

## DPAS WM Physical Inventory Webinar – Post Report

For this instruction, we will demonstrate, from start to finish, the manual Physical Inventory process – which includes: - Initiate - Conduct - Print Inventory Report - Download/Upload Excel content - Reconcile - Print Reconciliation Report - Showcase reconciliation data updates. We will also have a short video presentation on the mobile app functionality and the Inventory Resolution Process.

### ***Presented by:***

Jordan McCauley, Technical Trainer

### ***Q&A:***

Michelle Bowman, Technical Trainer

### ***Recording Location:***

Adobe Connect: <https://dpas.adobeconnect.com/p5tkykag8t8i/>

### ***Screenshot:***

The screenshot shows a webinar slide with a blue and white 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 desktop computer setup including a monitor displaying a web application, a keyboard, a mouse, a tower PC, and a handheld mobile device. To the right is a printer. At the bottom left, it says 'Presented by Jordan McCauley'. The main title is 'Warehouse Management – 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	12/08/2020
Number of Invited Users	2084
Number of Users Registered	260
Number of Attendees	128
Number of Internal Attendees	5

**Participant Questions and Answers:**

**Question:** Why would you do that for a serialized item? That doesn't seem to make sense.

**Answer:** Why would you do what for a serialized asset? Jordan is demonstrating how you can streamline this process by using the global change vs. manually entering in the item qty

**Question:** How do you treat an item that has been shipped out after the inventory was run. Do you give it a 0 of the inventoried item and then remark stating the doc no that it was shipped out on?

**Answer:** That would be up to your agency to determine how you would like to record that discrepancy. I would recommend recording that it wasn't found if it truly was "intransit" and as you mentioned, add a note that indicates it has been shipped out of the warehouse. But again, that is up to your agency to determine the policy.

**Question:** Is the level of inventory something I need to be concerned with. Is this warehouse inventory above the level of an account holder's?

**Answer:** No worries, this sounds like an agency-related question. It is up to your agency to determine and enforce Physical Inventory recommendations and policies. It is an available process for any DPAS warehouse user that has the appropriate role for this function.

**Question:** Is this more to do with warehouse management than someone who handles a single accountable UIC account?

**Answer:** This process is a common practice for all logistics supply and accountability of assets/inventory. But again, this practice is determined per agency.

**Question:** What is the purpose of doing Physical Inventories? When I did them earlier in the year, any changes I made in Physical Inventory didn't make changes in DPAS.

**Answer:** The Physical Inventory is a process that allows a DPAS user to manage, conduct, and reconcile physical inventory within a DPAS Warehouse. This process is essential to maintaining accurate counts of equipment, shortages, and deficiencies. The process itself will record those findings but will not make any updates to your inventory - those updates need to be determined and performed after the fact by a DPAS user.

**Question:** Is there a report that will show all the line items, total assets, dollar value as well as adjustments (Overages & Shortages) with cost variances?

**Answer:** The Physical Inventory Reconciliation Report would show all those details if you ran a complete wall to wall physical inventory. By performing a complete wall to wall inventory, the reconciliation report (accessible in Materiel Mgmt > Physical Inventory and found within the actual Physical Inventory record in question) - with "all details" will provide a single report with all line items, total assets, dollar values and all overages + shortages.

**Question:** If I'm doing an inventory by serial number and the serial number isn't found and I do a suspected loss does it take it out of the inventory.

**Answer:** Flagging any items within a physical inventory as "suspected loss" will not drop/remove those items from your warehouse's inventory. It is up to the user to then verify that physical inventory information and take the appropriate steps in DPAS to dispose of that item. (one example would be to use the Inventory Update process to increase/decrease actual real on-hand quantities)

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DPAS WM Physical Inventory Webinar

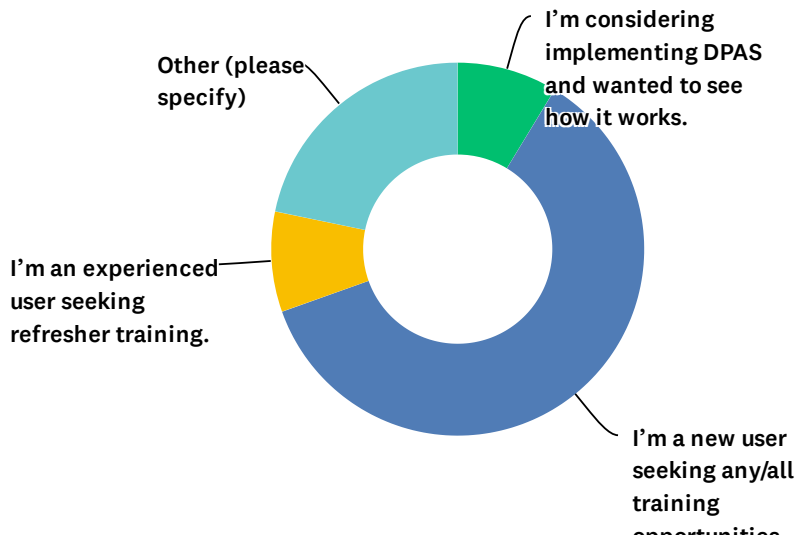
**Question:** We conducted a wall to wall inventory of our warehouse and I would like to pull a detailed report reflecting all the line items, total assets counted, Adjustments (+, -) as well as dollar values. Is this available and if so how would I pull this? Is there a way to build that report or have it added as an update in the near future?

