

Inventory Master Table of Contents

	<u>PAGE</u>
CHAPTER ONE	
Establishing An Inventory Management Program	1
Planning Effective Inventories	2
CHAPTER TWO	
Industry Best Practices In Inventory Counts	9
Key Factor 1: Establish Accountability	11
Key Factor 2: Establish Written Policies	12
Key Factor 3: Select An Approach	13
Key Factor 4: Determine Frequency Of Counts.....	15
Key Factor 5: Maintain Segregation Of Duties	17
Key Factor 6: Enlist Knowledgeable Staff.....	19
Key Factor 7: Provide Adequate Supervision	21
Key Factor 8: Perform Blind Counts	23
Key Factor 9: Ensure Completeness Of The Count.....	24
Key Factor 10: Execute Physical Count.....	26
Key Factor 11: Perform Research.....	28
Key Factor 12: Evaluate Count Results	30
Implementation Checklist.....	32
Command Inventory Plan (Sample).....	43
Skill Builder: PowerPoint Presentation	47
CHAPTER THREE	
Manual Inventory Process	49
Generating A Hand Receipt Report By HRH Nbr	54
Reconciling A Manual Inventory.....	58
Discrepancy/Corrective Action Decision Matrix	64
Closing A Manual Inventory.....	66
Generating An Authorization Inventory.....	71
Creating A New Location	83
Generating A Location Inventory.....	85
Cyclic Inventory Data Update	89
Generating A Cyclic Inventory.....	92
Asset and General Inventory Type Table	95
Skill Builder: Manual Inventory	97
CHAPTER FOUR	
Automated Inventory Process – PDCD Manager	99
Generating Inventories	100
Generating A Hand Receipt Holder Inventory.....	106
Export Inventory To The PDCD.....	110
Conduct An Automated Inventory	114
F1-Changing the Location/Sub-Location	117
F2-Verifying Serial Assets	118
F3-Non-Labeled Assets	121
F4-Assets Not Found.....	122
F5-Sub-HRH Trsfr	124
F6-Info	125

	<u>PAGE</u>
CHAPTER FOUR (CONT'D)	
Closing An Inventory On The PDCD	126
Import Inventory Data From The PDCD.....	128
Reconciling Inventories	131
Automated Inventory Discrepancies/Corrective Action	133
Closing Inventories	137
Generating An Authorization Inventory.....	141
Creating A New Location	153
Generating A Location Inventory.....	155
Cyclic Inventory Data Update	159
Generating A Cyclic Inventory.....	162
Asset and General Inventory Type Table	165
Skill Builder: Manual Inventory	167
CHAPTER FIVE	
Inventory Retention Update	169
Forecast HRH Inventories.....	171
Updating The Scheduled Inventory Completion Date	173
Generating An Inventory List.....	176
Viewing Unreconciled Items	180
Canceling Inventories	185
Generating A Reconciliation Report	188
Reviewing the Reconciliation Listing.....	191
Deleting Inventories	196
Update Inventory Records.....	199
CHAPTER SIX	
Acquiring Hardware/Software	203
Setting Up Bar Code Prefixes.....	205
Setting Bar Code Defaults	207
Formatting Bar Code Labels	209
Printing Bar Code Labels	211
Preparing PDCDs	215
INTERMEC TRAKKER ANARES 241X TERMINALS:	
Configuring The Intermec Trakker Antares 241X Terminals.....	216
Connecting The PDCDs Hardware	217
Checking And Updating The PDCDs Firmware.....	218
Checking And Removing Existing PDCD Files	220
Setting The PDCDs Serial Communications Port	221
Setting The PDCDs Bar Code Symbolologies.....	223
Installing The DPAS Inventory Application	224
SYMBOL PDT72XX SERIES TERMINALS:	
Configuring The Symbol PDT72XX Series Terminals	226
Connecting The PDCDs Hardware	227
Downloading The DPAS Program To The PDT72XX Terminal.....	228
INTERMEC JANUS 20XX TERMINALS:	
Configuring the Intermec Janus 20XX	234
Connecting The PDCDs Hardware	235
Checking The PDCDs Firmware.....	236
Imaging The Janus 20XX Terminal.....	237

	<u>PAGE</u>
 CHAPTER SEVEN	
Configuring The Portable Digital Assistants (PDAs).....	243
Connecting The PDA Hardware.....	246
Configuring The PDA For Use	247
Installing Microsoft ActiveSync.....	248
Creating A Partnership Between The Host Computer And The PDA.....	249
Installing The DPAS Inventory Application On PDA.....	253
Configuring The PDAs For Wireless Communications (Optional)	254
PDA Recovery Procedure For Windows CE Smart Minimize.....	257
Conducting Inventories Using Pocket PC PDAs.....	258
Conducting Inventories Using A Batch PDA.....	259
Import Inventory to PDA.....	260
Conduct Inventory.....	262
Verify Serial Assets	265
Non-Labeled Asset.....	266
Sub HRH Transfer.....	267
Assets Not Found	268
Change Location/Sub Location.....	269
Record Action Item.....	270
Take A Picture.....	271
Select Inventory	272
Close Inventory	273
Inventory Stats	274
Exit	275
Export Closed Inventory(ies) From PDA.....	276

GLOSSARY

REFERENCES

Introduction to the DPAS Inventory Management Training/User Manual

The purpose of this manual is twofold. First to provide guidance in developing, planning and implementing an effective and efficient inventory management program. Second, to provide a training and user aid to facilitate the step-by-step inventory management processes using the Defense Property Accountability System (DPAS).

Throughout this manual, you will find guidance and direction, informative description, and the actual steps necessary to plan, schedule, generate and record property inventories. This process is vital to property managers and custodians throughout the Department of Defense (DOD) to ensure improvement in property management plan accuracy.

The Table of Contents will guide you through this manual and topics available to you in each chapter of the manual. If at any time you have questions or concerns, contact the Help Desk assigned to your organization.

"Quality Customer Support is Our Primary Goal."

Credits and References:

1. ASTM International Publications E 2131-02, E 2132-01, E 2135-01
2. National Property Management Association Publication (NPMA Manual, ISBN 0-9711728-1-1, 1999 Edition)
3. GAO Executive Guide, GAO-02-447G, Mar 02
4. DOD Instruction Number 5000.64, 13 Aug 02
5. AR 710-2, 31 Oct 97
6. SECNAVINST 7320.10 (N41), 1 Aug 01
7. DPAS User/Training Manual (Current Edition)

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Establishing An Inventory Management Program

PURPOSE

This chapter addresses the planning and preparation phase necessary to establish an effective Inventory Management Program within an organization using either a manual inventory process or an automated inventory process.

DEFINITIONS

Property Management Plan - An established effective and efficient internal management plan for protecting, preserving, accounting for, and controlling property from acquisition through disposition, including both application and compliance.

Property Management System – A system designed to process lifecycle management of property. These processes represent sound practice and are compliant with applicable standards, policies, regulations, and contractual requirements (DPAS is such a system).

Inventory Management Program - A process used to verify the existence, location, and quantity of property items. This process may involve verifying additional property information.

RESPONSIBILITY

Each entity issued government equipment and funds is responsible for establishing a property management plan that satisfies the definition of above. The inventory management program is a critical element of the overall property management plan. As a minimum, the program should address the following:

- ❑ **Managing Assets**
- ❑ **Conduct of Inventories**
- ❑ **Addressing Inventory Losses**
- ❑ **Using "Best Practices" in Achieving Inventory Excellence**
- ❑ **Using DPAS as the Managing System**

The remainder of this manual will assist managers in developing their internal inventory management program, which is a vital part of the overall property management plan.

Planning Effective Inventories

1. **Best Practices in Achieving Consistent, Accurate Physical Counts of Inventory and Related Property (Executive Guide GAO-02-447G, Mar 2002)**

- The United States General Accounting Office (GAO), has prepared an Executive Guide outlining best practices by leading-edge private sector companies, to identify the key factors and fundamental practices and procedures they used to achieve accurate and reliable physical counts and inventory management. Also, it explains and describes leading practices from which the Federal Government may be able to draw lessons and ideas. It is recommended that individuals responsible for developing an internal property management program, in addition to satisfying applicable regulations and policy, review the GAO guide prior to program development and implementation. The guide can be found at <http://www.gao.gov>. In the search window, enter GAO-02-447G.
- To further assist you in planning and developing an effective inventory management program utilizing the GAO Guide, Chapter 2 of this manual provides the following aids:
 - Inventory Management Implementation Checklist
 - Industry Best Practices Key Factors (1-12)

These aids were taken from the GAO Guide as the key elements to be used.

2. **Physical Inventory Requirements:** A physical inventory is an assessment or audit used to verify the existence, location, and quantity of property items. This process may also involve verifying additional information about the asset(s). Physical inventories are efforts involving significant time, resources, complexity, and personnel, appropriate management techniques should be employed such as the use of barcode scanners or other electronic devices to ensure data accuracy. Physical inventory validates the existence and location of property as well as providing:

- A positive basis for assuring completeness and accuracy of property records and financial accounts.
- Procedures for adjusting and reconciling property and financial records.
- Procedures for adjusting and reconciling the custodial records with property records.
- Assessing the accuracy and effectiveness of accountable property control procedures.
- Results as cited above are obtained when physical inventory is conducted regularly, with specific procedures and documentation that identify the exact status of property being inventoried.

3. Physical Inventory Program Functions (three distinct functions):

- **Location Validation.** A physical verification of the actual storage or custodial location to the location recorded in the master record to ensure the location of all assets is properly recorded.
- **Physical Inventory.** A physical count of items of stock in storage or in use for the purpose of verifying the recorded balance on the master records.
- **Reconciliation.** The process of aligning the actual counts with the master record's recorded on-hand quantities.

4. Physical Inventory Goal:

- The goal of physical inventories is to establish and continuously improve the inventory accuracy and accountability of property in the custody of Federal agencies. Maximum use must be made by a valid sampling method to continuously validate inventory accuracy and to identify those segments of the overall inventory most in need of inventory attention. This will ensure that maximum benefits are derived for the resources allocated to the physical inventory program. The success of the physical inventory program has a direct impact on property availability; accurate, timely procurement actions; financial accountability and accurate financial statements and reports, to include capital items; and overall supply effectiveness.
- Physical inventories are designed to assist property managers in maintaining accountability and custody of property. There are a number of ways in which this function can be enhanced. For example, improved personnel training, updating appropriate regulations and procedures, initiating computerized systems to provide quicker and more accurate data, and educating personnel on the impact of other supply/logistics functions on inventory accuracy.
- A physical inventory does not reveal why an item was not found. Generally, it can only identify those items found and those not found. Items not found may have been lost or stolen, disassembled or destroyed, legitimately disposed of (though not recorded), or may have been missed during the inventory.
- Physical inventories have several byproducts as well. During the inventory, record deficiencies, such as incorrect locations or unrecorded property items are identified; these records are corrected as part of the process. Finally, physical inventory serves as a deterrent to loss, theft, damage, and misuse as those responsible for property perceive that they will be held accountable for it and be required to produce it on a periodic basis.
- In summary, physical inventories are conducted to accomplish one or more of the following:
 - Assess the accuracy of property records
 - Update property records
 - Assess property loss experience
 - Provide the status of capital items for financial reporting purposes
 - Deter misuse, loss, damage, and theft of property

5. **Types of Inventories:** Each agency has its own internal requirements and guidelines for conducting inventories. Nonetheless, there are five basic types of physical inventories applicable:

- ❑ **Wall to Wall:** A scheduled inventory of all items, as of a given date.
- ❑ **Cyclic:** A cyclic inventory is a scheduled physical inventory conducted on a group of items within a specified period of time, according to an established plan.
- ❑ **Special:** A special inventory is a scheduled physical inventory of selected items for reasons deemed appropriate by the agency.
- ❑ **Spot:** A spot inventory is an unscheduled physical inventory usually conducted at random to determine record accuracy.
- ❑ **Selected Item:** A selected item inventory is an unscheduled physical inventory of specially targeted items.

The type of inventory required is based on several factors. Some of these are:

- Acquisition or replacement cost
- Security classification
- Sensitivity of item
- Requirements generated by the property manager to verify stock records

6. **Frequency of Inventories:**

- ❑ DoD Instruction Number 5000.64, dated 13 August 2002, states that agencies establish and maintain physical inventory schedules generally with the below listed requirements.
 - Military Equipment - Annually
 - Other Personal Property - At least every three years
 - Real Property and Stewardship Land - At least every five years
- ❑ Since various services, agencies and/or organizations may dictate a more stringent frequency; an inventory schedule should be based on applicable/local policy as long as it meets DoD Instruction as a minimum. Accountable Property Officers, Custodians, and/or Managers should schedule inventories and assist in their completion, in accordance with these policies.

7. **Scheduling Responsibilities:** The Accountable Property Officer prepares the plan and schedule for all physical inventories prior to the beginning of the fiscal year. This activity is coordinated with agency officials responsible for its financial operations and also with Property Custodial Officers or warehouse/storeroom officials responsible for physical custody of property in program areas. The schedule should identify personnel assigned to conduct a physical inventory, dates for training and orientation, plus procedures and guidelines for physical inventory teams.

Additionally, the schedule should list the personnel assigned to each custodial area, start date and completion date, number of items in the custodial area, items on loan to the custodial area and any other information regarding status of items that affects the physical count.

The Property Custodial Officers are assigned specific duties and responsibilities to get ready for a physical inventory and for providing leadership in program areas that enable team members to observe, verify and count all property under jurisdiction of custodial officers. The following results should be achieved:

- ❑ Verifying that property on record is on-hand in the physical location assigned, in the proper custodial area, and is assigned an agency property identification number.
- ❑ Identifying unrecorded property so that it can be reconciled to property and financial records and assigned to use in a custodial area or picked up for other use or disposal.
- ❑ Locating/identifying missing items.
- ❑ Custodial, accountable property, and financial records are reconciled for:
 - Items assigned but not recorded on custodial or property records.
 - Items assigned but not found.
 - Items excess to program needs and items in need of repair.

8. **Count Procedures:** Complete and correct item counts result in greater accuracy and better inventory control. To preclude recounts and unnecessary research, inventory personnel will ensure that the total quantity of each item is determined as accurately as possible in the initial circuit of a custodial/storage area. Tools such as tape measures, scales, equivalency tables, and wire/rope/cable measuring devices will be used when required. Inventory personnel are authorized to open sealed containers when necessary for item identification and/or quantity verification, except that preservation packaging should not be broken. All opened containers will be resealed after the identification and count have been completed and externally marked on each container. In conducting the inventory, inventory personnel will proceed from location to location in a predetermined sequence and will ensure that:

- ❑ Each item is legibly identified by an appropriate tracking number (National Stock Number (NSN), serial number, part number, barcode, or other unique identifier).
- ❑ Each unit of each item is inspected for material condition, and that the quantity unfit for use is recorded.
- ❑ Each item is carefully counted, weighed, or measured, as appropriate, and the quantity inventoried is legibly recorded.
- ❑ Quantities and units of issue recorded in count documents are compatible.
- ❑ A tag, label, or card annotated with the inventory quantity and date is attached to each reel and container from which an item is issued by unit of measure.
- ❑ Actual location of each item is either checked or entered on the inventory aids.

9. **Procedures for Reconciling Records:** It is important to set a date following physical inventory for all adjustment documents to be prepared, approved, and processed. Sixty days is considered a maximum time for all changes to records to be completed. A typical agency process would allow the Property Custodial Officer and the supporting team members up to 15 days for recount, research of property receipt and issue records, or documentation of all findings relative to a discrepancy, including initiation of an adjustment or Report of Survey. The Accountable Property Officer may proceed as follows with the work of reconciliation, provided authority is delegated:

- ❑ For items assigned to but not found in the custodial area, prepare a transfer document to relieve the custodial officer of responsibility and adjust the physical inventory listing of property assigned to the custodial area. Next, the Accountable Property Officer will prepare an adjustment document citing the dollar value of the loss and use this document to delete the property from the accountable property records. A copy of the document will be furnished to finance for deleting the dollar value of the loss from the financial accounts when Capital equipment or supplies.
- ❑ If the item is of sufficient value to warrant a Board of Survey and/or theft, loss, damage or destruction is indicated, the Accountable Property Officer will initiate and coordinate a Report of Survey. When the Board of Survey has decided the action to take, the Survey document will be the authority for the Accountable Property Officer to change accountable property records and forward a copy of the Survey document to finance for changing financial records. The Accountable Property Officer will take any other actions the Board of Survey may require such as, deletion, destruction, replacement, repair, as necessary to assure continued agency mission performance; and process the appropriate accountable documents to reconcile records.
- ❑ For items found, but not assigned to a custodial area, the Accountable Property Officer will issue a transfer voucher to remove the item from the custodial area and assignment to another custodial area where a need is justified, placed in a not required status for possible use by other organizations of the agency, or declare the item excess. In all of these activities the Accountable Property Officer is seeking to find an authorized, approved need for the item within the accountable property area, other accountable property areas of the agency, or to declare the item excess to agency needs thus making it available for other Government use as soon as possible.
- ❑ For any other discrepancy in physical inventory, it is the responsibility of the Accountable Property Officer (APO) to perform the necessary research, prepare documentation, and seek higher approval, if necessary. It is also the APO's responsibility to carry out the mission assigned of ensuring that reconciliation of physical inventory to property and financial records is completed in accordance with Agency requirements.

10. **Records Maintenance:** Physical inventory and reconciliation cannot take place without access to accountable documents. If the Custodial Officer does not have access to accountable documents, as a minimum the Accountable Property Officer should provide the Custodial Officer with a document identifying each property item assigned to the custodial area. Additionally, monthly, or as specified by agency policy, the Accountable Property Office should provide the Custodial Officer with an up-dated inventory listing of items assigned. These records and any other records initiated or processed by the Accountable Property Officer or the Custodial Officer, if they affect the status of property in any way, should be on file in the custodial area. Examples of such transactions include:

- ❑ Notification, and plans and schedules for physical inventory.
- ❑ Designate people to perform a physical inventory.

- ❑ Inventory listings of items currently assigned to the custodial area.
- ❑ Instructions and procedures for the Custodial Officer to perform all duties assigned.
- ❑ Copies of all adjustment documents if they are initiated as a result of a discrepancy in the custodial area.
- ❑ The official records and files covering all of the above physical inventory and reconciliation transactions must be in the Accountable Property Officer's files. Copies of any of these documents that affect dollar balances, or the status of the general and subsidiary ledgers, must be furnished to the official responsible for the agency finance records.
- ❑ After all adjustments resulting from physical inventory are processed, the custodial officer's files may be purged of all documents except those covering current year's property assigned and current physical inventory listings. However, the Accountable Property Officer's files, being the official agency files for property administration, must be retained until agency forms and reports officials authorize removal.

11. **Problem Areas:** Property managers must be able to recognize the conditions and actions which cause the major problems in the physical inventory function. Consider these:

- ❑ No property in newly established locations.
- ❑ Location changes reflecting erroneous data such as wrong row, level, room, building, etc.
- ❑ Property received but not posted to stock records.
- ❑ Duplicate or multiple posting to stock records.
- ❑ Quantity posted other than that received
- ❑ Wrong property or quantity shipped.
- ❑ Overage/shortage on receipt not posted to stock records.
- ❑ Property disposed of and not credited to account.

12. Standard Practice for Assessing Loss, Damage or Destruction of Property:

- ❑ This practice covers the assessment of loss, damage, and destruction (LDD) of property, assets or material. LDD occurs when such property is found to be missing, damaged, or destroyed. Such discoveries often are made as a result of a physical inventory, an analysis of material used, or routine audits.
- ❑ Excessive LDD can indicate weaknesses in awareness of control processes, physical security, procedures, and the like.
- ❑ LDD creates concerns regarding effectiveness and efficiency indicating a negative impact on profitability or mission. Excessive LDD increases risk, and indicates at least a potential, if not real, weakness in procedures, processes and control.
- ❑ Investigate excessive LDD, analyze the cause(s), and implement corrective action.

13. **Training and Communication:** Establish a plan to ensure that individuals involved in the physical inventory have all necessary skills and information and to ensure that all those affected by the physical inventory are familiar with the established objectives, period, population, and validation techniques.

14. **Use of Bar Code Technology (Automated Identification Technology [AIT]):**

- ❑ Bar code symbology is a method used to identify equipment and physical inventory locations. Bar codes consist of rectangular bars and spaces arranged in a predetermined pattern to represent coded elements of data that can be automatically read and interpreted by automatic bar code reading devices. The bar codes are placed on labels which are attached to the equipment and physical inventory locations. Bar coding for the equipment accounting application will greatly enhance the capability to monitor the movement of equipment and is an effective tool for use in physical inventory process.
- ❑ In accordance with DOD Instruction 5000.64, "the use of Automated Identification Technology to assist in property accountability is mandatory unless it is demonstrably proven through cost benefit or other analysis that implementation would not be practicable."
- ❑ This manual provides the responsible individual with direction and the process to schedule, generate, and record physical property inventories using AIT, to include emerging technology, and DPAS.

Industry Best Practices In Inventory Counts

INTRODUCTION

Creating an effective and cost-efficient government has long been a public expectation. Achieving this goal will require federal agencies to produce useful, reliable, and timely information that can be used daily by the Congress, federal managers, and other decision makers. Inventory is one of the major areas in the federal government where useful, reliable, and prompt data are still generally not available.

OBJECTIVES

To provide a framework and guide that federal managers can use to improve the accuracy and reliability of the government's inventory and related property data.

PLANNING

The Accountable Property Officer is responsible to properly plan and execute physical inventories and location surveys to continuously improve property system accuracy; however, the type (method) and scope (intention) of the physical inventory function depends largely on management's expectations. Such expectations include ensuring readiness; testing for existence, completeness, and valuation; maintaining internal controls; or meeting other mission objectives.

Physical inventory plans must be coupled with an awareness of the item's sensitivity, to include its acquisition cost, its security classification, and/or its criticality.

PLANNING

In planning and executing physical inventories, one must consider local and higher policies, regulations and instructions to be in compliance with those documents. To provide a framework and guide that federal managers can use to improve the accuracy and reliability of the government's inventory and related property data, the Government Accounting Office (GAO) published an Executive Guide (GAO-02-447G). The Executive Guide describes the fundamental practices and procedures used in the private sector to achieve consistent and accurate physical counts. It summarizes the fundamental principles that have been successfully implemented by companies recognized for their outstanding record of inventory management. Also, it explains and describes leading practices from which the federal government may be able to draw lessons and ideas. The guide applies to most forms of federal inventory with concepts and controls discussed which could be applied to property, plant, and equipment physical counts; however, certain of the discussed practices may not be applicable.



NOTE:

The GAO report can be found at: <http://www.gao.gov> (search for GAO Reports / GAO-02-447G).

PLANNING TOOLS

The remainder of this chapter provides tools to assist in the planning process as it relates to Industry Best Practices. These tools are:

- Inventory Management Implementation Checklist
- Industry Best Practices (12) Key Factors

Key Factor 1: Establish Accountability

One of the key factors in developing and implementing an accurate physical count process is to establish accountability. Establishing accountability for the inventory physical count processes requires setting performance goals and holding the appropriate level of personnel responsible for the overall physical inventory process.

CHARACTERISTICS

1. Set inventory record accuracy goals at 95 percent or better.
2. Set other performance expectations.
3. Establish accountability and responsibility for the overall physical count.

PERFORMANCE GOALS

Performance goals establish targets for the achieving management's objectives and contribute to overall mission of the organization.

LEVEL OF ACCOUNTABILITY

Holding the appropriate level of management responsible and answerable for the overall inventory process. Once policies and procedures have been established and documented, they must be regularly reviewed and updated. Policies and procedures that are regularly reviewed and revised to reflect changes in the process and tasks of the physical count reinforce management's commitment.

STRATEGIES TO CONSIDER

To establish accountability for the physical count process, senior executives could consider the following:

- Establish performance goals for the physical count that are aligned with the organization's mission, strategic goals, and objections.
- Establish high measurement goals and continuously assess the organization's progress in achieving and maintaining those goals.
- Identify the line of authority and responsibility from top management to the level of organization responsible for accomplishing consistent accurate physical counts of inventory and related property.
- Develop employee/supervisor performance measurement systems to hold appropriate personnel accountable for achieving the organization's performance goals.

Key Factor 2: Establish Written Policies

Establishing and documenting policies and procedures are essential to an effective and reliable physical count. Policies and procedures demonstrate management's commitment to the inventory physical count process and provide to all personnel's clear communication and comprehensive instructions and guidelines for the count.

CHARACTERISTICS

1. Document policies and procedures for entire physical count process.
2. Regularly review and update established policies and procedures.

PERFORMANCE GOALS

Performance goals establish targets for the achieving management's objectives and contribute to overall mission of the organization

LEVEL OF ACCOUNTABILITY

Once policies and procedures have been established and documented, they must be regularly reviewed and updated. Policies and procedures that are regularly reviewed and revised to reflect changes in the process and tasks of the physical count reinforce management's commitment. Up-to-date policies and procedures provide a reliable and credible resource to employees, encourage compliance with management's directions, and form the basis for a reliable physical count process.

STRATEGIES TO CONSIDER

To establish effective written policies and procedures for the physical count process, senior executives should consider the following:

- Develop broad policies affecting inventories that are designed to attain management's goals.
- Develop written procedures for all aspects of the physical count processes, including:
 - Defining the current process and the individual tasks associated with the process and
 - Procedures for and examples of filing and completing required paper work.
- Regularly review and revise policies and procedures for changes in the process and individual tasks.

Key Factor 3: Select An Approach

The process of counting physical inventory is an essential control for operational efficiency and financial reporting. A physical count, when properly executed, verifies the existence of physical assets and completeness and accuracy of records. Cycle counting is a method by which a portion of the inventory is counted either daily, weekly, or monthly until the entire inventory has been counted over a period of time. The wall to wall approach the entire inventory is counted at a point in time, usually as of the end of an annual or interim period.

CHARACTERISTICS

1. Cycle counting supports operational and financial needs of the organization.
2. A wall to wall physical count supports financial reporting at a point in time.
3. In selecting the best physical count approach management should consider:
 - the objective or purpose of the count and timing issues involved
 - the capabilities of the inventory system
 - the existing control environment over the inventory system and processes
 - and the characteristics of the inventory

PERFORMANCE GOALS

1. Performance goals establish targets for the achieving management's objectives and contribute to overall mission of the organization.
2. The two predominant approaches used by the leading-edge companies to physically count inventory are cycle counting and wall to wall.

LEVEL OF ACCOUNTABILITY

Develop employee/supervisor performance measurement systems to hold appropriate personnel accountable for achieving the organization's performance goals. Determining which approach or combination of approaches is the most appropriate for the organization is a key management decision.

STRATEGIES TO CONSIDER

To establish accountability for the physical count process, senior executives could consider the following:

- Establish performance goals for the physical count that are aligned with the organization's mission, strategic goals, and objections.
- Establish high measurement goals and continuously assess the organization's progress in achieving and maintaining those goals.
- Identify the line of authority and responsibility from top management to the level of organization responsible for accomplishing consistent accurate physical counts of inventory and related property.
- Develop employee/supervisor performance measurement systems to hold appropriate personnel accountable for achieving the organization's performance goals.

Key Factor 4: Determine Frequency Of Counts

Counting an appropriate amount of the total inventory at a point in time or over a period of time with regular frequency helps to provide accurate inventory records for operational decisions and financial reporting. Management should count an appropriate amount of the total inventory by determining the desired frequency of counts and selecting a method of choosing individual items or locations to count.

CHARACTERISTICS

1. Determine which items to count and how frequently.
2. Choose a method of selecting individual items or locations for count.

PERFORMANCE GOALS

In order to count an appropriate amount of the total inventory, management must decide which inventory items to count and how frequently those items should be counted. The most desirable goal would be to count all of the inventory items at least once a year.

LEVEL OF ACCOUNTABILITY

It is not always practical to give the same treatment to each item; it may be desirable to segment the inventory into identifiable classes and assess the risk for each segment or class to determine the frequency of counts. For instance, management may determine that items critical to the production process, resulting in a high risk to the organization, should be counted every day, week, or month. Management should exert the highest degree of control (frequent counts) on the most important items, and the least control on less important items. Management may determine that there are many degrees and importance depending upon the organization's needs and inventory characteristics. Management should consider the dollar amount, criticality to operations and susceptibility to theft or fraud when segmenting the inventory and determining the frequency of counts for each segment.

METHODS OF SELECTING ITEMS

Once management has determined which items to count and how frequently, a method of choosing individual items or locations must be determined. The method should ensure that all items within the identified segments are chosen to achieve the desired frequency and an accurate count. The most common method among leading edge locations performing cycle counts was to select item sequentially by rows or geographic area within the warehouse or plant and work their way through the facility over a period of time.

Other methods used by the leading edge locations to select individual items or locations for count included a random selection, weighted selection toward higher dollar volume or value items, selection based on management's discretion.

STRATEGIES TO CONSIDER

To determine the frequency of the physical counts, senior executives should consider the following:

- Assess the resources and timing needed to conduct the count.
- Identify segments or classes of the inventory and assess each segments risk to determine the degree of control needed based on:
 - Activity or turnover,
 - Dollar value,
 - Sensitive or classified items,
 - Items critical to production or mission readiness, and
 - Items susceptible to misappropriation, including theft.
- Select a frequency to count each segment based on the assessed risk and degree of control needed such as:
 - Daily,
 - Weekly, monthly.
 - Semi-annually, or
 - Annually
- Determine a method of selecting individual items for count such as
 - Sequentially by row or area within the warehouse or facility,
 - Random selection, or
 - Weighted selection towards higher dollar, higher activity items

Key Factor 5: Maintain Segregation Of Duties

One of the key factors in developing and implementing an accurate physical count process is to establish accountability. Establishing accountability for the inventory physical count processes requires setting performance goals and holding the appropriate level of personnel responsible for the overall physical inventory process.

CHARACTERISTICS

- | | |
|--|---|
| <p>1. <u>Segregation of Duties</u>
Physical custody of assets
Processing and recording of assets
Approval of transactions</p> | <p>2. <u>Mitigating Controls</u>
Blind counts
Increased supervision
Two-member count teams</p> |
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PERFORMANCE GOALS

Performance goals establish targets for the achieving management's objectives and contribute to overall mission of the organization.

LEVEL OF ACCOUNTABILITY

Segregation of duties, a commonly used and widely accepted internal control and business practice, entails dividing or segregating key duties and responsibilities among different people. Implemented effectively, this type of control reduces risk of error and fraud so that no single individual can adversely affect the accuracy and integrity of the count.

In situations where segregation of duties is not practical or cost-effective, other controls should be employed to mitigate the recognized risk. Such mitigating control procedures include blind counts (meaning the counter does not know how many items are supposed to be there before or during the count process), increased supervision, and applying dual control by having activities performed by two or more people.

Mitigating and dual controls also include:

- Increasing supervision
- Using two-member count teams

KEY AREAS OF SEGREGATION

- physical custody of assets
- processing and recording of transactions
- approval of transactions

Ideally personnel performing any one of the above functions would not also have responsibilities in either of the other functions.

PHYSICAL CUSTODY OF ASSETS

To best accomplish segregation of duties, the normal job activities of the person performing the physical count should not include custodial activities such as receiving, shipping, and storing physical assets.

TRANSACTION PROCESSING AND RECORDING

Personnel recording transactions that affect the on-hand quantities should not be responsible for the physical custody of the inventory or approval of adjustments. Segregation between the duties of recording transactions that result from the physical count and duties of custody or approval is essential to provide for the integrity of the physical count process.

APPROVAL OF TRANSACTIONS

Personnel approving transactions that affect on-hand inventory balances should not be responsible for the physical custody of the inventory or recording transactions.

STRATEGIES TO CONSIDER

To implement and maintain effective segregation of duties in the physical count process, senior executives could consider the following:

- Determine there are available resources to conduct the count and whether they have the appropriate knowledge and experience of the inventory and counting.
- Analyze the normal job duties of personnel performing the physical count, considering who has responsibility for:
 - Custody or physical control of the inventory,
 - Processing and recording of inventory transactions, and
 - Approval of transactions and adjustments.
- Determine whether controls may be impaired if any one person has been given responsibility for more than one activity noted in the previous strategy.
- Perform a risk versus cost analysis of any apparent control risks, and determine whether:
 - Duties may be reassigned, or
 - Mitigating controls can be implemented, or
 - Risk is at an acceptable level.

Key Factor 6: Enlist Knowledgeable Staff

Inventory counters who knowledgeable about the inventory items being counted and the inventory counting procedures are critical to performing effective and accurate physical counts. It is important for the inventory counters to be adequately trained. Experienced, knowledgeable inventory counters increase the accuracy and efficiency of the physical count.

CHARACTERISTICS

1. Counters are knowledgeable about the inventory items.
2. Counters are knowledgeable about the count process.
3. Counters are well trained.

PERFORMANCE GOALS

Performance goals establish targets for the achieving management's objectives and contribute to overall mission of the organization

LEVEL OF ACCOUNTABILITY

Holding the appropriate level of management responsible and answerable for the overall inventory process establishes accountability for the physical inventory and is essential to achieving consistently accurate counts. Accountability within an organization should exist from the top of the organization to the lowest. Identify the line of authority and responsibility from top management to the level of organization responsible for accomplishing consistent accurate physical counts of inventory and related property.

COUNTERS ARE KNOWLEDGEABLE ABOUT THE INVENTORY ITEMS

Leading edge companies normally use in-house personnel—whether a dedicated group or warehouse personnel—who have been chosen expressly because of;

- their prior experience with and knowledge of inventory items.
- more likely to correctly identify the items they are counting and provide accurate item descriptions and count quantities, decreasing the likelihood of needing second or third counts.
- Are more familiar with the layout of plant and warehouse facilities and the movement of items within and between these facilities.
- Are more aware of areas where items may be placed.
- Knowledgeable about how items are packaged and stored as well as how items are used in a production line, so they can quickly and accurately count assigned items.

COUNTERS ARE KNOWLEDGEABLE ABOUT THE COUNT PROCESS

Inventory counters should be knowledgeable about the count process to perform efficient and accurate physical counts. Leading-edge locations performing cycle counts typically use individuals whose sole function is conducting physical inventories.

COUNTERS PERSONNEL ARE WELL TRAINED

At leading-edge locations this was typically accomplished through formal classroom training, on-the-job training, or a mix of the two.

STRATEGIES TO CONSIDER

To enlist knowledgeable staff in the physical count process, senior executives should consider:

- The amount of resources available to conduct the count.
- Experience and knowledge of the inventory and count process of the count team.
- Frequency of counts or time necessary to complete the count.
- Establishing a separate inventory group of dedicated counters.
- Assigning or promoting personnel with prior experience in the warehouse and knowledge of the inventory counting position

Providing on the job and classroom training of the count process to counters, supervisors, and personnel researching variances on aspects such as:

- Types of inventory,
- Warehouse layout,
- Unit of measure,
- RF devices,
- Computer system,
- Research (if applicable), and
- Supervision (if applicable)

Key Factor 7: Provide Adequate Supervision

Supervision, a key factor of the count process, includes directing the efforts of personnel and determining that the objectives of the inventory count have been accomplished. Elements of supervision include providing instructions and training, solving problems, and reviewing the work performed.

CHARACTERISTICS

1. Provide instructions and training.
2. Assign count team and responsibilities.
3. Review count sheets.
4. Ensure that all items are counted.

PERFORMANCE GOALS

Supervisor responsibilities include:

- Ensuring that counters are available to count
- Selecting count team members
- Assigning count team responsibilities,
- Ensuring the count is completed on time.
- Establish high measurement goals and continuously assess the organization's progress in achieving and maintaining those goals.

LEVEL OF ACCOUNTABILITY

The use of direct or indirect supervision at the leading-edge locations was generally dependent upon management's determination of the adequacy of segregation of duties. All leading-edge locations performing wall to wall physical counts used direct, on the floor supervision, as one of their controls to reduce the risks discussed above.

STRATEGIES TO CONSIDER

To provide adequate supervision over the physical count process, senior executives should consider the following:

- The number of resources or teams performing the physical count.
- Frequency of the counts or the time necessary to complete the count.
- Knowledge and experience of the personnel performing the count.
- Whether there is adequate segregation of duties from responsibilities of asset custody.
- The assigned responsibilities of the supervisor such as:
 - The availability of count personnel,
 - Selection of count team members,
 - Assignment of count responsibilities,
 - Monitoring of performance, and
 - Ensuring counters are following procedures and complete counts in a timely manner.
- Size of the warehouse or area subject to count.
- The number and complexity of items to be counted.
- Other controls that may be in place during the count, such as the performance of blind counts.

Key Factor 8: Perform Blind Counts

A blind count refers to the performance of a physical inventory count without the knowledge of, or access to, the on-hand quantity balance in the inventory records.

CHARACTERISTICS

1. No prior knowledge of on-hand balances.
2. Limited or no access to inventory system.

PERFORMANCE GOALS

Performance goals establish targets for the achieving management's objectives and contribute to overall mission of the organization

LEVEL OF ACCOUNTABILITY

Blind counts offer the greatest degree of assurance of accurate and reliable counts. If the record on-hand quantity is provided to the counters, there is a risk that the counters will not actually perform the count.

STRATEGIES TO CONSIDER

To effectively use blind counts during the physical count, senior executives should consider the following:

- Tools used to perform the count (count cards, count sheets, or RF Guns).
- Capability of the inventory system to not provide quantities on count cards or sheets, and restrict access to on-hand balances prior to and during the performance of the count, except for authorized personnel.
- Personnel performing the physical count and whether there is segregation so duties between the responsibilities of asset custody and physical counts.
- Personnel's experience and knowledge of the inventory items and the count process.

Key Factor 9: Ensure Completeness Of The Count

A complete count requires that (1) the inventory being counted include all the items that should be present and not include items that are not a part of the inventory and (2) control of the count process is maintained so that all inventory items that should get counted do in fact get counted.

CHARACTERISTICS

1. Cutoff procedures.
2. Pre-inventory count activities.
3. Control methods for count completion.

PERFORMANCE GOALS

To facilitate the inventory being completely accounted for and accurately counted, there are a number of considerations that need to be made before the actual count begins. These considerations fall into three major categories cutoff procedures, pre-inventory count activities and control methods for count completion.

Cutoff Procedures

Cutoff is the process of (1) controlling the movement of items between locations, such as in shipping, receiving, production, and warehousing and (2) coordinating the timing and verifying the movement of items with the related quantity changes in the inventory system.

Pre-inventory Activities

Pre-inventory activities, primarily physical location preparation, are accomplished prior to the physical count in order to increase the efficiency and effectiveness of the count. Physical location preparation typically includes:

- Organizing work areas and storage locations
- Identifying and segregating items
- Ensuring that all inventory items have labels or identification
- Verifying that items are in the correct location
- Pre-counting slow moving items
- Identifying excess/obsolete inventories

Control Methods For Count Completion

There should be a system to ensure that all inventory items are considered for count, including items on the receiving dock. In the warehouse, in the shipping area, in tractor-trailers, and at outside locations, such as owned or leased warehouses, public storage, or any other locations having inventory owned by the organization.

STRATEGIES TO CONSIDER

To ensure completeness of the physical count, senior, executives should consider:

- The organization's operating environment, time of operations, and its ability to:
 - Suspend operations during the physical count
 - Perform counts when there is limited movement of the inventory, such as nights or weekends
 - Prevent movement of items subject to count on the day of count only
- Reliability of the inventory system to accurately capture and track transactions affecting the on-hand balances.
 - Existence of slow moving or excess obsolete inventory items that could be segregated and pre-counted.
 - Existence of inventory stored at outside locations and the personnel or organization responsible for verifying its physical existence.
 - Use of pre-numbered count sheets or tags and reconciliation of the numbers issued to the numbers returned.
 - Reconciliation of items selected for count to actual items counted.
 - Performance of additional counts where items are selected from the floor and compared to the inventory system.

Key Factor 10: Execute Physical Count

Practices discussed in earlier key factors lay the foundation for completion of physical count procedures

CHARACTERISTICS

1. Communicate information to the counter.
2. Verify item data and quantity.
3. Capture and compare the physical count.
4. Perform requisite number of counts.
5. Complete counts in timely manner.

PERFORMANCE GOALS/LEVEL OF ACCOUNTABILITY

Performance goals establish targets for the achieving management's objectives and contribute to overall mission of the organization. Properly executing the count provides accurate results for comparison of the count to the recorded balances and the posting of adjustments to the inventory records for financial and operational decision making.

Communicate Information To The Counter

Communication of appropriate information ensures that counters have the necessary information to perform the count (i.e. items to be counted). Leading-edge location's communication to counters is usually in the form of a list of items to count, such as count sheets, or assigned zones to count, usually including stock location, stock number, description, and unit of measure.

Verify Item Data And Quantity

Verification of data supplied to the counter ensures that the significant information in the inventory record is consistent with the physical information about the item.

Capture And Compare The Count

The physical count includes the instrument or method used by the counter to record the results of the physical count for comparison to the on-hand balance in the inventory system. The leading-edge locations used a number of techniques to record the results of the physical count. Some use traditional methods, such as manual count sheets or cards, while others used technical tools, such as RF guns.

Perform Requisite Number Of Counts

Number of counts refers to the number of times an item will be counted before a final count is accepted. The number of counts by leading-edge locations ranged from as few as one to any number determined by management to be appropriate.

Complete Counts In A Timely Manner

Timely counts are important due to management's reliance on the information in the inventory system for making operational decisions. Whether completing a single count or multiple counts, the leading-edge locations expected their count teams to complete their assignments as quickly as possible.

STRATEGIES TO CONSIDER

To effectively execute the physical count, senior executives should:

- Determine the data to be verified by the count by considering:
 - Knowledge and experience of the personnel performing the count
 - The item data maintained in the inventory system or on location labels
 - Whether blind counts are to be performed, requiring the restriction of access to on-hand balances
- Determine the method to be used to capture and compare the count, such as count cards, sheets, or RF Guns by considering:
 - The capability of the inventory system
 - Ability to use RF devices
- Determine number of counts to perform by considering:
 - Resources necessary to perform additional counts
 - Personnel performing additional counts and their segregation of duties from asset custody and their knowledge and experience of the inventory and count process
 - Time necessary to complete additional counts promptly
 - Characteristics of the inventory (unit of measure, size, dollar value, classification, and size variance in quantity and dollar value) to establish tolerances for additional counts
- Develop employee/supervisor performance measurement systems to hold appropriate personnel accountable for achieving the organization's performance goals.

Key Factor 11: Perform Research

Even with a strong control environment and sound physical count procedures, it is not unusual for there to be differences in quantities between the physical count and the record.

CHARACTERISTICS

1. Perform required research.
2. Complete research in a timely manner.
3. Refer variances to management and security for approval and investigation.

PERFORMANCE GOALS

Research of the cause, sometimes referred to as "root cause analysis," and reconciliation to the difference is an essential element of an effective physical count process. Performance goals establish targets for the achieving management's objectives in the "root cause analysis" and reconciliation.

LEVEL OF ACCOUNTABILITY

Holding the appropriate level of management responsible and answerable for the overall inventory process. Including the research, when properly conducted, provides support for adjustment to the inventory records, identifies the causes of variances between the physical count and inventory records, provides management with information with which to implement corrective actions, and establishes accountability for the physical inventory and is essential to achieving consistently accurate counts. Accountability within an organization should exist from the top of the organization to the lowest.

Required Research

Research is the process of investigating a discrepancy often referred to as a variance, between the physical count and the on-hand balance.

Timely Research

Prompt completion of required research is key to identifying and correcting the causes of variances. Leading-edge locations performed and completed research either the same day as the original count or by the end of the following day.

Approval And Referral Of Adjustments

Approval of adjustments by management and referral of potential fraud or theft to investigators helps ensure reliable counts and research. We found that all of the leading-edge locations routinely referred adjustments to management for approval. As the dollar amount of the adjustment increased, the approval level within the company increased.

STRATEGIES TO CONSIDER

To effectively research variances arising from the physical count, senior executives could:

- Establish tolerances or criteria for selection of variances to research such as:
 - Effect on operations or mission readiness
 - Quantity and dollar value
 - Characteristics of the items with the variance, such as sensitive, classified, or items susceptible to fraud or theft
- Develop processes for how to perform research, such as procedures for reviewing movement of items during the count, transaction histories, and shipping and receiving documents, by:
 - Reliability of the inventory system to accurately capture transactions affecting the on-hand balance
 - Time necessary to complete the research promptly
 - Knowledge of the personnel performing the research
- Establish error codes that would identify the cause of variances
- Set approval levels for adjustments that move up the chain
- Define responsibility for reviewing adjustments and trends on sensitive and classified items and items susceptible to fraud or theft, and notify security or law enforcement.

Key Factor 12: Evaluate Count Results

Evaluating the results of the physical count is essential to an accurate and effective physical count process. The evaluation of the results gives management the necessary information for measuring the effectiveness of (1) the physical count and (2) corrective actions or improvements to the inventory process and system.

CHARACTERISTICS

1. Measure the results of the physical count using performance measures.
2. Communicate the results of the physical count to counters, management, and warehouse personnel.
3. Modify policies and procedures to address necessary changes in the physical count process.

PERFORMANCE GOALS

The results of the physical count can be measured several ways. Calculating an inventory record accuracy rate, summarizing the number and dollar value of adjustments, errors, or items counted and tracking and analyzing error code frequencies are three ways to measure results.

Performance Measures

A common method of measuring the results of the physical count is the calculation of an inventory record accuracy rate. Inventory record accuracy rates measure the degree of agreement between the balance in the inventory records and the physical count.

Communication Of Results

Communicating the results of each physical count is essential to achieving and maintaining accurate, reliable counts and records and improving the results of future physical counts. The results of the count should be communicated to the people doing the work, including counters and warehouse employees, and to management.

Modification Of Policies And Procedures

Once the results of the physical count have been evaluated and communicated, it is useful to “close the loop” of the physical count by considering indicated changes to the inventory count and management process and making appropriate modifications to policies and procedures. Management’s assessment of the results of the physical count and employee feedback is useful in determining the effectiveness of the physical count.

LEVEL OF ACCOUNTABILITY

Holding the appropriate level of management responsible and answerable for the overall inventory process establishes accountability for the physical inventory and is essential to achieving consistently accurate counts. Accountability within an organization should exist from the top of the organization to the lowest.

STRATEGIES TO CONSIDER

To evaluate the results of the physical count process, senior executives should consider the follow:

- Establish performance measures that are aligned with organizational objectives and strategies and that are useful in evaluating the results of the physical count
- Determine the methods to be used to measure performance of the count by
 - Defining an error for purposes of measuring performance
 - Establishing tolerances based on characteristics of the inventory and quantity or dollar value of the variances to be considered in error
- Establish mechanisms to communicate results and performance measures to counters, warehouse personnel, and managers
- Establish routine meetings with managers from all aspects of the inventory process, including the physical count, receiving, shipping, ordering, stocking, and production, to discuss results and measures and evaluate the causes of the errors to identify corrective actions and assign responsibility for those actions
- Use results and performance measures as a basis to make changes to the process and modify existing policies and procedures to reflect changes in the process

Implementation Checklist

Planning, Conducting, Researching, and Evaluating a Count of Physical Inventory

(An Implementation Checklist)

This checklist is provided as an aid to making and documenting decisions in the planning, conducting, and/or auditing of the inventory count process and researching and evaluating its results. It is presented in the chronological order of the major steps of the process. References are provided to the **12 key factors** in the body of the report, which provide guidance in considering the issues and factors involved in the decision-making processes.

The checklist is segregated into the following four major sections, with eleven steps to consider categorized in the numbered subtitles, as follows:

Planning	<ol style="list-style-type: none"> 1) Select an approach to the count 2) Determine count frequency 3) Organize the count team(s)
Counting	<ol style="list-style-type: none"> 1) Accomplish appropriate cutoff 2) Perform pre-inventory activities 3) Count the inventory
Research and Adjustments	<ol style="list-style-type: none"> 1) Perform research 2) Adjust the record
Evaluation of Results	<ol style="list-style-type: none"> 1) Determine the record accuracy rate 2) Consider other performance measures 3) Communicate the results of the count

Planning

- 1) Select an approach to the count
- 2) Determine count frequency
- 3) Organize the count team(s)

1) Select an approach—The two basic approaches most used by leading-edge companies to count inventory are (a) cycle counting a portion of items over time or (b) a physical wall to wall count. The approach or combination of approaches that is best for your inventory will depend on specific circumstances. Management should consider the following major issues when making this decision.

Have You Considered	Report Section Providing Guidance	(Y)es, (N)o, N/A	Notes/Comments
a) the guidance provided in existing policies and procedures	Establish written policies		
b) what approach(es) your inventory system will support?	Select an approach		
c) the amount of time available and/or deadline issues involved?	Select an approach		
d) the primary objectives in conducting a physical count?	Select an approach		
e) whether existing system accuracy supports reliance on it?	Select an approach		
f) natural or logical segments of your inventory?	Select an approach		

Document your final conclusions for selecting an approach below. (e.g., The cycle counting approach is selected for the (ABC) segment(s) and/or the wall to wall counting approach is selected for (XYZ) segment(s).)

2) Determine count frequency—Selecting how many, how often, and which items to count may not be as straightforward as it seems. Risk factors of mission and operational criticality, dollar values, quantity significances, rate of turn-over and pilferability, along with the following, should play a part in management’s decisions.

Have You Considered	Report Section Providing Guidance	(Y)es, (N)o, N/A	Notes/Comments
a) the frequency with which all or certain items or segments should be counted?	Determine frequency of counts		
b) if the frequency of counts should be weighted to certain items or segments?	Determine frequency of counts		
c) if items to be counted should be selected randomly or otherwise?	Determine frequency of counts		

Document your conclusions for determining count frequency below. (e.g., *Items in inventory segment(s) (ABC) will be randomly selected from a diminishing pool and counted, or cycled through, 4 times a year; segment(s) (XYZ) will all be counted once a month during the midnight shift.*)

3) Organize the count team(s)—The selection and organization of appropriate count team(s) is critical to controlling the count process and achieving accurate results. Considerations of who is going to perform, supervise, record, evaluate, and analyze the results of the count should be made by management after considering the following issues.

Have You Considered	Report Section Providing Guidance	(Y)es, (N)o, N/A	Notes/Comments
a) whether adequate segregation of duties can be accomplished?	Maintain segregation of duties		
b) whether the degree and level of supervision is appropriate?	Provide adequate supervision		
c) whether blind counts should be required?	Maintain segregation of duties & perform blind counts		

Have You Considered	Report Section Providing Guidance	(Y)es, (N)o, N/A	Notes/Comments
d) who should do counts subsequent to the first count?	Execute physical count		
e) how many people should be on a count team?	Maintain segregation of duties		
f) how many count teams are needed?	Execute physical count		
g) whether count team members are knowledgeable of the inventory and count process?	Enlist knowledgeable staff		
h) whether the necessary training has been provided to team members?	Enlist knowledgeable staff		
<p>Document your conclusions for organizing the count teams below. (e.g., All cycle counting of the (ABC) and wall to wall counting of th (XYZ) segment(s) will be accomplished and/or supervised by individual members of the independent inventory audit group, Six two-person wall to wall count teams will be supplemented by shift warehousemen. All counts will be blind counts.)</p>			

Counting	1) Accomplish appropriate cutoff
	2) Perform preinventory activities
	3) Count the inventory

1) Accomplish appropriate cutoff—The difficulties in achieving an accurate physical count of quantities on hand increase when items are moving into and out of, as well as between warehouse locations during the count. The risks to be concerned about include (1) not counting items that are moving, (2) counting items more than once that have moved, (3) counting items not yet recorded in the inventory records, or (4) counting items that have been removed from the inventory records. These risks exist for inventory movement at primary inventory locations, off-site storage, contract warehouses, consignment, and other locations. Management should weigh these risks and consider the following issues when deciding how to control them.

Have You Considered	Report Section Providing Guidance	(Yes, (N)o, N/A	Notes/Comments
a) suspending shipping, receiving, production, etc., during the count	Ensure completeness of the count		
b) the risk of relying on your system for control of cutoff issues?	Ensure completeness of the count		
c) other methods of reducing the risk of improper cutoff?	Ensure completeness of the count		
d) the risk of cutoff at the contractor warehouse and other inventory locations?	Ensure completeness of the count		

Document your conclusions for accomplishing cutoff below. (e.g., Temporary HOLDS, restricting movement into and out of item locations, will be placed on the daily cycle count items. Holds will be released as counts are completed, no later than the end of the day. All movement of all wall to wall count items will be suspended during the count.)

2) Preinventory preparation—Prior preparation of the inventory, and the warehouse area housing it, can greatly increase the efficiency and accuracy of accomplishing the physical count of inventory on hand. Management should include the following in its consideration of preinventory issues.

Have You Considered	Report Section Providing Guidance	(Y)es, (N)o, N/A	Notes/Comments
a) organizing the inventory and warehouse to facilitate the count process?	Ensure completeness of the count		
b) identifying and segregating certain slow moving, excess, obsolete, and reserved items from other items?	Ensure completeness of the count		
c) precounting and increasing control of segregated, slow moving, excess, obsolete, and reserved items?	Ensure completeness of the count		

Document your conclusion for preinventory preparation below (e.g., warehouse routine is expected to maintain (ABC) inventory segments in a count-ready condition. The day prior to wall to wall counts, warehouse personnel will be detailed, under supervision of the inventory audit group, to label, straighten, and precount as necessary.)

3) Count the inventory—Actually counting the inventory is a critical step and deserves an appropriate level of attention and control. There are a number of options available in the process of the count and decisions in one area will affect decisions in another area. The following are issues that management should include in making those decisions.

