

DPAS PA Physical Inventory Webinar – Post Report

Join us for our next Property Accountability Webinar where we will discuss the DPAS Inventory Process. As part of our presentation we will cover the different stages of an Inventory by showcasing the Inventory and AIT options. Our live demonstration will go over: - Manual Inventories - Printing Reports - Reconciling the Inventory - Closing and Printing the Reconciliation Report.

Presented by:

Brenda Kateluzos, Technical Trainer

Q&A:

Michelle Bowman, Technical Trainer

Recording Location:

Adobe Connect: <https://dpas.adobeconnect.com/pyhop2zqsxm/>

Screenshot:

The screenshot shows a webinar slide with a dark blue background. At the top left is the DPAS logo with the text 'Defense Property Accountability System' and 'Support Team'. In the center is an image of a computer workstation (tower, monitor, keyboard, mouse) and a handheld device. At the bottom left, it says 'Presented by Brenda Kateluzos'. The main title is 'Property Accountability – Physical Inventory'. At the bottom, there are logos for the Office of the Under Secretary of Defense for Acquisition & Sustainment, the Office of Assistant Secretary of Defense for Sustainment/Logistics, and the Leidos logo.

Session Statistics:

Session Date	12/10/2020
Number of Invited Users	4625
Number of Users Registered	490
Number of Attendees	226
Number of Internal Attendees	5

Participant Questions and Answers:

Question: Is there a user guide for conducting inventories?

Answer: Yes, Quick Reference Guides can be found on the DPAS Support Website @ <https://dpassupport.golearnportal.org/index.php/resource-center/downloads/qrgs-refdocs> . Within the PA folder, you can find the Physical Inventory Guides.

Question: What about inventory by Contract Number?

Answer: DPAS doesn't have that capability but if your agency would like it please submit a SCR to possibly add that field to the custom inventory available fields in the future.

Question: Do you have to reconcile each asset or if you find everything on your inv report can you go straight to close?

Answer: Yes you can close an open inventory if all items were perfectly accounted for - this will then complete your inventory.

Question: If I close the inventory does it leave the sub loc and loc as it was preinventory?

Answer: If leave the Loc and sub loc blank it will not change but if you modify the fields they will update to the new location once closed

Question: So when you mark an asset as suspected loss, it will remove it from that custodian numbers inventory or just marks it as suspected loss?

Answer: It will only flag that asset as "suspected loss" - it is then up to the user to then determine what needs to happen to that record in DPAS. If it needs to be removed from the system then a disposal action with proper key supporting documentation must be performed.

Question: Has there been any resolution on the DPAS to PIEE connection as it pertains to Virtual UII Generation?

Answer: We have been working it and have escalated it several times

Question: When you import the excel file, is it going to the scanner?

Answer: What Brenda demonstrated today will update your DPAS inventory and not have to go to a scanner.

Question: I understand that DPAS is going away from PDAs for inventory. Can a laptop windows 10 computer be used to capture barcodes with a plug and play scanner device?

Answer: Yes, you can see the support hardware on the DPAS support site. <https://dpassupport.golearnportal.org/index.php/support/software-hardware>

Question: I tried to follow your example to format labels; however it does not display on the screen based on data field selected...am I missing something?

Answer: Brenda is showing this part of the process again. If you continue to experience issues, please contact the DPAS Support Team for further assistance.

Question: what happens if I upload the excel spreadsheet and get some errors. will it except all those that had no errors and I only have to correct the errors? or will I have to correct all errors and then reupload?

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Answer: Once you upload the spreadsheet, DPAS will run validations and notify you that there are issues with your excel data. At that time, you will need to correct the spreadsheets information and reupload the corrected spreadsheet.

Question: Is their user guide for Inventory?

Answer: Yes, Quick Reference Guides can be found on the DPAS Support Website @ <https://dpassupport.golearnportal.org/index.php/resource-center/downloads/qrgs-refdocs> . Within the PA folder, you can find the Physical Inventory Guides.

