



## Unit Issue Reconciliation

### Overview

The Warehouse Management module Unit Issue Reconciliation process provides the ability to reconcile outstanding unit issues with responsible officers on a time-incremented basis. From here it is possible to edit reconciliations, add items to a reconciliation, add attachments, export forms, sign verified reconciliations, and cancel a reconciliation.

Reconciliation edits are made at the Header, Return Details and Post-Post Details levels. Editing the Header allows changes to the UIC Custodian or overrides to the reconciliation due date. Editing the Details allows adding items or changing item details such as returning stock number quantities, ICN, Location or Container.


At the Post-Post Details level, editing allows adding items to a selected reconciliation request.

### Navigation

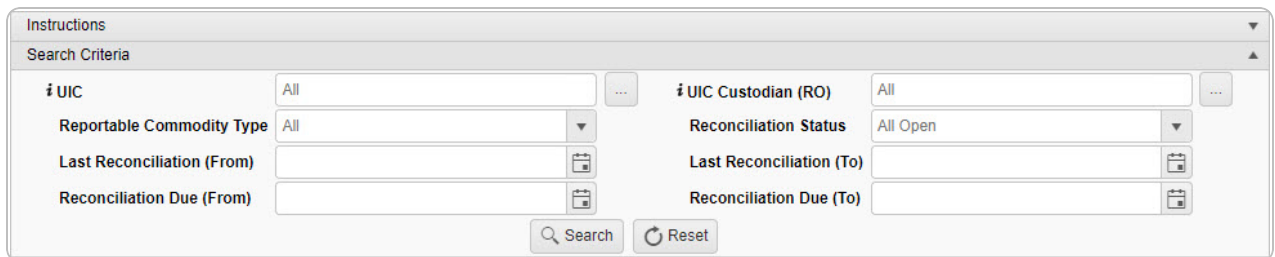
MATERIEL MGMT > Unit Issue > Reconciliation > Unit Reconciliation page

### Procedures

#### Search for a Unit Reconciliation

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

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



The screenshot shows a search criteria form with the following fields:

UIC	All	UIC Custodian (RO)	All
Reportable Commodity Type	All	Reconciliation Status	All Open
Last Reconciliation (From)		Last Reconciliation (To)	
Reconciliation Due (From)		Reconciliation Due (To)	

Buttons: Search, Reset


2. Select . The Unit Issue Reconciliation Search Results appears.



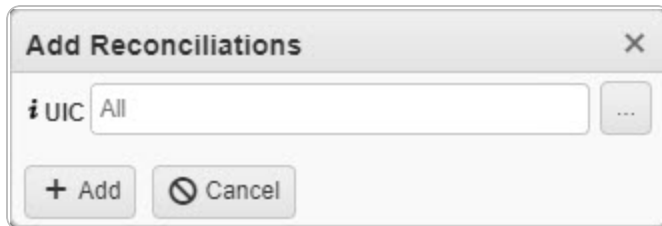


UIC	Reportable Commodity Type Desc	UIC Custodian (RO)	Reconciliation Status	Last Reconciliation Dt/Tm	Reconciliation Due Dt	Days Since Reconciled	Form Signed Date	Override Reason
BAD157 - DELTA FORCE	CBRN - CHEM BIO RAD NUC		I - Initiated			N/A		
UIC123 - TRAINING UNIT	CBRN - CHEM BIO RAD NUC	WOMAN, WONDER W (ID67654687)	P - Printed	03/14/2019 10:20:20 AM		2232 Days	03/14/2019	
UIC123 - TRAINING UNIT	CBRN - CHEM BIO RAD NUC	WOMAN, WONDER W (ID67654687)	P - Printed	04/25/2022 3:50:44 PM		1094 Days		
F90042 - E-LEARNING - WAREHOUSE TRAINING	CBRN - CHEM BIO RAD NUC	DAVIS, DEANGELA M (1381145162)	P - Printed		06/30/2017	N/A		
ABC123 - TRAINING UIC	CBRN - CHEM BIO RAD NUC	NELSON, LUCAS (ID00000076)	I - Initiated		04/30/2021	N/A		




## Add a Unit Issue Reconciliation

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


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

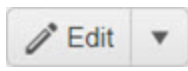
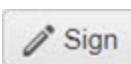
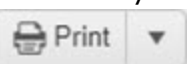
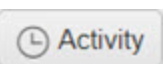

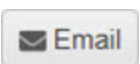
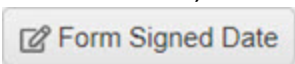


The pop-up window titled "Add Reconciliations" contains a search field for "UIC" with the value "All" and a dropdown arrow. Below the field are two buttons: "+ Add" and "Cancel".

