "Back" button with a left arrow. At the bottom right are two buttons: "Update" with a checkmark icon and "Cancel" with a circle and slash icon.

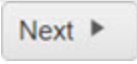
G. Update the Cost Ctr, using  to select the desired center.

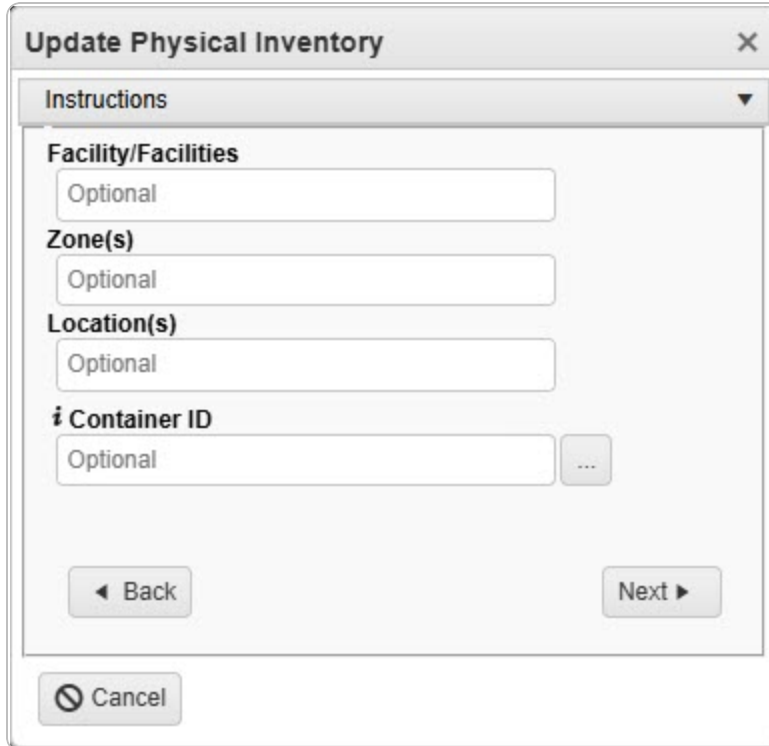
H. Select . The **Update Physical Inventory** pop-up window closes, and the inventory record is updated and highlighted in green.

- **LOC - Location**

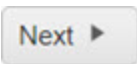




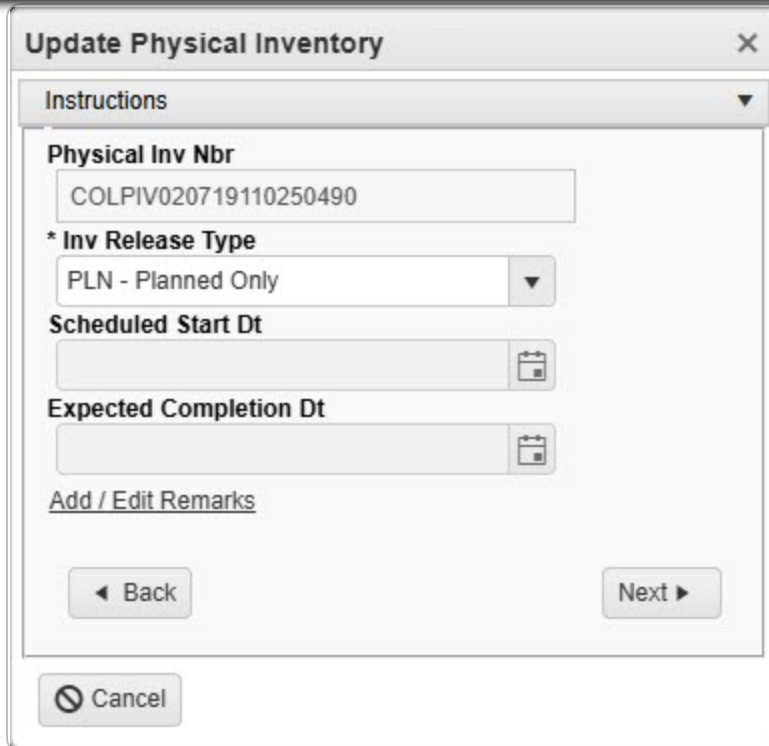
- A. Select  to advance to the next page.



The screenshot shows a dialog box titled "Update Physical Inventory" with a close button (X) in the top right corner. Below the title bar is a section labeled "Instructions" with a dropdown arrow. The main content area contains four input fields, each with the text "Optional":
1. "Facility/Facilities"
2. "Zone(s)"
3. "Location(s)"
4. "i Container ID" (with an information icon 'i' to the left) followed by a small button with three dots "...".
At the bottom of the dialog box are three buttons: "Back" with a left arrow, "Next" with a right arrow, and "Cancel" with a circle and slash icon.


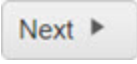
- B. Select  to advance to the next page.



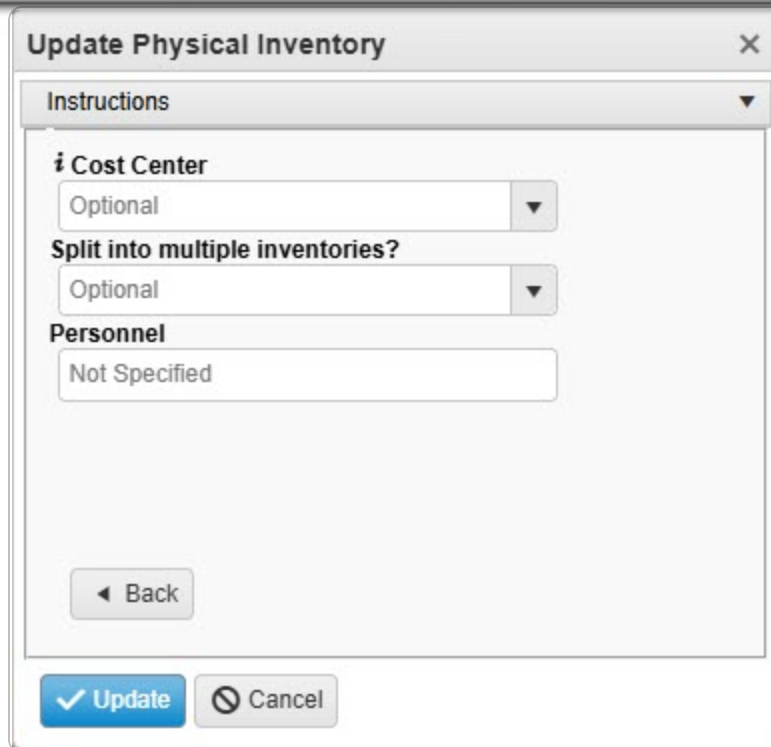


The screenshot shows a dialog box titled "Update Physical Inventory" with a close button (X) in the top right corner. Below the title bar is a section labeled "Instructions" with a downward arrow. The main content area contains the following fields and controls:



- Physical Inv Nbr**: A text input field containing the value "COLPIV020719110250490".
- * Inv Release Type**: A dropdown menu currently showing "PLN - Planned Only".
- Scheduled Start Dt**: A date selection field with a calendar icon.
- Expected Completion Dt**: A date selection field with a calendar icon.
- Add / Edit Remarks**: A link or label for adding or editing remarks.
- Navigation buttons: "Back" (left arrow), "Next" (right arrow), and "Cancel" (with a red X icon).

- C. Update the Inv Release Type, using  to select the desired type.
- When "PLN - Planned Only" is selected, the SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.
 - When "IRL - Immediate Release" is selected, the EXPECTED COMPLETION DT field cannot be entered.
- D. Select  to advance to the next page.

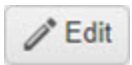




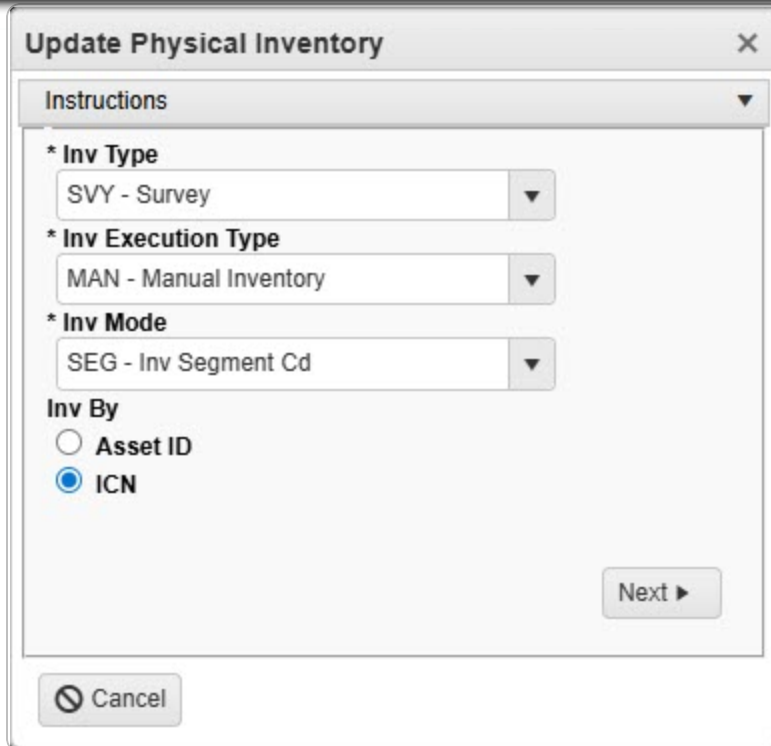
The screenshot shows a window titled "Update Physical Inventory" with a close button (X) in the top right corner. Below the title bar is a section labeled "Instructions" with a dropdown arrow. The main content area contains three sections: "Cost Center" with a dropdown menu showing "Optional"; "Split into multiple inventories?" with a dropdown menu showing "Optional"; and "Personnel" with a text input field containing "Not Specified". At the bottom left is a "Back" button with a left arrow. At the bottom right are two buttons: "Update" with a checkmark icon and "Cancel" with a circle and slash icon.

- E. Update the Cost Ctr, using  to select the desired center.
- F. Select . The **Update Physical Inventory** pop-up window closes, and the inventory record is updated and highlighted in green.

Update a Physical Inventory – Survey

1. From the MATERIEL MGMT menu, select Physical Inventory. The **Physical Inventory** page displays.
2. Select  next to the desired record. The **Update Physical Inventory** pop-up window displays.








The screenshot shows a dialog box titled "Update Physical Inventory" with a close button (X) in the top right corner. Below the title bar is a section labeled "Instructions" with a downward arrow. The main area contains three required fields, each with a dropdown arrow:

- * **Inv Type**: A dropdown menu showing "SVY - Survey".
- * **Inv Execution Type**: A dropdown menu showing "MAN - Manual Inventory".
- * **Inv Mode**: A dropdown menu showing "SEG - Inv Segment Cd".

Below these fields is the "Inv By" section with two radio buttons:

- Asset ID
- ICN

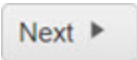
At the bottom right of the main area is a "Next ►" button. At the bottom left is a "Cancel" button with a circular icon containing a diagonal slash.

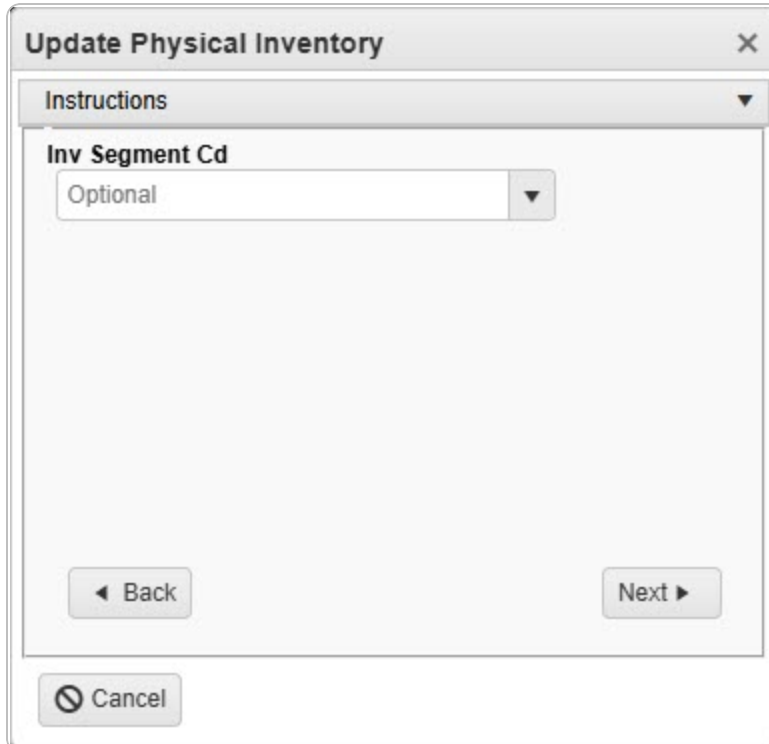
3. Verify that SVY is in the INV TYPE field. If not, use  to select SVY.
4. Update the Inv Execution Type, using  to select the revised type.
5. Update the Inv Mode, using  to select the desired mode.

