




Presented by
Brenda Kateluzos

Property Accountability – Physical Inventory



Office of the Under Secretary of Defense for Acquisition & Sustainment
Office of Assistant Secretary of Defense for Sustainment/Logistics



Introductions

Presenter
Brenda Kateluzos, DPAS Trainer

Q&A
Michelle Bowman, Technical Trainer

Ground Rules

- **Submit questions** through the question pod – we will discuss them throughout the session
- **Turn your volume Up** and let the presentation team know if you have trouble hearing the presentation (through the question pod)
- You can maximize the presentation pod (**toggle Full Screen**)
- Download the presentation from the **File Sharing pod**

2

12/10/2020



Agenda

- **Preparing for all Inventories**
 - AIT – Generating and Printing Labels
 - Types of Inventories
- **Manual Inventory**
 - Generating and Printing an Inventory Report
 - Making Changes thru Reconciliation
 - Generating and Printing Reconciliation Report
- **AIT Physical Inventory Options**
 - Exporting an Excel File
 - Physical Inventory Resolution
 - Importing an Excel File
- **Live Demo**
- **Upcoming Webinar**
- **Survey**
- **Questions & Answers**

3

12/10/2020



Property Accountability INVENTORY

4

12/10/2020




Inventory

- **Preparing for Inventories**
 - **Generating and Printing Labels thru AIT**
 - Setting up Formats
 - Different Print Options
 - **Different Types of Inventories**
 - Custodian – Individual Custodian or Multiple
 - Cyclic - % of Assets
 - Location – One or More Locations
 - Sensitive – CIIC Dependent or Marked Pilferable
 - Custom – Several Options to Select

5

12/10/2020




Inventory

- **Manual Inventory Steps**
 - Generating an Inventory
 - View, Print or Export (pdf) the Inventory Report
 - Exporting to an Excel File
 - **Managing the Inventory**
 - Reconciliation
 - Bulk vs Serialized
 - Lost Items
 - Found Items
 - Closing vs Cancelling
 - Generating Reconciliation Report
 - Making Updates to Closed Inventory

6

12/10/2020



Inventory

- **Managing Inventory**
 - Exporting an Inventory as Excel File
 - Making Updates to the Excel File
 - Physical Inventory Resolution
 - Importing the Excel File

7

12/10/2020



Property Accountability Inventory Live Demo

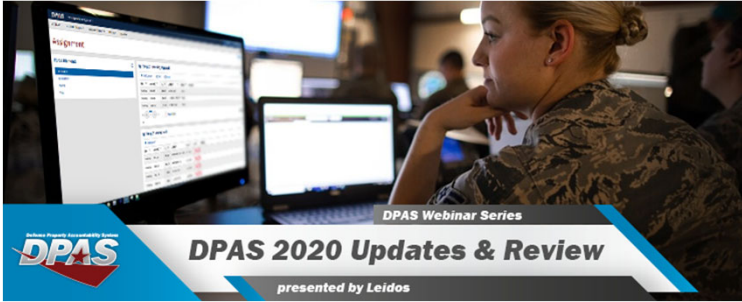
8

12/10/2020

DPAS

Upcoming Webinar

- **Upcoming Webinar**
 - DPAS 2020 Updates & Review
 - January 26, 2021 @ 1pm.
 - Register on the DPAS Support Site



9 12/10/2020

DPAS

Questions / Survey

10 12/10/2020



Defense Property Accountability System
DPAS
Support Team

For More Information

Support Help Desk Email
dpasupport@leidos.com

Call Support Toll Free
1-844-THE-DPAS or 1-844-843-3727

DPAS eLearning
<http://dpaselearning.golearnportal.org>

DPAS Support Site
<http://dpasupport.golearnportal.org>



Office of the Under Secretary of Defense for Acquisition & Sustainment
Office of Assistant Secretary of Defense for Sustainment/Logistics

