



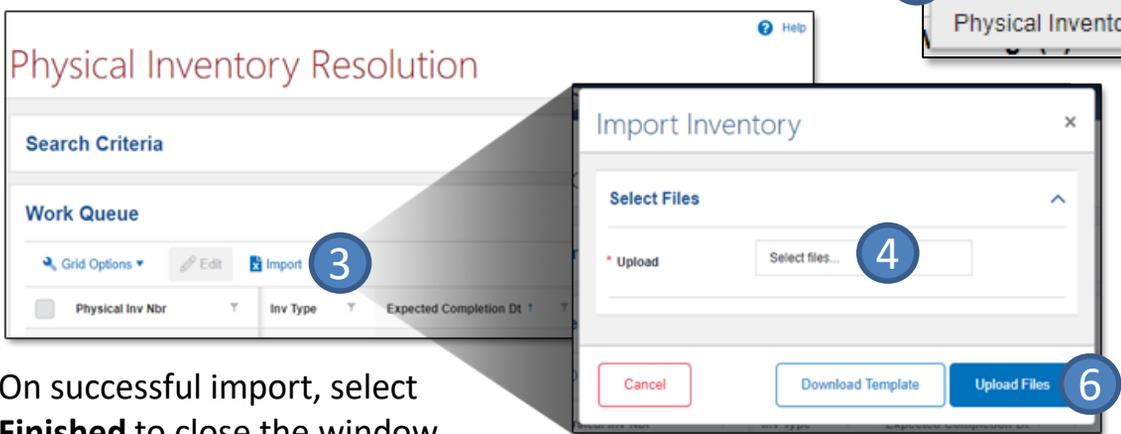
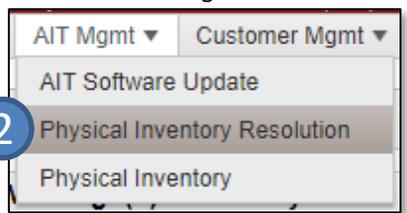
Import Inventory

1. Login to **DPAS Property Accountability** or **Warehouse** module
2. Navigate to **AIT > Physical Inventory Resolution**
3. From the work queue, select **Import** – the import window will display
4. Choose **Select files** to import – File explorer will open
5. Select the file and **Open**
6. Select **Upload files**

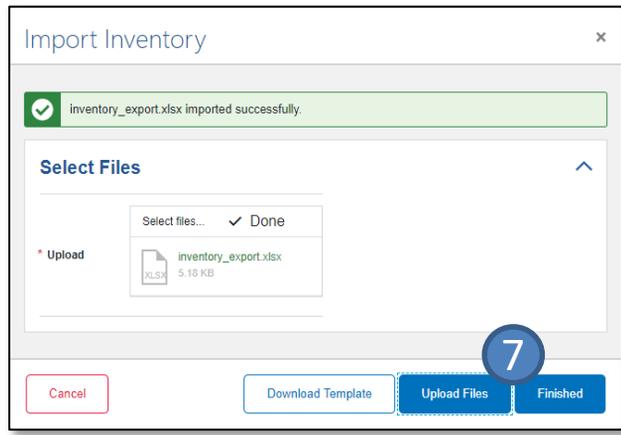
Property Accountability



Warehouse Management



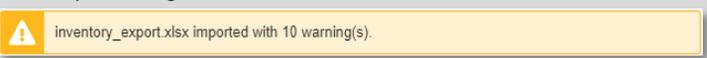
7. On successful import, select **Finished** to close the window.
Or select **Upload files** to import another file.



*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.



*If *warnings* are identified, inventory information will need resolution before processing.





Resolve Count

1. Locate and select the record within the **Work Queue**
2. Select **Edit** - Item details will be displayed (*Observe the information uploaded*)
3. 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

< >
Item: B0000000000001545853
✕

8 Items Remaining

ICN	B0000000000001545853 🔍	3	Container
Stock Nbr	4240013611319	Status	MI
Item Desc		Notes	
Location	ISSUE	User	ASTOLFIJ
Quantity	9	Counted On	03/03/2020
		Counted By	Import

Item Details

⚠ Counted quantity doesn't match information on file. Please provide additional information.

🗑 Delete
+ Additional Details
💾 Save and Continue

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

< >
Asset Segment 1
✕

i This is a segment of B0000000000007012163. 198 of 198 have been accounted for.

Quantity	198	▲ ▼	of 198	* Owing DoDAAC	
* Cond Cd				Contract Nbr	
Container				Proj Cd	

🗑 Delete
+ Split
💾 Save