Defense Property Accountability System (DPAS) Inventory Actions

INVENTORY ACTION	INVENTORY PROCESS	DESCRIPTION
Reconcile Inventory Data	• Open Unreconciled Automated (OUA) • Open Unreconciled Manual (OUM)	Used to reconcile your overages and shortages during an inventory. You cannot reconcile multiple inventories.
Update Inventory Header Dates	• Open Initialized (OIN) • Open Downloaded (ODL) • Open Scanner (OSC) • Open Unreconciled Automated (OUA) • Open Unreconciled Manual (OUM)	Used to update the scheduled completion date of your inventory or update the next initialization date. You can update multiple inventories, even if they have different **Inv Process Cds**.
Generate Inventory Report	• Open Initialized (OIN) • Open Downloaded (ODL)	Used to generate or reprint an inventory report for an already initialized inventory. You can generate reports for multiple inventories, even if they have different **Inv Process Cds**.
Generate Reconciliation Report	• Open Unreconciled Automated (OUA)	Used to generate or reprint a reconciliation report. You can generate reports for multiple inventories, even if they have different **Inv Process Cds**.
Close Inventory	• Open Initialized (OIN) • Open Unreconciled Automated (OUA) • Open Unreconciled Manual (OUM)	Once an inventory has been reconciled you use this option to close it. DO NOT use this if you initialized an inventory accidentally; this will update your next inventory due date. You can close multiple inventories but they must have the same **Inv Process Cd**
Cancel Inventory	• Open Initialized (OIN) • Open Downloaded	Cancels an inventory without updating any inventory dates. You can cancel multiple

INVENTORY ACTION	INVENTORY PROCESS	DESCRIPTION
	(ODL) • Open Scanner (OSC) • Open Unreconciled Automated (OUA) • Open Unreconciled Manual (OUM)	inventories, even if they have different **Inv Process Cds**.
Delete Inventory	• Closed No Assets (CNA) • Closed Scanner (CSC) • Closed Reconciled (CRC • Closed Mass Update (CMU) • Cancelled (CAN)	Used to delete closed/cancelled inventories; cannot delete open inventories. You can delete multiple inventories, even if they have different **Inv Process Cds**.