



Defence Property Accountability System

**DPAS**

Presented by  
**David Brooks**




# Custom Inventories



OUSS (AT&L) Acquisition Resources and Analysis (ARA)  
Property and Equipment Policy  
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## Introductions

**Presenter**  
David Brooks, *DPAS Support Team*

**Q&A**  
Scott Milewski, *IT Training Specialist*


**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**

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*Agenda*


- **Purpose**
- **DPAS Custom Inventories**
  - Scenario
  - Request a Custom Inventory
  - Alternate Search Criteria
  - Filtering and Selecting from Search Results
  - Number to Display
  - Custom Update selections
  - DPAS Custom Inquiries
  - Wild Card Searches
  - Summary
  - Questions / Polls



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*Purpose*


## **Purpose**

- To provide an overview of the DPAS Custom Inventory and Custom Inquiry process.
- Allow users to ask specific Custom Inventory/Inquiry questions.

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*DPAS Custom Inventories*


## **DPAS Custom Inventories**

- Custom Inventory module should only be used to spot check groups of assets.
- Use the regular DPAS inventory process for one hundred percent inventory checks.
- Custom Inventories are not “hard inventories”.

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# *Custom Inventory*

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Scenario

## DPAS Custom Inventories

### Scenario


**Single Set of Criteria:**  
All Laptops or Notebooks manufactured by Dell

Of 18 Laptops and Notebooks:

- 4 Laptops manufactured by Dell plus
- 3 Notebooks manufactured by Dell equals


### 7 Total Results

9 Total asset records for Laptops

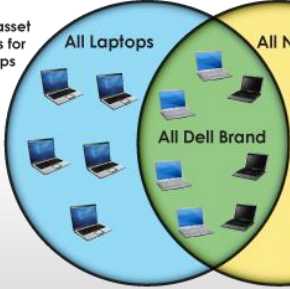


All Laptops

9 Total asset records for Notebooks



All Notebooks



**All Dell Brand**


**Result is:**  
7 Total asset records for Dell Brand Computers

4 Dell Laptops & 3 Dell Notebooks

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Scenario

## DPAS Custom Inventories

### Scenario


**Second Set of Alternate Search Criteria:**  
All Servers manufactured by Honeywell

Of 8 Servers:

- 3 Servers manufactured By Honeywell
- plus-
- 7 Laptops and Notebooks manufactured by Dell equals


### 10 Total Results

All Servers



All Servers

All Honeywell




All Honeywell

**Honeywell Servers**


Search Filter:  
Item Description = Server  
Mfr Name = Honeywell Corporation

All Laptops

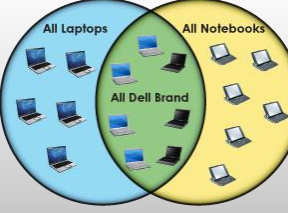


All Laptops

All Notebooks



All Notebooks



**All Dell Brand**

Search Filter:  
Item Description = Laptop or Notebook  
Mfr Name = Dell Computer Corporation

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**DPAS** Generating Inventory

## Generating a DPAS Custom Inventory

Navigate to:  
Inventory > Generate Inventories > Custom

The screenshot shows the DPAS web application interface. At the top, the DPAS logo is on the left and 'Generating Inventory' is on the right. Below the logo is the title 'Generating a DPAS Custom Inventory' and the navigation path 'Inventory > Generate Inventories > Custom'. The main content area shows a screenshot of the application's navigation menu. The 'Generate Inventory' option is highlighted, and a sub-menu is displayed with 'Custom' selected. Below the menu is a table with columns 'Date' and 'Description'. The table contains several rows of dates and descriptions, with the row for '1/18/2011' highlighted in blue. At the bottom of the screenshot, the text 'OUSD (AT&L) Acquisition Resources and Analysis (ARA) Defense Property Accountability System' is on the left, '9' is in the center, and '1/23/2013' is on the right.

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**DPAS** Available Field(s)

## Custom Inventory Search Criteria

The screenshot shows the 'Search Criteria' dialog box in the DPAS application. The dialog has a title bar 'Search Criteria' and a table with four columns: 'Available Field(s)', 'Available Value(s)', 'Selected Value(s)', and 'Record Cnt: 54'. The 'Available Field(s)' column contains a list of fields, with 'Item Desc' highlighted in red. Below the table is an 'Alternate Search Criteria' button. At the bottom of the dialog are 'Search' and 'Reset' buttons. To the right of the dialog, the text 'Item Desc is selected from the Available Field(s) drop-down list.' is displayed. At the bottom of the screenshot, the text 'OUSD (AT&L) Acquisition Resources and Analysis (ARA) Defense Property Accountability System' is on the left, '10' is in the center, and '1/23/2013' is on the right.

