Search for Managed Inventories — Criteria

Overview

The Property Accountability module Manage Inventories process provides the ability to work with previously initialized inventories. From this central location it is possible to:

- **Reconcile Inventory Data** —
  Addresses all overages and shortages found during the inventory. The inventory must be in Open Initialized (OIN), Open Downloaded (ODL), or Open Unreconciled Manual (OUM) status for reconciliation.

- **Update Inventory Header Dates** —
  Changes the Sched Cmpltn Dt and Next Initzn Dt of a selected inventory. The inventory must be in Open Initialized (OIN) or Open Downloaded (ODL) status to update the header dates.

- **Generate/Reprint Inventory Reports** —
  Requests a new inventory report that shows all assets that are included on the inventory. The inventory must be in Open Initialized (OIN) or Open Downloaded (ODL) status to generate the inventory report.

- **Generate/Reprint Reconciliation Reports** —
  Requests a new reconciliation report that shows all overages and shortages on the inventory. The inventory must be in Open Unreconciled Automated (OUA) status to generate the reconciliation report.

- **Close an Inventory** —
  Completes an inventory before all assets are reconciled, and completes any changes made under the Reconcile Inventory Data option, disregarding all other changes. The inventory must be in Open Initialized (OIN), Open Downloaded (ODL), or Open Unreconciled Manual (OUM) status to close the inventory.

- **Cancel an Inventory** —
  Quits an inventory, disregarding any changes under Reconcile Inventory Data. The inventory must be in open status, such as Open Initialized (OIN), Open Downloaded (ODL), Open Scanner (OSC), Open Process Recon (OPR), Open Unreconciled Automated (OUA), and Open Unreconciled Manual (OUM). It is then assigned a status code of Closed Canceled (CAN).

- **Delete an Inventory** —
  Removes closed inventories from the list. The inventory must be in closed status, such as Closed No Assets (CNA), Closed Scanner (CSC), Closed Reconciled (CRC), Closed Mass Update (CMU), or Closed Canceled (CAN).

Navigation

Inventory > Manage Inventories > Manage Inventories Search Criteria page

Procedures

Search for a Managed Inventory — Criteria

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting [Reset] *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields.

Search Criteria

Inv Type	All
Inv Process	All
i Custodian Nbr	Select A Custodian
Loc	
Inv Nbr	

[Reset]   [Search]

2. Select [Search]. *The **Managed Inventories Search Results** page appears.*

Search Criteria

Inv Type	Custodian Nbr	Loc	Inv Nbr
LOC	--	--	--

Inv Process
OIN

Search Results - 2

Select	Inv Prc Cd	Inv Nbr	Cust Nbr	Inc Sub Cust	Loc	Inv Type Cd	Sched Cmpltn Dt	Next Initlzn Dt	Open Resolve
☐	OIN	23271BROOKS0001		No	ALPHABET2	LOC	9/28/2023	9/28/2023	No
☐	OIN	21181BROOKS0003		No	15 S 30TH ST REAR U	LOC	6/30/2021	6/30/2021	No

[Cancel] [Deselect All] [Select All] [Continue]

Search for Managed Inventories — Results

Navigation

Inventory > Manage Inventories > Search Criteria > **Search** > Manage Inventories Search Results page

Procedures

Select an Inventory to Manage

Selecting **Cancel** *at any point of this procedure removes all revisions and closes the page. Selecting* **Deselect All** *deselects the checked entries. Selecting* **Select All** *selects all present entries.*

1. Select [Search]. *The **Managed Inventories Search Results** page appears.*

Search Criteria

Inv Type	Custodian Nbr	Loc	Inv Nbr
LOC	--	--	--

Inv Process
OIN

Search Results - 2

Select	Inv Prc Cd	Inv Nbr	Cust Nbr	Inc Sub Cust	Loc	Inv Type Cd	Sched Cmpltn Dt	Next Initlzn Dt	Open Resolve
☐	OIN	23271BROOKS0001		No	ALPHABET2	LOC	9/28/2023	9/28/2023	No
☐	OIN	21181BROOKS0003		No	15 S 30TH ST REAR U	LOC	6/30/2021	6/30/2021	No

[Cancel] [Deselect All] [Select All] [Continue]

2. Click ☐ to select the desired Inventory Nʙʀ.

3. Select [Continue]. *The **Manage Inventories Selected Rows** page appears.*

Selected Rows for Manage Inventories

Navigation

Inventory > Manage Inventories > Search Criteria > **Search** > Search Results > ☐
(desired record(s)) > **Continue** > Manage Inventories Selected Rows page

Procedures

View the Selected Inventories Rows to Manage

Selecting **Cancel** *at any point of this procedure removes all revisions and closes the page.*
***Bold** numbered steps are required.*

1. Select **Continue**. *The **Manage Inventories Selected Rows** page appears.*

2. *Review the Selected Rows grid.*

3. Use ⌄ to select the Action. *Depending upon the chosen Action, different pages appear.*

- **Reconcile Iɴv Data**

  Select **Continue**. *The **Reconcile Inventory Data Search Criteria** page appears.*