**Answer:** The Physical Inventory Reconciliation Report would show all those details. By performing a complete wall to wall inventory, the reconciliation report - with "all details" will provide a single report with all line items, total assets, dollar values and all overages + shortages.

***Webinar Survey Results to follow on next page***

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

Answered: 23 Skipped: 0

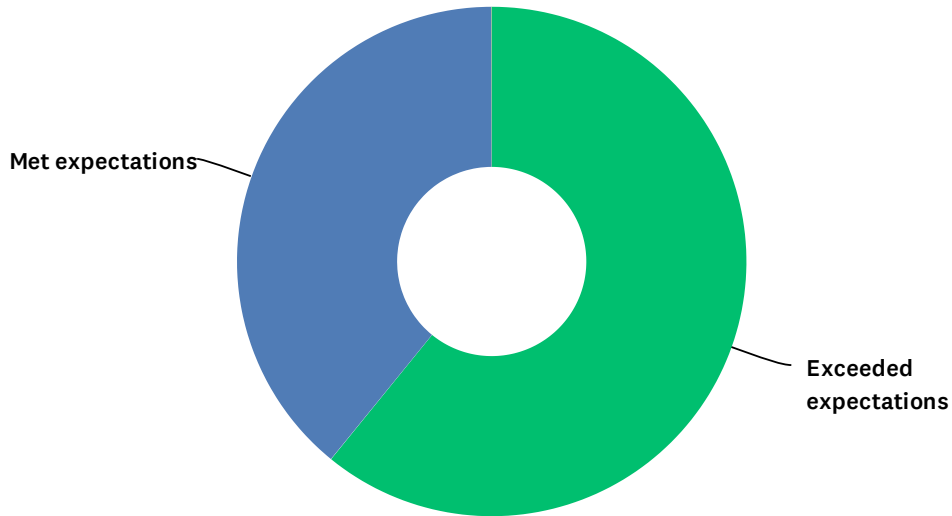


ANSWER CHOICES	RESPONSES
I'm considering implementing DPAS and wanted to see how it works.	8.70% 2
I'm a new user seeking any/all training opportunities.	60.87% 14
I'm an experienced user seeking refresher training.	8.70% 2
Other (please specify)	21.74% 5
<b>TOTAL</b>	<b>23</b>

#	OTHER (PLEASE SPECIFY)	DATE
1	Training on the process	12/8/2020 2:24 PM
2	New warehouse manager	12/8/2020 1:48 PM
3	Alternate APO looking to learn the system	12/8/2020 1:45 PM
4	I'm in Property Accountability module and wanted to see what Warehouse MGMT offers to its users	12/8/2020 1:44 PM
5	training	12/8/2020 1:44 PM

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

Answered: 23 Skipped: 0

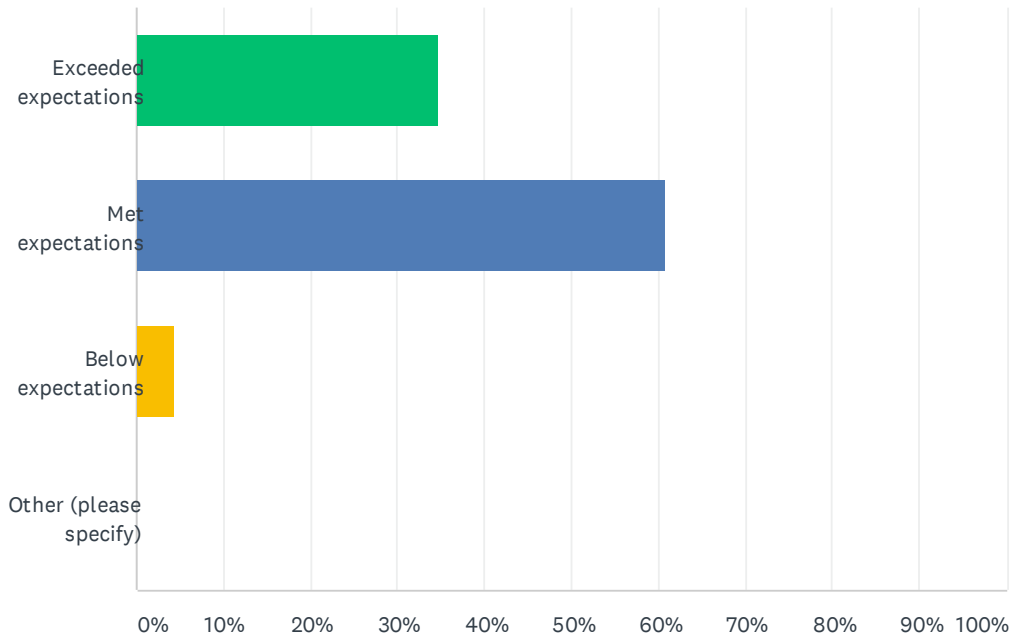


ANSWER CHOICES	RESPONSES	
Exceeded expectations	60.87%	14
Met expectations	39.13%	9
Below expectations	0.00%	0
Other (please specify)	0.00%	0
<b>TOTAL</b>		<b>23</b>

