

DPAS Quick Reference Guide

Warehouse Conduct Physical Inventory

Conduct Physical Inventory – Print Inventory Report

- In the DPAS Warehouse Management module, navigate to Physical Inventory from the Material Mgmt menu – The Manage Physical Inventory page displays (step not shown).
- 2. Select the Expansion Arrow to the left of the inventory to be conducted.
- 3. Select the **Inv Report** button The **File Download** dialog box displays.
- 4. Select the **Open** button.
- 5. Print the .PDF from Adobe Reader.

Manual Inventories are conducted by verifying, counting and writing down inventory results. These results are recorded in DPAS producing a report of overages and shortages.

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column will be populated with values of the equipment. If the inventory was a blind inventory, these totals will not be available.







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Conduct Physical Inventory – Conduct Manual Inventory

- 1. Conduct a count of equipment by **Stock Numbers** and **Inventory Control Numbers** (ICNs) (step not shown).
- 2. Write the quantity counted in the **Count Qty** field.
- 3. Write the Inventoried Date and Time into the **Count Dt/Tm** field.
- 4. Note any discrepancy with the Condition Code (COND CD) of the item.
- 5. Complete the process for all equipment (step not shown).



The Inventory Report has blank entries to write down equipment found during the inventory. These are referred to as overages.

Conduct Physical Inventory – Enter Results into DPAS

- 1. Select the Expansion Arrow to the left of the inventory conducted.
- 2. Select the

have the Conduct

button. Automatic

Identification

Technology (AIT)

Conduct button.

Only Manual Inventories

Inventories use a PDCD

to gather and report

information to DPAS.

Manage Physical Inventory + Add Grid Options ▼ FacilityFacilites ▲ ▼ Zone(s) ▼ Location ▼ Reportable Commodity Ty T Inv Segment Cd T Cost Physical Inv Nbr T Condition Cd(s) T Inv Type T Inv Execution Type O Cancel COLPIV031114131858422 Physical Inv AIT - AIT Inventor 99 O Cancel COLPIV031114132012163 Physical Inv AIT - AIT Inventor 99 O Cancel COLPIV031114134019247 ical Inv AIT - AIT Inventor 99 S Cancel Y Owning DoD Sequence Nbr 4 Y Perso Physical Inv Nb Inv Report 10 v items per page × 4 1 **b** B 10 🔻 items per page





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Warehouse Conduct Physical Inventory

Conduct Physical Inventory – Enter Results (Cont'd)

- 1. Enter inventoried results into the Inventoried Qty field.
- 2. Enter inventoried date and time into Count Dt/Tm field.
- 3. Enter optional Remarks.
- Select the Save button before navigating to the next page

 The Records Saved pop-up displays.

Enter a quantity of zero if the asset(s) is unavailable. Leaving the field blank will create an error message.

- 5. Select the **OK** button.
- 6. Complete entries for all equipment (step not shown).







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Warehouse Conduct Physical Inventory

Conduct Physical Inventory – Adding an Overage

- 1. Select the Add button The Add Inventoried Items pop-up displays.
- 2. Enter the item's stock number in the **Stock Number** field.
- 3. Enter or browse for the inventory control number of the item in the **ICN** field.
- 4. Select the item's location using the Location Id Browse (...) button.
- 5. Enter the item's **Container Id**, if applicable.
- 6. Select the condition code of the item in the **Cond Cd** drop-down list.
- 7. Enter the quantity in the Inventoried Qty field.
- 8. Select the items **Owning DoDAAC** from the drop-down list.
- 9. Choose a **Prj Cd**, if applicable.
- 10. Select the Add button.

Conduct Phys	ical Inventory								×	
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Conduct Physical Inventory – Mark as Complete

- 1. Verify all entries are complete.
- 2. Select the Mark Inventory as Complete button
- 3. Physical Inv Status for the record changes to OUR – Open – Unreconciled





