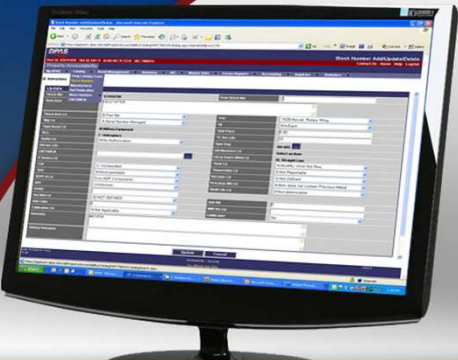



Defense Property Accountability System

**DPAS**

Presented by  
David Brooks




# DPAS Property Accountability Inventory



OUUSD (AT&L) Acquisition Resources and Analysis (ARA)  
Property and Equipment Policy  
**KNOWLEDGE. CONFIDENCE. TRUST.**

4/22/2015



**DPAS**

Introductions

**Presenter**  
David Brooks, DPAS Support

**Q&A**  
Scott Milewski, IT Training Specialist  
Craig Corwin, 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 **Download Presentation** pod


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Agenda


- **Purpose**
- **DPAS Inventory**
  - Types of Inventory
  - Initialize (Generate) an Inventory
  - Portable Data Collection Device (PDCD Types)
  - Software Download
  - Download Inventory to PDCD
  - Conduct Inventory
  - Upload Inventory from PDCD
- **Reconcile Inventory**
  - View Inventory Report
  - Manage Inventory
  - Update Inventory
  - Generate Reconciliation Report
- **Summary**
- **Q&A / Polls**




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Setup and Troubleshooting

- **PDCD Setup**
  - Select Programs
  - Change Button Assignment
  - Provide Owner Information/Notes
  - Select Backlight Settings
  - Set Clock and Alarms
  - Define Battery Life Settings
  - Deselecting Advanced Network Functionality
- **PDCD Troubleshooting**
  - Warm Boot
  - Cold Boot
  - Clean Boot



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**Setup & Troubleshooting Your CN3G/CN3eG**

### Setup and Troubleshooting of the Intermec CN3G/CN3eG PDCD

#### General and Recommended Setting Changes

The Intermec CN3G/CN3eG PDCDs (Portable Data Collection Device) are the latest addition to DPAS approved PDCD list. The CN3G/CN3eG are over two times faster and have three times the memory than the Intermec 751G. They have a default operating system of Windows Mobile 6 compared to the less efficient 751G operating system of Win CE.net.

One of the biggest advantages is the ability to remove the battery for a long period of time, replace it, and still have all the DPAS application information. DPAS Columbus has successfully tested this for up to eight days.

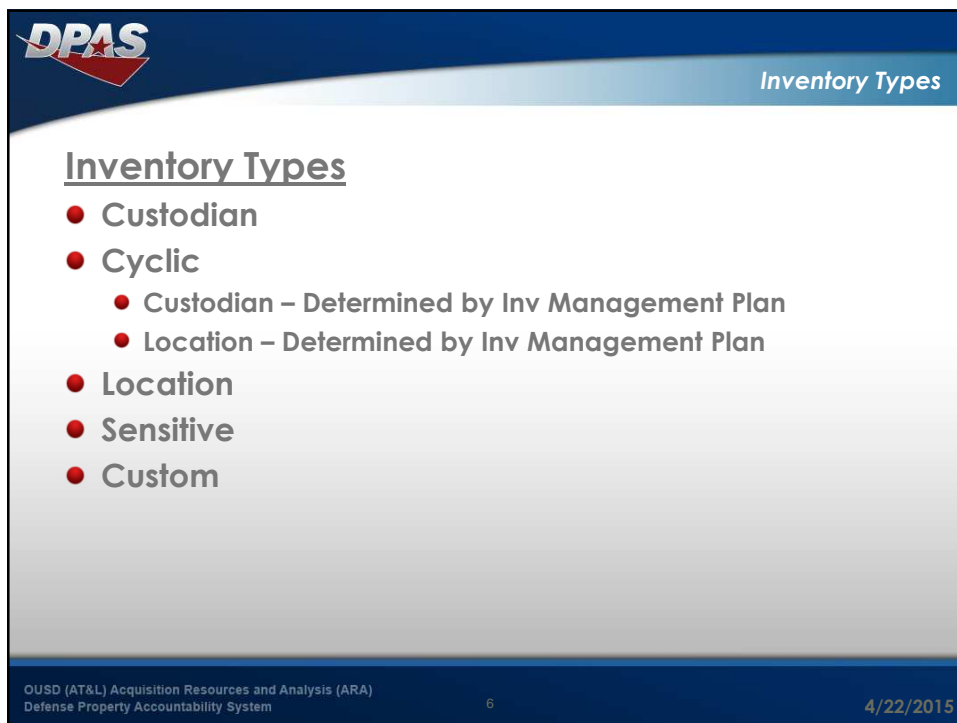
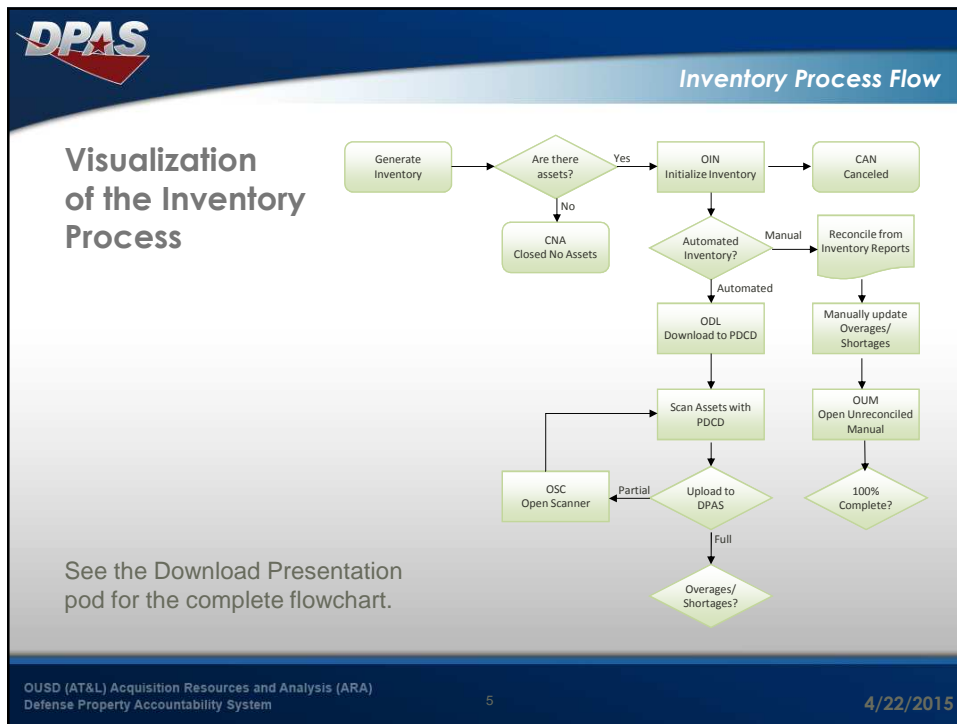
Please visit our website at: <http://dpassupport.golearnportal.org/>  
 Navigate to Support/Hardware and Software for purchasing information.

