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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.

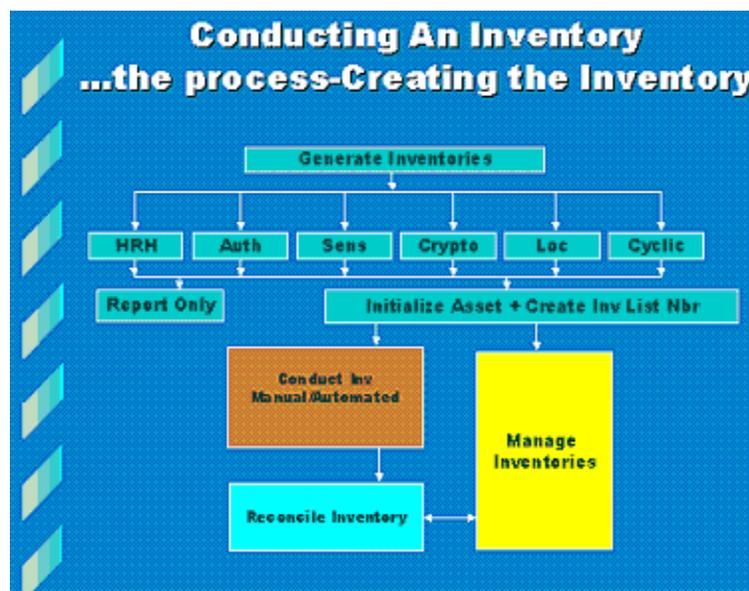
ACTIVITY

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).

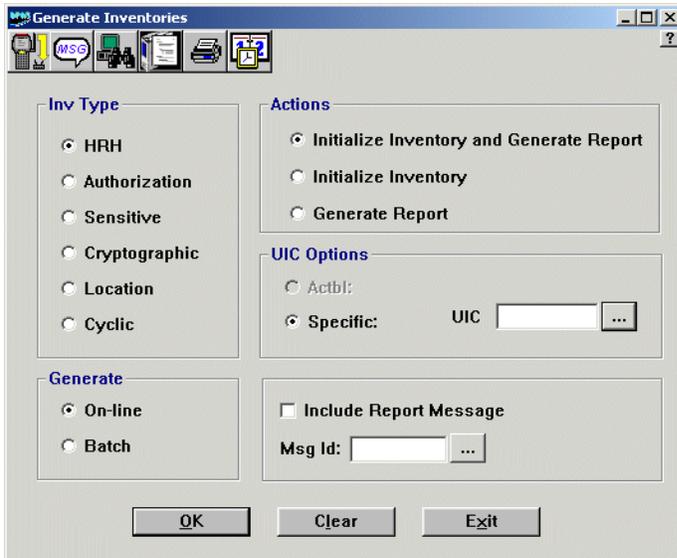
ACTIVITY

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**.

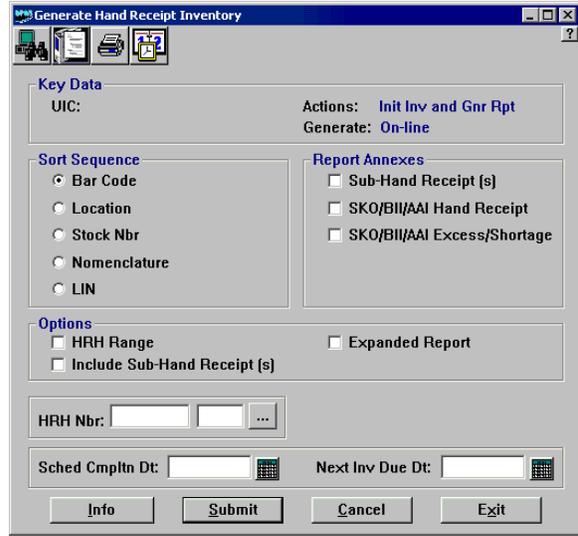
STEP 2:

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.