Question: Is there a specific format that you must have on the excel sheet to import to DPAS ?

Answer: Yes, it has to be the format that the system generates. No other format will be accepted

Question: For the downloaded xls file: You entered a qty for some of the assets but not all. What happens to the ones that had no qty entered? Will this just not post as a loss or will this flag for survey or...

Answer: yes, the system will only update the rows you change. You will have to go in the manual way or upload another inventory excel sheet for the assets that are left on the inventory.

Question: How are Inventory by Exceptions handled?

Answer: The Inventory process assumes everything's correct. You only need to take action (reconcile) exceptions. So when you find exceptions (shortages or overages) you need to reconcile those only. If there are no exceptions and everything is exact, you just need to close the inventory.

Question: How do you create report with Signature page?

Answer: The first thing that's required is someone with agency level access would have built signature options. From that point, when you generate an inventory and get to the Update Page (last step of the generate process) you will have the Signature Block drop down. If your agency has built a signature block you will be able to select one by opening the drop down.

Question: Thank you Brenda for the great presentation. I have a question regarding the DPAS entry requirements. Is it true that only EQ > \$5K in original value need to be entered in DPAS or this is depending on Agency's policies?

Answer: Answer was provided at the time of webinar via speaking. But the Answer was this is an Agency Question.

Question: What is the guidelines of using the start date and completion date ?

Answer: DPAS has no specific guidelines other than the completion date must be after the start date. Any specific requirements as to how long between open and completion would be set by your Agency.

Question: Is there any plan to hold a session on how to use the scanner in particular the tablet type?

Answer: At this time there is not planned a dedicated webinar for handhelds / scanners. However, when a copy of this webinar is posted within 1 week, there will be a video added specifically covering the handheld tablets. Watch for that in the following section of the DPAS Support Site:

<https://dpassupport.golearnportal.org/index.php/training/webinar-archive/383-inventory-process>

Question: so... the excel inventory... we just trust the custodian to be honest in marking 1 for serialized assets?

Answer: Unfortunately I can't answer the question as to whether you can trust the custodian or not. That is up to you and your command. It would be the same as if you sent them the pdf file and had them send back to you. If you don't want to allow them to update the excel file I would say mark it as read only and just send to

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them for verification and documentation. You can then update the excel file and upload it from what they sent you.

Question: Can everyone import in the AIT? I am a new user but was taught that you had to manually check boxes under conduct inventory in the Material Mgmt - Physical Inventory Tab?

Answer: The process you are describing is for the Warehouse Module not Property Accountability. We did a webinar on Inventory for Warehouse this past Tuesday, December 8. That full webinar will be available to watch sometime this week.

Question: What I would like to use this export option for is spot inventories if all assets do not need to have a qty posted and will not be flagged for possible loss.

Answer: After exporting the file, having them enter the counts you wish to be counted you may then import the file. However, all items not having a count entered will still need to be reconciled. This is what I meant by Manual Way. Not accounted items for must be now be reconciled or they will be marked as suspected loss. And the file may not be updated and then re-imported. So, if only partial quantities are entered take the following steps to make sure nothing goes unaccounted for:

- * Go to Inventory > Manage Inventory. The one you just imported should now be marked as OUA.
- * Select that inventory number and move to the Action box and select Reconcile Inv Data. -Press Continue.
- * At the Search Criteria box press Search.
- * This will display all items NOT counted on the excel file.
- * You will see that they are all Marked as Inv Asset Sts - SHORTAGE MISSED.
- * You must now account for each because DPAS thinks there was an exception.
- * Select 1 asset and Press Continue.
- * Press UPDATE.
- * Complete the required fields and press Update.

NOTE. Before pressing Update make sure the Suspt Loss Sts Cd box is N/A - Non Applicable. Do this again for each one not counted.