2. Use  or  to assist with the UIC entry. This is a 6 alphanumeric character field.
3. Select . The **Add Reconciliations** pop-up window closes, and the new Unit Issue Reconciliation appears at the top of the Search Results grid.

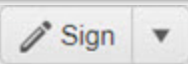
## Signing a Unit Issue Reconciliation

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


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





2. Select . Choose one of the following signing options:

**Note**

 If a Custodian has not been assigned at the time of signing, the **No Primary Custodian (RO)** pop-up window appears.

**No Primary Custodian (RO)** [X]

A primary custodian must be set up for this UIC/Commodity to perform a reconciliation.

Update the UIC by entering a POC using the UIC Update procedure.

- A. Select . The **Signature Pad Form** pop-up window appears.
- a. Create a signature in the box using the mouse.

**Signature Pad Form (ver eSign 1.0)** [X]

[Large empty box for signature]

- b. Select . The **Print or Email Receipt** pop-window appears.

**Print or Email Receipt** [X]

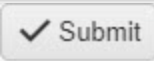
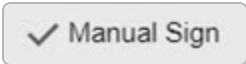


Delivery Options

Print  Email

- c. Select the delivery option. The  appears in the appropriate option.






- d. Click . The **Print or Email Receipt** pop-window closes, and the signed receipt is sent.
- B. Select . The **Print** pop-up window appears.
- A. Select . The document is sent for printing.
- B. The custodian signs the printed document.
- C. Click  in the top right corner of the window. The **Print** pop-up window closes.

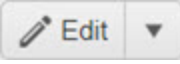
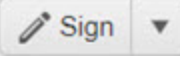

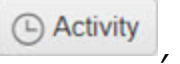
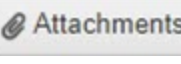
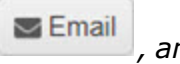
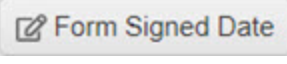
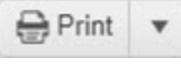

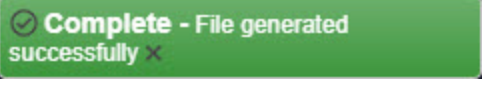
### Note



Scan the manually signed document(s) and attach to the issue in ELMS.

## Print From an Unit Issue Request


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

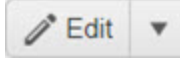
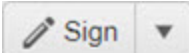

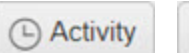

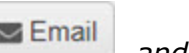

- Click  to select the entry. The Reconciliation is highlighted, and , , , , , , and  become available.
- Click . The Print drop down appears.
-  appears. It is replaced by .
- The **Windows Save As** pop-up appears, ready to save the form chosen for printing.



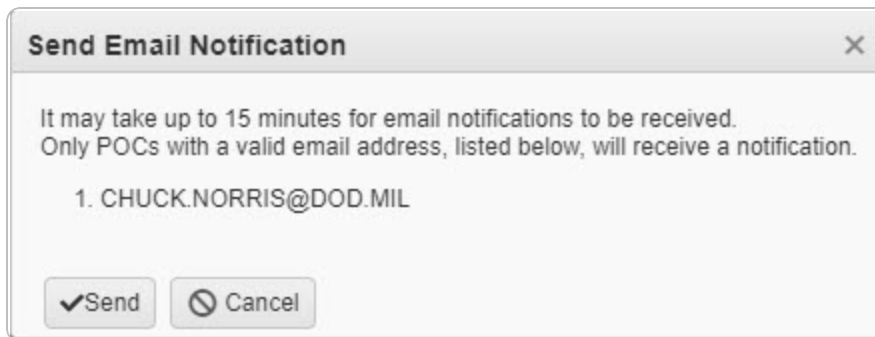



### Email a Reconciliation

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


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

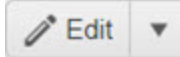
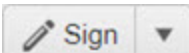
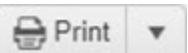
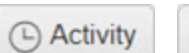
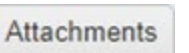
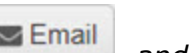
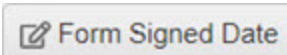
2. Select . The **Send Email Notification** pop-up window appears.



