



# Defense Property Accountability System (DPAS) Reconciling Bulk Assets

## Definitions:

Bulk assets are items that you do not plan to track with serial numbers.

- A bulk asset's Asset Id should not change unless something that physically identifies the item is updated in the data base. For example, a chair - no matter who owns the chair or where the chair is, it is still a chair. It should have the same Asset Id, and any like chair will also have the same Asset Id.

Bulk assets are identified in Web DPAS by three internal "keys" which each have a different number of data elements. It is impossible to match up just a few data elements from the scanner to the dozen elements that are in the Web DPAS Asset Master table, so you will have to decide what is correct and who will perform the reconciliation.

When you scan or manually count the number of assets in an inventory, and they match exactly to the corresponding number that was initialized, you have an instant reconciliation. However, if the inventory number of bulk assets does not exactly match the initialized quantity, the result is an overage (the number counted) vs. a shortage (the number initialized). That is where you enter the process and have access to the reconciling inventory portion of Web DPAS.

In this reference document, we will look over a few possible reconciliations. We cannot cover all possibilities you may encounter. We will illustrate:

- An exact match
- One location to one location, with numbers that don't match up
- The number of assets match up, but the locations do not
- Shortages and overages



## Reconciling an Exact Bulk Match

Let's say you have 50 flags on your inventory that are assigned at one location (Bldg. 4). However, when you conducted your inventory and counted the flags, you only counted 45. You still need to locate the other 5 flags before the record can be reconciled.

Because Web DPAS can't determine if the 5 flags that couldn't be accounted for belonged to another Custodian, loaned out, etc., both an Overage and a Shortage record is written. The overage will show you what you inventoried and the shortage will show what was initialized.

REPORT: WPHRR05R	DEFENSE PROPERTY ACCOUNTABILITY SYSTEM	DATE: 01/19/2010	Time: 12:10	PAGE: 2	
SITE ID: CO-LEARN	CUSTODIAN INVENTORY RECONCILIATION REPORT				
ASSET ID SEQUENCE		INV NBR: 10019UIC0020004	SCHED Cmpltn DT: 01/29/2010		
ACTBL UIC: LEARN1 - LEARN1					
UIC: UIC002 - CO-LEARN MAIN OFFICE					
CUSTODIAN NBR: MC0004					
PART II - OVERAGES					
ASSET ID	STOCK NBR	SERIAL NBR	NON-ACTBL	CIIC	ASSET LVL CD
LOC	SUB LOC	ITEM DESC	INITLZD QTY	LOSS CD	INV DT/TIME
INV LOC	INV SUB LOC		INV QTY	INV INPT TYP	USER ID
RESULT TYPE	RESULT DESC				SYS ID
POC	PHONE NBR	E-MAIL ADDR	MTCH UIC	MTCH ASSET ID	MTCH DESC
MTCH HISTORY REMARKS					
BULK00000422					
BLDG 4	1440011024330			NO	01/19/2010 12:07:52
OBV				45	PALVAREZ
Overage Bulk No match					

REPORT: WPHRR05R	DEFENSE PROPERTY ACCOUNTABILITY SYSTEM	DATE: 01/19/2010	Time: 12:10	PAGE: 3	
SITE ID: CO-LEARN	CUSTODIAN INVENTORY RECONCILIATION REPORT				
ASSET ID SEQUENCE		INV NBR: 10019UIC0020004	SCHED CMLPTN DT: 01/29/2010		
ACTBL UIC: LEARN1 - LEARN1					
UIC: UIC002 - CO-LEARN MAIN OFFICE					
CUSTODIAN NBR: MC0004					
PART III - SHORTAGES					
ASSET ID	STOCK NBR	SERIAL NBR	NON-ACTBL	CIIC	ASSET LVL CD
LOC	SUB LOC	ITEM DESC	INITLZD QTY	LOSS CD	INV DT/TIME
INV LOC	INV SUB LOC	EXCS ACTN	INV QTY	INV INPT TYP	USER ID
RESULT TYPE	RESULT DESC				SYS ID
POC	MAJ CUST NBR	SUB CUST NBR			
BULK00000422					EI
BLDG 4					
SEB	1440011024330	DISPLAY, BATTLE FLAG		NO	
				50	
				0 EA	
Shortage Bulk No Match					
MC0004					

After reviewing your Reconciliation Report, you begin looking for the five remaining flags. You find 2 in Bldg 41, 1 in Bldg 5600 and 2 in Bldg 27, so you will need to reflect the locations of where these items were found.

