



NAVAL SUPPLY SYSTEMS COMMAND

*Fleet & Industrial Supply Center
Norfolk*

Defense Property Accountability System (DPAS)

Inventory

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Navy PP&E Management Support Team

13 August 2003

Ready. Resourceful. Responsive!



Fleet & Industrial Supply Center *Norfolk* *Agenda*

Major Claimant Responsibilities

Command Responsibilities

Inventory Requirements

Inventory Process:

- Planning
- Preparation
- Inventory Asset
- Reconcile
- Close-Out



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Norfolk
Major Claimant*

- Complying with SECNAVINST 7320.10 series
- Providing oversight for personal property management within their claimancies
- Assuring that physical counts (i.e., inventories) are conducted properly/as required
- Claimancy personal property database data is accurate
- Asset accountability is maintained
- Financial reporting of personal property is accurate
- Dissemination of personal property guidance...throughout claimancy



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Command PPMs/DPAS Users

NAVAL SUPPLY SYSTEMS COMMAND

- Comply with SECNAVINST 7320.10 series
- Ensure that physical counts (i.e., inventories) are conducted properly/as required
- UIC personal property data is accurate
- Asset accountability is maintained
- Asset financial records for personal property is accurate
- Physical inventories must be compliant and include
 - ✓ Comparison of “book to floor”
 - ✓ Comparison of “floor to book”
- Report the completion of triennial inventory to major claimant
- Inventory documentation is maintained



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Inventory Requirements
Frequency*

- Inventory all capital, minor, and pilferable assets
 - ✓ At least once every 3 years
 - ✓ Change of custodian or responsible officer
 - ✓ Directed by the Commander
 - NOTE: A special physical inventory may be necessary when there is evidence of forced or unlawful entry**
 - ✓ As required by the FAR for personal property in the possession of contractors
- Following must be inventoried annually or more frequently
 - ✓ Equipment on loan
 - ✓ Military equipment
 - ✓ Cryptographic
 - ✓ Sensitive (Semi-annual/Quarterly)



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Inventory Requirements
Documentation***

- Physical inventories shall be documented and documentation maintained, at a minimum, until the next physical inventory is complete (36 months)
- Documentation shall include the following
 - ✓ The asset listing as of the physical inventory date (HRH Inventory Report)
 - ✓ Documentation of the physical count. (e.g. HRH Inventory Report annotated with inventory results and/or the initial Inventory Reconciliation Report)
 - ✓ Inventory Adjustments made and the documentation supporting the resolutions or adjustments. (e.g. Manual Shortage/Overage reports, DD-200, Increase/Decrease Actions Report and/or the annotated Inventory Reconciliation Reports)
 - ✓ Signatures of those who conducted the physical inventory
 - ✓ Reconciliation Report and other miscellaneous documents

Conducting an inventory includes a 5-step approach





Fleet & Industrial Supply Center Norfolk Inventory Process Planning

- Planning is most critical element
- Develop a Command **Inventory Management Plan**
 - ✓ Delineates key elements required to prepare and conduct a physical inventory
 - ✓ Draft an inventory schedule (see next slide)
- The following elements should be included in the plan
 - ✓ Start/completion dates of the inventory
 - ✓ Projected deadlines for critical milestones such as
 - Identify Inventory Team members and Equipment resources
 - Inventory Team Training dates
 - Inventory Reconciliation Start/completion dates
 - NOTE: Inventories must be reconciled NLT 30 days after count
 - ✓ Types of property being inventoried
 - ✓ Consider any special inventory requirements
 - Geographically dispersed assets
 - Personnel/activity constraints



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Inventory Process Sample Inventory Schedule

