



## Inventory Types

On the right is the complete list of inventories that can be generated in Web DPAS.

## Cyclic Inventories

1. In **Web DPAS**, navigate to **Inventory / Generate Inventories / Cyclic**.
2. From the **Type Action** drop-down, select **Init Inventory and Gen Report** or **Init Inventory**.
3. Select **Search**.

Search Criteria	
*Type Action	Init Inventory and Gen Report

4. If you had selected **Init Inventory and Gen Report**, select how the report is to be sorted under the **Sort Seq** drop-down.
5. Enter **Sched Cmpltn Dt** by using the calendar tool or manually inputting the date in the following format: MM/DD/YYYY.
6. Select **Submit**.

Update				
Sched Cmpltn Dt	<input type="text"/>	5	Asset Id	▼
Sort Seq	Asset Id	▼	Signature Block	Agy Ccd D3: General (Default) ▼ ...
		6	Submit	Cancel

Type Code	Inventory Type
<b>CUS</b>	<b>Custodian</b> - An inventory grouped by assets for one or more Major Custodians or Sub Custodians.
<b>CBC</b>	<b>Cyclic By Custodian</b> - A percentage of an inventory grouped by assets for one or more Major Custodians or Sub Custodians. This percentage is based on selections made in the Inventory Management Plan.
<b>CBL</b>	<b>Cyclic By Location</b> - A percentage of an inventory grouped by assets for one or more Physical locations. This percentage is based on selections made in the Inventory Management Plan.
<b>LOC</b>	<b>Location</b> - An inventory grouped by physical location of assets.
<b>SEN</b>	<b>Sensitive</b> - An Inventory grouped by assets with sensitive CIIC (Controlled Inventory Item Code). This indicates the security classification.
<b>CUT</b>	<b>Custom</b> - An inventory grouped by user selected assets.



# Custodian Inventory

1. In **Web DPAS**, navigate to **Inventory > Generate Inventories > Custodian**.
2. Browsing for **Maj Custodian Nbr** is optional.
3. **Include Sub Cust** is unchecked by default. This will list sub custodians as their own inventories.
4. Select **Search**.

**Search Criteria**

/ Maj Custodian Nbr	Select A Custodian	...
Include Sub Cust	<input type="checkbox"/>	
Next Initlzn Dt From		
Next Initlzn Dt To		

5. To pull an inventory for all of your **Custodians** Select **Search**. This will display a list of all Custodians. You have the option then to **Select All** or check the boxes for the **Custodians** you need and inventory for. Select the **Continue** button.

**Search Results**

Select	<u>Cust Nbr</u>
<input type="checkbox"/>	S101
<input type="checkbox"/>	SDB001
<input type="checkbox"/>	SDB001 SDB002

Select All
Deselect All
Continue **5**
Cancel

6. Verify and select **Continue** (Not Pictured)





## Custodian Inventory CONT

7. From the **Type Action** drop-down, select **Init Inventory and Gen Report** or **Init Inventory**.

Update			
*Type Action	Init Inventory and Gen Report	9	
Sort Seq	Asset Id	10	Sched Cmpltn Dt <input type="text"/> 11
Signature Block	Agy Cd D2: Other (Default)		

8. If you had selected **Init Inventory and Gen Report**, select how the report is to be sorted under the **Sort Seq** drop-down.

9. Enter **Sched Cmpltn Dt** by using the calendar tool or manually inputting the date in the following format: MM/DD/YYYY.

10. Select **Submit**.

11. Background Transaction was submitted. Once your process is completed go to **Reports/Forms** to get view or print your Inventory.

Your Background Transaction was Submitted	
Transaction Number	27970
Transaction Status	Process Completed