



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.
4. Select the **Save** button before navigating to the next page – The **Records Saved** pop-up displays.
5. Select the **OK** button.
6. Complete entries for all equipment (step not shown).

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

Conduct Physical Inventory

Physical Inventory Information

Physical Inv Nbr COLPIV062514134019073	Sequence Nbr 1	Physical Inv Status Released
Personnel	Owning DoDAAC	Prj Cd

Inventoried Items + Add Grid Options

Stock Nbr	Item Desc	Serial Nbr	Location Id	Container Id	Cond Cd	ICN	Expected Qty	Inventoried Qty	Count Dt/Tm	Remarks
1005090007544	RIFLE 308 CAL PRA	5829849812985051	INDIV ISSUE		A	A000000000000009257	1	0	6/25/2014 12:00:00 AM	
1005090007544	RIFLE 308 CAL PRA	25614981298198129	INDIV ISSUE		A	A000000000000009258	1	1	6/25/2014 12:00:00 AM	
1005090007544	RIFLE 308 CAL PRA	0321912989151916987	INDIV ISSUE		A	A000000000000009259	1	1	6/25/2014 12:00:00 AM	
8115014508593	BOX, WOODEN		INDIV ISSUE			00000000000000044	300	305	6/25/2014 12:00:00 AM	
8465016072746	SLEEPING BAG		INDIV ISSUE			00000000000008463	500	498	6/25/2014 12:00:00 AM	
8465013056991	SLEEPING BAG		INDIV ISSUE			00000000000008464	2,049	2,049	6/25/2014 12:00:00 AM	
8470014762519	HELMET,GROUND TROOP		INDIV ISSUE			B000000000000000021	50	50	6/25/2014 12:00:00 AM	
2320015305687	TRUCK TRACTOR,ARMOR	ARTRK002	INDIV ISSUE		A	A000000000000009276	1	1	6/25/2014 12:00:00 AM	
2320015305687	TRUCK TRACTOR,ARMOR	ARTRK003	INDIV ISSUE		A	A000000000000009277	1	1	6/25/2014 12:00:00 AM	
8465015308387	POCKET AMMUNITION		INDIV ISSUE		A	B000000000000008453	100	100	6/25/2014 12:00:00 AM	

Records Saved
Records have been saved successfully.
OK

1 - 10 of 36 items

Save Mark Inventory as Complete Cancel





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 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**

