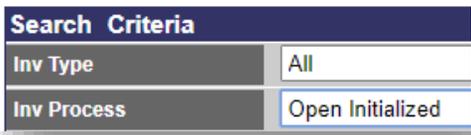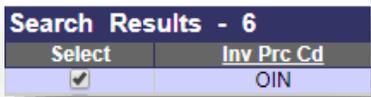# Export Inventory

1.　Login to **DPAS Property Accountability** module
2.　Navigate to **Inventory > Manage Inventories**
3.　Search for your inventory using the search criteria
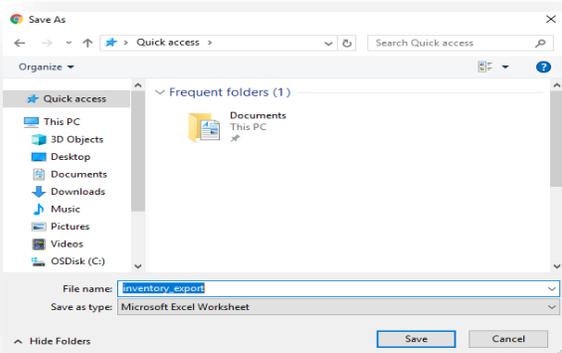
Search Criteria	
Inv Type	All
Inv Process	Open Initialized

4.　Select your inventory in *OIN – Open Initialized* status

Search Results - 6	
Select	**Inv Prc Cd**
☑	OIN

5.　Select Export Inventory

Action

Export Inventory ▼

6.　Save Inventory to your PC

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Manual Update Excel File

1. **Open** the File
2. **Update** the *Counted Quantity* for each asset to the amount inventoried
   - a Leave *Counted Quantity* = 0 for assets not found
3. **Modify** *Location* and/or *Sub Location* as assets are inventoried

	A	B	C	D	E	F	G	H	I	J	K	L	M	
1	Physical Inventory Number	Location	Sub Location	Ownership	Custodian	Expected Quantity	Counted Quantity	Notes	GPS	Stock Number	Item Description	Asset Id	Serial Number	RFID
2	21028BROOKS0001	AREA7		BROOKS	RFID	1	1			1234567890	BROOKS SUPER ASSETS	LOANED000200	999994544	2F248513
3	21028BROOKS0001	BUILDING 11		BROOKS	RFID	1	1			1234567890	BROOKS SUPER ASSETS	BROOKS000028	888877777	2F248513
4	21028BROOKS0001	AREA7		BROOKS	RFID	1	1			1234567890	BROOKS SUPER ASSETS	LOANED000300	1111	2F248513
5	21028BROOKS0001	AREA7		BROOKS	RFID	1	1			1234567890	BROOKS SUPER ASSETS	BROOKS000056	777555	2F248513
6	21028BROOKS0001	TIMS ROOM		BROOKS	RFID	5	0			123456789	A THING	BULK00000408		2F248513
7	21028BROOKS0001	XEIFNOC		BROOKS	RFID	1	0			7021010077229	GLOCK 9MM	CONFIDEX0079	0011	2F248513
8	21028BROOKS0001	XEIFNOC		BROOKS	RFID	1	0			7021010077229	GLOCK 9MM	CONFIDEX0080	0012	2F248513
9	21028BROOKS0001	XEIFNOC		BROOKS	RFID	1	0			7021010077229	GLOCK 9MM	CONFIDEX0081	0013	2F248513
10	21028BROOKS0001	XEIFNOC		BROOKS	RFID	1	0			7021010077229	GLOCK 9MM	CONFIDEX0082	0014	2F248513
11	21028BROOKS0001	AREA7		BROOKS	RFID	1	0			7021010077229	GLOCK 9MM	CONFIDEX0083	0015	2F248513
12														
13														
14														
15														

4. **Save** the file when finished

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Import Inventory

5.   Login to **DPAS Property Accountability**
6.   Navigate to **AIT > Physical Inventory Resolution**

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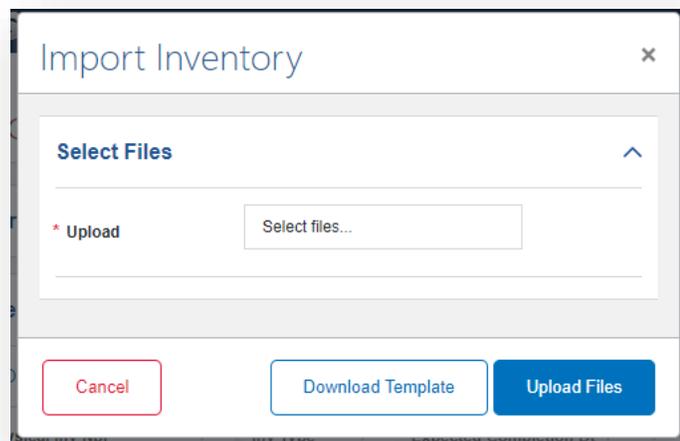**DPAS Website**
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Import Inventory cont.