Hand Receipt Holder	Last Inventory Date	Type of Inventory	Maual or Automated	Identify Inventory Team/Equip Resources	Inventory Team Training	Physical Inventory Start Date	Reconciliation Start Date (30 Days)	Inventory Completion Date	Number of records
N00 - CO	10-May-01	HRH	Manual	1-Mar-03	14-Mar-03	15-Mar-03	1-Apr-03	1-May-03	15
N01 - XO	15-Mar-00	HRH	Manual	15-Jan-03	31-Jan-03	1-Feb-03	15-Feb-03	15-Mar-03	24
N1 - Personnel									
- N1L - Legal	9-Sep-01	HRH	Manual	15-Jul-04	31-Jul-04	1-Aug-04	10-Aug-04	9-Sep-04	10
- N1A - Admin	9-Sep-01	HRH	Manual	15-Jul-04	31-Jul-04	1-Aug-04	10-Aug-04	9-Sep-04	16
- N1B - Personnel	9-Sep-01	HRH	Manual	15-Jul-04	31-Jul-04	1-Aug-04	10-Aug-04	9-Sep-04	20
N3 - OPERATIONS									
- N3A - Scheduling	10-Dec-01	HRH	Manual	15-Oct-04	31-Oct-04	1-Nov-04	16-Nov-04	15-Dec-04	15
- N3B - Plans and Policy	10-Dec-01	HRH	Automated	15-Oct-04	31-Oct-04	1-Nov-04	16-Nov-04	15-Dec-04	82
- N3B1 Communications	15-Mar-02	CRYPTO	Automated	20-Feb-03	1-Feb-03	2-Feb-03	16-Feb-03	15-Mar-03	227
N4 - Supply									
- S-1 Requirements	15-Oct-01	HRH	Automated	16-Jul-04	31-Aug-04	1-Sep-04	15-Sep-04	15-Oct-04	145
- S-2 Galley	9-Oct-01	HRH	Automated	13-Aug-04	27-Aug-04	26-Aug-04	8-Sep-04	8-Oct-04	99
- S-6 Aviation	9-Oct-01	HRH	Automated	15-Jun-03	30-Jun-03	1-Jul-03	15-Jul-03	15-Aug-03	157
- S-8 Material	9-Oct-01	HRH	Automated	13-Aug-04	27-Aug-04	26-Aug-04	8-Sep-04	8-Oct-04	132
- Fuels	9-Oct-01	HRH	Automated	13-Aug-04	27-Aug-04	26-Aug-04	8-Sep-04	8-Oct-04	236
N5 - Maintenance									
	10-Nov-00	HRH	Automated	30-Oct-03	1-Nov-03	2-Nov-03	3-Dec-03	3-Dec-03	326
N6 - INFORMATION TECHNOLOGY									
- N6A Computers	1-Jun-00	HRH	Automated	1-Apr-03	14-Apr-03	15-Apr-03	1-May-03	1-Jun-03	550
- N6B Pilferable items	15-Jul-02	PILFERABLE	Automated	3-Jun-03	17-Jun-03	18-Jun-03	19-Jun-03	18-Jul-03	99
TOTAL Gen PP&E									2153

Conducting an inventory includes a 5-step approach





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Inventory Process Preparation

• **Personnel**

✓ **Identify**

- Responsible Officer (HRH)
- Inventory Validation Team Leader
- Inventory Team members

✓ **Notify**

- Responsible Officers
- Inventory team members

✓ **Inventory Team Training**

- How to annotate the Inventory Listing (found/gain/missing)
- Tagging non bar code equipment
- When to conduct a recount
- How and when to use the Manual Inventory Overage report
- Use of the Suspected Loss code Report and Eureka Query

• **Equipment**

- ✓ Bar code assets that have missing or unreadable labels
- ✓ Acquire inventory marking tools (colored stickers)
 - Mark items inventoried
 - Mark Overages
- ✓ Sufficient batteries on hand to support PDCD usage

• **DPAS**

- ✓ **Initialize the Inventory**
- ✓ Generate and print Hand Receipt Inventory Report
- ✓ Prepare PDCD

- Included in the preparation phase is the initialization of the inventory in DPAS and generation of an inventory report
- Any of five different types of inventory can be initialized
 - ✓ Hand Receipt Holder (HRH)
 - ✓ Cryptographic
 - ✓ Location
 - ✓ Cyclic – by Location (Navy default)
 - ✓ Sensitive
 - Sensitive Weapons and Ammo
 - Sensitive Other
 - Sensitive Other including Pilferable
- All inventories are initialized in essentially the same manner



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Norfolk**
**Inventory Process
Preparation (cont)**

