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Inventory Retention Update

MODULE: Utilities

INTRODUCTION

This process provides the capability to designate the number of days that an inventory will be retained in DPAS. The date will default to 30 days, but may be set as low as 1 day and as high as 1095 days (3 years). After such time, DPAS will purge the inventory(ies) greater than the number of days you set. This process is used for both manual and automated inventory procedures.

PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Utilities** icon, or select **Utilities** from the menu bar.
2. Select **Master Table Maint** from the program group.
3. Select **UIC** from the program list.



STEP 1:

- a. **UIC:** Enter or browse for the UIC you are changing.
- b. Click **OK**.

STEP 2:

Once you enter the UIC for which you are updating the inventory retention, UIC information will be displayed on the following screen:

- Click **Next Page**.

STEP 3:

- Retain Closed Inv for:** This is used to tell DPAS how long to keep past inventories on the system. The date will be defaulted to 30 days but you can set it as high as 1095 days (or 3 years).
- Click **Add**.

The Cyclic Inventory Data will be discussed later.

Forecast HRH Inventories

INTRODUCTION

This process produces a forecast listing report of all hand receipt holders for a specific UIC or Accountable UIC scheduled for inventory within a desired time frame (01-99 days) from the date of request. Also, if desired can create batch transactions for each Hand Receipt within the desired time frame, which will create a Hand Receipt report and/or initialize assets to an inventory.

PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Inventory Actions** from the program group.
3. Select **Forecast HRH Inventories** from the program list.



STEP 1:

a. **UIC Options:**

If you want to request all hand receipt holders for a specific UIC, select **Selective** (this is the default).

If you want to request all hand receipt holders under the Accountable UIC, select **All**.

b. **Additional Actions:**

None: This is the default. By accepting this default, no other additional actions occur.

Initialize HRH Inventories: Select this option if you want to request a batch transaction to initialize inventories for each Hand Receipt Holder appearing on the Forecast Report.

Initialize and Create HRH Inventories: Select this option to request a batch transaction to initialize and create inventory reports for each Hand Receipt Holder appearing on the Forecast Report.

**NOTE:**

Checking the Expanded Report checkbox identifies that the HRH or Cyclic by HRH reports will be created in the expanded format. This expanded inquiry retrieves expanded description information from the Expanded Description Table for a requested stock number.

- c. **UIC:** Enter or browse for a specific UIC or leave blank to list all Hand Receipt Holders for the Accountable UIC.
- d. **Forecast Period (00-99):** The number of days entered is added to the system date to create a report date. The valid Hand Receipt Holder records whose inventory due dates are less than or equal to the report date and is greater than or equal to the system date will be listed on the report.
- e. **Sort Sequence:** Select the sequence you want your report to sort. This is only available if you selected **Initialize and Create HRH Reports**.
- f. Click **Submit**.

To view this report, you will need to click **Exit** and then you can either click on **File>Print Reports** or click on **Hand Receipt>Reports>Print**.

Updating The Scheduled Inventory Completion Date

INTRODUCTION

This process allows the user the opportunity to update the scheduled completion date of the inventory. If a manager sees that the inventory is not going to be done when it was initially scheduled to be completed this process would be generated.

OBJECTIVES

Students/Users should be able to accomplish necessary steps and procedures relative to updating the scheduled inventory completion date as part of the managing inventory process.

PREREQUISITES

- Hardware/software has been procured
- Inventory date has been selected

APPLICATION

Accomplish process as part of inventory actions/managing inventories.

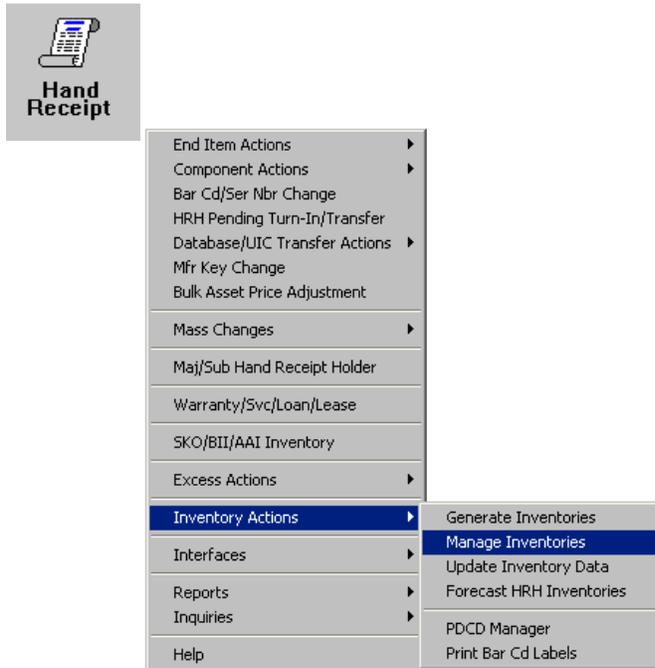
ACTIVITY

Instructor-led lecture and demonstration with Student Hands-on application.

STEPS TO PERFORM ACTION

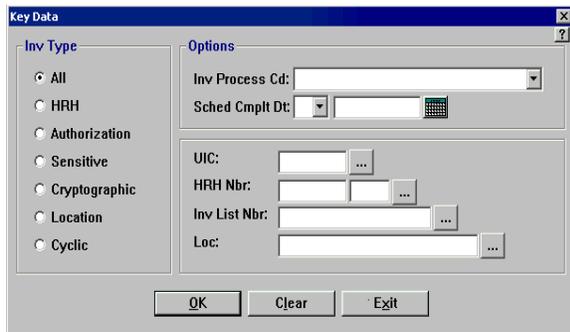
1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Inventory Actions** from the program group.

3. Select **Manage Inventories** from the program list.



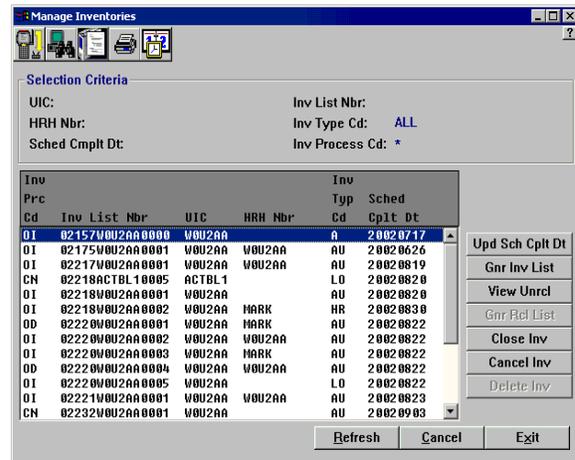
STEP 1:

- Click **OK**.



STEP 2:

- Highlight the inventory to which you are updating the scheduled inventory completion date.
- Click on the **Upd Sch Cplt Dt** button.