DPAS Support Documentation
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**DPAS** Generating a DPAS Inventory

**Navigate to:**  
Inventory > Generate Inventories > Custodian

The screenshot shows the DPAS web application interface. At the top, the DPAS logo is on the left, and the title 'Generating a DPAS Inventory' is on the right. Below the logo, the text 'Navigate to: Inventory > Generate Inventories > Custodian' is displayed. The main content area shows a screenshot of the DPAS web application. The top navigation bar includes 'My DPAS', 'Catalog', 'Asset Management', 'Inventory', 'AIT', 'Master Data', 'Maint/UH', 'Forms-Reports', 'Accounting', 'Authorizations', 'Inquiries', and 'Statistics'. The 'Inventory' menu is expanded, showing 'Generate Inventory' (highlighted), 'Manage Inventories', 'Update Inventory', 'Next Inv Initzn Date', and 'Inv Mgt Plan'. The 'Generate Inventory' menu is further expanded, showing 'Custodian' (highlighted), 'Cyclic', 'Location', 'Sensitive', and 'Custom'. The 'Custodian' menu is further expanded, showing 'Day'. The main content area displays a table with columns 'Date' and 'Day'. The table contains several rows of data, including dates and descriptions of inventory events. A vertical sidebar on the left is labeled 'MY ACTIONS'.

DPAS Home Page  
User Id: APAULSON Site Id: CO-AUTH1 Actbl UIC: WCMHAA UIC: WCMH01 Contact Us Home Help LogOut

Property Accountability

My DPAS Catalog Asset Management **Inventory** AIT Master Data Maint/UH Forms-Reports Accounting Authorizations Inquiries Statistics

**Generate Inventory** **Custodian**

Manage Inventories  
Update Inventory  
Next Inv Initzn Date  
Inv Mgt Plan

Cyclic  
Location  
Sensitive  
Custom

Day

When you have access to more than one DPAS application e.g. Property Accountability and Supply Store, an additional menu will be displayed above the DPAS process menu which permits the change from one application to another. The application that is currently being accessed will be the left most application displayed, the application title will be bold and the background of the text will be of a different color.

1/18/2011  
12/7/2009testing 12-02-09 GOOD NOW - deleting the previous entry containing 9-18.  
9/8/2009 /Another Test Enterprise MOD for 9/8/09.  
9/8/2009 Test Enterprise Message for September 8, 2009.

MY ACTIONS

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**DPAS** Inventory Search Criteria

- **Major Custodian Nbr**
  - Include Sub Cust (Check Box) - if you want to include all associated Sub Custodians

The screenshot shows the 'Search Criteria' form in the DPAS web application. The form has a title bar 'Search Criteria' and four input fields: 'Maj Custodian Nbr' (with a dropdown arrow), 'Include Sub Cust' (with a checkbox), 'Next Initlzn Dt From' (with a date picker), and 'Next Initlzn Dt To' (with a date picker). Below the input fields are two buttons: 'Search' and 'Reset'.

**Search Criteria**

Maj Custodian Nbr

Include Sub Cust ☐

Next Initlzn Dt From


Next Initlzn Dt To

Search Reset

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Inventory Search Results

Select all inventories to be initialized


- Custodian number MC0003 is Major Custodian
- MC0003 SUB007 is a Sub Custodian

Select	Cust Nbr	Last Inv Dt	Next Initizn Dt
<input checked="" type="checkbox"/>	MC0003		
<input checked="" type="checkbox"/>	MC0003 SUB007		
<input type="checkbox"/>	MC0004		
<input type="checkbox"/>	MC0005		

Select All
Deselect All
Continue
Cancel

Select the Continue button.

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Inventory Selected Rows


Verify the inventories that were selected.

Cust Nbr	Last Inv Dt	Next Initizn Dt
MC0003		
MC0003 SUB007		

Continue
Cancel

Select the Continue button.

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Custodian Inventory Update

Sort Seq drop-down determines how the Custodian Inventory Report is sorted. Only available if Init Inventory and Gen Report was chosen.

Sched Cmpltn Dt is the expected date the inventory will be completed.

Select the Submit button to complete the process.


**Update**

*Type Action	Select an Item
Sched Cmpltn Dt	Select an Item
	Init Inventory
	Init Inventory and Gen Report
	Init Inventory and Gen Report Cond

**Update**


*Type Action	Init Inventory and Gen Report
Sort Seq	Asset Id
Sched Cmpltn Dt	04/17/2015
Signature Block	Agy Cd D2: Other (Default)

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# Manual Inventory

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Manual Inventory


## Steps for a Manual Inventory

- Generate Report
- Mark-Up Report
- Reconcile Report

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Inventory Process Codes

## Open Inventories

- OIN – Open Initialized
- ODL – Open Downloaded
- OUA – Open Unreconciled Automated
- OUM – Open Unreconciled Manual

## Closed Inventories

- CRC – Closed Reconciled
- CAN – Closed Canceled
- CSC – Closed Scanner (Perfect Inventory)
- CNA – Closed No Assets

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**DPAS** DPAS Manual Inventory

- Mark the assets as you find them on the Inventory report
- Annotate any discrepancies such as the Serial Number on the asset not matching the Asset Id on the report

ASST ID	STOCK NBR	SERIAL NBR	LOT NBR	ITEM DESC	QTY	ACQ COST
LOC	SUB LOC	EXPR DT	ASST CD	CIIC	LOAN	LEASE SUSPT
INV LOC	INV SUB LOC	SUB CUST	ASST LVL	UI	CD	LOSS
MFR NAME	MFR PART NBR	NBR	CD	MFR MODEL NBR	STS	CD
					MFR YR	
HEROWN10228	702100P00138	341234		COMPUTER	1	\$5,400.00
BLDG 10		SECTION 9	A	U	G	N/A
BLDG 10			HI	RA		NO
SONY CORP OF AMERICA		113303				2009
HR1026000015	702500P001722	DEL6JJK		COMPUTER, LAPTOP	1	\$5,400.00
BLDG 10		SECTION	K	U	G	N/A
BLDG 10			SI	RA		NO
DELL COMPUTER CORPOR				7000		2009
BULK00000419	6760002858546			LENS, CAMERA, GENERAL	7	\$1,414.00
BLDG 10		SECTION 11	K	U	G	N/A
BLDG 10			SI	RA		NO
CANON						2006

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**DPAS**

# Automated Inventory

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## Automated Inventory

- Automated Inventory = Use of a Portable Data Collection Device (PDCD)
- Use of a PDCD is mandatory according to DoDI 5000.64
  - Enclosure 3 | Procedures | 1. Accountability
    - c. Be established and maintained using information technology. The use of automatic identification technologies (AIT) to assist in property accountability is mandatory unless demonstrably proven through cost benefit or other analysis that implementation would not be practical.