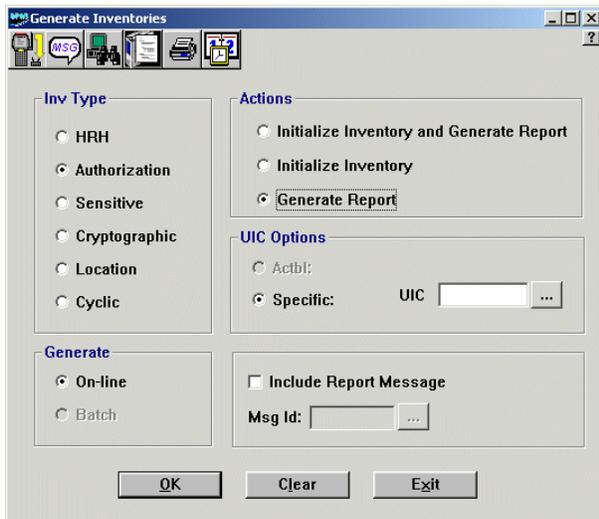
Option Type	
HRH Range	Select this check box if you want to request a range of Major HRH Nbrs. If you also want to include Subs, select the "Include Sub-Hand Receipt(s)" check box. The screen HRH Nbr input field will be deactivated when a HRH Range is entered.
Include Sub-Hand Receipt(s)	Select this 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

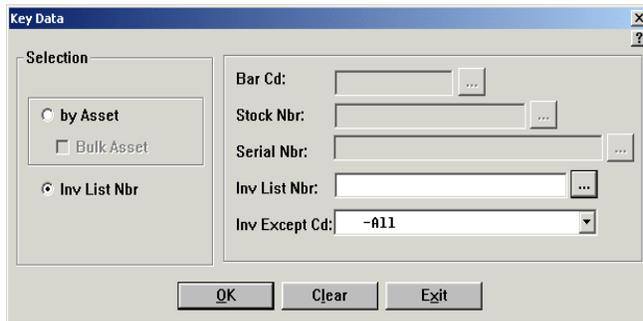
Instructor-led lecture and demonstration with Student Hands-on application.

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.



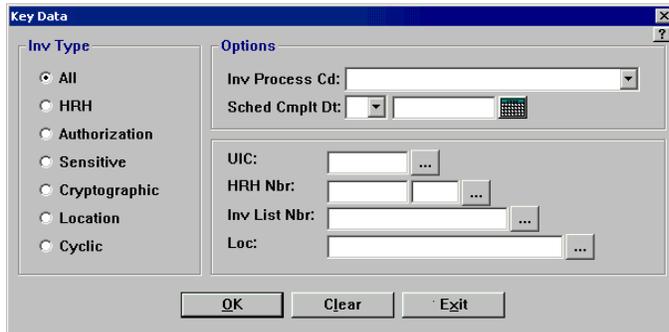
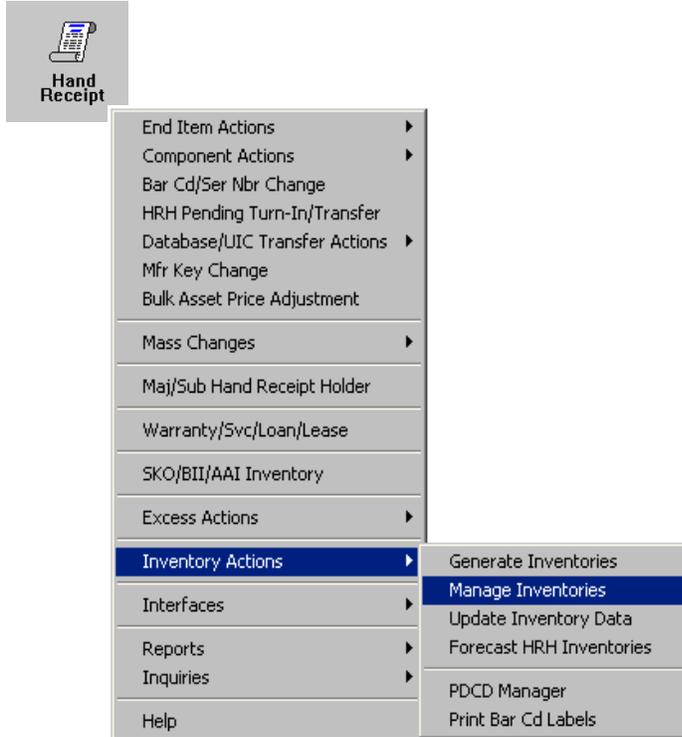
STEP 1:

- 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.