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**DPAS** Available Value(s)

### Custom Inventory Search Criteria

Available Value(s)

Available Field(s)	Available Value(s)	Selected Value(s)	Record Cnt: 54
Item Desc	Select an Item		

- Select an Item
- ANALYZER SPECTRUM
- LAPTOP**
- NOTEBOOK
- SERVER
- TEST BLANK ECC FOR R
- TESTING ITEM
- TRUCK,CARGO

Search Reset

LAPTOP is selected from the Available Value(s) drop-down.

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**DPAS** Selected Value(s)

### Custom Inventory Search Criteria

Selected Value(s)

Available Field(s)	Available Value(s)	Selected Value(s)	Record Cnt: 54
Item Desc	Select an Item	LAPTOP	11
Select an Item			

Alternate Search Criteria

Search Reset

LAPTOP appears in the Selected Value(s) field.

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**DPAS** Adding more Values

## Custom Inventory Search Criteria

### Selecting Additional Available Value(s)

Available Field(s)	Available Value(s)	Selected Value(s)	Record Cnt: 54
Item Desc	Select an Item	LAPTOP	11
Select an Item	<ul style="list-style-type: none"> <li>Select an Item</li> <li>ANALYZER,SPECTRUM</li> <li>LAPTOP</li> <li><b>NOTEBOOK</b></li> <li>SERVER</li> <li>TEST BLANK ECC FOR R</li> <li>TESTING ITEM</li> <li>TRUCK,CARGO</li> </ul>		

Search Reset

NOTEBOOK is selected from Available Value(s) drop-down.

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**DPAS** Selected Value(s)

## Custom Inventory Search Criteria

### Selected Value(s) Field

Available Field(s)	Available Value(s)	Selected Value(s)	Record Cnt: 54
Item Desc	Select an Item	LAPTOP NOTEBOOK	16
Select an Item			

Alternate Search Criteria

Search Reset

NOTEBOOK appears in the Selected Value(s) field.

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**DPAS** Additional Criteria

## Custom Inventory Search Criteria

Available Field(s)	Available Value(s)	Selected Value(s)	Record Cnt: 54
Item Desc	Select an Item	LAPTOP,NOTEBOOK	16
Select an Item			

Select an Item

- Acc
- Asset Cd
- Asset Id
- Asset Level Cd
- CAMS
- CIIC
- Deprn Cd
- Dollar Amt
- Item Desc
- Last Inv Dt
- Last Inv Recon Dt
- Lease Cd
- Loan Cd
- Loc
- Maj Cust Nbr
- Mfr Name**
- Non-Actbl
- Pfilterable
- Reportable Cd
- Ser Nbr
- Stock Nbr
- Sub Loc
- Suspected Loss
- Type Asset Cd
- Utl

**Mfr Name is selected from Available Field(s) drop-down list.**

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**DPAS** Available Value(s)

## Custom Inventory Search Criteria

### Available Value(s)

Available Field(s)	Available Value(s)	Selected Value(s)	Record Cnt: 54
Item Desc	Select an Item	LAPTOP,NOTEBOOK	16
Mfr Name	Select an Item		

Select an Item

- DELL COMPUTER CORPORATION**
- HEWLETT PACKARD

**DELL COMPUTER CORPORATION is selected from Available Value(s) drop-down list.**

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**DPAS** Selected Value(s)

## Custom Inventory Search Criteria

### Selected Value(s) Field

Available Field(s)	Available Value(s)	Selected Value(s)	Record Cnt: 54
Item Desc	Select an Item	LAPTOP;NOTEBOOK	16
Mfr Name	Select an Item	DELL COMPUTER CORPORATION	9
Select an Item			

DELL COMPUTER CORPORATION appears in the Selected Value(s) field.