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## Automated Inventory

### Steps for an Automated Inventory

1. Generate Inventory
2. Download Inventory to the Scanner
3. Scan Assets
4. Upload Inventory to DPAS
5. Reconcile Inventory





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**DPAS** PDCDs

### DPAS supports four types of PDCDs (Scanners)

<p><b><u>Motorola MC9190-G</u></b></p> <ul style="list-style-type: none"> <li>• OS: Windows Mobile 6.5</li> <li>• Both RFID and Non-RFID</li> <li>• Batch or Wireless and Bluetooth</li> <li>• Scans Ull 2-D Matrix</li> <li>• <i>Available for new purchase</i></li> </ul> 	<p><b><u>Intermec CN3G/CN3eG</u></b></p> <ul style="list-style-type: none"> <li>• OS: Windows Mobile 6.1</li> <li>• Both RFID and Non-RFID</li> <li>• Scans Ull 2-D Matrix</li> <li>• <i>NOT available for new purchase</i></li> </ul> 
<p><b><u>Intermec CK71G</u></b></p> <ul style="list-style-type: none"> <li>• OS: Windows Mobile 6.5</li> <li>• Batch or Wireless and Bluetooth</li> <li>• Scans Ull 2-D Matrix</li> <li>• <i>Available for new purchase</i></li> </ul> 	<p><b><u>Intermec CN70G/CN70eG</u></b></p> <ul style="list-style-type: none"> <li>• OS: Windows Mobile 6.5</li> <li>• Both RFID and Non-RFID</li> <li>• Batch or Wireless and Bluetooth</li> <li>• Scans Ull 2-D Matrix</li> <li>• <i>Available for new purchase</i></li> </ul> 

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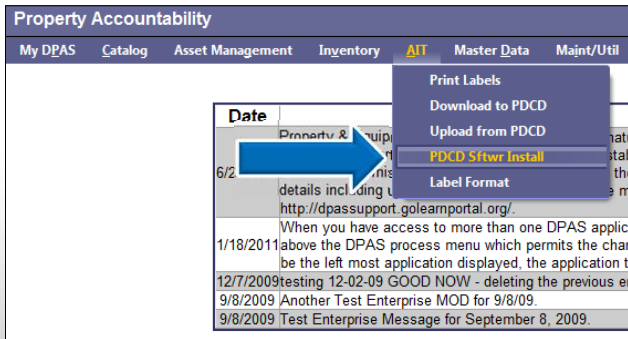
**DPAS**

# Installing PDCD Software

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**DPAS** DPAS Software Download

**1. Navigate to: AIT > PDCD Sftwr Install**



The screenshot shows the DPAS Property Accountability interface. The top navigation bar includes: My DPAS, Catalog, Asset Management, Inventory, **AIT**, Master Data, and Maint/Util. A dropdown menu is open under the AIT tab, showing options: Print Labels, Download to PDCD, Upload from PDCD, **PDCD Sftwr Install** (highlighted with a blue arrow), and Label Format. Below the menu, a table lists various entries with dates and descriptions.

**You must have Microsoft Windows Mobile Device Center (Vista & Windows 7) installed prior to loading the DpasAit software on the PDCD.**

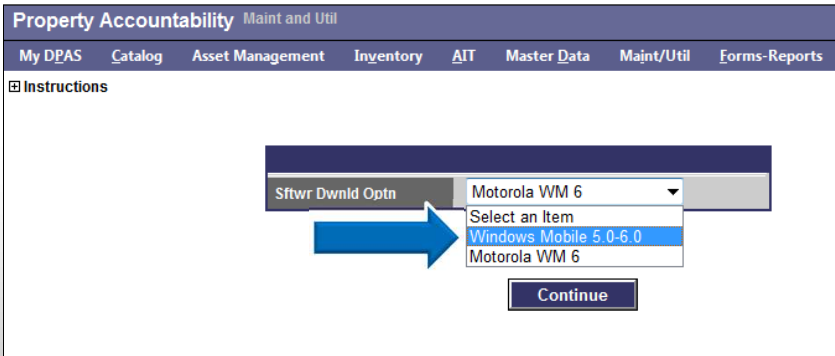
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**DPAS** DPAS Software Download

**2. Choose the correct operating system for your device.**




The screenshot shows the DPAS Property Accountability interface. The top navigation bar includes: My DPAS, Catalog, Asset Management, Inventory, **AIT**, Master Data, Maint/Util, and Forms-Reports. Below the navigation bar, there is a section titled "Instructions". A dropdown menu labeled "Sftwr Dwnld Optn" is open, showing a list of operating systems: "Motorola WM 6", "Select an Item", "Windows Mobile 5.0-6.0" (highlighted with a blue arrow), and "Motorola WM 6". A "Continue" button is visible below the dropdown menu.

**3. Select the Continue button.**

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DPAS Software Download

**Software Download**

Softw Dwnld Optn Windows Mobile 5.0-6.0

Disable "Take a Pctr" ☒


Download
Cancel

**4. Select Disable "Take a Pctr."**

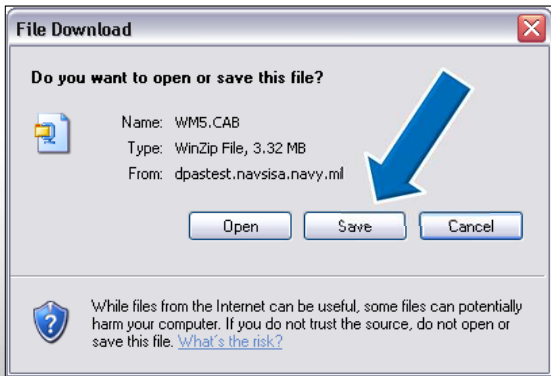
**5. Select the Download button.**

- Note: All DPAS supported PDCD's do not have picture taking functionality.