- **Hand Receipt Holder Inventory**
 - ✓ Can be generated for a single HRH or a range of HRH's
 - ✓ Can generate one inventory to include Sub HRH's or, a separate inventory for each Sub-HRH within the HRH
- **Hand Receipt Holder inventories are used most often when**
 - ✓ A change of custodian as occurred
 - ✓ Change of Command
 - ✓ Triennial Inventory



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Inventory Process Preparation (cont)

- **Location Inventory**

- ✓ Can only be generated for a specific location
- ✓ Provides the option to initialize and create a separate inventory by
 - UIC/Location (Included ALL property records within the specified location regardless of a custodian)
 - UIC/HRH/Location (creates a separate inventory for each HRH having property in the specified location) or,
 - UIC/HRH/Sub-HRH/Location (creates a separate inventory for each HRH including Sub-HRHs having property in the specified location)
- ✓ The UIC/Location option **is recommended** when a suspected theft or a special inventory is required

NOTE: The Location is mandatory in DPAS. When conducting an automated inventory if the location entered on the PDCD is not in DPAS the inventoried property will be listed as a Shortage-Location on the Inventory Reconciliation Report



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Inventory Process Preparation (cont)

- **Cyclic Inventory**

- ✓ Divides all assets into manageable segments that can be inventoried at periodic intervals such that all assets are inventoried within a specific timeframe
- ✓ Benefits:
 - **Systematic approach** to ensure all assets are inventoried
 - **Reduces manpower** needed for physical count teams
 - **Reduces the number** of discrepancies to be researched for each inventory
 - **Minimizes** volume of property assets being inventoried
- ✓ Cyclic inventory method is recommended
 - Ensures ALL records are scheduled for inventory
 - Meets the requirements for triennial inventory
 - Navy default settings on 36 month cycle
- ✓ Recommend using Cyclic Inventory by Location
 - Limits inventory effort to a specific location (area)
 - Maximizes manpower resource effort



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Inventory Process
Preparation (cont)*

Generate a Manual Inventory!!!



NAVAL SUPPLY SYSTEMS COMMAND

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Inventory Process Preparation (cont)

DPAS Main Menu

File Doc Reg Authn Catalog Accounting Hand Rcpt HRH Maint/Util Inquiries Ad Hoc Utilities Security Help

Defense Property Accountability System

Document Register Authorizations Catalog Accounting

Maintenance & Utilization Inquiries

Security Exit DPAS

- End Item Actions
- Component Actions
- Bar Cd/Ser Nbr Change
- HRH Pending Turn-In/Transfer
- Database/UIC Transfer Actions
- Mass Changes
- Maj/Sub Hand Receipt Holder
- Warranty/Svc/Loan/Lease
- Excess Actions
- ADP Reporting
- Inventory Actions
 - Generate Inventories
 - Manage Inventories
 - Update Inventory Data
 - Forecast HRH Inventories
- Interfaces
- Reports
- Inquiries
- Help

Reader 5.0

My Briefcase

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Start

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NAVAL SUPPLY SYSTEMS COMMAND

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Inventory Process Preparation (cont)

Generate Inventories

Inv Type

- HRH
- Authorization
- Sensitive
- Cryptographic
- Location
- Cyclic

Actions

- Initialize Inventory and Generate Report
- Initialize Inventory
- Generate Report

Generate

- On-line
- Batch

UIC Options

- Actbl:
- Specific: UIC



NAVAL SUPPLY SYSTEMS COMMAND

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Inventory Process Preparation (cont)

Generate Hand Receipt Inventory

Key Data
UIC: N00011
Actions: Init Inv and Gnr Rpt
Generate: On-line

Sort Sequence
 Bar Code
 Location
 Stock Nbr
 Nomenclature
 LIN

Report Annexes
 Sub-Hand Receipt (s)
 SKO/BII/AAI Hand Receipt
 SKO/BII/AAI Excess/Shortage

Options
 HRH Range
 Include Sub-Hand Receipt (s)

HRH Nbr: 00011A 003 ...

