

Reconciling Inventories - Search Criteria

- 1. In Web DPAS, navigate to Inventory> Manage Inventories.
- 2. Select the type of the inventory to be modified from **Inv Type** drop-down. The options are All, Custodian, Location, Cyclic by Custodian, Cyclic by Location, Sensitive or Custom.
- Select the process code of the inventory to be modified from Inv Process drop-down. The options are All, All open, All closed, Open initialized (OIN), Open Downloaded (ODL), Open Scanner (OSC), Open Process Recon (OPR), Open Unreconciled Automated (OUA), Open Unreconciled Manual (OUM), Closed No Assets (CNA), Closed Scanner (CSC), Closed Reconciled (CRC), Closed Mass Update (CMU) or Cancelled (CAN).
- 4. A **Custodian Nbr** selection is optional. This field is used to further refine a search.
- 5. A **Loc** selection is optional. This field is used to further refine a search.
- 6. An **Inv Nbr** selection is optional. This field is used to further refine a search.
- Select Search button to continue to Search Results page.

Search Crit	eria	
Inv Type	All	
Inv Process	All	3
Custodian Nbr		4)
Loc		C
Inv Nbr	6	
7	Search	Reset

Sear	rch Result							
Select	Inv Prc Cd	Inv Nbr	Cust Nbr	Inc Sub Cust	Loc	Inv Type Cd	Sched Cmpltn Dt	Next Initizn Dt
	S OUA	10041UIC0020001	MC0003	No		CUS	3/31/2010	2/10/2011
	ODL	10041UIC0020003	MC0005	No		CUS	3/31/2010	2/10/2011
	ODL	10041UIC0020002	MC0004	No		CUS	3/31/2010	2/10/2011
Select All Deselect All 9 Continue Cancel								

- 8. Select the inventory or inventories to be modified.
- 9. Select **Continue** button to advance to **Selected Rows** page.



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Reconciling Inventories - Action

- 1. Verify that the default of *Reconcile Inv Data* is selected.
- 2. Select Continue button.

Selected Rows							
Inv Prc Cd	<u>Inv Nbr</u>	Cust Nbr	Inc Sub Cust	Loc	Inv Type Cd	Sched Cmpltn Dt	Next InitIzn Dt
OUA	10041UIC0020001	MC0003	No		CUS	3/31/2010	2/10/20 <mark>11</mark>
Action Reconcile Inv Data Cancel							

- 3. Verify that **Serial Asset** radio button is selected. Notice the Bulk Asset radio button to the right. It is used to reconcile bulk managed assets.
- 4. The Asset Id field is optional. It is used to search for a specific asset.
- 5. Select the Inv Asset Sts Cd from the drop-down list. All will be selected for this exercise.
- 6. Select the **Search** button to advance to the **Reconcile Inventory Data** page.

Inv Nbr	10041UIC0020001	Inv Process	OUA
Search Criteria			
○ (3)	Serial Asset	0	Bulk Asset
Asset Id	(4)		
Inv Asset Sts Cd	All		*
	5 All OFA - Overage F OND - Overage N OPD - Overage F OPM - Overage F OPP - Overage U SLO - Shortage I SMS - Shortage	ound Asset lot on DPAS Previous DPAS Asset Possible Match Possible Previous Match ninitialized Location Missed	



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Reconciling Inventories

Reconciling Inventories - Shortage

- Select one or more shortages with the same outcome.
- 2. Select **Continue** button.
- Select Update button from Serial Assets Selected Rows page. (not pictured)
- 4. Verify asset information.
- 5. The **Suspt Loss Sts Cd** is N/A by default. N/A is the status when the asset really is not a shortage but was found in a different location. If the asset is truly missing, one of the other options would be chosen and the **Update** button selected.



Asset Id	HR1027000122	inv Nbr	10041UIC0020001
Stock Nbr	1006011182640	Serial Nbr	BR549MM
Item Desc	PISTOL, 9MM CALIBER AUTOMATIC	Suspt Loss Sts Cd	N/A
Inv Asset Sts Cd	sset Sts Cd SMS - Shortage Missed		
Serial Shortage Update			
InitIzd Qty	1	Inv Qty	1
InitIzd Loc	BLDG 10 SECT 11	Inv Loc	
InitIzd Sub Loc		Inv Sub Loc	
		Inv Dt	
		Inv User Id	
		Cond Cd	Coloct a condition
		Incl Cmpn	[11]
Suspt Loss Sts Cd	N/A - Non Applicable	Resolution Cd	
	S - Suspected Loss I - Under Investigation R - Report of Survey N/A - Non Applicable	12 Update	Cancel

- 6. If **Suspt Loss Sts Cd** of N/A applies, browse or enter the new location in the **Inv Loc** text field.
- 7. If Suspt Loss Sts Cd of N/A applies, enter the new sub location in the Inv Sub Loc text field.
- 8. If Suspt Loss Sts Cd of N/A applies, browse or enter the inventory date of the asset in the Inv Dt text field.
- 9. If Suspt Loss Sts Cd of N/A applies, enter a valid user id in Inv User Id text field.
- 10. Select a Cond Cd if applicable. This is an optional field.
- 11. Select Incl Cmpn if applicable.
- 12. Select Update button to reconcile the shortage.



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Reconciling Inventories - Overage Not on DPAS

 From the Serial Assets Search Results screen, select one or more overages with the same outcome. Select Continue button.

Serial Assets Search Results						
Select	<u>Asset Id</u>	Stock Nbr	Serial Nbr	Inv Asset Sts		
1	BROOKS000032			Overage Not on DPAS		
SAMPLEASST02				Overage Not on DPAS		
Select All Deselect All Continue Cancel						

- 3. Select **Update** button from **Serial Assets Selected Rows** page.
- 4. Verify asset information.

2. Select Continue button.

- 5. Select the appropriate outcome from the **Resolution Cd** drop-down list.
- 6. Select **Update** button to reconcile the overage.

Asset Id	BROOKS000032	inv Nbr	10041UIC0020001
Stock Nbr	(4)	Serial Nbr	
Suspt Loss Sts Cd	N/A	Inv Asset Sts	OND - Overage Not on DPAS
Serial Overage Update			
InitIzd Qty		lmv Qty	1
InitIzd Loc		Inv Loc	BLDG 10 SECT 11
InitIzd Sub Loc		Inv Sub Loc	
		Inv Dt	02/10/2010
		Inv User Id	PALVAREZ
		Cond Cd	A
		Incl Cmpn	
Suspt Loss Sts Cd		Resolution Cd 5	ANR - Accountability not required
		Item Desc	ANR - Accountability not required
	6	Update Cancel	INC - Incorrect input of keyed Asset ID OTR - Other resolution SNI - Should not have been inventoried Ass





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