3. Select . The email sends, and arrives up to 15 minutes later.

### Signed Date of the Inventory Form

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

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

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






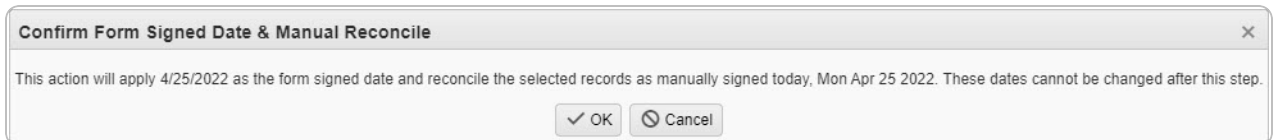
**Inventory Form Signed Date** [X]

Please enter the date the individuals signed the actual forms for these selected records.

[Date Field] [Calendar Icon] [Apply & Reconcile] [Apply]

3. Use  to select the date the Inventory Form was signed, or enter the date (MM/DD/YYYY) in the field provided.

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



**Confirm Form Signed Date & Manual Reconcile** [X]

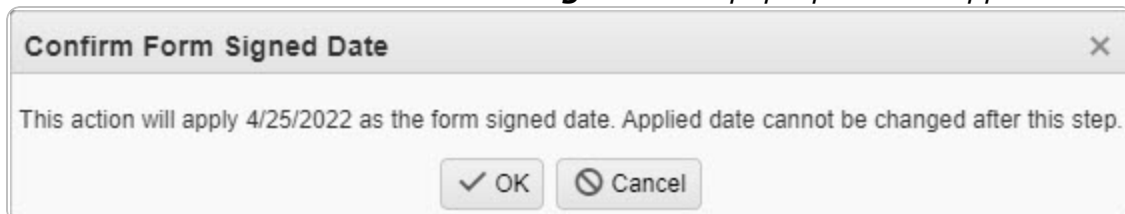
This action will apply 4/25/2022 as the form signed date and reconcile the selected records as manually signed today, Mon Apr 25 2022. These dates cannot be changed after this step.

[OK] [Cancel]

4.

**OR**


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



**Confirm Form Signed Date** [X]

This action will apply 4/25/2022 as the form signed date. Applied date cannot be changed after this step.

[OK] [Cancel]

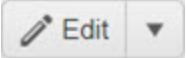
5. Select . The pop-up window closes, and the date is applied to the reconciliation.






## Update a Unit Issue Reconciliation

### Navigation

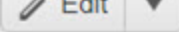
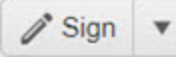
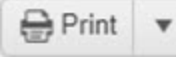
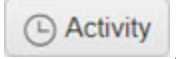
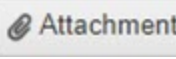
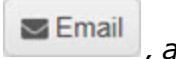
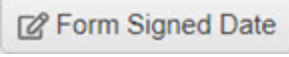
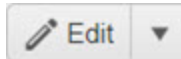
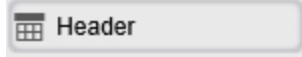
MATERIEL MGMT > Unit Issue > Reconciliation >  (desired record) >  > Edit a Unit Issue Reconciliation page

### Procedures

#### Edit the Unit Issue Reconciliation Request

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

#### Edit Header Information

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




Instructions

Unit Reconciliation	
UIC R7777 - TRAIN UIC	UIC Custodian (RO)
Last Reconciliation Dt/Tm 05/06/2022	Reconciliation Due Dt 05/06/2022
Override Reconciliation Due Date	Form Signed Date 9/3/2019
Add / Edit Remarks	



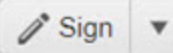

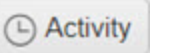

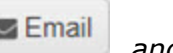
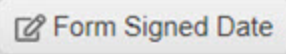