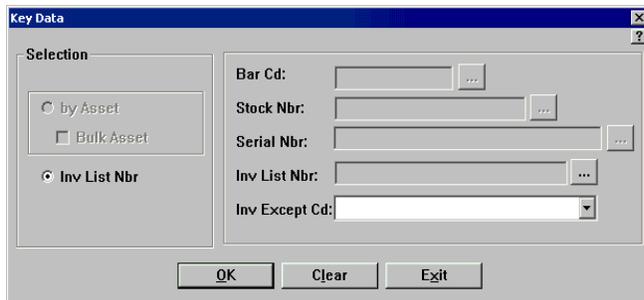
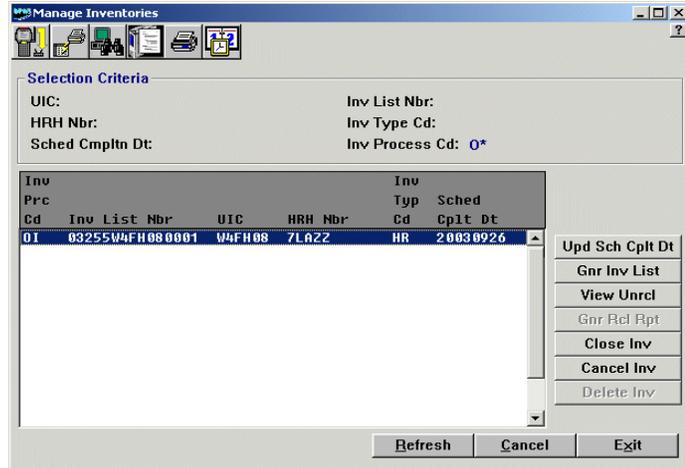


STEP 1:

- 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.

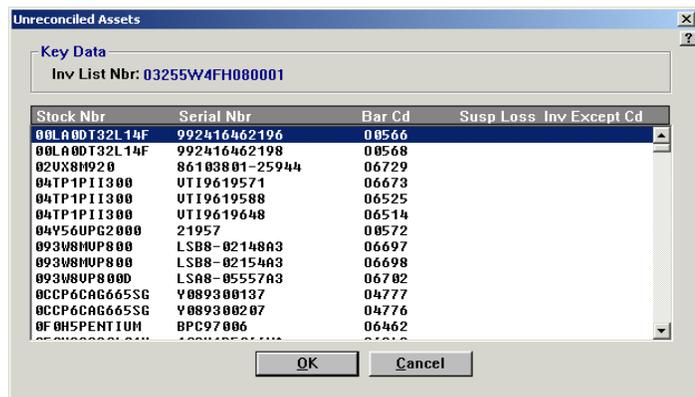


STEP 2B (Manage Inventories):

- 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.

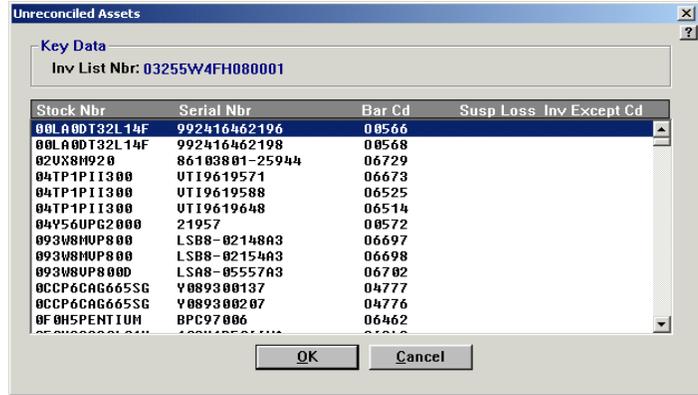
If the asset is marked as a Suspected Loss, a value of S, I or R is moved to the Suspect Loss Cd and Inv List Nbr is moved to the Cause of Suspected Loss fields on the asset.