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File Download

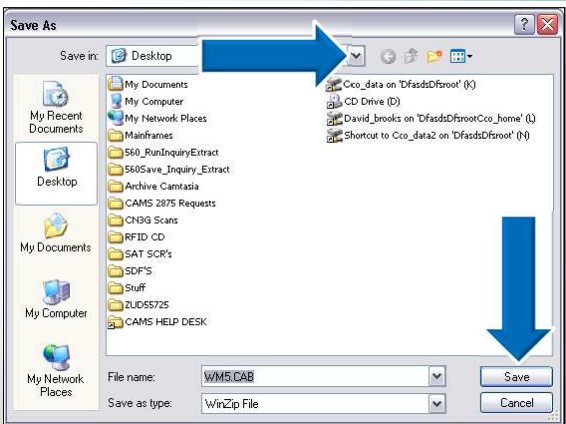
**6. Select the Save button**



The dialog box titled "File Download" asks "Do you want to open or save this file?". It shows file details: Name: WM5.CAB, Type: WinZip File, 3.32 MB, From: dpastest.navsisa.navy.mil. A large blue arrow points to the "Save" button. At the bottom, there is a warning icon and text: "While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)"

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**DPAS** Save As



7. Choose a location to save the .CAB file.
8. Select the Save Button. File downloads to the selected location.

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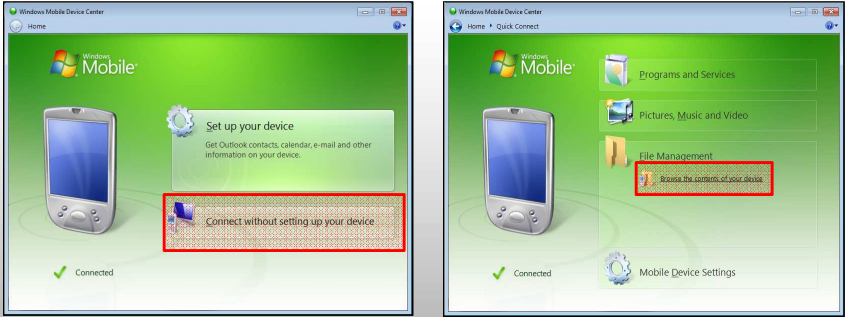
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**DPAS** Open Scanner Folder

### Launch Windows Mobile Device Center

9. Select the *Connect without setting up your device*.
10. Point at File Management and select *Browse the contents of your device*.



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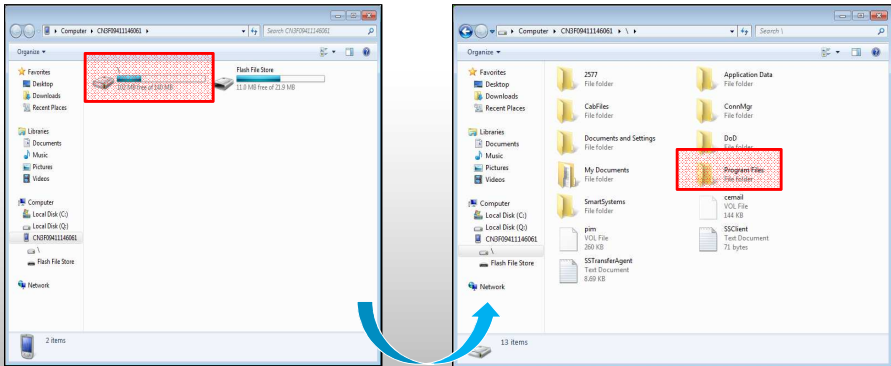
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**DPAS**

### Getting to Programs Files Folder

- 11.** Select the root (\) to see the files on the scanner.
- 12.** Select the *Programs Files* folder.



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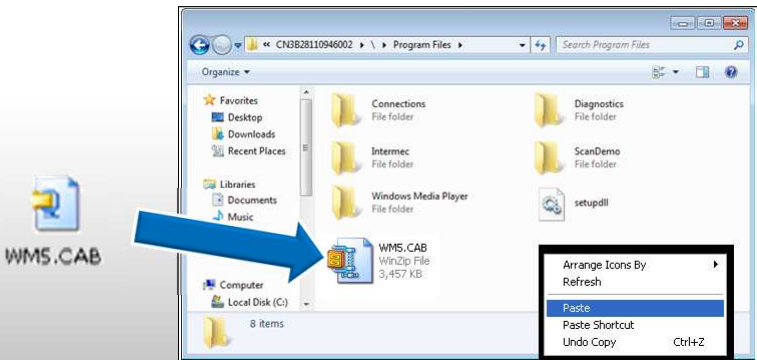
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**DPAS**

### Copying .CAB File

- 13.** Copy and Paste or Click and Drag the .CAB file into the *Programs Files* folder.



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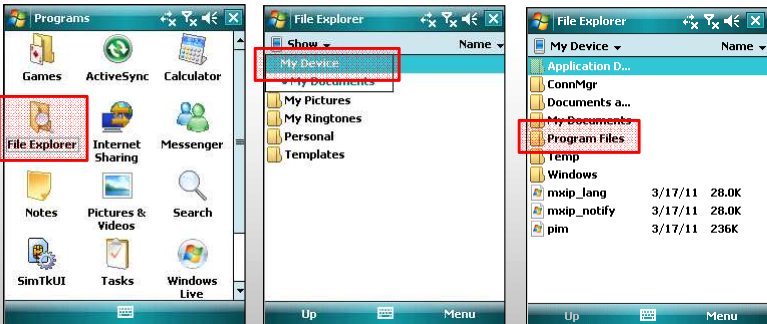
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**DPAS** Navigate the PDCD

**On the Scanner...**

- 14.** Select Start > Programs > File Explorer.
- 15.** Navigate to the Program Files menu.



The first screenshot shows the Start menu with 'File Explorer' highlighted. The second screenshot shows the File Explorer window with 'My Device' selected. The third screenshot shows the File Explorer window with 'Program Files' selected.

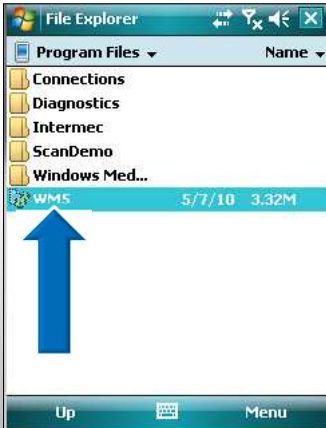
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**DPAS** Installing DpasAit

**16.** From the scanner, double tap the .CAB file to install the DpasAit application onto the PDCD.



The screenshot shows the File Explorer window with the 'Program Files' folder selected. A blue arrow points to the 'WMS' file, which is highlighted in blue.

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**DPAS** Running DpasAit on the Scanner

## 17. Select DpasAit from the Start Menu.

The first screenshot shows the Windows Start menu with 'DpasAit' highlighted. The second screenshot shows a 'DoDBanner' dialog box with the following text:

This is a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.

