



Managing Inventories

1. Select the **Action** drop-down list. **Reconcile Inv Data** is the default. This option is used to address all overages and shortages found during the inventory. The inventory must be in Open Initialized (OIN), Open Downloaded (ODL) or Open Unreconciled Manual (OUM) status to perform this action.
2. The **Update Inv Hdr Dates** option is used to change the **Sched Cmpltn Dt** and **Next Initlzn Dt** of a selected inventory. The inventory must be in Open Initialized (OIN) or Open Downloaded (ODL) status to perform this action.
3. The **Generate Inv Report** option is used to request a new inventory report. This report shows all assets that are included on the inventory. The inventory must be in Open Initialized (OIN) or Open Downloaded (ODL) status to generate this report.
4. The **Generate Rcl Report** option is used to request a new reconciliation report. This report shows all overages and shortages on the inventory. The inventory must be in Open Unreconciled Automated (OUA) status to generate this report.

Inv Prc Cd	Inv Nbr	Cust Nbr	Inc Sub Cust	Loc	Inv Type Cd	Sched Cmpltn Dt	Next Initlzn Dt
OUA	10035UIC0020002	MC0003	No		CUS	3/31/2099	2/4/2099

Action	
Reconcile Inv Data	▼
1	Reconcile Inv Data
1	Update Inv Hdr Dates
7	Generate Inv Report
	Generate Rcl Report
	Close Inventory
	Cancel Inventory
	Delete Inventory

8 continue Cancel

5. The **Close Inventory** option is used to complete an inventory before all assets are reconciled. This option will complete any changes made under the Reconcile Inv Data option and disregard all others. The inventory must be in Open Initialized (OIN), Open Downloaded (ODL) or Open Unreconciled Manual (OUM) status to perform this action.
6. The **Cancel Inventory** option is used to quit an inventory, disregarding any changes under Reconcile Inv Data. A Canceled Inventory will be assigned a status code of CAN. The inventory must be in open status (an inventory that starts with an O - Open initialized (OIN), Open Downloaded (ODL), Open Scanner (OSC), Open Process Recon (OPR), Open Unreconciled Automated (OUA), Open Unreconciled Manual (OUM)).
7. The **Delete Inventory** option is used to remove closed inventories from the list. The inventory must be in closed status (an inventory that starts with a C - Closed No Assets (CNA), Closed Scanner (CSC), Closed Reconciled (CRC), Closed Mass Update (CMU) or Closed Cancelled (CAN)).
8. Select the **Continue** button to proceed to your selected option page.