1. Select **Inventory** from the menu bar.
2. Select **Manage Inventories** from the program list.



The **Manage Inventories Search Criteria** page is displayed.

Search Criteria	
Inv Type	Custodian
Inv Process	Open Unreconciled Automated
Custodian Nbr	
Loc	
Inv Nbr	

3. Select the type of inventory you performed from the **Inv Type** drop-down list.

Valid choices are:

- All
- Custodian
- Location
- Cyclic By Custodian
- Cyclic By Location
- Sensitive
- Custom

4. Select the type of process from the **Inv Process** drop-down list.

Valid choices are:

- All
- All Open
- All Closed
- Open Initialized
- Open Downloaded
- Open Scanner
- Open Process Recon
- Open Unreconciled Automated
- Open Unreconciled Manual
- Closed No Assets
- Closed Scanner
- Closed Reconciled
- Closed Mass Update
- Cancelled



5. If you want to filter your search further, you can also enter a specific **Custodian Nbr**, **Loc** and/or **Inv Nbr**.
6. Select the **Search** button.

The **Manage Inventories Search Results** page is displayed.

Search Criteria							
Inv Type	CUS	Inv Process	OUA				
Custodian Nbr		Loc					
Inv Nbr							

  

Search Results								
Select	Inv Prc Cd	Inv Nbr	Cust Nbr	Inc Sub Cust	Loc	Inv Type Cd	Sched Cmpltn Dt	Next Initizn Dt
<input checked="" type="checkbox"/>	OUA	09268D634880003	CN0019	Yes		CUS	9/25/2009	9/25/2009
<input type="checkbox"/>	OUA	09245D634880001	CN0014	Yes		CUS	9/2/2009	9/2/2009

7. Select the inventory you want to reconcile. Remember...you can only reconcile one inventory at a time.
8. Select the **Continue** button.

The **Manage Inventories Selected Rows** page is displayed.

Selected Rows							
Inv Prc Cd	Inv Nbr	Cust Nbr	Inc Sub Cust	Loc	Inv Type Cd	Sched Cmpltn Dt	Next Initizn Dt
OUA	10020UIC0020002	MC0004	No		CUS	1/20/2010	1/20/2010

Action
Reconcile Inv Data
Reconcile Inv Data
Update Inv Hdr Dates
Generate Inv Report
Generate Rcl Report
Close Inventory
Cancel Inventory
Delete Inventory

9. From the **Action** drop-down list, select **Reconcile Inv Data**.
10. Select the **Continue** button.

The **Reconcile Inventory Data Search Criteria** page is displayed.

Inv Nbr	10012UIC0010017	Inv Process	OUA
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Search Criteria	
<input type="radio"/> Serial Asset <input checked="" type="radio"/> Bulk Asset	
Asset Id	
Inv Asset Sts Cd	All



11. Select the **Bulk Asset** radio button.
12. If you want to search for a specific **Asset Id**, enter it here.
13. If you want to select a specific **Inv Asset Sts Cd**, you can select it from the drop-down list or just accept the **All** default.
14. Select the **Search** button.

The **Bulk Assets Search Results** page is displayed.

Search Criteria				
Inv Nbr	09218E101240001	Inv Process	OJA	
Mgt Cd	B	Asset Id		

  

Bulk Asset Search Results				
Select	Asset Id	Stock Nbr	Lot Nbr	Item Desc
<input type="checkbox"/>	BULK00000365	8345000166475		FLAG,NATIONAL
<input type="checkbox"/>	BULK00000366	5305000011366		SCREW,MACHINE
<input type="checkbox"/>	BULK00000367	8415002621536		SWEAT SHIRT
<input type="checkbox"/>	BULK00000368	1305000286137		CARTRIDGE,CALIBER .2
<input type="checkbox"/>	BULK00000369	8460001329020		BAG,MONEY

15. Select the asset you want to reconcile. In this example, we would select the flags.
16. Select the **Continue** button.