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

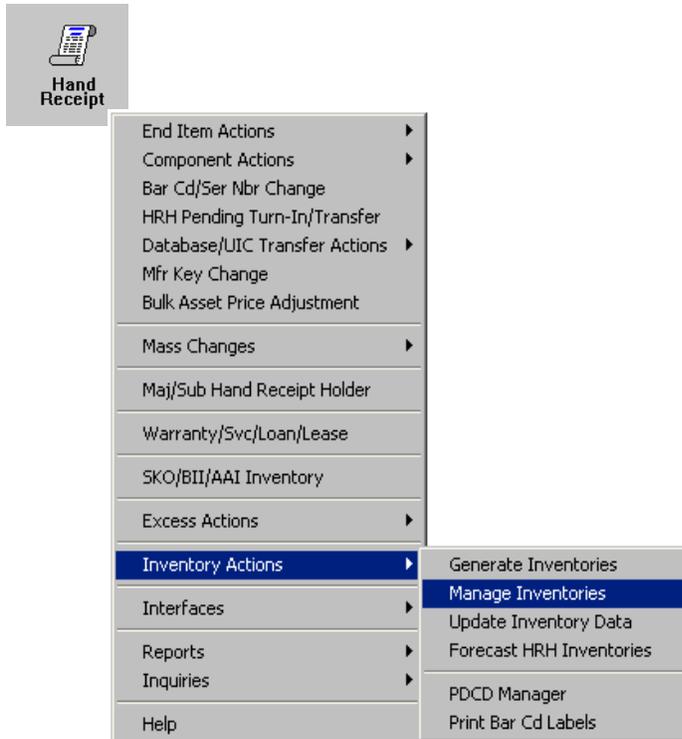
Conduct an inventory close action utilizing the Manage Inventories process.

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. The 'INVENTORY RECONCILIATION DATA' section contains 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

Arrows from the list items point to these fields: Item 1 points to 'Rcl Inv User Id' and 'Inv User Id'; Item 2 points to 'Rcl Last Inv Dt' and 'Last Inv Dt'; Item 3 points to 'Cause of Last Rcl Dt Chg' and 'Cause of Last Inv Dt Chg'; Item 4 points to 'Rcl Inv Input Type' and 'Inv Input Type'; Item 5 points to 'UIC'; Item 6 points to 'HRH Nbr'.



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:
Rpt Msg: 11111	

Arrows from the list items point to these fields: Item 1 points to 'Inv Process Cd: CM'; Item 2 points to 'Inv Closed Dt: 20040331'.

- 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.

The screenshot shows a software window titled "Maj/Sub Hand Receipt Holder Inquiry" with a tabbed interface. The "Inventory" tab is selected. The window displays the following information:

- UIC: WOMEAA
- HRH Major Nbr: 01000
- HRH Sub Nbr:

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

At the bottom of the window, it shows "Record 1 of 4" and navigation buttons: Previous, Next, New Inquiry, and 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

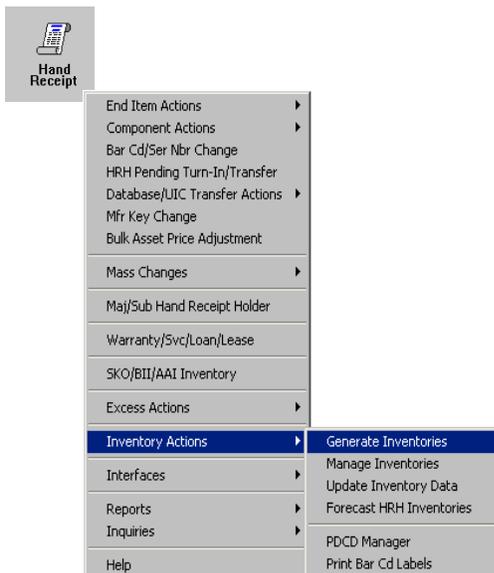
Generate an inventory by Authorizations. In this inventory you will have the option of selecting a LIN or a LIN Range.

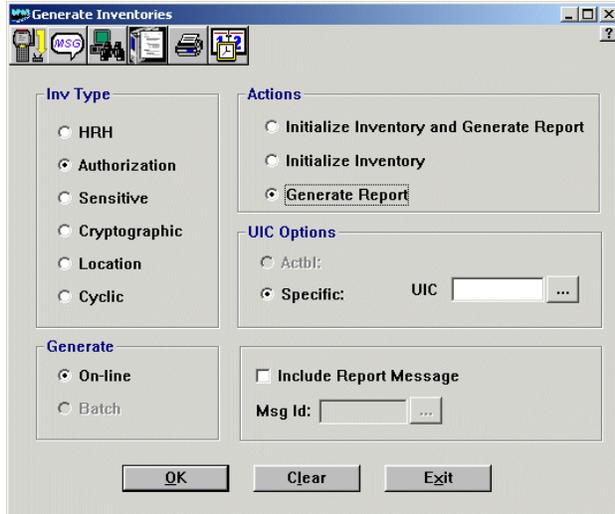
ACTIVITY

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:

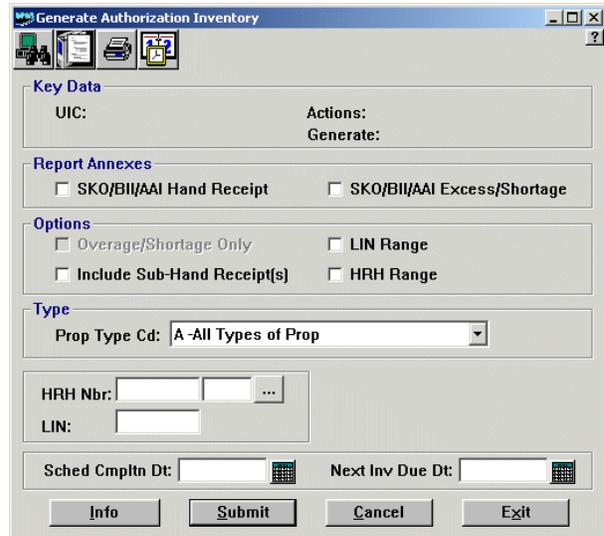
- e. Select whether you want this report to run On-line (immediately) or in the Batch (overnight) process. If your property book is large, it may be a good idea to run this process in Batch so not to degrade the system.
- f. If you want to include a Report Message, check this box.
- g. **Msg Id:** If 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.

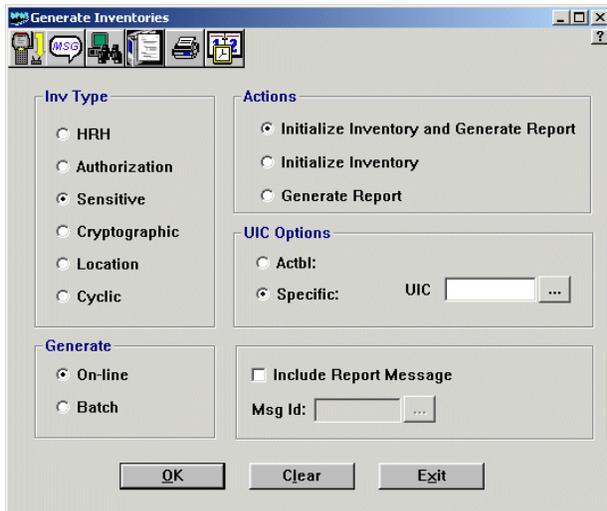
ACTIVITY

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.

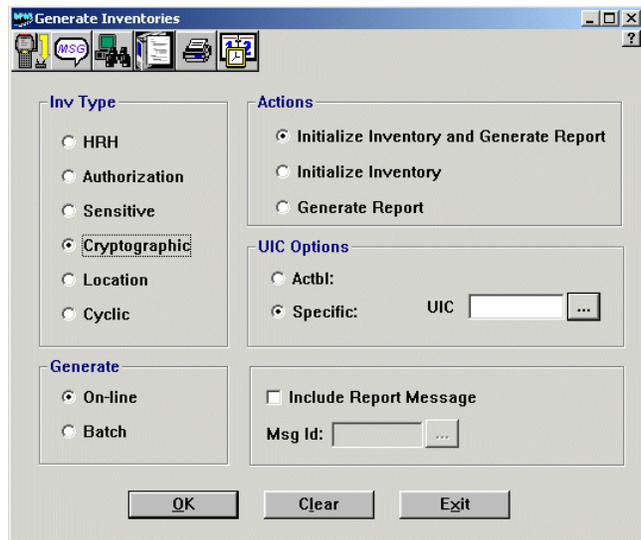
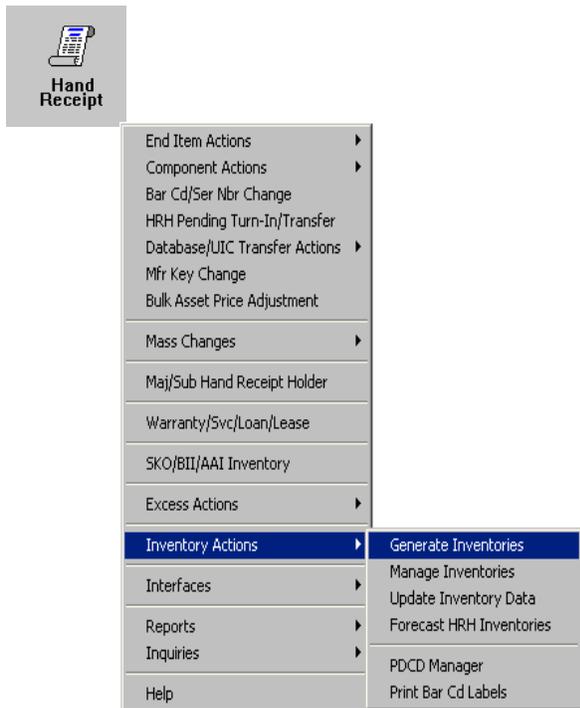
ACTIVITY