The third screenshot shows the 'DPAS Property Accountability' application interface with the following menu options:

- Action Items
- Inventory
- Relocate
- Associate UII
- Labels
- Statistics
- Write RFID Tag
- About
- Exit

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**DPAS**

# Download an Inventory to the PDCD

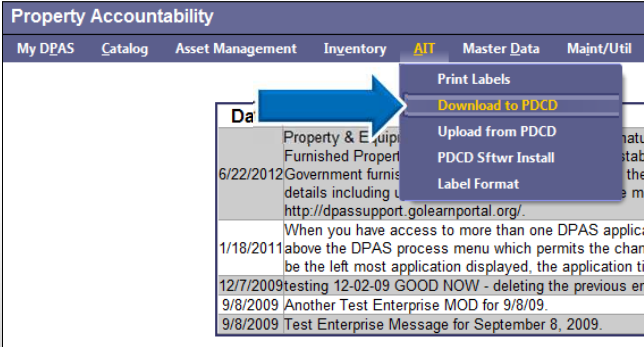
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**DPAS** Download to PDCD

**Navigate to: AIT > Download to PDCD**



The screenshot shows the DPAS application interface. The top navigation bar includes 'My DPAS', 'Catalog', 'Asset Management', 'Inventory', 'AIT', 'Master Data', and 'Maint/Util'. The 'AIT' menu is open, showing options: 'Print Labels', 'Download to PDCD' (highlighted with a blue arrow), 'Upload from PDCD', 'PDCD Sftwr Install', and 'Label Format'. Below the menu is a table with columns 'Date' and 'Description'. The table contains several rows of data, including dates like 6/22/2012, 1/18/2011, 12/7/2009, 9/8/2009, and 9/8/2009, and descriptions related to property and equipment.

 **Ensure Windows Mobile Device Center is running, the PDCD is in the cradle and DpasAit is loaded**

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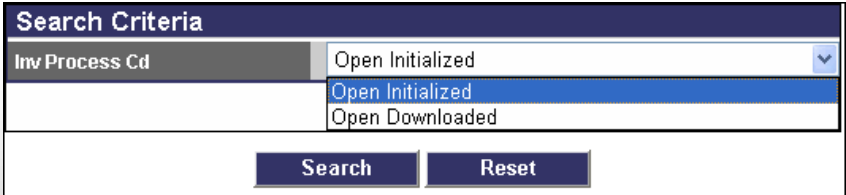
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**DPAS** Download to PDCD Search Criteria

**Select the default value of Open Initialized (OIN).**

- The Open Downloaded (ODL) option is selected when the inventory has already been installed on a scanner



The screenshot shows the 'Search Criteria' form. It has a table with two columns: 'Inv Process Cd' and a dropdown menu. The dropdown menu is currently set to 'Open Initialized'. Below the table are 'Search' and 'Reset' buttons.

**Select the Search button.**

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**DPAS** Download to PDCD Search Criteria

Depending on the version of Internet Explorer you have will determine how you answer the pop-up.

- Internet Explorer 7 – “This page contains both secure and nonsecure items. So you want to display the non secure items?” Answer “YES.”
- Internet Explorer 8 – “Do you want to view only the web content that was delivered securely?” Answer “NO.”
- Internet Explorer 9 and above – Select “Show all content” button at bottom of the screen.

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**DPAS** Download to PDCD Search Results

Select one or multiple inventories that you want to download to the PDCD

- The default of Inv Hdr w/ asset info provides information about all assets on the inventory
- Inv Hdr Only option only provides structure information such as Acct UIC /UIC
- Overwrite All PDCD data wipes out old inventories already on the scanner

Select	Inv Nbr	Inv Type Cd	Cust Nbr	Inc Sub Cust	Loc	Inc Non-Actbl	Inc Pflrbl	Inv Desc
<input checked="" type="radio"/>	0003		No		No	No		
<input type="radio"/>	0003/SUB007		No		No	No		

☐ Inv Hdr w/ asset info  
☐ Inv Hdr Only  
☐ Overwrite All PDCD data

Click on the Download button to load the inventory to the PDCD

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**DPAS** *DpasAit Versioning / Auto-Update*

**Less than one Major Version old**  
 • Keep inventory and Auto-Update

**Windows Internet Explorer**  
 Your PDCD software is out of date, continuing will upgrade to the latest version.  
 OK Cancel

**One Major Version old**  
 • Inventories Deleted and Auto-Update

**Windows Internet Explorer**  
 Your PDCD software is a major Revision out of date, you will be unable to download data until your software is updated. It is recommended that you upload any data on the PDCD device prior to upgrading the software. Continuing will upgrade the PDCD software and delete any data stored on the PDCD device.  
 OK Cancel

**More than one Major Version old**  
 • Inventories Deleted and Manual install

**Windows Internet Explorer**  
 Your DPAS PDCD software is out of date. You are too many versions out of date for an automatic update. You will need to manually reinstall using the PDCD Software Install process. Any old data on the PDCD will be lost during this process.  
 OK

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**DPAS**


# Conducting an Inventory

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**DPAS** *PDCD Time is not correct*

PDCD date/time is compared to the inventory creation date/time. Inventory must be older than the PDCD time.

**Please Adjust Date/Time** **ok**









 The system date/time on this device appears to be incorrect. Please adjust the system date/time before performing any transactions in DPAS. Otherwise, inventory transactions may be rejected, due to an old transaction date/time.

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**DPAS** *Conducting an Inventory*

From the PDCD, select Inventory from the DPAS Property Accountability home page.

**DPAS** **Property Accountability**


- Action Items
-  **Inventory**
-  Relocate
-  Associate UII
-  Labels
-  Statistics
-  Write RFID Tag
-  About
-  Exit

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**DPAS**

Conducting an Inventory

Select the inventory number (Inv Nbr) to be conducted.



Inv Nbr	Status	Inv Typ
10125UIC0020001	Not Started	CUS
10125UIC0020002	Not Started	CUS

OK Cancel

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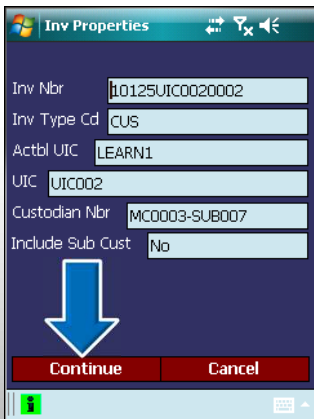
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Defense Property Accountability System

**DPAS**

Conducting an Inventory

Verify the inventory information and select the Continue button.



Inv Nbr: 10125UIC0020002  
Inv Type Cd: CUS  
Actbl UIC: LEARN1  
UIC: UIC002  
Custodian Nbr: MC0003-SUB007  
Include Sub Cust: No

Continue Cancel

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**DPAS**

Conducting an Inventory

The Conduct inventory screen displays ready to scan assets.

Conduct Inventory

Scan Mode: Imager/Scanner

View: Counted - All

Asset Id:  Enter

Asset Id	Desc	Ser Nbr	Qty	Cor
----------	------	---------	-----	-----

Help, Error, List, Zoom, Print, QR Code

**DPAS** Scanning Assets

Scan the Asset's linear barcode or 2-D data matrix.

Linear Barcode

2-D Data Matrix

DPAS RF TAG 126551  
N00010  
000180000059  
HR1234

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**DPAS** Scanning Assets

The scanned asset appears in the table.