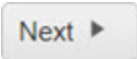




- **SEG - Inv Segment Cd**

- A. Select  to advance to the next page.



- B. Select  to advance to the next page.





Update Physical Inventory [X]

Instructions [v]

Facility/Facilities

Zone(s)

Location(s)

i Container ID
 ...

- C. Select to advance to the next page.





Update Physical Inventory [X]

Instructions [v]

Condition Cd(s)
Optional

Owning DoDAAC
Optional [v]

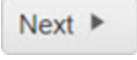
Prj Cd
Optional [v]

Purpose Code(s)
Optional

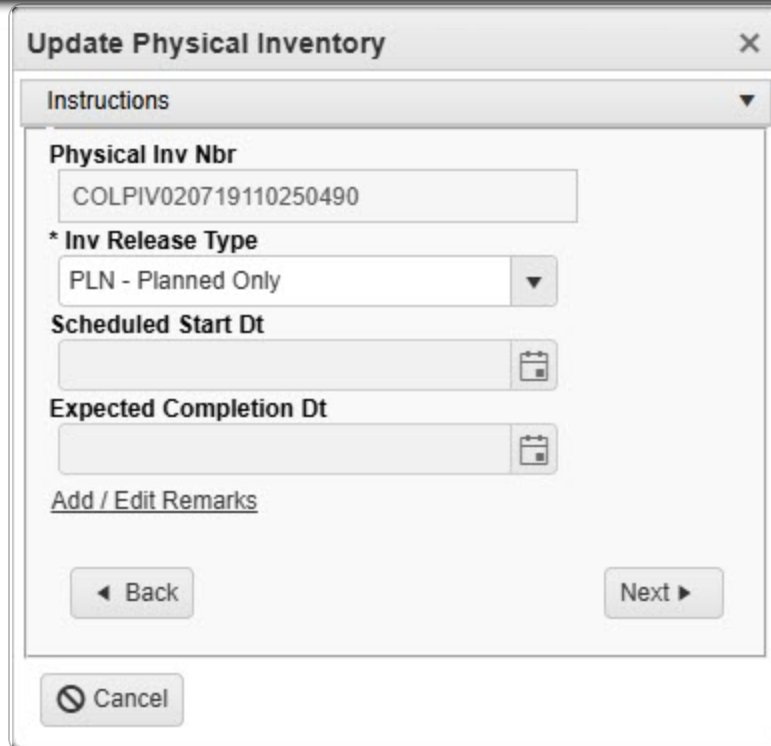
Reportable Commodity Type(s)
Optional

[< Back] [Next >]

[Cancel]


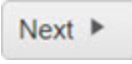
- D. Select  to advance to the next page.



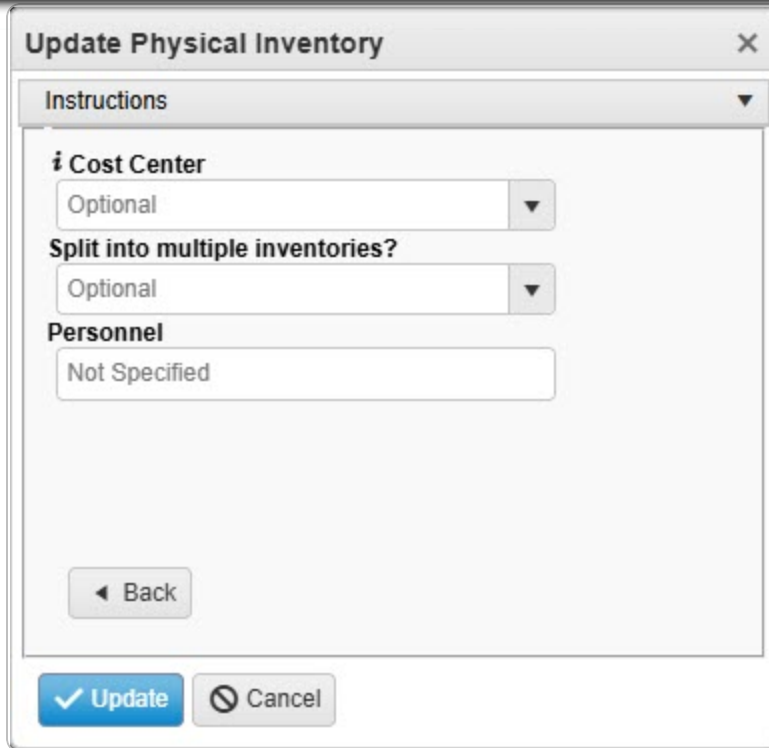



The screenshot shows a dialog box titled "Update Physical Inventory" with a close button (X) in the top right corner. Below the title bar is a section labeled "Instructions" with a downward arrow. The main content area contains the following fields and controls:

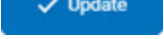
- Physical Inv Nbr**: A text input field containing the value "COLPIV020719110250490".
- * Inv Release Type**: A dropdown menu currently showing "PLN - Planned Only".
- Scheduled Start Dt**: A date selection field with a calendar icon.
- Expected Completion Dt**: A date selection field with a calendar icon.
- Add / Edit Remarks**: A text area for entering remarks.
- Navigation buttons: "Back" (left arrow), "Next" (right arrow), and "Cancel" (with a red X icon).

- E. Update the Inv Release Type, using  to select the desired type.
- When "PLN - Planned Only" is selected, the SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.
 - When "IRL - Immediate Release" is selected, the EXPECTED COMPLETION DT field cannot be entered.
- F. Select  to advance to the next page.





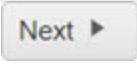
G. Update the Cost Ctr, using  to select the desired center.