Generating An Inventory List

INTRODUCTION

This is another opportunity for another hand receipt report to be reprinted. This might be necessary because changes might take place on a hand receipt after the inventory has been ordered; for example item(s) may have been changed or deleted from the property book. The user can resubmit the inventory report. Assets that are newly added will not be affected until the inventory is next initialized.

OBJECTIVES

Students/Users should be able to accomplish necessary steps and procedures relative to generating an inventory list when needed.

PREREQUISITES

- Hardware/software has been procured
- Inventory has been completed

APPLICATION

Accomplish process as part of inventory actions/managing inventories.

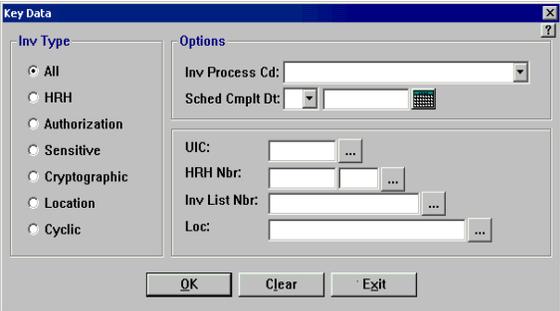
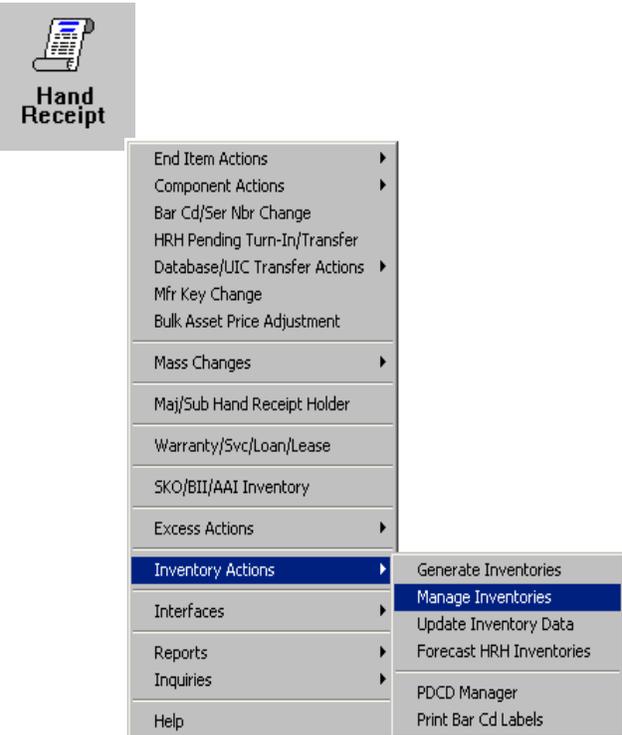
ACTIVITY

Instructor-led lecture and demonstration with Student Hands-on application.

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Inventory Actions** from the program group.

3. Select **Manage Inventories** from the program list.

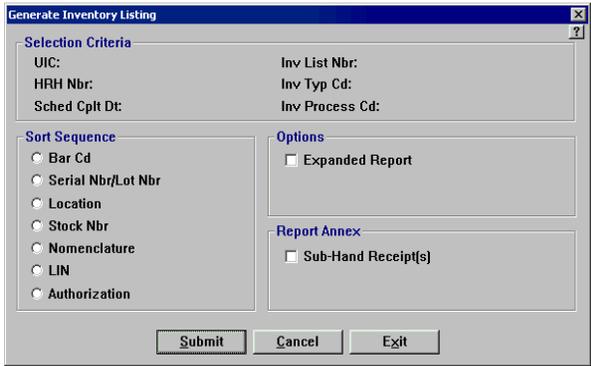
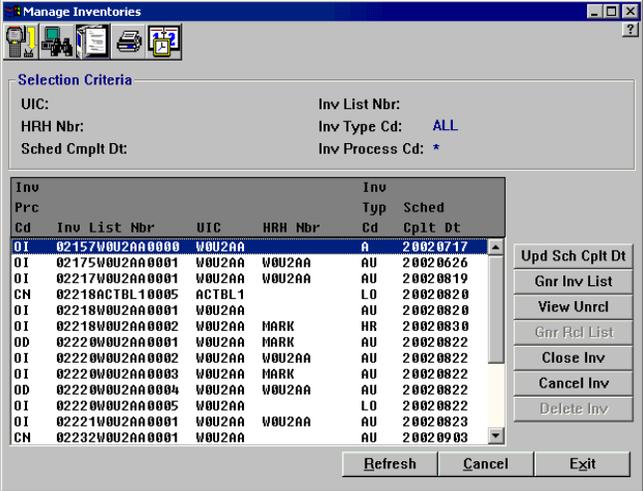


STEP 1:

- Click **OK**.

STEP 2:

- a. Highlight the inventory(ies) for which you wish to generate an inventory list.
- b. Click on the **Gnr Inv List** button.



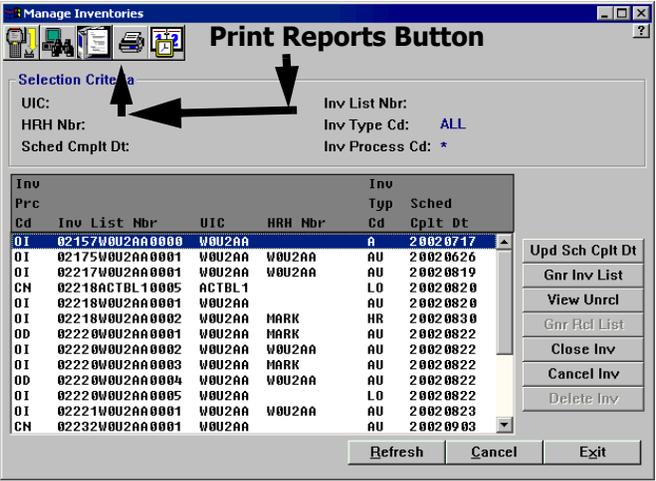
STEP 3:

- a. **Sort Sequence:** Select the sort sequence for your inventory listing.
- b. **Expanded Report:** Check this box if you want the expanded version of this listing.
- c. **Sub-Hand Receipt(s):** Check this box if you want a separate report for each of your sub-hand receipt.
- d. Click **Submit**.

STEP 4:

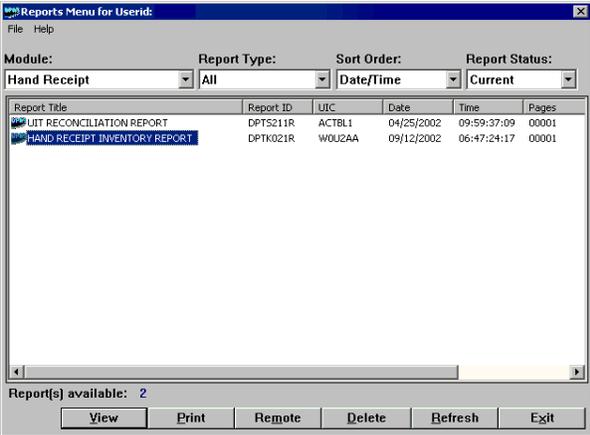
You can now view the Inventory Listing.

