



Schedule a Physical Inventory

The **Physical Inventory** request is scheduled and managed by the ICP. The request is then sent to applicable RSA(s) for Inventories to be performed.

1. In the DPAS Materiel Management module, navigate to **Physical Inventory** from the **Materiel Mgmt** menu - The Results Grid displays a list of all currently available Physical Inventories.
2. Select the **Add** button from the grid header - The **Add Physical Inventory** pop-up displays.

	Physical Inv Nbr	Status	Inv Segment Cd	Release Dt	As of Dt	Due Dt	Count Method Code Description
<input type="checkbox"/>	COMMS101017110656252	PL - Planned	B				Physical Inventory
<input type="checkbox"/>	COMMS071417113758185	RE - Released		07/14/2017	07/14/2017	07/29/2017	Physical Inventory
<input type="checkbox"/>	COMMS071917103210345	RE - Released	A	07/19/2017	07/19/2017	08/03/2017	Physical Inventory
<input type="checkbox"/>	COMMS082917133540222	UR - Unreconciled					
<input type="checkbox"/>	COMMS082917134655175	UR - Unreconciled					
<input type="checkbox"/>	COMMS092517141628724	SC - Scheduled	D				
<input type="checkbox"/>	COMMS092517141650396	SC - Scheduled	A				
<input type="checkbox"/>	COMMS100917123532705	RE - Released					
<input type="checkbox"/>	COMMS100917133218221	RE - Released					
<input type="checkbox"/>	COMMS100917134206268	IP - In Progress					
<input type="checkbox"/>	COMMS100917144312455	IP - In Progress					

Add Physical Inventory

Instructions

- Inventory Type
 - RSA / Catalog
 - Condition Codes
 - Review
- * Inv Mode: SEG - Inv Segment Cd
- * Inv Release Type: Select an Item
- Release Dt: [Calendar Icon]
- As of Dt: [Calendar Icon]
- Due Dt: [Calendar Icon]





Inventory Type

1. Select an **Inv Mode** from the drop down – determines the type of inventory.
2. Select an **Inv Release Type** from the drop down – determines how the inventory request is sent to the selected RSAs.
3. Enter a **Release Dt** – determines when the inventory request should be sent to the applicable RSA(s).
4. Enter a **As of Dt** – determines when a snapshot of the inventory in both the ICP and RSA(s) should be taken.
5. Enter a **Due Dt** – determines when the inventory must be completed by and results sent to the ICP
6. Select **Next** button – Continues to the **RSA/Catalog** tab

Inventory Modes :

SEG – Inv Segment Cd, perform a physical inventory based on inventory segment code(s)

STK - Stock number, perform a physical inventory based on stock number(s)

SER - Serial Number, perform a physical inventory based on a serial number(s)

Inventory Release Types :

PLN – Planned Only, planning purposes and will not release the inventory plan to the RSAs

SAP – Scheduled Inventory Planned, schedule a planned physical inventory request

SAR – Scheduled Inventory Random, unplanned physical inventory request

Add Physical Inventory

Instructions

Inventory Type

RSA / Catalog

Condition Codes

Review

* **Inv Mode**
 SEG - Inv Segment Cd

* **Inv Release Type**
 SAP - Scheduled Inventory, Planned

Release Dt
 2/2/2019

As of Dt
 2/3/2019

Due Dt
 2/17/2019

Cancel Next



RSA / Catalog

Inv Mode – SEG, Inv Segment Cd

1. Select or enter the **RSA(s)** that need to conduct the inventory.
2. Select the **Inv Segment Cd** to determine what inventory will be counted by the RSA(s).
3. Select Next – Continues to the **Condition Codes** tab

RSA / Catalog tab view will change depending on the Inv Mode selected.