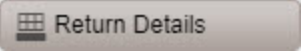
  

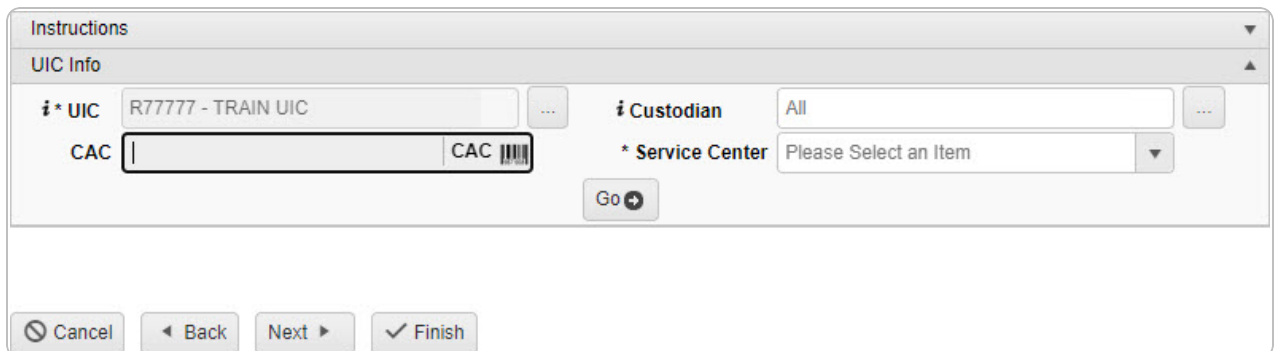




4. Use  to select the Override Reconciliation Due Date, or enter the date (MM/DD/YYYY) in the field provided. *Entry in this field opens the Override Reason field.*
  - A. Enter the Override Reason in field provided. *This is an 20 alphanumeric character field.*
- Select . *The screen returns to the Unit Reconciliation grid screen, with the updated record highlighted.*
5. OR
- Select . *The **Reconciliation Return Details** page appears.*

### Edit Return Details

1. Click  to select the entry. *The Reconciliation is highlighted, and , , , , , , and  become available.*
2. Select . *The Edit drop-down menu appears.*
3. Select . *The **Reconciliation Return Details** page appears.*



Instructions

UIC Info

i \* UIC R77777 - TRAIN UIC ...

CAC | CAC

i Custodian All ...

\* Service Center Please Select an Item

Go

Cancel Back Next Finish

4. Use  to select the Service Center.



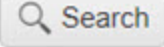


5. Select . *The Search Criteria appears.*

**Instructions**

**Search Criteria**

<p><b>Stock Nbr</b> <input type="text" value="All"/></p> <p><b>Serial Nbr</b> <input type="text"/></p> <p><b>Scan Barcode</b> <input type="text" value="ICN   S/N   UUI"/></p> <p><input checked="" type="checkbox"/> <b>Current Warehouse Only</b></p>	<p><b>ICN</b> <input type="text" value="All"/></p> <p><b>Item Description</b> <input type="text" value="All"/></p> <p><b>Reportable Commodity Type</b> <input type="text" value="All"/></p>
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6. Select . *The Unit Issue Reconciliation Details Search Results — Outstanding Tab and Pending Tab — appears.*

### Outstanding Tab

Issue No	Issuing Org	Receiving Org	Item Description	Quantity	Unit	Location	Container	Status	Remarks
1	...	...	CONTRACTOR BREAK	...	...	...	...	ACTIVE	...