- **Update Iɴv Hᴅʀ Dates**

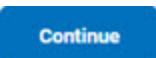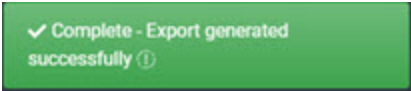 Select **Continue**. *The **Update Inventory Header Dates** page appears.*

- **Generate Iɴv Hᴅʀ Report**

  Select **Continue**. *The **Generate/Reprint Inventory Report** page appears.*

- **Generate Rᴄʟ Rᴇᴘᴏʀᴛ**

  Select **Continue**. *The **Generate/Reprint Reconciliation Report** page appears.*

- **Export Inventory**

  Select **Continue**. Generating file for export. Please wait... *and* ✓ Complete - Export generated successfully *appear before the Windows **Save As** pop-up window appears. Follow the prompts to save the Excel spreadsheet to the computer.*

- **Close Inventory**

  Select **Continue**. *The **Close Inventory** page appears.*

- **Cancel Inventory**

  Select **Continue**. *The **Cancel Inventory** page appears.*

- **Delete Inventory**

Select . *The **Delete Inventory** page appears.*

Cancel an Inventory

Navigation

Inventory > Manage Inventories > Search Criteria > **Search** > Search Results > ☐

(desired record(s)) > **Continue** > Selected Rows > Cancel Inventory option >

Continue > Manage Inventories Cancel Inventory page

Procedures

Cancel an Inventory

Selecting **Cancel** at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select **Continue**. *The **Cancel Inventory** page appears.*

Cancel Inv

Inv Nbr	23208BROOKS0001
Inv Sort Seq	AID
Inv Type Cd	CUS
Rcl Rpt Seq	
Inv Process Cd	OUA
Optional Sections	
Custodian Nbr	123456 654321
Sched Cmpltn Dt	7/27/2023
Loc	
Next Initlzn Dt	7/27/2023 12:00:00 AM

Cancel   Cancel Inv

2. Select **Cancel Inv**. *The **Manage Inventories Transaction Status** page appears.*

Close an Inventory

Navigation

Inventory > Manage Inventories > Search Criteria > [Search] > Search Results > ☐
(desired record(s)) > [Continue] > Selected Rows > Close Inventory option > [Continue]
> Manage Inventories Close Inventory page

Procedures

Close an Inventory

Selecting [Cancel] at any point of this procedure removes all revisions and closes the page.
Bold numbered steps are required.

1. Select [**Continue**]. *The **Close Inventory** page appears.*

Search Criteria

Inv Nbr
23208BROOKS0001

Inv Prc Cd
OUA

Loc
--

Inv Type
CUS

Cust Nbr
123456 654321

Sched Cmpltn Dt
7/27/2023

Inventory Criteria

*Next Initlzn Dt   7/27/2023

Mark Shrt Suspt Loss ☐

Report Criteria

Sort Seq   Asset ID

Optional Sections   All-optional sections

Remarks

[Cancel]   [Update]

A.   *Verify the Search Criteria grid.*

B.   *Update the Inventory Criteria grid.*

- OIN

Search Criteria

Inv Nbr	Inv Prc Cd	Loc
23268BROOKS0001	OIN	--

Inv Type	Cust Nbr	Sched Cmpltn Dt
CUT	--	9/25/2023

Inventory Criteria

*Inv User Id

*Last Inv Dt

Report Criteria

Sort Seq   Asset ID

Optional Sections   All-optional sections

Remarks

Cancel   Update

a. Enter the INV USER ID in the field provided. *This is a 9 alphanumeric character field.*

b. Use ⬛ to select the LAST INV DT, or enter the date (MM/DD/YYYY) in the field provided.

- OUA

Search Criteria

Inv Nbr	**Inv Prc Cd**	**Loc**
23208BROOKS0001	OUA	--
Inv Type	**Cust Nbr**	**Sched Cmpltn Dt**
CUS	123456 654321	7/27/2023

Inventory Criteria

*Next Initzn Dt   7/27/2023

Mark Shrt Suspt Loss ☐

Report Criteria

Sort Seq   Asset ID

Optional Sections   All-optional sections

Remarks

Cancel   Update

a. Use 🗓 to select the NEXT INITZN DT, or enter the date (MM/DD/YYYY) in the field provided.

• OUM

Search Criteria

Inv Nbr	**Inv Prc Cd**	**Loc**
19241N000180001	OUM	--
Inv Type	**Cust Nbr**	**Sched Cmpltn Dt**
CUS	68	9/30/2023

Inventory Criteria

*Inv User Id	[ ]
*Last Inv Dt	[ ] 📅
*Next Initlzn Dt	9/30/2024 📅

Report Criteria

Sort Seq	Asset ID ⌄
Optional Sections	All-optional sections ⌄
Remarks	[ ]

Cancel   **Update**

> **a.** Enter the INV USER ID in the field provided. *This is a 9 alphanumeric character field.*
>
> **b.** Use 📅 to select the LAST INV DT, or enter the date (MM/DD/YYYY) in the field provided.
>
> **c.** Use 📅 to select the NEXT INITZN DT, or enter the date (MM/DD/YYYY) in the field provided.