- Click on the **Print Reports** button.



STEP 5:

- a. Highlight the inventory list (report) you just generated.
- b. Click **View**.



HINT!
 To select the inventory list you just generated, you could also just double-click on it to view.

Generating An Inventory List (Cont'd)

Below is an example of an Inventory Report:

```

REPORT: DPTK021R                                DEFENSE PROPERTY ACCOUNTABILITY SYSTEM          DATE: 2002
ACTBL UIC: ACTBL1                                HAND RECEIPT INVENTORY REPORT
UIC/ACTIVITY: WOU2AA 1232                          LIN SEQUENCE                                    INV LIST #
ACTIVITY NAME: RLSE 16 TEST                          SCHED CMPI
HRH NBR: WOU2AA -
HRH NM: RELEASE 16 TESTER
OFFICE NM: DPAS TRAINING                            PHONE NBR: 712 554-2234

LIN  GNRC NOMEN                                BAR CD    STOCK NBR
LOC      SUB LOC                                OFFICE    LCL USE   LST INV DT    ACQ CST

      FILTER,GUN DRIVE                            1005000012676
BUILDING 25                                     DFAS      20020723    131.80

      FILTER,GUN DRIVE                            1005000012676
BUILDING 25                                     DFAS      20020723    1,311.80

      FILTER,GUN DRIVE                            1005000012676
BUILDING 20                                     DFAS      20020724    131.80

00927A CRYPTO DEVICE, TELEPHONE, STU III        518000N000927
DOD BLDG 3                                     DFAS      20020620    5,345.00
    
```

Ready Pg: 1 of 1 150% NUM

Viewing Unreconciled Items

INTRODUCTION

This allows you to view unreconciled items once the records have been inventoried and uploaded back into DPAS. You will be able to double-click on the items listed and jump directly into the process to update the record. You will also be able to multi-choose like items and update them all at once if you choose.

This process may also be used for manual inventories. It will display all inventory items and will allow you to make corrections (such as location changes).

OBJECTIVES

Students/Users should be able to accomplish necessary steps and procedures relative to viewing unreconciled items as part of the managing inventory process.

PREREQUISITES

- Hardware/software has been procured
- Inventory has been completed and data has been inputted/uploaded into DPAS

APPLICATION

Accomplish process as part of inventory actions/managing inventories.

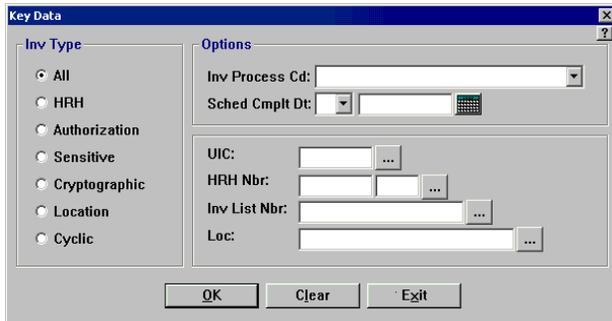
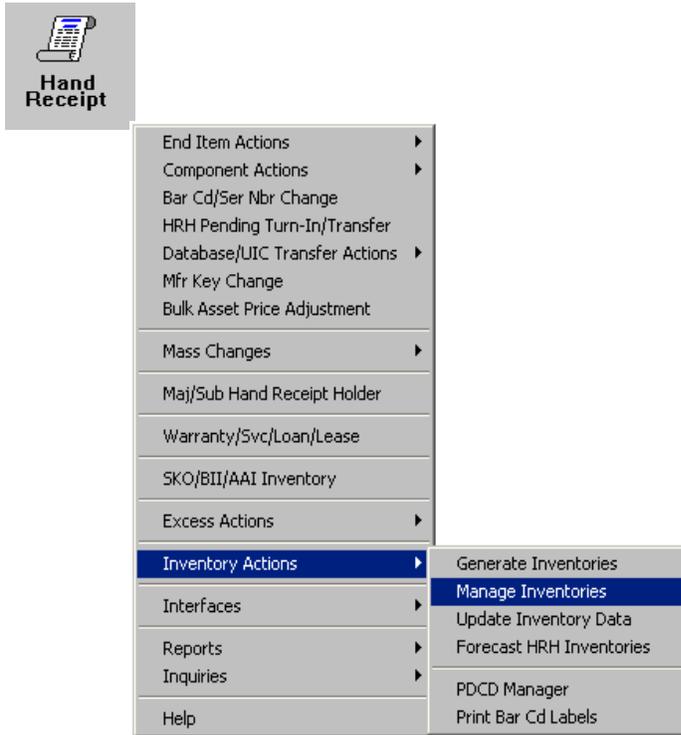
ACTIVITY

Instructor-led lecture and demonstration with Student Hands-on application.

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Inventory Actions** from the program group.

3. Select **Manage Inventories** from the program list.

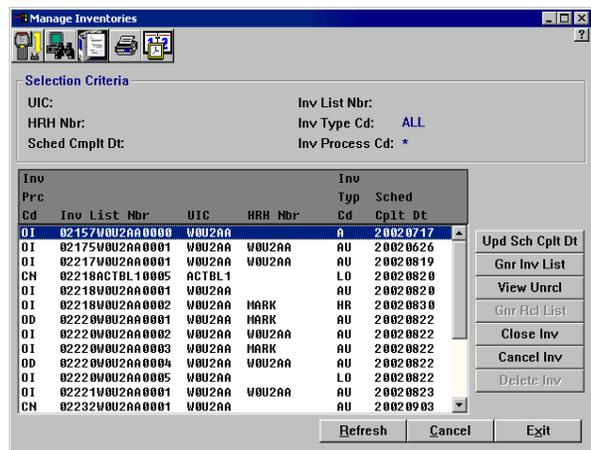


STEP 1:

- Click **OK**.

STEP 2:

- Highlight the inventory(ies) for which you wish to view unreconciled items.
- Click on the **View Uncl** button.



The 'Key Data' dialog box contains a 'Selection' section with three radio buttons: 'by Asset', 'Bulk Asset', and 'Inv List Nbr' (which is selected). To the right are five input fields: 'Bar Cd', 'Stock Nbr', 'Serial Nbr', 'Inv List Nbr', and 'Inv Except Cd'. The 'Inv Except Cd' field is a dropdown menu. At the bottom are 'OK', 'Clear', and 'Exit' buttons.

STEP 3:

- a. **Bar Cd:** This field is not accessible for this process.
- b. **Stock Nbr:** This field is not accessible for this process.
- c. **Serial Nbr:** This field is not accessible for this process.
- d. **Inv List Nbr:** The inventory for which you are viewing the unreconciled items for will be displayed.
- e. **Inv Except Cd:** Select the appropriate Inventory Exception Code.