Inv Mode – STK, Stock number

1. Select or enter the **RSA(s)** that need to conduct the inventory.
2. Select the **LIN/TAMCN(s)** or the **Stock Nbr(s)** to determine what inventory will be counted by the RSA(s).
3. Select Next – Continues to the **Condition Codes** tab

Inv Mode – SER, Serial Number

1. Select or enter the **RSA(s)** that need to conduct the inventory.
2. Select Next – Continues to the **Condition Codes** tab

You do not select the **Serial Numbers** to include on the inventory by serial number



Condition Codes

1. Select Condition Codes – determines what inventory in those condition codes need to be inventoried.
2. Select Next – Continues to the **Review** tab

By default, all possible condition codes are selected for the Physical Inventory Request

Add Physical Inventory ✕

Instructions ▼

Inventory Type ➤

RSA / Catalog ➤

Condition Codes ➤

Review ➤

Condition Cd(s)

All 1

<input checked="" type="checkbox"/> A - Svcbl(w/o Qual)	<input checked="" type="checkbox"/> L - Suspndd(Litigation)
<input checked="" type="checkbox"/> B - Svcbl(With Qual)	<input checked="" type="checkbox"/> M - Suspndd(in Work)
<input checked="" type="checkbox"/> C - Svcbl(Pri Issue)	<input checked="" type="checkbox"/> N - Suspndd(Ammo Emer)
<input checked="" type="checkbox"/> D - Svcbl(Test/Mod)	<input checked="" type="checkbox"/> P - Unsvcbl(Reclam)
<input checked="" type="checkbox"/> E - Unsvcbl(Lim Rstr)	<input checked="" type="checkbox"/> Q - Suspndd(Qual Def)
<input checked="" type="checkbox"/> F - Unsvcbl(Repbl)	<input checked="" type="checkbox"/> R - Suspndd(Reclam-Cond)
<input checked="" type="checkbox"/> G - Unsvcbl(Incomp)	<input checked="" type="checkbox"/> S - Unsvcbl(Scrap)
<input checked="" type="checkbox"/> H - Unsvcbl(Condemned)	<input checked="" type="checkbox"/> T - Svcbl(Ammo Train)
<input checked="" type="checkbox"/> J - Suspndd(in Stk)	<input checked="" type="checkbox"/> V - Unsvcbl(Waste Munition)
<input checked="" type="checkbox"/> K - Suspndd>Returns)	<input checked="" type="checkbox"/> X - Suspended (Repair Decision Delayed)

2





Review

1. **Optional** – Select **Back** – return to previous tab(s) in order to make corrections.
2. **Optional** – Select **Cancel** – cancels the Physical Inventory request
3. Select **Add** – Saves and submits the request.

The **Review** is used to verify the Physical Inventory request before scheduling it for the RSA(s).

Add Physical Inventory

Instructions

Inventory Type ▶

RSA / Catalog ▶

Condition Codes ▶

Review ▶

Inventory Type

Inv Mode	Inv Release Type
SEG	SAP
Release Dt	As of Dt
02/02/2019	02/03/2019
Due Dt	
02/17/2019	

RSA / Catalog

RSA(s)

CENTER COMMS

Lin Tamcn(s) **Stock Nbr(s)**

Inv Segment Cd

A

Condition Codes

Condition Cd(s)

All

Add / Edit Remarks

⊘ Cancel
⏪ Back
Add ✓

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The Physical Inventory will be sent to the RSA(s) based on the **Scheduled Release Date**.



Update a Physical Inventory

The **Update** process can be used to make adjustments to **Open Planned** or **Open Scheduled** inventories.

1. In the DPAS Materiel Management module, navigate to **Physical Inventory** from the **Materiel Mgmt** menu - The Results Grid displays a list of all currently available Physical Inventories.
2. Select the **Check Box** adjacent to the **Physical Inv Nbr** and select the **Edit** button from the grid header – The **Update Physical Inventory** pop-up displays
3. Make the necessary changes on each tab – Select **Next** to navigate to the next tab
4. Select the **Add / Edit Remarks** hyperlink to add a comment in the **History Remarks** field to document the reason for the change.
5. Once on the **Review Tab**, select the **Update** button to save the changes - The updated Physical Inventory displays highlighted at the top of the Results Grid.

Physical Inventory [Grid Options] **3** [Edit] [Cancel] [Reconcile] [DLMS Transaction Log]

<input type="checkbox"/>	Physical Inv Nbr	Status	Inv Segment Cd	Release Dt	As of Dt	Due Dt	Count Method Code	Desc
<input checked="" type="checkbox"/>	COMMS101017110656252	PL - Planned	B					
<input type="checkbox"/>	COMMS092517140950287	PL - Planned	A					
<input type="checkbox"/>	COMMS071917112923970	PL - Planned						

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Update Physical Inventory

Instructions

Inventory Type

RSA / Catalog

Condition Codes

Review

* **Inv Mode**
SEG - Inv Segment Cd

* **Inv Release Type**
PLN - Planned Only

Release Dt

As of Dt

Due Dt

[Cancel] [Next >]

Released or Closed Inventories cannot be updated.