   C. *Update the Report Criteria grid.*

2. Select **Update**. *The **Manage Inventories Transaction Status** page appears.*

> **Helpful Tip**
>
> The Reconciliation Report that is produced by this process is viewed by navigating to Forms-Reports > View Forms/RPTS

Delete an Inventory

Navigation

Inventory > Manage Inventories > Search Criteria > **Search** > Search Results > ☐
(desired record(s)) > **Continue** > Selected Rows > Delete Inventory option >
Continue > Manage Inventories Delete Inventory page

Procedures

Delete an Inventory

Selecting **Cancel** at any point of this procedure removes all revisions and closes the page.
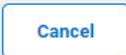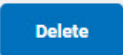**Bold** numbered steps are required.

1. Select **Continue**. *The **Delete Inventory** page appears.*

To complete delete action, select Delete; otherwise, select Cancel

Delete

Inv Nbr	23079BROOKS0001
Inv Sort Seq	AID
Inv Type Cd	CUS
Rcl Rpt Seq	ALL
Inv Process Cd	CSC
Optional Sections	AID
Custodian Nbr	TGROCE
Sched Cmpltn Dt	3/20/2023
Loc	
Next InitIzn Dt	

Cancel   Delete

2. Select **Delete**. *The **Manage Inventories Transaction Status** page appears.*

Note

The deleted inventory is archived even though it no longer displays in the Search Results grid. Only closed inventories are deleted.

DPAS Help Reference Guide

Generate or Reprint an Inventory Report

Navigation

Inventory > Manage Inventories > Search Criteria > [Search] > Search Results > ☐
(desired record(s)) > [Continue] > Selected Rows > Generate Inv Report option >
[Continue] > Manage Inventories Generate/Reprint Inventory Report page

Procedures

Generate an Inventory Report

Selecting [Cancel] at any point of this procedure removes all revisions and closes the page.
Bold numbered steps are required.

1. Select [Continue]. The **Generate/Reprint Inventory Report** page appears.

Inventory Data

Inv Nbr 15261BROOKS0001	**Process Cd** ODL	**Loc** --
Inv Type Cd CUT	**Custodian Nbr** --	**Sched Cmpltn Dt** 09/26/2015

Report Options

*Sort Seq   Asset Id

Signature Block   Agy Cd D2: Other (Default)

[Cancel] [Submit]

ODASD (Logistics)
under A&S Sustainment

DPAS Helpdesk
1-844-843-3727
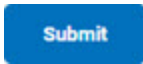
A. *Verify the Inventory Data grid.*

B. *Complete the Report Options grid.*

a. Use ∨ to select the Sort Seq.

2. Select Submit . *The* **Manage Inventories Transaction Status** *page appears.*

Helpful Tip

The Inventory Report that is produced by this process is viewed by navigating to Forms-Reports > View Forms/Rpts

Generate or Reprint a Reconciliation Report

Navigation

Inventory > Manage Inventories > Search Criteria > **Search** > Search Results > ☐
(desired record(s)) > **Continue** > Selected Rows > Generate RCL REPORT option >
Continue > Manage Inventories Generate/Reprint Reconciliation Report page

Procedures

Generate a Reconciliation Report

Selecting **Cancel** *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1.   Select **Continue**. *The **Generate/Reprint Reconciliation Report** page appears.*

Inventory Data

Inv Nbr	**Process Cd**	**Loc**
23208BROOKS0001	OUA	--
Inv Type Cd	**Custodian Nbr**	**Sched Cmpltn Dt**
CUS	123456 654321	00/27/2023

Report Options

*Sort Seq   Asset ID

*Optional Sections   All-optional sections

Cancel   Submit

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2. Use ⌄ to select the Sort Seq.

3. Use ⌄ to select the Optional Sections.

4. Select Submit . *The **Manage Inventories Transaction Status** page appears.*

> **Helpful Tip**
>
> The Reconciliation Report that is produced by this process is viewed by navigating to Forms-Reports > View Forms/RPTS

Update the Inventory Header Dates

Navigation

Inventory > Manage Inventories > Search Criteria > **Search** > Search Results > ☐

(desired record(s)) > **Continue** > Selected Rows > Update INV HDR Dates option >

Continue > Update Inventory Header Dates page

Procedures

Update Header Dates

Selecting **Cancel** at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select [Continue]. *The **Update Inventory Header Dates** page appears.*

Update

Inv Nbr	23271BROOKS0001
Custodian Nbr	
Inv Process Cd	OIN
Loc	ALPHABET2
Inv Type Cd	LOC
Sched Cmpltn Dt	9/28/2023
Next Initlzn Dt	9/28/2023

Cancel   Update

2. Select [Update]. *The **Manage Inventories Transaction Status** page appears.*