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:

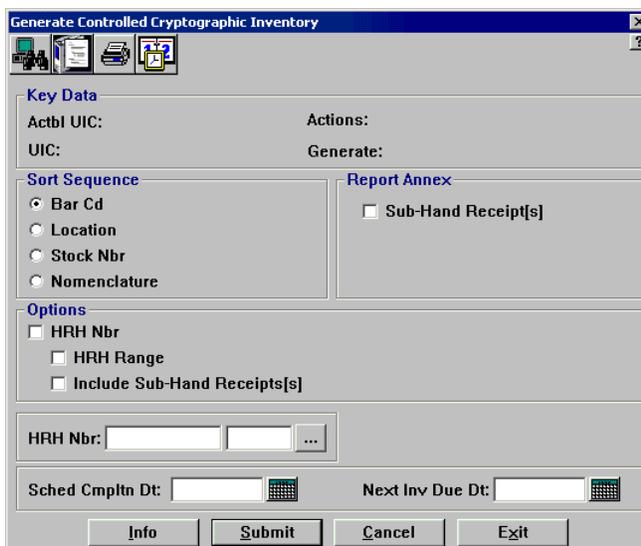
- c. **Actbl UIC:** Click this radio button to submit the request at the Accountable UIC level.
- d. **Specific UIC:** Enter or browse for your UIC. If you selected **Actbl UIC**, this field will not be accessible.

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

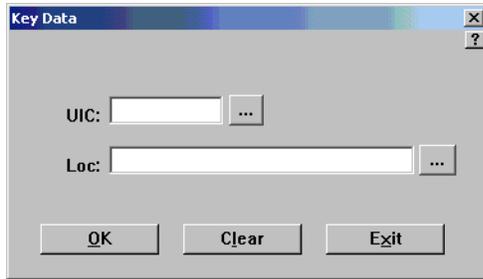
ACTIVITY

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:

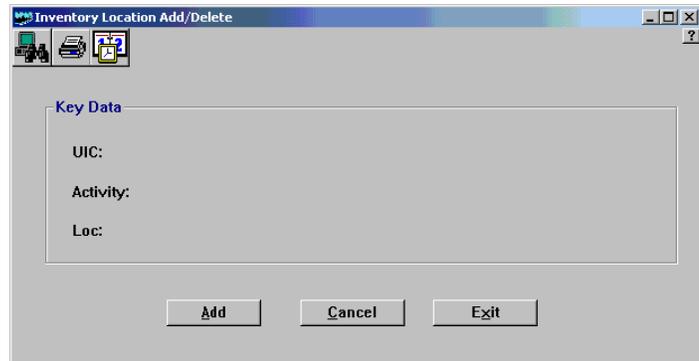
- a. Review the information that is displayed.
- b. If the data displayed is correct, click **Add**; otherwise, click **Cancel**.

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.

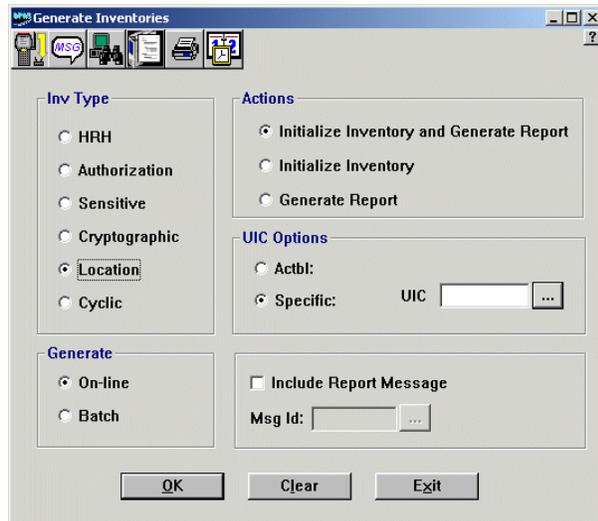
ACTIVITY

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:

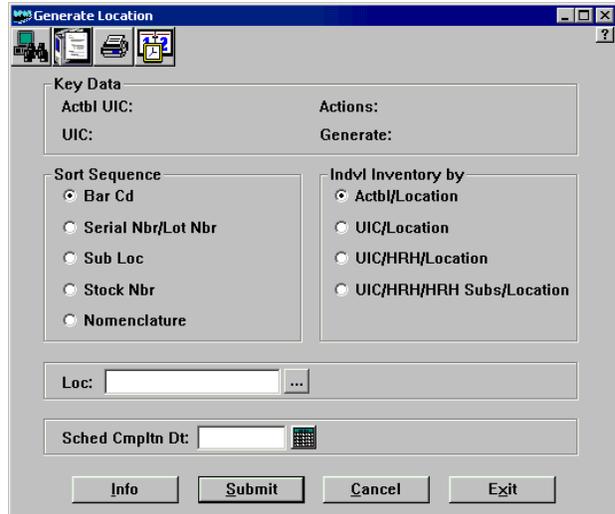
- c. **Actbl UIC:** Click this radio button to submit the request at the Accountable UIC level.
- d. **Specific UIC:** Enter or browse for your UIC. If you selected **Actbl UIC**, this field will not be accessible.

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

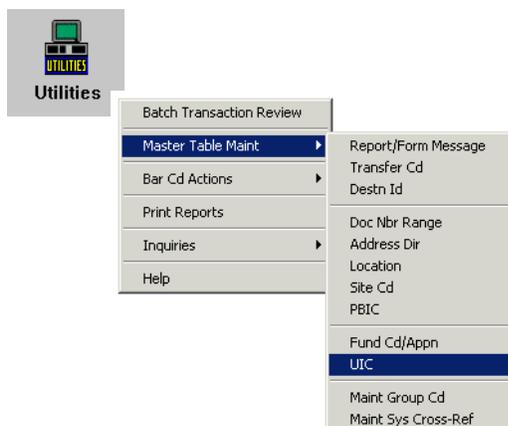
Change UIC information to generate a cyclic inventory.

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.





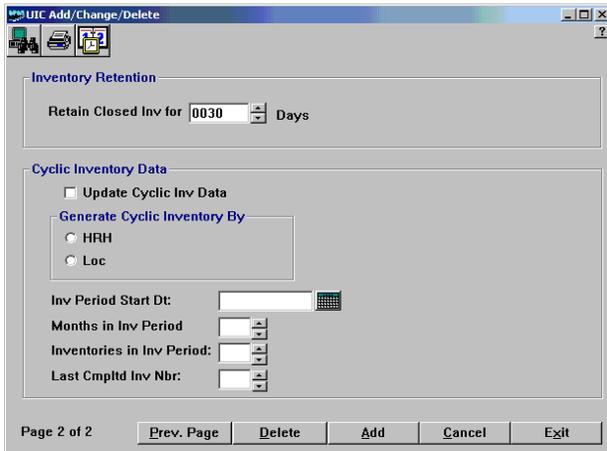
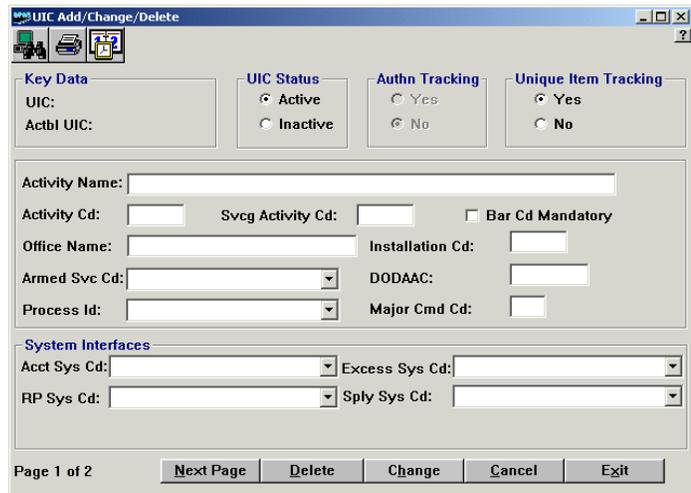
STEP 1:

- 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.