Have You Considered	Report Section Providing Guidance	(Y)es, (N)o, N/A	Notes/Comments
a) how information about the item to be counted will be communicated to the counter?	Execute physical count		
b) what record data elements (e.g., quantities, description, location) should be provided to the counter?	Execute physical count		

Have You Considered	Report Section Providing Guidance	(Yes, No, N/A)	Notes/Comments
c) the pros and cons of requiring blind counts?	Perform blind counts		
d) what record data elements the counter(s) are to verify?	Execute physical count		
e) the total lapse of time allowable to complete counting (including appropriate research) before requiring an adjustment?	Execute physical count & perform research		
f) when to require recounts (e.g., if first count does not equal record amount)?	Execute physical count		
g) how many recounts to require (e.g., until two counts equal)?	Execute physical count		
h) how the count supervisor will verify that the count is complete?	Provide adequate supervision & ensure completeness of the count		
i) how data elements verified for each item will be captured during the count (e.g., count sheets)?	Execute physical count & perform research		
j) how and by whom will the count's actual results be posted to the inventory system?	Execute physical count & maintain segregation of duties		
k) who should conduct recounts or verification of completed counts (e.g., someone other than the first counter)?	Execute physical count		
l) how to verify that all items selected for counting have been counted?	Ensure completeness of the count		
<p>Document your conclusions for counting the inventory below. (e.g., Item description, number, and location only will be provided to and verified by cycle and wall to wall counters on sheets generated by the inventory locator system. Quantities counted will be recorded on the count sheet and compared to record on-hand balances maintained by the inventory audit group supervisor. Recounts, until two counts agree, will be conducted by an inventory audit group individual other than the original counter, The original counter will conduct and document research and propose needed adjustments to the group supervisor.)</p>			

Research and Adjustments

- 1) Perform research
- 2) Adjust the record

1) Perform research—In the event of a discrepancy between the actual physical count and the recorded data element, appropriate research designed to determine the reason for the difference should be performed. The following are issues management should include in its considerations when making decisions of when to and who should conduct such an investigation.

Have You Considered	Report Section Providing Guidance	(Y)es, (N)o, N/A	Notes/Comments
a) when and where it may be appropriate to establish acceptable variances not requiring research?	Perform research		
b) the extent to which research should be performed?	Perform research		
c) using error codes to track the trends and frequency of the causes of discrepancies?	Perform research		
d) the required documentation and retention period for the research and adjustment of the records?	Perform research		
e) when discrepancies should be referred to management and/or security for investigation?	Perform research		
f) whether there should be a limit on the amount of time allowed to research a discrepancy before requiring an adjustment?	Perform research		
g) whether persons performing root cause analysis have responsibilities in areas of conflicting interest?	Perform research & segregation of duties		

Document your final conclusions for research and adjustments below (e.g., All variances between physical count and record amounts are to be researched, or variances of less than X percent are to be adjusted without research, etc.).

2) Adjust the record—Adjustments to the record are most critical when they affect on-hand quantities. Such adjustments will likely directly affect information used to make managerial decisions. They will also establish new quantity levels for effective internal controls designed to safeguard assets from unauthorized use of disposition. The following are issues management should include in its consideration when making decisions on who should make adjustments and how adjustments to on-hand quantities should be made.

Have You Considered	Report Section Providing Guidance	(Y)es, (N)o, N/A	Notes/Comments
a) what levels of authorization to require for adjustments to on-hand balances?	Perform research		
b) how to allow for and control exceptions to authorization requirements?	Perform research		
c) whether there should be a limit on the amount of time allowed to elapse before an adjustment is required?	Perform research		
d) whether persons making adjustments to on-hand balances have responsibilities in areas of conflicting interest?	Maintain segregation of duties		

Document your conclusions for adjusting the records below (e.g., Adjustments to on-hand balances exceeding \$XXX require documented approval by (middle management position), those exceeding \$XX,XXX require documented approval by (senior management position), etc.).

Evaluation of Results

- 1) Determine the record accuracy rate
- 2) Consider other performance measures
- 3) Communicate the results of the count

1) Determine the record accuracy rate—Inventory systems usually provide management information upon which potentially critical mission readiness and financial resource decisions are based. An appropriately calculated record accuracy rate is a telling measure of how dependable your inventory system is at maintaining accurate information. The following are issues management should include in its considerations when making decisions for calculating an inventory accuracy rate.

Have You Considered	Report Section Providing Guidance	(Y)es, (N)o, N/A	Notes/Comments
a) when discrepancies in the record will be considered errors in the accuracy rate calculations?	Evaluate count results		
b) the actual mathematical calculation to be used in determining the accuracy rate?	Evaluate count results		
c) how you will use the results of the accuracy rate calculation?	Evaluate count results & establish accountability		

Document your conclusions for evaluation of results below. (e.g., *Discrepancies between any elements (e.g., number, description, location, quantity) verified by counters are considered errors. Or, quantity differences exceeding established tolerances are considered errors, etc.*)

2) Consider other performance measures—The results of physical counts may be measured by methods other than record accuracy rates. The following are issues management should include in its considerations when making decisions for calculating an inventory accuracy rate.

Have You Considered	Report Section Providing Guidance	(Y)es, (N)o, N/A	Notes/Comments
a) what other results/ measurements are appropriate to your needs?	Evaluate count results		
b) how other measures can be expressed in relevant terms?	Evaluate count results		

Document your conclusions for consideration of other performance measures below (e.g., Total net and total gross (quantity and/or value) adjustments to inventory over a period of time shall be considered to determine the effectiveness of the count and root cause analysis process, etc.)

3) Communicate the results of the count—To maximize the usefulness of the physical inventory count, the results should be communicated to management and lessons learned should be incorporated in planning for subsequent physical counts. The following are issues management should include in its considerations when making decisions in communicating the results of the physical count.

Have You Considered	Report Section Providing Guidance	(Y)es, (N)o, N/A	Notes/Comments
a) How and what results you will communicate to management?	Evaluate results and perform research		
b) how and what results you will communicate to counters?	Evaluate count results		
c) how and what results you will communicate to employees who are responsible in areas giving rise to record accuracy errors.	Evaluate count results		
d) changes indicated to existing policies and procedures by the results and considerations made above?	Evaluate count results & establish written policies		

Document your conclusions for communicating the results of the count below (e.g., Monthly written reports summarizing quantity and dollar amounts counted, adjustments made, results of root cause analysis, and frequency and trends in error codes will be prepared for management review, etc.)

Command Inventory Plan (Sample)

Subj: PERSONAL PROPERTY TRIENNIAL INVENTORY PLAN

Ref: (a) SECNAVINST 7320.10 of 1 Aug 2001

Encl: (1) Command Triennial Inventory Schedule for 1 Oct 2002 to 30 Sep 2005

1. This document represents the Triennial Command Inventory Plan/Schedule for 01 October 2002 to 30 September 2005. This plan is a working document and will be updated as needed to meet the requirements of reference (a).
2. This Command Inventory Plan takes into consideration the five key components of the inventory process; planning, preparation, inventory assets, reconciliation, and closeout of the physical inventory.

A. Planning.

- Inventory dates should not be scheduled during an important operational date.
- Review the SECNAVINST 7320.10 to ensure all inventory process requirements will be met.
- Determine the types/number of assets to be inventoried (all items will be inventoried).
 - ⊙ Capital Assets: 120
 - ⊙ Minor Assets: 1,707
 - ⊙ Sub-Minor Assets: 0
 - ⊙ Pilferable Assets: 99
 - ⊙ Sensitive Assets: 0
 - ⊙ Cryptographic Assets: 227
- Types of inventory to be conducted.
 - ⊙ Cyclic Inventory.
 - ✓ Automated Inventory.
 - ⊙ For HRHs exceeding 25 records.
 - ✓ Manual Inventory.
 - ⊙ For HRHs with 25 or fewer records.
 - ✓ 36 Inventories
 - ✓ Inventories to be conducted throughout period.
 - ⊙ ND PP& E will be inventoried annually.
 - ⊙ Cryptographic assets will be inventoried annually.
 - ⊙ Pilferable assets will be included in the Cyclic Inventory.
- Inventory start date is 1 Feb 03.
- Inventory counts will be completed NLT 30 days from the start of the inventory count process.
- Reconciliation of inventory discrepancies will be completed NLT 30 days after completion of inventory counts.
- Contact the Navy PP&E Management Support Team to ensure Cyclic Inventory default parameters are set in the UIC table in DPAS to support the command's cyclic inventory plan.

- Using automated/manual inventory procedures the following personnel assignments are established.
 - ⊙ Two inventory teams required.
 - ✓ Comprised of two members each.
 - ⌚ One individual will count/scan.
 - ⌚ One will assist with material identification and "mark" inventoried assets.
 - ✓ Teams will be assigned to separate locations within the command.
- Notify all personnel (in writing) cyclic inventories will be conducted including the following as a minimum.
 - ⊙ Responsible Officers
 - ⊙ Hand Receipt Holders
 - ⊙ Sub Hand Receipt Holders
 - ⊙ Count team members.
 - ⊙ May need to provide assistance during inventory.
 - ✓ Identifying assets.
 - ✓ Obtaining documentation.
 - ✓ Notify PPM prior to movement of any assets/records during the inventory.
 - ⊙ Inventory Start Date is 1 Feb 03.
- Determine type of "marking" system for count teams to ID those assets/locations that have been inventoried.
- Obtain/verify two Symbol 7242 and/or Intermec 2415 bar code scanners are or will be available for the inventory.
- Determine capability to print bar code labels and location labels.
 - ⊙ Obtain/identify bar code label printer for use during the inventory.
 - ⊙ Perform inquiry in DPAS to determine the potential number of location bar code labels required prior to start of inventory.
- Ensure availability of IT department personnel during the inventories if required.
- Scanner capacity will support inventory time frames. Depending on the type a maximum of 1200 records can be recorded on each scanner.
- Establish working hours for inventory count teams. Mon-Fri 0800-1630.
- Plan to QA the inventory results.

B. Preparation.

- Cyclic (automated and manual) inventories are being conducted and will include all assets/records in DPAS.
- The Last Inventory Dates and the Next Inventory Dates contained in the inventory schedule have been posted to the Maj/Sub Hand Receipt Holder section of DPAS. This will align the inventory due dates for Hand Receipt Holders in DPAS with the Command Inventory Plan.
- Prepare/run a DPAS on line Hand Receipt Reports for each Hand Receipt Holder for use as a reference during inventory if required.
- Verify all scanners have been configured for use with DPAS.
- Scanner batteries are fully charged.
- Ensure bar code printer is operational.
- Draft pre inventory training lesson plan.
- Obtain colored tape for "marking" assets/locations inventoried and assets without bar code labels.
- Set user default values in DPAS for printing location labels.
- Ensure bar code location labels are affixed to all physical locations. Print and affix location labels as required.
- Assign the locations/areas that each inventory count team will be responsible for inventorying.

- Initialize the next Cyclic and/or Hand Receipt Holder inventory and generate the Hand Receipt Inventory Report in DPAS.
- Initialize and generate a Hand Receipt Inventory Report for Cryptographic and ND PP&E that are to be inventoried annually.

C. Inventory Assets.

- Cyclic (automated and manual) inventories are being conducted and will include all assets/records in DPAS.
- Conduct pre-inventory training to ensure all count team members are briefed and know what is required. Topics to include are:
 - ⊙ Count phase.
 - ⊙ Marking inventoried assets.
 - ⊙ Possibility of recounts exists.
 - ✓ A second count is usually required when any count differences are noted.
 - ✓ A third count sometimes happens when the first and second count are different.
 - ⊙ Technical research may be required in identifying material.
 - ⊙ Personnel may also be required to assist in other areas under inventory due to volume of material.
 - ⊙ Directions for those items found during the inventory that are not in the scanner.
 - ⊙ Annotate the Inventory Overage List accordingly.
 - ⊙ Return the list to the PPM for research.
 - ⊙ Questions can be fielded and discussed.
- Provide count teams the Inventory Overage List for recording assets found during the inventory but not listed in the scanner.
- Verify each scanner is operational and configured correctly.
- Export inventory data from DPAS to scanners.
- Issue each count team a bar code scanner.
- Ensure count team members are familiar with scanner operation and functionality.
- Provide completion tags (colored tape) to "mark" those assets/locations inventoried and assets without bar code labels.
- Establish a "command center" for problems, which may be encountered.
- All inventory results/scanners are to be returned to the PPM daily.
- Import scanner data to DPAS.
- PPM produces Reconciliation Reports.

D. Reconciliation.

The reconciliation process is used to establish agreement between two sets of independently maintained but related records. Subsequent to the first count, discrepancies between the actual physical inventory count and the last recorded on-hand-balance in DPAS must be reconciled.

- PPM obtains Reconciliation Reports from DPAS.
- Review physical counts for errors.
 - ⊙ Recount as necessary.
 - ⊙ Conduct location audits.
- Review each category listed on the Reconciliation Report.
 - ⊙ Shortages.
 - ✓ Determine cause of shortage.
 - ⊙ Missing.
 - ⊙ Stolen.
 - ⊙ Incorrect location/HRH assigned.
 - ✓ Annotate record in DPAS with a suspected loss code of "I" (needs further investigation).
 - ✓ Review paperwork (expenditure documents, etc) for posting errors.
 - ✓ Take appropriate action in DPAS to correct discrepancy.
 - ⊙ Overages.
 - ✓ Determine cause of overage.
 - ⊙ New receipt.
 - ⊙ New transfer-in.
 - ⊙ Incorrect location/HRH assigned.
 - ✓ Forward to appropriate Responsible Officer/HRH/S-HRH for research/documentation.
 - ✓ Review paperwork (receipts, bills of lading, etc) for posting errors.
 - ✓ Take appropriate action in DPAS to correct discrepancy.
 - ✓ Non-labeled assets.
 - ⊙ Determine cause of Non-labeled asset.
- Take appropriate action in DPAS to correct Reconciliation Report exception codes listed on report.
- Annotate corrective action taken on Reconciliation Report.
- Reconciliation of inventory must be completed NLT 30 days after the completion of each inventory count cycle.

E. Closeout the physical inventory.

- Process an end item inquiry in DPAS to ensure there are no records annotated with a suspected loss code of "I".
- For new capital assets added to DPAS as a result of the inventory ensure all are activated for depreciation.
- Upon completion of reconciliation close the inventory in DPAS.
- Print Hand Receipt Report for signature.
- Obtain signatures from HRHs for inventoried assets.
- Maintain all annotated Reconciliation Reports until next inventory.
- Submit a physical inventory completion letter via chain of command to major claimant and the conclusion of the triennial inventory period.
- Conduct post inventory review/analysis to determine those actions necessary to prevent future inventory discrepancies.

Skill Builder: PowerPoint Presentation

Objectives: You will:

- Discussion Questions

Complete the following exercise:

1. Testing equipment and training inventory team personnel are done during which phase of the inventory process?
A. Planning D. Reconciliation
B. Preparation E. Close out
C. Inventory assets
2. Industry Best Practices states that the physical inventory discrepancies must be researched and resolved within _____ after physical validation
A. 30 days C. 90 days
B. 60 days D. 120 days
3. The most common performance indicator of a successful inventory is having a surplus stock of assets.
(True or False)
True _____ False _____
4. Creating schedules, determining resources, and getting leadership commitment and approval is which part of the inventory process?
A. Planning D. Reconciliation
B. Preparation E. Close out
C. Inventory assets
5. During which phase of the inventory process would an assessment of the management controls and processes occur?
_____ Counting
_____ Reconciliation
_____ Planning
_____ Preparation

6. What is the proper order of phases in the inventory process?

_____ Inventorying assets

_____ Planning

_____ Close out

_____ Preparation

_____ Reconciling

7. The key elements involved in the post inventory review process include: collect documentation, review inventory performance goals, measure performance goals, and _____.

A. Close out the inventory

C. Schedule future inventories

B. Perform trend analysis

D. Transfer assets to another HRH

Manual Inventory Process

INTRODUCTION

When conducting the inventory via the manual process, you will need to take the hard copy of the Inventory Report, visually verify the existence of the assets, and annotate any discrepancies in Location or Qty on the report. Upon its return to the Property Management Office, the Reconciliation will be input manually into DPAS by the technician.

OBJECTIVES

Students/users should be able to accomplish necessary steps and procedures relative to conducting a Manual Inventory process.

PREREQUISITES

For manual inventories, an inventory report should be generated for the inventory requested.

APPLICATION

Conduct manual inventory processes and functions.

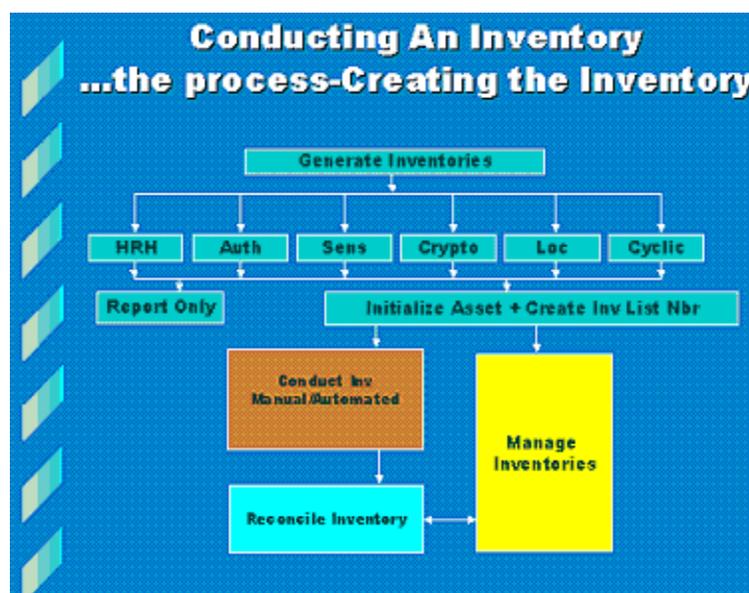
ACTIVITY

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

STEPS TO PERFORM ACTION

The following chart outlines the procedure to create the inventory process

:



STEP 1: When generating an inventory, the first step is deciding what type of inventory to generate:

Hand Receipt Holder (HRH). This type of inventory will be used to inventory all assets on a given Major Hand Receipt, a Major Hand Receipt including all of its Sub HRHs, or a Specific Sub Hand Receipt by itself. This inventory is normally conducted between an incoming and outgoing Major HRH. Inventory should be completed before the new Major HRH assumes duties or the outgoing Major HRH departs whichever is first.

Authorization. This type of inventory will be used to inventory assets at the UIC, HRH (a Major Hand Receipt including all of its Sub HRHs) or a Specific Sub Hand Receipt by itself. This type of inventory also allows for the inventory of a specific LIN, Range of LINs or a specific Property Type Code. The reports generated will show both asset information and authorization quantities. This inventory is designed to physically account for assets authorized to an authorization document to verify items on hand.

Sensitive. The physical count of items identified as sensitive by a specific service, such as firearms, ammunition, night vision devices and navigation systems (GPS).

Sensitive Other than Weapons and Ammunition. This type of inventory allows for the inventory assets defined as Sensitive Items other than weapons and ammunition by the (CIIC). An option also exists to include pilferable assets on this inventory. This inventory can be run at the HRH, HRH including all of its Sub HRHs or a Specific Sub HRH only.

Cryptographic. This type of inventory allows for the inventory of controlled cryptographic assets as defined by the CIIC, such as a physical count of Communication Security (COMSEC) Equipment and Components as specified by an individual service or agency. This inventory can run at the HRH, HRH and Sub HRHs, or the Specific Sub HRH only.

Location. This type of inventory allows for the inventory of all assets within a specific physical location. The user has the options to generate individual inventories/reports for the Accountable UIC, each UIC, HRH Major including subs or to generate an inventory/report for each Major and Sub Hand Receipt with assets in the location. If the user intends to conduct location inventories, the format of the location data should be hierarchical. In relation to inventory DPAS tracks the physical whereabouts of an asset using two fields, Location and Sub Location. Since inventories will be conducted at the Location level the locations should be created to support the lowest level one would want to create an inventory.

Example: LOC=SITE C/BLDG 402 SUB LOC= ROOM 101, CUBE 10

This structure would allow the creation of inventories at the Building Level. If in a building, inventories conducted at this level would be too large to manage, the Room could be moved up into the LOC field or an additional descriptor such as floor could be used.

Example: LOC=SITE-C BLDG-402 FL -1 SUB LOC= ROOM 101, CUBE 10

This inventory not only determines and verifies the record location data but can be used to evaluate the condition of material. It allows for correcting records and determining the cause of discrepancies.

Cyclic. Counting some selected assets of a property account during a prescribed period (monthly, quarterly, or semiannually). Specific Department Regulations direct how cyclic inventories are to be conducted. DPAS allows for two types of cyclic inventory - Cyclic by HRH and Cyclic by Location. This type of inventory allows the user to complete the inventory for the HRH or Location by conducting individual inventories on a fraction of the assets at a time. Up to 36 inventories may be conducted over 36 months. Assets will be selected for inventory based on the Last Reconciled Inventory Date of the asset. The assets inventoried with the oldest inventory date will be scheduled in the next inventory. This method insures assets are inventoried on a regular basis, balances the number of assets to be counted on each inventory and eliminates the recount of assets that have already been accounted for on other types of inventory or as a result of transfer actions within the DPAS.

**NOTE:**

Property Managers can update all asset inventory data when an asset is originally received for or any time the asset is transferred between Major or Sub HRHs or UICs.

STEP 2: Decide what type of action to take regarding the inventory:

- Initialize Inventory and Generate report (by selecting this action, you will create an inventory report along with initializing the assets and creating an inventory. Initializing is to mark or establish (identify) as a starting position - set in motion.) This process generates an Inventory List Number that will be assigned to each asset in the inventory.
- Initialize Inventory (by selecting this action, you will initialize the assets and create an inventory.) This process generates an Inventory List Number that will be assigned to each asset in the inventory.
- Generate Report (by selecting this action, you will create (generate) an inventory report.) This will give you a report of the items assigned to a HRH and does not generate an Inventory List Number.

STEP 3: Decide when to run the process:

- On-line report
- Batch

STEP 4: Decide if you would like the information for a specific UIC or Accountable UIC:

- Specific UIC
- Accountable UIC (if applicable)

In continuing to generate the inventory process, you will further filter information regarding the particular type of inventory. It is also where you can choose whether or not you would like the expanded hand receipt report which displays additional data fields for Property Managers.

Inventory List Number:

DPAS will assign an Inventory List Number to each inventory generated. This number contains the Ordinal Date, the UIC of the inventory being requested and a 4-position serial number. Serial numbers are assigned in order beginning each day with 0001.

- A record containing this Inventory List Number is written to the Manage Inventory Table. Contained in this row is all the information that describes the type of inventory scheduled and its current status.
- When the inventory is initialized, the Inventory List Number record will have an Inventory Process Code of IE-Initialization Executing and will only be visible to the user from the Manage Inventory Inquiry.
- Upon completion of the Initialization of the inventory the Inventory Process Code will be updated.
- If no assets existed for the inventory the inventory record would be marked with an Inventory Process Code of CN-Closed no assets.
- If assets records did exist for the requested inventory the Inventory Process Code will be updated to an OI-Open Initialized.

All assets that do exist for an inventory generated will be initialized by placing the Inventory List Number assigned to that inventory in the associated inventory list number on the asset. This creates a snapshot in time and identifying all assets that are included on the inventory at the time of its creation.



NOTES:

If inventories were generated for a range of Hand Receipts, each Hand Receipt will be assigned a different Inventory List Number.

The selection of the inventory type is done and the appropriate assets are initialized with an Inventory List Number. This Inventory List Number is used to create an inventory record. The Inventory List Number is displayed on the upper right-hand section of the report header. Reconciliation reports are not applicable. The inventory report (in the sequence desired) is utilized to perform the inventory.

The following shows which Inventory List Number Field is used for each Inventory Type Code.

Inventory Type Code	Associated Inventory List Number
HR - Hand Receipt	HRH Inventory List Number
AU - Authorization	Authorization Inventory List Number
SA - Sensitive Ammunition and Weapons	SensitiveA Inventory List Number
SO - Sensitive Other than Weapons and Ammo	SensitiveO Inventory List Number
SP - Sensitive Other Wpns & Ammo Incl Pilferables	SensitiveO Inventory List Number
CR - Cryptographic	Crypto Inventory List Number
LO - Location	Location List Number
CH - Cyclic by HRH	Cyclic Inventory List Number
CL - Cyclic by Location	Cyclic Inventory List Number

If the option to generate a report only was chosen in the generate inventory process, no inventory listing number will be generated. If the option was chosen to initialize only, the inventory listing report may be generated at a later time by the PBO or the Hand Receipt Holder using the Generate Inventory

Listing related process button in Manage Inventories process from either the Hand Receipt Module or the Hand Receipt Holder Module. This report will be generated by collecting all asset records containing the Inventory List Number requested.

At this point the user has used the Generate Inventories process to generate one of nine types of inventories (Inventories Type Codes) and either generate a report only or has generated an inventory, creating a record on the Manage Inventory Table.

Due to changes to the asset record, its authorization, or related catalog record an asset may no longer qualify to be included on an initialized inventory. All processes within DPAS continually will monitor for these changes. If a change occurs that should remove an asset from an associated inventory the Inventory List Number will be removed from the asset.

If changes are made to the assets that will not remove the asset from an inventory, but results in a change to its position in the report, such as a change of the Serial Number, the report will be marked with a D-Details Change in the Inventory Modify Code. If the report already had assets removed from it due to prior actions the code would be changed from an R to a B for Both Assets Removed and Details Changed.

Manual Inventory Procedures

When conducting the inventory via the manual process, the user will take the hard copy of the Inventory Report, visually verify the existence of the assets and annotate any discrepancies in Location or Quantity on the report. Upon return to the Property Management Office the Reconciliation will be inputted manually into DPAS by the technician. The following steps apply:

1. Through the Generate Inventory process, the inventory type is selected and the appropriate assets are initialized with an Inventory List Number. This Inventory List Number is used to create an inventory record. For manual inventories, an inventory report should be generated for the inventory requested. The Inventory List Number is displayed on the upper right-hand section of the report header. Reconciliation reports are not applicable. The inventory report (in the sequence desired) is utilized to perform the inventory.
2. After the user is satisfied all assets are accounted for, based of the inventory report.
 - a. Use the Manage Inventory process to select the Inventory List Number for the inventory that was just conducted.
 - b. Select Close Inventory. This will take you to the Close Inventory process where the inventoried assets are updated with the user ID and Inventory Date. The inventory due date may be updated.
3. If there are discrepancies, the user can go to the Update Inventory Data process where an asset can be marked as a Suspected Loss. After all discrepancies are identified or accounted for, the user can choose to go to Close Inventory. This will close the inventory and update the inventoried assets with User ID and Inventory Date.

Generating A Hand Receipt Report By HRH Nbr

MODULE: Hand Receipt

INTRODUCTION

In this process, we will generate an inventory by Hand Receipt Holder (HRH). This is an inventory conducted of property listed on the hand receipt. This inventory is normally conducted between an incoming and outgoing hand receipt holder. The inventory should be completed before the new hand receipt holder assumes duties or the outgoing hand receipt holder leaves, whichever is first. This process is used for both manual and automated inventories.

OBJECTIVES

The student will be able to identify the parts and explain the functions of generating inventory by Hand Receipt Holder.

PREREQUISITES

None

APPLICATION

Generate an inventory by your Hand Receipt Holder (HRH).

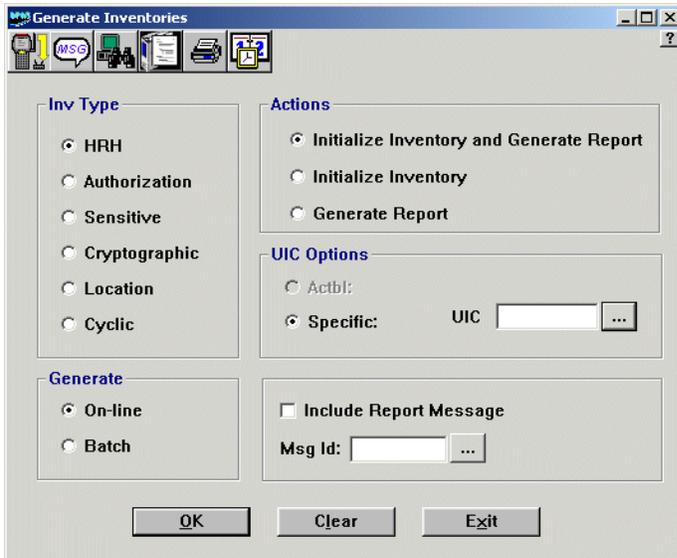
ACTIVITY

Instructor-led lecture with Student Hands-on

STEPS TO PERFORM ACTION

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

3. Select **Generate Inventory** from the program list.



STEP 1:

Inventory Type Group Box:

- a. Accept the default **HRH**.

Actions Group Box:

- b. Select **Initialize Inventory and Generate Report**.

Generate Group Box:

- c. Select whether you want this report to run On-line (immediately) or in the Batch (overnight) process. If your property book is large, it may be a good idea to run this process in Batch so not to degrade the system.

UIC Options Group Box:

- d. **Specific UIC:** Enter or browse for your UIC.
- e. If you want to include a Report Message, check this box.
- f. **Msg Id:** If you chose to include a report message, browse for the message you wish to include. These messages are built in the **Utilities** module.
- g. Click **OK**.

STEP 2:

Sort Sequence Group Box:

- a. Select the order in which you want your report sorted.

Report Annexes Group Box:

- b. If desired, select a report annex report.



Report Type	
Sub Hand Receipt(s)	Check if you want a separate listing for each of your sub hand receipts.
SKO/BII/AAI Hand Receipt	Check if you want a hand report listing of your SKOs, BIIs, and AAIs.
SKO/BII/AAI Excess/Shortage	Check if you want an excess and shortage report of your SKOs, BIIs, and AAIs.

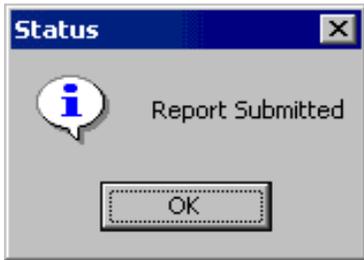
Options Group Box:

- c. If desired, select an option.

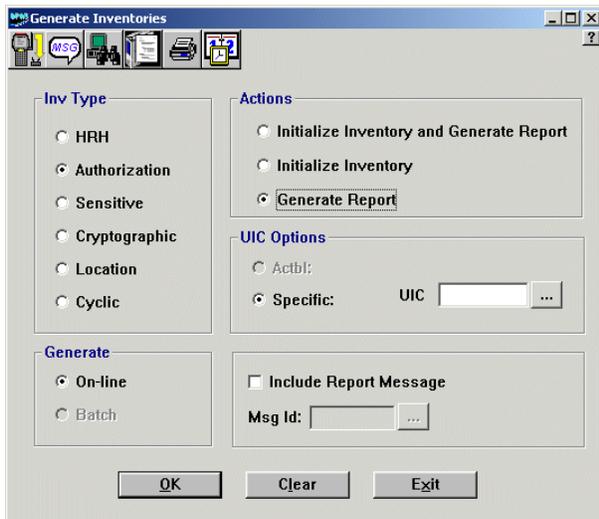
Option Type	
HRH Range	Select this check box if you want to request a range of Major HRH Nbrs. If you also want to include Subs, select the "Include Sub-Hand Receipt(s)" check box. The screen HRH Nbr input field will be deactivated when a HRH Range is entered.
Include Sub-Hand Receipt(s)	Select this check box if you want to request a range of Major HRH Nbrs with all of its Subs included (this can also be used with the HRH Range). The screen Sub HRH Nbr input field will be deactivated when this check box is selected.
Expanded Report	This will generate a more detailed report.

- d. **HRH Nbr:** Enter the hand receipt holder for which you are generating this report. If you selected HRH Range in the Options group box, you will be prompted to enter the beginning HRH Nbr and the ending HRH Nbr.
- e. **Sched Cmpltn Dt:** You can accept the default of 2 weeks from the current date or change to the expected completion date.
- f. **Next Inv Due Dt:** You can accept the default date or change the date to the expected next inventory due date. This date is determined by Agency. For Navy users, it defaults to 3 years out and all others it defaults to 1 year out.
- g. Click **Submit**.

The following dialog box is displayed:



h. Click **OK**.



STEP 3:

- a. Click  to print the inventory. You are returned to the Reports Menu screen where you can select the inventory report you wish to print.
- b. Once you have selected your inventory report, click the **Print** button.
- c. Your Windows Print dialog box is displayed and you can print your report.
- d. Return to the DPAS Main Menu.

NOTES:

 Once the inventory is initialized, the system will automatically assign an inventory listing number. This number consists of the following format: ordinal number (YY+ Julian day) + UIC + a 4 position serial number that will be reset everyday.

The ordinal number is the 5-positions, first two are the year (example: 03) and the next three are the Julian day (example: 038).

STEP 4:

- a. Take the hard copy of your Inventory Report and visually verify the existence of the assets.
- b. Annotate any discrepancies in Location or Qty on the report.

The next process will help you to correct any discrepancies.

Reconciling A Manual Inventory

INTRODUCTION

Upon completion of the gathering of the inventory data, it must be compared to the data contained within the DPAS. After the discrepancies have been identified, the discrepancies must be researched and corrections must be made.

If there are discrepancies (i.e., missing or lost property) in your inventory, you should use this process to mark an asset as a Suspected Loss. After all discrepancies are identified or accounted for, you can choose to go to Close Inventory. This will close the inventory and update the inventoried assets with User Id and Inventory Date.

OBJECTIVES

Students/users should be able to successfully accomplish a property inventory reconciliation.

PREREQUISITES

An inventory was initialized and conducted for a specified listing of property assets with a report generated.

APPLICATION

Accomplish an inventory reconciliation using either the Update Inventory Data process or Manage Inventories process.

ACTIVITY

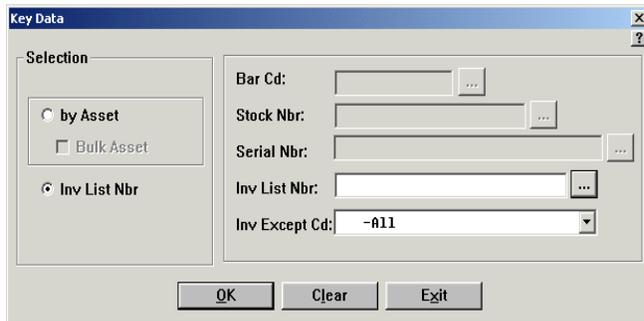
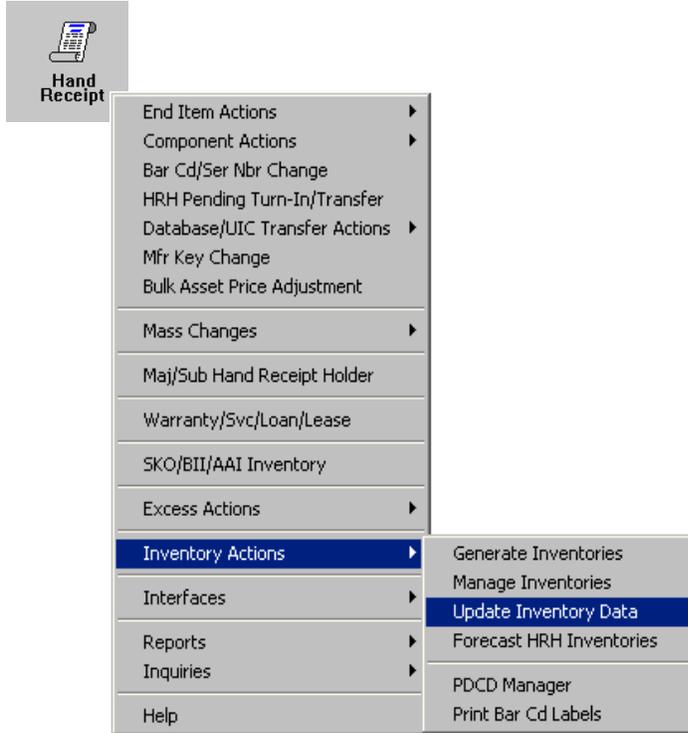
Instructor-led lecture and demonstration with Student Hands-on application.

STEPS TO PERFORM ACTION

This function can be accomplished two ways. The first, by going to the Update Inventory Data process and the second, by going to Manage Inventories process. Once you get to Step 3, the screens are the same for both processes. We will discuss the Update Inventory Data first.

UPDATE INVENTORY DATA

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.



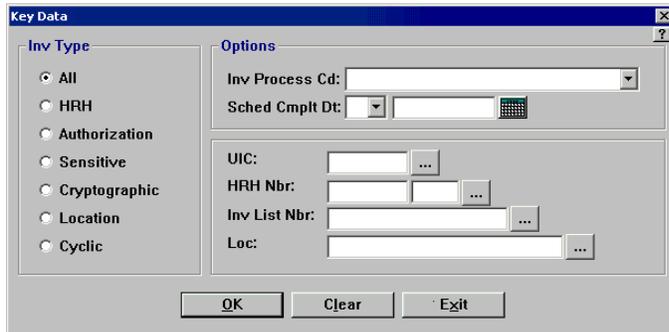
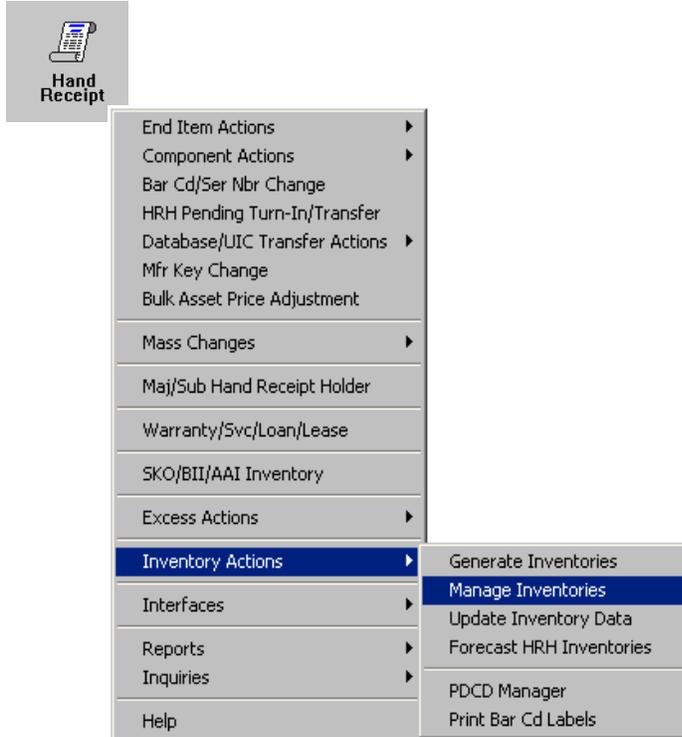
STEP 1:

- a. **Selection:** Select **Inv List Nbr**.
- b. **Inv List Nbr:** Enter or browse for the inventory list number of the inventory you will be updating.
- c. **Inv Except Cd:** Accept the default **All**.
- d. Click **OK**.

You will need to go to STEP 3, in the **Manage Inventories** process to view the unreconciled assets.

MANAGE INVENTORIES

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.

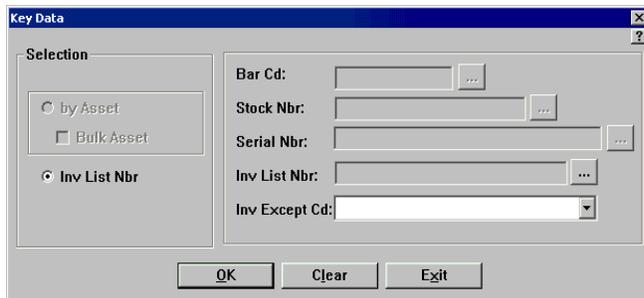
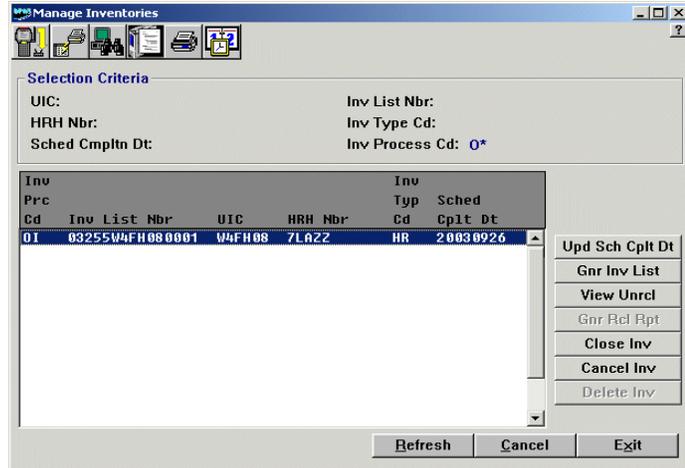


STEP 1:

- a. **Inv Type:** Select the type of inventory you conducted.
- b. **Inv Process Cd:** Since you are reconciling an **open** inventory, accept the default **O* -All Open Inventories**.
- c. **UIC:** Enter or browse for your UIC. This field is not mandatory. This field will further filter the inventories requesting to view/manage.
- d. **HRH Nbr:** Enter or browse for the HRH Nbr for which the inventory was conducted. This field is not mandatory. This field will further filter the inventories requesting to view/manage.
- e. **Inv List Nbr:** Enter or browse for the Inventory List number for the inventory you are going to reconcile.
- f. **Loc:** Enter or browse for the location. This field is not mandatory. This field will further filter the inventories requesting to view/manage.
- g. Click **OK**.

STEP 2A (Manage Inventories):

- Highlight the Inventory List Nbr for the inventory you are conducting.
- Click the **View Unrcl** button.

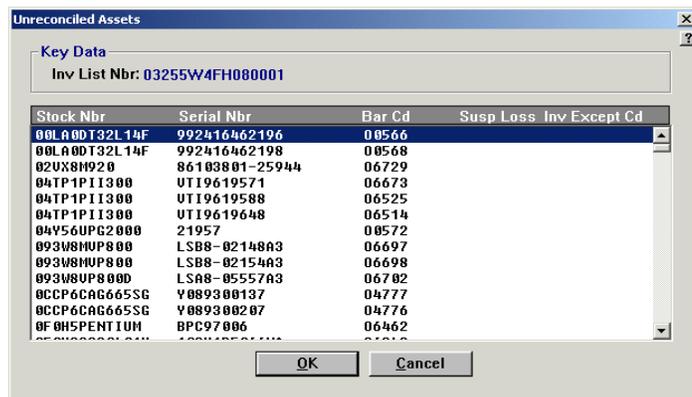


STEP 2B (Manage Inventories):

- Inv List Nbr:** The selected Inventory List Number will be displayed.
- Click **OK**.

STEP 3:

You can multi-select assets from this list that are in a row that have an Inventory Exception code of "OD", "OU", or "SL". You cannot multi-select items with an Inventory Exception Code of "OQ", "SQ", "SM", "SR", "TF", or "ON". **You also cannot multi-select Bulk assets.** To multi-select, hold the SHIFT key on your keyboard and hit the Down Arrow on your keyboard to select items.



To multi-select assets that are not in a row, hold the CTRL key and click on individual assets that you wish to update.

Multi-select will cause the changes that are made on the next screen to affect all the assets selected on this list box.

STEP 4:

If you multi-selected assets, then Multi-select will be the only thing displayed in the Key Data group box on this screen.

- a. **Inv Qty:** For bulk items, enter the correct quantity that was inventoried, if different from what is displayed. Multi-select is not an option.
- b. **Inv Loc:** Enter or browse for the location where the item was inventoried, if different from what is displayed.
- c. **Inv Sub Loc:** Enter the sub location where the item was inventoried, if different from what is displayed.
- d. **Last Inv Dt:** Enter the date the asset(s) (if multi-selected) was inventoried. If preferred, use the calendar button to select the appropriate date.
- e. **Inv User Id:** Enter the name (up to 8 characters) of the person who performed the inventory.
- f. **Suspected Loss Cd:** Use this code to flag an asset(s) 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.

 **NOTES:**

When the update has been performed, the Reconciliation and Inventory fields will be updated with the input data. The Cause of Last Reconciliation Date Change will also be updated with the Inv List Nbr, indicating the assets were counted as a result of this inventory, and the assets will be removed from the Unreconciled assets listbox.

Updates are made to both the inventory and reconciliation fields. The Inv List Nbr is moved into the Cause of Last Inv Dt Chg and Cause of Last Rcl Dt Chg fields.

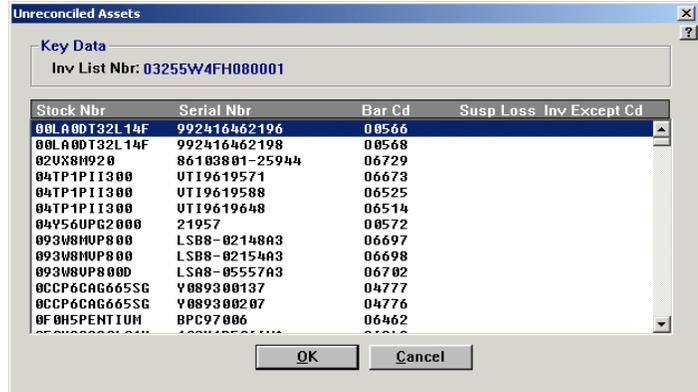
If the asset is marked as a Suspected Loss, a value of S, I or R is moved to the Suspect Loss Cd and Inv List Nbr is moved to the Cause of Suspected Loss fields on the asset.

STEP 5:

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

- a. Select the next asset to reconcile.
- b. Click **OK**.

When all of the update actions have been completed for the inventory and your are satisfied with the reconciliation, you can now close (complete) your inventory.



Discrepancy/Corrective Action Decision Matrix

Inventory Errors		Corrective Action(s)
Data Integrity	Incorrect Nomenclature	User must perform a Catalog Inquiry to find a stock number that matches the nomenclature of the equipment then process the End Item Stock Number Change in the Hand Receipt module.
	Incorrect Bar Code	In the Hand Receipt module, change the bar code through Bar Cd/Ser Nbr Change function.
	Incorrect Serial Number	In the Hand Receipt module, change serial number through Bar Cd/Ser Nbr Change function.
	Incorrect HRH or Sub-HRH	In the Hand Receipt module, the user must process a HRH Transfer in End Item Actions function.
	Incorrect Location	In the Hand Receipt module, change the asset's location through Update Inventory Data function in the Inventory Actions process.
Missing Bar Code Labels		In the Hand Receipt module, perform an End Item Serial Inquiry to gather correct bar code information and then use the Print Bar Code Label function in the Inventory Actions process.
Quantity Errors	<p>Overages</p> <p>Wrong location or assigned to a different HRH</p> <p>Asset was received but not recorded in the property book.</p>	<p>In the Hand Receipt module, perform an End Item Serial Inquiry to determine where the property should be and to whom it should be assigned. Then use the Update Inventory Data function in the Inventory Actions process to make the necessary changes to the location. If necessary, process a HRH Transfer in the End Item Actions or physically move the asset to the recorded location.</p> <p>Find the needed paperwork and using the Hand Receipt module, perform an Increase action in the End Item Actions process and then print the needed bar code label.</p>
	<p>Shortages</p> <p>Asset was physically moved to another location but change was not processed in DPAS.</p>	<p>In the Hand Receipt module, change the location using the Update Inventory Data process in the Inventory Actions function.</p>
	<p>An End Item Increase transaction was processed adding the item to the property book but the material was never physically received by the HRH.</p>	<p>Verify with the receiving activity to determine what action was taken with the asset, review the procedures, and conduct training as necessary. An End Item Increase should not be processed unless the material is confirmed received by the receiving activity. If the material was not received, using the Hand Receipt module, the PBO/PPM must process a reversal in DPAS, using the Decrease function of the End Item Actions process.</p>

Inventory Errors		Corrective Action(s)
	Asset is lost, stolen, or missing. Asset was transferred to DRMO or another activity but not removed from the property book.	Code item with a suspected loss code of I in the Update Inventory Data screen. Conduct an investigation and prepare a DD-200 and process and using the Hand Receipt module, process a Decrease action using the End Item Actions function. This must be supported by a DD 1348-1A.

Closing A Manual Inventory

INTRODUCTION

This on-line process can be used to close manual inventories. The process generates a Mass Change of both inventory and reconciliation fields for Last Inventory Date, User Id and Cause of Last Dt change on assets indicated by the Inventory List Nbr. If the inventory type is Hand Receipt, Authorization, Sensitive or Cryptographic, the Hand Receipt table is updated with the Last Inv Dt and Next Inv Due Dt entered on screen.

This action will update the inventory dates and User Ids on all assets not already reconciled. The Inv List Nbr will be removed from all of the assets. When the Inv Type Cd is: **HR, CR, SO, SA, SP**, or **AU**, the appropriate Inv date will be updated on the Hand Receipt Holder Table. The Inv Process Cd for the inventory will be updated to CM-Closed Mass.

Corrections can be made using the Update Inv Data process prior to closing the inventory. Assets that have previously been labeled as a Suspected Loss will not be updated and will have to be updated individually if they were discovered as a result of this inventory. You will be prompted if any Suspected Loss records exist.

OBJECTIVES

Students/users should be able to accomplish necessary steps and procedures relative to closing a manual inventory.

PREREQUISITES

Access to the Hand Receipt Module and an inventory was completed and a reconciliation was conducted. The inventory must have an inventory process code of OU or OI.

APPLICATION

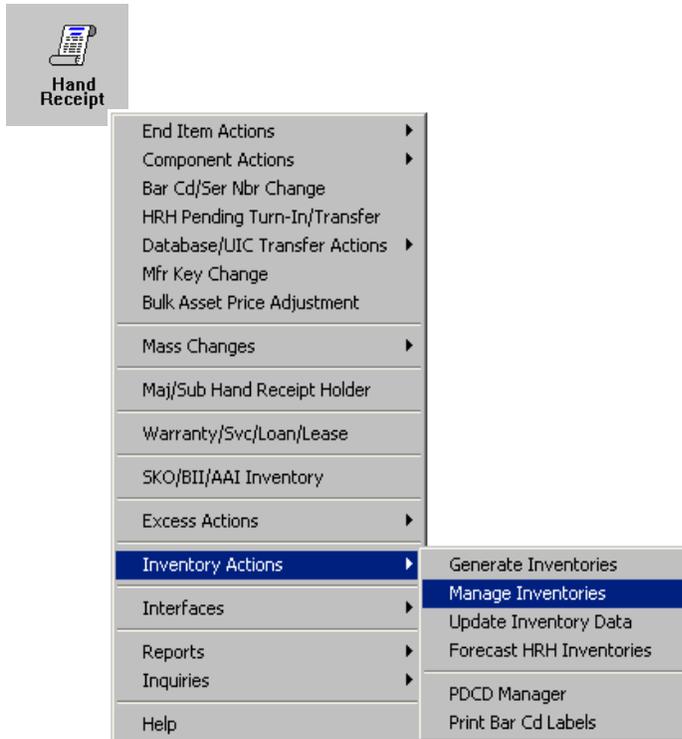
Conduct an inventory close action utilizing the Manage Inventories process.

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 **Manage Inventories** from the program list.



The image shows a 'Key Data' dialog box. It has two main sections: 'Inv Type' and 'Options'. In the 'Inv Type' section, 'All' is selected with a radio button. Other options include 'HRH', 'Authorization', 'Sensitive', 'Cryptographic', 'Location', and 'Cyclic'. The 'Options' section contains several input fields: 'Inv Process Cd' (a dropdown menu), 'Sched Cmpltn Dt' (a date field with a calendar icon), 'UIC' (a text field with a browse button), 'HRH Nbr' (a text field with a browse button), 'Inv List Nbr' (a text field with a browse button), and 'Loc' (a text field with a browse button). At the bottom of the dialog are three buttons: 'OK', 'Clear', and 'Exit'.

STEP 1:

- a. **Inv Process Cd:** Accept the default.
- b. **Sched Cmpltn Dt:** If you want to display inventories with a specific Scheduled Completion Date, enter the date or use the calendar button to select the applicable date; otherwise, leave blank.
- c. **UIC:** Enter or browse for your UIC. This field is not mandatory. This field will further filter the inventories requesting to view/manage.
- d. **HRH Nbr:** Enter or browse for the HRH Nbr for which the inventory was conducted. This field is not mandatory. This field will further filter the inventories requesting to view/manage.
- e. **Inv List Nbr:** Enter or browse for the Inventory List number for the inventory you are going to reconcile.
- f. Click **OK**.

Once an inventory has been closed, the following updates will occur on the Serial, Component and Bulk Hand Receipt Tables Inventory tab, as applicable (see the End Item Serial, End Item Component, and End Item Bulk Inquiries):

- 1 Transaction Inv User Id is moved to Inv User Id and Rcl Inv User Id
- 2 Transaction Last Inv Dt is moved to the Last Inv Dt and Rcl Last Inv Dt. Also, moved to the Hand Receipt Holder Table's Last Inv Dt.
- 3 Transaction Inv List Nbr is moved to the Cause Lst Rcl Dt Chg and Cause of Last Inv Dt Chg. It is removed from the Inv List Nbr field.
- 4 A "0" is moved to the Inv Input Type and Rcl Inv Input Type.
- 5 Transaction UIC is moved to Inv UIC.
- 6 Transaction HRH Nbr is moved to Inv HRH Nbr.

The screenshot shows the 'End Item Serial Inquiry' window with the 'Inventory' tab selected. It displays 'INVENTORY RECONCILIATION DATA' with the following fields:

Rcl Inv User Id:	INSTR01	Inv User Id:	INSTR01
Rcl Last Inv Dt:	20030331	Last Inv Dt:	20030331
Cause of Last Rcl Dt Chg:	03058W0U6AA0001	Cause of Last Inv Dt Chg:	03058W0U6AA0001
Rcl Inv Input Type:	0	Inv Input Type:	0
UIC:	W0U6AA	Inv UIC:	W0U6AA
HRH Nbr:	W0U6C8	Inv HRH Nbr:	W0U6C8
Loc:	BLDG 111	Inv Loc:	BLDG 111

At the bottom, it shows 'Record 2 of 21' and buttons for 'Previous', 'Next', 'New Inquiry', and 'Exit'.

NOTE: For bulk items only, the record Qty is moved to the Inv Qty.

The following updates will occur on the Inventory Table (see the Manage Inventories Inquiry):

The screenshot shows the 'Manage Inventories Inquiry' window with the following fields:

Actbl UIC:	W0L6AA	UIC:	W0L6AA
Inv Type Cd:	HR	Inv Process Cd:	CM
HRH Nbr:	01000	Loc:	
Sched Cmpltn Dt:	20040303	Inv Closed Dt:	20040331
Inv Creatn Level:	H	Inv Modfctn Cd:	
Rpt HRH Sub Ctl Cd:		Prop Type Cd:	
LIN:		LIN To:	

At the bottom, it shows 'Record 1 of 105' and buttons for 'Previous', 'Next', 'New Inquiry', and 'Exit'.

- 1 A "CM" is moved to the Inv Process Cd on the Inventory Table.
- 2 System Date is moved to the Inv Closed Dt.

The following updates will occur on the Hand Receipt Table (See Maj/Sub Hand Receipt Holder Inquiry). There are no updates for Cyclic or Location type inventories.