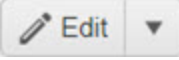
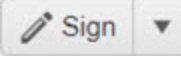

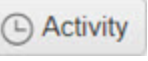


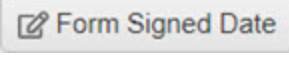
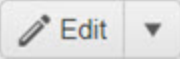
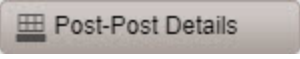
### Pending Tab

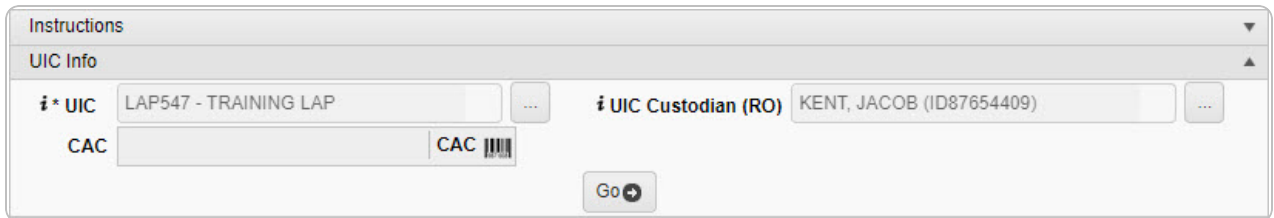
Issue No	Issuing Org	Receiving Org	Item Description	Quantity	Unit	Location	Container	Status	Remarks
1	...	...	STOCK OUN SHOULDER	...	...	...	...	PENDING	...





## Edit Unit Reconciliation Post-Post Details

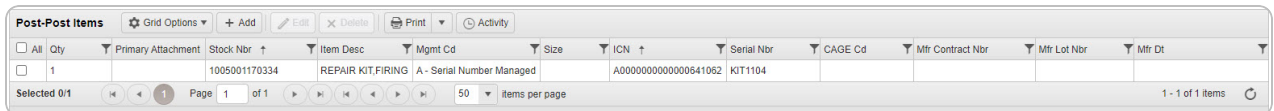
- Click  to select the entry. *The Reconciliation is highlighted, and* , , , , , , and  become available.
- Select . *The Edit drop-down menu appears.*
- Select . *The **Reconciliation Post-Post Details** page appears.*



- Select . *The Search Criteria appears.*



- Select . *The Unit Issue Reconciliation Post-Post Search Results appears.*



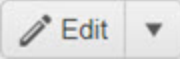
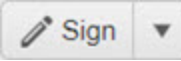
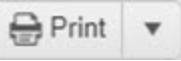
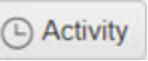

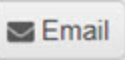
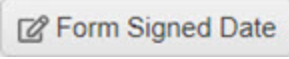
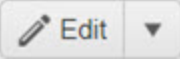


Qty	Primary Attachment	Stock Nbr	Item Desc	Mgmt Cd	Size	ICN	Serial Nbr	CAGE Cd	Mfr Contract Nbr	Mfr Lot Nbr	Mfr Dt
1		1005001170334	REPAIR KIT FIRING	A - Serial Number Managed		A000000000000641062	KIT1104				

Selected 0/1 | Page 1 of 1 | 50 items per page | 1 - 1 of 1 items






### Cancel a Reconciliation

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


**Cancel Reconciliation** [X]

Do you want to cancel this Unit Reconciliation?


Yes  No
4. Select . *The Unit Issue Reconciliation record is removed from the results grid.*






## Add an Attachment to a Unit Issue Reconciliation


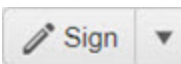

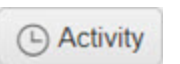
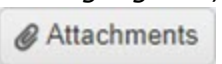
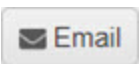
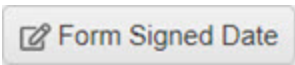
### Navigation

MATERIEL MGMT > Unit Issue > Reconciliation >  (desired record) >  Attachments > Reconciliation Attachments for UIC / Commodity pop-up window