Inventory Exception Codes			
OD	Overage asset not on DPAS]	SQ	Shortage Quantity
ON	Overage Non labeled asset	SR	Shortage Radio Frequency
OU	Overage Uninitialized asset	TF	Transfer Failed
SL	Shortage Location error	TS	Transfer Sub HRH
SM	Shortage Missed asset		

STEP 4:

- a. Select the asset from the list that is displayed in this window.
- b. Click **OK**.

The 'Unreconciled Assets' dialog box has a 'Key Data' section with an 'Inv List Nbr' field. Below is a table with columns: 'Stock Nbr', 'Serial Nbr', 'Bar Cd', 'Susp Loss', and 'Inv Except Cd'. The table is currently empty. At the bottom are 'OK' and 'Cancel' buttons.

STEP 5:

- a. Information about the asset you selected will be displayed.
- b. **Suspected Loss Cd:** Use this code to flag an asset as a suspected loss, report of survey, or an internal investigation.

Suspected Loss Codes	
I	Internal Investigation. This flags assets that are under an internal investigation.
R	Report of Survey. This flags assets that are to be deleted from the database as a report of survey. These would be items that have been lost or stolen.
S	Suspected Loss. This flags assets that you can not find and they are considered a suspected loss.

STEP 6:

You are returned to the selection window (if any existed) to select the next item.

- a. Select the next item from the list, if applicable.
- b. Click **OK**.
- c. Repeat STEP 5 for each of the remaining items.



STEP 7:

When you have no more items to reconcile, you will receive this message.

- a. Click **OK**.

The following message is displayed:

- b. Click **OK**.

The Transaction Processed dialog box will be displayed.

- c. Click **OK**.

You will be returned to the Key Data screen.

- d. Click **Exit**.



Generating A Reconciliation Report



NOTE:

This is only applicable for Automated inventories.

INTRODUCTION

This allows you to view items that were reconciled during the inventory process, lists a summary of your inventory, displays overages/shortages, items that were flagged as a suspected loss, transferred to a sub-HRH, relocated items, and any resolved exceptions.

OBJECTIVES

Students/Users should be able to accomplish necessary steps and procedures relative to generating a reconciliation report as part of the managing inventory process.

PREREQUISITES

- Hardware/software has been procured
- Inventory has been completed and data has been uploaded into DPAS

APPLICATION

Accomplish process as part of inventory actions/managing inventories.

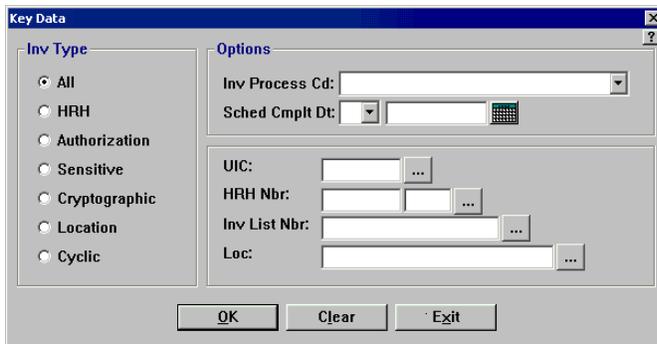
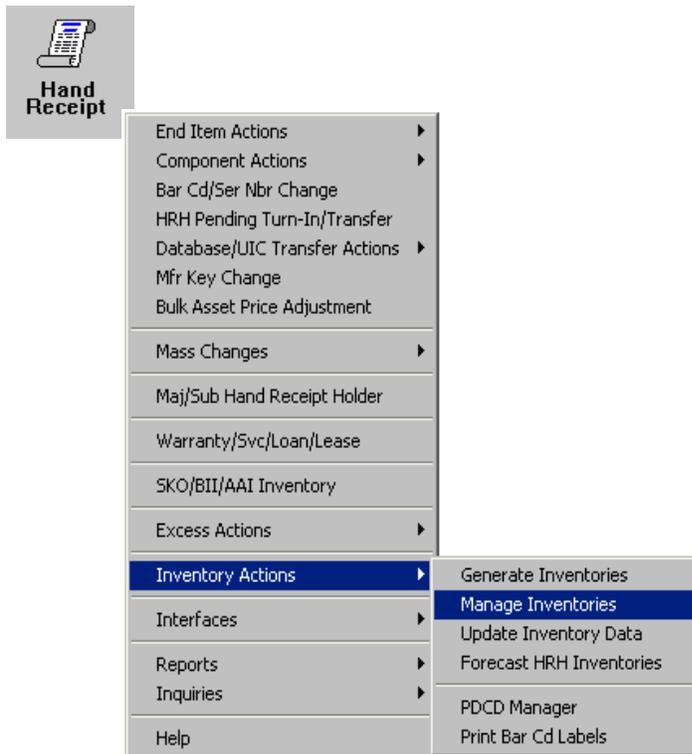
ACTIVITY

Instructor-led lecture and demonstration with Student Hands-on application.

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Inventory Actions** from the program group.

3. Select **Manage Inventories** from the program list.

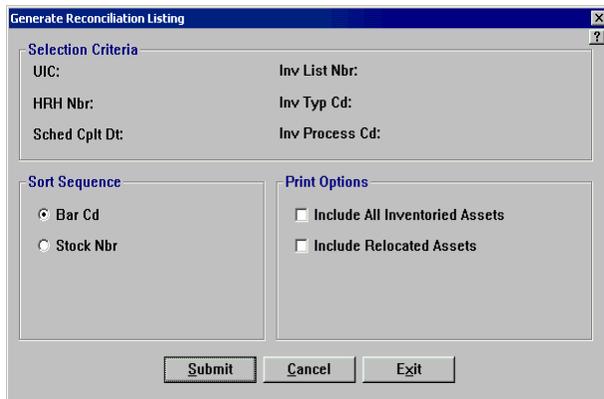
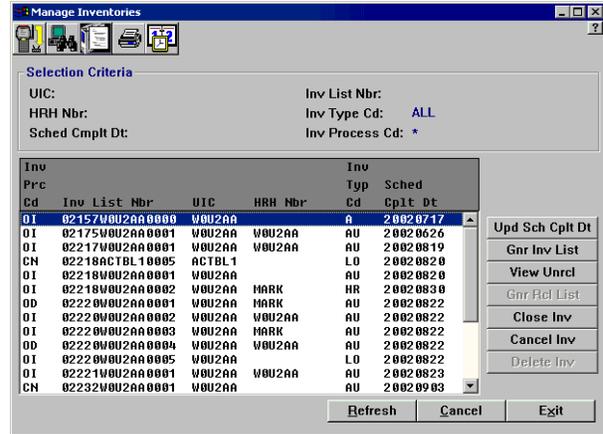


STEP 1:

- Click **OK**.

