



Reconciling a Physical Inventory

In the DPAS Warehouse Management module, navigate to **Physical Inventory** from the **Material Mgmt** menu.

1. Select the Expansion Arrow to the left of the inventory to be reconciled.
2. Choose the **Reconcile** button.

	Physical Inv Nbr	Facility/Facilities	Zone(s)	Location	Reportable Commodity Type(s)	Condition Cd(s)	Inv Type	Inv Execution Type	Inv Segment Cd	
▶	SATPIV012114120423491						PIV - Physical Inv Visible	AIT - AIT Inventory		9
▶	SATPIV012114132017657						PIV - Physical Inv Visible	AIT - AIT Inventory	B - Inventory B Schedule	9
▶	SATPIV030414093049847						PIV - Physical Inv Visible	AIT - AIT Inventory		9
▶	SATPIV031914140307864						PIV - Physical Inv Visible	MAN - Manual Inventory		9

Physical Inv Nbr: SATPIV031914140307864, Sequence Nbr: 1, Personnel: , Owning C:

10 items per page

1 - 5 of 5 items





Analyzing Stock Numbers

1. Select the **Analyze** button to the left of the Stock Number to be reconciled – The **Analyze Inventory Discrepancy** page displays.
2. View the Stock Number information.
3. Choose the **Close** button.

Only assets which were identified as an overage or shortage will appear to be reconciled. Expected counts do not display. If the inventory was perfect (no overages or shortages), the inventory would go directly to *Closed Reconciled* status.

Reconcile Physical Inventory

Instructions

Physical Inventory Information

Physical Inv Nbr SATPIV031914140307864	Sequence Nbr 1	Physical Inv Status Unreconciled
Personnel	Owning DoDAAC	Pj Cd

Discrepant Inventory Items

Stock Nbr	Item Desc	Serial Nbr	Location Id	Container Id	Cond Cd	Inventory Control Number	Expected Qty	Inventoried Qty	Discrepancy Type	Action to Take
8415015554001	MITTEN INSERTS,EXTR		SORT		A	B00000000000000000061	399	390	Shortage	Select an Item
8415015554001	MITTEN INSERTS,EXTR		STOCK		A	B00000000000000000061	101	0	Shortage	Select an Item
8415015554016	MITTEN INSERTS,EXTR									
8415015554016	MITTEN INSERTS,EXTR									
8415013107336	GLOVES,MENS AND WO									
8415013107337	GLOVES,MENS AND WO									
8415013107337	GLOVES,MENS AND WO									

Analyze Inventory Discrepancy

Instructions

Item Analysis

Stock Nbr	Item Desc	Inventory Control Nbr	Location Id	Container Id	Zone Id	Facility	Qty	Cond Cd	Owning DoDAAC	Pj Cd	Last Updated Dt
8415015554001	MITTEN INSERTS,EXTR	B00000000000000000061	SORT			WAREHOUSE WAREHOUSE	399	A	M98820		02/27/2014
8415015554001	MITTEN INSERTS,EXTR	B00000000000000000061	STOCK			WAREHOUSE WAREHOUSE	101	A	M98820		02/27/2014

10 items per page

1 - 2 of 2 items

Close

Save Changes Complete Reconciliation Cancel





Printing a Reconciliation Report

1. Search for the Inventory Number to be printed.
2. Select the **Reconcile Report** button – The **File Download** dialog box displays.
3. Choose **Open** button (step not shown).
4. Print the **Physical Inventory Reconciliation Report**.

Reconciliation options are as followed:

Overages:

- Increase Inventory
- No Action Taken
- Recount

Shortages:

- Decrease Inventory
- Recount
- Report of Survey
- Suspected Loss

The screenshot shows the DPAS 'Manage Physical Inventory' interface. A search for 'SATPIV031914140307864' is performed. The 'Reconcile Report' button is highlighted with a blue circle '2'. An Adobe Reader window displays the 'Physical Inventory Reconciliation Report' for the same inventory number, dated 03/19/2014. The report includes a table with columns for Item, Stock, Stock Desc, Qty, and Value. A blue circle '4' is placed over the 'Print' button in the Adobe Reader window. A blue circle '1' is placed over the search input field, and another blue circle '1' is placed over the 'Reconcile Report' button in the interface.

LN#/EMCN	STOCK NBR	STOK DESC	REQ QTY	US	COUNTED QTY	DISCREPANT QTY	REQ VALUE	COUNTED VALUE	DISCREPANT VALUE
01412P	841501554001	MITTEN INERTS,ERTH	500	FR	488	(12)	\$99,525.00	\$96,560.40	(\$2,964.60)
01412P	841501554016	MITTEN INERTS,ERTH	500	FR	495	(5)	\$99,525.00	\$97,539.75	(\$198.25)
C11072P	841501310736	GLOVES,HEAVY ADG WD	997	FR	1,005	8	\$21,993.82	\$22,370.30	\$376.48
C11072P	841501310737	GLOVES,HEAVY ADG WD	999	FR	1,010	11	\$22,037.94	\$22,380.60	\$342.66
TOTAL DISCREPANT VALUE:							(\$2,900.71)		
TOTAL DISCREP-ONLY VALUE:							(\$3,349.85)		

After an inventory is marked as *Complete Reconciliation*, the Physical Inventory Reconciliation background process needs to run before a Reconciliation Report can be generated. This occurs every fifteen minutes.