Sched Cmpltn Dt: 20030207
Next Inv Due Dt: 20040207

Info Submit Cancel Exit

Status
Report Submitted
OK



NAVAL SUPPLY SYSTEMS COMMAND

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Inventory Process Preparation (cont)

Reports Menu for Userid: alanier

File Help

Module: **Hand Receipt** Report Type: **All** Sort Order: **Date/Time** Report Status: **Current**

Report Title	Report ID	UIC	Date	Time	Pages
SUMMARY OF ASSETS BY UIC/STOCK NU...	DPTD171R	N00011	12/31/2002	14:12:11:07	00007
SUMMARY OF ASSETS BY UIC/STOCK NU...	DPTD171R	N00018	01/02/2003	08:34:50:45	00007
INCREASE/DECREASE ACTIONS REPORT	DPTD121R	N00011	01/10/2003	12:10:40:83	00001
TMDE ASSET BY UIC/STK NBR REPORT	DPTD131R	N11111	01/15/2003	09:20:58:79	00001
TMDE ASSET BY UIC/STK NBR REPORT	DPTD131R	N45854	01/15/2003	09:21:58:37	00001
DD1348 TURN-IN/LATERAL TRANSFER FO...	DP9D181R	N00011	01/15/2003	14:18:37:58	00002
HAND RECEIPT HOLDER REPORT	DPTD011R	N00011	01/17/2003	10:39:17:72	00001
HAND RECEIPT INVENTORY REPORT	DPTK021R	N00011	01/23/2003	13:47:10:07	00003
HAND RECEIPT INVENTORY REPORT	DPTK021R	N00011	01/23/2003	13:48:02:02	00003
AUTHORIZATION INVENTORY REPORT B...	DPTK031R	N00011	01/23/2003	18:21:17:94	00001
HAND RECEIPT INVENTORY REPORT	DPTK021R	N00011	01/23/2003	18:21:36:59	00001
SENSITIVE ITEM INVENTORY REPORT OT...	DPTK041R	N00011	01/23/2003	18:21:54:02	00001
SENSITIVE ITEM INVENTORY REPORT W...	DPTK042R	N00011	01/23/2003	18:21:54:02	00001
LOCATION INVENTORY REPORT	DPTK061R	N00011	01/23/2003	18:24:43:95	00002
CYCLIC INVENTORY REPORT	DPTK071R	N00011	01/23/2003	18:26:59:17	00001
HAND RECEIPT INVENTORY REPORT	DPTK021R	N00011	01/24/2003	14:13:13:92	00001

Report(s) available: 19

View Print Remote Delete Refresh Exit



NAVAL SUPPLY SYSTEMS COMMAND

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Inventory Process
Preparation (cont)

REPORT: DPTK021R	DEFENSE PROPERTY ACCOUNTABILITY SYSTEM	DATE: 2003012
ACTBL UIC: N00011	HAND RECEIPT INVENTORY REPORT	
UIC/ACTIVITY: N00011 DON	BAR CODE SEQUENCE	INV LIST NBR:
ACTIVITY NAME: DON		SCHED CMPLT D
HRH NBR: 00011A - 003		
HRH NM: LCDR Thomas Magnum		
OFFICE NM:	PHONE NBR:	

BAR CD	STOCK NBR	SERIAL NBR	LIN	GNRC NOMEN			
LOC	SUB LOC		OFFICE	LCL USE	LST INV DT	ACQ CST	QT
0001100046	4210010254976	8256489535KL26	X44701	TRUCK FIRE FIGHT: POWERED PUMPER 750 TO 1250 GP			
N41C			N41		20021218	225,000.00	
0001100047	380501X470316	2365945678654	99999N	LOADER BUCKET TRUCK TYPE			
N41C			N41		20021218	327,000.00	
0001100049	6X080GCC20839	8978145798DW21	70239N	SCANNER PRINTER SCANJET			
N41C			N42		20030106	568.00	
00011	56472MVC-FD73	898755892183685	70205N	CAMERA DIGITAL			
N41C			N41		20030106	259.00	

Conducting an inventory includes a 5-step approach





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Inventory Process Inventory Assets

- **Manual Inventory**

- ✓ Use the Hand Receipt Inventory Report

NOTE: Automated Inventories use a PDCD in lieu of hard copy report

- ✓ The Inventory team verifies the following

- Quantity
- Bar Code.
- Nomenclature
- Serial number,
- Condition of the asset

- ✓ Annotate Hand Receipt Inv Rpt with inventory results (see next slide)