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**DPAS** Additional Search Criteria

## Custom Inventory Search Criteria


### Alternate Search Criteria

Available Field(s)	Available Value(s)	Selected Value(s)	Record Cnt: 54
Item Desc	Select an Item	LAPTOP;NOTEBOOK	16
Mfr Name	Select an Item	DELL COMPUTER CORPORATION	9
Select an Item			

Available Field(s)	Available Value(s)	Selected Value(s)	Record Cnt: 54
Select an Item			

Alternate Search Criteria button is selected and a new Search Criteria set appears.

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Multiple Criteria

## Custom Inventory Search Criteria

**Search Criteria**

Available Field(s)	Available Value(s)	Selected Value(s)	Record Cnt: 54
Item Desc	Select an Item	LAPTOP,NOTEBOOK	16
Mfr Name	Select an Item	DELL COMPUTER CORPORATION	9
Select an Item			


**Search Criteria**

Available Field(s)	Available Value(s)	Selected Value(s)	Record Cnt: 54
Item Desc	Select an Item	SERVER	4
Mfr Name	Select an Item	HONEYWELL CORPORATION	3
Select an Item			

9+3=12

New Search Criteria is determined. Select Search button to continue.

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Search Results

## Custom Inventory Search Results

### Criteria Sets and Number to Display

**First Criteria Set**

Available selections are: Item Desc is equal to LAPTOP, or NOTEBOOK,  
And:  
Mfr Name is equal to DELL COMPUTER CORPORATION

**Second Criteria Set**

**Search Results** Number to Display 10

Select	Asset Id	Stock Nbr	Serial Nbr	Creation Nbr	Asset Level Cd	Loc	Item Desc	Disposable	Depn Cd	Lot Nbr	Acq Inv Dt	Dis Inv Dt	Loan Cd	Lease Cd	Mfr Name
<input type="checkbox"/>	TT12340033	123123123	4455645	MC0002	EI	BLDG 4	LAPTOP	No	N		01/08/2010	01/08/2010	0	N	DELL COMPUTER CORPORATION
<input type="checkbox"/>	TT12340034	123123123	7891434	MC0002	EI	BLDG 4	LAPTOP	No	N		01/08/2010	01/08/2010	0	N	DELL COMPUTER CORPORATION
<input type="checkbox"/>	TT12340035	123123123	47913	MC0002	EI	BLDG 4	LAPTOP	No	N		01/08/2010	01/08/2010	0	N	DELL COMPUTER CORPORATION
<input type="checkbox"/>	TT12340036	123123123	8774231	MC0002	EI	BLDG 4	LAPTOP	No	N		01/08/2010	01/08/2010	0	N	DELL COMPUTER CORPORATION
<input type="checkbox"/>	TT12340037	123123123	46131	MC0002	EI	BLDG 4	LAPTOP	No	N		01/08/2010	01/08/2010	0	N	DELL COMPUTER CORPORATION
<input type="checkbox"/>	TT12340038	123123123	444644	MC0002	EI	BLDG 4	LAPTOP	No	N		01/08/2010	01/08/2010	0	N	DELL COMPUTER CORPORATION
<input type="checkbox"/>	TT12340039	123123123	789761	MC0002	EI	BLDG 4	LAPTOP	No	N		01/08/2010	01/08/2010	0	N	DELL COMPUTER CORPORATION
<input type="checkbox"/>	TT12340044	124124124	14643	MC0002	EI	BLDG 4	NOTEBOOK	No	N		01/08/2010	01/08/2010	0	N	DELL COMPUTER CORPORATION
<input type="checkbox"/>	TT12340045	124124124	7513749614	MC0002	EI	BLDG 4	NOTEBOOK	No	N		01/08/2010	01/08/2010	0	N	DELL COMPUTER CORPORATION
<input type="checkbox"/>	TT12340049	125125125	84351	MC0002	EI	BLDG 4	SERVER	No	N		01/08/2010	01/08/2010	0	N	HONEYWELL CORPORATION

Assets are selected. The Continue button is selected.

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**DPAS** Search Update

## Custom Inventory Search Update

### Type Action

First Criteria Set  
Available selections are: Item Desc is equal to LAPTOP, or NOTEBOOK,  
And: Mfr Name is equal to DELL COMPUTER CORPORATION

Second Criteria Set

**Update**

*Type Action	Select an Item
	Select an Item
	Init Inventory
	<b>Init Inventory and Gen Report</b>
	Inquiry Process

Continue Cancel

Select Init Inventory and Gen Report from Type Action drop-down list.