1.   From the work queue, select **Import** – the import window will display
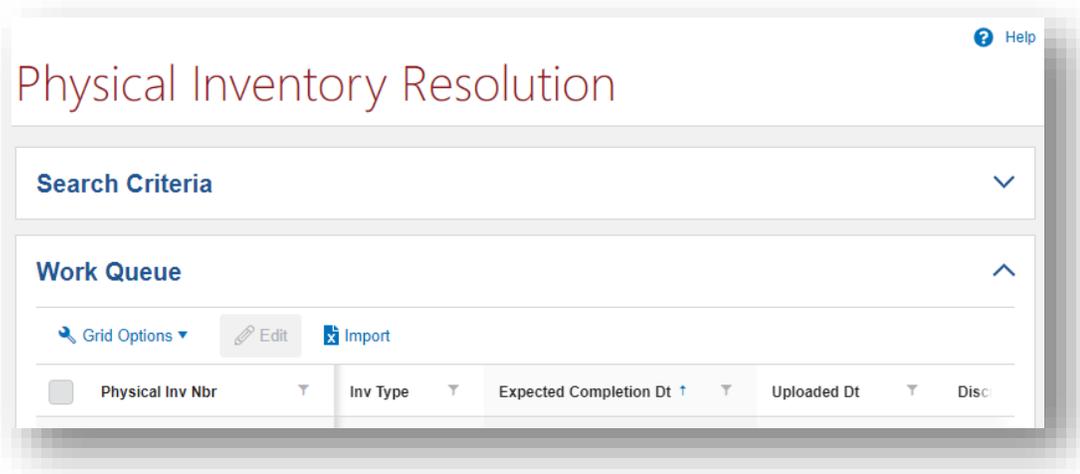
2. **Select files** to import – File explorer will open
3. Choose the file and **Open**
4. Select **Upload files**
5. **Cancel** at any time

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Import Inventory cont.

6. On successful import, select **Finished** to close the window
7. Or select **Upload files** to import another file
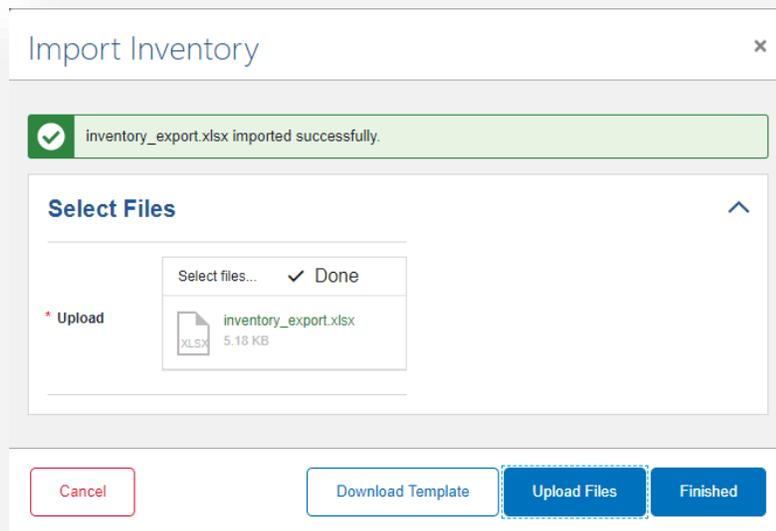
8. If *errors* are received, no information has been imported. Please **Download Template** when necessary to ensure all required fields are present & formatted properly, then try again.
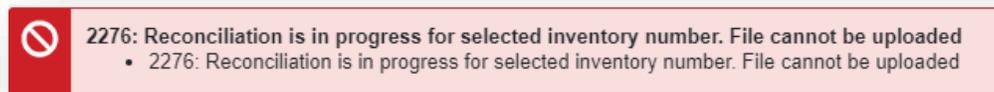
9. If *warnings* are identified, inventory information will need resolution before processing.

10. To resolve errors, select **Finished** – the page will refresh and record(s) will be added to the **Work Queue**

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Resolve Count

1. Locate and select the record within the **Work Queue**
2. Select **Edit**
3. Item details will be displayed

Observe the information uploaded
4. Use the 🔍 browse to identify the asset intended to be captured

Save and Continue – once updates have been made, this will save the changes and advance to the next item (if applicable)
Delete – will remove the record entirely from the inventory import
Additional Details – this feature is for bulk items, identify additional key values for the record to process successfully

5. Once all assets have been resolved, the imported inventory data will process to reconciliation. Navigate to **Inventory Reconciliation** to ensure the inventory is complete.

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Post Import

1. Navigate to Inventory > Manage Inventories and search for your inventory
   On successful import, the inventory will be set to one of the following statuses:
   - **OPR – Open Process Reconciliation**
     o This means the reconciliation process is still running to determine discrepancies
   - **OUA – Open Unreconciled Automated**
     o This means the reconciliation process found discrepancies that need to be addressed
   - **CSC – Closed Scanner Complete**
     o This means the reconciliation process found no discrepancies that need to be addressed
2. If the inventory is in OPR or OUA, inventory results can be viewed from the following inquiries.
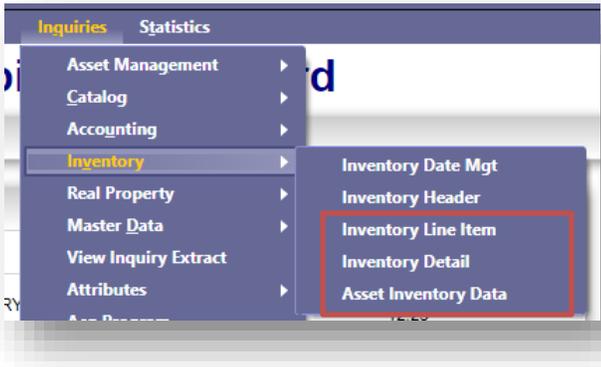
3. If the inventory is in CSC, or has been reconciled and is now CRC, inventory results and updates should be observed by generating a Reconciliation Report or using alternate inquiries which display asset inventory data post reconciliation.

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