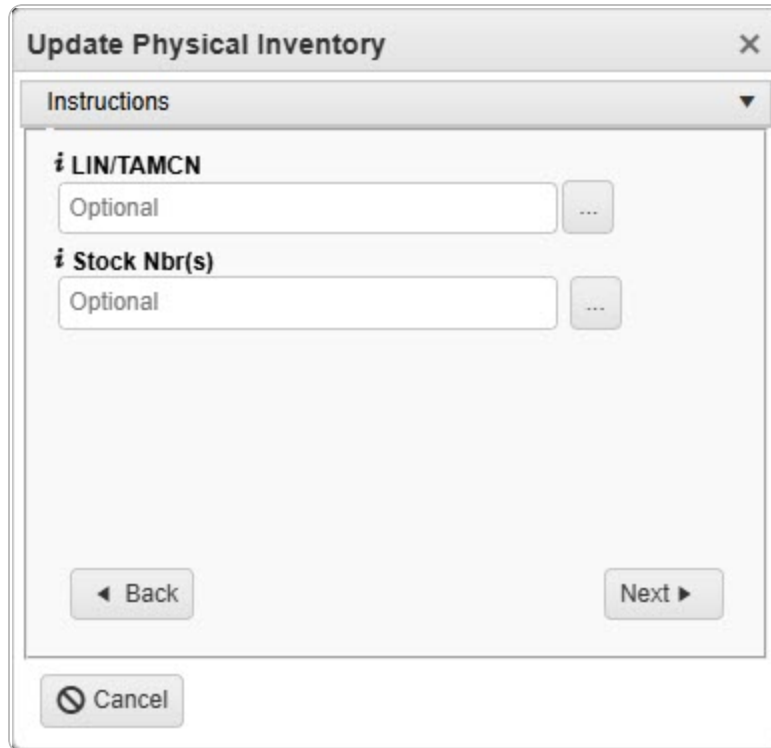
H. Select . The **Update Physical Inventory** pop-up window closes, and the inventory record is updated and highlighted in green.

- **STK - Stock Nbr**

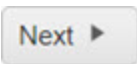




- A. Select  to advance to the next page.



The screenshot shows a dialog box titled "Update Physical Inventory" with a close button (X) in the top right corner. Below the title bar is a section labeled "Instructions" with a downward arrow. There are two input fields, each preceded by an information icon (i). The first field is labeled "LIN/TAMCN" and contains the text "Optional". The second field is labeled "Stock Nbr(s)" and also contains "Optional". Each field has a three-dot menu button to its right. At the bottom of the dialog box, there are three buttons: "Back" with a left arrow, "Next" with a right arrow, and "Cancel" with a circle and slash icon.

- B. Select  to advance to the next page.





Update Physical Inventory [X]

Instructions [v]

Facility/Facilities
Optional

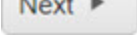
Zone(s)
Optional

Location(s)
Optional

i Container ID
Optional [...]

[< Back] [Next >]

[Cancel]

- C. Select  to advance to the next page.





Update Physical Inventory [X]

Instructions [v]

Condition Cd(s)
Optional

Owning DoDAAC
Optional [v]


Prj Cd
Optional [v]

Purpose Code(s)
Optional

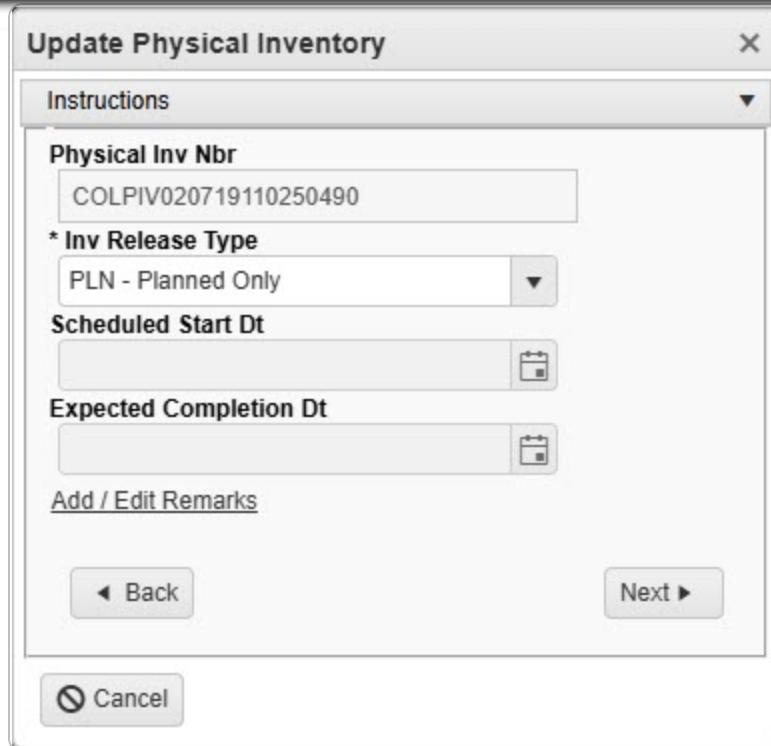
Reportable Commodity Type(s)
Optional

[< Back] [Next >]

[Cancel]


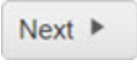
- D. Select  to advance to the next page.





The screenshot shows a dialog box titled "Update Physical Inventory" with a close button (X) in the top right corner. Below the title bar is a section labeled "Instructions" with a downward arrow. The main content area contains the following fields and controls:

- Physical Inv Nbr**: A text input field containing the value "COLPIV020719110250490".
- * Inv Release Type**: A dropdown menu currently showing "PLN - Planned Only".
- Scheduled Start Dt**: A date selection field with a calendar icon.
- Expected Completion Dt**: A date selection field with a calendar icon.
- Add / Edit Remarks**: A text area for entering remarks.
- Navigation buttons: "Back" (left arrow), "Next" (right arrow), and "Cancel" (with a red X icon).

- E. Update the Inv Release Type, using  to select the desired type.
- When "PLN - Planned Only" is selected, the SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.
 - When "IRL - Immediate Release" is selected, the EXPECTED COMPLETION DT field cannot be entered.
- F. Select  to advance to the next page.





Update Physical Inventory [X]

Instructions [v]


i Cost Center
Optional [v]

Split into multiple inventories?
Optional [v]

Personnel
Not Specified

[< Back]

[✓ Update] [⊗ Cancel]

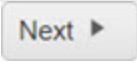
G. Update the Cost Ctr, using  to select the desired center.