STEP 2:

- a. Highlight the inventory(ies) for which you wish to generate the reconciliation list. These inventories will have an Inv Prc Cd of **OU**.
- b. Click on the **Gnr Rcl Rpt** button.



STEP 3:

- a. **Sort Sequence:** Select how you want your reconciliation report to be sorted.
- b. **Print Options:** Select any of the desired options that are applicable to you.

Options	
Include All Inventoried Assets	Check this box if you want to include all inventoried assets on the report.
Include Relocated Assets	Check this box if you want to include the relocated assets on the report.

- c. Click **Submit**.

The Transaction Processed dialog box will be displayed.

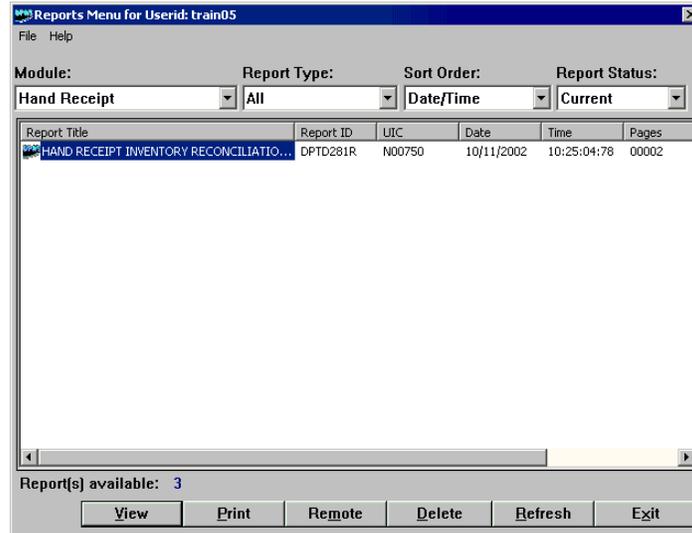
- d. Click **OK**.

You will be returned to the Key Data screen.

- e. Click **Exit**.

Reviewing the Reconciliation Listing

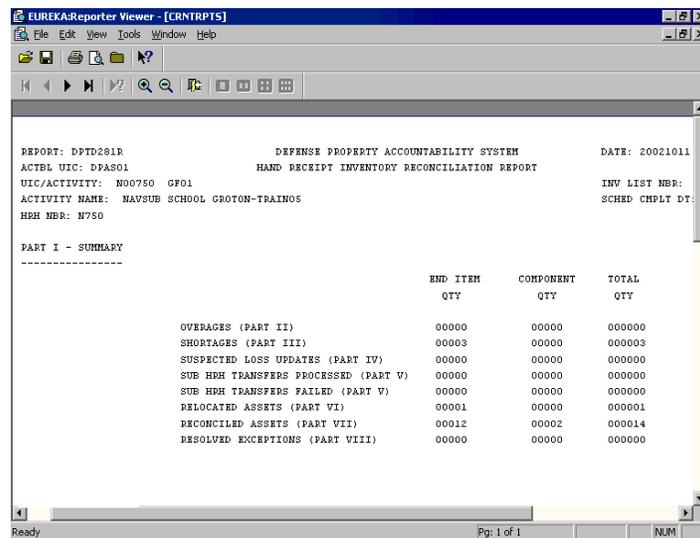
1. Click on the  icon.
2. Highlight the **HAND RECEIPT INVENTORY RECONCILIATION REPORT**.



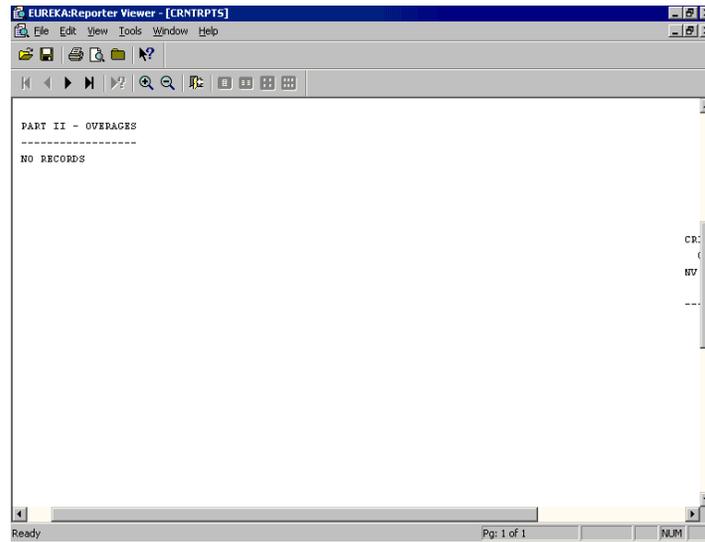
3. Click **View**.

The following is an example of the Reconciliation listing:

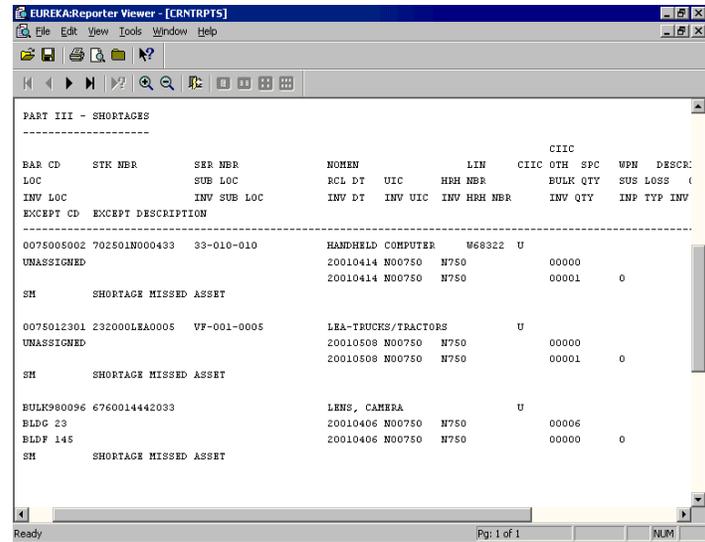
Part I - displays a summary of your inventory.



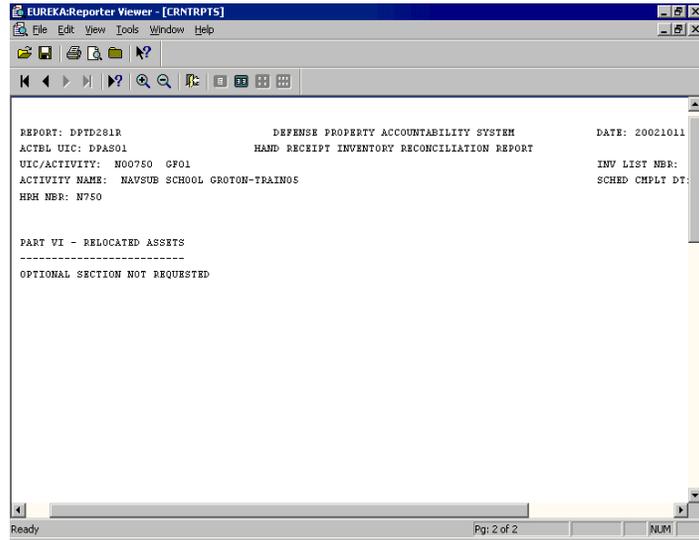
Part II - displays any overages that you may have had.