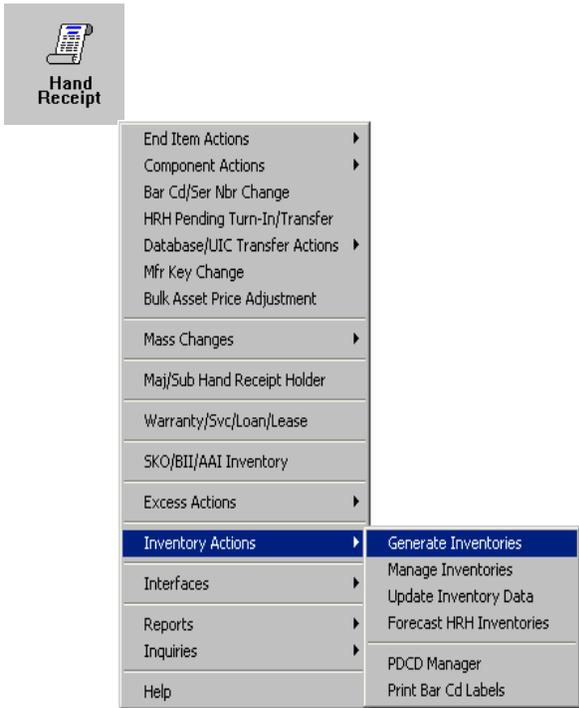
ACTIVITY

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.



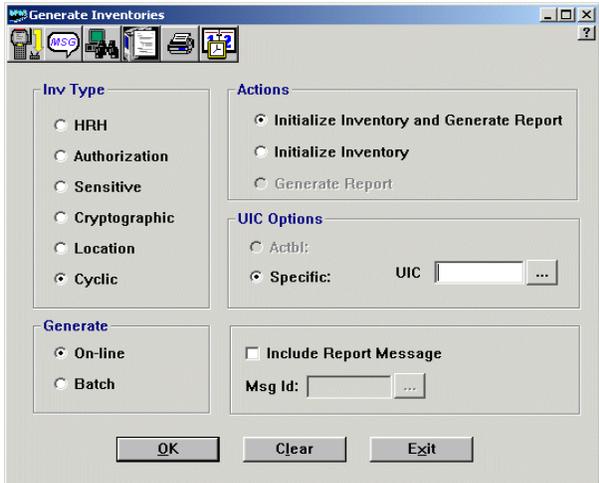
STEP 1:

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:

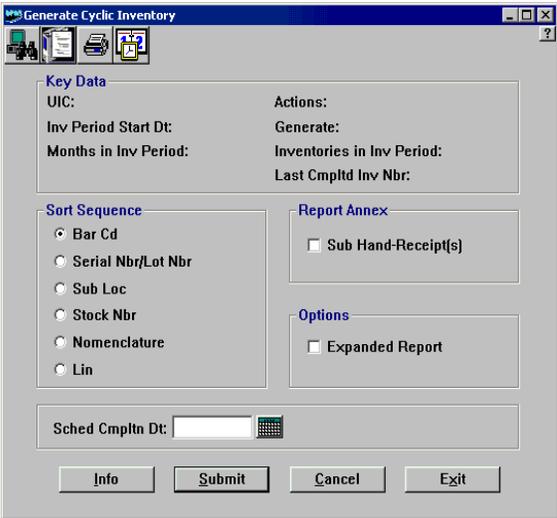
- c. **Actbl UIC:** This field is not accessible for a cyclic inventory.
- d. **Specific UIC:** Enter or browse for your UIC. If you selected **Actbl UIC**, this field will not be accessible.

Generate Group Box:

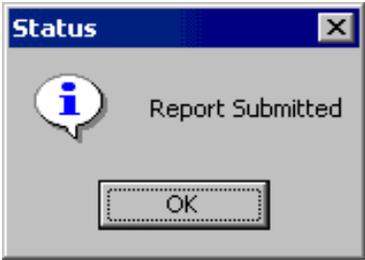
- e. Select whether you want this report to run On-line (immediately) or in the Batch (overnight) process. If your property book is large, it may be a good idea to run this process in Batch so not to degrade the system.
- f. If you want to include a Report Message, check this box.
- g. **Msg Id:** If 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