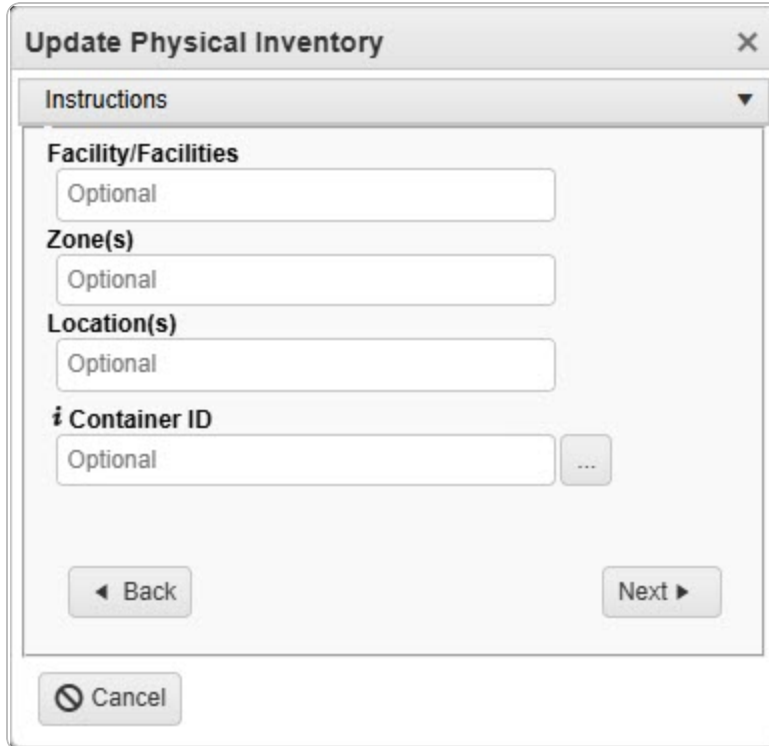
H. Select . The **Update Physical Inventory** pop-up window closes, and the inventory record is updated and highlighted in green.

• **LOC - Location**





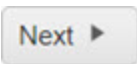
- A. Select  to advance to the next page.



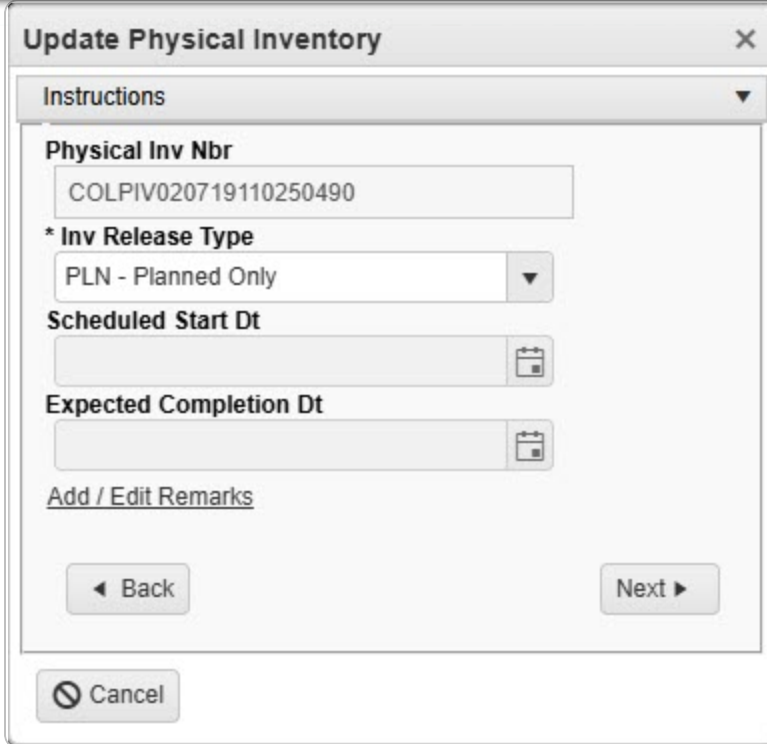
The screenshot shows a dialog box titled "Update Physical Inventory" with a close button (X) in the top right corner. Below the title bar is a section labeled "Instructions" with a downward arrow. The main content area contains four sections, each with a text input field labeled "Optional":


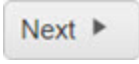
- Facility/Facilities**
- Zone(s)**
- Location(s)**
- Container ID** (with an information icon 'i' to the left and a button with three dots to the right)

At the bottom of the dialog box are three buttons: "Back" with a left arrow, "Next" with a right arrow, and "Cancel" with a circle and slash icon.

- B. Select  to advance to the next page.





- C. Update the Inv Release Type, using  to select the desired type.
- When "PLN - Planned Only" is selected, the SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.
 - When "IRL - Immediate Release" is selected, the EXPECTED COMPLETION DT field cannot be entered.
- D. Select  to advance to the next page.





Update Physical Inventory [X]

Instructions [v]



i Cost Center
Optional [v]

Split into multiple inventories?
Optional [v]

Personnel
Not Specified

[< Back]

[✓ Update] [⊘ Cancel]

- E. Update the Cost Ctr, using  to select the desired center.
- F. Select . The **Update Physical Inventory** pop-up window closes, and the inventory record is updated and highlighted in green.





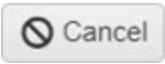
Conduct a Physical Inventory

Navigation

MATERIEL MGMT > Physical Inventory >  >  (desired record) >  > Conduct Physical Inventory pop-up window

Procedures


Conduct an Inventory

Selecting  at any point of this procedure removes all entries and closes the pop-up window. **Bold** numbered steps are mandatory.

Attention

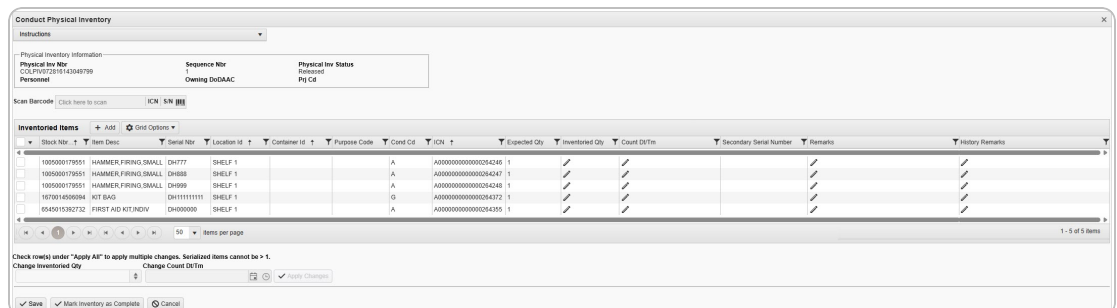


If the asset is unavailable, enter a quantity of 0 (Zero). Leaving any mandatory field blank creates an error message.