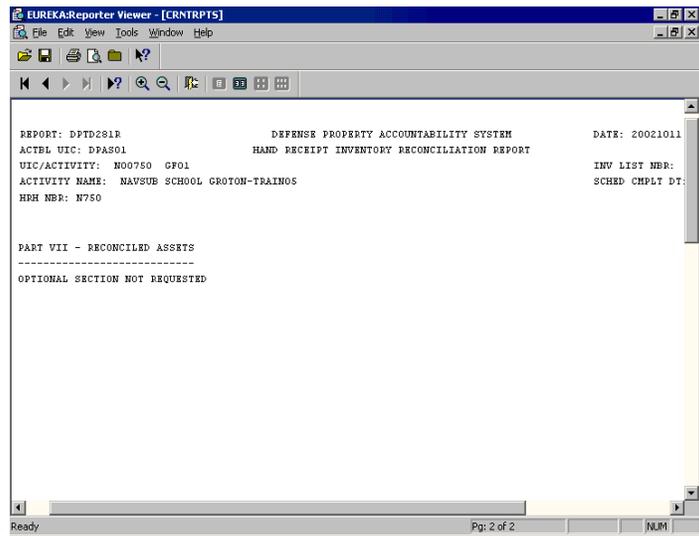
Part III - displays any shortages that you may have had.



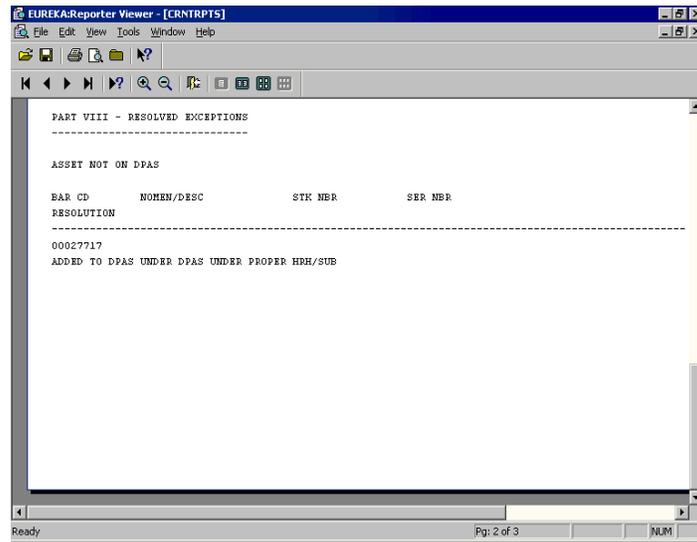
Part VI - displays any items that have been relocated (this section is an optional section and is only output at the user's request).



Part VII - displays all reconciled assets (this section is an optional section and is only output at the user's request).



Part VIII - displays all resolved exceptions.



Canceling Inventories

INTRODUCTION

If you cancel an inventory, this means the inventory was initialized for some reason but you did not really want to inventory these items, a mistake was made, or the person you generated the inventory for is on leave, TDY, etc. When cancelled is chosen all records are removed and untagged. No history records are written for this action; it is like the action did not take place.

OBJECTIVES

Students/Users should be able to accomplish necessary steps and procedures relative to canceling an inventory as part of the managing inventory process.

PREREQUISITES

- Hardware/software has been procured
- An inventory had been scheduled

APPLICATION

Accomplish process as part of inventory actions/managing inventories.

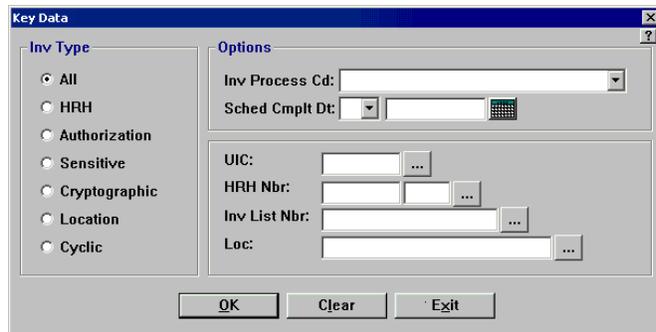
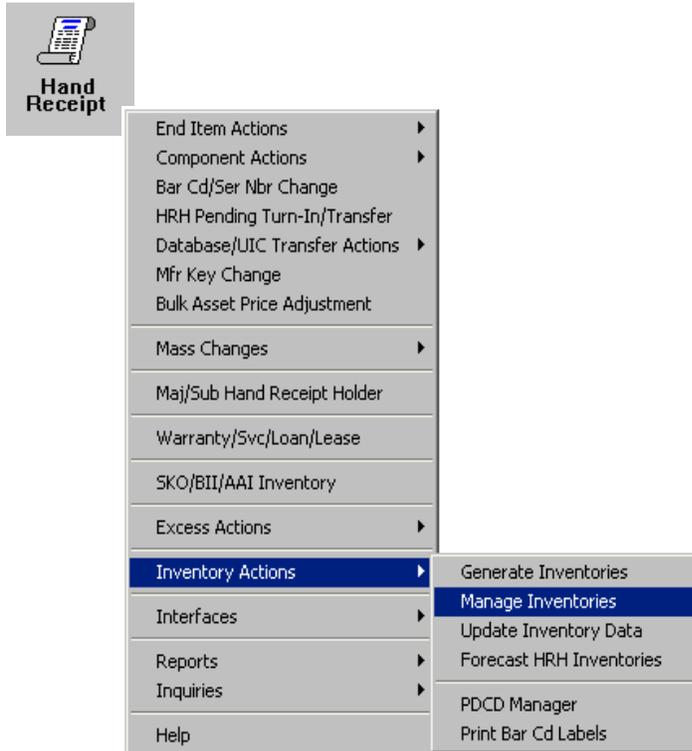
ACTIVITY

Instructor-led lecture and demonstration with Student Hands-on application.

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Inventory Actions** from the program group.