- Transaction Last Inv Dt is moved to the Last Inv Dt for the appropriate inventory type.
- Transaction Next Inv Due Dt is moved to Inv Due Dt for appropriate inventory type.

INVENTORY			
HRH Last Inv Dt:	20030401	HRH Inv Due Dt:	20060401
Authn Last Inv Dt:	20030401	Authn Inv Due Dt:	20060401
Sensitive A Last Inv Dt:	20030401	Sensitive A Inv Due Dt:	20040401
Sensitive O Last Inv Dt:	20030401	Sensitive O Inv Due Dt:	20040401
Crypto Last Inv Dt:	20030401	Crypto Inv Due Dt:	20040401

Record 1 of 4

Previous Next New Inquiry Exit

Generating An Authorization Inventory

INTRODUCTION

In this process, we will generate inventory by Authorization. This inventory is designed to physically account for assets authorized by an authorization document to verify items on hand. This process is used for both manual and automated inventories.

OBJECTIVES

The student will be able to identify the parts and explain the functions of generating inventory by Authorizations

PREREQUISITES

None

APPLICATION

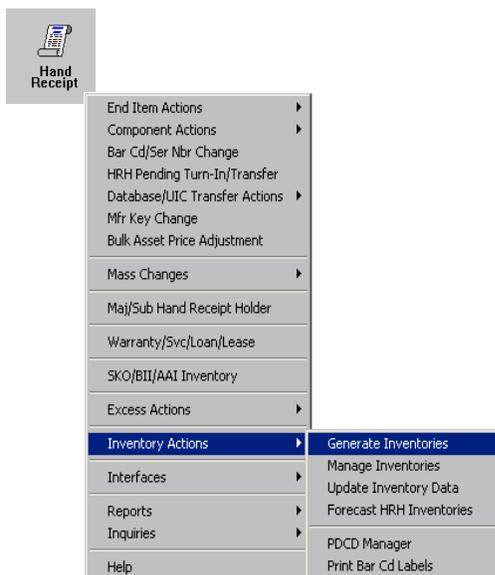
Generate an inventory by Authorizations. In this inventory you will have the option of selecting a LIN or a LIN Range.

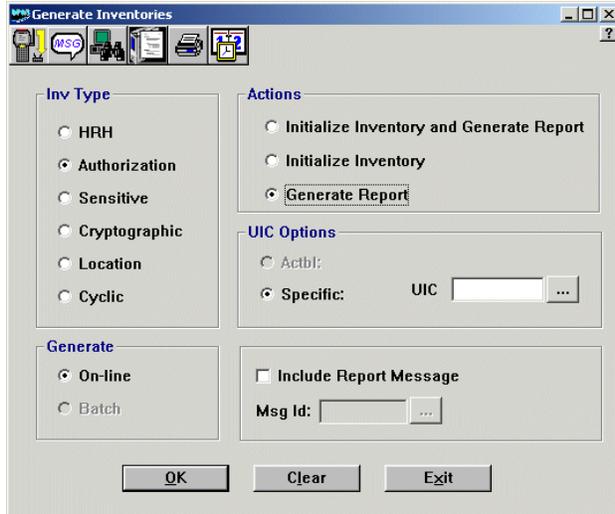
ACTIVITY

Instructor-led lecture with Student Hands-on

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 **Generate Inventories** from the program list.





STEP 1:
Inv Type Group Box:

- a. Select **Authorizations**.

Actions Group Box:

- b. If you want a copy of the inventory, select **Initialize and Generate Report**. If you do not need (or want) a copy of the report, select **Initialize Inventory**. If you only want a hard copy of the report with initializing the inventory, select **Generate Report**.

UIC Options Group Box:

- c. **Actbl UIC:** Click this radio button to submit the request at the Accountable UIC level.
- d. **Specific UIC:** Enter or browse for your UIC. If you selected **Actbl UIC**, this field will not be accessible.

Generate Group Box:

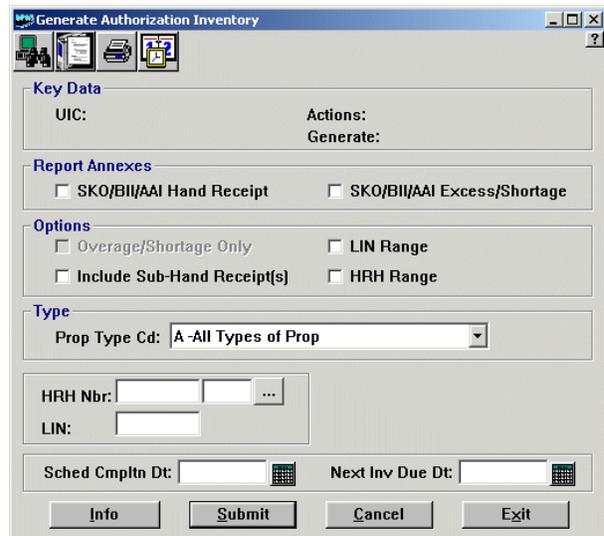
- e. Select whether you want this report to run On-line (immediately) or in the Batch (overnight) process. If your property book is large, it may be a good idea to run this process in Batch so not to degrade the system.
- f. If you want to include a Report Message, check this box.
- g. **Msg Id:** If you chose to include a report message, browse for the message you wish to include. These messages are built in the **Utilities** module.
- h. Click **OK**.

STEP 2:

Report Annexes Group Box:

- a. If desired, select a report annex report.

Report Type	
SKO/BII/AAI Hand Receipt	Check if you want a hand report listing of your SKOs, BIIs, and AAIs.
SKO/BII/AAI Excess/Shortage	Check if you want a excess and shortage report of your SKOs, BIIs, and AAIs.



Options Group Box:

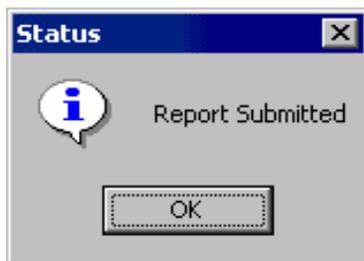
- b. If desired, select an option.

Option Type	
Overage/Shortage Only	The Authorization Hand Receipt Report automatically generates an Overage/Shortage Annex (UIC/DPTD223R, HRH/DPTD224R) as part of the basic hand receipt report. If the user desires the Overage/Shortage only, then this box is checked.
Include Sub-Hand Receipt(s)	Select this check box if you want to request a range of Major HRH Nbrs with all of its Subs included (this can also be used with the HRH Range). The screen Sub HRH Nbr input field will be deactivated when this check box is selected.
LIN Range	This check box will allow the specific pulling of the Authorization Hand Receipt Report by a specified Line Item Number (LIN) range. This range is used primarily for Special/Cyclic inventories.
HRH Range	Select this check box if you want to request a range of Major HRH Nbrs. If you also want to include Subs, select the "Include Sub-Hand Receipt(s)" check box. The screen HRH Nbr input field will be deactivated when a HRH Range is entered.

Type Group Box:

- c. Click on the drop down list box to display the Property Type Codes. DPAS defaults to **A-All Types of Property**. Refer to **Adding Authorizations** for a description of the Property Type codes.
- d. **HRH Nbr:** Enter the hand receipt holder; and if desired, enter the sub HRH for which you are generating this report. If you selected HRH Range in the Options group box, you will be prompted to enter the beginning HRH Nbr and the ending HRH Nbr. If you desire the inventory by UIC, leave the HRH Nbr blank.
- e. **LIN:** If you want a listing of a specific LIN for your HRH Nbr, enter that LIN. If you selected LIN Range in the Options group box, you will be prompted to enter the beginning LIN and the ending LIN.
- f. **Sched Cmpltn Dt:** The default date is 2 weeks from the current date. If needed, you can change this date to the desired expected completion date. This field is not accessible if you are only generating the report.
- g. **Next Inv Due Dt:** The default date is determined by your Agency. For Navy users, the default date is 3 years out and all other agencies the default date is 1 year out. This date can be changed per your Agency.
- h. Click **Submit**.

The following dialog box is displayed:



- i. Click **OK**.

You are returned to the Generate Inventories screen.

- j. Click  to print the inventory. You are returned to the Reports Menu screen where you can select the inventory report you wish to print.
- k. Once you have selected your inventory report, click the **Print** button.
- l. Your Windows Print dialog box is displayed and you can print your report.
- m. Return to the DPAS Main Menu.



NOTES:

Once the inventory is initialized, the system will automatically assign an inventory listing number. This number consists of the following format: ordinal number (YY+ Julian day) + UIC + a 4 position serial number that will be reset everyday.

The ordinal number is the 5-positions, first two are the year (example: 03) and the next three are the Julian day (example: 038).

Generating A Sensitive Items Inventory

INTRODUCTION

In this process we will generate a sensitive item inventory. Sensitive item inventory is the physical count of items identified as sensitive by a specific service (e.g., firearms, ammunition, night vision devices and navigation systems (GPS)). This also may include items that are identified as pilferable. This process is used for both manual and automated inventories.

OBJECTIVES

The student will be able to identify the parts and explain the functions of generating sensitive item inventory.

PREREQUISITES

None

APPLICATION

Generate a sensitive item inventory.

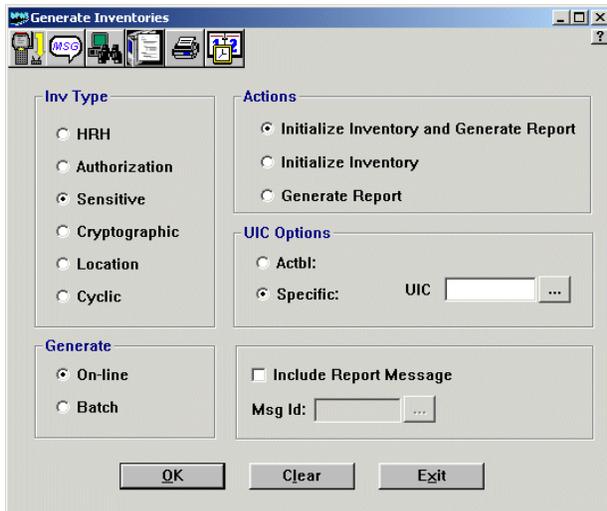
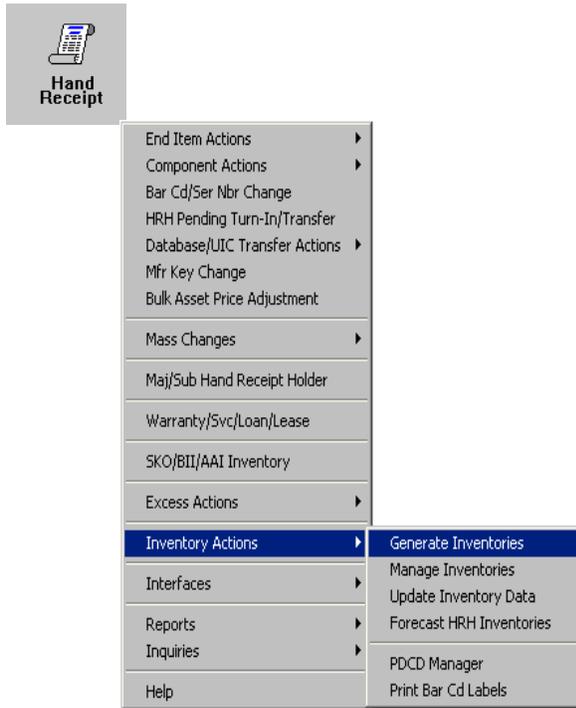
ACTIVITY

Instructor-led lecture with Student Hands-on

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 **Generate Inventories** from the program list.



STEP 1:

Inv Type Group Box:

a. Select **Sensitive**.

Actions Group Box:

b. If you want a copy of the inventory, select **Initialize and Generate Report**. If you do not need (or want) a copy of the report, select **Initialize Inventory**. If you only want a hard copy of the report with initializing the inventory, select **Generate Report**.

UIC Options Group Box:

- c. **Actbl UIC:** Click this radio button to submit the request at the Accountable UIC level.
- d. **Specific UIC:** Enter or browse for your UIC. If you selected **Actbl UIC**, this field will not be accessible.

Generate Group Box:

e. Select whether you want this report to run On-line (immediately) or in the Batch (overnight) process. If your property book is large, it may be a good idea to run this process in Batch so not to degrade the system.

- f. If you want to include a Report Message, check this box.
- g. **Msg Id:** If you chose to include a report message, browse for the message you wish to include. These messages are built in the **Utilities** module.
- h. Click **OK**.

STEP 2:

- a. **Sort Sequence Group Box:** Select how you want your report sorted. This will not be available if you only initialized the inventory.
- b. **Type Group Box:** Select the type of sensitive item inventory you wish to perform.

Type	
Both	Includes all items classified as sensitive in nature.
Weapons and Ammunition	Only weapons and ammunition.
Other Than Weapons and Ammunition	Items such as night vision goggles, Global Positioning Systems (GPS), STU III phones, etc.
Include Pilferables	You can also include items that are deemed pilferable.

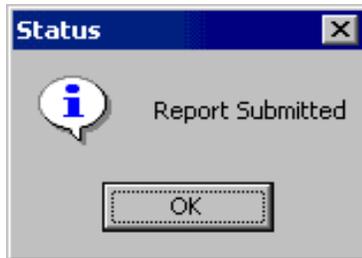
- c. **Options:** If desired, you can choose for a specific HRH Nbr, a range of HRH Nbrs, and include all the sub-HRHs.

Options	
HRH Nbr	This selection will require the entry of a HRH Nbr. One Inventory Number will be created. If the HRH Nbr is not entered, a roll up report is not created, but instead individual Inv List Nbrs are created for each HRH Nbr under the UIC. If submitted for the Actbl UIC, an Inv List Nbr is created for each HRH Nbr or UIC change under the Actbl UIC.
Range	This selection will require a From and To HRH Nbr. An Inventory Number will be created for each HRH Nbr in the range. An Inv List Nbr will be created for each HRH within range.
Include Sub-Hand Receipt(s)	This selection will retrieve all assets for the sub-hand receipt holders associated with the Major-hand receipt holder entered.

- d. **Report Annex:** Check the **Sub Hand Receipt(s)** *only* if you want a separate report listing for each of the sub-HRH Nbrs for a specific HRH Nbr or range of HRH Nbrs. This will not be available if you only initialized the inventory.
- e. **HRH Nbr:** Enter or browse for the HRH Nbr and/or sub-HRH Nbr. If you did not select the HRH Nbr Option, this field will not be accessible. If you selected the **Range** option, you will need to enter the beginning HRH Nbr for which you are generating this report.
- f. **To HRH Nbr:** This field will only display *if* you selected the **Range** option. You will then need to enter the ending HRH Nbr for which you are generating this report.

- g. **Sched Cmpltn Dt:** The default date is 2 weeks from the current date. If needed, you can change this date to the desired expected completion date. This field is not accessible if you are only generating the report.
- h. **Next Inv Due Dt:** The default date is determined by your Agency. For Navy users, the default date is 3 years out and all other agencies the default date is 1 year out. This date can be changed per your Agency.
- i. Click **Submit**.

The following dialog box is displayed:



- j. Click **OK**.
 - k. Click  to print the inventory. You are returned to the Reports Menu screen where you can select the inventory report you wish to print.
 - l. Once you have selected your inventory report, click the **Print** button.
 - m. Your Windows Print dialog box is displayed and you can print your report.
- n. Return to the DPAS Main Menu.



NOTES:

Once the inventory is initialized, the system will automatically assign an inventory listing number. This number consists of the following format: ordinal number (YY+ Julian day) + UIC + a 4 position serial number that will be reset everyday.

The ordinal number is the 5-positions, first two are the year (example: 03) and the next three are the Julian day (example: 038).

Generating A Cryptographic Items Inventory

INTRODUCTION

In this process we will generate a Cryptographic Item inventory. Cryptographic Item inventory is the physical count of Communication Security (COMSEC) Equipment and Components as specified by a specific service or agency. This process is used for both manual and automated inventories.

OBJECTIVES

The student will be able to identify the parts and explain the functions of generating cryptographic item inventory.

PREREQUISITES

None

APPLICATION

Generate a Cryptographic Item inventory.

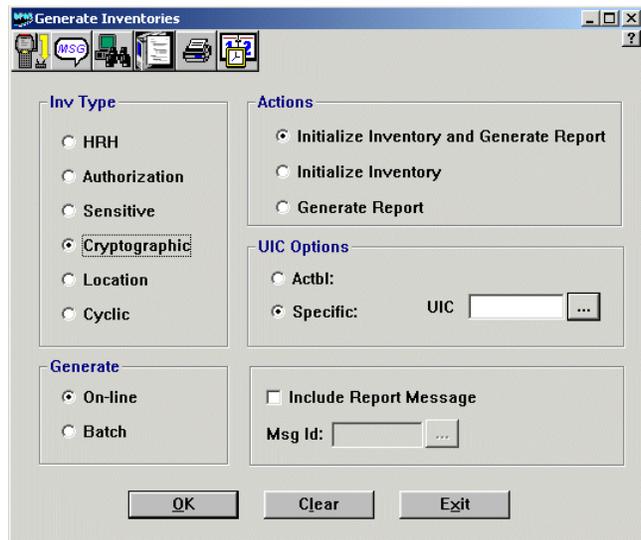
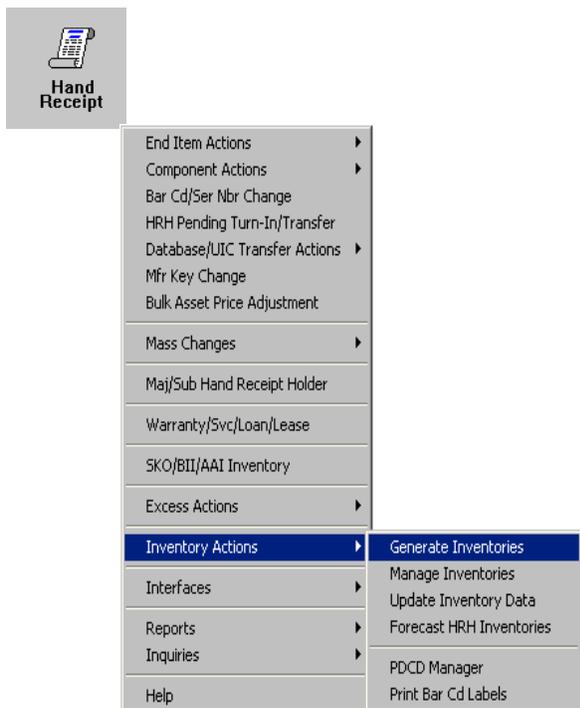
ACTIVITY

Instructor-led lecture with Student Hands-on

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 **Generate Inventories** from the program list.



STEP 1:

Inv Type Group Box:

a. Select **Cryptographic**.

Actions Group Box:

b. If you want a copy of the inventory, select **Initialize and Generate Report**. If you do not need (or want) a copy of the report, select **Initialize Inventory**. If you only want a hard copy of the report with initializing the inventory, select **Generate Report**.

UIC Options Group Box:

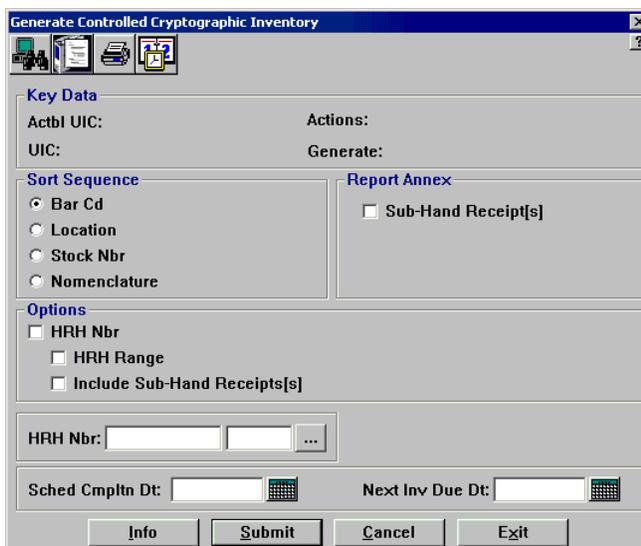
- c. **Actbl UIC:** Click this radio button to submit the request at the Accountable UIC level.
- d. **Specific UIC:** Enter or browse for your UIC. If you selected **Actbl UIC**, this field will not be accessible.

Generate Group Box:

- e. Select whether you want this report to run On-line (immediately) or in the Batch (overnight) process. If your property book is large, it may be a good idea to run this process in Batch so not to degrade the system.
- f. If you want to include a Report Message, check this box.
- g. **Msg Id:** If you chose to include a report message, browse for the message you wish to include. These messages are built in the **Utilities** module.
- h. Click **OK**.

STEP 2:

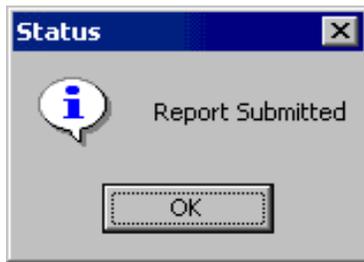
- a. **Sort Sequence:** Select how you want your report sorted. If you only initialized the inventory, then the sort sequence will not be available.
- b. **Report Annex:** Check the **Sub Hand Receipt(s)** *only* if you want a separate report listing for each of the sub-HRH Nbrs for a specific HRH Nbr or range of HRH Nbrs. This will not be available if you only initialized the inventory.
- c. **Options:** If desired, you can choose for a specific HRH Nbr, a range of HRH Nbrs, and include all the sub-HRHs.



Options	
HRH Nbr	This selection will require the entry of a HRH Nbr. One Inventory Number will be created. If the HRH Nbr is not entered, a roll up report is not created, but instead individual Inv List Nbrs are created for each HRH Nbr under the UIC. If submitted for the Actbl UIC, an Inv List Nbr is created for each HRH Nbr or UIC change under the Actbl UIC.
Range	This selection will require a From and To HRH Nbr. An Inventory Number will be created for each HRH Nbr in the range. An Inv List Nbr will be created for each HRH within range.
Include Sub-Hand Receipt(s)	This selection will retrieve all assets for the sub-hand receipt holders associated with the Major-hand receipt holder entered.

- d. **HRH Nbr:** Enter or browse for the HRH Nbr and/or sub-HRH Nbr. If you did not select the HRH Nbr Option, this field will not be accessible. If you selected the **Range** option, you will need to enter the beginning HRH Nbr for which you are generating this report.
- e. **To HRH Nbr:** This field will only display *if* you selected the **Range** option. You will then need to enter the ending HRH Nbr for which you are generating this report.
- f. **Sched Cmpltn Dt:** The default date is 2 weeks from the current date. If needed, you can change this date to the desired expected completion date. This field is not accessible if you are only generating the report.
- g. **Next Inv Due Dt:** The default date is determined by your Agency. For Navy users, the default date is 3 years out and all other agencies the default date is 1 year out. This date can be changed per your Agency.
- h. Click **Submit**.

The following dialog box is displayed:



- i. Click **OK**.
- j. Click  to print the inventory. You are returned to the Reports Menu screen where you can select the inventory report you wish to print.
- k. Once you have selected your inventory report, click the **Print** button.
- l. Your Windows Print dialog box is displayed and you can print your report.
- m. Return to the DPAS Main Menu.



NOTES:

Once the inventory is initialized, the system will automatically assign an inventory listing number. This number consists of the following format: ordinal number (YY+ Julian day) + UIC + a 4 position serial number that will be reset everyday.

The ordinal number is the 5-positions, first two are the year (example: 03) and the next three are the Julian day (example: 038).

Creating A New Location

MODULE: Utilities

INTRODUCTION

This process is used to build and standardize the different inventory locations for your assets. This process is used for both manual and automated inventories.

When designing your location format, take into consideration that if you are using Portable Data Collection Devices (PDCDs), not all special characters are available for input on the PDCD (e.g., there is no # on the Symbol scanner). If you created location labels that you would scan, you would have no problem but if the labels were not printed, there is no way for you to key that value into the PDCD.

OBJECTIVES

The student should be able to create new locations.

PREREQUISITES

None

APPLICATION

Add new locations

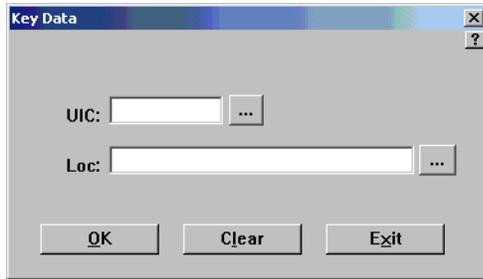
ACTIVITY

Instructor-led lecture with Student Hands-on

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 **Location** from the program list.





STEP 1:

- a. **UIC:** Enter or browse for your UIC.
- b. **Loc:** Enter a new location.
- c. Click **OK**.

STEP 2:

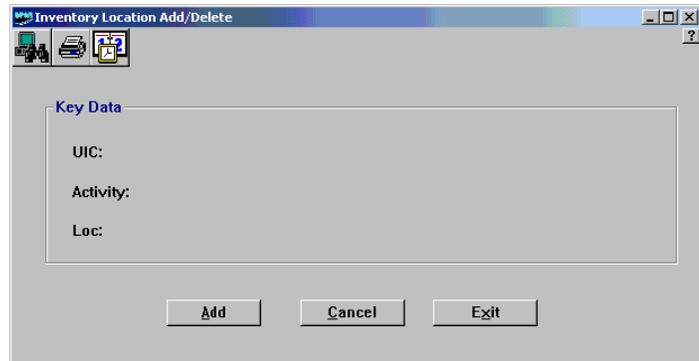
- a. Review the information that is displayed.
- b. If the data displayed is correct, click **Add**; otherwise, click **Cancel**.

The Transaction Processed dialog box will be displayed.

- c. Click **OK**.

You will be returned to the Key Data screen.

- d. Click **Exit**.



Deleting Locations

In order for the delete to process, there can be no assets assigned to the location you are deleting.

1. Enter or browse for the **UIC**.
2. Enter or browse for the location you are deleting.
3. Click **OK**.
4. Click **Delete**.

Generating A Location Inventory

INTRODUCTION

In this process, we will generate an inventory by Location (Loc). This inventory determines and verifies the record location data and condition of material assets. It allows for correcting records and determining the cause of discrepancies. This process is used for both manual and automated inventories.

OBJECTIVES

The student will be able to identify the parts and explain the functions of generating a Location (Loc) inventory.

PREREQUISITES

None

APPLICATION

Generate an inventory by Location.

ACTIVITY

Instructor-led lecture with Student Hands-on

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 **Generate Inventories** from the program list.



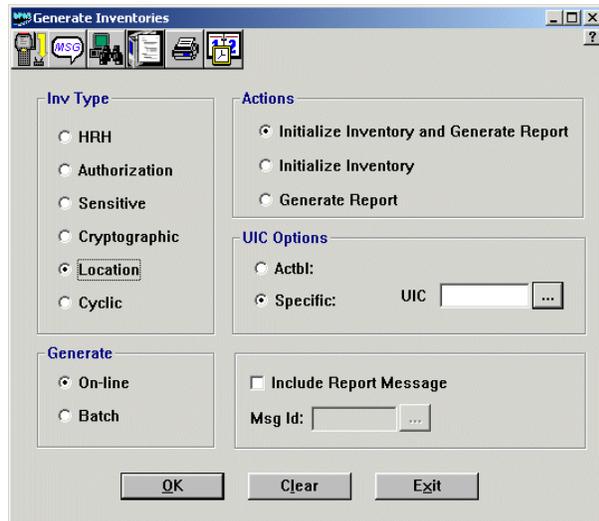
STEP 1:

Inv Type Group Box:

a. Select **Location**.

Actions Group Box:

b. If you want a copy of the inventory, select **Initialize and Generate Report**. If you do not need (or want) a copy of the report, select **Initialize Inventory**. If you only want a hard copy of the report with initializing the inventory, select **Generate Report**.



UIC Options Group Box:

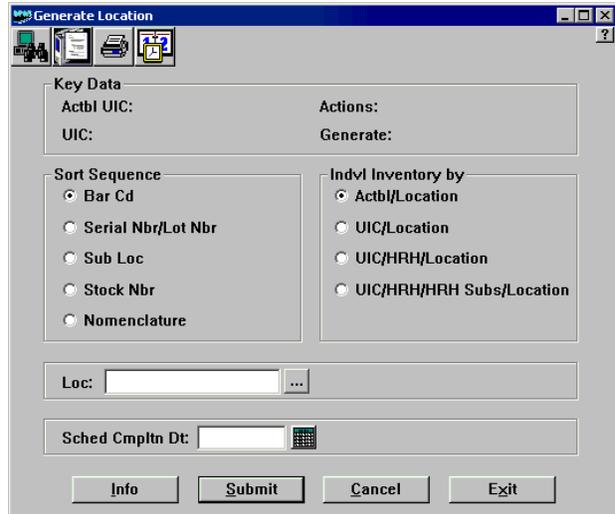
- c. **Actbl UIC:** Click this radio button to submit the request at the Accountable UIC level.
- d. **Specific UIC:** Enter or browse for your UIC. If you selected **Actbl UIC**, this field will not be accessible.

Generate Group Box:

- e. Select whether you want this report to run On-line (immediately) or in the Batch (overnight) process. If your property book is large, it may be a good idea to run this process in Batch so not to degrade the system.
- f. If you want to include a Report Message, check this box.
- g. **Msg Id:** If you chose to include a report message, browse for the message you wish to include. These messages are built in the **Utilities** module.
- h. Click **OK**.

STEP 2:

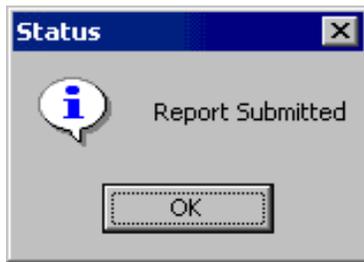
- a. **Sort Sequence:** Select the desired sort sequence. If you only initialized the inventory, the sort sequence will not be available.
- b. **Indvl Inventory by:** Select the desired individual inventory.



Individual Inventory By	
Actbl/Location	<p>This option will generate an inventory for the entire Accountable UIC for assets in the specified location.</p> <p>This option is only available when the Accountable UIC option was selected on previous window.</p>
UIC/Location	<p>This option will generate an inventory for a specific UIC for assets in the specified location.</p>
UIC/HRH/Location	<p>The option will generate an inventory for a specific UIC and HRH Nbr for assets in the specified location.</p>
UIC/HRH/HRH Subs/Location	<p>This option will generate an inventory for a specific UIC/HRH Nbr and each sub HRH for asset in the specified location.</p>

- c. **Loc:** Enter or browse for the appropriate location. The location can be "wildcarded" (e.g., *401 would bring up locations that ended with 401).
- d. **Sched Cmpltn Dt:** The default date is 2 weeks from the current date. If needed, you can change this date to the desired expected completion date. This field is not accessible if you are only generating the report.
- e. Click **Submit**.

The following dialog box is displayed:



- f. Click **OK**.
- g. Click  to print the inventory. You are returned to the Reports Menu screen where you can select the inventory report you wish to print.
- h. Once you have selected your inventory report, click the **Print** button.
- i. Your Windows Print dialog box is displayed and you can print your report.
- j. Return to the DPAS Main Menu.



NOTES:

Once the inventory is initialized, the system will automatically assign an inventory listing number. This number consists of the following format: ordinal number (YY+ Julian day) + UIC + a 4 position serial number that will be reset everyday.

The ordinal number is the 5-positions, first two are the year (example: 03) and the next three are the Julian day (example: 038).

Cyclic Inventory Data Update

MODULE: Utilities

INTRODUCTION

If your Activity requires cyclic inventories, you will need to update your UIC information update cyclic inventories. If you are updating the information, you may change how you run your cyclic inventory - either by HRH or by Location. You may also designate the cyclic inventory start date, months in the inventory period, the number of cyclic inventories in a particular inventory period, and how many inventories that have already been completed. This process is used for both manual and automated inventories.

OBJECTIVES

The student will be able to set up their UIC to generate a cyclic inventory.

PREREQUISITES

None

APPLICATION

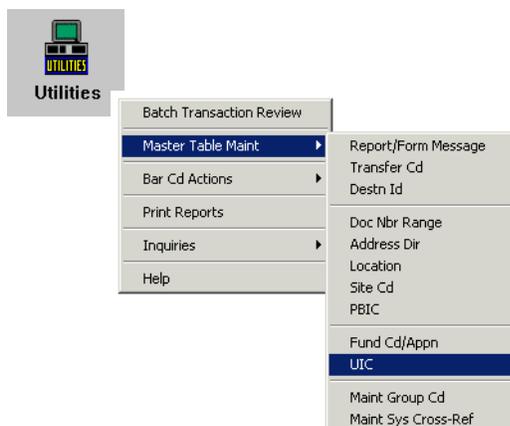
Change UIC information to generate a cyclic inventory.

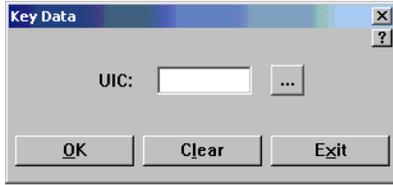
ACTIVITY

Instructor-led lecture with Student Hand-on.

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.





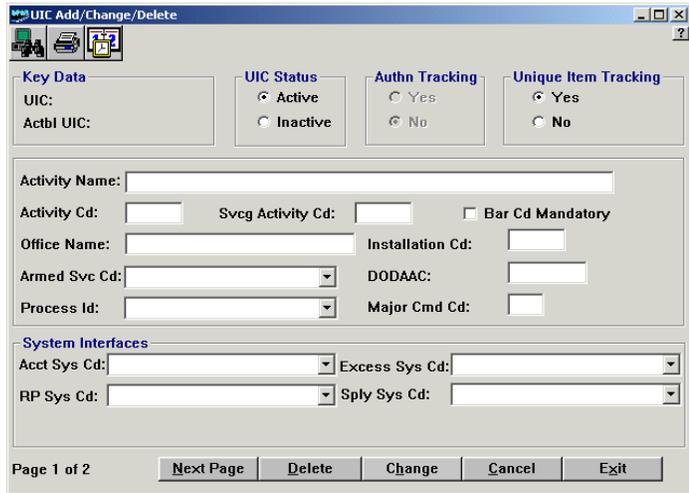
STEP 1:

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

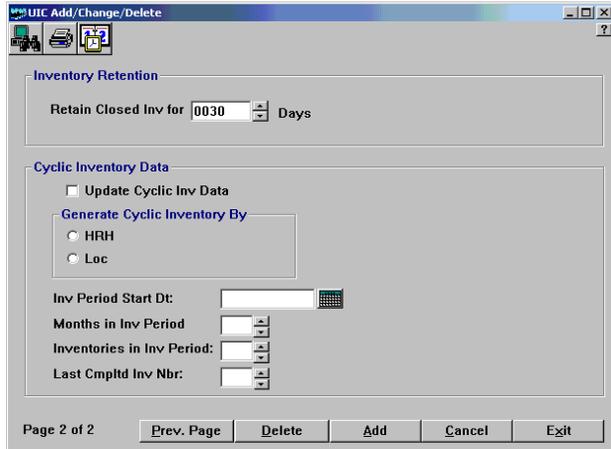
STEP 2:

Once you enter the UIC for which you are updating the inventory retention, UIC information will be displayed on the UIC screen. The cyclic inventory information is on the second screen.

- Click **Next Page**.



STEP 3:



- a. **Update Cyclic Inv Data:** Check this box to update the information pertaining to the cyclic inventory.
- b. **Generate Cyclic Inventory By:** If you are updating the information, you can change how to run your cyclic inventory -- either by HRH or by location.
- c. **Inv Period Start Dt:** This is the date you would like your inventory to start. This date cannot be a future date but it can be a past date (if the past date does not exceed past 3 years). So it can be either the current date or 3 years in the past.

- d. **Months in Inv Period:** This is how many months the inventory will go for. DPAS will put the following defaults: Army-12 months; Reserves-18 months; and all others-36 months. If desired, this field can be changed.
- e. **Inventories in Inv Period:** This is the number of inventories in a particular inventory period. You will have to figure the math to enter in this number. For example, if you would like to do 4 inventories over 36 months, you would enter 4 inventories.
- f. **Last Cmpltd Inv Nbr:** This is how many inventories that have already been completed. This is mostly used if you have completed some of your inventories and you switch to a cyclic inventory in the middle of the inventory process. This number can be changed at any time.
- g. Click **Add**.

The Transaction Processed dialog box will be displayed.

h. Click **OK**.

You will be returned to the Key Data screen.

i. Click **Exit**.

Generating A Cyclic Inventory

INTRODUCTION

In this process, we will generate a Cyclic inventory. A cyclic inventory is the physical count of some selected assets of a property account during a prescribed period (e.g., monthly, quarterly, or semiannually). This process is used for both manual and automated inventories.

OBJECTIVES

The student will be able to identify the parts and explain the functions of generating a Cyclic inventory.

PREREQUISITES

Establish how the UIC is going to conduct cyclic inventories.

APPLICATION

Generate a Cyclic inventory.

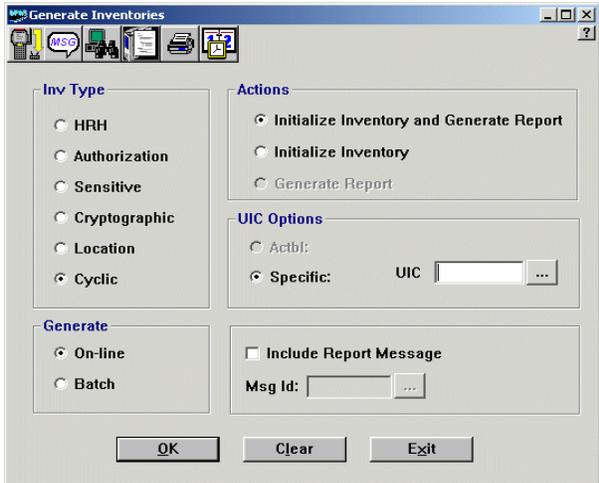
ACTIVITY

Instructor-led lecture with Student Hands-on

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 **Generate Inventories** from the program list.



STEP 1:

Inv Type Group Box:

a. Select **Cyclic**.

Actions Group Box:

b. If you want a copy of the inventory, select **Initialize and Generate Report**. If you do not need (or want) a copy of the report, select **Initialize Inventory**. If you only want a hard copy of the report with initializing the inventory, select **Generate Report**.

UIC Options Group Box:

- c. **Actbl UIC:** This field is not accessible for a cyclic inventory.
- d. **Specific UIC:** Enter or browse for your UIC. If you selected **Actbl UIC**, this field will not be accessible.

Generate Group Box:

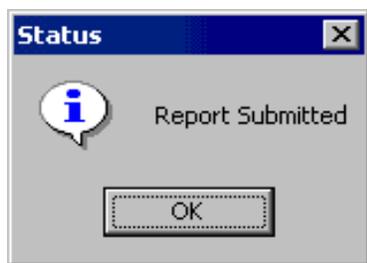
- e. Select whether you want this report to run On-line (immediately) or in the Batch (overnight) process. If your property book is large, it may be a good idea to run this process in Batch so not to degrade the system.
- f. If you want to include a Report Message, check this box.
- g. **Msg Id:** If you chose to include a report message, browse for the message you wish to include. These messages are built in the **Utilities** module.
- h. Click **OK**.

STEP 2:

- a. **Sort Sequence:** Select how you want your report sorted. If your UIC is set up for cyclic inventories by **HRH**, then Serial/Lot will not be available. If your UIC is set up for cyclic inventories by **Location**, then LIN is not available.
- b. **Report Annex:** Check the **Sub Hand Receipt(s)** if you want a separate report of your sub-hand receipts. If you only initialized the inventory, the report annex will not be available.
- c. **Expanded Report Option:** Check this box if you want the expanded report. If you only initialized the inventory, this option will not be available.
- d. **Sched Cmpltn Dt:** The default date is 2 weeks from the current date. If needed, you can change this date to the desired expected completion date. This field is not accessible if you are only generating the report.
- e. Click **Submit**.



The following dialog box is displayed:



- f. Click **OK**.
- g. Click  to print the inventory. You are returned to the Reports Menu screen where you can select the inventory report you wish to print.
- h. Once you have selected your inventory report, click the **Print** button.
- i. Your Windows Print dialog box is displayed and you can print your report.
- j. Return to the DPAS Main Menu.

NOTES:

Once the inventory is initialized, the system will automatically assign an inventory listing number. This number consists of the following format: ordinal number (YY+ Julian day) + UIC + a 4 position serial number that will be reset everyday.

The ordinal number is the 5-positions, first two are the year (example: 03) and the next three are the Julian day (example: 038).

Asset and General Inventory Type Table

Property/Assets	General Inventory Types	Reasons for Doing this Type of Inventory
<p>General PP&E to include:</p> <ul style="list-style-type: none"> - Office equipment (desks, chairs, safes, drafting tables, cash registers, engravers) - Industrial Plant Equipment - Vehicles - Material Handling Equipment (cranes, hoists, pallet jacks, forklifts, straddle truck) - Automated Data Processing (ADP) Equipment (desktop computers, printers, routers, laptop computers) - Government Furnished Equipment (GFE) - Training devices - Meteorological equipment - Railway equipment (locomotives, cars, cranes) - Machine tools (lathes, grinders, cutters, milling) - Electronic test equipment (Analyzers, meters, chargers) - Appliances (washer, dryer, refrigerator, freezers, washing machines) - Recreational boats and trailers - Construction equipment (Welding machines, earthmoving, elevators/conveyors, crushers, paving equipment, generators) - Firefighting equipment - Gym equipment - Public address systems - Photographic equipment - Communication equipment 	Cyclic	<p>Cyclic inventories are a way to divide all assets into manageable segments that can be inventoried at periodic intervals such that all assets are inventoried within the required timeframe. This balances the number of assets to be counted at any one time with the availability of resources and time necessary to complete the physical inventory.</p> <p>When choosing this method, a PPM must consider the following:</p> <p>*Organizational Method: location or custodian</p> <p>*Length of Inventory Period: 36 months.</p> <p>*Number of Inventories in the inventory period: This should be calculated based on available resources. DPAS default is 36 months but this can be changed by the Navy DPAS Support Team at the request of the PPM.</p>
General PP&E	Wall-to-Wall	A <u>scheduled</u> inventory of all items, as of a given date for a specific UIC, Hand Receipt Holder, or Location.
<p>General PP&E Or Sensitive/Pilferable/Cryptographic</p> <p>Sensitive items:</p> <ul style="list-style-type: none"> - Firearms, - Ammunition and explosives, - Items that are drug or other controlled substances, - Precious metals <p>Pilferable items:</p> <ul style="list-style-type: none"> - Hand tools and shop equipment - Individual clothing and equipment - Office machines - Photographic equipment - Communications/electronic equipment - Vehicular equipment and parts <p>Cryptographic items:</p> <ul style="list-style-type: none"> - Typically classified equipment (not maintained in DPAS for DON) 	Special	A <u>scheduled</u> physical inventory of selected items for reasons deemed appropriate by the agency.

Asset and General Inventory Type Table

Property/Assets	General Inventory Types	Reasons for Doing this Type of Inventory
General PP&E	Spot	<p>An <u>unscheduled</u> physical inventory usually conducted at random to determine record accuracy.</p> <p>NOTE: ALL of the assets in a chosen Location or HRH / Sub-HRH custody must be inventoried.</p>
Sensitive/Pilferable/Cryptographic	Selected Item	<p>An <u>unscheduled</u> physical inventory of specially targeted items.</p> <p>If a Sensitive inventory is scheduled ALL Sensitive (including Pilferable) items belonging to a selected HRH / Sub-HRH would be inventoried. Targeting specific types of assets (e.g., laptop computers) is not permitted.</p>

Skill Builder: Manual Inventory

Objectives: You will:

- **Review Manual Inventories**
- **Discussion Questions**

Complete the following exercise:

1. Which of the following are the steps involved in canceling an inventory?
 - A. The Inventory Process Code changes when an inventory is canceled. This automatically removes the inventory from the Manage Inventories List.
 - B. The Inventory Process Code changes when an inventory is canceled. However, this does not remove the inventory from the Manage Inventories List.
 - C. The Inventory Process Code changes when an inventory is canceled. However, this does not remove the inventory from the Manage Inventories List. The user must also process an End Item Decrease action.
 - D. The Inventory Process Code does **not** change when an inventory is canceled. The user simply cancels the inventory from the Manage Inventories List.

2. In DPAS, which of the following constitutes an overage?
 - A. The asset's HRH has been changed.
 - B. An asset listed on the inventory can not be found.
 - C. The item was transferred to DRMO or another activity and not properly removed from the property book.
 - D. The asset is missing a bar code label.

3. What is the proper order of the DPAS activities associated with the inventory process?
 - _____ Managing the inventories
 - _____ Reconciling the results of the inventories against the baseline
 - _____ Deciding what to inventory and generating it
 - _____ Conducting the inventory (using a manual or automated process)

4. Which inventory allows for individual inventories to be performed on fractions of accountable assets at specific intervals?
- A. Cryptographic
 - B. Cyclic
 - C. Hand Receipt Holder
 - D. Authorization
5. A common use of the location inventory might occur when the Commander, in response to forced or unlawful entry, or discovery of an open or unattended storage area, directs a special inventory. **(True or False)**
- True _____ False _____
6. It is a DPAS inventory best practice to track the physical whereabouts of an asset using the Location, and when feasible, Sub-Location fields. **(True or False)**
- True _____ False _____
7. After the user corrects all outstanding discrepancies for a manual inventory, the inventory will automatically close. **(True or False)**
- True _____ False _____
8. When conducting a manual inventory, the inventory personnel should be documenting quantity, nomenclature, serial number, condition and _____ on the inventory report.
- A. Cost
 - B. Bar Code
 - C. Location/Sub-Location
 - D. HRH Number

Automated Inventory Process – PDCD Manager

When conducting inventories using the automated inventory process, the inventory will be downloaded to the PDCD via the PDCD Manager. The purpose of the PDCD Manager is to manage the Portable Data Collection Devices (PDCDs) used with the DPAS. Whenever a site is using PDCDs, the use of this process is mandatory. The PDCD Manager is used to initially download the program to the PDCD and is subsequently used to export the inventory to be conducted to the PDCD in order to conduct the inventory. Whether a site is operating in batch mode or wireless mode, the PDCD Manager is used to import the completed inventory to the DPAS server for processing and subsequent generation of the Inventory Reconciliation Report.

The PDCD Manager will support the following PDCDs:

- Intermec Trakker Antares 241X
- Symbol PDT 72XX
- Intermec Janus 20XX

For those sites that are operating in wireless mode, the PDCD Manager must be active during the inventory process. The PDCDs will communicate with the PDCD Manager, which in turn will communicate with the DPAS data servers. If your site has continuous inventories being conducted with multiple PDCDs, you may wish to consider hosting the PDCD Manager on a PC that has little use or on a separate PC so as to not have the wireless updates conflict with other activities that the user of the PC is performing.

Pre-Processing Requirements

- Xparam File for the database "EXCESS" must be established
- ODBC Data Source for the database "EXCESS" must be established
- If running from within DPAS, access must be granted to the PDCD Manager Process
- PDCD batteries must be charged and the docking station connected to the PC
- Intermec 915 MHz Passive Tags and Intermec 1555 Sabre Reader for RFID applications
- Wireless LAN that matches PDCDs radio (For wireless mode)

The PDCD Manager window can be opened directly from the Start-Programs - folder where DPAS has been installed, by desktop shortcut that is linked to "dp9p7101.exe", by selecting Hand Receipt>Inventory Actions>PDCD Manager, or by selecting the toolbar button from within the Hand Receipt>Inventory Actions>Generate Inventories or Manage Inventories windows.

The first time the PDCD Manager window is opened, you will be prompted to select the PDCD Type, and PC Comm Port the docking station is connected. It will also attempt to connect to the "EXCESS" database to ensure the Xparam and ODBC Data Source has been correctly established. If they are non-existent or incorrect, the PDCD Manager will close. A picture representative of the PDCD type selected will be displayed in the upper right window. The settings will be retained and will be used as the setting when the PDCD is subsequently opened. The settings may be changed at any time by processes within the Commands menu. It is imperative for processing that the correct PDCD is selected at the time the export and import processes are being performed.

Generating Inventories

1. **Introduction:** DPAS offers the user many tools to conduct and manage inventories. This Chapter explains all of these options and the DPAS data elements related to inventory and how the system uses these data elements in conducting, managing and reconciling of inventories. All of the inventory actions available within DPAS are grouped within the Inventory Actions sub-menu of the Hand Receipt Module. The following definitions and explanations will familiarize you with some terminology and functions.
 - a. **Inventory:** An inventory is a physical count of property on hand. Normally, and if required by service/agency and/or local policy, components are inventoried when the end item (asset) is inventoried.
 - b. **Inventory Purpose:** The purpose of a physical inventory is to determine the condition and quantity of items by physical inspection and count.
 - c. **Types of Inventories:** There are seven (7) types of inventories available and managed when using DPAS. They include:
 - 1) **Hand Receipt Holder (HRH).** This type of inventory will be used to inventory all assets on a given Major Hand Receipt, a Major Hand Receipt including all of its Sub HRH's, or a Specific Sub Hand Receipt by itself. This inventory is normally conducted between an incoming and outgoing Major HRH. Inventory should be completed before the new Major HRH assumes duties or the outgoing Major HRH departs whichever is first.
 - 2) **Authorization.** This type of inventory will be used to inventory assets at the UIC, HRH (a Major Hand Receipt including all of its Sub HRH's) or a Specific Sub Hand Receipt by itself. This type of inventory also allows for the inventory of a specific LIN, Range of LINS or a specific Property Type Code. The reports generated will show both asset information and authorization quantities. This inventory is designed to physically account for assets authorized to an authorization document to verify items on hand.
 - 3) **Sensitive.** The physical count of items identified as sensitive by a specific service, such as firearms, ammunition, night vision devices and navigation systems (GPS). Basically, there are two categories:
 - 4) **Sensitive Other than Weapons and Ammunition.** This type of inventory allows for the inventory assets defined as Sensitive Items other than weapons and ammunition by the (CIIC). An option also exists to include pilferable assets on this inventory. This inventory can be run at the HRH, HRH including all of its Sub HRH's or a Specific Sub HRH only.
 - 5) **Cryptographic.** This type of inventory allows for the inventory of controlled cryptographic assets as defined by the CIIC, such as a physical count of Communication Security (COMSEC) Equipment and Components as specified by an individual service or agency. This inventory can run at the HRH, HRH and Sub HRH's, or the Specific Sub HRH only.

- 6) **Location.** This type of inventory allows for the inventory of all assets within a specific location within the DPAS. The user has the options to generate individual inventories/ reports for the Accountable UIC, each UIC, HRH Major including subs or to generate an inventory/report for each Major and Sub Hand Receipt with assets in the location. If the user intends to conduct location inventories, the format of the location data should be hierarchical. In relation to inventory DPAS tracks the physical whereabouts of an asset using two fields, Location and Sub Location. Since inventories will be conducted at the Location level the locations should be created to support the lowest level one would want to create an inventory.

Example: LOC=SITE C/BLDG 402 SUB LOC= ROOM 101, CUBE 10

This structure would allow the creation of inventories at the Building Level. If in a building, inventories conducted at this level would be too large to manage, the Room could be moved up into the LOC field or an additional descriptor such as floor could be used.

Example: LOC=SITE-C BLDG-402 FL -1 SUB LOC= ROOM 101, CUBE 10

This inventory not only determines and verifies the record location data but can be used to evaluate the condition of material. It allows for correcting records and determining the cause of discrepancies.

- 7) **Cyclic.** Counting some selected assets of a property account during a prescribed period (monthly, quarterly, or semiannually). Specific Department Regulations direct how cyclic inventories are to be conducted. DPAS allows for two types of cyclic inventory - Cyclic by HRH and Cyclic by Location. This type of inventory allows the user to complete the inventory for the HRH or Location by conducting individual inventories on a fraction of the assets at a time. Up to 36 inventories may be conducted over 36 months. Assets will be selected for inventory based on the Last Reconciled Inventory Date of the asset. The assets inventoried longest ago will be scheduled in the next inventory. This method insures assets are inventoried on a regular basis, balances the number of assets to be counted on each inventory and eliminates the recount of assets that have already been accounted for on other types of inventory or as a result of transfer actions within the DPAS.



NOTE:

DPAS updates all asset inventory data when an asset is originally received for or any time the asset is transferred between Major or Sub HRHs or UICs.

- Concept:** DPAS will assign an Inventory List Number to each inventory that is generated. This number contains the Ordinal Date, the UIC of the inventory being requested and a 4-position serial number. Serial numbers are assigned in order beginning each day with 0001. A record containing this Inventory List Number is written to the Manage Inventory Table. Contained in this row are all the information that describes the type of inventory scheduled and its current status. While the inventory is initialized, the Inventory List Number record will have an Inventory Process Code of IE-Initialization Executing and will only be visible to the user from the Manage Inventory Inquiry. Upon successful completion of the Initialization of the inventory the Inventory Process Code will be updated again. If no assets existed for the inventory the inventory record would be marked with an Inventory Process Code of CN-Closed no assets. If assets records did exist for the requested inventory the Inventory Process Code will be updated to an OI-Open Initialized.

All assets that do exist for an inventory that is generated will be initialized by placing the Inventory List Number that was assigned to that inventory in the associated inventory list number on the asset. Thus creating a snapshot in time and identifying all assets that are included on the inventory at the time of its creation. There are seven Inventory List Number fields on each asset record. This allows an asset to be initialized for several types of inventories at the same time.



NOTE:

If inventories were generated for a range of Hand Receipts, each Hand Receipt will be assigned a different Inventory List Number.

The following shows which Inventory List Number Field is used for each Inventory Type Code.

Inventory Type Code	Associated Inventory List Number
HR - Hand Receipt	HRH Inventory List Number
AU - Authorization	Authorization Inventory List Number
SA - Sensitive Ammunition and Weapons	SensitiveA Inventory List Number
SO - Sensitive Other than Weapons and Ammo	SensitiveO Inventory List Number
SP - Sensitive Other Wpns & Ammo Incl Pilferables	SensitiveO Inventory List Number
CR - Cryptographic	Crypto Inventory List Number
LO - Location	Location List Number
CH - Cyclic by HRH	Cyclic Inventory List Number
CL - Cyclic by Location	Cyclic Inventory List Number

If the option to generate a report only was chosen in the generate inventory process no inventory listing number will be generated. If the option was chosen to initialize only, the inventory listing report may be generated at a later time by the PBO or the Hand Receipt Holder using the Generate Inventory Listing related process button in Manage Inventories process from either the Hand Receipt Module or the Hand Receipt Holder Module. This report will be generated by collecting all asset records containing the Inventory List Number requested.