1. Select  next to the desired inventory record. *The Manage Physical Inventory – Details Grid appears.*
2. Choose a method to conduct an inventory:

- **Using ELMS on a Computer**






- A. Select . *The **Conduct Physical Inventory** pop-up window appears.*



Stock Nbr	Item Desc	Location	Container	Purpose Code	Count	Expected Qty	Inventoried Qty	Count D/Tm	Secondary Serial Number	Remarks	History Remarks
1005000179551	HAMMER,FRING,SMALL	DH777	SHELF 1	A	1	1	1				
1005000179551	HAMMER,FRING,SMALL	DH888	SHELF 1	A	1	1	1				
1005000179551	HAMMER,FRING,SMALL	DH999	SHELF 1	A	1	1	1				
1070014502094	KIT BAG	DH111111111	SHELF 1	G	1	1	1				
044001092712	FRINGE AND KIT ENDV	DH000000	SHELF 1	A	1	1	1				





- B. Select  in the INVENTORIED QTY field of the desired entry. *The field becomes editable.*
- C. Use  to choose the amount, or enter the amount in the field provided.
- D. Select  in the COUNT DT/TM. *The field becomes editable.*
- E. Use   to select the date and time, or enter the date and time (MM/DD/YYYYHH:MM) in the field provided.

- **Using an AIT**

From the ELMS supported tethered scanner (AIT):

- A. Download the Physical Inventory record(s) from the computer to the handheld device (AIT).
- B. Scan the assets in the inventory.
- C. Upload the Physical Inventory record(s) from the AIT to the computer.

For more information regarding AIT use, see AIT Overview.

- 3. **For an asset not on the list, add it by:**

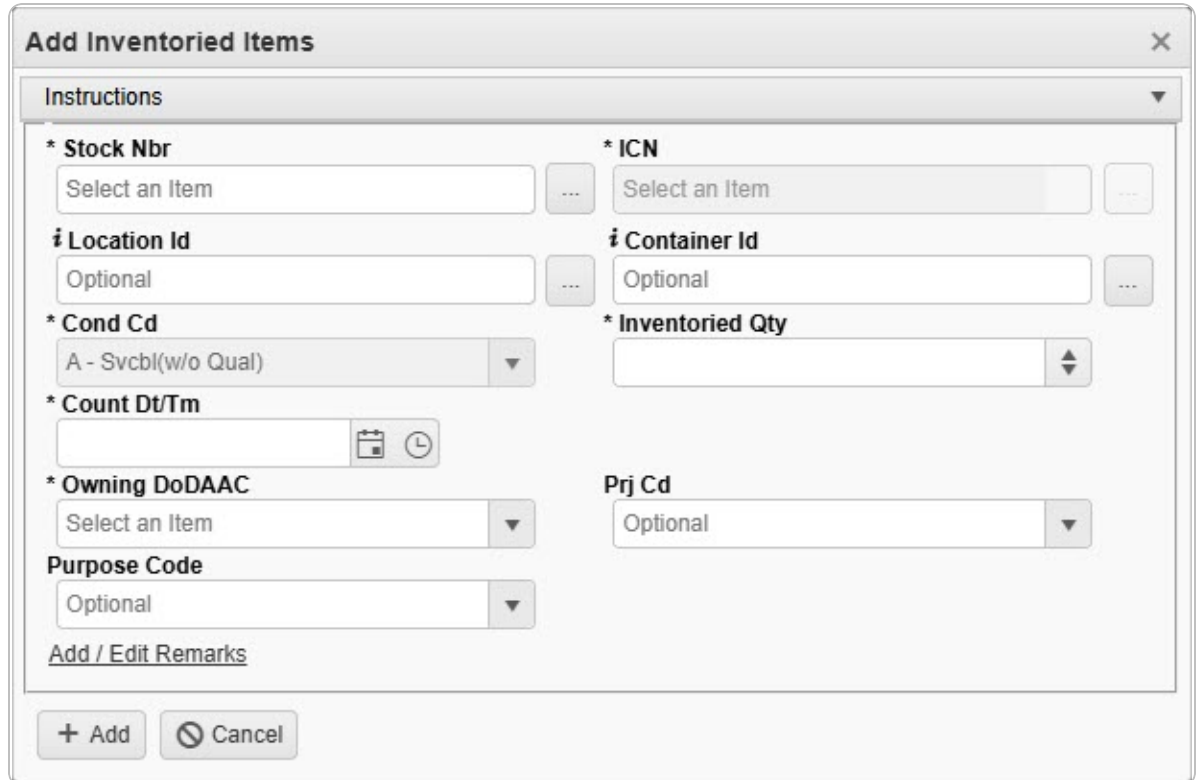
When an asset is found that is not on the inventory list, it must be documented.











On the Inventoried Items Grid

- A. Select . The **Add Inventoried Items** pop-up window displays.



- B. Enter the STOCK NBR, or use  to browse for the entry. The ICN field becomes available once the STOCK NBR field is populated.
- C. Use  to select the Cond Cd(s).
- D. Use  to select the COUNT DT/TM, or enter the date and time (MM/DD/YYYYHH:MM) in the field provided.
- E. Use  to select the Owning DoDAAC.
- F. Enter the ICN, or use  to browse for the entry. This is a 20 alphanumeric character field.
- G. Use  to choose the desired INVENTORIED QTY.





H. Select to process the transaction.

On the AIT


From the ELMS supported tethered scanner (AIT):

1. If a barcode is scanned and not recognized:
 - A. If the asset **exists** elsewhere in the catalog, *The **Unexpected asset. Include in inventory?** pop-up window appears.*
 - Select to open the **Unknown Asset** pop-up window

OR

 - Select to ignore the asset and continue with the inventory
 - B. If the asset **does not exist** elsewhere in the catalog, *The **Unknown asset. Add to inventory?** pop-up window appears.*
 - Select to open the **Unknown Asset** pop-up window

OR

 - to ignore the asset and continue with the inventory
2. If there is no barcode:
 - A. Select  in the system tray. *The **Unknown Asset** pop-up window appears.*
 - a. Enter a Description in the field. *(This is a 50 alphanumeric character field.)*
 - b. Enter the Serial Number in the field *(the Quantity defaults to 1 and is not editable).*

OR

Enter the Quantity in the field *(the Serial Number is disabled and is not editable).*
 - c. Select . *The **Unknown Asset** pop-up window closes, and the **Conduct PI** screen re-appears.*
3. Upload the Physical Inventory record(s) from the AIT to the computer.

