

DPAS Inventory Reconciliation – Post Session Report

Topics included:

- Breakdown of the Reconciliation Report
- Inventory Management
- Inventory reconciliation process

Presented by:

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Q&A:

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Recording Location:

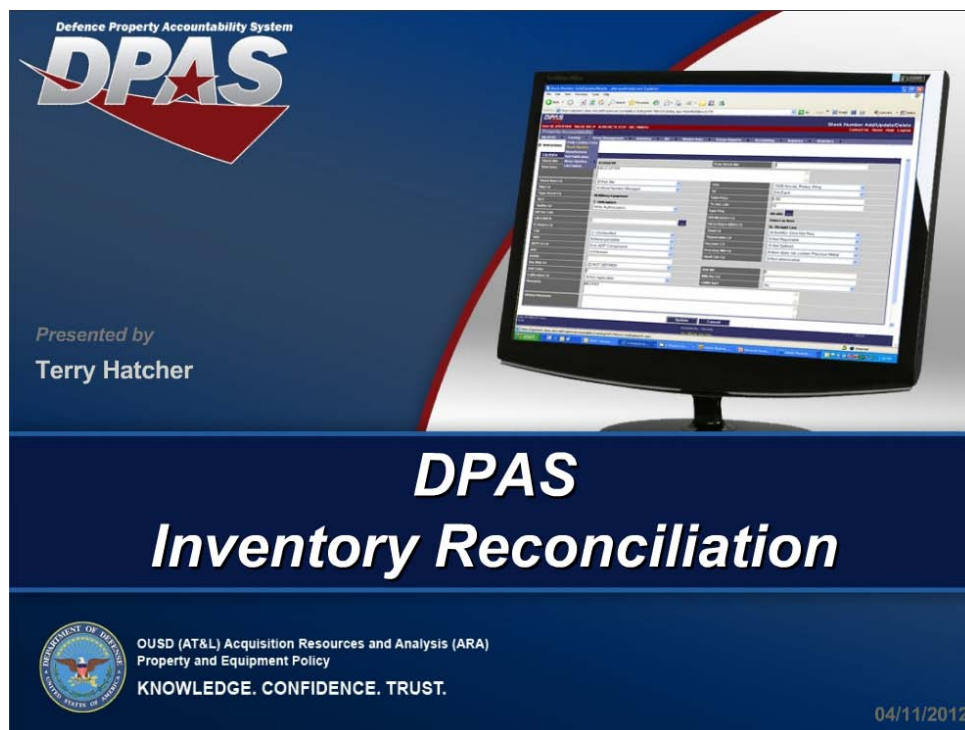
DCO: <https://connect.dco.dod.mil/p87281393/>

(Note: you must log into the DCO website to view the recording)

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

Open **Training / Webinar Archive** and find the webinar under the Inventory Process subject heading or search for the webinar title. (Note: this link will only play the newest webinar on this topic)

Screenshot:



Session Statistics:

Session Date	April 11, 2012
Number of Registered Attendees	139
Number of Internal Attendees	12

Poll Results:

Did you find the content in this webinar useful? – 91 Responses

Answer	Percent
Extremely Useful – I learned a useful technique or tip	69%
Somewhat Useful – This content was not new for me but is useful	27%
Not Useful – I did not learn anything new	3%
Other – I am providing a detailed answer in the chat pod	0%

How would you rate the presentation? i.e. Speaker, Format – 91 Responses

Answer	Percent
Excellent – I would highly recommend this presentation to others	58%
Good - I enjoyed this format and the interaction	36%
Okay - The presentation needed some improvement	4%
Poor - The presentation underperformed for me	1%
Other – I am providing a detailed answer in the chat pod	0%

What topic would you be most interested in for a future webinar? – 87 Responses

Answer	Percent
Asset Dispositions	13%
Asset Receiving	10%
Asset Transfers	9%
Asset Updates	6%
CIP Topics, Projects, Attestation (Detail in Chat)	4%
DPAS Security/Roles	4%
Government Furnished Property (GFP)	10%
Improvements	1%
Inquiries	18%
Maintenance and Utilization (M&U) Module Topics (Detail in Chat)	1%
Real Property Topics	0%
Reports and Forms	12%
RFID Basics	6%
Supply Store Topics (Detail in Chat)	3%
Warranty/Service/Subscriptions	0%
OTHER - I am providing a detailed answer in the chat pod	3%

Participant Questions and Comments:

QUESTION: Is there a way I can save this presentation to show for future employees?

ANSWER: This webinar, Inventory Reconciliation, is being recorded and will be available in about one week on our website under the Training/Webinar Archive.
URL: <http://dpassupport.golearnportal.org>

QUESTION: Can I go in DPAS and print up a list of all the assets I have in the store? If so can I change those that are wrong?

ANSWER: Yes this could be accomplished several ways. Please contact the Columbus Call Center (toll free: 866-498-8687) and ask to talk to a DPAS support agent.

