Inventory Actions

How to work with the status of the inventory.

Field Details:

DPAS References:

Field Structure:

Field Length: 3

Data Type: Alpha-Numeric (A/N)

Field values:

Actions	Process	Description
Reconcile Inventory Data	• Open Unreconciled Automated (OUA) • Open Unreconciled Manual (OUM)	Used to reconcile your overages and shortages during an inventory. Multiple inventories **cannot** be reconciled.
Update Inventory Header Dates	• Open Initialized (OIN) • Open Downloaded (ODL) • Open Scanner (OSC) • Open Unreconciled Automated (OUA) • Open Unreconciled Manual (OUM)	Used to update the scheduled completion date of the inventory or update the next initialization date. Multiple inventories **can** be updated, even if they have different INV PROCESS CDs.
Generate Inventory Report	• Open Initialized (OIN) • Open Downloaded (ODL)	Used to generate or reprint an inventory report for an already initialized inventory. Multiple inventory reports **can** be generated, even if they have different INV PROCESS CDs.
Generate Reconciliation Report	• Open Unreconciled Automated (OUA)	Used to generate or reprint a reconciliation report. Multiple inventory reports **can** be generated, even if they have different INV PROCESS CDs.
Close Inventory	• Open Initialized (OIN) • Open Unreconciled Automated (OUA) • Open Unreconciled Manual (OUM)	Once an inventory has been reconciled use this option to close it. **Do Not** use this if an inventory is initialized accidentally; this will update the next inventory due date. Multiple inventories **can** be closed, but they **must** have the same INV PROCESS CDs.
Cancel Inventory	• Open Initialized (OIN) • Open Downloaded (ODL) • Open Scanner (OSC) • Open Unreconciled Automated (OUA) • Open Unreconciled Manual (OUM)	Cancels an inventory without updating any inventory dates. Multiple inventories **can** be canceled, even if they have different INV PROCESS CDs.

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DPAS Call Center
1-844-843-3727

DPAS Website
http://dpassupport.golearnportal.org

Delete Inventory	• Closed No Assets (CNA) • Closed Scanner (CSC) • Closed Reconciled (CRC) • Closed Mass Update (CMU) • Canceled (CAN)	Used to delete closed / canceled inventories; **cannot** delete open inventories. Multiple inventories **can** be deleted, even if they have different INV PROCESS CDs.

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