For more information regarding AIT use, see AIT Overview.





4. Select **Mark Inventory as Complete** to process all updates. *The **Conduct Physical Inventory** pop-up window closes, and the completed inventory is highlighted in green.*





Resolve a Physical Inventory


Navigation

MATERIEL MGMT > Physical Inventory > (desired entry) > **Resolve Counts** > Physical Inventory Resolution page

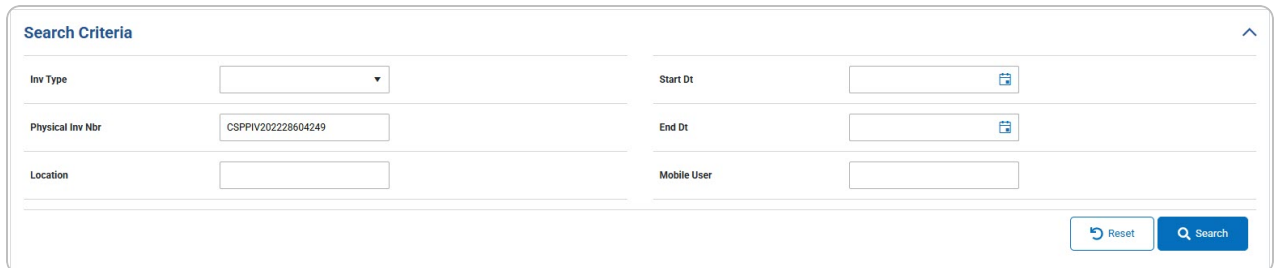
Procedures

Search for a Physical Inventory Resolution

One or more of the Search Criteria fields can be entered to isolate the results. By default, all

Inventories are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

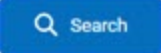
1. In the Search Criteria box, narrow the results by entering one of the following optional fields.



The screenshot shows a 'Search Criteria' form with the following fields:

Inv Type	<input type="text"/>	Start Dt	<input type="text"/>
Physical Inv Nbr	<input type="text" value="CSPPIV202228604249"/>	End Dt	<input type="text"/>
Location	<input type="text"/>	Mobile User	<input type="text"/>

At the bottom right of the form are two buttons: a 'Reset' button and a 'Search' button.

2. Select . The results display in the Search Results grid.





Reconcile a Physical Inventory


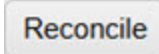
Navigation

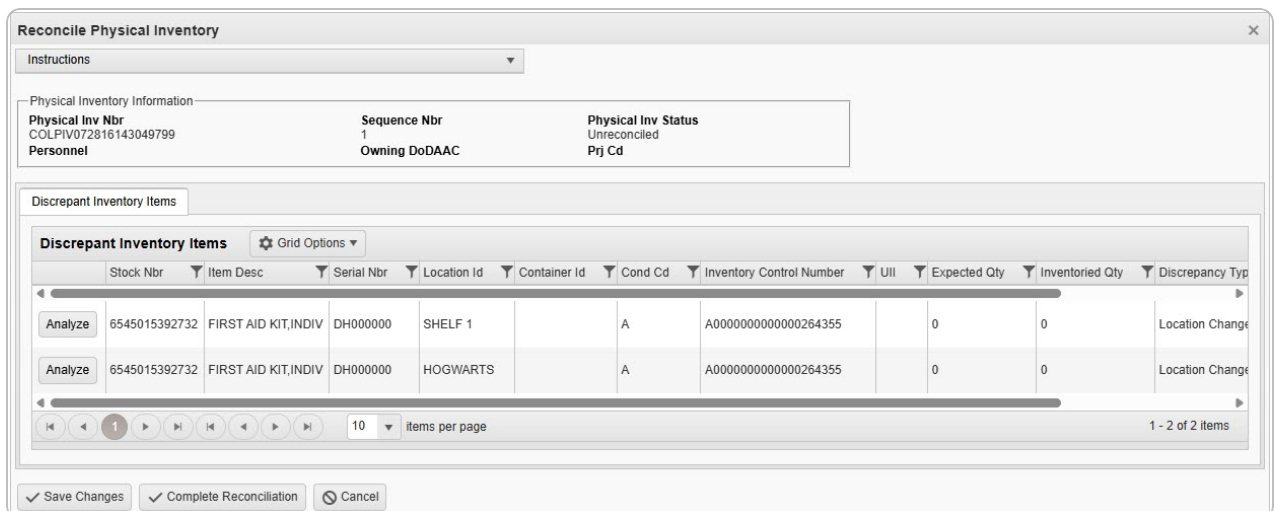
MATERIEL MGMT > Physical Inventory >  > (desired record) >  > Reconcile Physical Inventory pop-up window

Procedures

Reconcile an Inventory

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

1. From the MATERIEL MGMT menu, select Physical Inventory. The **Physical Inventory** page displays.
2. Select  next to the desired inventory record. The *Manage Physical Inventory – Details Grid* appears.
3. Select . The **Reconcile Physical Inventory** pop-up window displays.



Physical Inventory Information

Physical Inv Nbr COLPIV072816143049799	Sequence Nbr 1	Physical Inv Status Unreconciled
Personnel	Owning DoDAAC	Prj Cd

Discrepant Inventory Items

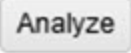
	Stock Nbr	Item Desc	Serial Nbr	Location Id	Container Id	Cond Cd	Inventory Control Number	UUI	Expected Qty	Inventoried Qty	Discrepancy Typ
Analyze	6545015392732	FIRST AID KIT,INDIV	DH000000	SHELF 1		A	A0000000000000264355		0	0	Location Change
Analyze	6545015392732	FIRST AID KIT,INDIV	DH000000	HOGWARTS		A	A0000000000000264355		0	0	Location Change