3. Select **Manage Inventories** from the program list.

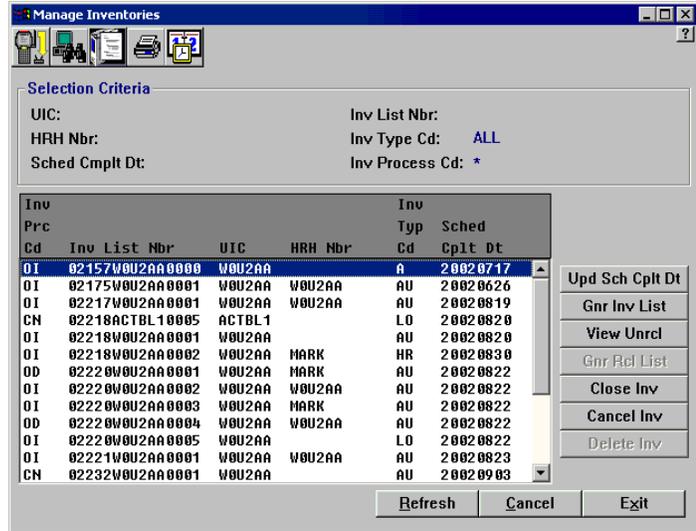


STEP 1:

- Click **OK**.

STEP 2:

- a. Highlight the inventory(ies) you wish to cancel.
- b. Click on the **Cancel Inv** button.



STEP 3:

- If you want to continue, click **Yes**; otherwise, click **No** to cancel this process.



If you clicked **Yes**, then the transaction will process and the selected inventory(ies) will be cancelled and the Inventory List Number is removed from the asset records.

Deleting Inventories

INTRODUCTION

This will delete the inventory data from the inventory table. A history record will be written for this action.

You can also auto-delete. This is set up on the second page of the UIC Add/Change/Delete screen. Simply enter the number of days you want to retain inventories in the Inventory Retention data element field. The date will be defaulted to 30 days but you can set it as low as 1 day or as high as 1095 days (or 3 years).

OBJECTIVES

Students/Users should be able to accomplish necessary steps and procedures relative to closing an inventory as part of the managing inventory process.

PREREQUISITES

- Hardware/software has been procured
- An inventory had been conducted and data has been uploaded into DPAS

APPLICATION

Accomplish process as part of inventory actions/managing inventories.

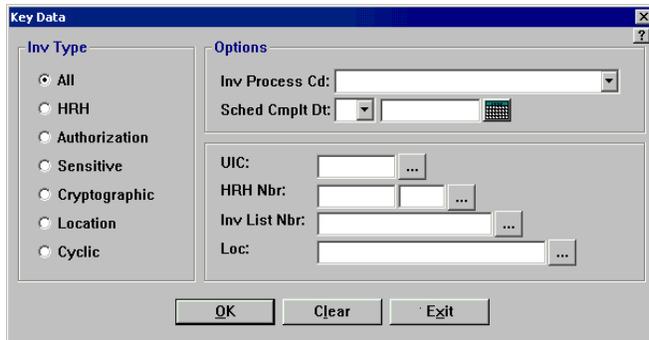
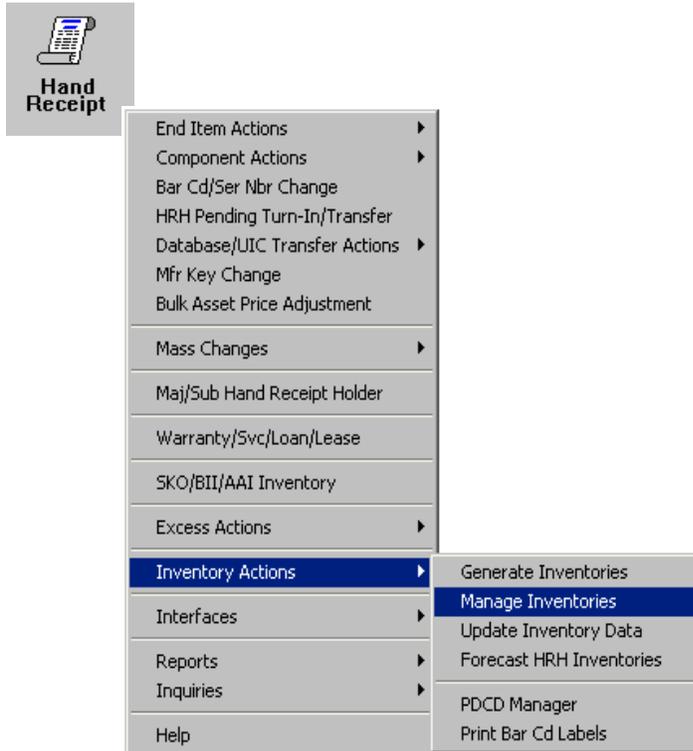
ACTIVITY

Instructor-led lecture and demonstration with Student Hands-on application.

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Inventory Actions** from the program group.

3. Select **Manage Inventories** from the program list.

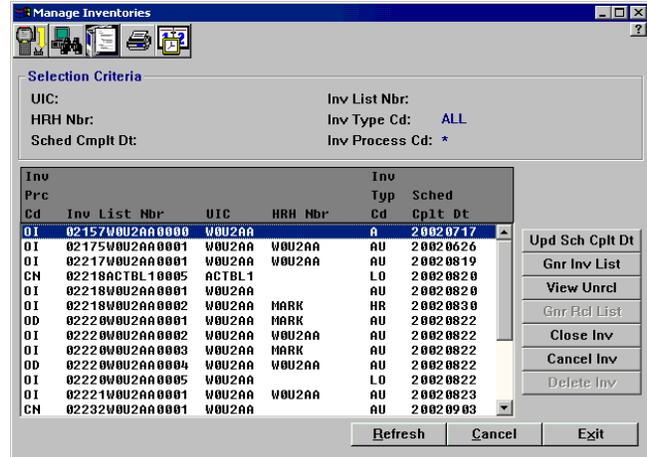


STEP 1:

- Click **OK**.

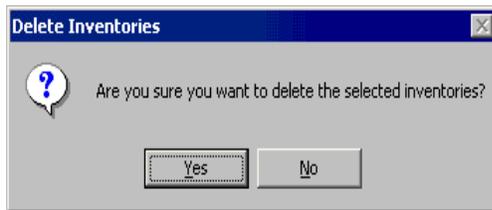
STEP 2:

- a. Highlight the inventory you wish to delete.
- b. Click on the **Delete Inv** button.



STEP 3:

- If you want to delete the selected inventory(ies), click **Yes**; otherwise, click **No** to cancel this process.



If you clicked **Yes**, then the transaction will process and the selected inventory(ies) will be deleted from the Inventory Table.

Update Inventory Records

INTRODUCTION

This process may be used to update inventory data on an asset or reconcile an exception. It may be used to:

- Update inventory data on an asset that is not being inventoried
- Update inventory data on an asset that is on an inventory but has not yet gone through or will not go through the automated reconciliation process
- Update inventory data for multiple assets that are on an inventory but have not yet gone through or will not go through the automated reconciliation process
- An asset(s) can be marked as a suspected loss
- Reconcile an individual exception created while inventory was processing through the automated reconciliation process
- Reconcile multiple exceptions created while inventory was processing through the automated reconciliation process. Exception types must be the same to do multiple exceptions
- An exception(s) can be marked as suspected loss
- If an exception was corrected somewhere else in DPAS, the resolution of the exception can be identified here

OBJECTIVES

Students/Users should be able to accomplish necessary steps and procedures relative to updating inventory records or reconcile an exception.