### Attention!

You can only reconcile one bulk record at a time.



The **Bulk Reconciliation** page is displayed.

Inv Nbr	09218E101240001	Inv Process	OUA
Mgt. Cd	B	Asset Id	BULK00000365
Inv Asset Sts Cd	SBN	Item Desc	FLAG,NATIONAL

  

Bulk Reconciliation												
A Initialized											B Inventoried	
Update	Qty	Prc Qty	Suspt Loss Sts Cd	Loc	Sub Loc	Loan Cd	Lease Cd	Excs Actn Cd	Sys Id	Custdn	Sub Custdn	
<a href="#">Update</a>	50	0	N/A	BLDG 10		G	N			EMM001		
Init Tran Qty <input type="text"/>											Inv Tran Qty <input type="text"/>	
<input type="button" value="Reconcile"/>												
Reconciled												
No Rows												

[Search Criteria](#)

We have divided this page into three areas:

- A. **Initialized** – the quantity that was initialized
- B. **Inventoried** – the quantity that was inventoried (only displays for automated inventories)
- C. **Reconciled** – the quantity that reconciled

Since this inventory had a shortage of 5 flags, we must first reconcile the flags that we inventoried; so we have to make the Initialized and Inventoried quantities match.

1. Since you counted 45 flags in Bldg 10, you will need to enter 45 in the **Prc Qty** of both the **Initialized** and **Inventoried** sections.
2. Select the **Reconcile** button.

Since you have now reconciled the 45 flags, there are no more records in the **Inventoried** section; therefore, “No Rows” is displayed and the **Initialized** quantity displays “5”.

Update	Qty	Prc Qty	Suspt Loss Sts Cd	Loc	Sub Loc	Loan Cd	Lease Cd	Excs Actn Cd	Sys Id	Custdn	Sub Custdn
<a href="#">Update</a>	5	0	N/A	BLDG 10		G	N			EMM001	
Init Tran Qty <input type="text"/>											Inv Tran Qty <input type="text"/>
<input type="button" value="Reconcile"/>											

Inventoried  
No Rows

**NOTE:** The **Init Tran Qty** and the **Inv Tran Qty** must match before the **Reconcile** button can be selected.





We said earlier that the 5 remaining flags were found in various locations, so once they are found, we will need to indicate where they were inventoried.

From the Bulk Reconciliation page:

1. Select the **Update** link (**Initialized** section).

The **Bulk Shortage Update** page displays.

Asset Id	BULK00000009	Inv Nbr	09217DHQCD0001
Stock Nbr	8345000166475	Serial Nbr	
Item Desc	FLAG,NATIONAL	Suspt Loss Sts Cd	N/A
Inv Asset Sts	SBN		

  

Bulk Shortage Update			
Initlzd Qty	5	Inv Qty	<input type="text" value="5"/>
Initlzd Loc	BLDG 1	Inv Loc	<input type="text"/> ...
Initlzd Sub Loc		Inv Sub Loc	<input type="text"/>
		Inv Dt	<input type="text"/>
		Inv User Id	<input type="text"/>
		Suspt Loss Sts Cd	N/A - Non Applicable

2. Change the **Inv Qty** to the amount you found. In this case we will enter **2**.
3. Enter (or browse / select) the location where you found the flags in the **Inv Loc**.
4. If there is a sub location, enter that value in the **Inv Sub Loc**.
5. Enter the date (or use the Calendar icon to select) the item(s) was inventoried. This must be in MM/DD/YYYY sequence.
6. Enter the user id of the person who inventoried the assets in the **Inv User Id** field.
7. If you could not find the asset(s), you can flag them as a Suspected Loss.  
Select the **Update** button to process the transaction.



Transaction Status			
Status	Action Required	Details	
Success		Bulk Id	BULK00000365
		Qty	2

- Select the **Bulk Match** button. This button only displays if there are more bulk records to reconcile for the specific Asset Id.

If you did not reconcile the entire quantity, each time you reconcile an amount, a row will be written to the Reconciled area.

You would repeat Steps 1 through 9 until **No Rows** is displayed in both the **Initialized** and **Inventoried** sections.