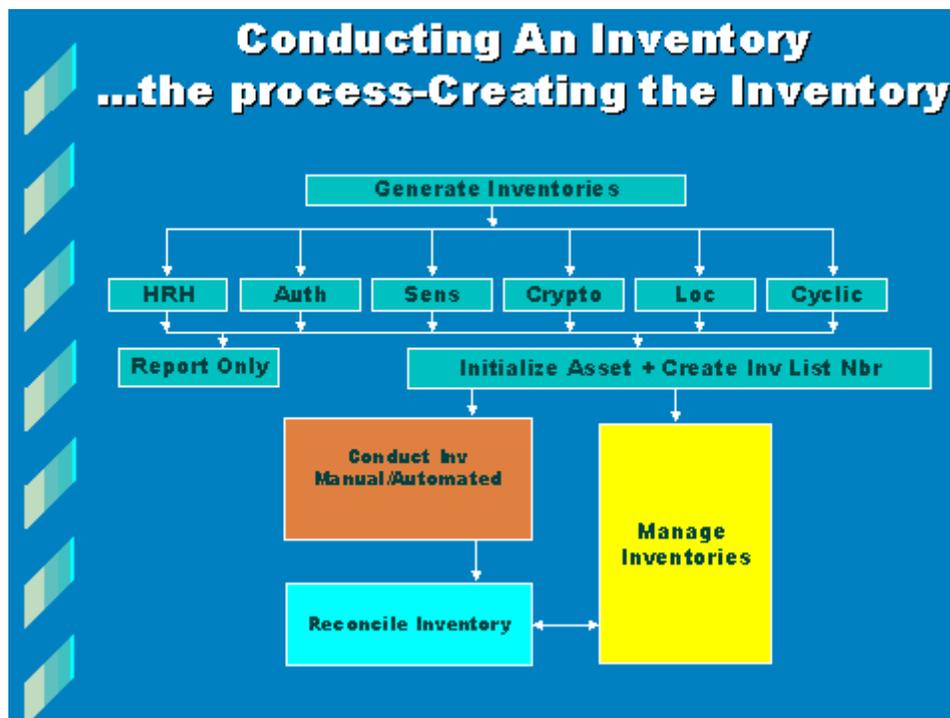
At this point the user has used the Generate Inventories process to generate one of nine types of inventories (Inventories Type Codes) and either generate a report only or has generated an inventory, creating a record on the Manage Inventory Table.

Due to changes to the asset record, its authorization, or related catalog record an asset may no longer qualify to be included on an initialized inventory. All processes within DPAS continually will monitor for these changes. If a change occurs that should remove an asset from an associated inventory the Inventory List Number will be removed from the asset.

If changes are made to the assets that will not remove the asset from an inventory, but results in a change to its position in the report, such as a change of the Serial Number, the report will be marked with a D-Details Change in the Inventory Modify Code. If the report already had assets removed from it due to prior actions the code would be changed from an R to a B for Both Assets Removed and Details Changed.

3. **Creating the Inventory Process:** Conducting any type of inventory consists of four distinct activities.
 - ❑ Deciding what to inventory and generate the inventory
 - ❑ Conducting the inventories using a manual or an automated process
 - ❑ Reconciling the results of the inventories against the baseline
 - ❑ Managing the inventories

The following chart outlines the procedure to create the inventory process:



4. **Generating Inventory (Manual and Automated)**

- a. The **first step** when generating an inventory is deciding what type of inventory to generate:
 - HRH
 - Authorizations
 - Sensitive (Weapons & Ammunition or Other)
 - Cryptographic
 - Location
 - Cyclic (By HRH or Location)

- b. The **second step** is to decide what type of action to take regarding the inventory:
 - Initialize Inventory and Generate report (by selecting this action, you will create an inventory report along with initializing the assets and creating an inventory. Initializing is to mark or establish (identify) as a starting position - set in motion.)
 - Initialize Inventory (by selecting this action, you will initialize the assets and create an inventory.)
 - Generate Report (by selecting this action, you will create (generate) an inventory report.)

- c. The **third step** is to decide when to run the process:
 - On-line report
 - Batch

- d. The **fourth step** is to decide if the user would like the information for a specific UIC or Accountable UIC:
 - Specific UIC
 - Accountable UIC (if applicable)

- e. In continuing to generate the inventory process, the user will further filter information regarding the particular type of inventory. It is also where the user can choose whether or not they would like the expanded hand receipt report

5. **Conducting Inventories Using Manual or Automated Process:** Once you have decided what to inventory you must then conduct this inventory using either a manual or automated system of collecting the inventory data. DPAS again offers several options for gathering the inventory data.

Automated Inventory Procedures. When conducting the inventory via the automated process, the inventory will be downloaded to the PDCD. At that time the Inventory Process Code on the Manage Inventory Table for the associated Inventory will be changed from an OI-Open Initialized to an OD-Open Download. The PDCD can then be used to conduct the inventory by scanning previously applied asset and location bar code labels. It is recommended that Location Labels be utilized when conducting automated inventories. Asset data may also be retrieved using Radio Frequency Identification (RFID) tags and the appropriate PDCD. These RFID asset and location tags may be created using the PDCD Manager Program or the PDCD device itself. The data collected can be transmitted back to a PC running the PDCD Manager program either through a wireless network or through the Cradle provided with each PDCD. Inventory data can be sent to DPAS through a Live Update or can be stored and sent at a later time. No matter what collection method is employed, the PDCD Manager will update the inventory fields on the asset records within DPAS. After the first asset is updated the Inventory Process Code on the Manage Inventory Table is changed from an OD-Open Downloaded to an OS-Open Scanner.

Assets not found on DPAS, HRH Transfers, and Non Labeled asset transactions input on the PDCD are stored in DPAS on the Inventory Exception Table awaiting the running of the Automated Inventory Reconciliation process. The last transaction written to DPAS from the PDCD Manager for a given inventory is a Close Transaction. This transaction is written to the Cron Inventory Table. The Inventory Process Code on the Managed Inventory Table will be updated from an OS-Open Scanner to an OP-Open Processing Reconciliation. Every fifteen minutes DPAS checks to see if there are records on this table awaiting processing and if so will start the Inventory Reconciliation process running against the Inventory List Numbers on the table. The following steps apply for an automated inventory process:

- 1) Through the Generate Inventories process, the selection of the inventory type is done and the appropriate assets are initialized with an Inventory List Number. This Inventory List Number is used to create an inventory record. For automated inventories, an inventory report is optional since the inventory may be downloaded to the PDCD.
- 2) After the inventories are initialized, they must be loaded to the PDCDs using the PDCD Manager. Single or multiple inventories may be conducted on DPAS supported PDCDs. For more detailed information on these inventories, see **Conduct an Automated Inventory**. After completion of the inventories and associated updates to the DPAS by the PDCD Manager, a Reconciliation is run and a Reconciliation Report is generated.
- 3) At this point the inventory process is either completed or there are exceptions to correct. For information on how to use the Update Inventory Data process and Close the Close inventory process to correct exceptions, see **Reconciling Inventories**.
- 4) Upon correction of exceptions and the labeling of assets needing additional research, the inventory will be marked closed and a final copy of the Reconciliation Report will be printed for filing. At this point all assets will be made available for re-inventory on the same type of inventory. See **Reconciling Inventories** for step-by-step automated inventory procedures.

Generating A Hand Receipt Holder Inventory

MODULE: Hand Receipt

INTRODUCTION

In this process, we will generate an inventory by Hand Receipt Holder (HRH). This is an inventory conducted of property listed on the hand receipt. This inventory is normally conducted between an incoming and outgoing hand receipt holder. The inventory should be completed before the new hand receipt holder assumes duties or the outgoing hand receipt holder leaves whichever is first. This process is used for both manual and automated inventories.

OBJECTIVES

The student will be able to identify the parts and explain the functions of generating an inventory by Hand Receipt Holder.

PREREQUISITES

None

APPLICATION

Generate an inventory by your HRH (Hand Receipt Holder).

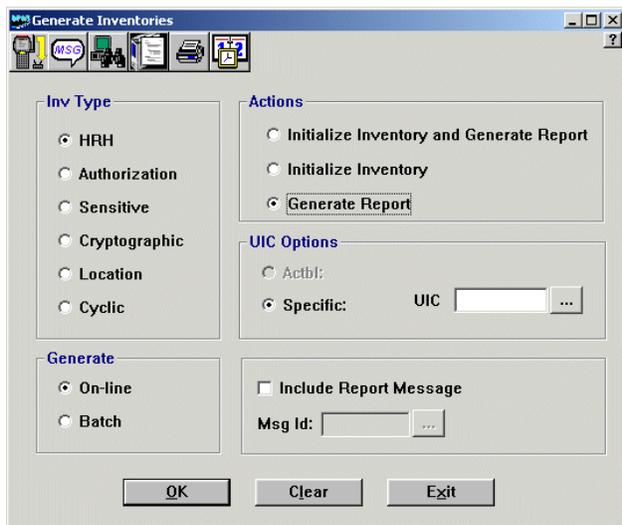
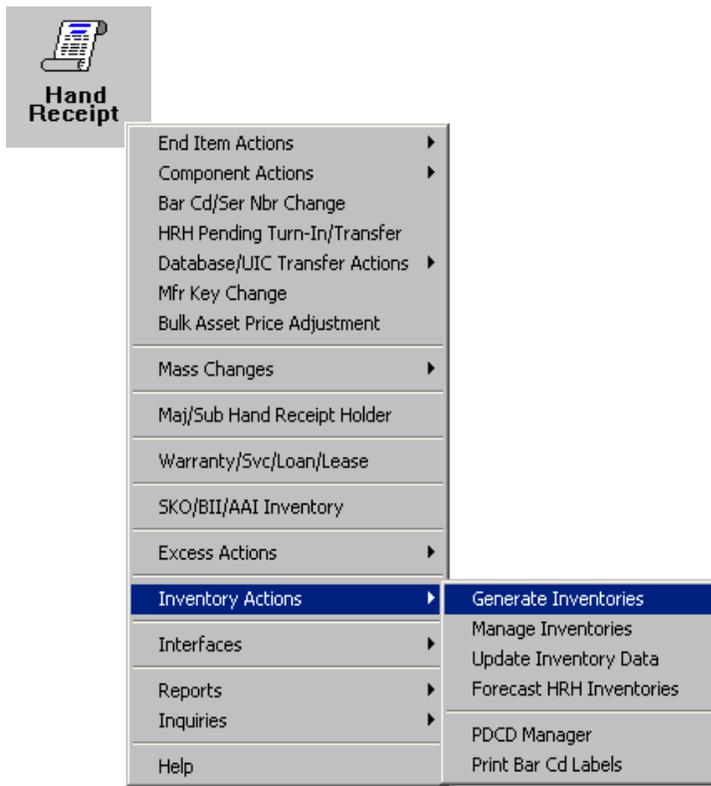
ACTIVITY

Instructor-led lecture and demonstrate 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** option from the program group.

3. Select **Generate Inventory** from the program list.



STEP 1:

Inventory Type Group Box:

a. Accept the default **HRH**.

Actions Group Box:

b. Select **Generate Report**.

Generate Group Box:

c. Select whether you want this report to run On-line (immediately) or in the Batch (overnight) process. If your property book is large, it may be a good idea to run this process in Batch so not to degrade the system.

UIC Options Group Box:

- d. **Specific UIC:** Enter or browse for you UIC.
- e. If you want to include a Report Message, check this box.
- f. **Msg Id:** If you chose to include a report message, browse for the message you wish to include. These messages are built in the **Utilities** module.
- g. Click **OK**.

STEP 2:

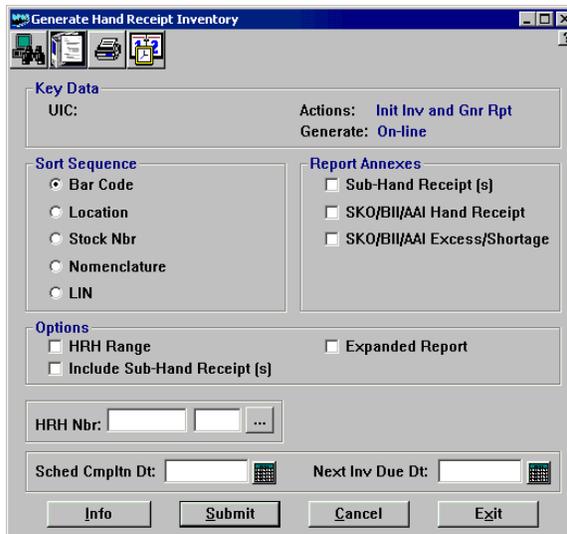
Sort Sequence Group Box:

- a. Select the order in which you want your report sorted.

Report Annexes Group Box:

- b. If desired, select a report annex report.

Report Type	
Sub Hand Receipt(s)	Check if you want a separate listing for each of your sub hand receipts.
SKO/BII/AAI Hand Receipt	Check if you want a hand report listing of your SKOs, BIIs, and AAIs.
SKO/BII/AAI Excess/Shortage	Check if you want a excess and shortage report of your SKOs, BIIs, and AAIs.



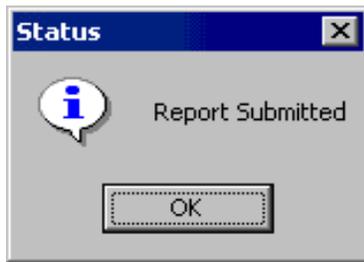
Options Group Box:

- c. If desired, select an option.

Option Type	
HRH Range	Select this check box if you want to request a range of Major HRH Nbrs. If you also want to include Subs, select the "Include Sub-Hand Receipt(s)" check box. The screen HRH Nbr input field will be deactivated when a HRH Range is entered.
Include Sub-Hand Receipt(s)	Select this check box if you want to request a range of Major HRH Nbrs with all of its Subs included (this can also be used with the HRH Range). The screen Sub HRH Nbr input field will be deactivated when this check box is selected.
Expanded Report	This will generate a more detailed report.

- d. **HRH Nbr:** Enter the hand receipt holder for which you are generating this report. If you selected HRH Range in the Options group box, you will be prompted to enter the beginning HRH Nbr and the ending HRH Nbr.
- e. **Sched Cmpltn Dt:** DPAS will default this date to 2 weeks from the current date. If desired, change this date to the date you expect the inventory to be completed.
- f. **Next Inv Due Dt:** This date is determined by Agency. For Navy users, the default is 3 years out and for all other users, the default is 1 year out. If desired, change this date to the expected next inventory due date.
- g. Click **Submit**.

The following dialog box is displayed:



h. Click **OK**.

You are returned to the Generate Inventories screen.

i. Click  to print the inventory. You are returned to the Reports Menu screen where you can select the inventory report you wish to print.

j. Once you have selected your inventory report, click the **Print** button.

k. Your Windows Print dialog box is displayed and you can print your report.

l. Return to the DPAS Main Menu.



NOTES:

Once the inventory is initialized, the system will automatically assign an inventory listing number. This number consists of the following format: ordinal number (YY+ Julian day) + UIC + a 4 position serial number that will be reset everyday.

The ordinal number is the 5-positions, first two are the year (example: 03) and the next three are the Julian day (example: 038).

Export Inventory To The PDCD

INTRODUCTION

In order to conduct an automated inventory in DPAS using PDCDs, the inventory data must be exported from DPAS to the PDCD. These steps will guide you through this process.

OBJECTIVES

Students/Users should be able to accomplish necessary steps and procedures relative to exporting inventory data from DPAS to the PDCD in order to conduct automated inventories.

PREREQUISITES

- Hardware/software has been procured
- PDCD has been prepared with downloaded program software

APPLICATION

Accomplish process and procedures necessary to export inventory data from DPAS to the PDCD.

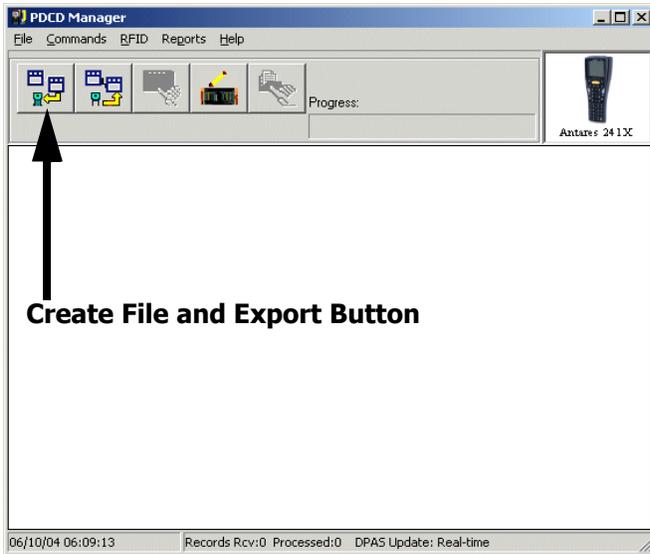
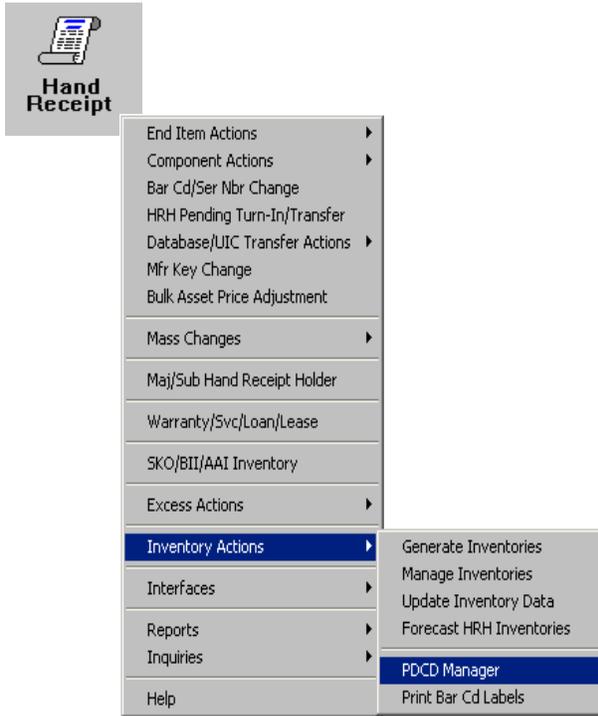
ACTIVITY

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 **PDCD Manager** from the program list.



STEP 1:

- Click on the **Create File and Export** button.

HINT! If you prefer, you can select **File** from the menu bar, and then select **Create File and Export** from the program group.

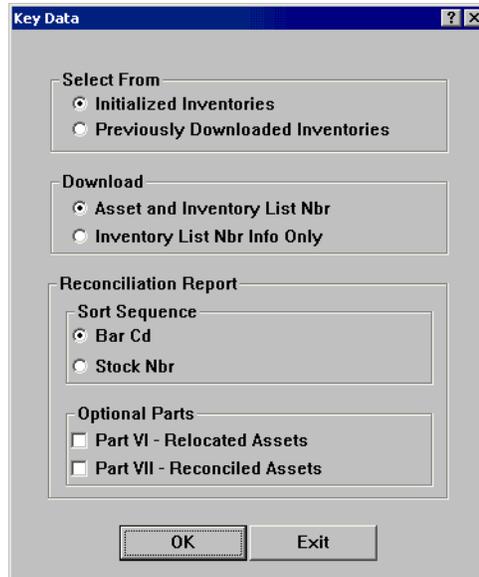
STEP 2:

a. **Select From:** Select the appropriate option.

Select From	
Initialized Inventories	Select this option to export an initial inventory.
Previously Downloaded Inventories	Select this option for inventories that you have initialized previously.

b. **Download:** Select the appropriate option.

Download	
Asset and Inventory List Nbr	Select this option if you want your assets downloaded onto the scanner along with the header information.
Inventory List Nbr Info Only	Select this option if you think your inventory is too large to fit on the scanner, so you are going to load the header information only.

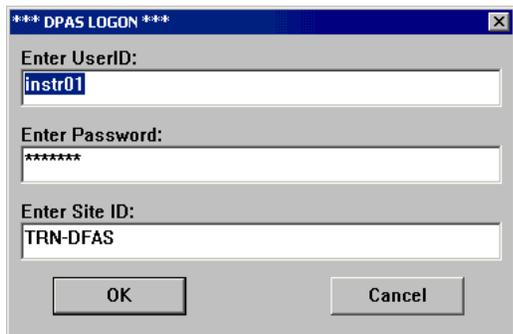


c. **Reconciliation Report Sort Sequence:** Select the sort sequence for the reconciliation report.

d. **Optional Parts:** Select the appropriate option(s).

Optional Parts	
Part VI - Relocated Assets	Select this part if you want a listing of all the assets that were relocated.
Part VII - Reconciled Assets	Select this option if you want a listing of all the assets that were reconciled.

e. Click **OK**.



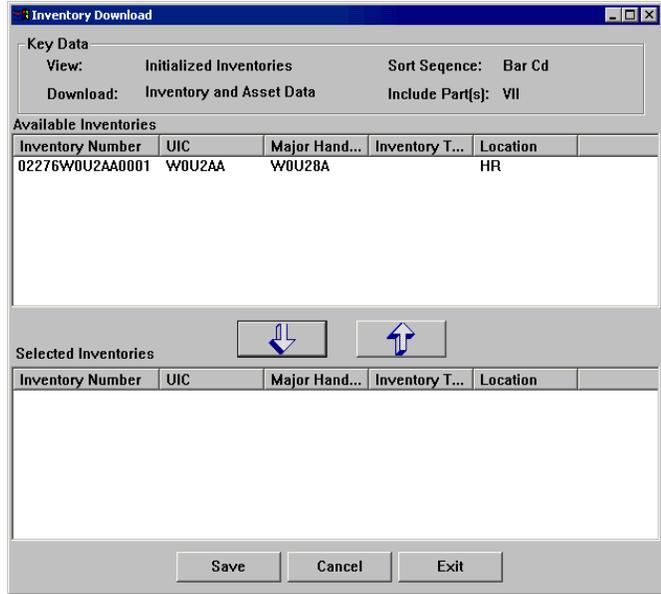
STEP 3:

This screen will automatically display with your DPAS User ID, password, and Site ID.

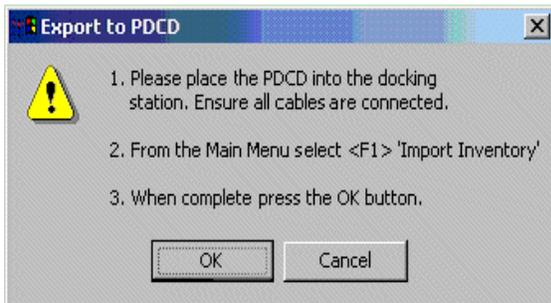
- Click **OK**.

STEP 4:

- a. Highlight the inventory number(s) you wish to download. You can select to download more than one inventory.
- b. Click on the down arrow to move the selected inventory(ies) to the **Selected Inventories** window.
- c. Click **Save**.



If there was an inventory on your scanner, the scanner will display a message asking if you want to overlay the existing inventory. If you wish to overlay, select the F1 key on the PDCD; otherwise, select F2 to cancel.



STEP 5:

- a. Ensure that the PDCD is in the docking station and that all the cables are connected.
- b. On the PDCD, select **<F1> Import Inventory**.
- c. Click **OK**.

Once the inventory has completed the import process, your scanner should now restart automatically.

You are now ready to conduct your automated inventory.

Conduct An Automated Inventory

INTRODUCTION

This Chapter provides the user with procedures for using Portable Data Collection Devices (PDCDs) in the performance of conducting inventories. DPAS has developed software for and has approved a number of PDCDs for use in conducting automated inventories. In addition to conducting inventories with a PDCD, users can also Sub Hand Receipt assets as the inventory is being conducted. Inventories may be conducted in Batch or Wireless modes. Wireless mode requires the use of wireless access points attached to the Local Area Network where the inventory is being conducted and a PDCD with a matching radio. Batch and Wireless modes require the initial export of the inventories to the PDCD prior to commencing the inventory while only the batch mode requires the exporting of the data to the server after the inventories have been completed. Prior to commencing any inventories using a PDCD, the PDCD must first be configured for use with the DPAS.

OBJECTIVES

Students/Users should be able to accomplish necessary steps and procedures relative to conducting an automated inventory using PDCDs.

PREREQUISITES

- ❑ Hardware/software has been procured
- ❑ An inventory or header information will need to be imported to your PDCD.

APPLICATION

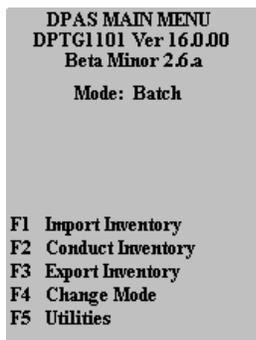
Accomplish processes and procedures for conducting an automated inventory.

ACTIVITY

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

STEPS TO PERFORM ACTION

The following steps contain the screens that you will see on you PDCD.



STEP 1:

- Select the **F2** key on your PDCD.

STEP 2:

- Select the inventory you wish to conduct.
- Select the **F1** key on the PDCD.

```

Select Inventory

Inventory list #
02289W0XY020003 | Open
02289N022220001 | Open

F1 Select
F2 Main Menu
    
```

```

Inventory Info
Inventory list #
02289N22220001
Inv Type: HR
Accbil UIC: DPAS01
UIC: N22220
HRH: N222
Prop Type Cd:
LIN:

F1 Continue
F2 Mark Inv Complete
F3 Main Menu
    
```

STEP 3:

- Select the **F1** key on the PDCD to continue with the process.

STEP 4:

- User ID:** Enter your DPAS User ID and depress the **Enter** key on the PDCD.
- Loc/Sub Loc:** Enter the location of the inventory and depress the **Enter** key on the PDCD. If you print location labels, you can scan the location label.
- If desired, enter the sub location of the inventory and depress the **Enter** key on the PDCD.
- Select the **F1** key on the PDCD.

```

Inv Update Data

System Date: 20021016
User ID: _____
Loc/Sub Loc: _____
_____
_____

F1 Ok
F2 Exit
    
```

Conduct Inventory

Bar Code: _____

Last B/C: _____

Last B/C Nomen: _____

Last Serial Nbr: _____

- F1 Chg Loc/Sub Loc
- F2 Verify Ser Asset
- F3 Non Labeled Asset
- F4 Assets Not Found
- F5 Sub-HRH Trsfr
- F6 Info
- F7 Close Inv

STEP 5:

You are now ready to conduct your inventory!

- You can either manually enter your bar codes or scan them in.

Functions	
F1 - Chg Loc/Sub Loc	Depress this key when you want to change the location of where the asset is being inventoried.
F2 - Verify Ser Asset	Depress this key when you have a serial asset that does not have a bar code. F1 All: Allows you to verify all the fields that are displayed. F2 Loc: Allows you to verify the location only. F3 Loc/Sub Loc: Allows you to verify the location and sub location. F4 Loc/Sub Loc/Stock: Allows you to verify the location, sub location, and stock number.
F3 - Non Labeled Asset	
F4 - Assets Not Found	Depress this key when you want to display any items that you have not entered/scanned.
F5 - Sub-HRH Trsfr	Depress this key when you want to transfer an asset to a sub hand receipt holder.
F6 - Info	Depress this key to display the number of items inventoried (such as the number of items with bar codes, serial items, bulk items, non-labeled items, items that were transferred to sub-HRH's, number of assets not found, number of assets scanned, and number of assets sent).
F7 - Close Inventory	Depress this key to complete the inventory and then to export to the inventory.

F1-Changing the Location/Sub-Location

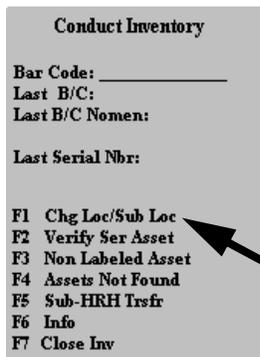
The F1-Change Location/Sub Location through F6-Info only need to be done if applicable for your inventory

STEP 1:

When there is a need to change the Location and/or Sub-Location, use the pictures below to perform the steps for the type scanner you are using:

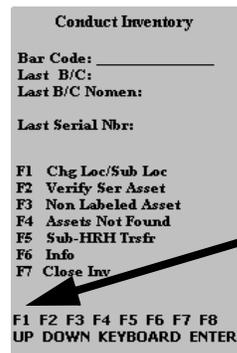
Intermec Janus 20XX

Intermec Trakker Antares 24XX



Press the F1 key on the PDCD

Symbol PDT72XX



Touch the F1 on the PDCD

STEP 2:

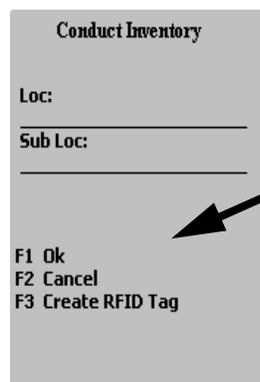
There are two ways to change the location/sub-location at this point.

- ❑ If you have Location/Sub-location labels printed as bar code labels, you can simply scan the appropriate label(s).
- ❑ If you prefer, you can enter the new location/sub-location using the PDCD keypad.

From the pictures below, perform the steps for the type scanner you are using:

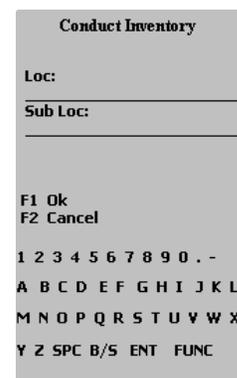
Intermec Janus 20XX

Intermec Trakker Antares 24XX



Press the F1 Key on the PDCD.

Symbol PDT72XX



1. On the Symbol PDCD, touch FUNC at the bottom of the screen. The keyboard will change to the Function Key keypad.

2. Touch F1.

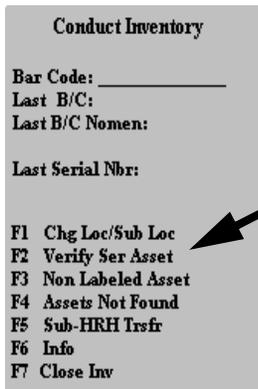
F2-Verifying Serial Assets

The automated inventory process is not dependent upon assets having a bar code number being assigned to an asset. When an activity has not fully implemented bar codes (e.g., weapons) for all assets, the "F2" Verify Serial Assets selection permits the validation of an inventory by reviewing serial numbers of assets without bar codes. The process will display one record at a time.

STEP 1:

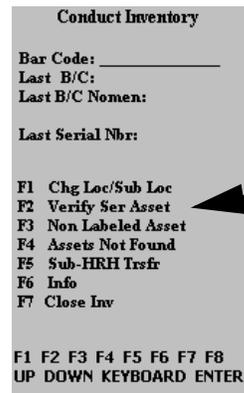
Use the pictures below to perform the steps for the type scanner you are using:

Intermec Janus 20XX Intermec Trakker Antares 24XX



Press the F2 Key
on the PDCD.

Symbol PDT72XX

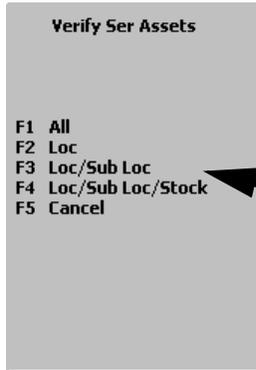


Touch the F2

STEP 2:

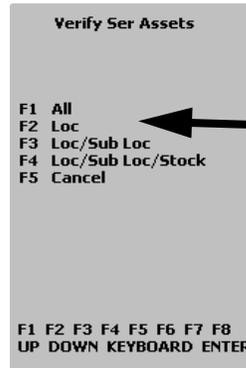
From the table below, select the option you wish to perform. Use the pictures below to perform the steps for the type scanner you are using:

**Intermec Janus 20XX
Intermec Trakker Antares 24XX**



Press the appropriate Function Key on the PDCD.

Symbol PDT72XX



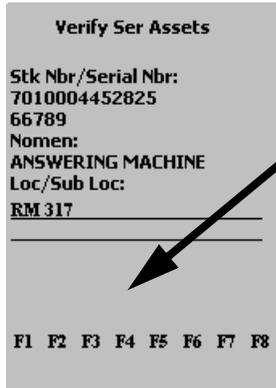
Touch the appropriate Function Key.

Options	
F1 - All	This will display all assets one at a time no matter what the location is.
F2 - Loc	This will display all assets for a specific location, one asset at a time.
F3 - Loc/Sub Loc	This will display all assets for a specific location and sub-location, one asset at a time.
F4 - Loc/Sub Loc/Stock	This will display all assets for a specific location, sub-location, and stock number, one asset at a time.

STEP 3:

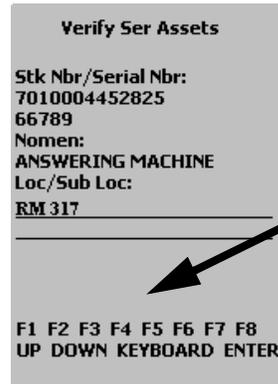
From the table below, select the option you wish to perform. Use the pictures below to perform the steps for the type scanner you are using:

Intermec Janus 20XX
Intermec Trakker Antares 24XX



Press the appropriate Function Key on the PDCD.

Symbol PDT72XX



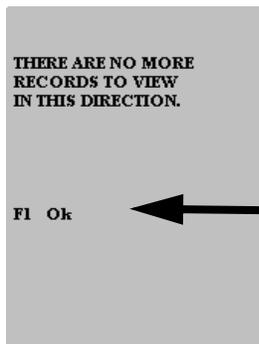
Touch the appropriate Function Key.

Options	
F1 - Verified	This will verify the asset that is displayed.
F2 - Next/Skip	This will skip to the next asset. Use this when the asset cannot be found. Assets that are bypassed can be reviewed at a later time.
F3 - Previous	This will display the previous asset.
F4 - Exit	This will exit back to the main Verify Serial Assets screen.

STEP 4:

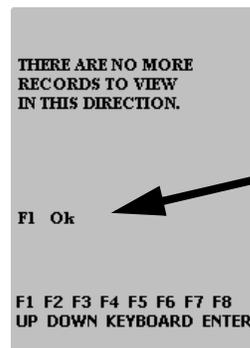
When there are no more assets to verify, the screen below is displayed. Use the pictures below to perform the steps for the type scanner you are using:

Intermec Janus 20XX
Intermec Trakker Antares 24XX



Press the F1 Key

Symbol PDT72XX



Touch the F1 Key

STEP 5:

1. Press or Touch the appropriate Function Key (F4) to exit to the main Verify Serial Assets screen.
2. Press or Touch the appropriate Function Key (F5) to Cancel to the Conduct Inventory screen.



HINT!

For the Intermec Trakker Antares 24XX Terminals: To activate the F5 Function Key, you must first press the orange -f key in the upper left side of the PDCD.

F3-Non-Labeled Assets

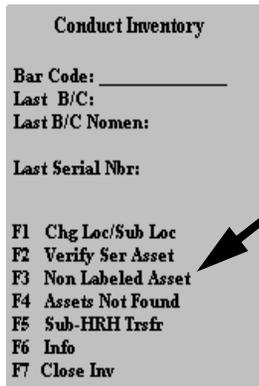
When an asset is found that does not contain a bar code label, but appears that it should have been labeled, select "F3" Non-Labeled Asset to record the Nomen and Serial Nbr, or Nomen and Qty.

STEP 1:

Use the pictures below to perform the steps for the type scanner you are using:

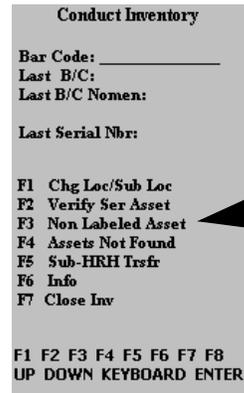
Intermec Janus 20XX

Intermec Trakker Antares 24XX



Press the F3 Key
on the PDCD.

Symbol PDT72XX



Touch the F3

STEP 2:

Intermec Janus 20XX

Intermec Trakker Antares 24XX

Symbol PDT72XX

Non-Labeled Asset

Description: _____

Serial Nbr: _____

Qty: _____

F1 Ok
F2 Cancel

Non-Labeled Asset

Description: _____

Serial Nbr: _____

Qty: _____

F1 Ok
F2 Cancel

F1 F2 F3 F4 F5 F6 F7 F8
UP DOWN KEYBOARD ENTER

1. Enter the description of the asset.
2. For **Serial** assets, enter the Serial number.

For **Bulk** assets, enter the quantity.

DO NOT enter both the Serial Number and the Qty.
3. Press (Intermec) or Touch (Symbol) the **F1 Key** when finished.

F4-Assets Not Found

When the detail asset information is exported to the PDCD, a review of assets that have not yet been inventoried may be performed in attempt to locate all assets prior to closing the inventory and running the reconciliation report.

STEP 1:

Use the pictures below to perform the steps for the type scanner you are using:

Intermec Janus 20XX

Intermec Trakker Antares 24XX

Symbol PDT72XX

Conduct Inventory

Bar Code: _____

Last B/C: _____

Last B/C Nomen: _____

Last Serial Nbr: _____

F1 Chg Loc/Sub Loc
F2 Verify Ser Asset
F3 Non Labeled Asset
F4 Assets Not Found
F5 Sub-HRH Trsfr
F6 Info
F7 Close Inv

Press the F4 Key
on the PDCD.

Conduct Inventory

Bar Code: _____

Last B/C: _____

Last B/C Nomen: _____

Last Serial Nbr: _____

F1 Chg Loc/Sub Loc
F2 Verify Ser Asset
F3 Non Labeled Asset
F4 Assets Not Found
F5 Sub-HRH Trsfr
F6 Info
F7 Close Inv

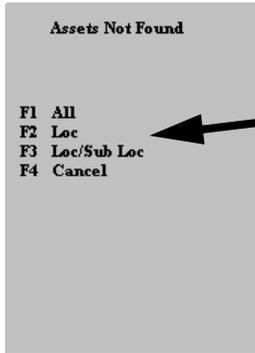
F1 F2 F3 F4 F5 F6 F7 F8
UP DOWN KEYBOARD ENTER

Touch the F4

STEP 2:

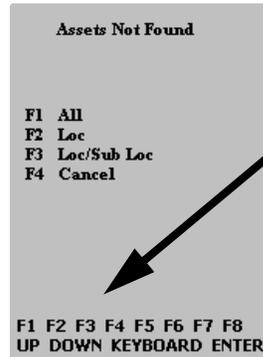
From the table below, select the option you wish to perform. Use the pictures below to perform the steps for the type scanner you are using:

Intermec Janus 20XX Intermec Trakker Antares 24XX



Press the appropriate Function Key.

Symbol PDT72XX



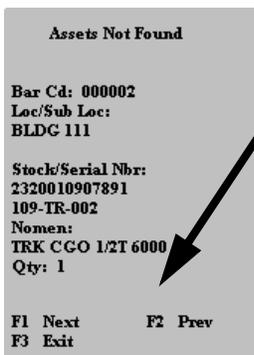
Touch the appropriate Function Key.

Options	
F1-All	This will display all assets, one at a time.
F2-Loc	This will display all assets for the specified location, one at a time.
F3-Loc/Sub Loc	This will display all assets for the specified location and sub location, one at a time.
F4-Cancel	This will cancel the process.

STEP 3:

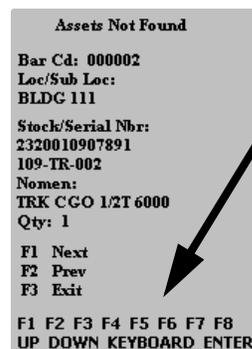
From the table below, select the option you wish to perform. Use the pictures below to perform the steps for the type scanner you are using:

Intermec Janus 20XX Intermec Trakker Antares 24XX



Press the appropriate Function Key.

Symbol PDT72XX



Touch the appropriate Function Key.

When you have completed your review, press or touch the F3 Function Key to return main Assets Not Found screen.

Then press or touch the F4 Function Key to return to the Conduct Inventory screen.

F5-Sub-HRH Trsfr

The Sub HRH Trsfr selection provides the capability to perform Sub Hand Receipting.

STEP 1:

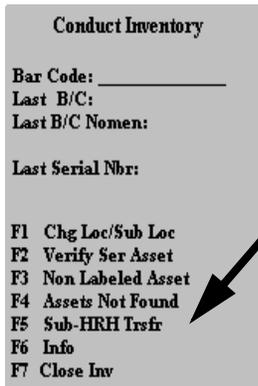
Before an asset can be transferred, you will need to input or scan the bar code.

Use the pictures below to perform the steps for the type scanner you are using:

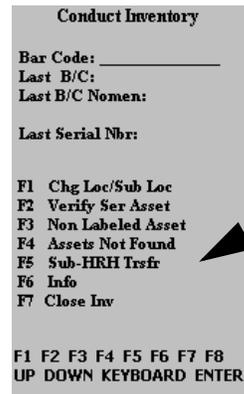
Intermec Janus 20XX

Intermec Trakker Antares 24XX

Symbol PDT72XX



**Press the F5 Key
on the PDCD.**



Touch the F5



HINT!

For the Intermec Trakker Antares 24XX Terminals: To activate the F5 Function Key, you must first press the orange -f key in the upper left side of the PDCD

STEP 2:

Use the pictures below to perform the steps for the type scanner you are using:

Intermec Janus 20XX

Intermec Trakker Antares 24XX

Sub HRH Transfer

Bar Cd: 53282101
Mjr HRH: W0U6C7

Sub-HRH To: _____
Lcl Use: _____

F1 Ok
F2 Cancel

1. Enter the Sub-HRH you are transferring the asset to.
2. If desired, enter a comment.
3. Press the F1 Key to continue or F2 Key to Cancel.

Symbol PDT72XX

Sub HRH Transfer

Bar Cd: 53282101
Mjr HRH: W0U6C7

Sub-HRH To: _____
Lcl Use: _____

F1 Ok
F2 Cancel

F1 F2 F3 F4 F5 F6 F7 F8
UP DOWN KEYBOARD ENTER

1. Enter the Sub-HRH you are transferring the asset to.
2. If desired, enter a comment.
3. Touch the F1 Key to continue or F2 Key to Cancel.

You are returned to the Conduct Inventory screen.

F6-Info

Info selection provides a summary of the inventory.



NOTE:

The "Total Sent" value will always be "0" for batch mode.

STEP 1:

Review the information on the PDCD.

Use the pictures below to perform the steps for the type scanner you are using:

Intermec Janus 20XX

Intermec Trakker Antares 24XX

INFO

Assets N/Found	102
Serial Bar Cd:	2
Bulk Bar Cd:	45
Serial Verify	21
Non-Labeled	0
Sub-HRH Trsfr	1
Total Trans	23
Total Sent	0

F1 Ok

Press the F1 Function Key when you are done reviewing this information.

Symbol PDT72XX

INFO

Assets N/Found	102
Serial Bar Cd:	2
Bulk Bar Cd:	45
Serial Verify	21
Non-Labeled	0
Sub-HRH Trsfr	1
Total Trans	23
Total Sent	0

F1 Ok

F1 F2 F3 F4 F5 F6 F7 F8
UP DOWN KEYBOARD ENTER

Touch the F1 Function Key when you are done reviewing this information.

You are returned to the Conduct Inventory screen.

Closing An Inventory On The PDCD

INTRODUCTION

Once you have completed scanning/entering your bar codes, you will need to close the inventory on your scanner.

OBJECTIVES

The student will be able to close an inventory using the PDCD.

PREREQUISITES

An inventory list must be downloaded to the PDCD

APPLICATION

Close an inventory on the PDCD

ACTIVITY

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

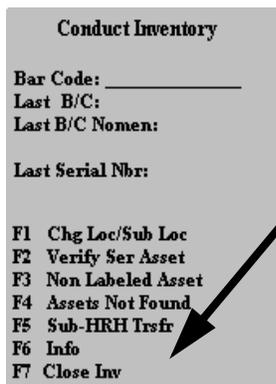
STEPS TO PERFORM ACTION

STEP 1:

Use the pictures below to perform the steps for the type scanner you are using:

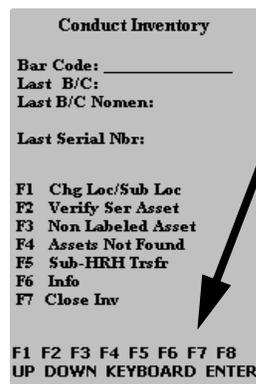
Intermec Janus 20XX

Intermec Trakker Antares 24XX



Press the F7 Key on the PDCD.

Symbol PDT72XX



Touch the F7.



HINT!

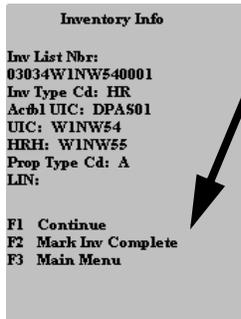
For the Intermec Trakker Antares 24XX Terminals: To activate the F5 Function Key, you must first press the orange -f key in the upper left side of the PDCD.

STEP 2:

Use the pictures below to perform the steps for the type scanner you are using:

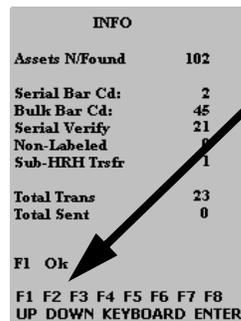
IIntermec Janus 20XX

Intermec Trakker Antares 24XX



Press the F2 Key on the PDCD.

Symbol PDT72XX



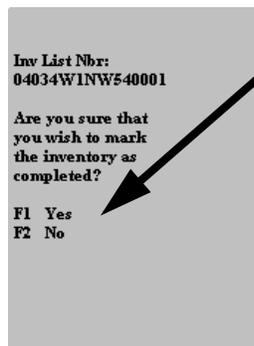
Touch the F2.

STEP 3:

Use the pictures below to perform the steps for the type scanner you are using:

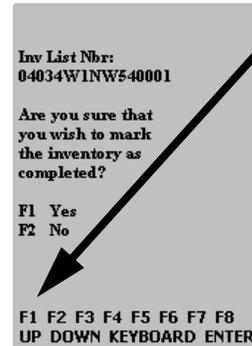
IIntermec Janus 20XX

Intermec Trakker Antares 24XX



Press F1 to complete the inventory or press F2 to keep the inventory open.

Symbol PDT72XX



Touch F1 to complete the inventory or touch F2 to keep the inventory open.

You will be returned to the DPAS Main Menu on the PDCD. Once you return to the Main Menu, you can now import the inventory to DPAS.

Import Inventory Data From The PDCD

INTRODUCTION

After conducting an automated inventory (when a wireless mode is not used), this process is necessary to transmit the inventory data from the PDCD to DPAS. Conducting inventories in wireless mode allows for the data to be processed to DPAS as the inventory is being conducted, thus, there is nothing to import from the PDCD when the inventory is complete.

OBJECTIVES

Students/Users should be able to accomplish necessary steps and procedures relative to importing automated inventory data from the PDCD to DPAS.

PREREQUISITES

- Hardware/software has been procured
- Inventory using PDCD has been conducted

APPLICATION

Accomplish processes and procedures to import data as part of conducting automated inventories (less wireless).

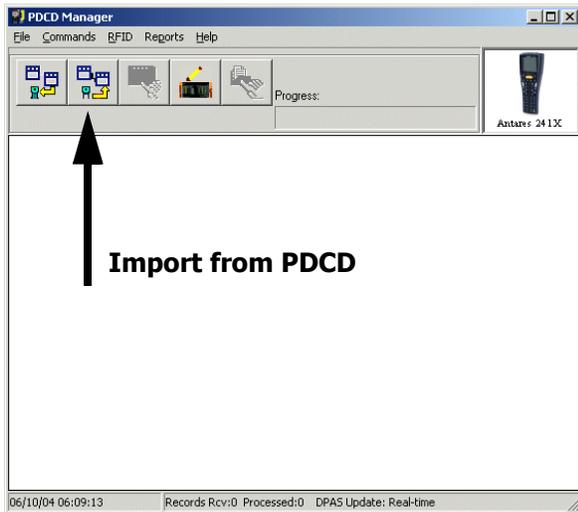
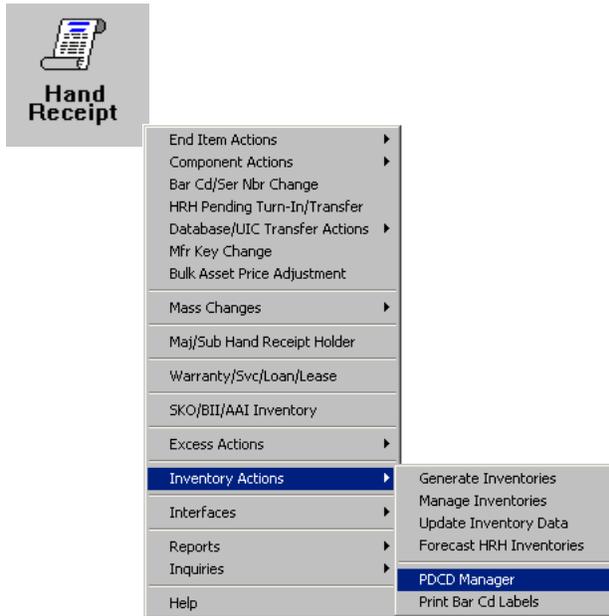
ACTIVITY

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 **PDCD Manager** from the program list.



STEP 1:

- a. Click on **File**.
- b. Select **Import from PDCD** from the program group.

HINT!
 You can also click on the second tool bar button.

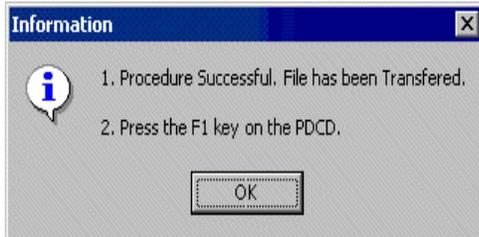
STEP 2:

- a. Follow the instruction on this dialog box.
- b. Make sure that you select the **F3** on the PDCD and not the PC.
- c. Click **OK**.



STEP 3:

The import may take a few moments depending on the size of your inventory. You will see a progress bar indicating the progression of the import. When the file has completed the transfer, the following dialog box is displayed:



- Click **OK**.

You will see all the inventoried items display on the PDCD Manager screen and the PDCD will restart.

It may take a while for the reconciliation report to generate.

Reconciling Inventories

INTRODUCTION

After the completion of an automated inventory, an inventory reconciliation report will be automatically generated. If all data collected during the inventory processed without errors, the inventory will be marked as **CS-Closed Scanner**. If this is the case, the purpose of the report will be to provide a hard copy document of the results of the inventory. A signature block is printed at the end of the report if Section VII-Reconciled Assets has been printed. If the inventory did not result in an exception free reconciliation, the inventory processing code for that inventory will be marked **OU-Open Unreconciled**. In this case, the report will provide a hard copy to use in researching any errors generated as a result of this inventory. Errors may be corrected using the updated inventory data process as described in Chapter 5 of this manual. This report may be regenerated at any time from the Manage Inventory screen as long as the inventory remains **Open Unreconciled**. Multiple generations of the report will display in the Print Reports Window. Newer copies of the report will reflect corrections made in the Update Inventory Data process. When all errors have been corrected, the option to reprint this report will be offered one last time prior to the inventory being marked **Closed Reconciled**.

The Automated Inventory Reconciliation Process begins when the PDCD Manager program writes a transaction to the CRON Inventory Table and a program running in CRON (every 15 minutes) initiates the Inventory Reconciliation for the specific Inv List Nbr. While the reconciliation is running the Inv Process Cd on the Inventory table will be marked **OP-Open Processing Reconciliation**. During this period, the Inv List Nbr will only be visible to the user from the Manage Inventory Inquiry.



NOTE:

A CRON is a Unix clock daemon which executes commands/jobs on specific dates and times.

OBJECTIVES

Students/Users should be able to accomplish necessary steps and procedures relative to reconciling inventories accomplished in DPAS.

PREREQUISITES

- Hardware/software has been procured
- An inventory has been conducted

APPLICATION

Accomplish process as part of inventory actions/completing inventories.

ACTIVITY

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

STEPS TO PERFORM ACTION

If there are no exceptions found and all assets were accounted for, the Inv Process Cd on the Inv List Nbr record will be updated to **CS-Closed Scanner**. At that time the Inv List Nbr will be removed from all of the associated assets. If the Inv Type Cd of the Inventory was HR, AU, SA, SO, SP, or CR, the respective date of last inventory will be updated on the HRH account to indicate when the inventory was last completed for the HRH Nbr.

If there were exceptions, the Inv Process Cd on the Inv List Nbr record will be updated to **OU-Open Unreconciled** and a Reconciliation Report will be generated.

At any time during the research, an updated copy of the reconciliation report can be requested. If all exceptions are cleared using the Update Inv Data process, when the final exception is reconciled, you will be asked if you want to generate a final copy of the Reconciliation Report. After this, the Inv Process Cd for the inventory will be marked **CR-Closed Reconciled** and the Inv List Nbr will be removed from all assets making them available for inventory. Associated dates will also be updated on the HRH table. The final copy of the Reconciliation report would then be signed by the appropriate person(s) and filed appropriately.

For the exceptions that will require ongoing research, the inventory can remain open where the Activity's Inventory Plan permits.



NOTE:

Leaving the inventory open will prohibit another inventory of the same type being initialized on any of the assets contained within this inventory.

If your Activity's Inventory Plan requires the closure of an inventory within xx number of days of its start or if you want to make all assets available for re-inventory while performing continuing research on several discrepancies, the inventory may be closed without resolving all of the exceptions. This would be done using the Close Inventory process from within Manage Inventories. If this is done then you will have the option to label all remaining shortages as Suspected Losses. A final copy of the Reconciliation Report may also be generated at this time. This report will contain any suspected loss changes as a result of the inputs just made as well as any corrections made for this inventory in the Update Inv Data process. The Inv Process Cd on the inventory record will be marked **CM-Closed Mass** and the associated Inv List Nbr will be removed from all of the associated assets. Any related Dates on the HRH table will also be updated at this time.