Something else you may want to think about if you want to only have certain items inventoried and that is the Custom Inventory Option. That allows you to select very specific things to inventory. Things such as Item Description, Dollar Amount, Manufacturer, etc. This may satisfy what you are attempting to do.

Question: How does the "Inventory by SN" option affect the inventory process you just showed us?

Answer: Unfortunately it doesn't at all. The Inventory by SN option only comes in to play when using a scanner. If the asset had been received / added using the Inventory by Serial number option, the ability to scan the asset id barcode and have it also "unlock" the serial number to also be scanned will occur.

Question: not everyone use bar code scanners , so do we use the same format in conducting manual inventory

Answer: I'm not sure I completely understand your question. This presentation was for those that do not use scanners at all. But the difference is that using scanners allows you to download the inventory to the scanner and then scan each barcode. For a manual inventory you actually have to look at every item on the printed report. And then either reconcile any differences / exceptions or close the inventory as complete.

Question: Brenda...can you suggest a printer and scanner preference?

Answer: I've only had limited access to the printers and scanners. However, all the ones on the DPAS Support site, that we list, have been tested and certified that they work well on DPAS. You would also have to check with your agency as to which ones fit their requirements. The following is a link to our site: <https://dpasupport.golearnportal.org/index.php/support/software-hardware>

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Question: When we use the PDA for inventory and we have verified almost all the assets but there are a few that are unavailable because the sub custodians brought them on TAD. Should we go ahead and select Upload Full Inventory and update the status under Manage Inventory.

Answer: Unfortunately your command/agency will have to decide how you should handle this type of issue. As for DPAS capabilities you could potentially use one of the following options:

- If you know you'll be able to scan the items soon, do a save and partial upload so that you don't lose what you have done. OR
 - Mark complete and do a full upload and handle the exceptions thru the reconciliation process.
- DPAS can handle which ever one your command decides is best.

Question: Hello I am Shondon Martin I wanted to ask if and when you do have to code a property as a Suspected Loss and you have to do a DD Form 200. Do the form attachment need to be uploaded and what other forms if necessary?

Answer: Unfortunately we can't tell you when you have to code something as Suspected Loss. We can only provide you a means to process it in DPAS. That is specifically an Agencies Policy decision. The same goes for doing a DD200. Again, that's up to your Agency as to their requirement. There is the opportunity to attach any required forms (such as a copy of the inventory) to the Disposition being processed to create the DD200. But that's the only place DPAS has for attachments within the process. Unfortunately the Inventory process does not provide an attachment option.

Question: so for Ron's question if I only do a partial inventory and upload, I can then go back another time and complete the rest by uploading again to eventually close the inventory down?

Answer: After exporting the file, having them enter the counts you wish to be counted you may then import the file. However, all items not having a count entered will still need to be reconciled. This is what I meant by Manual Way. Not accounted items must now be reconciled or they will be marked as suspected loss. And the file may not be updated and then re-imported. So, if only partial quantities are entered take the following steps to make sure nothing goes unaccounted for:

- * Go to Inventory > Manage Inventory. The one you just imported should now be marked as OUA.
- * Select that inventory number and move to the Action box and select Reconcile Inv Data. -Press Continue.
- * At the Search Criteria box press Search.
- * This will display all items NOT counted on the excel file.
- * You will see that they are all Marked as Inv Asset Sts - SHORTAGE MISSED.
- * You must now account for each because DPAS thinks there was an exception.
- * Select 1 asset and Press Continue.
- * Press UPDATE.
- * Complete the required fields and press Update.

NOTE. Before pressing Update make sure the Suspt Loss Sts Cd box is N/A - Non Applicable. Do this again for each one not counted.

Question: When you say the manual way, are you referring to posting the recon portion?

Answer: Yes, all missing assets must then be thru the reconciliation process.

