

Reconciling a Physical Inventory

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

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

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Analyzing Stock Numbers

- 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.

Warehouse Reconcile Physical Inventory

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.

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Warehouse Reconcile Physical Inventory

Determining Actions to Take

- 1. Select a value from the Action to Take drop-down list for all discrepancies.
- 2. Choose the Save Changes button The Records Saved pop-up displays.
- 3. Select the **OK** button.



The **Save Changes** button can be used during the **Reconcile** process even if the inventory reconciliation is not going to be completed at that time. The changes will display when returning to finalize the inventory.

Completing the Reconciliation

Select the **Complete Reconciliation** button.

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The actions selected during the reconciliation are not completed automatically in the system. You will need to print a Reconciliation Report and perform the updates manually.

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Printing a Reconciliation Report

- 1. Search for the Inventory Number to be printed.
- 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.**

Warehouse Reconcile Physical Inventory

Reconciliation options are as followed: Overages:

- Increase Inventory
- No Action Taken
- Recount

Shortages:

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

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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.



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