Automated Inventory Discrepancies/Corrective Action

INVENTORY DISCREPANCY Bar Code/RFID Tag Errors	INVENTORY EXCEPTION CODES	RESEARCH AND CORRECTIVE ACTION	UPDATE RECONCILIATION REPORT
Bar code does not exist, item was manually entered into the terminal (F3)	ON – Same discrepancy with no bar code	The most likely situation is that there is an off-setting shortage transaction. Otherwise, perform End Item Serial Inquiry and generate the appropriate bar code. If it is determined to be a quantity error, review the overage errors to determine which one is applicable and take appropriate corrective action.	Assign an automated inventory overage resolution code of NB or ON.
Duplicate tags exist for the same asset and one tag must be eliminated on the Property Book.	SR – Shortage Radio Frequency	Inspect the asset to see if more than one RFID tag is attached; if so, remove all but one tag and record the number of the remaining tag and update in DPAS using the Update Inventory Data function.	When inventory data is updated, this transaction will move to the Part VII Reconciled Assets of the reconciliation report.
Quantity Errors Overages	NOTE: Compare all overage and shortage transactions to determine if there are any off-setting transactions. If a match exists, in the shortage column, use the UC, DB, or NB code for the overage transaction in the Update Inventory Data function.		

Automated Inventory Discrepancies/Corrective Action

INVENTORY DISCREPANCY Bar Code/RFID Tag Errors	INVENTORY EXCEPTION CODES	RESEARCH AND CORRECTIVE ACTION	UPDATE RECONCILIATION REPORT
Asset was received but not recorded in Property Book.	OD – Overage Asset Not in DPAS ON – Same discrepancy with no bar code	Find needed paperwork and perform an End Item Action Increase through the HR module and print the needed Bar Code labels.	Go into Update Inventory Data function and assign an automated inventory overage resolution code of DA for OD or NA for ON; the transaction moves to Part VIII Resolved Exceptions of the reconciliation report.
Asset does not meet the criteria to be included in DPAS.	OD - Overage Asset Not in DPAS ON - Same discrepancy with no bar code	Determine what information about the asset precludes it from being recorded in DPAS.	Go into Update Inventory Data function and assign an automated inventory overage resolution code of DC for OD or NC for ON; the transaction moves to Part VIII Resolved Exceptions of the reconciliation report.
Bulk asset where the on-hand quantity is more than the quantity reported in DPAS.	OQ - Overage Quantity ON - Same discrepancy with no bar code	Find needed paperwork, determine the correct unit of issue for the asset, and correct the total bulk bar code count. Then perform an End Item Actions > Increase through the Hand Receipt module and print the needed bar code labels. As additional quantities of this asset are added to DPAS, the same bulk bar codes will be used as long as the critical fields for bulk asset management (UIC, Fund Code, Expense Code, Authorization Control Number, Loan Lease Code, PBIC Code, Site Code, Location, and Lot Number) remain unchanged.	Go into Update Inventory Data function and assign an automated inventory overage resolution code of UE for OU or ND for ON; the transaction moves to Part VIII Resolved Exceptions of the reconciliation report.

Automated Inventory Discrepancies/Corrective Action

INVENTORY DISCREPANCY Bar Code/RFID Tag Errors	INVENTORY EXCEPTION CODES	RESEARCH AND CORRECTIVE ACTION	UPDATE RECONCILIATION REPORT
Quantity Errors Shortages			
Asset has been physically moved to another location or HRH but the change was not processed in DPAS.	SM - Shortage Missed Asset	When the item is found, process a HRH Transfer or update the location using the Update Inventory Data function of the Hand Receipt module. At that time, also update the Inv User ID and Inv Date on the asset record.	The action taken must be annotated on the INITIAL printout of the reconciliation report.
The asset is lost, stolen, or missing.	SM - Shortage Missed Asset	Conduct an investigation and prepare a DD-200 and process an End Item Actions > Decrease through the Hand Receipt module.	The action taken must be annotated on the INITIAL printout of the reconciliation report.
The asset was transferred to DRMO or another activity and not removed from the Property Book.	SM - Shortage Missed Asset	Conduct an investigation and prepare a DD-200 and process an End Item Actions > Decrease-Turn-In through the Hand Receipt module, which must be supported by a DD Form 1348-1A.	The action taken must be annotated on the INITIAL printout of the reconciliation report.
An End Item Increase transaction was processed adding the asset to the Property Book but the material was never physically received by the HRH.	SM - Shortage Missed Asset	Verify with the receiving activity to determine what action was taken with the asset, review procedures, and conduct training as necessary. An End Item Increase should not be processed unless the material is confirmed received by the receiving activity. If the material was not received, the PBO/PPM must process a reversal in DPAS using an End Item Actions > Decrease-Reversal within the Hand Receipt module.	If the material was received and there is no off-setting overage transaction, but it belongs in a different location, use the Update Inventory Data function to change the location. If it also should be assigned to a different HRH, subsequently process a HRH Transfer. When inventory data is updated, this transaction will move to Part VII Reconciled Assets of the reconciliation report.

Automated Inventory Discrepancies/Corrective Action

INVENTORY DISCREPANCY Bar Code/RFID Tag Errors	INVENTORY EXCEPTION CODES	RESEARCH AND CORRECTIVE ACTION	UPDATE RECONCILIATION REPORT
Bulk asset where the on-hand quantity is less than the quantity reported in DPAS.	SQ - Shortage Quantity	Research the reason for the inventory shortage. Based upon your findings, perform the appropriate research and corrective actions. Use the Update Inventory Data and choose the appropriate resolution code.	The action taken must be annotated on the INITIAL printout of the reconciliation report.
Data Integrity Error			
Asset where the location input from the inventory does not exist in DPAS.	SL - Shortage Location Error	Verify the actual location name and either change the location on the inventory through Update Inventory Data function or create a new inventory location name in DPAS.	When inventory data is updated, this transaction will move to Part VII Reconciled Assets of the reconciliation report.
Asset's bar code does not correspond to the bar code reported in DPAS	OU - Overage Uninitialized	Perform an End Item Serial inquiry to gather correct bar code information and then use Bar Code Label Format function within the Utilities module to print the needed bar code labels or use the Bar Cd/Ser Nbr to update the system records to correspond with the existing label.	Go into Update Inventory Data function and assign an automated inventory overage resolution code of UA or UB.

Closing Inventories

INTRODUCTION

This on-line process can be used to close manual inventories or close automated inventories conducted in DPAS. Access to the Hand Receipt Module and specific program will be verified prior to accessing this process. The inventory must have an inventory process code of 'OU' or 'OI'.

For manual inventories, this process generates a mass change of both inventory and reconciliation fields for Last Inventory Date, User ID and Cause of last date change on assets indicated by the Inventory List Number. If the inventory type is Hand Receipt, Authorization, Sensitive or Cryptographic the Hand Receipt table is updated with the Last Inventory Date and Next Inventory Due Date entered on the screen.

For Automated inventories, this process removes the inventory list number from the assets. If the inventory type is Hand Receipt, Authorization, Sensitive or Cryptographic the Hand Receipt table is updated with the Last Inventory Date and Next Inventory Due Date entered on the screen. It marks the inventory on the inventory table as closed. It can close inventories that have exceptions. Shortage exceptions can be changed to suspected losses and a print or the reconciliation report can be requested.

OBJECTIVES

Students/Users should be able to accomplish necessary steps and procedures relative to closing inventories

PREREQUISITES

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

APPLICATION

Accomplish procedure as part of the completing inventory process.

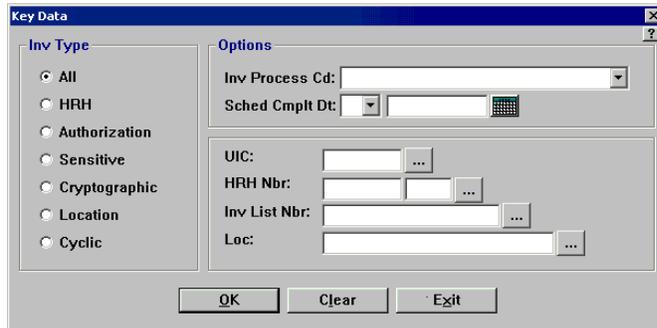
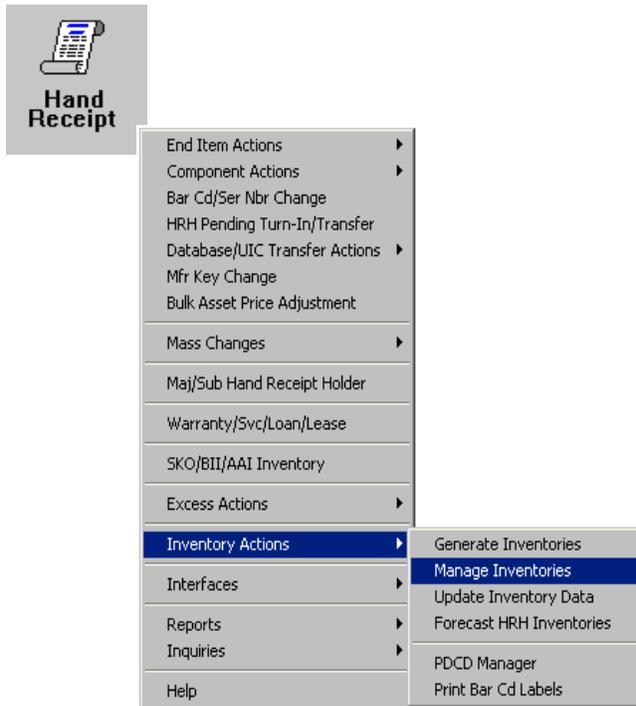
ACTIVITY

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 **Manage Inventories** from the program list.

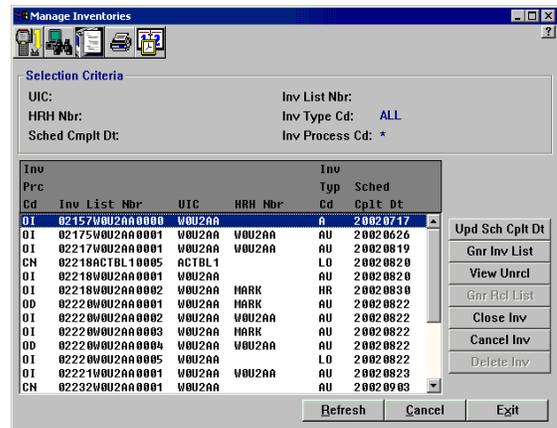


STEP 1:

- Inv List Nbr:** Enter or browse for the Inventory List Number for the inventory you wish to close.
- Click **OK**.

STEP 2:

- Highlight the inventory(ies) you wish to close.
- Click on the **Close Inv** button.





Close Inventory

Key Data

Inv List Nbr:	LIN:
Inv Type Cd:	LIN To:
UIC:	Prop Type Cd:
HRH Nbr:	Sched Cmpltn Dt:
	Inv Process Cd:

Inv User Id:	<input type="text"/>
Last Inv Dt:	<input type="text"/> 
Next Inv Due Dt:	<input type="text"/> 

Mark shortages as suspected loss

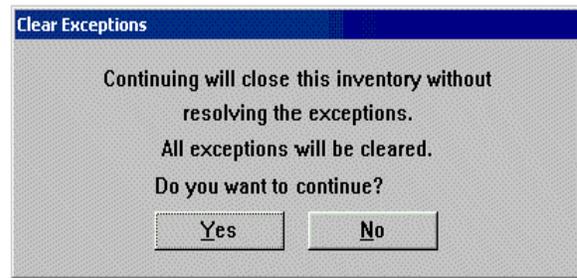
Generate reconciliation report

STEP 3:

- Inv User Id:** The DPAS User Id is displayed but can be changed. This is the User Id of the person who performed the inventory. For RF users, this **must** be a valid DPAS User Id.
- Last Inv Dt:** This defaults to the current system date, but can be changed.
- Next Inv Due Dt:** This date is when your next inventory date is due.
- Mark Shortages as suspected loss:** Check this box if you want to mark all of your shortages as a suspected loss.
- Generate reconciliation report:** Check this box if you want to generate a reconciliation report.

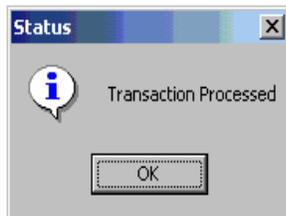
If you close an inventory that has an Inv Prc Cd of **OU** (Open Unreconciled), you will receive the following message:

- Click **Yes** if you wish to close the inventory without resolving any exceptions you may have on the inventory. If you click **Yes**, you will receive the Transaction Processed dialog box.
- Click **No** if you wish to close the inventory and you want to clear all the exceptions you may have on the inventory. If you click **No**, you will be returned to the Close Inventory process.



Clear Exceptions

Continuing will close this inventory without resolving the exceptions.
All exceptions will be cleared.
Do you want to continue?



Status

 Transaction Processed

STEP 4:

- Click **OK**.

Once an inventory has been closed, the following updates will occur on the Serial, Component and Bulk Hand Receipt Tables Inventory tab, as applicable (see the End Item Serial, End Item Component, and End Item Bulk Inquiries):

- 1 Transaction Inv User Id is moved to Inv User Id and Rcl Inv User Id
- 2 Transaction Last Inv Dt is moved to the Last Inv Dt and Rcl Last Inv Dt. Also, moved to to the Hand Receipt Holder Table's Last Inv Dt.
- 3 Transaction Inv List Nbr is moved to the Cause Lst Rcl Dt Chg and Cause of Last Inv Dt Chg. It is removed from the Inv List Nbr field.
- 4 A 'O' is moved to the Inv Input Type and Rcl Inv Input Type.
- 5 Transaction UIC is moved to Inv UIC.
- 6 Transaction HRH Nbr is moved to Inv HRH Nbr.

End Item Serial Inquiry

Basic Catalog/Mfr IT/Excess Inventory Accounting Deprn

Bar Cd: 000001 Stock Nbr: 2320010907891
 Serial Nbr: 109-TR-001 Nomen: TRK CGO 1/2T 6000

INVENTORY RECONCILIATION DATA

Rcl Inv User Id: INSTR01	Inv User Id: INSTR01
Rcl Last Inv Dt: 20030331	Last Inv Dt: 20030331
Cause of Last Rcl Dt Chg: 03058W0U6AA0001	Cause of Last Inv Dt Chg: 03058W0U6AA0001
Rcl Inv Input Type: 0	Inv Input Type: 0
UIC: W0U6AA	Inv UIC: W0U6AA
HRH Nbr: W0U6C8	Inv HRH Nbr: W0U6C8
Loc: BLDG 111	Inv Loc: BLDG 111

Record 2 of 21 Previous Next New Inquiry Exit



NOTE:

For bulk items only, the record Qty is moved to the Inv Qty.

The following updates will occur on the Hand Receipt Table (See Maj/Sub Hand Receipt Holder Inquiry). There are no updates for Cyclic or Location type inventories.

Manage Inventories Inquiry

Inv List Nbr: 04049W0L6AA0003

Actbl UIC: W0L6AA	UIC: W0L6AA
Inv Type Cd: HR	Inv Process Cd: CM
HRH Nbr: 01000	Loc:
Sched Cmpltn Dt: 20040303	Inv Closed Dt: 20040331
Inv Creatn Level: H	Inv Modfctn Cd:
Rpt HRH Sub Ctl Cd:	Prop Type Cd:
LIN:	LIN To:

Rpt Msg: 11111

Record 1 of 105 Previous Next New Inquiry Exit

- 1 A 'CM' is moved to the Inv Process Cd on the Inventory Table.
- 2 System Date is moved to the Inv Closed Dt.

Generating An Authorization Inventory

INTRODUCTION

In this process, we will generate inventory by Authorization. This inventory is designed to physically account for assets authorized by an authorization document to verify items on hand. This process is used for both manual and automated inventories.

OBJECTIVES

The student will be able to identify the parts and explain the functions of generating inventory by Authorizations

PREREQUISITES

None

APPLICATION

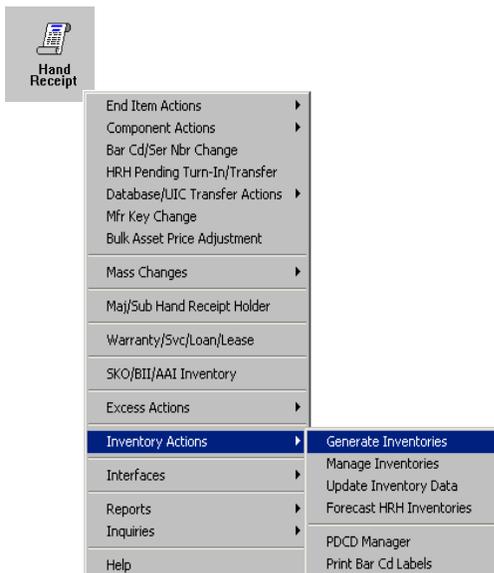
Generate an inventory by Authorizations. In this inventory you will have the option of selecting a LIN or a LIN Range.

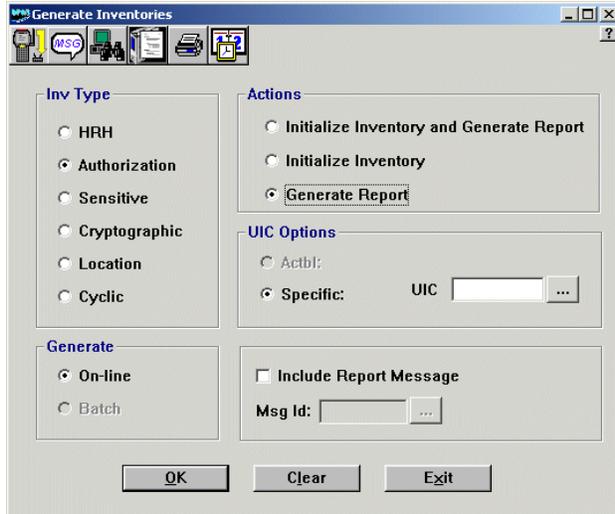
ACTIVITY

Instructor-led lecture with Student Hands-on

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 **Generate Inventories** from the program list.





STEP 1:
Inv Type Group Box:

- a. Select **Authorizations**.

Actions Group Box:

- b. If you want a copy of the inventory, select **Initialize and Generate Report**. If you do not need (or want) a copy of the report, select **Initialize Inventory**. If you only want a hard copy of the report with initializing the inventory, select **Generate Report**.

UIC Options Group Box:

- c. **Actbl UIC:** Click this radio button to submit the request at the Accountable UIC level.
- d. **Specific UIC:** Enter or browse for your UIC. If you selected **Actbl UIC**, this field will not be accessible.

Generate Group Box:

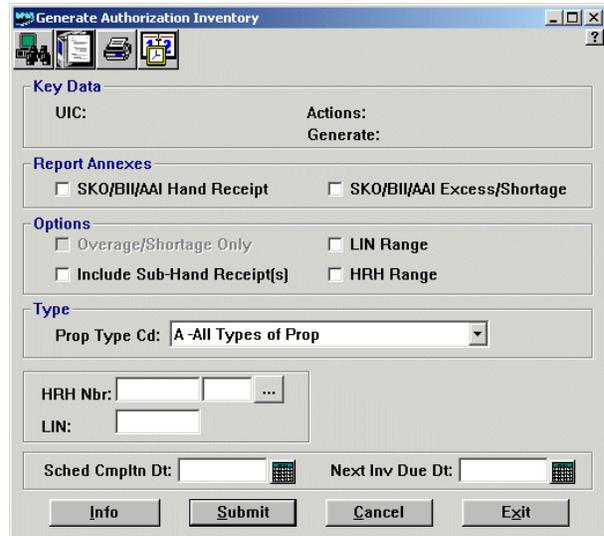
- e. Select whether you want this report to run On-line (immediately) or in the Batch (overnight) process. If your property book is large, it may be a good idea to run this process in Batch so not to degrade the system.
- f. If you want to include a Report Message, check this box.
- g. **Msg Id:** If you chose to include a report message, browse for the message you wish to include. These messages are built in the **Utilities** module.
- h. Click **OK**.

STEP 2:

Report Annexes Group Box:

- a. If desired, select a report annex report.

Report Type	
SKO/BII/AAI Hand Receipt	Check if you want a hand report listing of your SKOs, BIIs, and AAIs.
SKO/BII/AAI Excess/Shortage	Check if you want a excess and shortage report of your SKOs, BIIs, and AAIs.



Options Group Box:

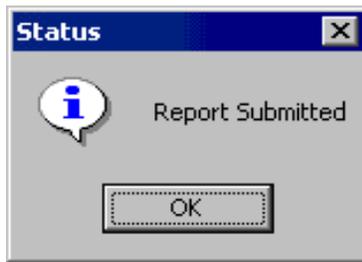
- b. If desired, select an option.

Option Type	
Overage/Shortage Only	The Authorization Hand Receipt Report automatically generates an Overage/Shortage Annex (UIC/DPTD223R, HRH/DPTD224R) as part of the basic hand receipt report. If the user desires the Overage/Shortage only, then this box is checked.
Include Sub-Hand Receipt(s)	Select this check box if you want to request a range of Major HRH Nbrs with all of its Subs included (this can also be used with the HRH Range). The screen Sub HRH Nbr input field will be deactivated when this check box is selected.
LIN Range	This check box will allow the specific pulling of the Authorization Hand Receipt Report by a specified Line Item Number (LIN) range. This range is used primarily for Special/Cyclic inventories.
HRH Range	Select this check box if you want to request a range of Major HRH Nbrs. If you also want to include Subs, select the "Include Sub-Hand Receipt(s)" check box. The screen HRH Nbr input field will be deactivated when a HRH Range is entered.

Type Group Box:

- c. Click on the drop down list box to display the Property Type Codes. DPAS defaults to **A-All Types of Property**. Refer to **Adding Authorizations** for a description of the Property Type codes.
- d. **HRH Nbr:** Enter the hand receipt holder; and if desired, enter the sub HRH for which you are generating this report. If you selected HRH Range in the Options group box, you will be prompted to enter the beginning HRH Nbr and the ending HRH Nbr. If you desire the inventory by UIC, leave the HRH Nbr blank.
- e. **LIN:** If you want a listing of a specific LIN for your HRH Nbr, enter that LIN. If you selected LIN Range in the Options group box, you will be prompted to enter the beginning LIN and the ending LIN.
- f. **Sched Cmpltn Dt:** The default date is 2 weeks from the current date. If needed, you can change this date to the desired expected completion date. This field is not accessible if you are only generating the report.
- g. **Next Inv Due Dt:** The default date is determined by your Agency. For Navy users, the default date is 3 years out and all other agencies the default date is 1 year out. This date can be changed per your Agency.
- h. Click **Submit**.

The following dialog box is displayed:



i. Click **OK**.

You are returned to the Generate Inventories screen.

j. Click  to print the inventory. You are returned to the Reports Menu screen where you can select the inventory report you wish to print.

k. Once you have selected your inventory report, click the **Print** button.

l. Your Windows Print dialog box is displayed and you can print your report.

m. Return to the DPAS Main Menu.



NOTES:

Once the inventory is initialized, the system will automatically assign an inventory listing number. This number consists of the following format: ordinal number (YY+ Julian day) + UIC + a 4 position serial number that will be reset everyday.

The ordinal number is the 5-positions, first two are the year (example: 03) and the next three are the Julian day (example: 038).

Generating A Sensitive Items Inventory

INTRODUCTION

In this process we will generate a sensitive item inventory. Sensitive item inventory is the physical count of items identified as sensitive by a specific service (e.g., firearms, ammunition, night vision devices and navigation systems (GPS)). This also may include items that are identified as pilferable. This process is used for both manual and automated inventories.

OBJECTIVES

The student will be able to identify the parts and explain the functions of generating sensitive item inventory.

PREREQUISITES

None

APPLICATION

Generate a sensitive item inventory.

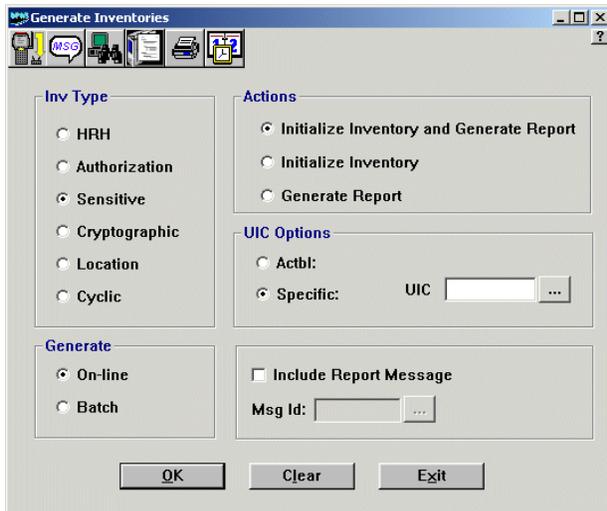
ACTIVITY

Instructor-led lecture with Student Hands-on

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 **Generate Inventories** from the program list.



STEP 1:

Inv Type Group Box:

a. Select **Sensitive**.

Actions Group Box:

b. If you want a copy of the inventory, select **Initialize and Generate Report**. If you do not need (or want) a copy of the report, select **Initialize Inventory**. If you only want a hard copy of the report with initializing the inventory, select **Generate Report**.

UIC Options Group Box:

- c. **Actbl UIC:** Click this radio button to submit the request at the Accountable UIC level.
- d. **Specific UIC:** Enter or browse for your UIC. If you selected **Actbl UIC**, this field will not be accessible.

Generate Group Box:

e. Select whether you want this report to run On-line (immediately) or in the Batch (overnight) process. If your property book is large, it may be a good idea to run this process in Batch so not to degrade the system.

- f. If you want to include a Report Message, check this box.
- g. **Msg Id:** If you chose to include a report message, browse for the message you wish to include. These messages are built in the **Utilities** module.
- h. Click **OK**.

STEP 2:

- a. **Sort Sequence Group Box:** Select how you want your report sorted. This will not be available if you only initialized the inventory.
- b. **Type Group Box:** Select the type of sensitive item inventory you wish to perform.

Type	
Both	Includes all items classified as sensitive in nature.
Weapons and Ammunition	Only weapons and ammunition.
Other Than Weapons and Ammunition	Items such as night vision goggles, Global Positioning Systems (GPS), STU III phones, etc.
Include Pilferables	You can also include items that are deemed pilferable.

- c. **Options:** If desired, you can choose for a specific HRH Nbr, a range of HRH Nbrs, and include all the sub-HRHs.

Options	
HRH Nbr	This selection will require the entry of a HRH Nbr. One Inventory Number will be created. If the HRH Nbr is not entered, a roll up report is not created, but instead individual Inv List Nbrs are created for each HRH Nbr under the UIC. If submitted for the Actbl UIC, an Inv List Nbr is created for each HRH Nbr or UIC change under the Actbl UIC.
Range	This selection will require a From and To HRH Nbr. An Inventory Number will be created for each HRH Nbr in the range. An Inv List Nbr will be created for each HRH within range.
Include Sub-Hand Receipt(s)	This selection will retrieve all assets for the sub-hand receipt holders associated with the Major-hand receipt holder entered.

- d. **Report Annex:** Check the **Sub Hand Receipt(s)** *only* if you want a separate report listing for each of the sub-HRH Nbrs for a specific HRH Nbr or range of HRH Nbrs. This will not be available if you only initialized the inventory.
- e. **HRH Nbr:** Enter or browse for the HRH Nbr and/or sub-HRH Nbr. If you did not select the HRH Nbr Option, this field will not be accessible. If you selected the **Range** option, you will need to enter the beginning HRH Nbr for which you are generating this report.
- f. **To HRH Nbr:** This field will only display *if* you selected the **Range** option. You will then need to enter the ending HRH Nbr for which you are generating this report.

- g. **Sched Cmpltn Dt:** The default date is 2 weeks from the current date. If needed, you can change this date to the desired expected completion date. This field is not accessible if you are only generating the report.
- h. **Next Inv Due Dt:** The default date is determined by your Agency. For Navy users, the default date is 3 years out and all other agencies the default date is 1 year out. This date can be changed per your Agency.
- i. Click **Submit**.

The following dialog box is displayed:



- j. Click **OK**.
You are returned to the Generate Inventories screen.
- k. Click  to print the inventory. You are returned to the Reports Menu screen where you can select the inventory report you wish to print.
- l. Once you have selected your inventory report, click the **Print** button.
- m. Your Windows Print dialog box is displayed and you can print your report.
- n. Return to the DPAS Main Menu.



NOTES:

Once the inventory is initialized, the system will automatically assign an inventory listing number. This number consists of the following format: ordinal number (YY+ Julian day) + UIC + a 4 position serial number that will be reset everyday.

The ordinal number is the 5-positions, first two are the year (example: 03) and the next three are the Julian day (example: 038).

Generating A Cryptographic Items Inventory

INTRODUCTION

In this process we will generate a Cryptographic Item inventory. Cryptographic Item inventory is the physical count of Communication Security (COMSEC) Equipment and Components as specified by a specific service or agency. This process is used for both manual and automated inventories.

OBJECTIVES

The student will be able to identify the parts and explain the functions of generating cryptographic item inventory.

PREREQUISITES

None

APPLICATION

Generate a Cryptographic Item inventory.

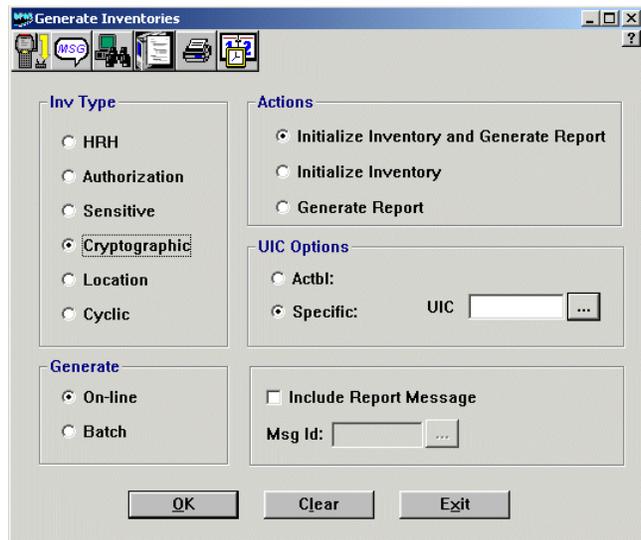
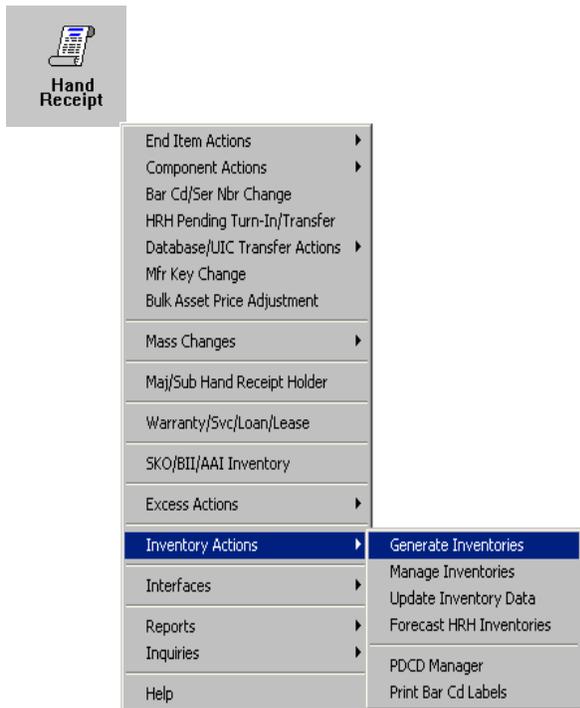
ACTIVITY

Instructor-led lecture with Student Hands-on

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 **Generate Inventories** from the program list.



STEP 1:

Inv Type Group Box:

a. Select **Cryptographic**.

Actions Group Box:

b. If you want a copy of the inventory, select **Initialize and Generate Report**. If you do not need (or want) a copy of the report, select **Initialize Inventory**. If you only want a hard copy of the report with initializing the inventory, select **Generate Report**.

UIC Options Group Box:

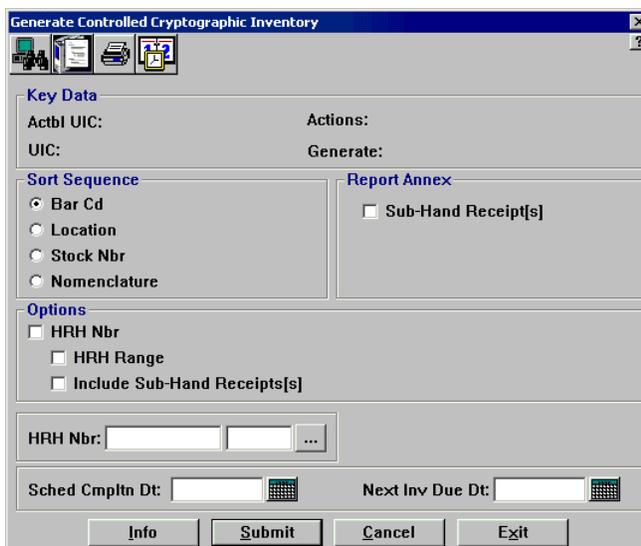
- c. **Actbl UIC:** Click this radio button to submit the request at the Accountable UIC level.
- d. **Specific UIC:** Enter or browse for your UIC. If you selected **Actbl UIC**, this field will not be accessible.

Generate Group Box:

- e. Select whether you want this report to run On-line (immediately) or in the Batch (overnight) process. If your property book is large, it may be a good idea to run this process in Batch so not to degrade the system.
- f. If you want to include a Report Message, check this box.
- g. **Msg Id:** If you chose to include a report message, browse for the message you wish to include. These messages are built in the **Utilities** module.
- h. Click **OK**.

STEP 2:

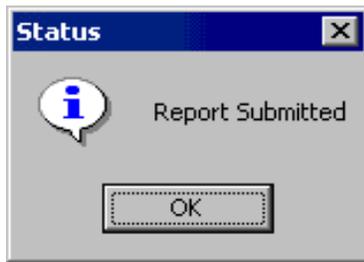
- a. **Sort Sequence:** Select how you want your report sorted. If you only initialized the inventory, then the sort sequence will not be available.
- b. **Report Annex:** Check the **Sub Hand Receipt(s)** *only* if you want a separate report listing for each of the sub-HRH Nbrs for a specific HRH Nbr or range of HRH Nbrs. This will not be available if you only initialized the inventory.
- c. **Options:** If desired, you can choose for a specific HRH Nbr, a range of HRH Nbrs, and include all the sub-HRHs.



Options	
HRH Nbr	This selection will require the entry of a HRH Nbr. One Inventory Number will be created. If the HRH Nbr is not entered, a roll up report is not created, but instead individual Inv List Nbrs are created for each HRH Nbr under the UIC. If submitted for the Actbl UIC, an Inv List Nbr is created for each HRH Nbr or UIC change under the Actbl UIC.
Range	This selection will require a From and To HRH Nbr. An Inventory Number will be created for each HRH Nbr in the range. An Inv List Nbr will be created for each HRH within range.
Include Sub-Hand Receipt(s)	This selection will retrieve all assets for the sub-hand receipt holders associated with the Major-hand receipt holder entered.

- d. **HRH Nbr:** Enter or browse for the HRH Nbr and/or sub-HRH Nbr. If you did not select the HRH Nbr Option, this field will not be accessible. If you selected the **Range** option, you will need to enter the beginning HRH Nbr for which you are generating this report.
- e. **To HRH Nbr:** This field will only display *if* you selected the **Range** option. You will then need to enter the ending HRH Nbr for which you are generating this report.
- f. **Sched Cmpltn Dt:** The default date is 2 weeks from the current date. If needed, you can change this date to the desired expected completion date. This field is not accessible if you are only generating the report.
- g. **Next Inv Due Dt:** The default date is determined by your Agency. For Navy users, the default date is 3 years out and all other agencies the default date is 1 year out. This date can be changed per your Agency.
- h. Click **Submit**.

The following dialog box is displayed:



i. Click **OK**.

You are returned to the Generate Inventories screen.

j. Click  to print the inventory. You are returned to the Reports Menu screen where you can select the inventory report you wish to print.

k. Once you have selected your inventory report, click the **Print** button.

l. Your Windows Print dialog box is displayed and you can print your report.

m. Return to the DPAS Main Menu.



NOTES:

Once the inventory is initialized, the system will automatically assign an inventory listing number. This number consists of the following format: ordinal number (YY+ Julian day) + UIC + a 4 position serial number that will be reset everyday.

The ordinal number is the 5-positions, first two are the year (example: 03) and the next three are the Julian day (example: 038).

Creating A New Location

MODULE: Utilities

INTRODUCTION

This process is used to build and standardize the different inventory locations for your assets. This process is used for both manual and automated inventories.

When designing your location format, take into consideration that if you are using Portable Data Collection Devices (PDCDs), not all special characters are available for input on the PDCD (e.g., there is no # on the Symbol scanner). If you created location labels that you would scan, you would have no problem but if the labels were not printed, there is no way for you to key that value into the PDCD.

OBJECTIVES

The student should be able to create new locations.

PREREQUISITES

None

APPLICATION

Add new locations

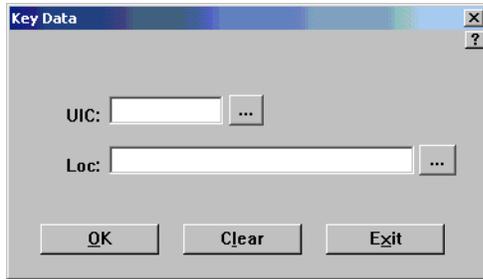
ACTIVITY

Instructor-led lecture with Student Hands-on

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 **Location** from the program list.





STEP 1:

- a. **UIC:** Enter or browse for your UIC.
- b. **Loc:** Enter a new location.
- c. Click **OK**.

STEP 2:

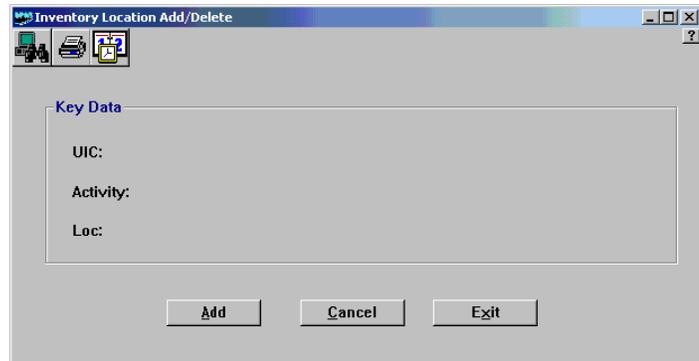
- a. Review the information that is displayed.
- b. If the data displayed is correct, click **Add**; otherwise, click **Cancel**.

The Transaction Processed dialog box will be displayed.

- c. Click **OK**.

You will be returned to the Key Data screen.

- d. Click **Exit**.



Deleting Locations

In order for the delete to process, there can be no assets assigned to the location you are deleting.

1. Enter or browse for the **UIC**.
2. Enter or browse for the location you are deleting.
3. Click **OK**.
4. Click **Delete**.

Generating A Location Inventory

INTRODUCTION

In this process, we will generate an inventory by Location (Loc). This inventory determines and verifies the record location data and condition of material assets. It allows for correcting records and determining the cause of discrepancies. This process is used for both manual and automated inventories.

OBJECTIVES

The student will be able to identify the parts and explain the functions of generating a Location (Loc) inventory.

PREREQUISITES

None

APPLICATION

Generate an inventory by Location.

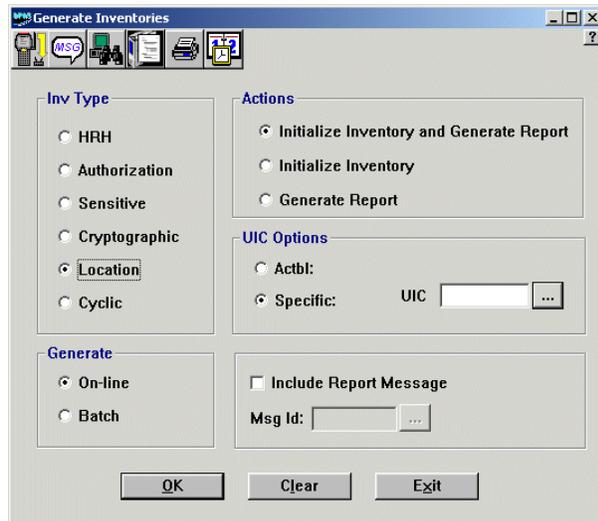
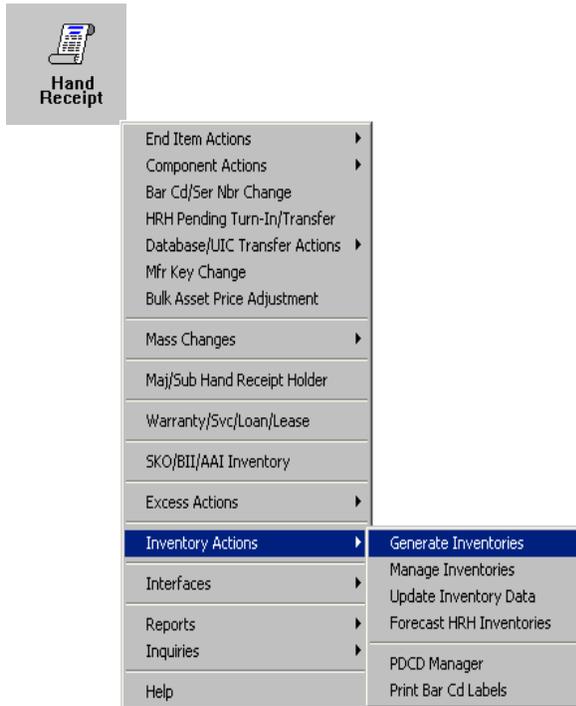
ACTIVITY

Instructor-led lecture with Student Hands-on

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 **Generate Inventories** from the program list.



STEP 1:

Inv Type Group Box:

a. Select **Location**.

Actions Group Box:

b. If you want a copy of the inventory, select **Initialize and Generate Report**. If you do not need (or want) a copy of the report, select **Initialize Inventory**. If you only want a hard copy of the report with initializing the inventory, select **Generate Report**.

UIC Options Group Box:

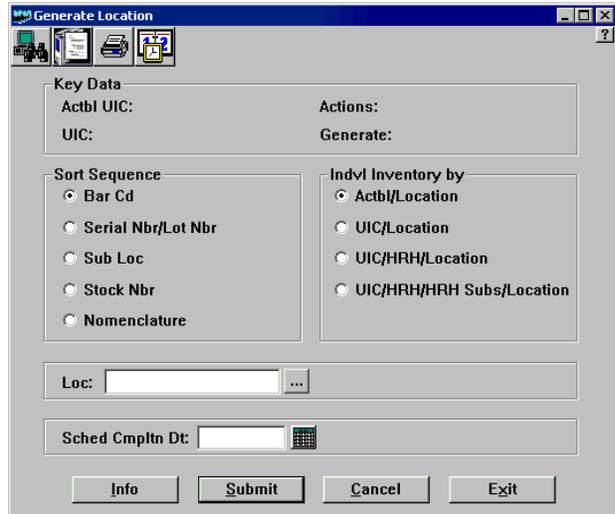
- c. **Actbl UIC:** Click this radio button to submit the request at the Accountable UIC level.
- d. **Specific UIC:** Enter or browse for your UIC. If you selected **Actbl UIC**, this field will not be accessible.

Generate Group Box:

- e. Select whether you want this report to run On-line (immediately) or in the Batch (overnight) process. If your property book is large, it may be a good idea to run this process in Batch so not to degrade the system.
- f. If you want to include a Report Message, check this box.
- g. **Msg Id:** If you chose to include a report message, browse for the message you wish to include. These messages are built in the **Utilities** module.
- h. Click **OK**.

STEP 2:

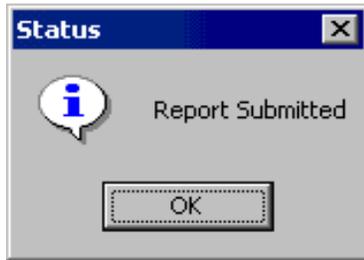
- a. **Sort Sequence:** Select the desired sort sequence. If you only initialized the inventory, the sort sequence will not be available.
- b. **Indvl Inventory by:** Select the desired individual inventory.



Individual Inventory By	
Actbl/Location	This option will generate an inventory for the entire Accountable UIC for assets in the specified location. This option is only available when the Accountable UIC option was selected on previous window.
UIC/Location	This option will generate an inventory for a specific UIC for assets in the specified location.
UIC/HRH/Location	The option will generate an inventory for a specific UIC and HRH Nbr for assets in the specified location.
UIC/HRH/HRH Subs/Location	This option will generate an inventory for a specific UIC/HRH Nbr and each sub HRH for asset in the specified location.

- c. **Loc:** Enter or browse for the appropriate location. The location can be "wildcarded" (e.g., *401 would bring up locations that ended with 401).
- d. **Sched Cmpltn Dt:** The default date is 2 weeks from the current date. If needed, you can change this date to the desired expected completion date. This field is not accessible if you are only generating the report.
- e. Click **Submit**.

The following dialog box is displayed:



f. Click **OK**.

You are returned to the Generate Inventories screen.

g. Click  to print the inventory. You are returned to the Reports Menu screen where you can select the inventory report you wish to print.

h. Once you have selected your inventory report, click the **Print** button.

i. Your Windows Print dialog box is displayed and you can print your report.

j. Return to the DPAS Main Menu.



NOTES:

Once the inventory is initialized, the system will automatically assign an inventory listing number. This number consists of the following format: ordinal number (YY+ Julian day) + UIC + a 4 position serial number that will be reset everyday.

The ordinal number is the 5-positions, first two are the year (example: 03) and the next three are the Julian day (example: 038).

Cyclic Inventory Data Update

MODULE: Utilities

INTRODUCTION

If your Activity requires cyclic inventories, you will need to update your UIC information update cyclic inventories. If you are updating the information, you may change how you run your cyclic inventory - either by HRH or by Location. You may also designate the cyclic inventory start date, months in the inventory period, the number of cyclic inventories in a particular inventory period, and how many inventories that have already been completed. This process is used for both manual and automated inventories.

OBJECTIVES

The student will be able to set up their UIC to generate a cyclic inventory.

PREREQUISITES

None

APPLICATION

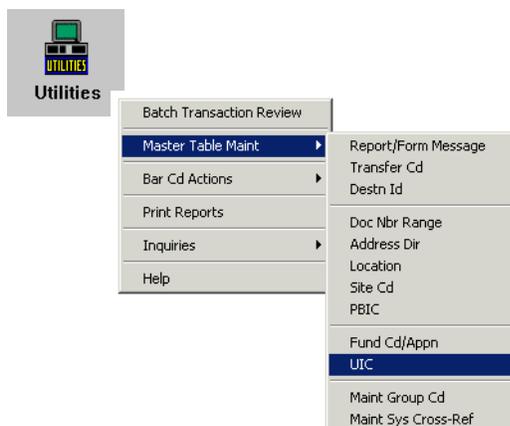
Change UIC information to generate a cyclic inventory.

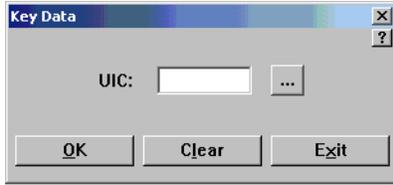
ACTIVITY

Instructor-led lecture with Student Hand-on.

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.





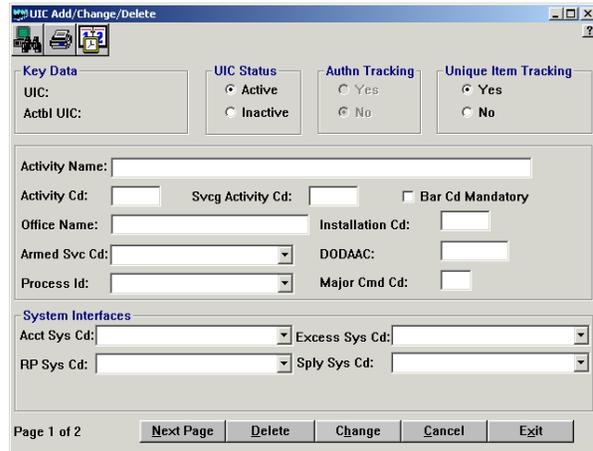
STEP 1:

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

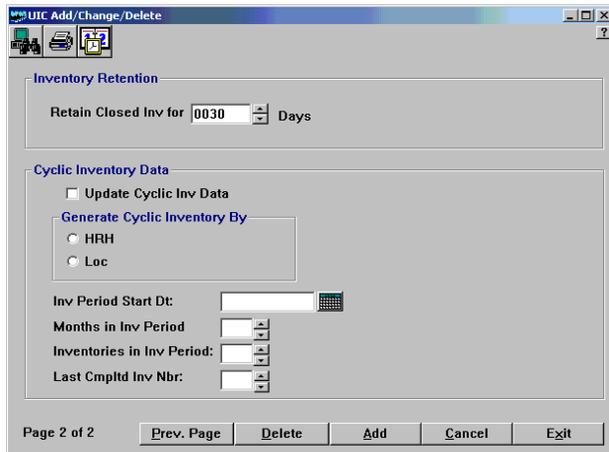
STEP 2:

Once you enter the UIC for which you are updating the inventory retention, UIC information will be displayed on the UIC screen. The cyclic inventory information is on the second screen.

- Click **Next Page**.



STEP 3:



- a. **Update Cyclic Inv Data:** Check this box to update the information pertaining to the cyclic inventory.
- b. **Generate Cyclic Inventory By:** If you are updating the information, you can change how to run your cyclic inventory -- either by HRH or by location.
- c. **Inv Period Start Dt:** This is the date you would like your inventory to start. This date cannot be a future date but it can be a past date (if the past date does not exceed past 3 years). So it can be either the current date or 3 years in the past.

- d. **Months in Inv Period:** This is how many months the inventory will go for. DPAS will put the following defaults: Army-12 months; Reserves-18 months; and all others-36 months. If desired, this field can be changed.
- e. **Inventories in Inv Period:** This is the number of inventories in a particular inventory period. You will have to figure the math to enter in this number. For example, if you would like to do 4 inventories over 36 months, you would enter 4 inventories.
- f. **Last Cmpltd Inv Nbr:** This is how many inventories that have already been completed. This is mostly used if you have completed some of your inventories and you switch to a cyclic inventory in the middle of the inventory process. This number can be changed at any time.
- g. Click **Add**.

The Transaction Processed dialog box will be displayed.

h. Click **OK**.

You will be returned to the Key Data screen.

i. Click **Exit**.

Generating A Cyclic Inventory

INTRODUCTION

In this process, we will generate a Cyclic inventory. A cyclic inventory is the physical count of some selected assets of a property account during a prescribed period (e.g., monthly, quarterly, or semi-annually). This process is used for both manual and automated inventories.

OBJECTIVES

The student will be able to identify the parts and explain the functions of generating a Cyclic inventory.

PREREQUISITES

Establish how the UIC is going to conduct cyclic inventories.

APPLICATION

Generate a Cyclic inventory.

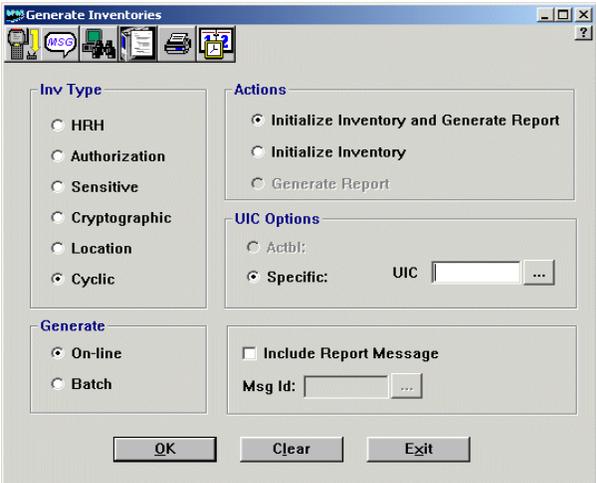
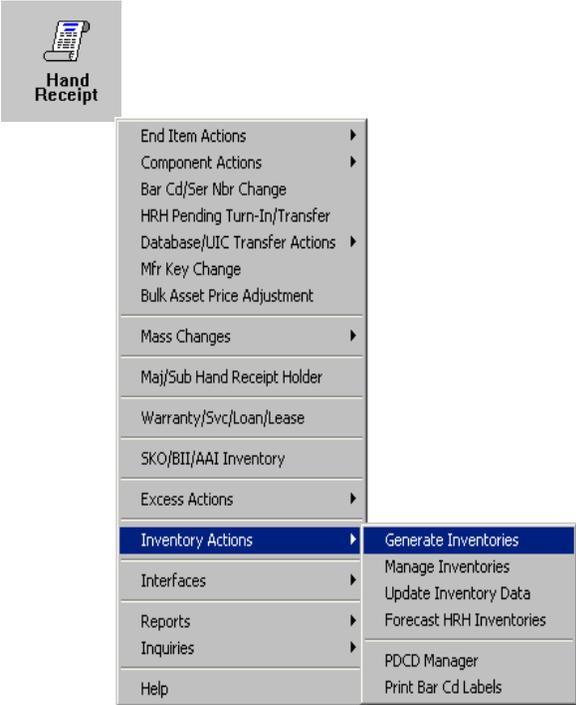
ACTIVITY

Instructor-led lecture with Student Hands-on

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 **Generate Inventories** from the program list.



STEP 1:

Inv Type Group Box:

- a. Select **Cyclic**.

Actions Group Box:

- b. If you want a copy of the inventory, select **Initialize and Generate Report**. If you do not need (or want) a copy of the report, select **Initialize Inventory**. If you only want a hard copy of the report with initializing the inventory, select **Generate Report**.

UIC Options Group Box:

- c. **Actbl UIC:** This field is not accessible for a cyclic inventory.
- d. **Specific UIC:** Enter or browse for your UIC. If you selected **Actbl UIC**, this field will not be accessible.

Generate Group Box:

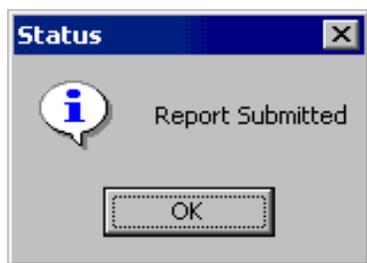
- e. Select whether you want this report to run On-line (immediately) or in the Batch (overnight) process. If your property book is large, it may be a good idea to run this process in Batch so not to degrade the system.
- f. If you want to include a Report Message, check this box.
- g. **Msg Id:** If you chose to include a report message, browse for the message you wish to include. These messages are built in the **Utilities** module.
- h. Click **OK**.