Conduct Inventory

Scan Mode: Imager/Scanner

View: Counted - All

Asset Id:  Enter

Asset Id	Desc	Ser Nbr	Qty	Cor
HR10260000	CHAIR	3232233	1	A

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**DPAS** Asset View

### Counted - All versus Remaining - All

Scan Mode: Imager/Scanner

View: Counted - All

Asset Id: [Empty]

Asset Id: HR10260001 CHAIR, 3232233 1 A

Asset Id: HR10260001 TELEPH 353666 0 A

Asset Id: HR10260001 COMPL HP23LPTOF 0 A

Asset Id: HR10260001 LAPTOI HP- 0 A

Asset Id: HR10260001 LAPTOI HP- 0 A

Asset Id: MELDMB002 PRINTE MELDMB002 0 A

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**DPAS** Changing Location

### Changing Location and or Sub Location

Scan Mode: Imager/Scanner

View: Remaining - All

Asset Id: [Empty]

Asset Id: HR10260001 TELEPH 353666 0 A

Asset Id: HR10260001 COMPL HP23LPTOF 0 A

Asset Id: HR10260001 LAPTOI HP- 0 A

Asset Id: HR10260001 LAPTOI HP- 0 A

Asset Id: MELDMB002 PRINTE MELDMB002 0 A

Verify Serial Assets

Non-Labeled Asset

Mark for Upload

Select Inventory

Inventory Info

Inv Nbr: 10125UIC0020002

System Dt: 05/06/2010 15:37:13

\*Inv User Id: APAULSON

\*Loc/Sub Loc: BLDG 21

AREA 51

OK Cancel

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**DPAS** Marking for Upload

1. Select Mark for Upload from pop-up list.
2. Select Mark for Upload button.
3. Select Yes button.

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**DPAS** Partial Upload

**If all the assets have been scanned on the single PDCD select Full Inventory – Run Reconciliation.**

If the PDCD has a partial scan of inventories then select Partial Inventory – No Reconciliation.

Once all assets have been scanned then the last upload will be set to Full inventory – Run Reconciliation.

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**DPAS** Upload from PDCD

### Select items for upload.

Select Items for Upload								
Upload Action Items	<input type="checkbox"/>	Action Items Ready For Upload: 0						
Upload Asset Relocations	<input type="checkbox"/>	Asset Relocations Ready For Upload: 0						
Upload Label Requests	<input type="checkbox"/>	Label Requests Ready For Upload: 0						
Upload UII Associations	<input type="checkbox"/>	UII Associations Ready for Upload: 0						
Upload Inventories	<input checked="" type="checkbox"/>							

Select Inventories to Upload								
Select	Inv Nbr	Inv Type Cd	Cust Nbr	Inc Sub Cust	Loc	Inc Non-Actbl	Inc Pflrbl	Inv Desc
<input checked="" type="checkbox"/>	10125UIC0020002	CUS	MC0003	No		No	No	

Recon Report Options	
Sort Seq	<div>Asset ID</div> <div>Asset ID</div> <div>Stock Number</div> <div>Inventory Date/Time</div>
Optional Sections	<div>All-optional sections</div> <div>N/A</div> <div>Relocated Assets</div> <div>Reconciled Assets</div> <div>Assets Removed from Inventory</div> <div>Reconciled Assets &amp; Relocated Assets</div> <div>Relocated Assets &amp; Assets Removed from Inventory</div> <div>Reconciled Assets &amp; Assets Removed from Inventory</div>
Invs Not Ready for Upload	1

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**DPAS**

# Reconcile Inventory

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Reconcile Inventory

**From Web DPAS you can proceed to Forms/Report to view the initial Reconciliation Report**


REPORT: WPHRR05R      DEFENSE PROPERTY ACCOUNTABILITY SYSTEM      DATE: 03/22/2011      Time: 10:00      PAGE: 1  
 SITE ID: CO-LEARN      CUSTODIAN INVENTORY RECONCILIATION REPORT  
 ASSET ID SEQUENCE      INV NBR: 11081UIC0020001  
 ACTBL UIC: LEARN1 - LEARN1      SCHED CMPLTN DT: 03/22/2011  
 UIC: UIC002 - CO-LEARN MAIN OFFICE  
 CUSTODIAN NBR: MC0003/SUB007

PART I - SUMMARY			
	END ITEM QTY	COMPONENT QTY	TOTAL QTY
OVERAGES (PART II)	4	0	4
SHORTAGES (PART III)	4	0	4
SUSPECTED LOSS UPDATES (PART IV)	0	0	0
RELOCATED ASSETS (PART V)	13	0	13
RECONCILED ASSETS (PART VI)	13	0	13
RESOLVED EXCEPTIONS (PART VII)	0	0	0
ASSETS REMOVED (PART VIII)	0	0	0
PICTURE FILES	-----	-----	0

AIT INPUT TYPE COUNTS	
KVAID	13
KVGBS	0
KVGBB	0
SLAID	2
SZAID	0
SZUID	2
RFTAG	0

OUUSD (AT&L) Acquisition Resources and Analysis (ARA)  
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Reconcile Inventory

**Navigate to: Inventory > Manage Inventories.**

**Property Accountability**

My DPAS    Catalog    Asset Management    **Inventory**    AIT    Master Data

Generate Inventory  
**Manage Inventories**  
 Update Inventory  
 Next Inv Initzn Date  
 Inv Mgt Plan

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**DPAS** *Reconcile Inventory*

From the Search Criteria Screen, select the Search button.

Search Criteria	
Inv Type	All
Inv Process	All
Custodian Nbr	...
Loc	...
Inv Nbr	

Search Reset

OUUSD (AT&L) Acquisition Resources and Analysis (ARA)  
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**DPAS** *Reconcile Inventory*

From the Search Results Screen:

Select	Inv Proc Cd	Inv Nbr	Inv Desc	Cust Nbr	Inc Sub Cust	Loc	Inv Type Cd	Sched Cmpltn Dt	Next Initln Dt
<input checked="" type="checkbox"/>	OUA	10125UIC0020002		MC0003 SUB007	No		CUS	5/5/2010	5/5/2010
<input type="checkbox"/>	ODL	10125UIC0020001		MC0003	No		CUS	5/5/2010	5/5/2010
<input type="checkbox"/>	CAN	10033UIC0020003		MC0005	No		CUS	2/28/2010	2/2/2010
<input type="checkbox"/>	CAN	10033UIC0020002		MC0004	No		CUS	2/28/2010	2/2/2010
<input type="checkbox"/>	CAN	10033UIC0020001		MC0003 SUB007	No		CUS	2/28/2010	2/2/2010
<input type="checkbox"/>	CAN	10019UIC0020002		MC0003	No		CUS	1/31/2010	1/19/2010
<input type="checkbox"/>	CAN	10019UIC0020001		MC0003	No		CUS	1/19/2010	1/19/2010
<input type="checkbox"/>	CAN	10015UIC0020001		MC0004	No		CUS	1/15/2010	1/15/2010
<input type="checkbox"/>	CAN	10012UIC0010004		MC0002 SUB006	No		CUS	2/28/2010	1/12/2010
<input type="checkbox"/>	CAN	10012UIC0010003		MC0002 SUB005	No		CUS	2/28/2010	1/12/2010

1 2

Select All Deselect All Continue Cancel

Choose the inventory to reconcile and select the Continue button.