### Procedures

#### Add an Attachment to a Unit Issue Reconciliation

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

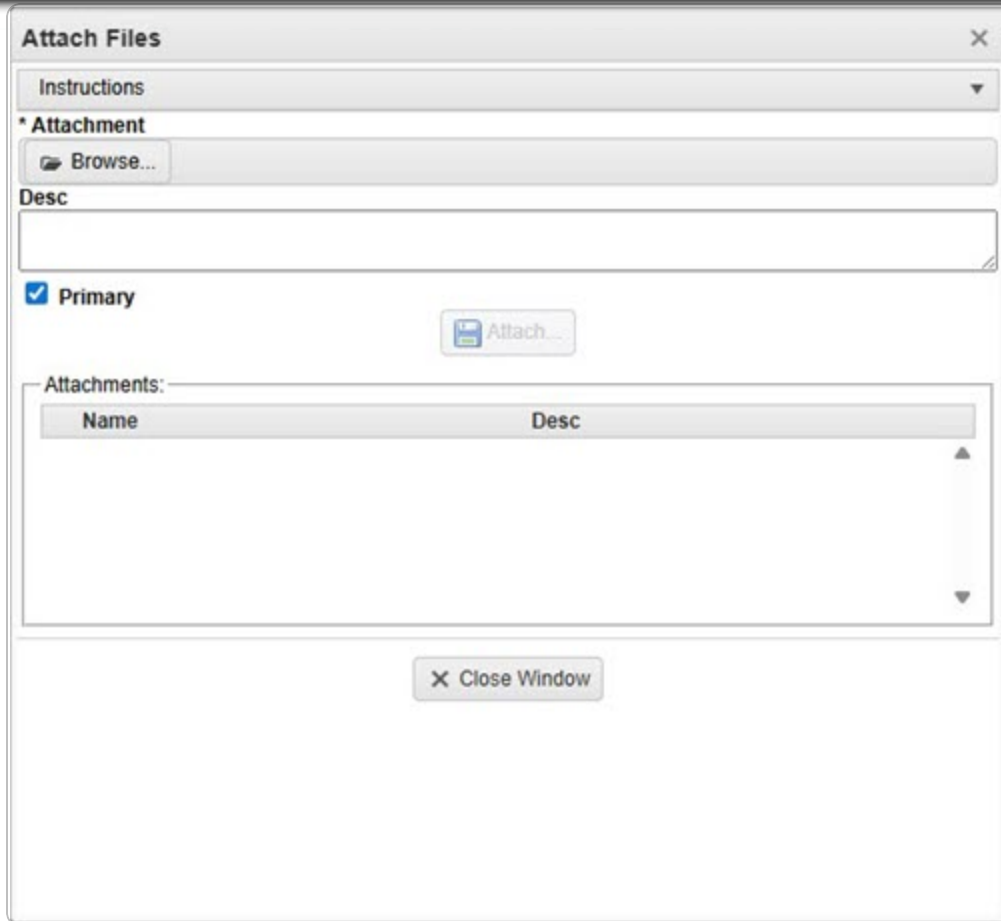
1. Click  to select the entry. The Reconciliation is highlighted, and , , , , , , and  become available.

2. Select . The **Reconciliation Attachments for UIC: / Commodity:** pop-up window appears.



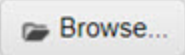

3. Select . The **Attach Files** pop-up window appears.





The screenshot shows a dialog box titled "Attach Files" with a close button (X) in the top right corner. Below the title bar is a dropdown menu labeled "Instructions". Underneath is a section labeled "\* Attachment" containing a "Browse..." button with a folder icon. Below that is a text input field labeled "Desc". A checked checkbox labeled "Primary" is followed by an "Attach..." button with a document icon. At the bottom of the dialog is a "Close Window" button. In the center of the dialog, there is a table with the following structure:

Attachments:	
Name	Desc

4. Select . The Windows **Choose File to Upload** pop-up window appears..
5. Select . The file name appears in the bottom file list.

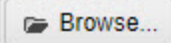




**Attach Files** ✕


Instructions ▼

\* Attachment

 Browse...

Desc

Primary

 Attach...

Attachments:

Name	Desc	
<input checked="" type="radio"/> <a href="#">Puffin.png</a>	Puffin Picture	<span>✕</span>

✕ Close Window

- Repeat Steps 4 - 8 to attach multiple documents.
- Select ✕ Close Window . The **Attach Files** pop-up window closes, and the file appears in the **Reconciliation Attachments for UIC: / Commodity:** pop-up window.





## Help Reference Guide

Reconciliation Attachments for UIC: UIC123 / Commodity: CBRN ✕

Instructions ▼





Puffin.png  

 Attach...

### Note



Select the  part of  to save the attachment directly to the computer. Follow the prompts to download the attachment.

8. Select . The **Reconciliation Attachments for UIC: / Commodity:** pop-up window closes.