STEP 2:

- a. **Sort Sequence:** Select how you want your report sorted. If your UIC is set up for cyclic inventories by **HRH**, then Serial/Lot will not be available. If your UIC is set up for cyclic inventories by **Location**, then LIN is not available.
- b. **Report Annex:** Check the **Sub Hand Receipt(s)** if you want a separate report of your sub-hand receipts. If you only initialized the inventory, the report annex will not be available.
- c. **Expanded Report Option:** Check this box if you want the expanded report. If you only initialized the inventory, this option will not be available.
- d. **Sched Cmpltn Dt:** The default date is 2 weeks from the current date. If needed, you can change this date to the desired expected completion date. This field is not accessible if you are only generating the report.
- e. Click **Submit**.



The following dialog box is displayed:



- f. Click **OK**. You are returned to the Generate Inventories screen.
- g. Click  to print the inventory. You are returned to the Reports Menu screen where you can select the inventory report you wish to print.
- h. Once you have selected your inventory report, click the **Print** button.
- i. Your Windows Print dialog box is displayed and you can print your report.
- j. Return to the DPAS Main Menu.

NOTES:

Once the inventory is initialized, the system will automatically assign an inventory listing number. This number consists of the following format: ordinal number (YY+ Julian day) + UIC + a 4 position serial number that will be reset everyday.

The ordinal number is the 5-positions, first two are the year (example: 03) and the next three are the Julian day (example: 038).

Asset and General Inventory Type Table

Property/Assets	General Inventory Types	Reasons for Doing this Type of Inventory
General PP&E to include: <ul style="list-style-type: none"> - Office equipment (desks, chairs, safes, drafting tables, cash registers, engravers) - Industrial Plant Equipment - Vehicles - Material Handling Equipment (cranes, hoists, pallet jacks, forklifts, straddle truck) - Automated Data Processing (ADP) Equipment (desktop computers, printers, routers, laptop computers) - Government Furnished Equipment (GFE) - Training devices - Meteorological equipment - Railway equipment (locomotives, cars, cranes) - Machine tools (lathes, grinders, cutters, milling) - Electronic test equipment (Analyzers, meters, chargers) - Appliances (washer, dryer, refrigerator, freezers, washing machines) - Recreational boats and trailers - Construction equipment (Welding machines, earthmoving, elevators/conveyors, crushers, paving equipment, generators) - Firefighting equipment - Gym equipment - Public address systems - Photographic equipment - Communication equipment 	Cyclic	Cyclic inventories are a way to divide all assets into manageable segments that can be inventoried at periodic intervals such that all assets are inventoried within the required timeframe. This balances the number of assets to be counted at any one time with the availability of resources and time necessary to complete the physical inventory. <p>When choosing this method, a PPM must consider the following:</p> <p>*Organizational Method: location or custodian</p> <p>*Length of Inventory Period: 36 months.</p> <p>*Number of Inventories in the inventory period: This should be calculated based on available resources. DPAS default is 36 months but this can be changed by the Navy DPAS Support Team at the request of the PPM.</p>
General PP&E	Wall-to-Wall	A <u>scheduled</u> inventory of all items, as of a given date for a specific UIC, Hand Receipt Holder, or Location.
General PP&E Or Sensitive/Pilferable/Cryptographic Sensitive items: <ul style="list-style-type: none"> - Firearms, - Ammunition and explosives, - Items that are drug or other controlled substances, - Precious metals Pilferable items: <ul style="list-style-type: none"> - Hand tools and shop equipment - Individual clothing and equipment - Office machines - Photographic equipment - Communications/electronic equipment - Vehicular equipment and parts Cryptographic items: <ul style="list-style-type: none"> - Typically classified equipment (not maintained in DPAS for DON) 	Special	A <u>scheduled</u> physical inventory of selected items for reasons deemed appropriate by the agency.

Asset and General Inventory Type Table

Property/Assets	General Inventory Types	Reasons for Doing this Type of Inventory
General PP&E	Spot	<p>An <u>unscheduled</u> physical inventory usually conducted at random to determine record accuracy.</p> <p>NOTE: ALL of the assets in a chosen Location or HRH / Sub-HRH custody must be inventoried.</p>
Sensitive/Pilferable/Cryptographic	Selected Item	<p>An <u>unscheduled</u> physical inventory of specially targeted items.</p> <p>If a Sensitive inventory is scheduled ALL Sensitive (including Pilferable) items belonging to a selected HRH / Sub-HRH would be inventoried. Targeting specific types of assets (e.g., laptop computers) is not permitted.</p>

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Inventory Retention Update

MODULE: Utilities

INTRODUCTION

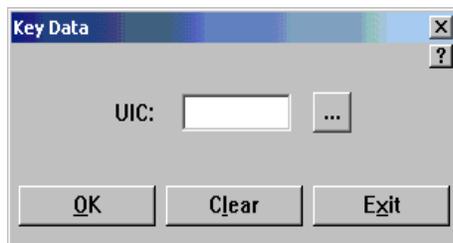
This process provides the capability to designate the number of days that an inventory will be retained in DPAS. The date will default to 30 days, but may be set as low as 1 day and as high as 1095 days (3 years). After such time, DPAS will purge the inventory(ies) greater than the number of days you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

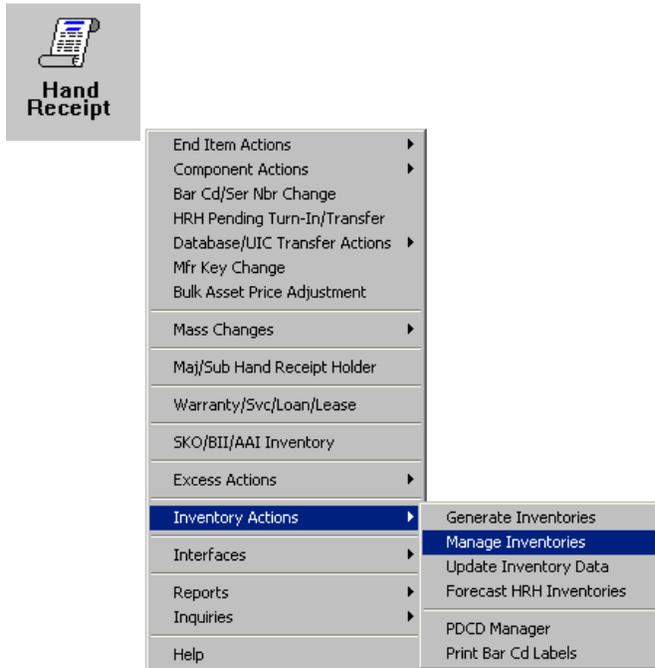
ACTIVITY

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

STEPS TO PERFORM ACTION

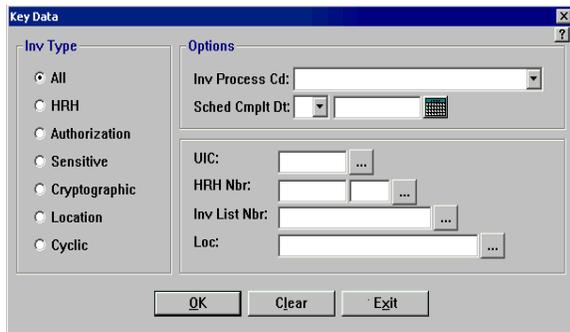
1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Inventory Actions** from the program group.

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



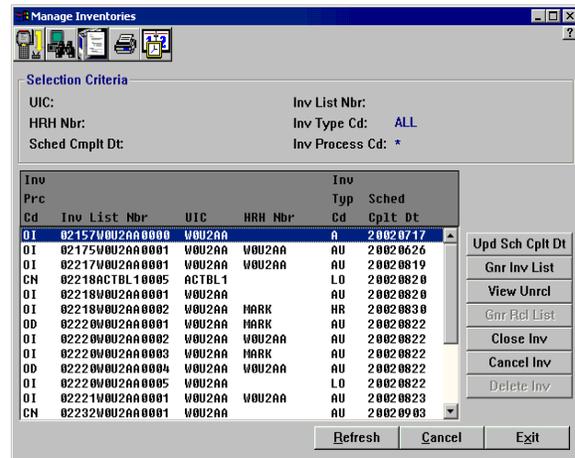
STEP 1:

- 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.



Update Sched Cmpl Dt

Selection Criteria

UIC: Inv List Nbr:

HRH Nbr: Inv Typ Cd:

Sched Cplt Dt: Inv Process Cd:

Sched Cplt Dt:

Save Cancel Exit

STEP 3:

- a. **Sched Cmpl Dt:** The current scheduled completion date is displayed and highlighted. Enter the new date.
- b. Click **Save**.

You are returned to the Manage Inventories screen.

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.

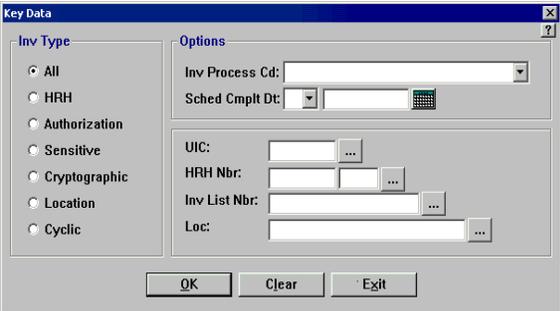
ACTIVITY

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.

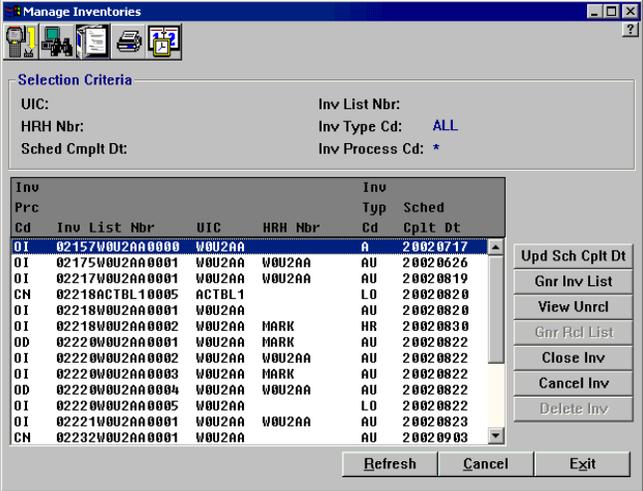


STEP 1:

- 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.



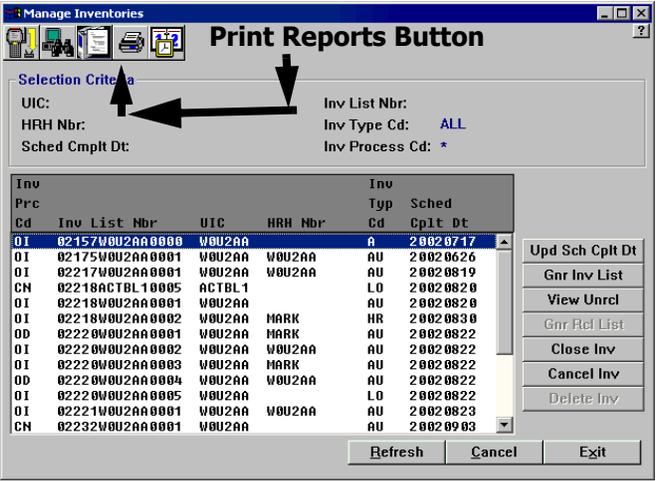
STEP 3:

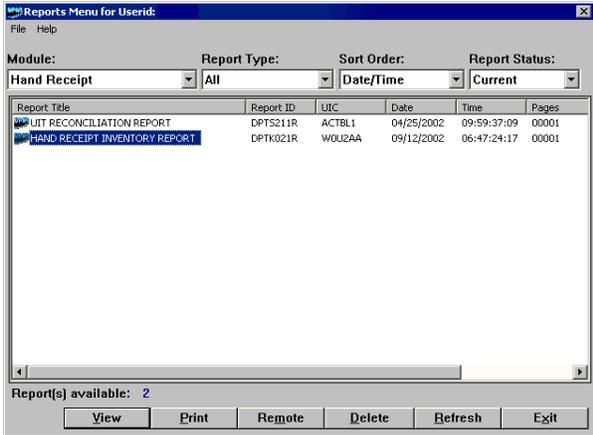
- a. **Sort Sequence:** Select the sort sequence for your inventory listing.
- b. **Expanded Report:** Check this box if you want the expanded version of this listing.
- c. **Sub-Hand Receipt(s):** Check this box if you want a separate report for each of your sub-hand receipt.
- d. Click **Submit**.

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.

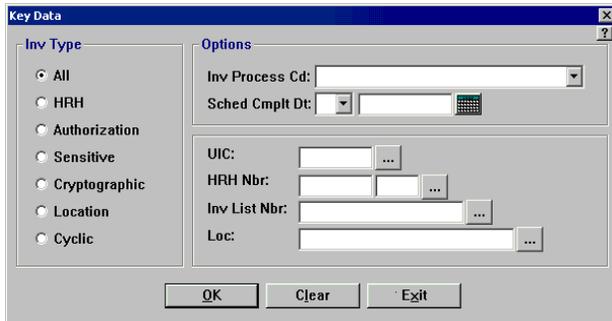
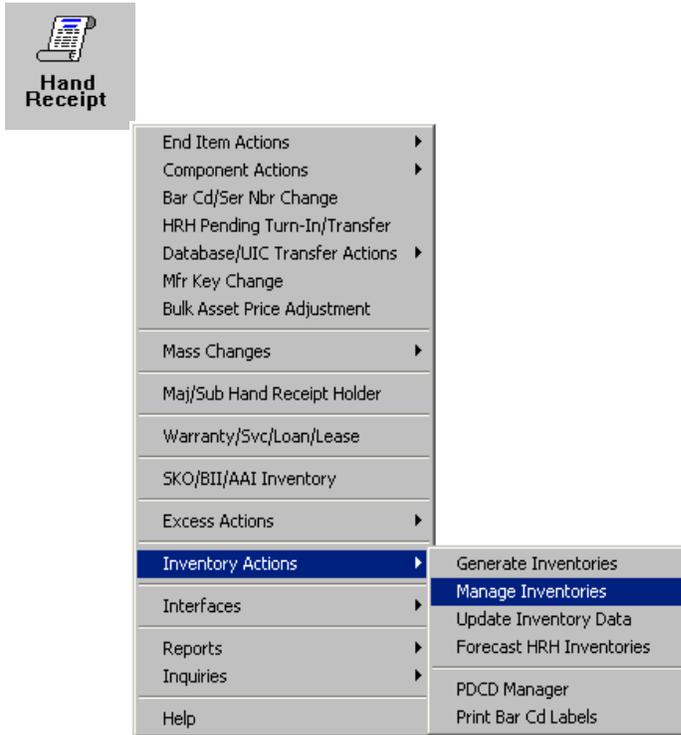
ACTIVITY

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.

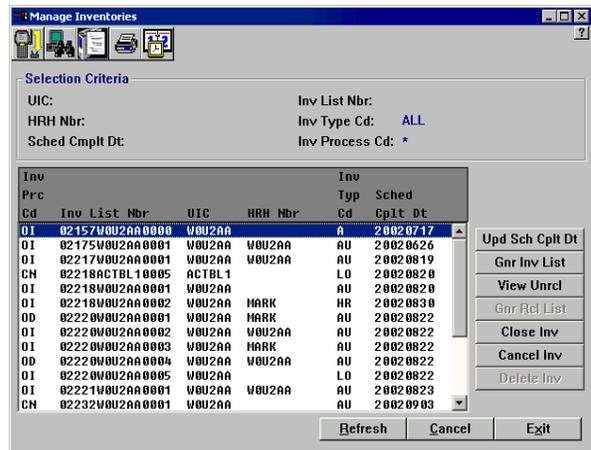


STEP 1:

- Click **OK**.

STEP 2:

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



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**.

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.

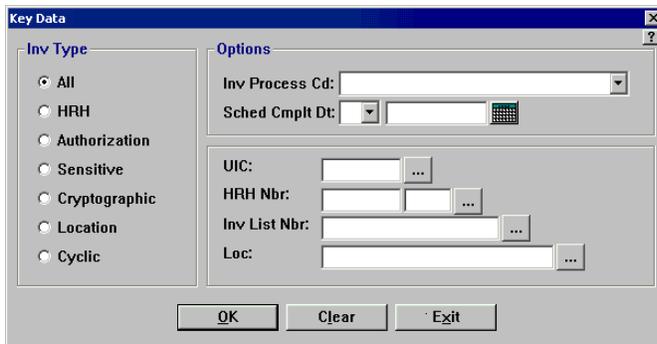
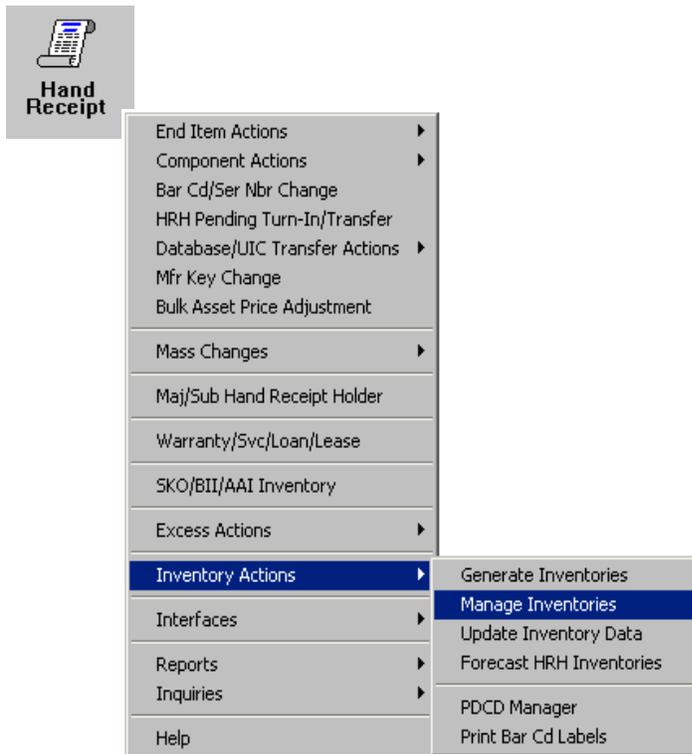
ACTIVITY

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.

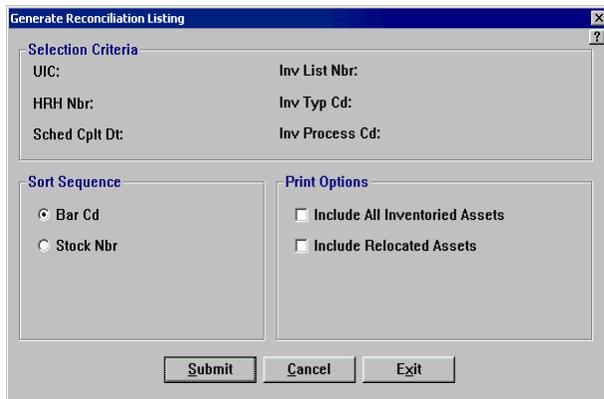
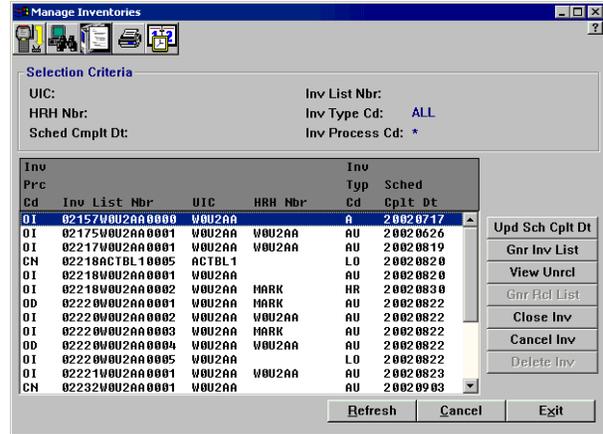


STEP 1:

- 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.

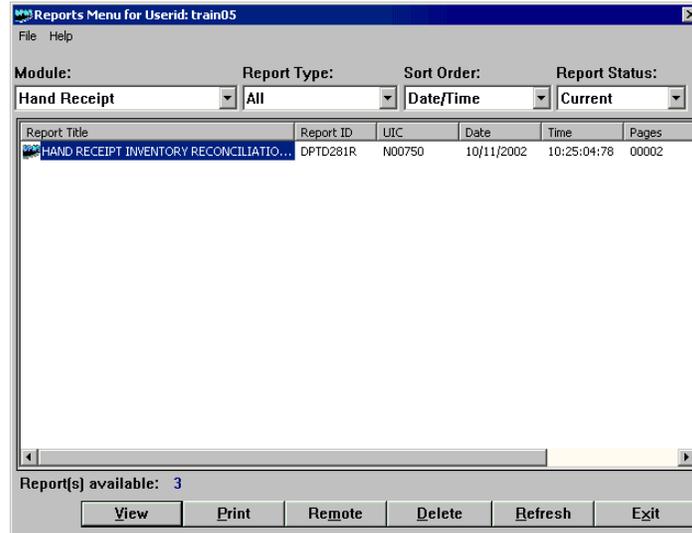
- d. Click **OK**.

You will be returned to the Key Data screen.

- e. Click **Exit**.

Reviewing the Reconciliation Listing

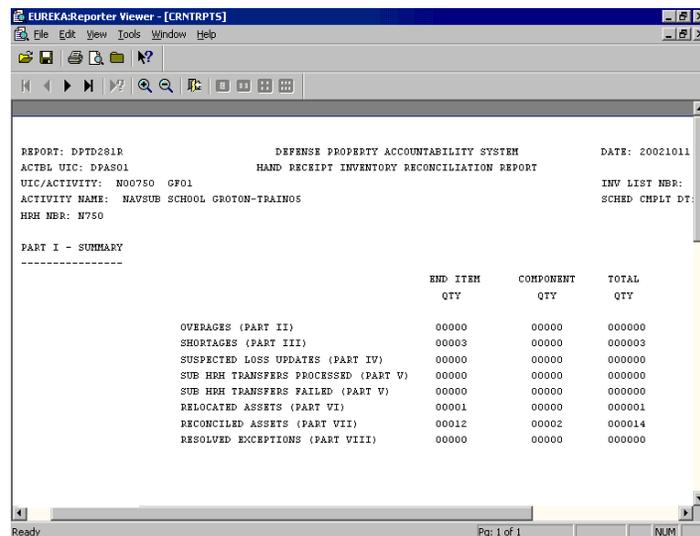
1. Click on the  icon.
2. Highlight the **HAND RECEIPT INVENTORY RECONCILIATION REPORT**.



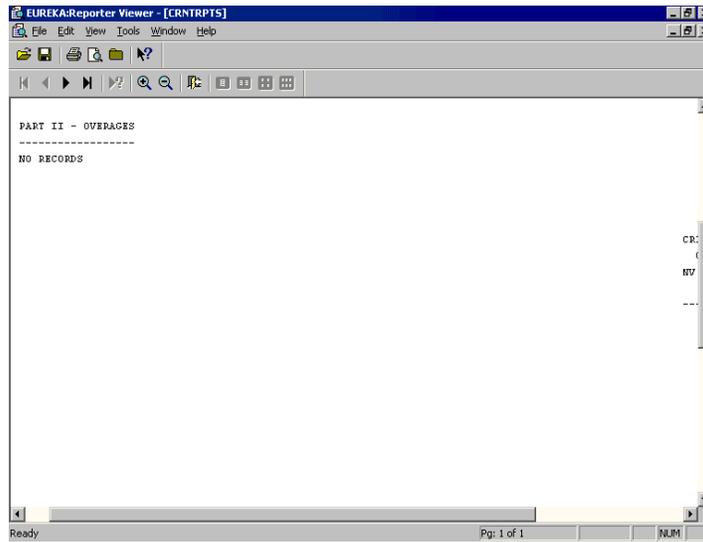
3. Click **View**.

The following is an example of the Reconciliation listing:

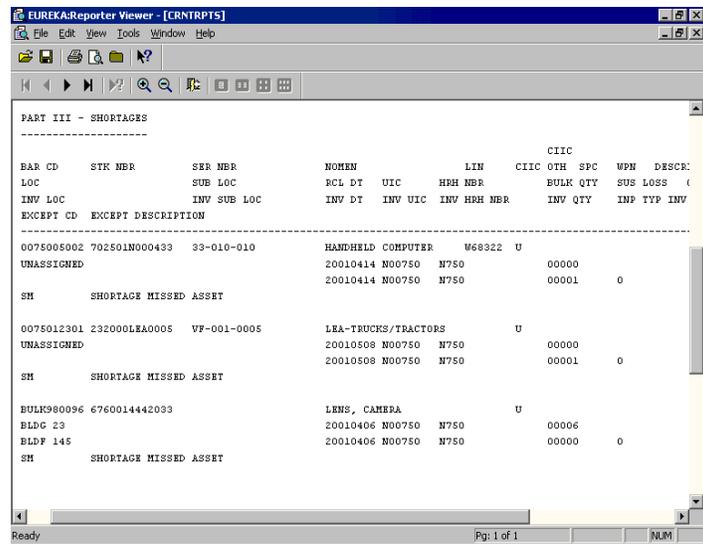
Part I - displays a summary of your inventory.



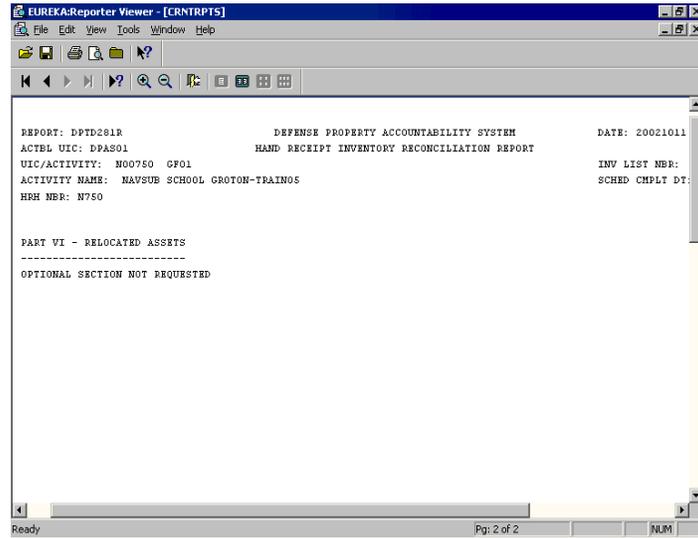
Part II - displays any overages that you may have had.



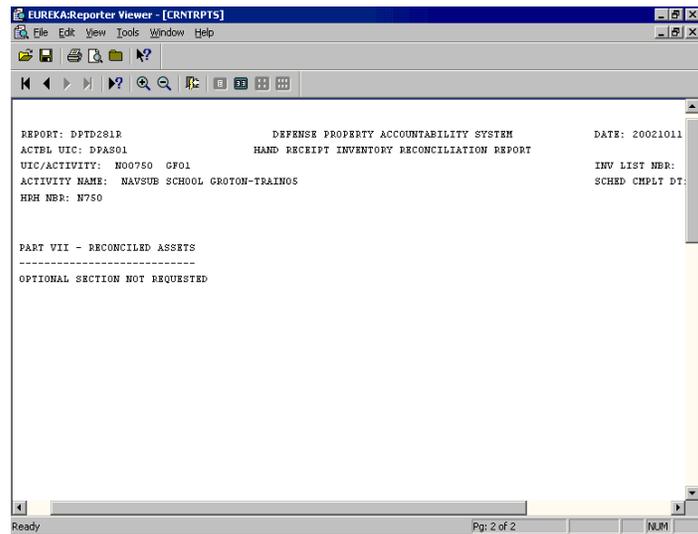
Part III - displays any shortages that you may have had.



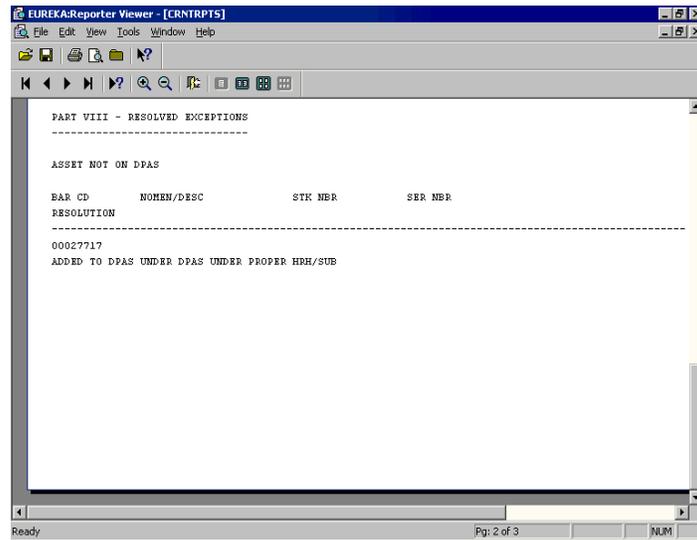
Part VI - displays any items that have been relocated (this section is an optional section and is only output at the user's request).



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.

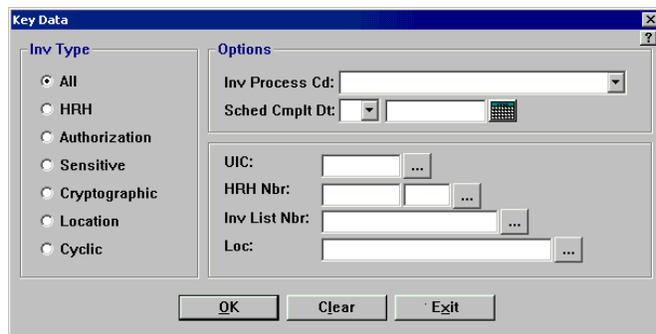
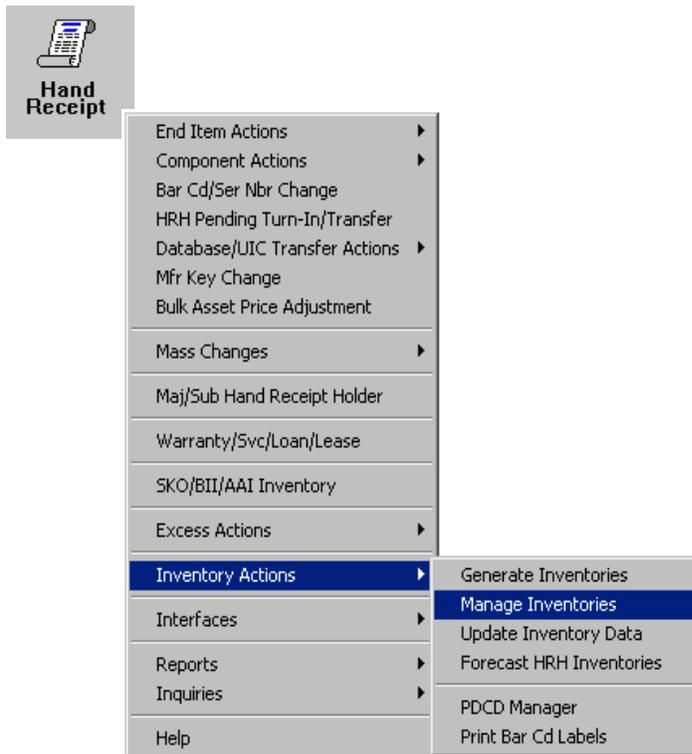
ACTIVITY

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.

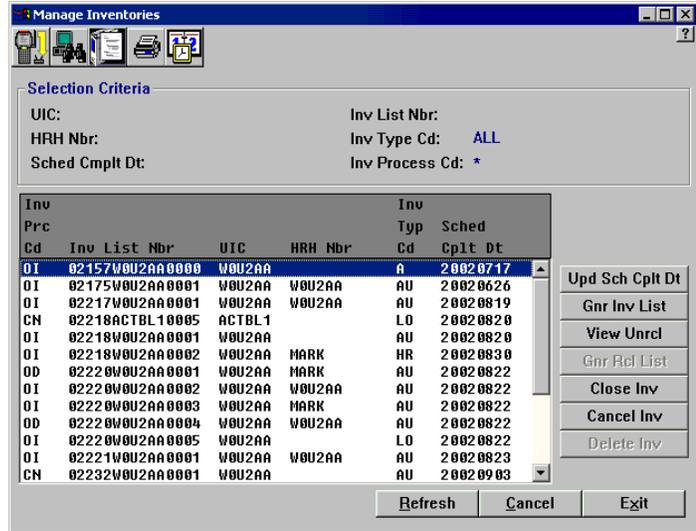


STEP 1:

- 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.

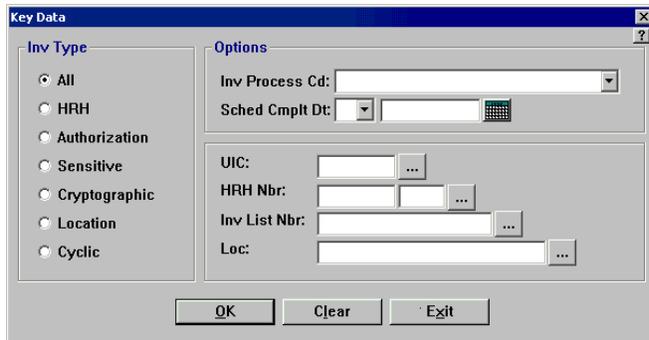
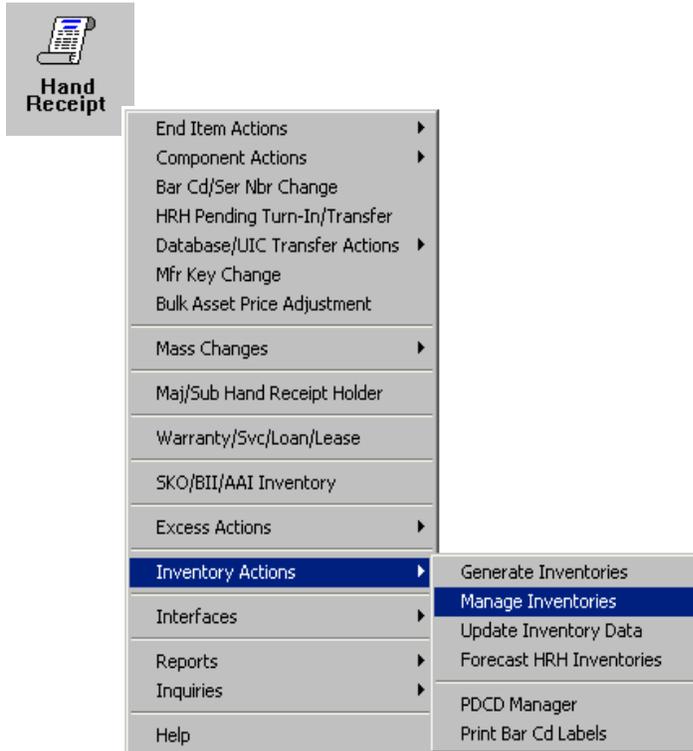
ACTIVITY

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.

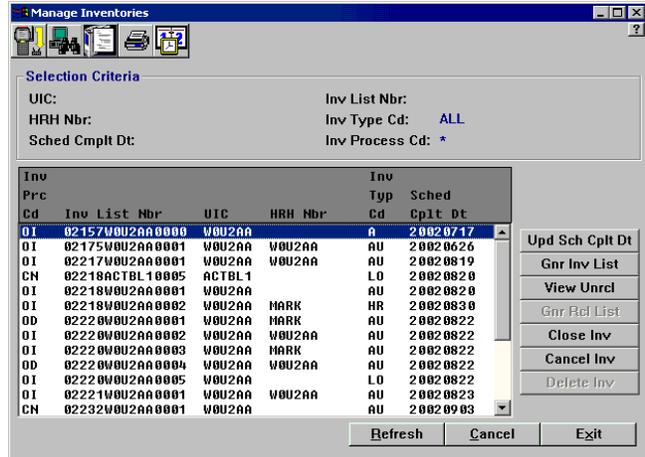


STEP 1:

- Click **OK**.

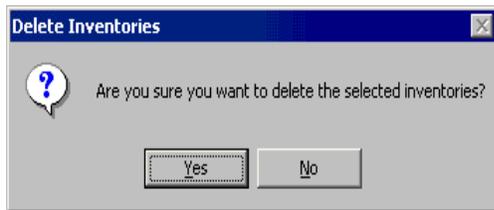
STEP 2:

- 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.

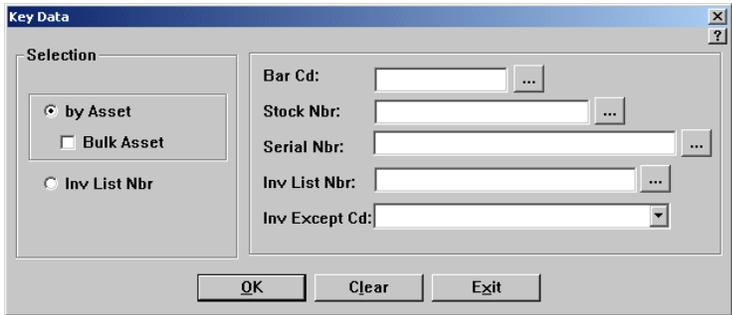
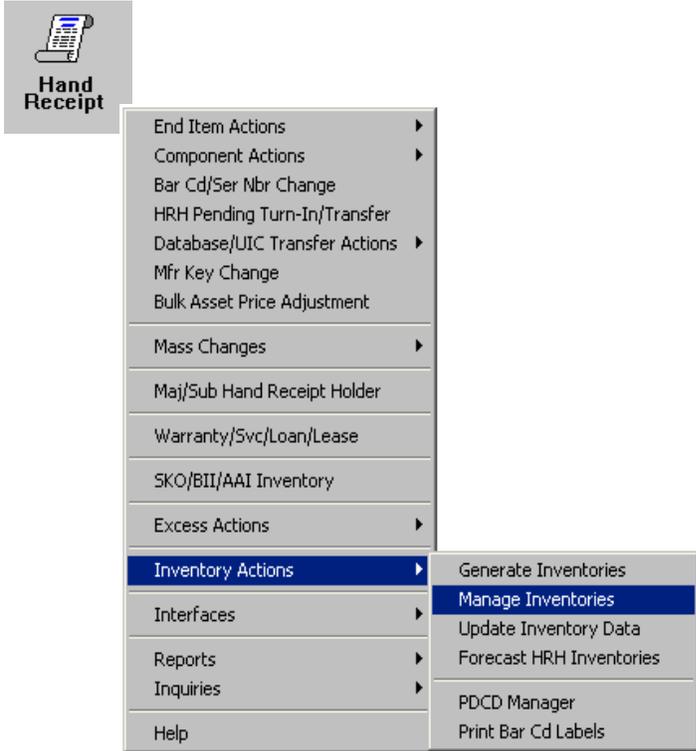
ACTIVITY

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**.

Acquiring Hardware/Software

DPAS currently supports the hardware listed below: No specific system is recommended over another, as this is an organization's choice.

PDCD Systems

- Intermec Trakker Antares 2410 (Batch) (see DPAS web page for ordering information)
- Intermec Trakker Antares 2415 (Radio Frequency [RF])
- Symbol PDT 7200 (Batch)
- Symbol PDT 7242 (Radio Frequency [RF])
- Intermec Janus 2010 (this scanner can no longer be purchased, but continues to be supported by DPAS)
- Intermec Janus 2020 (this scanner can no longer be purchased, but continues to be supported by DPAS)

Bar Code Printers

- Intermec printers that support IPL II or III language (e.g., Intermec EasyCoder 3400 Series)
- Zebra printers that support ZPL I or II language (e.g., Zebra S400 or Z4M)



NOTE:

Complete procurement information for all PDCDs, bar code printers/supplies supported by DPAS, including specifics about the hardware and pricing, is on the DPAS Web Page at the following address:

https://www.dpas.dod.mil/webdpas/Barcode/Barcode_Home.htm

Radio Frequency (RF) (Wireless)

Intermec:

- Tag – Intermec 915 Mhz Passive tag
- Intermec Antares 2415 PDCD
- Intermec Sabre 1555 Reader, coupled to Intermec Antares PDCD (this can be used in batch or wireless modes)
- PDCD with RF Radio to match wireless LAN
- Docking Station/Cradle (with power supply)
- Serial cable to connect docking station to PC
- Access points connected to LAN to form wireless network to support PDCDs (example: Models 2100/2101/2102*)

*Or equivalent (must match radio that was ordered with 2415. Two types are available - open air and 802.11b Direct Sequence Spread Spectrum (Wi Fi). May require multiple quantities depending upon coverage area. Range is approximately a 500 foot circumference in an office environment.

Symbol:

- PDT7242 RF Model
- Docking Station/Cradle
- RF Access Point(s)*

*Or equivalent (must be 802.11 Frequency Hopping Spread Spectrum). May require multiple quantities depending upon coverage area. Range is approximately a 250-foot circumference in an office environment.



NOTE:

Symbol is adding PDT7246 to the AIT II Contract (802.11b compliant).

Setting Up Bar Code Prefixes

MODULE: Utilities

INTRODUCTION

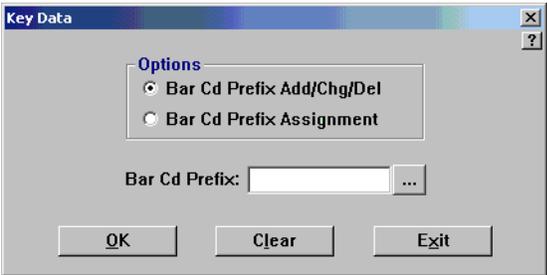
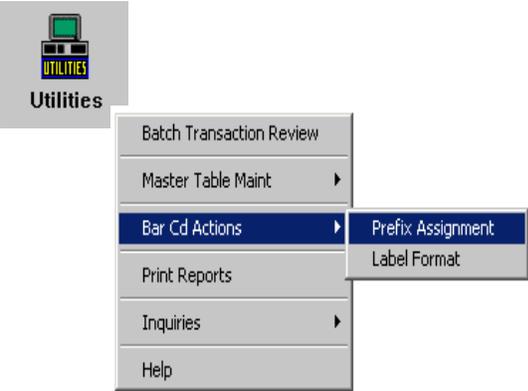
This process provides the capability of establishing prefixes for your bar codes. Setting up these prefixes will allow you to have DPAS automatically assign your bar codes.

PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Utilities** icon, or select **Utilities** from the menu bar.
2. Select **Bar Cd Actions** from the program group.
3. Select **Prefix Assignment** from the program list.



STEP 1:

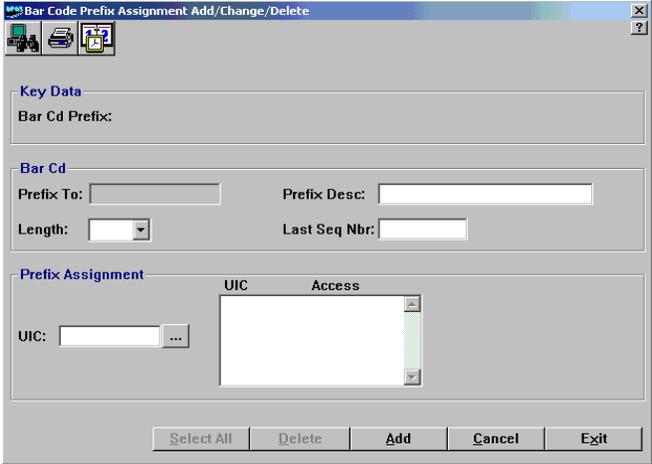
a. **Options:** Make an appropriate selection.

Options	
Bar Cd Prefix Add/Chg/Del	This allows for the creation, modification, or deletion of a Bar Cd Prefix or the details of the record.
Bar Cd Prefix Assignment	This allows you to assign UIC permission to use a selected prefix.

- b. **Bar Cd Prefix:** Enter the prefix for your bar codes.
- c. Click **OK**.

STEP 2:

- a. **Prefix To:** This field is only available if you are changing an existing prefix.
- b. **Prefix Desc:** Enter a brief description explaining the use of the Bar Code Prefix.
- c. **Length:** Enter the length of the bar code.
- d. **Last Seq Nbr:** Enter the last sequence number assigned by the system for a Bar Code. If none existed, you can leave this field blank to start the numbering at 1.
- e. **UIC:** Enter or browse for the UIC(s) that will use this prefix.
- f. The window to the right displays all UICs that have permissions to use the prefix.
- g. Click **Add**.



The Transaction Processed dialog box will be displayed.

- h. Click **OK**.

You will be returned to the Key Data screen.

- i. Click **Exit**.

Changing the Bar Code Prefix

- 1. Enter or browse for the bar code prefix on the Key Data screen for the prefix you are changing.
- 2. Click **OK**.
- 3. Make the necessary change(s).
- 4. Click **Change**.

Deleting a Bar Code Prefix

- 1. Once you are ready to delete the prefix, enter the bar code prefix in the Key Data screen.
- 2. Click **OK**.
- 3. Click **Delete**.

Setting Bar Code Defaults

INTRODUCTION

The DPAS User Defaults screen allows you to enter and store commonly used information.

Information stored in the User Defaults screen will be used to populate DPAS data fields in various DPAS processes.

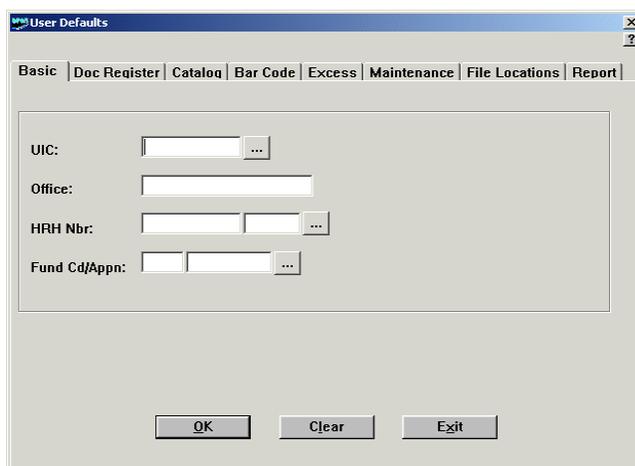
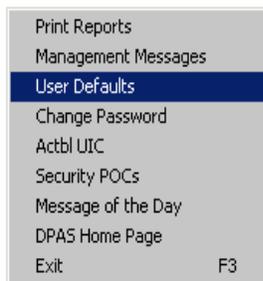
In this process, we will be setting the default to display our bar code prefix and identify the bar code printer.

PREREQUISITES

A bar code prefix must be established (only if setting the bar code prefix default).

STEPS TO PERFORM ACTION

1. Select **File** from the menu bar.
2. Select **User Defaults** from the program group.



STEP 1:

- Click on the **Bar Code** tab.

STEP 2:

- a. **Prefix:** Enter or browse for the desired prefix.
- b. **Printer Mfr:** If you have a bar code printer, select the appropriate printer manufacturer.
- c. **Printer:** Click on the list box to display a list of all your printers. Select the appropriate printer for your bar code printer.
- d. Click **OK**.

If your bar code printer driver is not displayed in the list box, you will need to have the print driver installed.

The screenshot shows a dialog box titled "User Defaults" with a tabbed interface. The "Bar Code" tab is selected. The dialog is divided into two main sections: "Bar Cd Prefix Assignment" and "Bar Cd Printer Setup".

Bar Cd Prefix Assignment: This section contains a "Prefix:" label followed by a text input field and a browse button (three dots).

Bar Cd Printer Setup: This section contains two dropdown menus. The first is labeled "Printer Mfr:" and the second is labeled "Printer:".

At the bottom of the dialog, there are three buttons: "OK", "Clear", and "Exit".

Formatting Bar Code Labels

MODULE: Utilities

INTRODUCTION

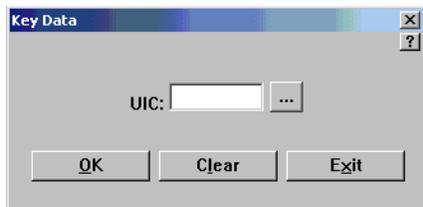
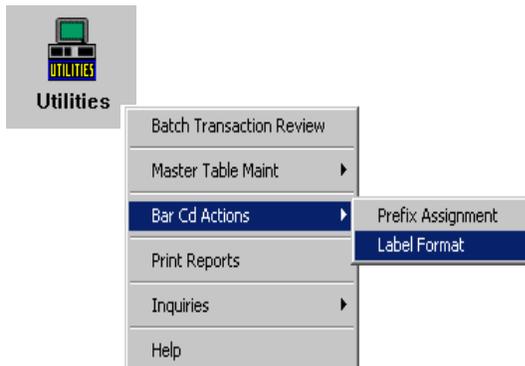
This process provides the capability of formatting your bar code labels.

PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Utilities** icon, or select **Utilities** from the menu bar.
2. Select **Bar Cd Actions** from the program group.
3. Select **Label Format** from the program list.



STEP 1:

- a. **UIC:** Enter or browse for your UIC.
- b. Click **OK**.

STEP 2:

- a. **Choose Label Size:** Select the size of bar code label.

Bar Code Label Sizes	
A	1.50 x 0.50
B	1.00 x 2.00
C	2.00 x 1.25
D	3.00 x 1.00



- b. **Include On Label:** Select what information you want to include on your bar code label. Keep in mind that the labels can only hold so much information (usually the maximum is 3 items). The sample to the right will display a sample of your label.
- c. **Update all authorized UICs with this format:** Check this box if you want to update all authorized UICs with your desired format.



HINT!

If you want to print a test label, click on the **Print Test Label** button.

- d. Click **Save**.

Printing Bar Code Labels

MODULE: Hand Receipt

INTRODUCTION

This process will show you how to print off bar code labels in DPAS.

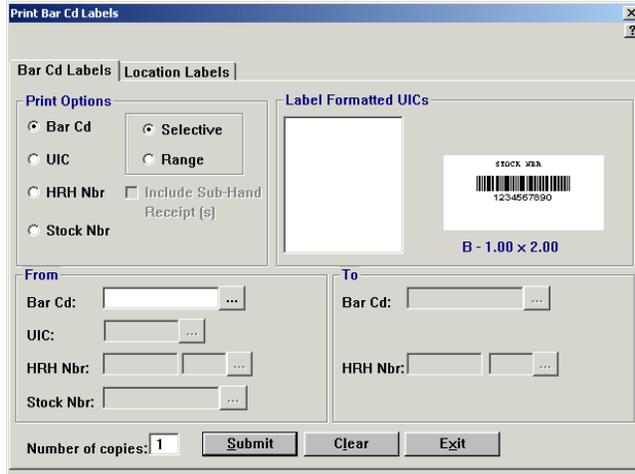
PREREQUISITES

You will need to have a bar code printer. DPAS supports the INTERMEC and ZEBRA printers.

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 **Print Bar Cd Labels** from the program list.





STEP 1:

a. **Print Options:** Select how you want the bar code labels to print.

Print Options	
Bar Cd	The user can request a label for a single asset or labels for assets within a bar code range.
UIC	The user can request labels for assets under a specific UIC.
HRH Nbr	The user can request labels for assets under a specific HRH Nbr or within a range of HRH Nbrs under a UIC. The user can also print labels for all Sub HRH Nbr assets under each Major.
Stock Nbr	The user can request labels for assets under a specific Stock Nbr.
Location	The user can request labels for assets under a specific location or within a range of locations.
Selective	Select this option if you want to print a specific bar code.
Range	Select this option if you want to print a range of bar code labels.

b. **Label Format:** Select the appropriate label format. This window will display only those UICs that have label formats created through the Bar Code Label Format process. The transaction UIC must have a bar code label format.

From Group Box:

- c. **Bar Cd:** If your print option was **Bar Cd**, enter the bar code label you wish to print. If you selected to print a range of bar codes, enter the beginning bar code label you wish to print.
- d. **UIC:** If your print option was **UIC**, enter or browse for the UIC.
- e. **HRH Nbr:** If your print option was **HRH Nbr**, enter or browse for the HRH Nbr. If you selected to print a range of HRH Nbrs, enter the beginning HRH Nbr you wish to print.
- f. **Stock Nbr:** If your print option was **Stock Nbr**, enter or browse for the stock number.

To Group Box:

- g. **Bar Cd:** If you selected to print a range of bar codes, enter the ending bar code label you wish to print.
- h. **HRH Nbr:** If you selected to print a range of HRH Nbrs, enter the ending HRH Nbr you wish to print.
- i. **Number of copies:** Enter the number of copies of labels you want to print.

j. Click **Submit**.

The Transaction Processed dialog box will be displayed.

k. Click **OK**.

You will be returned to the Print Bar Cd Labels screen.

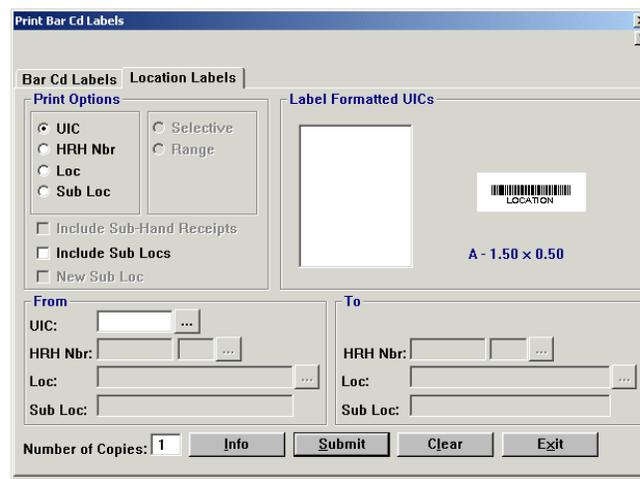
l. Click **Exit**.

Printing Location Labels

If you want to print bar code labels by location, from the Print Bar Cd Labels screen, select the

Location Labels tab.

STEP 1:



a. **Print Options:** Select the appropriate option.

Print Options	
UIC	The user can request labels for assets under a specific UIC.
HRH Nbr	The user can request labels for assets under a specific HRH Nbr or within a range of HRH Nbrs under a UIC. The user can also print labels for all Sub HRH Nbr assets under each Major.
Location	The user can request labels for assets under a specific location or within a range of locations.
Sub Location	The user can request labels for assets under a specific sub location or within a range of sub locations.
Selective	Select this option if you want to print location labels for a specific location.
Range	Select this option if you want to print a range of bar code labels.

b. **Label Formatted UICs:** This displays all the UICs that have formatted labels. Select the appropriate label format you wish to print.

- c. **Include Sub-Hand Receipts:** If you selected to print location labels for a Hand Receipt Holder, this check box becomes accessible. If you want to include the sub-HRHs, check this box.
- d. **Include Sub Locs:** Check this box if you want bar code labels to be added to the Sub Loc field.
- e. **New Sub Loc:** If you selected the print option for Sub Loc and this is a new sub location, check this box.