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Defense Property Accountability System

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**DPAS** Reconcile Inventory

**From the Selected Rows screen:**

- Select Reconcile Inv Data from the drop-down list

Inv Prp Cd	Inv Nbr	Inv Desc	Cust Nbr	Inc Sub Cust	Loc	Inv Type Cd	Sched Cmpltn Dt	Next Initizn Dt
OUA	10125UIC0020002	MC0003 SUB007	No		CUS	5/5/2010	5/5/2010	

**Action**

Reconcile Inv Data ▼

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

Continue Cancel

Select the Continue button.

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**DPAS** Reconcile Inventory

**From the Reconcile Inv Data Search Criteria screen:**

- Choose Serial or Bulk Assets radio button
- Select the Search button

Inv Nbr	10125UIC0020002	Inv Process	OUA
---------	-----------------	-------------	-----

**Search Criteria**

☒ Serial Asset
 ☐ Bulk Asset

Asset Id

Inv Asset Sts Cd  ▼

Search Reset

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**DPAS** Reconcile Inventory

From the Serial Assets Search Results screen:

Search Criteria	Inv Nbr	10125UIC0020002	Inv Process	OUA
	Mgt Cd	A	Asset Id	
	Inv Asset Sts Cd	ALL		

Select	Asset Id	Stock Nbr	Serial Nbr	Inv Asset Sts	Suspt Loss Sts Cd	Asset Lvl Cd	Loan Cd	Lease Cd	Excs Actn Cd	Inv Loc	Inv Sub Loc
<input checked="" type="checkbox"/>	HR1026000033	5810009382766	353666	Shortage Missed	N/A	EI	G	N			
<input type="checkbox"/>	MELDMB002	702500X813761	MELDMB002	Shortage Missed	N/A	EI	G	N			

Choose the asset to reconcile and select the Continue button.

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**DPAS** Reconcile Inventory Shortage

Update information to reconcile the asset.

Asset Id	HR1026000033	Inv Nbr	10125UIC0020002
Stock Nbr	5810009382766	Serial Nbr	353666
Item Desc	TELEPHONE DESK SET	Suspt Loss Sts Cd	N/A
Inv Asset Sts Cd	SMS - Shortage Missed		

Serial Shortage Update	
Initlzd Qty	1
Initlzd Loc	BLDG 21
Initlzd Sub Loc	
Inv Qty	1
Inv Loc	BLDG 10
Inv Sub Loc	ROOM 8989
Inv Dt	05/06/2010
Inv User Id	APAUASON
Cond Cd	A - Svcbl(w/o Qual)
Incl Cmpn	<input type="checkbox"/>
Suspt Loss Sts Cd	N/A - Non Applicable
Resolution Cd	

S - Suspected Loss  
 I - Under Investigation  
 R - Report of Survey  
 N/A - Non Applicable

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**DPAS** Reconcile Inventory Overage

**Update the Resolution Code and Item Description to reconcile the asset.**

Asset Id	000180000096	Inv Nbr	11040N000180001
Stock Nbr	999900A010001	Serial Nbr	
Suspt Loss Sts Cd	N/A	Inv Asset Sts	OUI - Overage Uninitialized

**Serial Overage Update**

Initzd Qty		Inv Qty	1
Initzd Loc		Inv Loc	MECHANICSBURG
Initzd Sub Loc		Inv Sub Loc	
		Inv Dt	02/09/2011
		Inv User Id	BREBOK
		Cond Cd	A
		Incl Cmpn	
Suspt Loss Sts Cd		Resolution Cd	ANR - Accountability not re
		Item Desc	ANR - Accountability not requir

ANR - Accountability not re  
 ANR - Accountability not requir  
 CMS - Cleared Matching Short  
 CDI - Create Due-In record  
 INC - Incorrect input of keyed A  
 OTR - Other resolution  
 RAL - Returned asset to proper  
 RAO - Returned asset to proper  
 SNI - Should not have been inv

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**DPAS** Reconcile Inventory


**Final Reconciliation Report**

REPORT: WPHRR05R DEFENSE PROPERTY ACCOUNTABILITY SYSTEM DATE: 05/06/2010 Time: 16:43 PAGE: 1  
 SITE ID: CO-LEARN CUSTODIAN INVENTORY RECONCILIATION REPORT  
 ASSET ID SEQUENCE INV NBR: 10125UIC0020002  
 ACTEL UIC: LEARN1 - LEARN1 SCHED CMLTN DT: 05/05/2010  
 UIC: UIC002 - CO-LEARN1 MAIN OFFICE  
 CUSTODIAN NBR: MC0003/SUB007

	END ITEM QTY	COMPONENT QTY	TOTAL QTY
OVERAGES (PART II)	0	0	0
SHORTAGES (PART III)	0	0	0
RESOLVED EXCEPTIONS (PART VII)	0	0	0
ASSETS REMOVED (PART VIII)	0	0	0
PICTURE FILES	-----	-----	0
AIT INPUT TYPE COUNTS			
KYALD	4		
KYDES	0		
KYSNB	0		
SLAID	0		
SZALD	0		
SZUID	0		
RPTAG	0		
INVENTORY CLOSED			

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Reconcile Inventory

## Final Reconciliation Report

REPORT: WPHRR05R      DEFENSE PROPERTY ACCOUNTABILITY SYSTEM      DATE: 05/06/2010      Time: 16:43      PAGE: 5  
 SITE ID: CO-LEARN      CUSTODIAN INVENTORY RECONCILIATION REPORT  
 ASSET ID SEQUENCE      INV NBR: 10125UIC0020002  
 ACTBL UIC: LEARN1 - LEARN1      SCHED CMPLTN DT: 05/05/2010  
 UIC: UIC002 - CO-LEARN1 MAIN OFFICE  
 CUSTODIAN NBR: MC0003/SUB007

PART V - RELOCATED ASSETS							
ASSET ID	STOCK NBR	SERIAL NBR	LOC	LOC TO	SYS ID	INV INPT	ASSET LVL CD
ITEM DESC	MAJ CUST NBR	SUB CUST NBR	SUB LOC	SUB LOC TO		INV DT/TIME	
HR1026000028	7110000826229	3232233	BLDG 21	BLDG 21		KYAIID	RI
CHAIR, ROTARY	MC0003	SUB007		AREA 51		05/06/2010 15:26:09	
HR1026000033	5810009382766	353666	BLDG 21	BLDG 10		ONLIN	RI
TELEPHONE DESK SET K		1 EA		ROOM 8989		05/06/2010 00:00:00	
HR1026000037	7020001010002	BP23LPTOP01	BLDG 21	BLDG 21		KYAIID	RI
COMPUTER	MC0003	SUB007		AREA 51		05/06/2010 15:26:11	
HR1026000060	7021001010003	HP-30MER1	BLDG 21	BLDG 21		KYAIID	RI
LAPTOP	MC0003	SUB007		AREA 51		05/06/2010 15:26:13	
HR1026000072	7020001010001	HP-LAP0211	BLDG 21	BLDG 21		KYAIID	RI
LAPTOP COMPUTER SYST	MC0003	SUB007		AREA 51		05/06/2010 15:26:14	