Bulk Reconciliation							
Initialized				Inventoried			
No Rows				No Rows			
Init Tran Qty <input type="text"/>				Inv Tran Qty <input type="text"/>			
<input type="button" value="Reconcile"/>							
Reconciled							
Loc	Sub Loc	Sys Id	Excs Actn Cd	Loan Cd	Lease Cd	Suspt Loss Sts Cd	Rcd Qty
BLDG 5000				G	N	N/A	1
BLDG 27				G	N	N/A	2
BLDG 41				G	N	N/A	2
BLDG 10				G	N	N/A	45

Once all assets have been reconciled, the **Inv Asset Sts Cd** will automatically change to “CRC-Closed Reconciled” and a new Reconciliation Report will be generated.

A variation on reconciling bulk assets is found below. In this example, you initialized a group of 100 chairs, all in one location. However, the results of your inventory show that you reconciled all 100 chairs, but you also found 15 more chairs in another location under the same Custodian. The results look like the following:

Bulk Reconciliation											
Initialized										Inventoried	
Update	Qty	Prs Qty	Suspt Loss Sts Cd	Loc	Sub Loc	Loan Cd	Lease Cd	Excs Actn Cd	Sys Id	Custdn	Sub Custdn
Update	100	100	N/A	WONDERLAND	RENEE TEST	G	N		68		
Init Tran Qty <input type="text"/>											
<input type="button" value="Reconcile"/>											
Reconciled											
No Rows											
<input type="button" value="Search Criteria"/>											

Inventoried			
Update	Qty	Prs Qty	Loc
Update	15	0	409
Update	100	100	WONDERLAND
Inv Tran Qty <input type="text"/>			





After entering 100 in both the **Init Tran Qty** and the **Inv Tran Qty**, choose the **Reconcile** button. With those assets reconciled, the unreconciled assets remain, as below.

**Bulk Reconciliation**  
 Initialized  
 No Rows  
 Init Tran Qty

Update		Qty	Inventoried		Loc	Sub Loc
	Prc Qty					
<a href="#">Update</a>		15	0		409	

Inv Tran Qty

Reconciled  

Loc	Sub Loc	Sys Id	Excs Actn Cd	Loan Cd	Lease Cd	Suspt Loss Sls Cd	Rcl Qty
WONDERLAND			G	N	N/A		100

The next step is to select the **Update** button on the Inventoried side, to determine what you should do with the overage of 15 chairs. Your choices are as follows:

Inv Qty	15
Inv Loc	409
Inv Sub Loc	
Inv Dt	01/25/2010
Inv User Id	PALVAREZ
Item Desc	CHAIR,ROTARY
Rsltn Cd	<div>           ANR - Accountability not required            ANR - Accountability not required            CDI - Create Due-In record            INC - Incorrect input of keyed Asset ID            OTR - Other resolution            RAL - Returned asset to proper location            RAO - Returned asset to proper owner            SNI - Should not have been inventoried Ass         </div>



If the assets should not have been counted in the first place, because they are not accountable assets, you would choose ANR. If the assets are accountable and you believe that they were legitimately received but never put on the inventory, you would choose CDI. This places the assets into the pending file to be added later. The other Resolution Codes are used as appropriate.

• A CDI resolution code requires an item description.

Asset Id	BULK0000414	Inv Nbr	10025N000180001
Stock Nbr	7110000826229	Serial Nbr	
Item Desc	CHAIR,ROTARY	Suspt Loss Sts Cd	N/A
Inv Asset Sts	OBN		

**Bulk Overage Update**

Inv Qty	15
Inv Loc	409
Inv Sub Loc	
Inv Dt	01/25/2010
Inv User Id	PALVAREZ
Item Desc	CHAIR ROTARY
Rsltn Cd	CDI - Create Due-In record

If there are any special characters in the **Item Desc**, you will receive the error message “A CDI resolution code requires an item description”. What this error message means is that there can be no special characters in the Item Desc, even though it is pulled from the catalog.

The important thing to keep in mind in reconciling bulk assets is that until the Initialized Transaction Quantity and Inventoried Transaction Quantity are equal, you are not done! There are some limitations in how you can show relocations and shortages or overages, but using the Update buttons on either side as necessary is the key to getting those bulk assets in balance.