QUESTION: I'm trying to put in place a turn-over binder and want to know if I can get copies of these webinars before the class is scheduled.

ANSWER: This information is available on the DPAS Support website for you to access at your convenience. Our webinars are recorded and placed on our website under the Training/Webinar Archive. URL: <http://dpassupport.golearnportal.org>

QUESTION: I heard the speaker say that once an asset id is scanned and the location is not correct the only way to resolve this is after upload via reconciliation. Is an over writing capability in the scanner's future, double scan an id?

ANSWER: Once an asset is scanned, it cannot be scanned again. The location would have to be corrected after the reconciliation is complete. You would then go to the Asset Update process. It is not currently an upcoming feature, but could be suggested by a Configuration Control Board (CCB) member at a meeting.

QUESTION: Why not pictures of any items? This will help to ID the correct items, because many have different color, size or could be replacement.

ANSWER: Many PDCDs do not allow for the taking of pictures because of the Automated Identification Technology (AIT) contract. The picture taking capability has been disabled due to DOD regulations because it can be considered a security risk.

QUESTION: Is this concerning annual inventories?

ANSWER: This can be used for any type of inventory conducted using DPAS.

QUESTION: Sorry, we logged in late. What exactly is this class about? I am new to DPAS and very little of this made any sense.

ANSWER: This webinar covered how to reconcile and inventory. Every agency needs to complete an inventory at least every three years.

DPAS Inventory Reconciliation

QUESTION: If scanning assets in a wrong location, is there a way to "move" them in the scanner before uploading?

ANSWER: You cannot move the assets in the scanner once you scan them in a certain location. You will need to do the reconciliation in DPAS to move them to the correct location. The location would have to be corrected after the reconciliation is complete. You would then go to the Asset Update process.

QUESTION: Will this cover scanner crashes as well or will I be back at step 1 again?

ANSWER: The crash partly depends on the type of scanner you are using. It is possible to call the Columbus Call Center and request to recover and make your partial inventory available again.

QUESTION: If you have any changes to the asset record, should one use the recon report process to make the changes or can we use the inventory update inventory and make the changes there before closing the inventory?

ANSWER: It is recommended to use the reconcile data option through the Inventory > Manage Inventories tab. Update inventory is normally used for changing Suspected loss codes.

QUESTION: Maybe I am not asking correctly. Are you saying that I can upload an inventory daily to store my progress until I have completed the inventory which may take 2 wks to complete? I was under the impression once you uploaded the inventory from the scanner that the inventory is no longer available via the scanner.

ANSWER: We do recommend creating inventories that take one to two days to complete, but you can use the Partial upload process to upload the status of your inventory at the end of each day. Once you have finished scanning all assets, run a Full Inventory - Run Reconciliation.

QUESTION: What code would you use for scanning in wrong location?

ANSWER: They would show under the Relocated assets section of the recon report. There are several different codes that can be used. If that location is wrong, you would have to update it after the inventory is completely reconciled.

QUESTION: To access this don't you have to close out the inventory in the scanner?

ANSWER: Partial inventories are not closed until the Full - Run Reconciliation is selected.

QUESTION: How do you get the inventory OIN manual to be listed as OUM? What is the process that changes the code?

ANSWER: A manual inventory goes from OIN to OUM once you start reconciling the assets using Manage Inventories process. Remember, since a scanner was not used, all assets will show as initialized.

QUESTION: Will DPAS eventually allow local scanners to download daily progress of your inventory to prevent total lost of info if scanner crashes?

ANSWER: The DpasAit PDCD software allows for the uploading of partial inventories that can be used until the final scan is complete. This can be used as a daily process.

DPAS Inventory Reconciliation

QUESTION: Can OIN apply to Manual Inventory too?

ANSWER: The OIN code is created once an inventory has been initialized. It will then become OUM or OUA.

QUESTION: If the (SCANNER) PDCD does not work, can we still enter data manually?

ANSWER: Yes. We use the same process she is describing but DPAS will not know if these were overages or shortages. We would have to tell DPAS ourselves. Please contact the Columbus Call Center (toll free: 866-498-8687) and ask to talk to a DPAS support agent if you want to discuss this option further.

QUESTION: So if I scan an asset that was not on my books in Navy but was it is on the Army books, it will tell me who the army unit was that last held the asset?

ANSWER: Not exactly, it will show the asset is somewhere within DPAS, but because you do not have security permission to see the asset, you would have to contact the Columbus Call Center and have them locate the asset.

QUESTION: Yes, but the inventory date doesn't chg. How can you get the system to change it w/o doing an asset update?

ANSWER: Update inventory is used to change Suspected Loss codes when an asset was marked as a shortage. The inventory date only changes when you do a complete inventory. Custom inventory may be a good option for you.

QUESTION: Good morning/afternoon, on slide #4 - how can a manager update the inventoried asset even if the asset was not initialized?

ANSWER: You could update an uninitialized asset by going to Inventory > Update inventory. Search for asset and make inventory changes.