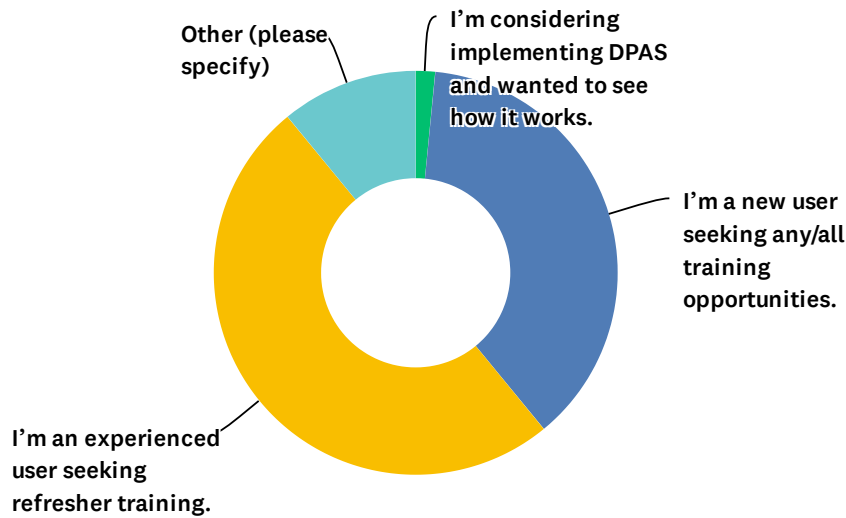
Question: how can a different size of label be added to the label size option like a 4" x 2" label

Answer: If your agency would like to add a new label size they may submit an SCR (System Change Request) to see if it's possible.

Webinar Survey Results to follow on next page

Q3 Which of the following best describes your reason for attending the webinar?

Answered: 64 Skipped: 0

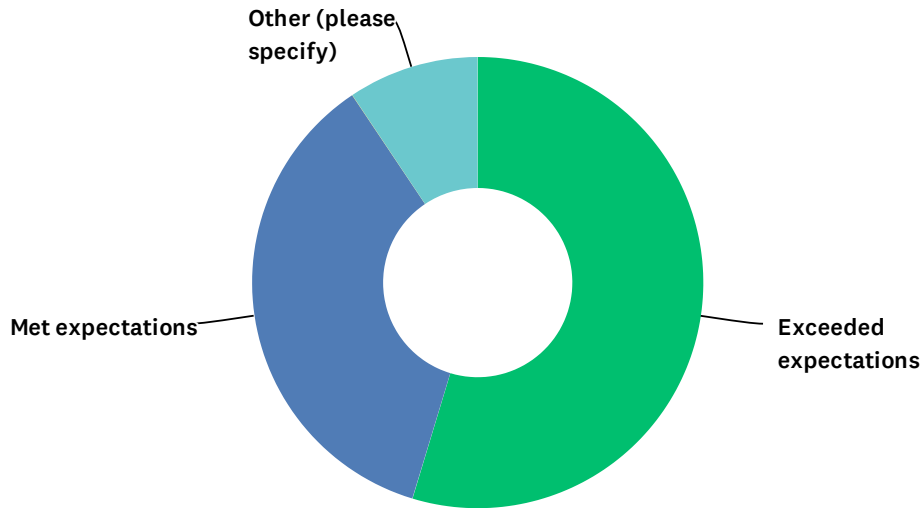


ANSWER CHOICES	RESPONSES	
I'm considering implementing DPAS and wanted to see how it works.	1.56%	1
I'm a new user seeking any/all training opportunities.	37.50%	24
I'm an experienced user seeking refresher training.	50.00%	32
Other (please specify)	10.94%	7
TOTAL		64

#	OTHER (PLEASE SPECIFY)	DATE
1	Alternate APO needed refresher training	12/11/2020 7:13 AM
2	New User	12/10/2020 1:53 PM
3	I am a new user seeking any/all training opportunities	12/10/2020 1:51 PM
4	I'm an experienced user seeking refresher training	12/10/2020 1:51 PM
5	User who still needs to learn	12/10/2020 1:50 PM
6	Currently in the middle of inventory	12/10/2020 1:50 PM
7	wanted to see what is new on DPAS	12/10/2020 1:50 PM

Q4 How would you rate your instructor (subject matter knowledge, pace of instruction, organization, etc...)?