Cancel a Physical Inventory

Any **Physical Inventory** request in an **Open Status** can be **Cancelled**.

1. In the DPAS Materiel Management module, navigate to **Physical Inventory** from the **Materiel Mgmt** menu - The Results Grid displays a list of all currently available Physical Inventories.
2. Select the **Check Box** adjacent to the **Physical Inv Nbr** and select the **Cancel** button from the grid header – The **Cancel Physical Inventory** pop-up displays
3. Select the **Yes** button – The Physical Inventory request is **Cancelled** and is removed from the Results Grid.

Physical Inventory Grid Options + Add **3** Cancel Reconcile DLMS Transaction Log

<input type="checkbox"/> All	Physical Inv Nbr	Status	Inv Segment Cd	Release Dt	As of Dt	Due Dt	Count Method Code Desc
<input checked="" type="checkbox"/>	COMMS101017110656252	PL - Planned	B				Physical Inventory
<input type="checkbox"/>	COMMS092517140950287	PL - Planned	A				
<input type="checkbox"/>	COMMS071917112923970	PL - Planned					

Selected 1 Page 1 of 1 50 item

Cancel Physical Inventory X

Are you sure you want to cancel this Physical Inventory?

4

Canceling an inventory will cancel the request(s) and send a cancellation message and to the RSA(s) that were assigned the Inventory.



Reconcile a Physical Inventory

Once the RSA(s) complete and reconcile their physical inventory, the status of the inventory is sent to the ICP

1. In the DPAS Materiel Management module, navigate to **Physical Inventory** from the **Materiel Mgmt** menu - The Results Grid displays a list of all currently available Physical Inventories.
2. Narrow the search for the Physical Inventory request being reconciled by entering information into the **Search Criteria** area.
3. Select the **Check Box** adjacent to the **Physical Inv Nbr** and select the **Reconcile** button from the grid header – The **Physical Inventory Reconciliation** pop-up displays

Instructions

Search Criteria

Physical Inv Nbr: CRIIS032519095922924 Status: All Open

Inv Segment Cd: All Stock Nbr: All

RSA: Condition Cd: All

Release Dt From: Release Dt To: As of Dt From: As of Dt To:

2 Search Reset

Physical Inventory Grid Options + Add Edit Cancel Reconcile LMS Transaction Log

<input checked="" type="checkbox"/>	Physical Inv Nbr	Status	Inv Segment Cd	Release Dt	As of Dt	Due Dt
<input checked="" type="checkbox"/>	CRIIS032519095922924	UR - Unreconciled				

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3

The ICP can approve suggested RSA reconciliations or request a recount on any discrepancies

Physical Inventory Reconciliation

Instructions

Physical Inventory Information

Physical Inv Nbr	Status	Release Dt	As of Dt	Due Dt
CRIIS032519095922924	UR - Unreconciled	03/25/2019	03/25/2019	04/09/2019
ICP	RSA(s)			
CRIS	Iowa			
LIN/TAMCN(s)	Stock Nbr(s)	Condition Cd(s)		
	01260020-1	All		

Reconciliation Summary Grid Options Complete Recount Cancel Show All

CICP/RSA Name	Stock Nbr	Item Desc	Managed DoDAAC	Discrepant Qty	Status
RSA: Iowa Total Discrepant: 5					
Stock Nbr: 01260020-1					
Iowa	01260020-1	CENTER HANGAR BAND	ED0505	5	

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

Close





Reconcile a Physical Inventory

The **Physical Inventory Reconciliation** can be **completed**, sent back for **recount**, or **cancelled** by the ICP.

1. In the **Physical Inventory Reconciliation** page - The Reconciliation Summary grid displays a list of the RSA(s) reported discrepancies.
2. Select the **Check Box** adjacent to the record(s) and select the appropriate action from the grid header – The designated action will display a **Confirmation** pop-up.
3. Confirm the selected action or select cancel – The Physical Inventory is reconciled and closed once the ICP **Completes** the request.

If **Recount** is selected, a new Physical Inventory request will be created in the RSA.