PREREQUISITES

- Hardware/software has been procured
- Inventory has been completed and data has been uploaded into DPAS

APPLICATION

Accomplish procedure as part of the completing inventory process.

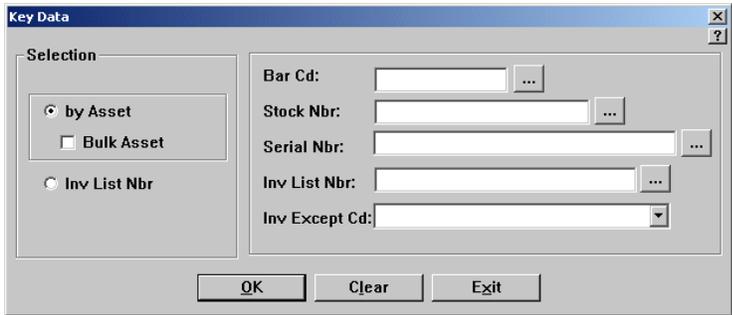
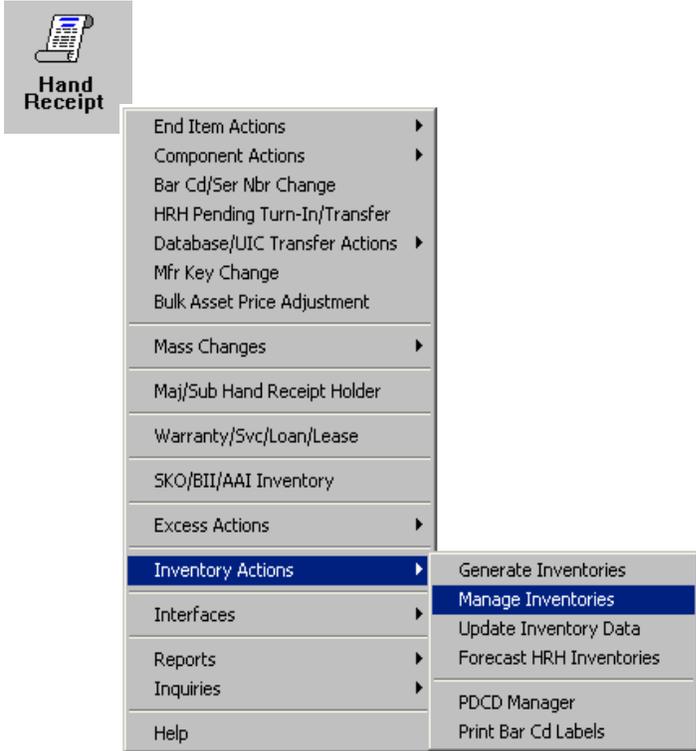
ACTIVITY

Instructor-led lecture and demonstration with Student Hands-on application.

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon or select **Hand Rcpt** from the menu bar.
2. Select **Inventory Actions** from the program group.

3. Select **Update Inventory Data** from the program list.



STEP 1:

a. Make an appropriate selection.

Selection	
by Asset	Select this option if you want to update date for a particular item.
Bulk Asset	Check this box if the item is bulk managed.
Inv List Nbr	Select this option if you want to update data for all items assigned to a particular Inventory List number.

- b. **Bar Cd:** If your Activity uses bar codes, enter or browse for the bar code you wish to update and proceed to step g. This field will not be accessible if you selected **Inv List Nbr**.
- c. **Stock Nbr:** If your Activity does not use bar codes, enter or browse for the stock number you wish to update. This field will not be accessible if you selected **Inv List Nbr**.
- d. **Serial Nbr:** If your Activity does not use bar codes, enter or browse for the serial number you wish to update. This field will not be accessible if you selected **Inv List Nbr**.
- e. **Inv List Nbr:** If you selected **Inv List Nbr**, enter or browse for the inventory list number you wish to update.

f. **Inv Except Cd:** If you selected Inv List Nbr, select the inventory exception code you wish to update.

Inventory Exception Codes			
ALL	Displays all exceptions	TS	Transfer Sub HRH
OD	Overage not on DPAS	CL	Change Location
ON	Overage non-labeled asset	CS	Change Suspected Loss
OU	Overage Uninitialized asset	TF	Failed Sub HRH Transfer
OQ	Overage Quantity	RI	Reinventoried Asset
SQ	Shortage Quantity	RD	Resolved Overage not on DPAS
SM	Shortage Missed	RN	Resolved non labeled asset
SL	Shortage Location	RU	Resolved Uninitialized asset
SR	Shortage Radio Frequency Id Tag	RF	Resolved Failed Sub HRH Transfer

g. Click **OK**.

STEP 3:

- a. **Inv Loc:** If you wish to update the inventory location, enter or browse for the new location.
- b. **Inv Sub Loc:** If you wish to update the inventory sub location, enter the new sub location.
- c. **Inv RFID Tag:** If you are updating the RFID Tag of the asset, enter the new tag number. This field is only accessible with using RFID technology.
- d. **Last Inv Dt:** This displays the date the item was last inventoried. Enter the date the item was inventoried.
- e. **Inv User Id:** This displays the user id that performed the last inventory for the item. Enter the user id of the person who performed the inventory.

- f. **Suspected Loss Cd:** If the item is considered a suspected lost, select the appropriate code.
- g. **Resolution Cd:** This field is only accessible if the item had an Inventory Exception Code of **OU**, **OD**, **ON**, or **TF**.

Suspected Loss Codes		Inventory Resolution Codes	
N/A	If the item had previously been coded as a suspected loss and the item was found, you can change the code to N/A.	OU-Overage Uninitialized Asset	UA- Asset should have not been inventoried UB - Asset Mislabeled UC - Data Input Error. Corrected Matching Shortage UE - Other Resolution
S	Suspected Loss – use this code to mark an individual item or multiple items within an Inventory List as a suspected loss.	OD-Overage Not in DPAS	DA - Added to DPAS under Property HRH/Sub DB - Data input error. Corrected Matching Shortage DC - Accountability not Required for Asset in DPAS DD - Other Resolution
I	Internal Investigation – use this code to mark an individual item or multiple items within an Inventory List that are under investigation.	ON-Overage Non-Labeled Asset	NA - Added to DPAS under Proper HRH/Sub NB - Data Input Error. Corrected Matching Shortage NC - Accountability not required for asset in DPAS ND - Other Resolution
R	Report of Survey – use this code to mark an individual item or multiple items within an Inventory List that are to be surveyed.		

- h. Click **Save**.

The Transaction Processed dialog box will be displayed.

- i. Click **OK**.

You will be returned to the Key Data screen.

- j. Click **Exit**.