Answered: 64 Skipped: 0

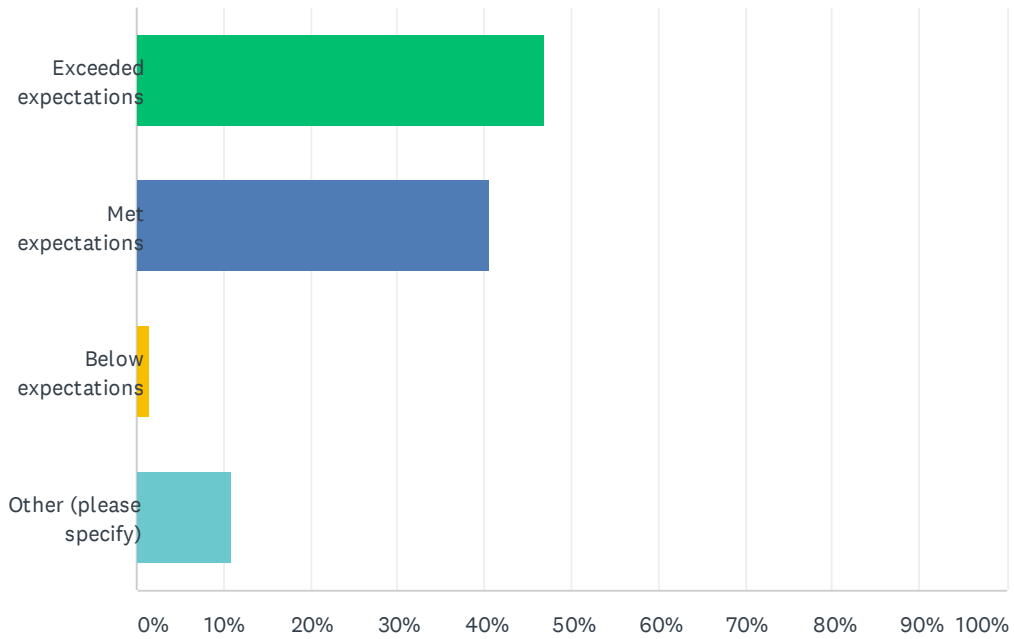


ANSWER CHOICES	RESPONSES	
Exceeded expectations	54.69%	35
Met expectations	35.94%	23
Below expectations	0.00%	0
Other (please specify)	9.38%	6
TOTAL		64

#	OTHER (PLEASE SPECIFY)	DATE
1	Dont know. Audio and video issues from the start	12/10/2020 2:06 PM
2	Met Expectations	12/10/2020 1:53 PM
3	Exceeded expectations	12/10/2020 1:51 PM
4	Met expectations	12/10/2020 1:51 PM
5	To fast for me to follow.	12/10/2020 1:50 PM
6	My DPAS screen did not look the same	12/10/2020 1:50 PM

Q5 How would you rate the usefulness of the webinar?