From Group Box:

- f. **UIC:** Enter or browse for your UIC.
- g. **HRH Nbr:** If your print option was HRH Nbr, enter or browse for your HRH Nbr. If you selected **Range**, enter the beginning HRH Nbr.
- h. **Loc:** If your print option was Loc, enter or browse for the location. If you selected **Range**, enter the beginning location.
- i. **Sub Loc:** If your print option was Sub Loc, enter the sub location. If you selected **Range**, enter the beginning sub location.

To Group Box:

- j. If you selected to print a range of HRH Nbrs, Locations, or Sub Locations, enter the ending entry in the appropriate data field.
- k. Click **Submit**.

Preparing PDCDs

INTRODUCTION

Prior to conducting property inventories using a Portable Data Collection Device (PDCD), you must first configure the PDCD. This is accomplished through the Hand Receipt Module, Inventory Actions, PDCD Manager.

This process prepares the PDCD for conducting automated inventories within the DPAS.

OBJECTIVES

Students/Users should be able to accomplish necessary steps and procedures relative to preparing the PDCD for use with DPAS.

PREREQUISITES

- Hardware/software has been procured
- PDCDs and associated equipment is operational to include charging of internal batteries

APPLICATION

Accomplish procedures to prepare PDCDs for use with automated inventory processes.

ACTIVITY

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

STEPS TO PERFORM ACTION

For the **Intermec Trakker Antares 241X Terminals** refer to page 216 of this Chapter.

For the **Symbol PDT72XX Series Terminals**, refer to page 226 of this Chapter.

For the **Intermec Janus 20XX Terminals**, refer to page page 234 of this Chapter.

Configuring The Intermec Trakker Antares 241X Terminals

This section is intended to provide you with the procedures for configuring the Intermec® Trakker Antares 241X terminal for use with the DPAS. These procedures will only need to be performed **one time** for each Intermec® Trakker Antares 241X terminal that will be used with the DPAS, barring a catastrophic problem with the Personal Data Collection Device (PDCD). Should the PDCD configuration be accidentally modified, refer to the applicable section to return it to its required setting. There are seven steps to configuring the Intermec® Trakker Antares 241X terminal prior to its use with the DPAS. Step seven is only required with the 2415 terminal, and then only when the Radio Frequency (RF) wireless capabilities will be used. These procedures assume that the DPAS client/server application has previously been installed on the desired PC. If not, prior to configuring the PDCD for use with the DPAS, install the DPAS client server application. The steps to configuring the Intermec® Trakker Antares 241X terminal are:

- ❑ Connecting the PDCDs Hardware
- ❑ Checking and Updating the PDCDs Firmware
- ❑ Checking and Removing existing PDCDs files
- ❑ Setting the PDCDs Serial Communications Port
- ❑ Setting the PDCDs Bar Code Symbologies
- ❑ Installing the DPAS Inventory Application

Connecting The PDCDs Hardware

After unpacking the Intermec® PDCD and ensuring all of the required hardware is accounted for, perform the following actions:

1. Connect the RS-232 Null Modem Cable to the Docking Station.
2. Connect the Power Supply to the Docking Station.
3. Connect the other end of the RS 232 Null Modem Cable to the PC that has the DPAS application installed noting the Comm port number.
4. Plug the Power Supply into a power outlet.
5. Attach the Pistol Grip Handle to PDCD, if purchased (included in kit).
6. Place battery in PDCD terminal.
7. Place PDCD terminal in Docking Station to charge the battery IAW with the Intermec® procedures.



NOTE:

When placed in the docking station, one of the two lights on the right side of the docking station should light. The second from the right, when lit indicates the battery is charging, but is not fully charged. The right most light will turn green when the battery is fully charged and is ready for use.

Checking And Updating The PDCDs Firmware

Once the battery has had sufficient time to charge, a review of the PDCD's Firmware Version and files contained on the PDCD is in order.

To ensure the DPAS software functions as designed, the 241X Trakker Antares Firmware must be version **062000**.

To validate the Firmware, turn on the PDCD. If new, the PDCD should go through the initial boot phase and display the version as it boots. If it does not, or the PDCD was previously configured, perform the following actions:

- Go to the PDCD's Main Menu (Press the function key (**_f**) (this is the orange button in the upper left side of the PDCD)
 - Press the left kidney shaped key (above the F1 key)
 - Enter the numbers 2, 4, and 8 in sequence to enter the PDCD's Main Menu
 - From the Main Menu, select About TRAKKER 2400 and press Enter
 - Exit the menu system
1. If the version is 062000, proceed to **Checking And Removing Existing PDCD Files**.
 2. If the version is not 062000, you will need to download the 062000 version from the DPAS web site and refresh the operating system prior to continuing.
 - a. Save this file to your PC.
 - b. Unzip the file saved to PC.
 - c. Run the file named **Tkant620.exe**. This will extract the files to the directory c:\Tkant620.
 - d. If you have a Windows NT or 2000 Operating System, you will need to copy the file named **choice.com** from the DPAS directory to the Tkant620 directory; otherwise skip to the next step.
 3. Going to the PDCD, perform the following actions:
 - a. Press and release these keys in the order shown to access the TRAKKER Antares 2400 Menu System:
 - Press the function key (**_f**) (this is the orange button in the upper left side of the PDCD)
 - Press the left kidney shaped key (above the F1 key)
 - Enter the numbers 2, 4, and 8 in sequence to enter the PDCD's Main Menu
 - b. Choose the **System Menu** from the Main Menu.
 - c. Choose **Upgrade Firmware** from the System Menu.
 - d. Choose **OK** to continue.
 - e. Choose **Yes** to continue the firmware upload. The terminal will reboot and then displays the Loader Waiting screen.
 - f. Place PDCD in Docking Station.
 - g. Going back to the PC, go to a DOS Prompt and cd to the directory where the software is located (step 2h).

h. Type **'upgrade'** and respond to the prompts:

- Comm port – Enter PC Comm port that the docking station is connected to.
- Baud Rate –Choose 3 - 38,400.
- Stack – if 2410, Choose '3', if 2415, choose '2'.
- Communications Hardware – (2415 only), choose the radio that the PDCD contains. The process should then begin the moving from the OS to the PDCD.

Checking And Removing Existing PDCD Files

To verify that the necessary files are contained on the PDCD and unnecessary ones have been removed, perform the following actions:

1. Go to the PDCD's File Manager (Press the function key (`_f`) (this is the orange button in the upper left side of the PDCD))
2. Press the 'left kidney' key (above the F1 key).
3. Enter the numbers 2, 4, and 8 in sequence to enter the System's Main Menu.
4. Select **System Menu** and press Enter.
5. Select **File Manager** and press Enter.
6. At the next screen, select the C: drive and press the 'Enter' key. A list of files will be displayed. Compare the list on the screen with the following required files to determine if all of the files are resident in the terminal's memory.

Required File is apptsk.bin: Terminal default application. This file is loaded at the factory or through the firmware upgrade. **DO NOT DELETE THIS FILE!!!!!!**

Optional File is em9560.bin: Terminal default application. This file is loaded at the factory or through the firmware upgrade. Since this file is not required for use with the DPAS, it can be deleted to provide additional space for DPAS files.

Other Files: If there are other files present from a prior use, these files should be deleted at this time.

7. Once the files have been confirmed, exit the File Manager by pressing the 'Esc' key twice.

Setting The PDCDs Serial Communications Port

Once the Firmware and files are in place, you should now configure the Serial Communications Port. The Serial Communications Port can be configured manually via on screen input or by scanning the appropriate bar codes to set the correct settings.

1. The 241X Serial Communications Port (Com 1) must be configured to the following settings:

Protocol:	Configurable
Baud Rate:	19200
Parity:	None
Data Bits:	8
Stop Bits:	1
Flow Control:	Xon/Xoff Control
EOM #1:	\x0D
EOM #2:	<blank>
SOM:	\x0A
LRC:	Disabled
Command via Serial:	Enabled No TMF
Handshake:	Enabled
Poll:	Disabled
Timeout Delay:	10 sec

2. To view or manually modify the current configurations on the 241X:
 - a. Press the function key (`_f`) (this is the orange button in the upper left side of the PDCD)
 - b. Press the 'left kidney' key (above the F1 key)
 - c. Enter the numbers: 2, 4, and 8 in sequence to reboot the terminal.
3. After pressing this combination of keys, the Main Menu will appear. The Main Menu includes the following options:
 - Configuration Menu
 - Diagnostic Menu
 - System Menu
 - About TRAKKER 2400
4. Select the **Configuration Menu** option by using the up or down arrows to navigate to the correct selection.
5. Press the **Enter** key.
6. Select the **Communications** menu and press Enter.
7. Select **Serial Port [COM 1]** and press Enter. You can now set the configuration.



NOTE:

To manually set the communications configurations on the handheld terminal, use the up and down arrow keys to navigate from field to field. By pressing the function key (`_f`) and then either the up or down arrow key, you can change the value of the field until the correct setting is displayed.

8. After all of the necessary adjustments have been made to the configuration, press the down arrow key until the 'OK' button is highlighted.
9. Press **ENTER**.
10. Press **Esc** until you are asked if you want to save these configurations into the RAM. Select **Yes**.
11. Press **Esc** and select **Yes** again.

Setting The PDCDs Bar Code Symbologies

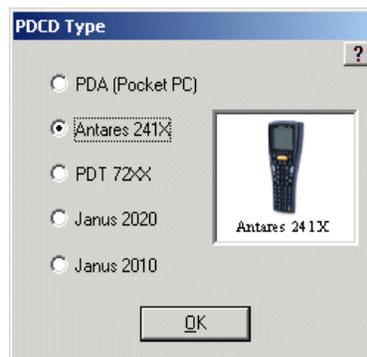
The 241X Trakker Antares is capable of interpreting many bar code symbologies. When scanned, the system will attempt to interpret the format following a list of symbologies that have been enabled. DPAS utilizes the Code 39 symbology. If desired (optional), you may wish to disable the other symbologies to prevent the reading of non-Code 39 bar code labels. To review/update which bar code symbologies the PDCD is capable of interpreting, perform the following actions:

1. Go to the system's Main Menu (press `_f`, left kidney key, 2, 4, then 8).
2. Choose **Configuration Menu**.
3. Choose **Symbologies Menu**. If some are disabled, the ones with the asterisk (*) to the left of the name are the ones that are 'enabled'.
4. To update, tab or arrow to the desired symbology:
 - Depress **Enter**
 - Depress `'-f'`; then the 'Down arrow' in sequence until the desired option is displayed for this symbology
 - Depress `'Enter'` to select
5. When finished, depress `'Esc'` twice.
6. Select `'YES'` to save the configuration.

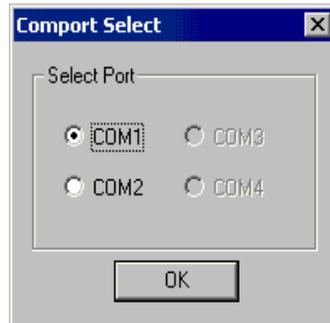
Installing The DPAS Inventory Application

Once the Serial Communications port has been configured, the DPAS inventory application can be installed. The installation will be accomplished using the DPAS PDCD Manager. The DPAS PDCD Manager can be run from within the DPAS application from the Hand Receipt/Inventory Actions/ PDCD Manager or directly from Start/Programs/DOD Business Systems/DPAS/PDCD Manager, or from a user established shortcut (Program ID = DP9P7101.exe). To install the application, perform the following actions:

1. The PDCD must be running an application. At this time there is only one application present '**apptsk.bin**'.
2. To start the application:
 - a. Go to File Manager:
 - Press the function key (_f) (this is the orange button in the upper left side of the PDCD)
 - Press the 'left kidney' key (above the F1 key)
 - Enter the numbers: 2, 4, and 8 in sequence (the System Main Menu will appear)
 - b. Select **System Menu**.
 - c. Select **File Manager**.
 - d. Select the C: drive.
 - e. Press the **Enter** key.
 - f. Make sure **apptsk.bin** is highlighted, then choose **Run** by press the Enter button. When this is performed, the system will display a new screen that contains the 'system's date'.
3. Place the PDCD in the docking station.
4. Start the PDCD Manager
 - a. Confirm that the correct PDCD terminal is selected by verifying the picture in the upper right is the Antares 241X terminal. If not correct, from the menu bar, choose Commands – Select Change PDCD type and choose **Antares 241X**.



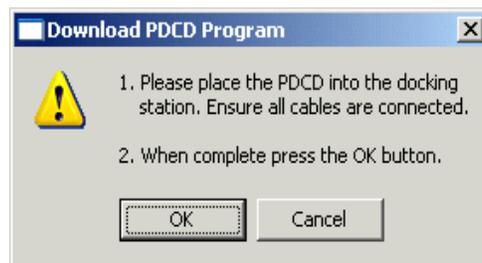
- b. Confirm that the PC's Serial Comm Port is correctly set for docking station by choosing Commands - **Select/Change Comm Port**.



NOTE:

Only the Comm Ports that the operating system of the host PC recognizes will be enabled for user selection. Therefore, if "COM1" is selected in the PDCD Manager application, the cable must be connected to Comm Port 1 of the PC. Otherwise, any file transfer to or from the Trakker Antares 241X will fail.

- c. To initiate the download, from the menu bar, choose Commands – Download PDCD Program. The following window will appear.



- d. Verify that the PDCD is positioned correctly in the docking station, and then depress OK. A progress bar will be displayed to show the progress of the transfer. If the PDCD type and Comm Ports were selected correctly, the left lights on the docking station should begin to blink and the progress should begin to show that the file is being copied to the PDCD.
- e. Once the file has been successfully transferred to the PDCD, a new window will appear to indicate the transfer is complete. Wait a few seconds prior to removing the PDCD terminal from the docking station. This will give the PDCD terminal time to close the communications port and to reboot itself. Upon reboot, the DPAS Main Menu should be displayed.



NOTE:

If any of the settings were not established correctly, or if the PDCD is not running a program, the transfer will time out and give you an opportunity to correct the settings. You will also notice that the left lights were not blinking. If you do receive an error, review all of the above steps to ensure all were followed correctly, then attempt the download again.

This completes the actions necessary to configure the 241X PDCD terminal for use in Batch mode. It is now ready for use with the DPAS.

Configuring The Symbol PDT72XX Series Terminals

This section is intended to provide you with the procedures for configuring the Symbol PDT72XX terminal for use with the DPAS. These procedures will only need to be performed one time for each Symbol PDT72XX terminal that will be used with DPAS, barring a catastrophic problem with the Personal Data Collection Device (PDCD). Should the PDCD configuration be accidentally modified, refer to the applicable section to return it to its required setting. There are three steps to configuring the Symbol PDT72XX terminal prior to its use with the DPAS. Step three is only required with the 724X terminal, and then only when the Radio Frequency (RF) wireless capabilities will be used. These procedures assume that the DPAS client/server application has previously been installed on the desired PC. If not, prior to configuring the PDCD for use with the DPAS, install the DPAS client server application. The steps to configuring the Symbol PDT72XX terminal are:

- ❑ Connecting the PDCDs Hardware
- ❑ Imaging the PDT72XX Terminal

From time to time, updates of the DPAS software are released. In the event an update is issued for the DPAS Symbol PDT72XX terminal, and the terminal has already been configured for use with the DPAS, refer to DPAS Application Version Update for PTD72XX Terminal for installation procedures.

When running a Symbol PDT7242 with 8MB RAM, the number of detail asset records can be greater than the Symbol PDT7240 with 2MB RAM. Should there be a need to increase the number of detail asset records that can be downloaded, this can be accomplished by editing the RFIDExec.ini file that is located in the User's temp directory. Locate the file, open it with Notepad and find the following line "DPAS SET_SYMBOL_MAX 1000". The value can be set as high as '7800'. When the editing has been completed, save the file and close it.

Connecting The PDCDs Hardware

After unpacking the Symbol PDCD and ensuring all of the required hardware is accounted for, perform the following actions:

1. Connect the supplied RS-232 Cable (25 Pin) to the Docking Station.
2. Connect the Power Supply to the Docking Station.
3. Connect the other end of the RS232 Cable (9 Pin) to the PC that has the DPAS application installed noting the Comm Port number.
4. Plug the Power Supply into a power outlet.
5. Place battery in PDCD terminal.
6. Place PDCD terminal in Docking Station to charge the battery IAW with the Symbol procedures.



NOTE:

When the battery is placed directly in the docking station, the right light on the right side of the docking station will light. It will display amber when the battery is not fully charged and green when it is fully charged and ready for use. When the battery is charged directly in the terminal, the battery indicator on the terminal (Top, second from right) will indicate the status of this battery.

Downloading The DPAS Program To The PDT72XX Terminal

Once the PDCD hardware has been connected and the battery charged, the PDT72XX terminal can be imaged. The PDT72XX terminal must be initially imaged to install custom developed DPAS software that will subsequently be used to perform auto updates of the DPAS application. Volume 1 (System) and Volume 2 (DPAS application) will require imaging.



NOTE:

IMPORTANT Pre- Imaging Procedures: Prior to initiating the imaging, perform the following steps with the PDCD. This must be accomplished prior to Loading the Hexloader files addressed in initiating the imaging process.

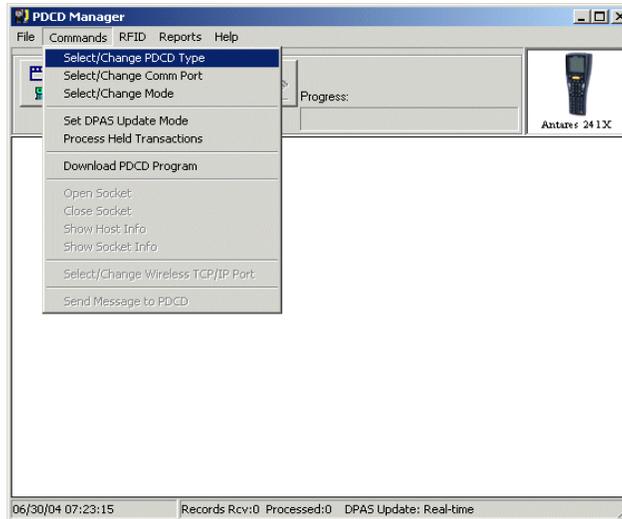
Perform the following actions:

1. Place the PDT72XX terminal in receive mode.
2. Simultaneously press the red (I) power icon (located in the upper left corner of the unit) and pull the trigger. Continue to hold the controls in this manner until the terminal makes a loud beep (approximately 15 seconds) then release the controls.
3. A window entitled **Baud Rate** will now be displayed.
4. Using the up or down arrows located within the window, select **115200**.
5. Press **ENTER** at the bottom of the window.
6. On the next window, use the up or down arrows to select **Single Image**.
7. Press **ENTER** at the bottom of the window. The display will prompt you to place the terminal into the docking station.
8. Place terminal in docking station. The PDT72XX terminal is in receive mode.

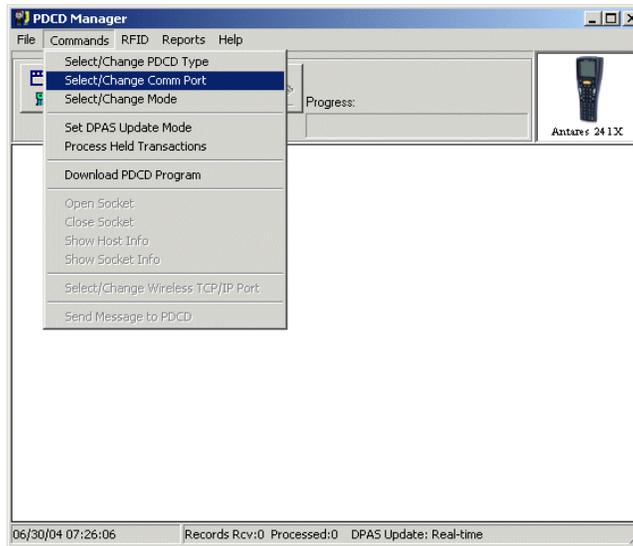
To initiate the imaging, perform the following actions:

1. Start the DPAS PDCD Manager. The DPAS PDCD manager can be run from within the DPAS application from the Hand Receipt>Inventory Actions>PDCD Manager or directly from the Start>Program>DOD Business Systems>DPAS>PDCD Manager, or from a user established shortcut (Program ID = DP9P7101.exe).

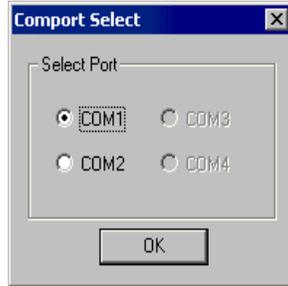
2. Confirm that the correct PDCD terminal is selected by verifying the picture in the upper right is the Symbol PDT72XX terminal. If not correct, from the menu bar, choose Commands – Select /Change PDCD type and choose Symbol 72XX.



3. Confirm that the PC's Serial Comm Port is correctly set for docking station by choosing Commands>Select/Change Comm Port.



The following screen is displayed.



4. Select the correct Comm Port setting.



NOTE:

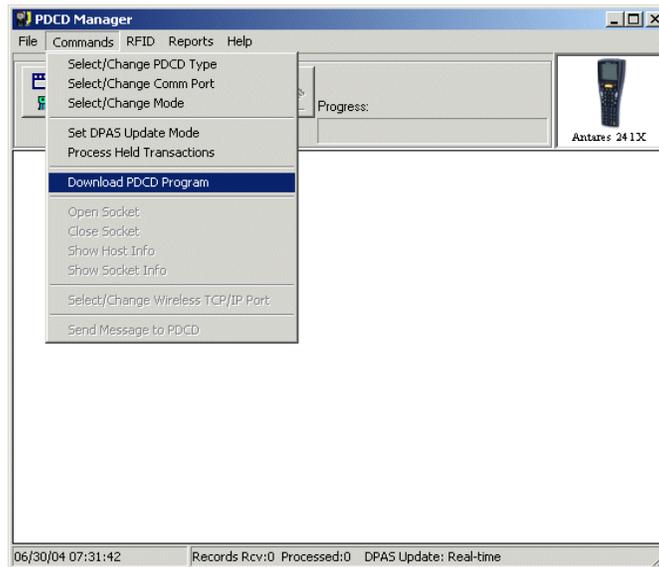
Only the Comm Ports that the operating system of the host PC recognizes will be enabled for user selection. Therefore, if "COM1" is selected in the PDCD Manager application, the cable must be connected to Comm Port 1 of the PC. Otherwise, any file transfer to, or from the Symbol PDT72XX terminal will fail.

5. To initiate the download, from the menu bar, choose Commands>Download PDCD Program.

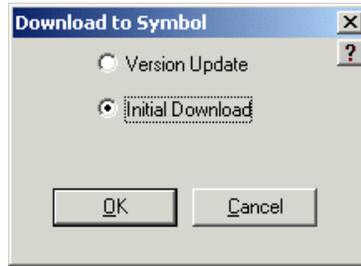


NOTE:

Make sure the PDT72XX terminal is in receive mode, Prior to Loading the Hexloader files.



6. Choose **Initial Download**.



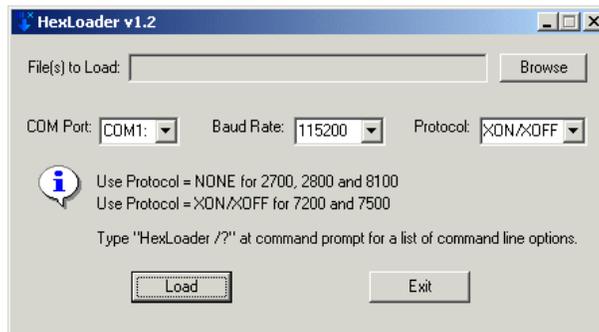
When **Initial Download** is selected, the Hexloader will be launched. This will be used to move the two images to the Symbol PDT72XX.

7. Select the Comm Port to the same Comm Port the docking station is connected.

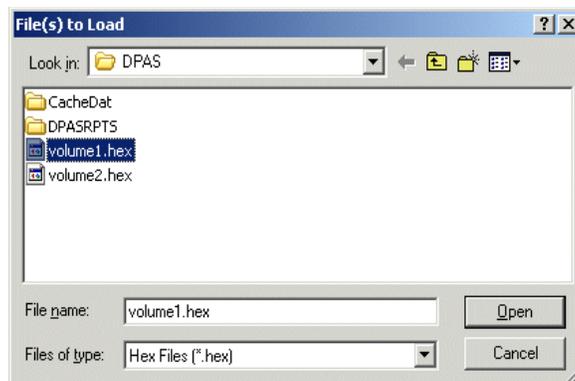
8. Set the Baud Rate to **115200**.

9. Ensure the Protocol is **XON/XOFF**.

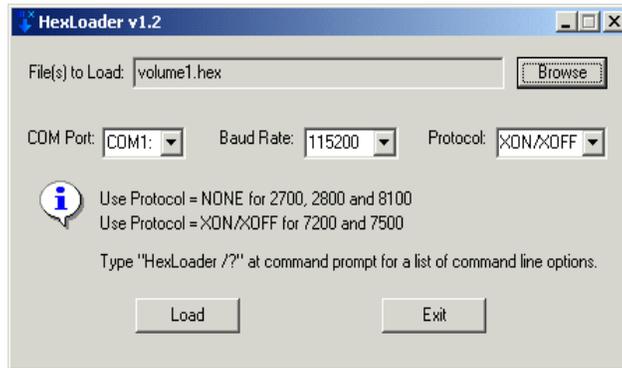
10. From the 'File(s) to Load' either using the 'Browse' button, or typing, enter the hex file name to load. The initial file will be volume1.hex followed by volume2.hex. Both hex files can be found in the directory where DPAS has been installed.



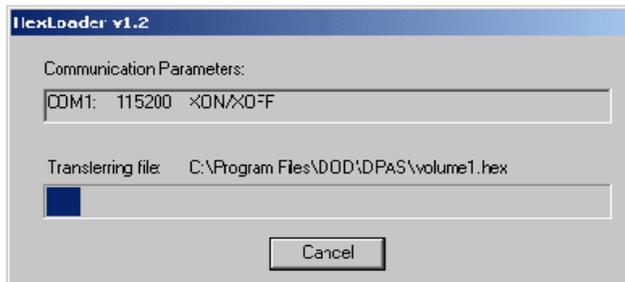
11. Highlight the volume1.hex file and click **Open**.



This will populate the 'File(s) to Load' field on the Hexloader v1.2 screen.



12. Depress the **LOAD** button on the HexLoader v1.2 Screen. The **HexLoader v1.2 Transfer File** dialog box will be displayed and volume #1 will begin to transfer to the terminal.



When Volume #1 has been loaded to the terminal the **Transfer File** dialog will close. If the transfer aborts, check the settings and repeat the process.

When Volume 1 is successfully transferred, Volume 2 may now be transferred to the PDCD.

13. On the PDCD, select **ENTER** on the bottom of the window, and then choose **Single Image**.
14. On the PC, using the Browse button for the '**File(s) to Load**' field on the **HexLoader v1.2** screen, select **Volume2.hex**. (You are reverting back to Step 8 through 10 above and completing the same process and seeing the same screens as you did for Volume 1.)
15. When Volume 2 is successfully transferred, close Hexloader by selecting **Exit** or by pressing the 'X' in the upper right corner.
16. Remove the PDT72XX from the docking station.
17. Press **ENTER** at the bottom of the screen.
18. Using the up arrow within the terminal window, select **Prev Menu**.
19. Press **ENTER** at the bottom of the screen.
20. Using the down arrow, select **Run System**.
21. Press **ENTER** at the bottom of the screen.

22. The PDT72xx terminal will beep and begin to load the operating system.
23. Follow the on-screen instructions to calibrate the Touch Screen coordinates. The unit will continue to load and automatically launch the DPAS application program.
24. Review the PDCD window to ensure the DPAS Main Menu is displayed.
25. When everything appears to be functioning correctly, it is now time to set the 'Date' on the terminal. To set the date on the terminal, perform the following actions:
 - a. Turn terminal off (red (I) power icon located in the upper left corner of the unit).
 - b. Depress and hold the red (I) power icon located in the upper left corner of the unit. Continue to hold until the terminal boots in setup mode.
 - c. At that time, release the power button and pull the trigger and hold until the configuration menu is displayed.
 - d. Select **Main Setup** to set Date and Time, etc.
 - e. Select **OK** when updates are complete.
 - f. Select **Exit**.
 - g. Select **Save & Exit**.
 - h. Allow the terminal to finish booting (**DO NOT HOLD THE TRIGGER**), setting the corner points for the display when prompted. It should load DPAS when complete (the DPAS Main Menu will appear).



NOTE:

This can also be performed using the **F1 Configuration** option from the **F5 Utilities** option from the Main Menu.

26. Prior to attempting to download an inventory, it will be necessary to reboot the PC to reset the Comm Port for use with DPAS PDCD Manager.

This completes the actions necessary to configure the PDT72XX PDCD terminal for use in Batch mode. It is now ready for use with the DPAS.

Configuring the Intermec Janus 20XX

This section is intended to provide the user with the procedures for configuring the Intermec Janus 20XX terminal for use with the DPAS. While the Intermec Janus 20XX series terminal can no longer be purchased, DPAS will provide support for it for an undetermined time period. These procedures will only need to be performed one time for each Intermec Janus terminal that will be used with the DPAS, barring a catastrophic problem with the PDCD. Should the PDCD configuration be accidentally modified, refer to the applicable section to return it to its required setting. There are three steps to configuring the Intermec Janus 20XX terminal prior to its use with the DPAS. These procedures assume that the DPAS client/server application has previously been installed on the desired PC. If not, prior to configuring the PDCD for use with the DPAS, install the DPAS client server application. The steps to configuring the Intermec Janus 20XX terminal are:

- ❑ Connecting the PDCDs Hardware
- ❑ Checking the PDCDs Firmware
- ❑ Imaging the Janus 20XX Terminal

Connecting The PDCDs Hardware

After unpacking the Intermecc PDCD and ensuring all of the required hardware is accounted for, perform the following actions:

1. Connect the RS-232 Null Modem Cable to the Docking Station to the network port.
2. Verify the DIP switch settings on the docking station. Switches 1, 2 and 4 should be up, and 3 should be down.
3. Connect the Power Supply to the Docking Station.
4. Connect the other end of the RS-232 Null Modem Cable to the PC that has the DPAS application installed noting the Comm Port number.
5. Plug the Power Supply into a power outlet.
6. Place battery in PDCD terminal and one in the charging slot if there are more than one to charge.
7. Place the PDCD terminal in Docking Station to charge the battery in accordance with the Intermecc procedures.



NOTE:

The docking station can charge two batteries simultaneously (one while in the terminal and the other placed in the battery-charging slot).

Checking The PDCDs Firmware

Once the battery has had sufficient time to charge, a review of the PDCD's Firmware Version is in order. Matching the Firmware version with your unit is very important.

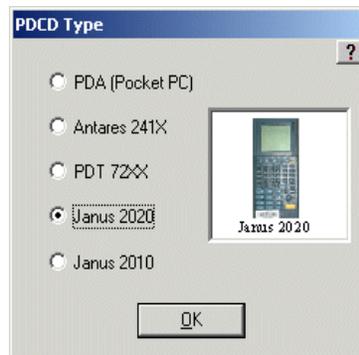
In order to determine your Firmware version, re-boot your unit and note the version on the initial screen display (Second line after 'VER') or check the diskettes supplied with your unit for version written on the label.

Make note of the firmware version for it will be used in determining the correct image to download to the PDCD in a subsequent action.

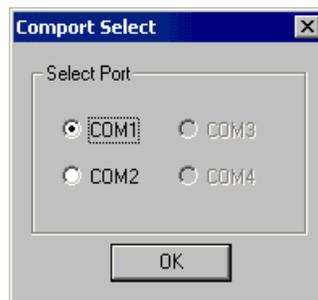
Imaging The Janus 20XX Terminal

Once the PDCD hardware has been connected and the battery charged, the 20XX terminal can be imaged. The 20XX terminal must be imaged to install the custom developed DPAS software. To initiate the imaging, performing the following actions:

1. Start the DPAS **PDCD Manager**. The DPAS PDCD Manager can be run from within the DPAS application from the **Hand Receipt>Inventory Actions>PDCD Manager** or directly from the **Start>Program>DOD Business Systems>DPAS>PDCD Manager**, or from a user established shortcut (Program ID = DP9P7101.exe).
2. Confirm that the correct PDCD terminal is selected by verifying the picture in the upper right is the **Janus 20XX terminal**. If not correct, from the menu bar, choose **Commands>Select/Change PDCD Type** and choose **Janus 20XX**.



3. Confirm that the PC's Serial Comm Port is correctly set for docking station by choosing **Commands>Select/Change Comm Port**.

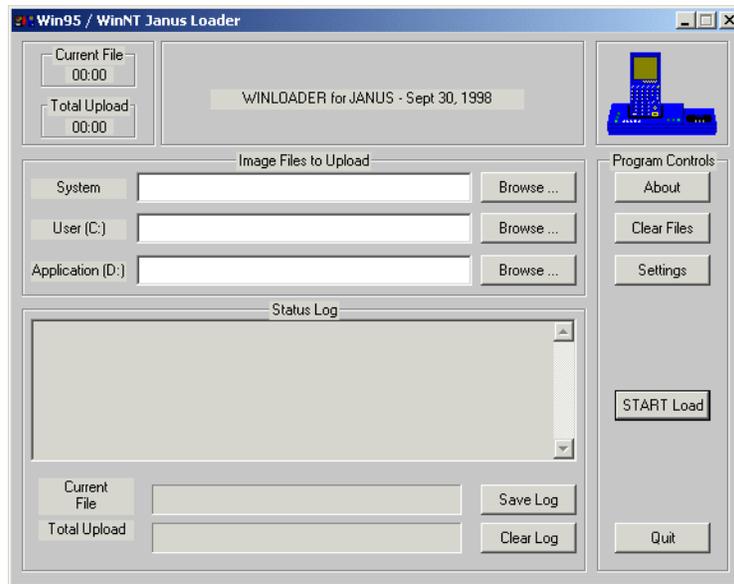


NOTE:

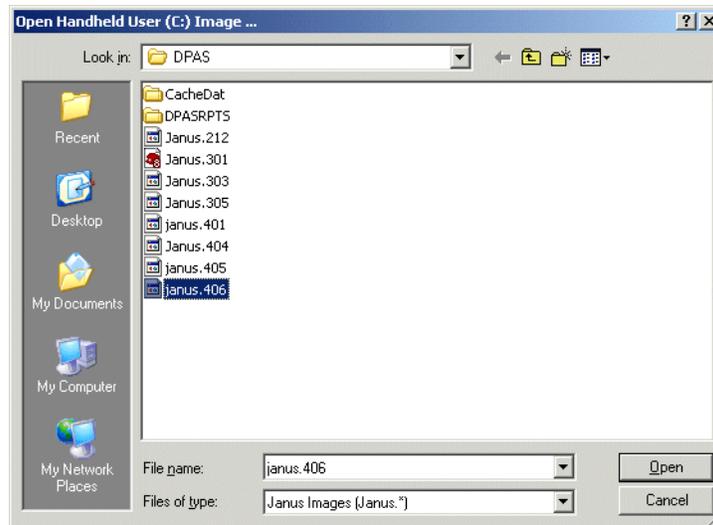
Only the Comm Ports that the operating system of the host PC recognizes will be enabled for user selection. Therefore, if COM1 is selected in the PDCD Manager application, the cable must be connected to Comm Port 1 of the PC. Otherwise, any file transfer to or from the Janus 20XX terminal will fail.

4. To initiate the download, from the menu bar, choose **Commands>Download PDCD Program**. When selected, the process will start 'Winloader'.

- Under **Image Files to Upload** dialog box, click on the Browse button across from the **'User (C:).'** text field and browse the DPAS directory for the file 'Janus.xxx' where xxx matches the terminal's firmware version (**Example: Janus.404**).



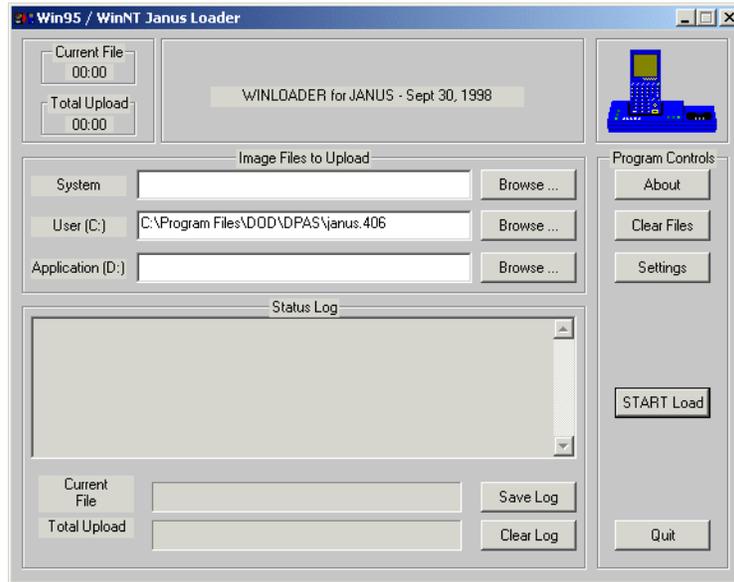
- Select the one matching the PDCD's firmware by doubling clicking on the file name or by highlighting it and depressing the **'Open'** push button. This will return you to the main Winloader window.



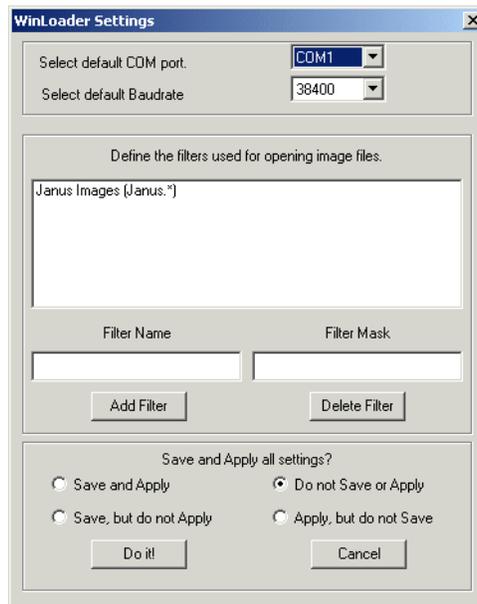
NOTE:

DPAS has shipped images for the firmware versions that are known to be in use with the DPAS. Should you be unable to find the firmware version that your PDCD has, re-verify the firmware version by rebooting the PDCD and making note of VER on line 2 of the initial screen. If it is different than any of those provided, contact the DPAS Call Center for assistance.

- At the main Winloader window, click on **Settings**.



- The Winloader Setting window will appear.



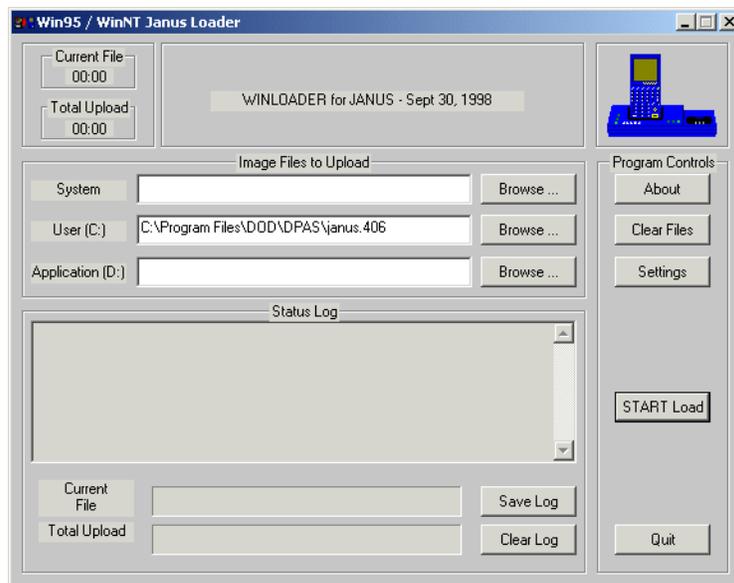
- For **Select default COM port**, choose the appropriate COM Port for which the scanner is connected on your PC.
- For **Select default Baud rate**, set to **38400**.
- Select the **Save and Apply** radio button.
- Click on **Do it!** to return to main Winloader window.

13. Turn on the Janus unit. If BOOT LOADER menu does not appear, enter into BOOT LOADER mode by:
 - a. Turn unit off.
 - b. Hold down the following keys simultaneously:
 - F3
 - 2
 - Left arrow side of diamond shaped key
 - c. Release all keys.
 - d. Press and release the 2 key.
 - e. Turn unit on.

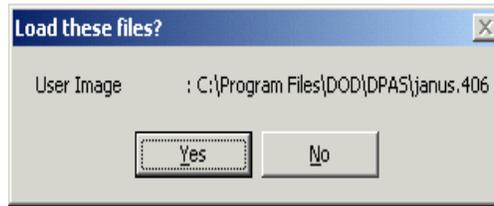
**NOTE:**

If the BOOT LOADER menu does not appear, repeat steps a-e.

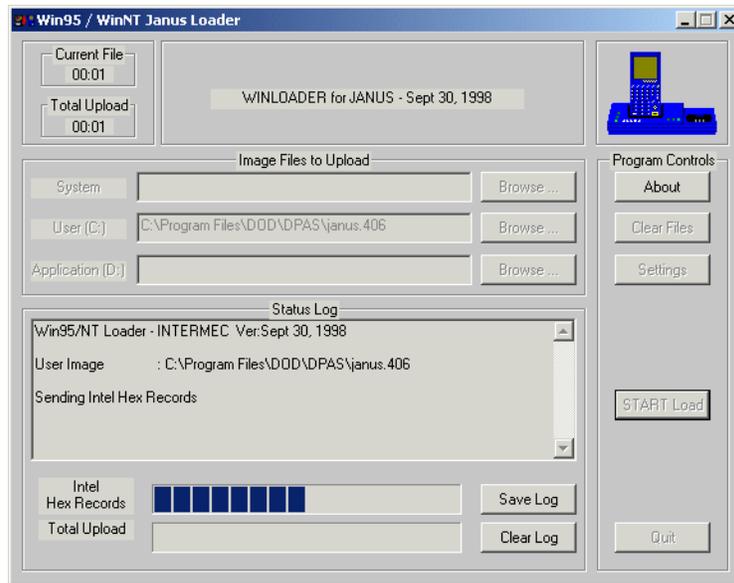
14. Select **LOAD**.
15. Press **Enter**.
16. Insert Janus unit into Communication Dock. (Vertical bar Reader LED light should turn on).
17. From the WinLoader window (Win95 /WinNT Janus Loader), select **START Load** to begin loading process.



18. When the 'Load these files?' Window appears, click on **Yes** to confirm loading of files.



19. When the message appears 'Be sure Janus is in loader mode before proceeding!' click on **OK**.

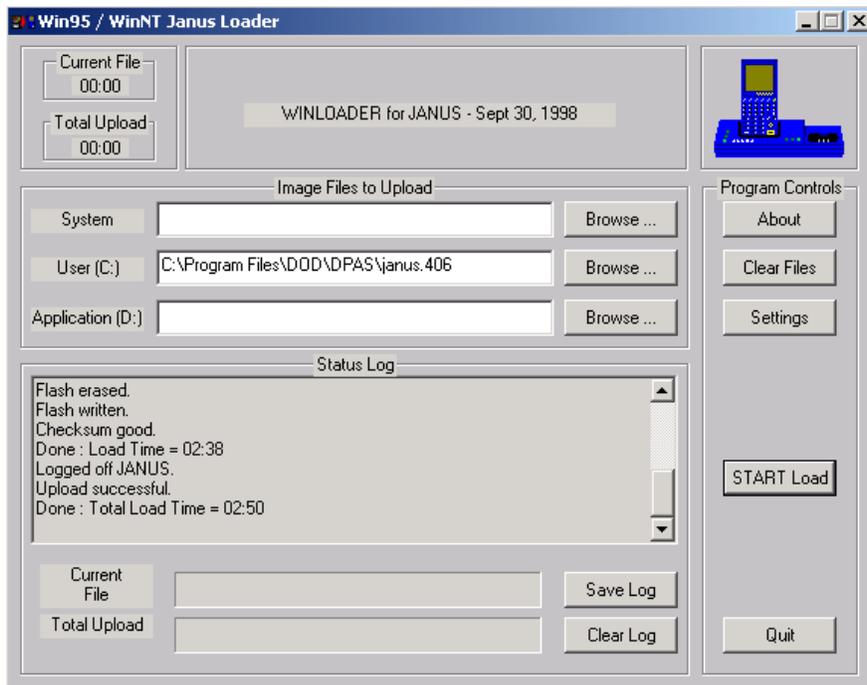


The WinLoader window will appear showing you the files being loaded (estimated load time is 2 min 15 sec).



20. Click on **OK** to 'Upload Successful' message.

21. Upon successful upload, you will be returned to the WinLoader window. Click on **QUIT** to exit from the WinLoader program.



22. On the Janus PDCD, select "Reboot" and press Enter.
23. Prior to attempting to download an inventory, it will be necessary to reboot the PC to reset the Comm Port for use with DPAS PDCD Manager.

The terminal is now operational for use with the DPAS.

Configuring The Portable Digital Assistants (PDAs)

This section is intended to provide the user with the procedures for installing and configuring the software that will allow the host computer to communicate with PDAs that have a Pocket PC operating system. These procedures are not intended to configure the PDA for use with other applications that may have been loaded to it. DPAS utilizes Microsoft ActiveSync as the communications software for communications between the desktop running DPAS and the PDA running the DPAS Inventory application. Microsoft ActiveSync, if not already installed, on the desktop is available as a free download from the Microsoft web site. The steps to configuring the PDA for use with DPAS are:

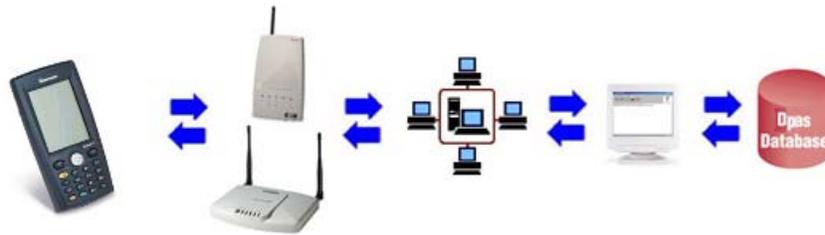
- Connecting the PDA Hardware
- Configuring the PDA for use
- Ensuring compatibility of Microsoft ActiveSync with the Host Computer
- Installing Microsoft ActiveSync
- Creating a Partnership between the Host Computer and the PDA
- Installing the DPAS Inventory Application
- Configuring the PDAs for Wireless Communications (Optional)

Background

DPAS has developed software for use with the Intermec© 700 Series, Symbol© PDT 8100 series, and the Symbol© PPT8800 series mobile computer. The operating system of these mobile computers must be Microsoft Windows for Pocket PC 2002 or greater. The mobile computers, herein referred to as PDAs, are available in a number of configurations. Kits containing the specific components required by DPAS have been created, and are available for viewing from the DPAS web site. Kits range from the basic model with monochrome display with a 1D scan engine, batch mode to a fully loaded model with color display, digital imager and wireless radio. Users should identify their specific requirements, and select the appropriate PDA that meets their requirements.

About the Pocket PC Mobile Computer

Portable Digital Assistants (PDAs) are available from many manufacturers. DPAS has selected one Intermec series and two Symbol series that contain either a linear bar code reader (1D) or an imager that is capable of reading linear bar codes, multi-dimensional bar codes (2D) and taking gray scale pictures. Most are available in either batch only or batch and wireless configurations. Each has a RS-232 serial communications port that is used to transfer data to and from the PC using Microsoft ActiveSync, and can be used to connect the Intermec 1555 RFID reader to accommodate those users who are utilizing Passive Tag (RFID) technology to conduct inventories. The wireless capability allows the terminal to communicate real-time with the host PC running the DPAS PDCD Manager. Communication is established through RF access points that accept wireless transmissions from the PDA to the local area network to the PC running the DPAS PDCD Manager application. For those users who require FIPS 140-2 wireless capabilities, the Pocket PC OS provides for the installation of the FIPS 140-2 client. Users who desire to use the wireless feature must ensure the radio contained within the PDA is compatible with the Wireless network that is in place. All of the wireless models, as of this writing, utilize the 2450 GHz range 802.11b Direct Sequence radio. The following diagram depicts a simple wireless network setup.



For additional information concerning the Intermec© 700 series PDA, refer to the User Guide or the Intermec web site at: <http://www.intermec.com>. For additional information concerning the Symbol PDT 8100 series or the PPT 8800 series, refer to the respective User Guide or the Symbol web site at: <http://www.symbol.com>. It is recommended that a review of the procedures for the care of the device and the batteries be reviewed and adhered to. If a User Guide is not readily available, it can be downloaded in PDF format from the vendor's web site.

Required Hardware for the PDA

To utilize one of the PDA's with DPAS there are several pieces of hardware that are required to complement the PDCD itself. They are: a Communications Docking Station, Power Supply for the Docking Station, RS-232 Null Modem cable, and a battery to power the terminal. For wireless connectivity, access points strategically connected to the LAN to provide a seamless RF environment are also required. To assist in the purchase of the required hardware, DPAS has developed 'Kits'. For additional information concerning the kits, refer to the DPAS web page at <https://www.dpas.dod.mil>.

Docking Station: The docking station (a.k.a. Communications Dock) allows for communication between the PDA and a host PC via RS-232 Serial Communications. Some models are also equipped with connections ports for communications via USB or LAN, if desired. DPAS utilizes Microsoft ActiveSync for its communications layer, thus any port of choice is acceptable. The docking station also doubles as the battery charger. The PDA can be placed in the docking station when not in use to recharge the batteries. Some docking stations are equipped with a second battery slot that permits the charging of a spare battery simultaneously as the one in the PDA is being charged. In lieu of a docking station, a cable connected directly to the PDA Comm port is also an acceptable method for establishing communications with the host PC.

Cable: The docking station requires a cable to connect to the host PC. Depending upon the port utilized, the cable will either be a RS-232 Serial cable, USB cable or a LAN cable.

Power Supply: To charge the battery of the PDA, a power supply is required that is compatible with the PDA. Depending upon the PDA and power supply, the power supply may be capable of being plugged into the docking station, and/or possibly directly into the PDA.

PDA Navigational Tips

As with any device, the vendor utilizes keyboard input to navigate the system and to input data. By selecting a common operating system 'Microsoft Pocket PC' for the PDA, this simplifies the navigational uniqueness among PDAs. The navigation process is virtually the same for all PDAs. The only real differences that should be noted is specific functions relating to hardware such as the warm/cold boot process, keyboard configurations, function keys and specific folders and processes the vendor may have incorporated into their units. The best source for this information is the specific PDA's User Guide. The following are some functions that you will need to know to get started:

Function	Intermec 700	Symbol 8100	Symbol 8800
Start Menu	←-----	Tap Upper Left Microsoft Symbol	-----→
Selecting	←-----	Single Tap -----	-----→
Accept	←-----	Double Tap -----	-----→
Warm Boot	Hold On/Off 15 Seconds	Hold On/Off 15 Seconds	Function & Enter & Scan Button
Cold Boot	←-----	Press Reset (inside back cover) while pressing the on/off button	-----→

Connecting The PDA Hardware

After unpacking the PDA and ensuring all of the required hardware is accounted for, perform the following actions:

1. Connect the docking station to the host computer using the RS-232 Serial Cable, USB cable, or LAN cable depending upon the type of connection desired.
2. Place the battery in the PDA.
3. Attach the Pistol Grip Handle to PDA, if purchased.
4. Connect the Power Supply to the Docking Station or directly to the PDA's power port.
5. Place PDA in the docking station to charge the battery if power supply is not connected directly to the PDA.



NOTE:

When placed in the docking station, one or more lights on the docking station or PDA should light, depending on the make and model. If equipped with a second battery slot, the second light will only light when the second battery is placed in the charging slot.

Configuring The PDA For Use

The PDA must have a unique 'Device Name' assigned prior to connecting it to the host computer to allow the docking station to be used to transfer data between more than one PDA and when a "Standard Microsoft ActiveSync Partnership" will be established for each PDA. There is also a number of other setup actions (owner, what to display in the Start Menu, what to display upon startup, what to display on the desktop, etc) that can be performed to individualize the PDA. If not familiar with the specific PDA, consult the User Guide. To assign/change the Device Name and verify Communication Settings.

1. Ensure PDA battery has been charged
2. Select **Start > Settings > System tab > About Icon > Device Id tab**.
3. Enter a Device Name that is unique to the device. The name must commence with an **alpha** character. An example might be: Int 00053503 where "Int" signifies that the device is an Inter-mec and '00053503' is the Bar Cd number. If the unit were a Symbol unit, then the Device Id might read as follows: 'Sym 00053503'.
4. Select **Start > Programs > ActiveSync** (if ActiveSync is not found on the start menu) to validate/set the port, the PDA will use the ActiveSync communication.
5. Select **Tool tab**, then **Options**.
6. Validate/Set the first list box to the type of port and port speed to use. For Serial Comm. Port communications, set it to "115200 Default".
7. Select the **Schedule** tab, ensure all are unchecked.
8. Select **OK** in upper right corner of the window and then exit ActiveSync to go back to main menu.

Ensuring Compatibility of Microsoft ActiveSync with the Host Computer

Microsoft ActiveSync requires a minimum PC configuration. The following is the list of those requirements. Should the designated PC fail to meet these requirements, it must be upgraded to the minimum level or replaced to use the DPAS Inventory application.

- Microsoft Windows XP, Windows 2000, Windows Millennium Edition, Windows NT Workstation 4.0 with SP6 or later, or Windows 98
- Microsoft Internet Explorer 4.01 SP1 or later
- Hard-disk drive with 12 to 65 MB of available hard-disk space (actual requirements will vary based on selection of features and user's current system configuration)
- Serial Port, infrared port, or USB port (available for Windows 98, Windows Me, Windows 2K, and Windows XP OSs only)
- VGA graphics card or compatible video graphics adapter at 256 color or later
- Keyboard
- Microsoft Mouse or compatible input device.

Installing Microsoft ActiveSync

DPAS utilizes Microsoft ActiveSync for the communications layer between the host computer and the PDA. If the host computer does not have Microsoft ActiveSync installed, it will need to be downloaded from the Microsoft website and installed prior to proceeding. If Microsoft ActiveSync is installed, proceed to **Creating A Partnership Between The Host Computer And The PDA** to establish a partnership between the host computer and the PDA.