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**DPAS** Search Update

## Custom Inventory Search Update

### Report Sort Seq

First Criteria Set  
Available selections are: Item Desc is equal to LAPTOP, or NOTEBOOK,  
And: Mfr Name is equal to DELL COMPUTER CORPORATION

Second Criteria Set

**Update**

*Type Action	Init Inventory and Gen Report
*Report Sort Seq	Asset Id
	Asset Id
Generate Inv	Location
Sched Cmpltn Dt	Item Description
*Inv Name	Stock Number

Submit Cancel

Asset Id is selected from the Report Sort Seq drop-down list.

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**DPAS** Search Update

## Custom Inventory Search Update

### Generate Inv

First Criteria Set  
Available selections are: Item Desc is equal to LAPTOP, or NOTEBOOK,  
And: Mfr Name is equal to DELL COMPUTER CORPORATION

Second Criteria Set

**Update**

*Type Action	Init Inventory and Gen Report
*Report Sort Seq	Asset Id
Generate Inv	Complete List: 1 Inventory
Sched Cmpltn Dt	Complete List: 1 Inventory
*Inv Name	Each Location: 1 Inventory Each Major Custodian: 1 Inventory Each Sub Custodian: 1 Inventory

Submit Cancel

Complete List: 1 Inventory is selected from the Generate Inv drop-down list.

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**DPAS** Search Update

## Custom Inventory Search Update

### Sched Cmpltn Dt

First Criteria Set  
Available selections are: Item Desc is equal to LAPTOP, or NOTEBOOK,  
And: Mfr Name is equal to DELL COMPUTER CORPORATION

Second Criteria Set


**Update**

*Type Action	Init Inventory and Gen Report
*Report Sort Seq	Asset Id
Generate Inv	Complete List: 1 Inventory
Sched Cmpltn Dt	5/19/2010
*Inv Name	ex: Laptops>

Today None

Select or enter date into the Sched Cmpltn Dt text field.

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Search Update

## Custom Inventory Search Update

**Inv Name**

First Criteria Set

Available selections are: Item Desc is equal to LAPTOP, or NOTEBOOK,  
And: Mfr Name is equal to DELL COMPUTER CORPORATION


Second Criteria Set

**Update**

*Type Action	Init Inventory and Gen Report
*Report Sort Seq	Asset Id
Generate Inv	Complete List: 1 Inventory
Sched Cmpltn Dt	5/19/2010
*Inv Name	Dell Laptops and Notebooks and Honeywell Servers

Enter "Dell Laptops and Notebooks and Honeywell Servers" - Select Submit button.

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Transaction Status

## Custom Inventory Transaction Status

**Success**

Transaction Status			
Status	Action Required	Details	
Success		Inventory Nbr	10139UIC0010001
		Assets Added	12
Success		Report Queued	

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# Custom Inquiries

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## Custom Inquiries

Custom Inquiries

### Type Action

First Criteria Set  
Available selections are: Item Desc is equal to LAPTOP, or NOTEBOOK,  
And: Mfr Name is equal to DELL COMPUTER CORPORATION

Second Criteria Set

**Update**

Type Action	
	Select an Item
	Select an Item
	Init Inventory
	Init Inventory and Gen Report
	<b>Inquiry Process</b>


Continue Cancel

Select Inquiry Process from Type Action drop-down list.