#	OTHER (PLEASE SPECIFY)	DATE
	There are no responses.	

## Q5 How would you rate the usefulness of the webinar?

Answered: 23 Skipped: 0

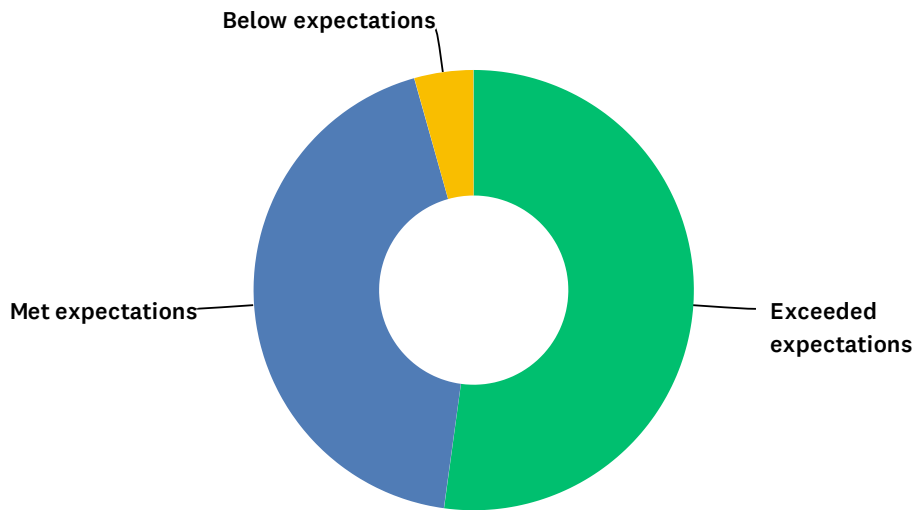


ANSWER CHOICES	RESPONSES	
Exceeded expectations	34.78%	8
Met expectations	60.87%	14
Below expectations	4.35%	1
Other (please specify)	0.00%	0
<b>TOTAL</b>		<b>23</b>

#	OTHER (PLEASE SPECIFY)	DATE
	There are no responses.	

## Q6 How would you rate the registration and login process?

Answered: 23 Skipped: 0

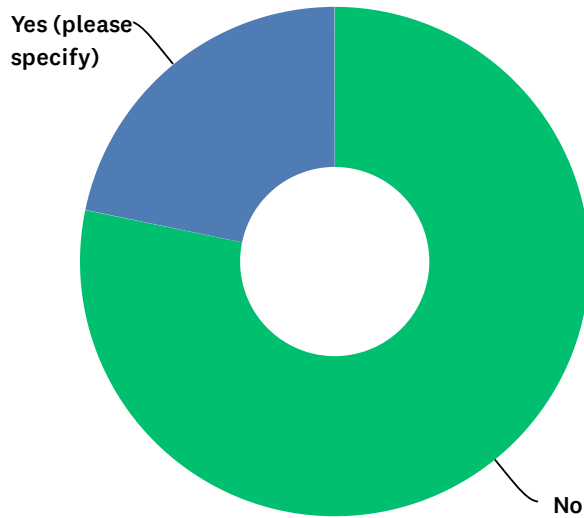


ANSWER CHOICES	RESPONSES	
Exceeded expectations	52.17%	12
Met expectations	43.48%	10
Below expectations	4.35%	1
Other (please specify)	0.00%	0
<b>TOTAL</b>		<b>23</b>

#	OTHER (PLEASE SPECIFY)	DATE
	There are no responses.	

## Q7 Did you experience any technical difficulties?

Answered: 23 Skipped: 0



ANSWER CHOICES	RESPONSES
No	78.26% 18
Yes (please specify)	21.74% 5
<b>TOTAL</b>	<b>23</b>

#	YES (PLEASE SPECIFY)	DATE
1	Wrong web browser	12/8/2020 1:49 PM
2	Only worked on Mozilla Firefox	12/8/2020 1:48 PM
3	Couldn't hear	12/8/2020 1:47 PM
4	audio and video both very choppy	12/8/2020 1:46 PM
5	i couldn't hear anything until i closed out and signed back on	12/8/2020 1:44 PM



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

Answered: 6 Skipped: 17

#	RESPONSES	DATE
1	Issuing assets, return assets	12/8/2020 2:24 PM
2	I would like to see a procedure document that documents all the details of doing an inventory.	12/8/2020 1:51 PM
3	New to the system, will need to do more hands-on work in DPAS to offer recommendations for future topics.	12/8/2020 1:49 PM
4	Material Management Module	12/8/2020 1:48 PM
5	Property accountability	12/8/2020 1:47 PM
6	N/A	12/8/2020 1:44 PM