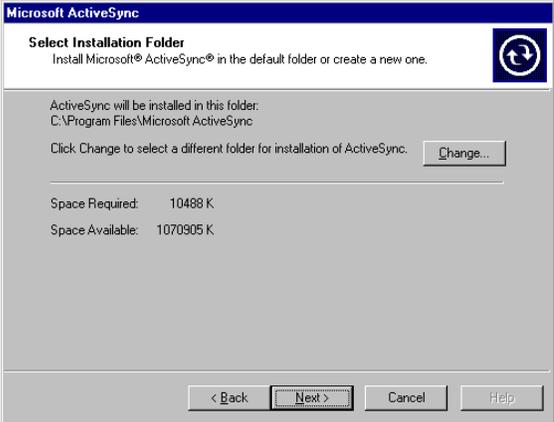
As with all software, Microsoft periodically releases updated versions of their software. The ActiveSync software is no different. As of this writing, Microsoft had released version 3.7.1. Testing has been conducted with versions ranging from 3.5 through 3.7.1. There were no incompatibilities with DPAS on any of the versions. Whether future versions will be compatible is not known. Should there be a need to download a later version, it recommended that Microsoft’s release notes be reviewed prior to installing the later version as such action may require updates to the PDA’s Pocket PC or components. To download and install Microsoft ActiveSync:

1. Using an Internet browser, download ActiveSync from: <http://www.microsoft.com/windowsmobile/resources/downloads/pocketpc/default>.
2. Navigate the website and locate the download for Microsoft ActiveSync and save to your PC (**Note the location of the downloaded file**).
3. Once the install file is downloaded, locate the directory where it was placed and double-click on the **msasync** icon. The following screen will appear, or a similar one depending upon the version of ActiveSync being installed.



4. Select **Next>**. The following or similar window will appear if this is the initial install of ActiveSync.

5. Select **Next>** or browse for a new installation folder, then select **Next>**.



Creating A Partnership Between The Host Computer And The PDA

The next series of actions will create the communications partnership between the host computer and the PDA. These windows will automatically appear when a new PDA is placed in the docking station that a partnership has not been previously established.

1. As noted in the window, ensure the cables are connected and the PDA is placed in the docking station and on prior to proceeding, then select **Next>**.



NOTE: On some Intermec devices, the Comm. Port may be defined for use with specific devices, thus not allowing the ActiveSync to establish a connection. Should the **Get Connected** window not appear when the PDA is docked, check to ensure the PDA is configured correctly. To verify/change: 1.) Locate the scanner icon in the lower right corner of the PDA Today window, 2.) Tap it to display the menu. 3.) The **Disable All** should be marked. If not, touch this option to make the change.

The partnership to be established is your option. The Standard Partnership will allow the PDA to automatically connect when the PDA is placed in the docking station without action by the user. When Guest Partnership is selected, this window will be displayed each time the PDA is placed in the docking station since no relationship has been established. Guest Partnership does not provide for automatic synchronization of files that reside on the host computer and the PDA. DPAS does not require this feature, thus either partnership is acceptable for use with the DPAS application.

NOTE: If you do not want to see this window each time the PDA is docked, select "Standard Partnership".

2. Select desired partnership and then select **Next>**.

**NOTE:**

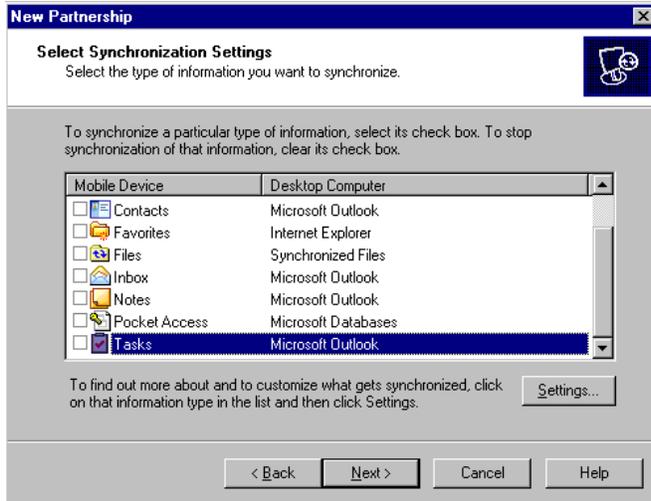
If Guest Partnership was selected, this ends your setup. If Standard partnership was selected, the following additional windows will appear.



3. Select **Synchronize with this desktop computer** and then **Next>**.

4. Select **Yes, I want to synchronize with this computer** and then **Next>**.

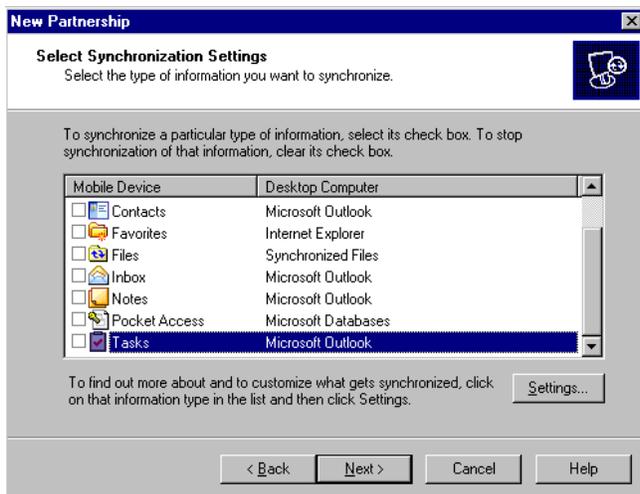
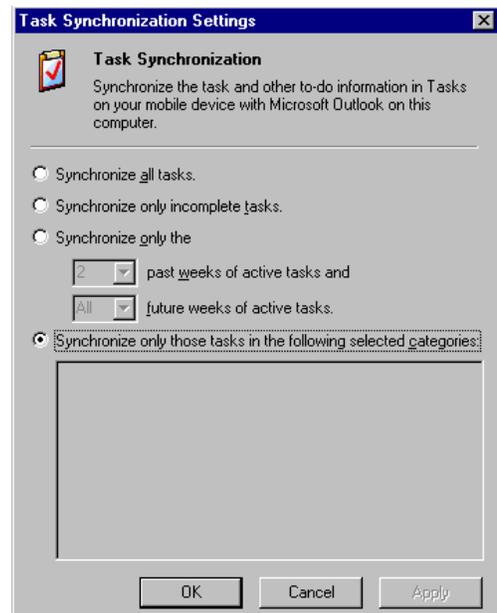




- Uncheck all items on the synchronization selection screen, and then select **Settings**.

NOTE:
If synchronization of any of these folders is desired, for reasons other than DPAS, check the appropriate file folder.

- Select **Synchronize only those tasks in the following selected categories**. Ensure none are listed, unless several were selected in the previous step for purposes other than DPAS, then select **OK**.



- Select **Next>**.

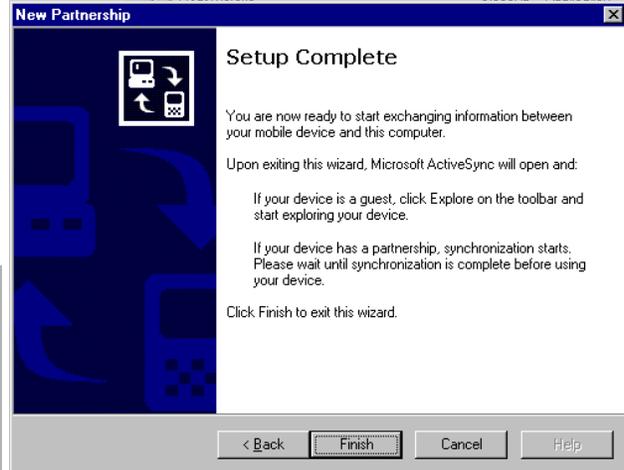
8. Select **Finish**.

Your communications layer between the host computer and the PDA is now complete. When the PDA is placed in the docking station, communications will automatically be established.



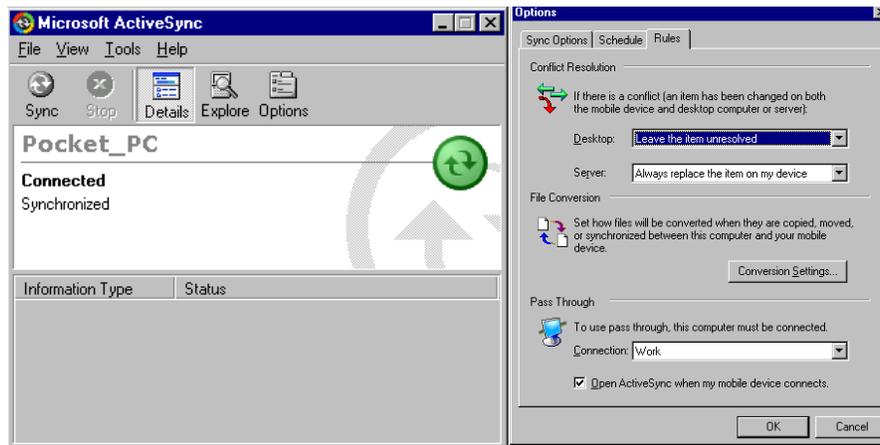
NOTE:

If the standard setting has not been changed, the ActiveSync icon will always display in the host computer's lower right corner as a quick pick. When it is grayed, the connection is inactive. When it is green, the connection is active.



The standard configuration has the ActiveSync window popping up and displaying. If there is a desire to have ActiveSync discontinue this option, this can be stopped by selecting "Options" from the ActiveSync window as follows:

9. Select the **Rules** tab.
10. Uncheck the box **Open ActiveSync when my mobile device connects** at the bottom of the window.
11. Select **OK**.



NOTE:

You can have it reappear by simply opening the Options window and rechecking the box and selecting **OK**.

Installing The DPAS Inventory Application On PDA

Once the PDA has been powered and partnership has been established with the host computer, the DPAS inventory application can now be copied to the PDA. The installation is accomplished using the PDCD Manager. The steps are as follows:

1. Ensure the PDA is docked with, and the partnership is established with the host computer.
2. On the PDA ensure Pocket DPAS is not running. If it is, select **Exit DPAS** from the File Menu.
3. On the host computer start the PDCD Manager, make sure the PDCD Type is set to **PDA Pocket PC**. If not, switch to this type of PDCD prior to proceeding by using **Commands > Select/Change PDCD Type**.



NOTE:

You do not have to have DPAS running to use the PDCD Manager.

4. Select **Commands > Download PDCD Program**.
5. Select the applicable PDA type from the list box of available PDAs that DPAS supports.
6. Select **OK**. When **OK** has been selected, the PDCD Manager will copy the appropriate files to the PDA.
 - a. For the Intermec 700 monochrome display series:
 - ITCStingRaySDK.CAB
 - intermecdpas.arm.cab
 - b. For the Intermec 700 color display series:
 - ITCsearaySDK.CAB
 - intermecdpas.arm.cab
 - c. For the Symbol 8100/8800 series:
 - symboldpas.arm.cab
7. When the PDCD Manager successfully completes the transfer, it will send a request to the PDA to perform the install of the DPAS software.
8. If Pocket DPAS has been previously installed on the PDA, the PDA will prompt whether an overlay of the existing program is desired. Respond **Yes** to permit the updated version to be installed. You may also be prompted to overlay the SDK files.
9. The installation is now complete and the PDA is ready for use. Follow the procedures outlined in Annex F.2 for generating inventories and importing/exporting the inventories to the PDA Pocket PC device.

Configuring The PDAs For Wireless Communications (Optional)

Some of the PDA's can be purchased with an internal radio that allows the unit to communicate over a wireless network. This requires compatible access points to be strategically positioned throughout the coverage area. In order for the Wireless Mode of the DPAS Pocket PC application to function properly, the network parameters within the PDA must be set. You must also identify the Host PC that is running the PDCD Manager that the PDCD will be communicating with. To obtain/set the network parameters, you will need to work with your Network Administrator.



NOTE:

The following instructions do not address the implementation and configuration of a FIPS 140-2 secure wireless client/server configuration due to the many different vendors/products available in the marketplace. Users who are implementing a FIPS 140-2 solution should adapt the following steps to their specific product configuration requirements.

1. **Configuring and obtaining information about the Host PC running the PDCD Manager:**
 - a. Start the PDCD Manager, if not already running.
 - b. Select **Commands > Select/Change Mode** and choose **Batch and Wireless** option, then select **OK**.
 - c. Select **Commands > Show Host Information**.
 - d. Record the Port Number and Host IP address for later use. The default port of 2300 for the Host PC's wireless comm. can be changed if there is a desire/need to use a different port number. To change, select **Commands > Select/Change wireless TCP/IP port**. The PDCD Manager will only monitor one port, thus all wireless devices operating the DPAS application will utilize the identified port.
 - e. Configuration of the PDCD Manager is now complete.
2. **Configuring the PDA.** The hardware vendors provide the software for configuring the radios in the PDA; thus the graphical interface for configuring the radio could be different even among models of PDAs produced by the same vendor.
 - a. For the Intermec 700 series wireless, Intermec has a number of manuals that are available in PDF format that will assist with the configuration. They can be found at:
http://www.intermec.com/eprise/main/GSS/Service/Content/Manuals/Manual_Home
 - b. The following actions will guide you through the processes that will need to be configured.
 - 1) Tap **Start > Settings > Connections > Network Adapters**. Select **802.11b etc.**, then **Properties**. Complete the properties for the IP Address and Name Servers, if applicable.
 - 2) Tap **Start > Settings > Connections > Connections**. Create a profile that matches your wireless network.



NOTE:

The profile name becomes the SSID, if the checkbox remains checked; otherwise the profile name can be different than the SSID.

- 3) Tap **Start > Settings > System > Wireless Network**. Create a profile for your wireless network inputting the Network Type and security parameters.
- 4) The Intermec PDA can have the radio turned on/off by selecting the Network icon in the lower right hand corner of the desktop window.

**NOTE:**

If the Pocket DPAS menu is displayed select File – Exit to return to the PDA's desktop window.

- 5) Select **Wireless 802.11** or the applicable network that the PDA is equipped with. If you are not using the wireless radio, it is recommended that it be disabled to reduce the resources the radio requires to poll for a wireless connection that is not available.
- 6) Select **Start > Pocket DPAS**.
- 7) Select **Utilities** from the Pocket DPAS Main Menu.
- 8) Select **Configuration**.
- 9) Enter the PC's IP address and the Port Number obtained from the PDCD Manager in Step 1d, then select **OK**.
- 10) From the Utilities menu, select **Test RF Connect** to determine if settings for the wireless connectivity have been established correctly between the Host PC running the PDCD Manager and the PDA.

**NOTE:**

Be sure the Host PC has the PDCD Manager running prior to conducting the test. If a successful test does not occur, re-verify that the network parameters were established correctly, then perform the test until a positive outcome is obtained.

- c. For the Symbol 8100/8800 series wireless, Symbol has a number of manuals that are available in PDF format that will assist with the configuration. They can be found at: <http://www.symbol.com/services/manuals/terminal/terminal.htm>. The following actions will guide you through the processes that will need to be configured.
 1. The Symbol PDA can have its radio parameters input by selecting the network icon in the lower right hand corner of the desktop window.

**NOTE:**

If the Pocket DPAS menu is displayed select File – Exit to return the PDA's desktop window.

- 2) Complete the data on the various tabs. When finished, select **OK** to return to the PDA's desktop window.
- 3) Select **Start > Pocket DPAS**.
- 4) Select **Utilities** from the Pocket DPAS Main Menu.
- 5) Select **Configuration**.
- 6) Enter the PC's IP address and the Port Number obtained from the PDCD Manager in Step 1d, then select **OK**.

- 7) From the Utilities menu, select **Test RF Connect** to determine if settings for the wireless connectivity have been established correctly between the Host PC running the PDCD Manager and the PDA.

**NOTE:**

Be sure the Host PC has the PDCD Manager running prior to conducting the test. If a successful test does not occur, re-verify that the network parameters were established correctly; then perform the test until a positive outcome is obtained.

PDA Recovery Procedure For Windows CE Smart Minimize

Under certain conditions Windows CE will perform a "smart minimize" operation which may place DPAS Inventory Application "in the background". If this occurs the Pocket DPAS application will not be visible from your start menu. This is a known "bug" in this Microsoft software; however, a solution that would prevent this from happening is not yet available.

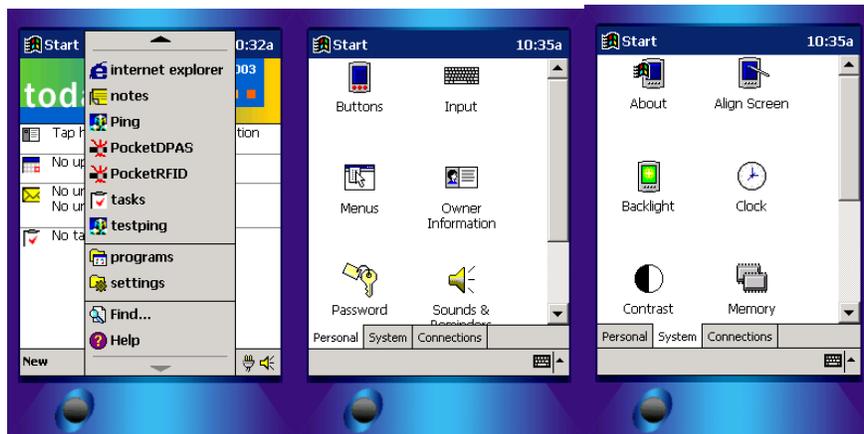


NOTE:

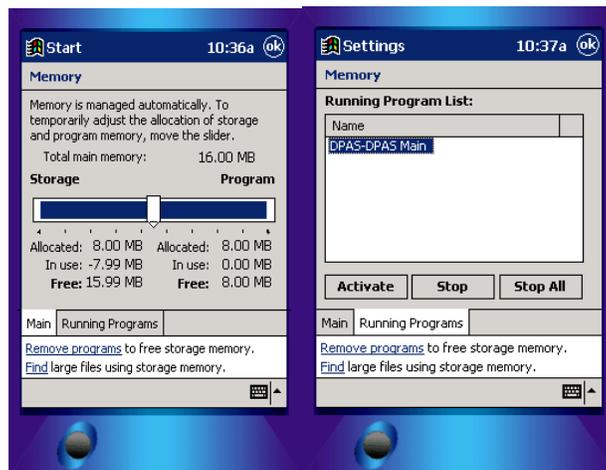
The application is still running and must be recovered. The following procedure will resume a running DPAS session if it becomes inaccessible from the start menu.

To resume DPAS processing, should this occur, perform the following actions:

1. Select **Start > Settings > System tab > Memory** icon.



2. Select **Running Programs** tab, then select **Pocket DPAS**, then select the **Activate** button to bring the application to the forefront.



Conducting Inventories Using Pocket PC PDAs

This section provides the user with procedures for using Personal Digital Assistants (PDA's) in the performance of conducting inventories. The Pocket DPAS developed software has a number of approved PDA's for use in conducting automated inventories. For additional information about the PDA's that have been approved for use with the DPAS, refer to the DPAS Web Page. In addition to conducting inventories with a PDA, users can also perform 1) Sub Hand Receipting, 2) Record Action Items, 3) Update Condition Cds, and 4) Take a Picture (when the PDA is equipped with an Imager) as the inventory is being conducted. Inventories may be conducted in Batch or Wireless modes. Wireless mode requires the use of wireless access points attached to the Local Area Network where the inventory is being conducted, and a PDA with a matching radio. Batch and Wireless modes require the initial export of the inventories to the PDA prior to commencing the inventory while only the batch mode requires the exporting of the data to the DPAS desktop client after the inventories have been completed.



NOTES:

Prior to commencing any inventories using a PDA, the PDA must first have the DPAS application installed and configured for use with the DPAS. If this has not been performed, refer to **Configuring Portable Digital Assistants PDAs for use with the DPAS** for instructions in configuring the PDA. As of this writing, when pictures are taken during the inventory process, docking of the PDA to export the pictures to a drive on the LAN is required. At sometime in the future this may change.

WINDOWS CE: Under certain conditions Windows CE will perform a "smart minimize" operation, which puts the inventory application "in the background". If this occurs the Pocket DPAS icon will not be displayed on the start menu. This is a known "bug" in this Microsoft software; however, a solution that would prevent this from happening is not yet available. The application is still running, and must be recovered using the procedures found in **PDA Recovery Procedure for Windows CE Smart Minimize**.

Conducting Inventories Using A Batch PDA

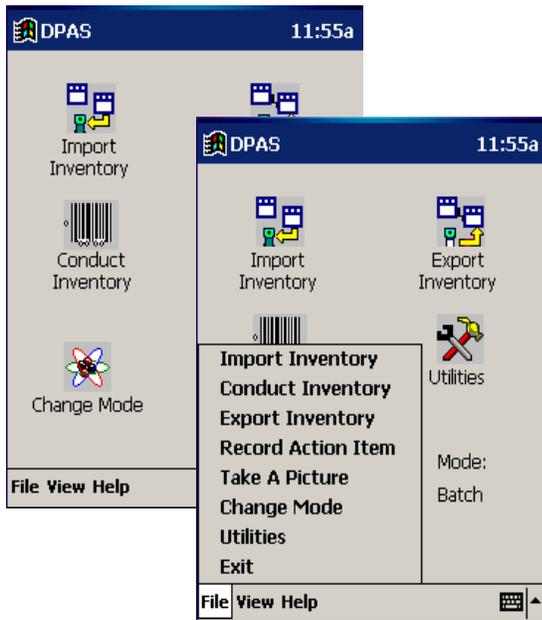
To conduct an inventory in batch mode, the following steps are required:

- Import Inventory(ies) to PDCD
- Conduct Inventory
- Export Closed Inventory(ies) from PDCD

Import Inventory to PDA

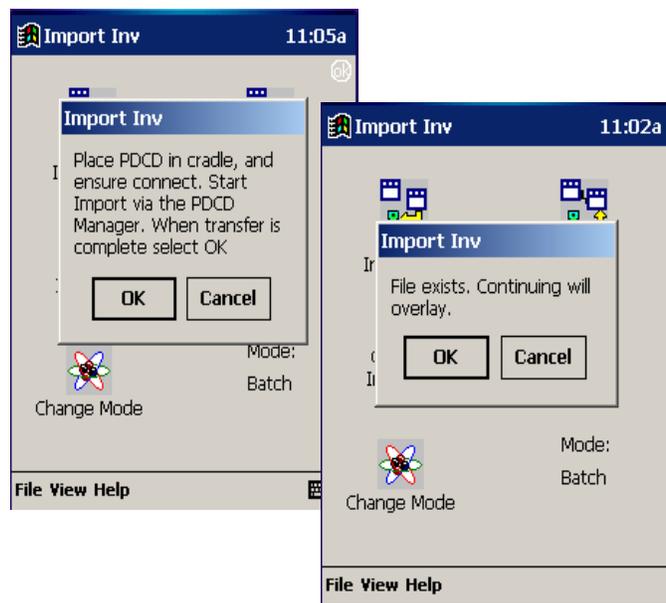
To import an inventory to the PDA, the inventory must have been previously generated. Refer to **Generate Inventories Process Description** for information on how to generate inventories. Once the inventory has been generated, the inventory is now available for importing to the PDA. To import the data:

1. Start the Pocket DPAS application.
 - Turn on the PDA.
 - Tap the Windows Start Menu (upper left corner).
 - Tap (select) **Pocket DPAS** to start the DPAS application.



2. From the Pocket DPAS Main Menu tap **Import Inventory**, or tap **File/Import Inventory**. If previous inventories exist on the PDA, a prompt will be displayed ensuring that an overlay of the existing inventory data is desired.

3. Respond by tapping **OK** to continue. A response of **Cancel** will cancel the proposed import and will return to the Main Menu for another selection. Once **OK** is selected, place the PDA in the docking station, if not already docked.
4. From the PC, open the PDCD Manager and select **Create File and Export** to PDA (File Menu or toolbar button).



5. Select the type of inventories that you wish to select from and whether to download the inventory and detail information or inventory information only and indicate whether optional sections are to be printed with the Reconciliation Report.

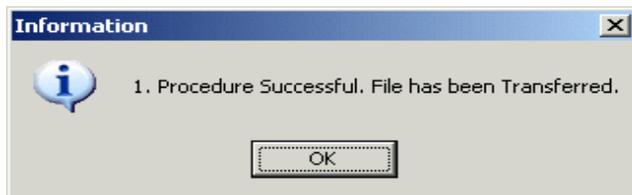
**NOTE:**

If you select **Download Inventory List Number** only, only the bar code number will be visible in the PDA display when scanning an asset. However, this option will allow the PDA to store more records for larger inventories.

6. Select the inventory(ies) to be exported from DPAS
7. Once selected, select **Save** (the system will: query the DPAS to retrieve the selected rows and create a file on the PC for subsequent transfer to the PDA).
8. Once the transfer to the PC has been completed, it will then transfer the inventory data to the PDA. Once the process has completed the transfer to the PDA, a notification will be displayed to indicate the transfer to the PDA was successful.

**NOTE:**

Once the data has been transferred to the PDA, the process will upload the data in the files into a database on the PDA. Depending upon the number of records to be uploaded, the time required to perform this action could be seconds to several minutes. The PDA will display a busy symbol while this process is occurring. Wait until the process has completed before attempting any action with the PDA.



9. Click **OK**.

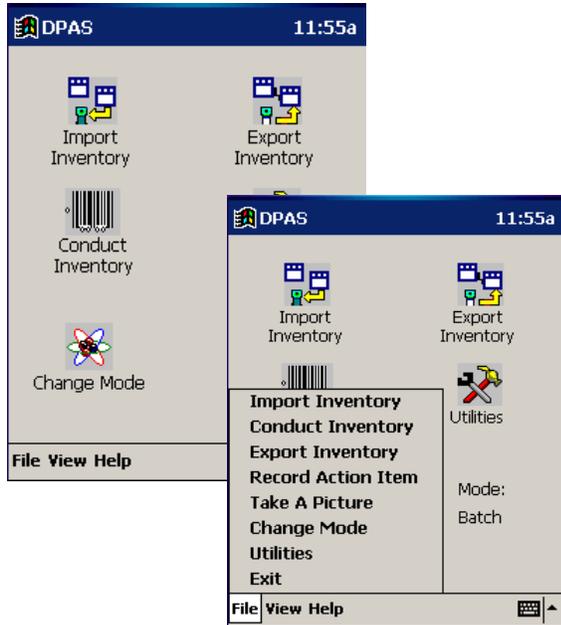
**NOTE:**

Should the transfer fail for any reason; the file will remain on the Host Computer for reattempts. Prior to performing a reattempt, verify the PDCD Type is correct (Pocket PC), Microsoft Active Sync displays a connection with the PDA, and the Import Inventory option from the PDA's Main Menu has been selected, then using the PDCD Manager (PC side) select "File - Export to PDCD" to initiate the start of the transfer to the PDA once again.

Conduct Inventory

Once the inventories have been successfully transferred to the PDA, you are ready to begin the actual inventory process.

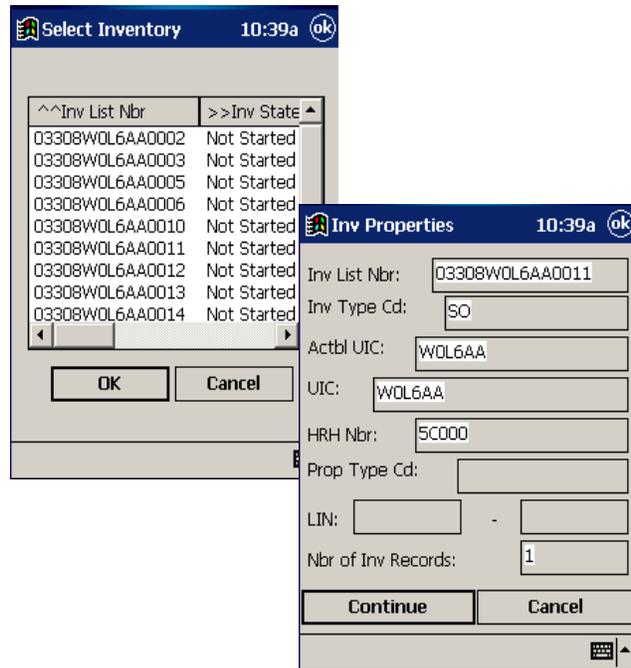
1. Remove the PDCD from the docking station
2. Tap on the **Conduct Inventory** icon or select **File/Conduct Inventory**.



3. Select the Inv List Nbr for the inventory to be conducted by highlighting it and then selecting **OK**, or by double tapping the desired Inv List Nbr.

NOTE: **Not Started, Inactive, and Active** inventories can be selected. Once an inventory is marked "Completed", it must be re-imported to the PDCD in order to be able to conduct it again should there be a requirement to do so.

4. Verify that the Inv List Nbr selected is correct and tap **Continue**. If incorrect, select **Cancel** and select the correct one.



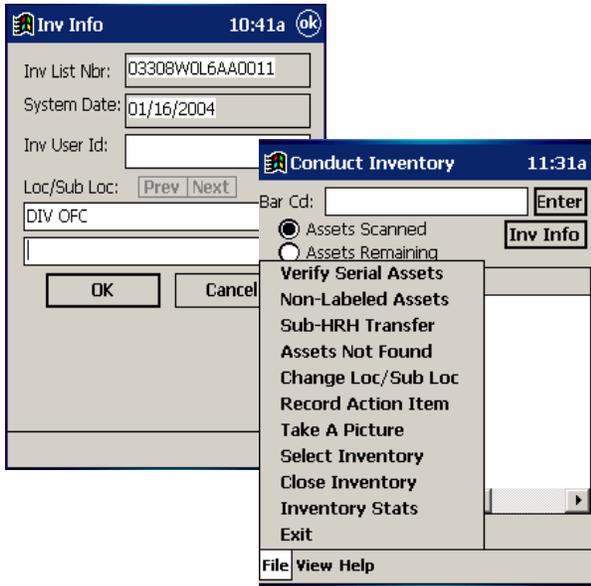
5. **Input Inv User Id** (Person conducting the inventory), and initial Location/Sub Location by selecting from the list box, scanning labels or by keying the data, then tap **OK**.

NOTE: All Locations that are input must match a location contained in the master location table; otherwise, the transaction will violate during the reconciliation process for an invalid location and will require correction. Sub-Locations are optional and are not table driven, thus Sub-Locations that are different than what is currently in DPAS will not result in a violation.

6. Begin conducting the inventory by scanning the Bar Code Labels, or by keying the Bar Code directly into the PDA and tapping **Enter**. The display of **Assets Scanned**, or **Assets Remaining** can be selected. The default is **Assets Scanned**. This window will display 9 rows at a time. Tap the **Prev/Next** keys to view in either direction. When one or both action buttons are grayed, there are no more assets to display in that direction. An asset can also be selected from the **Assets Remaining** window by double tapping the row to move it to the Bar Cd field, and then by tapping **Enter**, the asset will be inventoried as **Keyed**.

NOTES: When a Bulk Bar Code (Bar Code begins with "BULK") is keyed or scanned, the PDA will announce that a Bulk asset has been input by stating "Bulk asset, enter quantity", then the window will change to provide for input of the quantity. Once the quantity is input, the process will return to the Conduct Inventory Processing Window.

If the Detail Inventory has been exported to the PDA, and the Bar Code Label that is input exists, it will display the Bar Cd, Nomen and Serial Nbr of the asset in the Assets Scanned window. If the Detail Inventory has not been downloaded, or a Bar Cd has been scanned that is not contained in the Detail Inventory, "Not Available" will be displayed as the Nomen.



7. Continue to scan all assets in the current Loc/ Sub Loc until all have been scanned. When the Loc or Sub Loc changes, tap the **Inv Info** action button to pop-up the window to perform the change. Perform the update, then tap **OK** to return to the **Conduct Inventory** window. While conducting the inventory, the DPAS application provides other features that can be performed. These features are available from the File Menu.

Verify Serial Assets

The automated inventory process is not dependent upon assets having a bar code number being assigned to an asset. When an activity has not fully implemented bar codes for all assets (e.g. weapons), the Verify Serial Assets selection from the file menu permits the validation of an inventory by reviewing serial numbers of assets without bar codes.

- Non-bar coded assets that have not yet been inventoried will be displayed in the window. The user can limit this list by selecting a specific Loc, Sub Loc, or by specific Stock Nbr by entering the Stock Nbr or a portion of the Stock Nbr. Once the list is displayed the user will place check marks next to all assets that exist. After marking the appropriate assets tap **Verify**. Once verified, assets will no longer be listed in this window. Tapping **Cancel** will return the application to the Conduct Inventory screen without verifying any assets. The user can return to this list at any time during the inventory. Use the **Inv Info** action button to change the Loc, Sub Loc at anytime. Once changed, all assets inventoried after the change will have the new Loc, Sub Loc assigned to them as the Inv Loc, Sub Loc.

Verify Serial Assets 11:18a ok

Loc/Sub Loc: Prev Next

15

Stock Nbr:

Serial Nbr	Stock Nbr
<input type="checkbox"/> REVOLVER1	1005000037
<input type="checkbox"/> REVOLVER2	1005000037
<input type="checkbox"/> REVOLVER3	1005000037
<input type="checkbox"/> REVOLVER6	1005000037
<input type="checkbox"/> REVOLVER7	1005000037

Prev Next

Verify Inv Info Exit

Non-Labeled Asset

When an asset is found that does not contain a Bar Code Label, but appears that it should have been labeled, select **Non-Labeled Asset** from the File Menu.

- Key in the Nomen, and Serial Nbr, or Nomen and Qty. This info will print on the reconciliation report for subsequent research by the PBO.

The image shows a software dialog box titled "Non-Labeled Assets". The title bar includes a small icon on the left, the text "Non-Labeled Assets" in the center, the time "2:49p" on the right, and a circular "ok" button. The main content area is light gray and contains three text input fields. The first is labeled "Description:" and is a wide rectangular box. The second is labeled "Serial Nbr:" and is a wide rectangular box. The third is labeled "Qty:" and is a smaller rectangular box. Below these fields are two buttons: "OK" and "Cancel". In the bottom right corner of the dialog, there is a small keyboard icon and an upward-pointing arrow.

Sub HRH Transfer

The Sub HRH Transfer selection provides the capability to perform Sub Hand Receipting. To Sub Hand Receipt, Inventory an asset, or highlight the desired row in the list box below the Bar Cd entry field, then select Sub HRH Transfer from the File menu.

- Input the Sub Hand Receipt Nbr or leave blank if transferring from a Sub back to the Major. Then, input Local Use Info (Optional). When complete, select **OK** to accept the input and return to the Conduct Inventory window. **Cancel** will return the user to the Conduct Inventory Process without generating a Sub-HRH Transfer transaction.

Assets Not Found

When the detail asset information is exported to the PDCD, a review of assets that have not yet been inventoried, may be performed in attempt to locate all assets prior to closing the inventory and running the reconciliation.

1. To perform a review of the assets not found, select **Assets Not Found** from the File Menu. The user is given the option view all assets not yet inventoried or to limit the list of assets by inputting a specific Loc, Sub Loc.



NOTE:

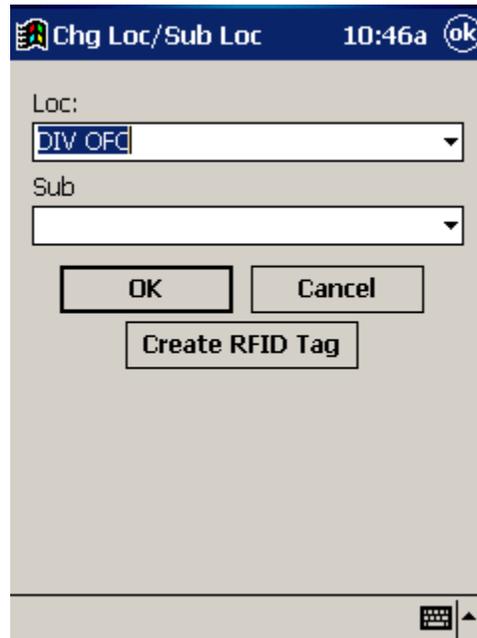
This window will display the same assets as the **Assets Remaining** list box in the Conduct Inventory window, only more data about the asset (Ex: Loc and Sub Loc last recorded).

BarCode	Nomen
LIA0000670	GATEWAY
LIA0000838	PRIN HP LA
LIA0000858	PRIN HP LA
LIA0000218	H.P. VECTF
LIA0001133	NOKIA 516
LIA0001182	DELL OPTII
LIA0000991	IBM SELEC
LIA0001217	DELL ULTR

2. After reviewing the list, tap **OK** to return to the Conduct Inv Window and inventory the remaining assets.

Change Location/Sub Location

1. An alternative to using the Inv Info window to update the Loc or Sub Loc, tap **File** then **Change Loc/Sub Loc** to display a window that permits the change of the Loc, Sub Loc and to create a new RFID Location tag.



The screenshot shows a mobile application dialog box titled "Chg Loc/Sub Loc". The top bar includes a status icon, the title "Chg Loc/Sub Loc", the time "10:46a", and an "ok" button. The main area contains two dropdown menus. The first is labeled "Loc:" and has "DIV OFC" selected. The second is labeled "Sub" and is currently empty. Below these are three buttons: "OK", "Cancel", and "Create RFID Tag". At the bottom right, there is a small icon and an upward-pointing arrow.

2. Scan, select, or key the new locations and return to processing by selecting **OK**. Selecting **Cancel** will result in a return to the Conduct Inventory window without change.

Record Action Item

1. To record an **Action Item**, scan an asset label, highlight a row in the assets inventoried list box, and then select **Record Action Item** from the File Menu.
2. Select an **Action** from Action list box, and enter a text description of the Action. If the Cond Cd requires an update, select the appropriate value from the list box; otherwise, leave blank.
3. Select **Save** to record the Action. Selecting **Exit** without selecting **Save** will cancel the action. **Exit** will return the user to the Conduct Inventory process.

Using the Record Action Item process will result in an Action Item Report being created from the PDCD Manager when an Export from the PDA to the PDCD Manager is performed. When the PDA is operated wireless, the user will need to initiate the generation of the report from the PDCD Reports menu. When Cond Cd is chosen to be updated for an End Item Serial asset, this will result in an auto update of the End Item Serial asset with a history record being generated to document the change. The Record Action Item process contains a list box containing 'Actions' and a list box containing 'Cond Cds'. These list boxes are "customizable" by the user. To customize, locate the "action.txt" and or "cond_code.txt" files in the DPAS working directory. Open with notepad, and make the desired edits (removing or adding desired values). The values are downloaded to the PDA during each Import.

Record Action Item 10:54a ok

Bar Cd: N2110 Enter

Action: None

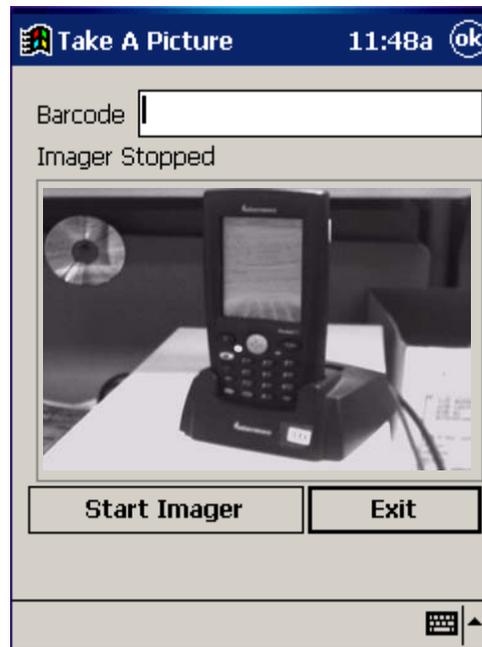
Desc:

Cond Cd:

Save Exit

Take A Picture

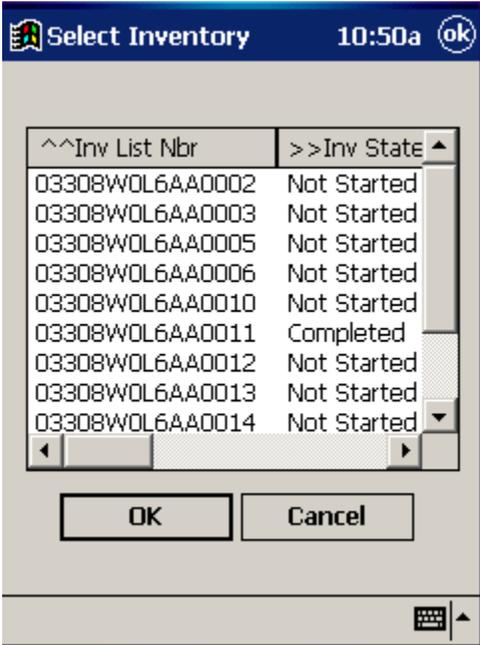
The Take A Picture process is used to take a gray scale picture of the asset. During the **Export Inventory** process, the graphic image will be copied to the designated local directory as defined in User Defaults. The Ref File Nm field in DPAS will be updated with the full path and name of the file to allow for display of the graphic from the End Item Serial Detail Inquiry process. The file name will be the Bar Cd. This process is only available with PDAs that contain an imager. If the PDA does not contain an imager, this menu selection will not be shown.



Select Inventory

When there is a need to temporarily halt an inventory, and change to a different inventory, use the **Select Inventory** process.

1. From the File menu in the Conduct Inventory process, tap **Select Inventory**. The current inventory will have an **Inv State** of **Active**. Those that were previously started, but not finished will have an **Inv State** of **Inactive**, and those that have not be started will have an **Inv State** of **Not Started**. Inventories that have been closed will have an **Inv State** of **Completed**. Inventories that have been completed cannot be re-opened.
2. Select the inventory desired by double tapping or by tapping once, and selecting **OK**.



Close Inventory

When the inventory has been completed, the inventory must be marked as closed on the PDA.

1. Tap **Close Inventory** from the Conduct Inventory File menu. If the inventory is not closed prior to exporting the data to the DPAS desktop using the PDCD Manager, the inventory will still show as **OS-Open Scanner** in DPAS and no Inventory Reconciliation Report will be generated.



NOTE:

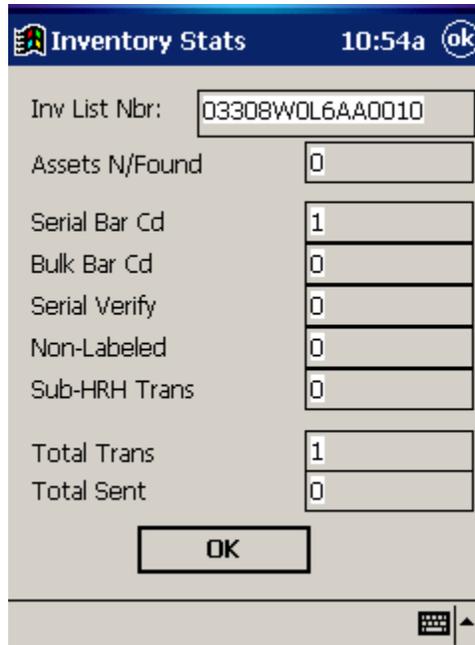
Once an inventory has been closed, it cannot be re-opened to scan additional assets.

The image displays two screenshots from a PDA application. The left screenshot shows the 'Inv Properties' screen with the following fields and values: Inv List Nbr: 03308WOL6AA0011, Inv Type Cd: SO, Actbl UIC: WOL6AA, UIC: WOL6AA, HRH Nbr: 5000, Prop Type Cd: (empty), LIN: (empty) - (empty), Nbr of Inv Records: 1. The 'Mark Inv Complete' button is highlighted. The right screenshot shows the '03308WOL6AA0011' screen with a confirmation dialog box asking 'Are you sure you wish to mark this inventory as completed?' with 'Yes' and 'No' buttons.

2. Tap **Mark Inv Complete** to complete the action. When **Mark Inv Complete** is selected, you will receive a confirmation box.
3. Confirm by tapping **YES**. Selecting **CANCEL** or **NO** during the Close Inventory process will return you to the Conduct Inventory Processing Window without closing the inventory. When closed, the process returns to the DPAS Main Menu.

Inventory Stats

The user can view information about the current inventory by selecting **Inventory Stats** from the file menu. The displayed screen contains various counts about the current inventory, including the number of assets scanned, the number of assets not found, and the number of assets that were sent to the PDCD Manager application. If the PDCD is operating properly in Wireless Mode, then the values for the **Total Trans** and **Total Sent** fields should be equal. If the PDCD is operating in Batch Mode, then the **Total Sent** should be zero (because the transactions will eventually be sent as one batch file).



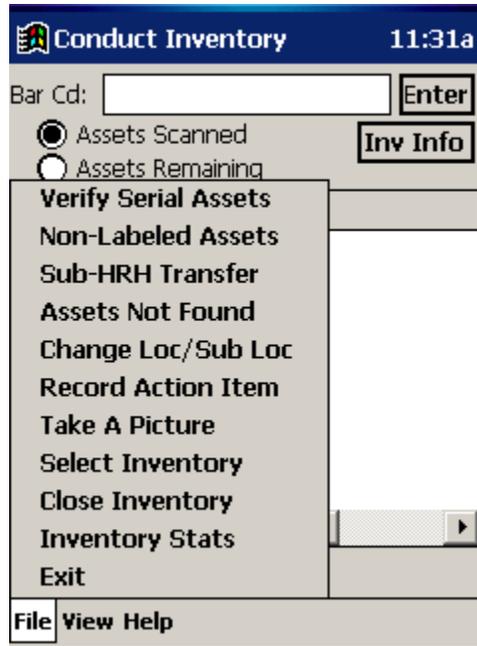
The screenshot shows a window titled "Inventory Stats" with a timestamp of "10:54a" and an "ok" button in the top right corner. The window contains several input fields for inventory statistics:

Field	Value
Inv List Nbr:	03308W0L6AA0010
Assets N/Found	0
Serial Bar Cd	1
Bulk Bar Cd	0
Serial Verify	0
Non-Labeled	0
Sub-HRH Trans	0
Total Trans	1
Total Sent	0

An "OK" button is located at the bottom center of the window. A keyboard icon and a small upward-pointing arrow are visible in the bottom right corner of the window's frame.

Exit

Exit from the Conduct Inventory File menu will return you to the DPAS Main menu.



If more than one inventory has been downloaded, repeat steps to conduct inventories until all inventories have been downloaded. Once all inventories have been marked **Completed**, select **Exit** on this screen.

Export Closed Inventory(ies) From PDA

When all inventories have been closed, they can be exported to the host computer for subsequent processing into DPAS. When the inventory data has been processed up to DPAS, it sends a notice that the inventory reconciliation process is ready to be run. The reconciliation process is controlled by a chronological program called a **Cron** process. (Process is run every 5 minutes). The timed event will process all reconciliations that are ready to be run, producing a report for each inventory that can be viewed/printed from the **Print Reports > HRH Module**.

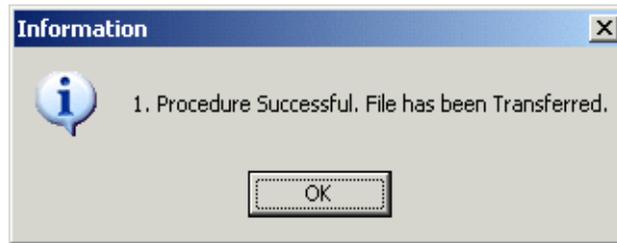
To export the inventory(ies):

1. Tap the **Export Inventory** icon from the Pocket DPAS Main Menu
2. Place the PDA in the docking station. If not all inventories have been marked completed, the process will display a caution message asking the user if they wish to continue. If **YES** is selected, the process will move to the Export Mode. If **NO** is selected, the process will return to the Main Menu without action.



3. From the PC, open the **PDCD Manager** and select **Import from PDCD** (File Menu or toolbar button).

When the inventory has been imported successfully, a message box will be displayed to indicate a successful import has occurred.



4. Click **OK**.

The PDCD inventory process is now complete.

If you recorded action items, an Action Items Report will be generated.

The Reconciliation Report will be available for viewing/printing from **Print Reports > Hand Receipt Module** once the Cron process is complete. If corrections to the inventory conducted using the PDCD are required, they must be performed on-line using the **Update Inventory** process.

Glossary

Standard Terminology for Property and Asset Management

Scope: This terminology covers traditional property management definitions and some of the terms introduced in additional asset management standards that are used most often and considered most important.

A

Accountability - The obligation imposed by law, lawful order, or regulation, accepted by a person for keeping accurate records, to ensure control of property, documents or funds, without physical possession.

Accountable Property - A term used to identify property recorded in a formal property management or accounting system.

Accountable Property Officer (APO) - An individual who, based on his or her training, knowledge, and experience in property management, accountability, and control procedures, is appointed by proper authority.

Acquisition Cost - The amount, net of both trade and cash discounts, paid for the property, plus transportation costs and other ancillary cost.

Asset - (1) Anything owned having monetary value; (2) Tangible or intangible items owned by an entity that have probable economic benefits that can be obtained or controlled by the entity.

Automatic Information Technologies (AIT) - The family of technologies that improves the accuracy, efficiency, and timeliness of material identification and data collection.

C

Classified Items - Items that require protection in the interest of national security.

Custodial Responsibility - The duty or responsibility typically assigned to a property custodian or hand-receipt holder to ensure property is protected or otherwise maintained.

Custody - Having charge and control; to be in physical possession of.

E

End-Item - The final combination of end products, components parts, and/or materials that is capable of functioning independently.

I

Identification - The physical marking of property or, in some cases, its container, by which one or more of the following can be ascertained: ownership, classification, part, serial, model, description, contract, or unique organization designation.

Internal Controls - The plan of an organization and all its methods and measures adopted within an organization to safeguard its assets, check the accuracy and reliability of its data, promote operational efficiency, and encourage adherence to prescribed managerial policies.

Inventory Adjustments - Changes made to the official accountability record when physical counts and official records do not agree.

M

Moveable Property - Tangible property, other than real property or tangible intellectual property, that is transportable and visible.

P

Physical Inventory - The verification of the existence, location, and quantity of property items. The process may involve verifying additional property information.

Pilferable Items - Items that have a ready resale value or application to personal possession and that are, therefore, especially subject to theft.

Property - Something or a number of things in which one has the rights and interests subject to ownership. It includes both tangible property and intangible property.

Property Control System - An entity's internal management program for protecting, preserving, accounting for, and controlling property from acquisition through disposition, including both application and compliance.

Property Custodian - An individual or organization accountable for property.

Property Management - A monitoring and control function, charged with assuring that organizational processes related to the lifecycle management of property support organizations objectives, represent sound business practice, and are compliant with applicable standards, policies, regulations, and contractual requirements.

Property Manager - The individual designated by the organization to provide leadership to the organization in the management and use of assets.

Property Records - Information retained for use in managing property.

Property Responsibility - Obligations of a person or entity for actions related to property such as maintenance, control, and record keeping. More general than accountability.

R

Real Property - Land (including Stewardship Land) and rights in land, ground improvements, utility distribution systems, and buildings and other structures, including any fixtures permanently installed therein. Real property is tangible property other than moveable property or tangible intellectual property.

Reconciliation - Ensuring individual records contained in the property management system are fully consistent with the actual status of the property item, including the item's physical location, actual acquisition cost, etc.

Responsibility - An obligation for the proper custody, care, and safekeeping of property or funds entrusted to the possession or supervision of an individual.

Responsible Officer or Custodial Officer - An individual appointed by proper authority to exercise physical custody, care, and safekeeping over property entrusted to their possession or under their supervision.

Responsible Person - An individual issued Government property usually on the basis of a property receipt.

S

Sensitive items - Items for which, regardless of value, there is a reasonable need for extraordinary security, accountability, and control.

Source Document - A document, paper or electronic, that serves as a basis for posting information to the records of property to provide an auditable record of all transactions, evidencing acquisition, receipt, consumption, utilization, maintenance, physical inventory, and disposition. Examples include purchase or fabrication order, receiving report, stores requisition, record of equipment usage, record of maintenance performed, inventory ticket, and shipping documentation.

Standards - Rules or bases of comparison used in judging capacity, quantity, content, extent, value, or quality; levels of excellence or attainment regarded as a measure of adequacy.

T

Tagged Property - Property identified within an organization's property control system that by its nature (value, sensitivity, special measure of control) qualifies to receive a unique tag, usually a barcode, for identification and tracking.

Tangible Property - Property having physical existence and hence capable of being valued monetarily.

Inventory Process Codes

Inventory Process Code	Description	Accessible from Manage Inventories
O*	All Open inventories	
C*	All Closed inventories	
*	All inventories	
IE-Initialization Executing	Inventories that are being initialized and in the process of being generated (executing).	No-These inventories will be available once all assets are initialized.
OI-Open Initialized	Inventories that are open and initialized. Awaiting the start of an inventory.	Yes
OD-Open Downloaded	All automated inventories that are open and have been downloaded to the PDCD.	Yes
OS-Open Scanner	Inventories marked as open and scanning. The inventory process code changes to Open Scanner (OS) once the PDCD Manager updates the first asset in DPAS. OS is normally only visible when using wireless technology scanners-Symbol 7242 and Intermec 2415. When operating scanners in Batch mode, the inventory will only be marked as OS while the transactions are uploading.	Yes
OP-Open Processing Reconciliation	Occurs once the inventory list number has been imported back to DPAS (all assets have been input to the scanner and the PDCD Manager has performed a close inventory transaction.) At that time, the inventory process code changes from Open Scanner (OS) to Open Processing (OP) reconciliation.	No-visible only through the Manage Inventory inquiry. No additional processing can be done on this inventory until the Reconciliation program has completed.
OU-Open Unreconciled	Views all open and unreconciled inventories that did not result in an exception free reconciliation.	Yes

Inventory Process Code	Description	Accessible from Manage Inventories
CN-Closed No Assets	Inventories that have no associated assets. This might occur if the user generated a HRH inventory with no associated items for a particular UIC.	Yes-Available for Delete
CS-Closed Scanner	Inventories conducted with a PDCD that were closed due to an error free reconciliation.	Yes-Available for Delete
CR-Closed Reconciled	Inventories that were closed using the online Update Inventory Data process.	Yes-Available for Delete
CM-Closed Mass	Inventories that were closed using Close Inventories .	Yes
CC-Closed Canceled	Views all inventories that have been closed due to cancellation.	Yes-Available for Delete