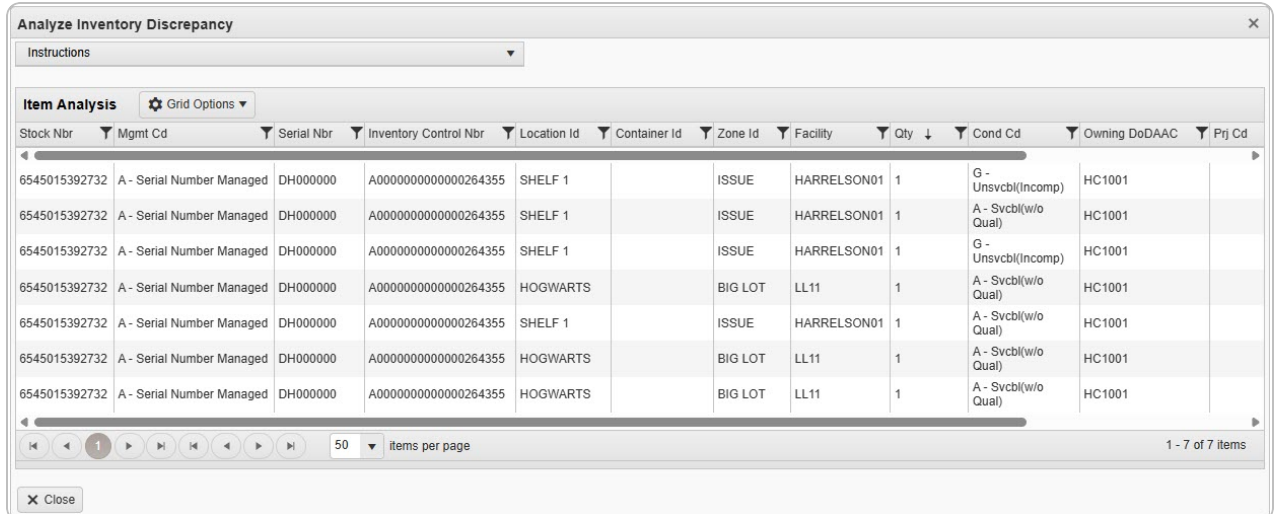
10 items per page 1 - 2 of 2 items

Save Changes Complete Reconciliation Cancel

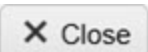





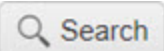
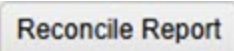
- Select  next to the desired Stock Number. *The **Analyze Inventory Discrepancy** pop-up window displays, showing the history of that asset.*



Stock Nbr	Mgmt Cd	Serial Nbr	Inventory Control Nbr	Location Id	Container Id	Zone Id	Facility	Qty	Cond Cd	Owning DoDAAC	Prj Cd
6545015392732	A - Serial Number Managed	DH000000	A0000000000000264355	SHELF 1			ISSUE HARRELSON01	1	G - Unsvcb(Incomp)	HC1001	
6545015392732	A - Serial Number Managed	DH000000	A0000000000000264355	SHELF 1			ISSUE HARRELSON01	1	A - Svcb(w/o Qual)	HC1001	
6545015392732	A - Serial Number Managed	DH000000	A0000000000000264355	SHELF 1			ISSUE HARRELSON01	1	G - Unsvcb(Incomp)	HC1001	
6545015392732	A - Serial Number Managed	DH000000	A0000000000000264355	HOGWARTS			BIG LOT LL11	1	A - Svcb(w/o Qual)	HC1001	
6545015392732	A - Serial Number Managed	DH000000	A0000000000000264355	SHELF 1			ISSUE HARRELSON01	1	A - Svcb(w/o Qual)	HC1001	
6545015392732	A - Serial Number Managed	DH000000	A0000000000000264355	HOGWARTS			BIG LOT LL11	1	A - Svcb(w/o Qual)	HC1001	
6545015392732	A - Serial Number Managed	DH000000	A0000000000000264355	HOGWARTS			BIG LOT LL11	1	A - Svcb(w/o Qual)	HC1001	

- Select  when the discrepancy is found and understood. *The **Analyze Inventory Discrepancy** pop-up window closes.*
- Repeat steps 4 through 6 for each asset in the Discrepant Inventory Items grid.
- Select . *The **Reconcile Physical Inventory** pop-up window closes.*

Generate a Reconciliation Summary Report

- Use  to find the desired Inventory Number.
- Select .
- ELMS automatically generates the **Physical Inventory Reconciliation Report - Summary** PDF document to print.*





Cancel a Physical Inventory

Navigation

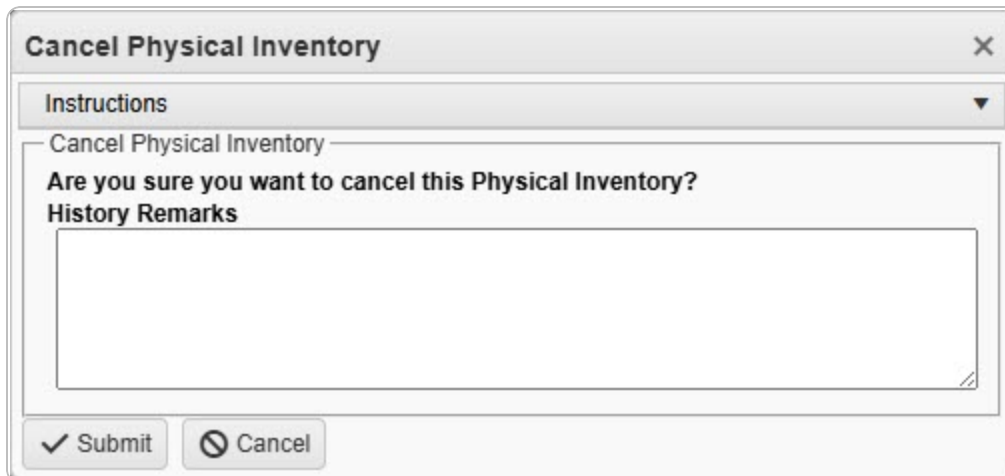
MATERIEL MGMT > Physical Inventory > (desired record) > > Cancel Physical Inventory pop-up window

Procedures

Cancel a Physical Inventory

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

1. From the MATERIEL MGMT menu, select Physical Inventory. The **Physical Inventory** page displays.
2. Select next to the desired entry. The **Cancel Physical Inventory** pop-up window displays.



The screenshot shows a dialog box titled "Cancel Physical Inventory" with a close button (X) in the top right corner. Below the title bar is a dropdown menu labeled "Instructions" with a downward arrow. The main content area contains the text "Cancel Physical Inventory" followed by the question "Are you sure you want to cancel this Physical Inventory?". Below this is a text area labeled "History Remarks" with a large empty box for input. At the bottom of the dialog are two buttons: "Submit" with a checkmark icon and "Cancel" with a circle and slash icon.

3. Enter comments in the History Remarks field. *This is a 256 alphanumeric character field.*
4. Select to process the cancellation.