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Reconcile Inventory

## Reconciliation Report Signature Block

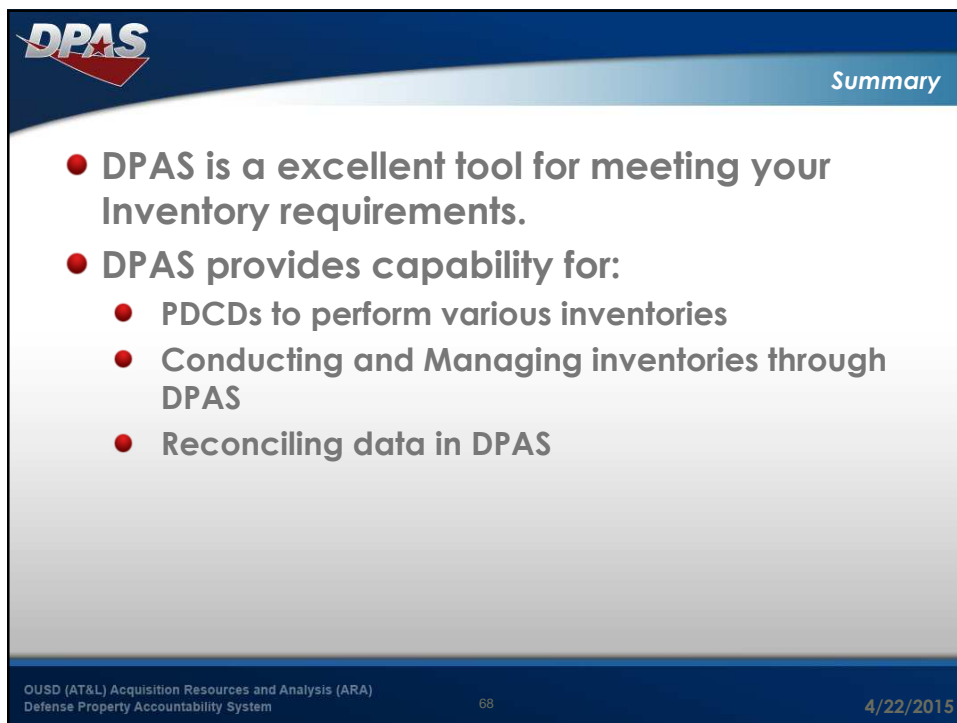
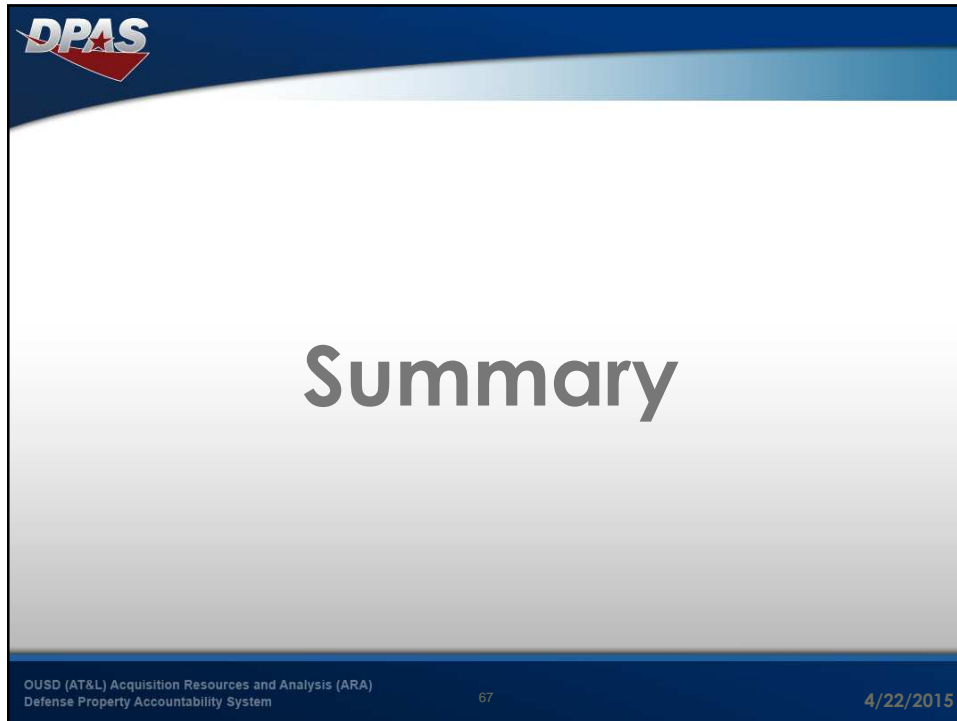
REPORT: WPHRR05R      DEFENSE PROPERTY ACCOUNTABILITY SYSTEM      DATE: 05/06/2010      Time: 16:43      PAGE: 9  
 SITE ID: CO-LEARN      CUSTODIAN INVENTORY RECONCILIATION REPORT  
 ASSET ID SEQUENCE      INV NBR: 10125UIC0020002  
 ACTBL UIC: LEARN1 - LEARN1      SCHED CMPLTN DT: 05/05/2010  
 UIC: UIC002 - CO-LEARN1 MAIN OFFICE  
 CUSTODIAN NBR: MC0003/SUB007


I HAVE CONDUCTED A 100 PERCENT PHYSICAL INVENTORY  
 OF THE PROPERTY LISTED ON THIS HAND RECEIPT. ALL  
 PROPERTY ON HAND NOT INCLUDED ON A HAND RECEIPT  
 HAS BEEN REPORTED AND ALL DISCREPANCIES  
 ACCOUNTED FOR IN ACCORDANCE WITH REGULATION.

SIGNATURE GRADE-RANK/DATE


END OF REPORT

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Questions?



# Questions?

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## For More Information

**DPAS Call Center**  
[dfas.dscc.zel.mbx.cco-dpas@mail.mil](mailto:dfas.dscc.zel.mbx.cco-dpas@mail.mil)  
 580-6975 DSN\*  
 216-522-6975 Comm\*  
 866-498-8687 Toll Free\*  
*\*Select Option 1 when prompted*

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

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

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



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 Property and Equipment Policy  
 KNOWLEDGE. CONFIDENCE. TRUST.

4/22/2015