Answered: 64 Skipped: 0

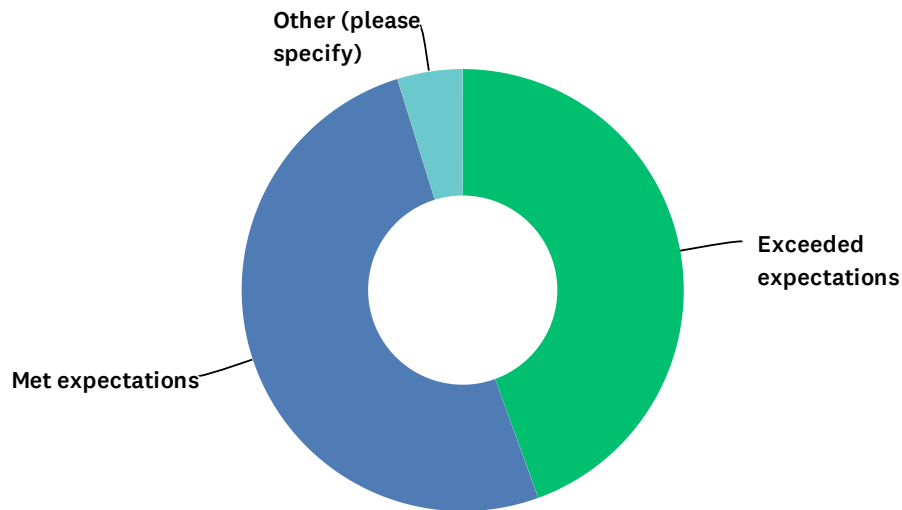


ANSWER CHOICES	RESPONSES	
Exceeded expectations	46.88%	30
Met expectations	40.63%	26
Below expectations	1.56%	1
Other (please specify)	10.94%	7
TOTAL		64

#	OTHER (PLEASE SPECIFY)	DATE
1	no help	12/10/2020 2:06 PM
2	Good but super fast paced and hard to keep up at times	12/10/2020 1:53 PM
3	Met Expectations	12/10/2020 1:53 PM
4	I thought there would be more discussion on the actual act of doing the inventory vs how to use the DPAS website	12/10/2020 1:51 PM
5	Met expectations	12/10/2020 1:51 PM
6	My screen didn't match	12/10/2020 1:50 PM
7	Not sure yet	12/10/2020 1:48 PM

Q6 How would you rate the registration and login process?

Answered: 63 Skipped: 1

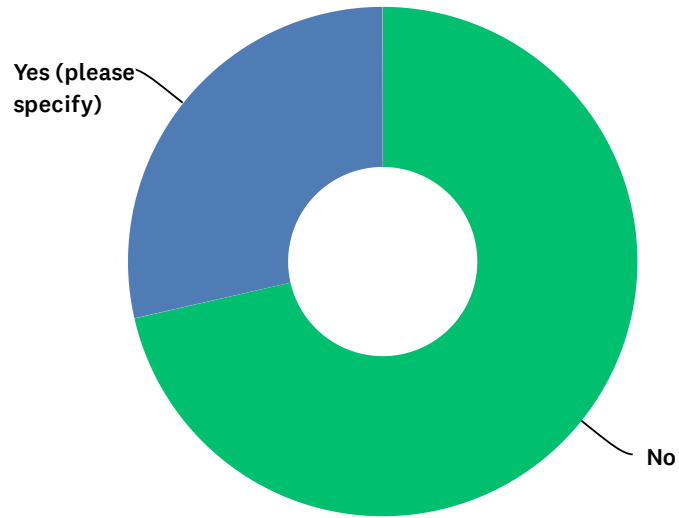


ANSWER CHOICES	RESPONSES	
Exceeded expectations	44.44%	28
Met expectations	50.79%	32
Below expectations	0.00%	0
Other (please specify)	4.76%	3
TOTAL		63

#	OTHER (PLEASE SPECIFY)	DATE
1	got in but only closed caption worked.	12/10/2020 2:06 PM
2	Exceeded expectations- Couldn't be easier	12/10/2020 1:51 PM
3	Met expectations	12/10/2020 1:51 PM

Q7 Did you experience any technical difficulties?