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**Custom Inquiries**

## Custom Inquiries Field Selection

**Field Selection**

Extract Excel File  Extract Id

Extract Text, Comma Separated File  Privacy Type

**My Selections**


New Selection List

Select/Deselect	Field	Field Description
<input checked="" type="checkbox"/>	Actbl UIC	Accountable Unit Identification Code - The UIC of the organization that is assigned management responsibility for property belonging to a specific unit organization, or activity. Multiple UIC's may be grouped under an Accountable UIC to consolidate data for accountability and accounting system reporting purposes.
<input checked="" type="checkbox"/>	Asset Id	Unique locally assigned code used for identification purposes.
<input checked="" type="checkbox"/>	Asset Pflerable	Asset Pflerable Flag. Yes or No
<input checked="" type="checkbox"/>	Cause Lst Inv Dt Chg	Identifies how the list inv dt was modified. Program description or Inv List Nbr.
<input checked="" type="checkbox"/>	Cause Lst Rcl Dt Chg	Identifies how the Rcl Last Inv Date was modified. Program description or Inv List Nbr.
<input checked="" type="checkbox"/>	Cause of Suspt Loss	Identifies the Inv List Nbr or program that most recently changed the suspected loss status code.
<input checked="" type="checkbox"/>	Custodian Nbr	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.
<input checked="" type="checkbox"/>	DOB Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number.
<input checked="" type="checkbox"/>	Dollar Amt	The dollar amount of construction in progress/work in process, real property or the dollar amount of the accounting transaction.
<input checked="" type="checkbox"/>	Ear Dt	The date the asset is no longer considered usable for its intended purpose, or the date the authority to operate the asset ends.
<input checked="" type="checkbox"/>	Inv By Serial Nbr	Inv By Serial Nbr is asset to be inventoried by Serial Number. Yes or No.
<input checked="" type="checkbox"/>	Inv Custodian Nbr	A unique system generated number that identifies the custodian id inventory the associated asset is included on
<input checked="" type="checkbox"/>	Inv Input Type	Identifies how the inventory data was entered in the database.
<input checked="" type="checkbox"/>	Inv Loc	The physical location of an asset when it was inventoried.
<input checked="" type="checkbox"/>	Inv Qty	Inventory Quantity. The quantity for bulk items
<input checked="" type="checkbox"/>	Inv Sub Custodian Nbr	Sub Custodian Identifier Inventory.
<input checked="" type="checkbox"/>	Inv Sub Loc	The sub location where the asset was last inventoried.
<input checked="" type="checkbox"/>	Inv UIC	UIC asset recorded when inventoried.
<input checked="" type="checkbox"/>	Inv User Id	Identifies the user who last inventoried this asset.
<input checked="" type="checkbox"/>	Item Desc	(1) The description of an asset. For an asset with a valid national stock number, Item Description field will be automatically filled with Approved Item Name from the Fed

Show Inquiry Submit Reset Cancel

Select Show Inquiry button.

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**Custom Inquiries**

## Custom Inquiries Results

Rows Retrieved = 12


100% Find|Next Select a format Export

Actbl UIC	Asset Id	Asset Pflerable	Cause Lst Inv Dt Chg	Cause Lst Rcl Dt Chg	Cause of Suspt Loss	Custodian Nbr	D
LEARN1	TT12340045	NO	WPHRN52	WPHRN52		MC0002	
LEARN1	TT12340044	NO	WPHRN52	WPHRN52		MC0002	
LEARN1	TT12340036	NO	WPHRN52	WPHRN52		MC0002	
LEARN1	TT12340037	NO	WPHRN52	WPHRN52		MC0002	
LEARN1	TT12340038	NO	WPHRN52	WPHRN52		MC0002	
LEARN1	TT12340039	NO	WPHRN52	WPHRN52		MC0002	
LEARN1	TT12340033	NO	WPHRN52	WPHRN52		MC0002	
LEARN1	TT12340034	NO	WPHRN52	WPHRN52		MC0002	
LEARN1	TT12340035	NO	WPHRN52	WPHRN52		MC0002	
LEARN1	TT12340049	NO	WPHRN52	WPHRN52		MC0002	
LEARN1	TT12340050	NO	WPHRN52	WPHRN52		MC0002	

Cancel

Export report as either Excel or Acrobat (PDF) file.

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*Advanced Search Criteria*

## **Wild Cards**


You can also enter your own criteria in the Selected Value(s) field. Use the “wildcard characters” (percent sign [%], greater than [>] or less than [<] symbols) to refine your search. Use the percent sign (%) before and after the value to return all records where that value is found.

For example, if “*Item Description*” is selected in the Available Field(s) and “%LAPTOP%” is entered in the Selected Value(s) field, you will retrieve all records with the word “LAPTOP” in any part of the Item Description.

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*Summary*

## **Summary**

Custom Inventories are a great tool to do “spot check” inventories during the year.

Fine tuning inventories during the year helps for an easier, more accurate full inventory.

Custom Search module can be used to create very specific inquiries without sorting excel data.


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# For More Information

**Columbus Call Center**  
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580-6975 DSN  
216-522-6975 Comm  
866-498-8687 Toll Free

**Training (Online, Instructor led, Webinar)**  
[cco-dpastrng@dfas.mil](mailto:cco-dpastrng@dfas.mil)

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

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



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