Answered: 63 Skipped: 1



ANSWER CHOICES	RESPONSES
No	71.43% 45
Yes (please specify)	28.57% 18
TOTAL	63

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#	YES (PLEASE SPECIFY)	DATE
1	Audio was skipping, Logging in was difficult this time for some reason.	12/11/2020 7:44 AM
2	Prebrief music played fine however once the briefing started lost speaker audio, had to restart my browser several times. Closed captioning box continued to work. Browser used: Edge	12/11/2020 6:40 AM
3	For a few minutes due to windows sound adjustments	12/11/2020 6:13 AM
4	Registration Limit reached	12/10/2020 2:52 PM
5	no audio or video....only closed caption	12/10/2020 2:06 PM
6	audio issues, kept breaking up. I logged out of webinar and back in but it still had issues	12/10/2020 1:56 PM
7	Temporarily disconnected, but it automatically reconnected after a couple of minutes.	12/10/2020 1:54 PM
8	The audio was in and out the entire course.	12/10/2020 1:53 PM
9	Could not access through my .mil computer	12/10/2020 1:53 PM
10	No	12/10/2020 1:53 PM
11	Audio cut in and out a bit but largely very good technically	12/10/2020 1:51 PM
12	Just with the survey	12/10/2020 1:51 PM
13	just internet my connection	12/10/2020 1:50 PM
14	Audio cutting in and out	12/10/2020 1:50 PM
15	Did not received the WEBINAR link	12/10/2020 1:50 PM
16	audio was no stable	12/10/2020 1:50 PM
17	Experienced several disconnects. Glad that webinar will be available as video later.	12/10/2020 1:49 PM
18	speaker came in and out occasionally	12/10/2020 1:48 PM

Q8 What other DPAS topics would you like to see offered in webinar format in the future?

Answered: 30 Skipped: 34

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#	RESPONSES	DATE
1	how to use scanners and the printer in conjunction with DPAS	12/11/2020 8:39 AM
2	DPAS PA Inquiries/Forms & Reports Webinar	12/11/2020 6:30 AM
3	How to run the many types of reports to support verifying shortages	12/11/2020 6:13 AM
4	Removing assets from DPAS	12/11/2020 2:35 AM
5	IUS	12/10/2020 2:12 PM
6	Handheld Scanners	12/10/2020 2:01 PM
7	dipositions	12/10/2020 1:59 PM
8	MORE EXPLANATION ON HOW TO RETURN LOSS ITEM OR INACTIVE TO ACTIVE IN DPAS	12/10/2020 1:58 PM
9	It would be great if Webinars could be targeted to specific users such as SITE ID AIR FORCE FF-GEIT	12/10/2020 1:56 PM
10	Asset Transfer (issue/receipt) between UICs	12/10/2020 1:54 PM
11	Topics aimed at specific agencies i.e., DON, ARMY, AirForce, USMC, etc.	12/10/2020 1:53 PM
12	This was the first DPAS Webinar I have attended, very helpful and would hope that you all continue the Webinars, Thank you all for time and support! :-)	12/10/2020 1:53 PM
13	Generating Form/Reports	12/10/2020 1:53 PM
14	i dont know at this time i'm new still learning	12/10/2020 1:52 PM
15	Anything Useful	12/10/2020 1:52 PM
16	Disposition of Assets	12/10/2020 1:52 PM
17	DPAS Catalogue	12/10/2020 1:51 PM
18	Receiving asset and add into DPAS system	12/10/2020 1:51 PM
19	Uploading your assets in DPAS to a scanner to conduct a physical inventory.	12/10/2020 1:50 PM
20	nothing at this time	12/10/2020 1:50 PM
21	Printing labels	12/10/2020 1:50 PM
22	In ordered to be trained on how to use the system, we will need to have the same screens. I unfortunately wasn't able to learn anything from this course.	12/10/2020 1:50 PM
23	More on property accountability	12/10/2020 1:50 PM
24	I am going to look for past weinar, good information.	12/10/2020 1:50 PM
25	FSM	12/10/2020 1:49 PM
26	catalog	12/10/2020 1:49 PM
27	Wrong information put into DPAS, how can you change it.	12/10/2020 1:49 PM
28	All and any future changes to DPAS	12/10/2020 1:49 PM
29	Nothing at this time.	12/10/2020 1:49 PM
30	Reports	12/10/2020 1:48 PM