- ✓ Add overages to Manual Inventory Overage report

NOTE: Inventory teams must be aware of all possible sites/locations and look for property that may not be listed

- ✓ Recommend different color tag to ID gains to aid in reconciliation effort
- ✓ Recount discrepancies as required
- ✓ Return annotated HRH Inventory Report to the PPM



NAVAL SUPPLY SYSTEMS COMMAND

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Inventory Process Inventory Assets (cont)

REPORT: DPTK021R
ACTBL UIC: N00011
UIC/ACTIVITY: N00011 DON
ACTIVITY NAME: DON
HRH NBR: 00011A -
HRH NM: CMDR MARY THOMPSON
OFFICE NM:

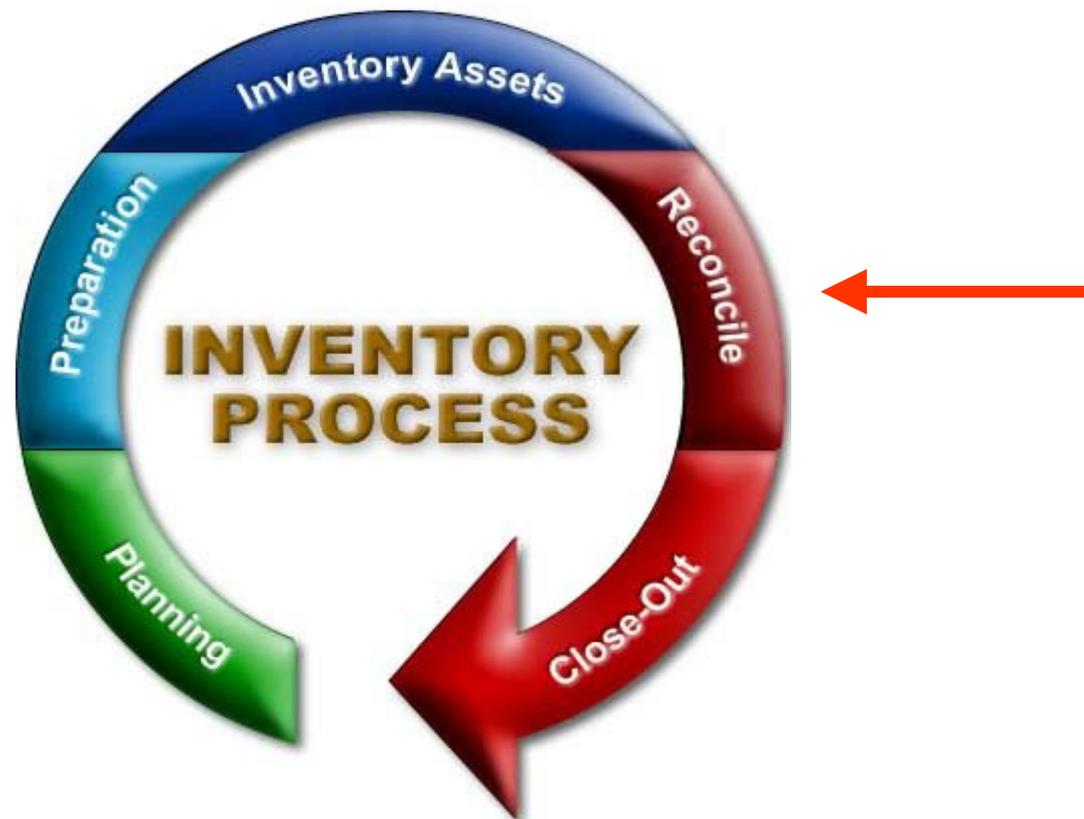
DEFENSE PROPERTY ACCOUNTABILITY SYSTEM
HAND RECEIPT INVENTORY REPORT
BAR CODE SEQUENCE

DATE: 20030512 TIME: 13:51 PAGE: 1
INV LIST NBR: 03023N000110001
SCHED CMLPT DT: 20030630

PHONE NBR:

BAR CD LOC	STOCK NBR SUB LOC	SERIAL NBR	OFFICE	LIN LCL USE	GNRC NOMEN LST INV DT	ACQ CST	QTY	LOSS CD	SUB HRH
0001100020 N500	701002Z058037	6543TRU879	OPNAV	70210N	HEWLETT PACKARD JORNADA 680 HPC 20030421	1,500.00	1		
0001100038 N413E	32212D-490	123MAV5	N41	70205N	CAMERA DIGITAL 20021212	129.00	1	NOT Found / Missing	
0001100037 N41C	9N186DCS520	123MAV6	N41	00371A	CAMERA DIGITAL PROFESSIONAL DCS 500 SERIES 20021213	129.00	1		
0001100022 N413E	702100F001382	*	OPNAV		COMPUTER 20021209	1,500.00	1	Missing Serial Nbr	
0001100025 N500	702100F001382	898245FTU5529	OPNAV		COMPUTER 20030415	1,500.00	1		
0001100027 N413E	702100F001381	L8457475787KHH4587	OPNAV		COMPUTER 20021031	789.00	1	I	
0001100028 N413E	701002Z058037	898245FTU5530	OPNAV	70210N	HEWLETT PACKARD JORNADA 680 HPC 20021210	1,500.00	1		
0001100029 N500A	702100F001381 SUPPLY	6543TRU879	OPNAV		COMPUTER 20030401	1,300.00	1	NOT Found / Missing	
0001100032 N413E	242000LEA6865	N-2002-E9476	OPNAV		LEASE, 6X6 TRACTOR 20021103	115,000.00	1		
0001800039 NS23B	231001X460731	125894LEA0288	N42	99971N	SEDAN 4 DOOR 20030204	18,900.00	1		
0001100034 N413E	701002Z058037	9871TRU900	OPNAV	70210N	HEWLETT PACKARD JORNADA 680 HPC 20021104	1,900.00	1	I	
0001100035 N413E	702102Z058083	12389TRU666	OPNAV	70209N	DELL POWEREDGE 6300 20021104	2,300.00	1		
0001100036 N413E	242000LEA6865	K-2002-E9476	OPNAV		LEASE, 6X6 TRACTOR 20021113	115,000.00	1		
0001100040 N413E	OCK50675-347087	00011045879	N41	70210N	COMPUTER LAPTOP 200 MHZ 20021213	1,250.00	1	NOT Found / Missing	
0001100045 N41C	395001X411406	8987858458793	N41	94159N	HOIST AIR CHAIN 1 TON 20021217	6,898.00	1		

Conducting an inventory includes a 5-step approach





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Inventory Process
Reconciliation*

- **Reconciliation**

- ✓ Research and resolution of all discrepancies must be completed NLT **30 days** after the Inventory Assets Phase is concluded
- ✓ Reconciliation of discrepancies is accomplished in DPAS using Hand Receipt, Inventory Actions, Update Inventory Data
- ✓ Three categories of inventory discrepancies
 - **Quantity errors**
 - Shortages
 - Overages
 - **Data integrity errors**
 - DPAS data does not match one or more of the following inventory elements
 - Nomenclature
 - Stock Number
 - Serial Number
 - Bar Code
 - Location
 - **Missing Bar Code Label**



**Fleet & Industrial Supply Center
Norfolk
Inventory Process
Reconciliation (cont)**

- ✓ Prior to any corrective action being accomplished PPMs must
 - Annotate each inventory shortage with the Suspected Loss Code "I" – Internal Investigation
 - Perform causative research to resolve all inventory discrepancies
 - Causative research should include the following
 - Research of documentation
 - Re-counts of property assets
 - DPAS inquiries



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Inventory Process Reconciliation (cont)

✓ Corrective Action

- Quantity errors

- Shortages

- Research transfer-out, turn-in documentation, survey files, etc
- Process appropriate transaction in DPAS
- Annotate action taken on the Hand Receipt Holder Inventory Report

- Overages

- Research receipt, transfer-in, HRH transfers, etc
- Process appropriate transaction in DPAS
- Annotate action taken on the Manual Inv Overage Report



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Inventory Process Reconciliation (cont)

- Data integrity errors

- DPAS data does not match one or more of the following inventory elements

- Nomenclature
- Stock Number
- Serial Number
- Bar Code
- Location

- Research data integrity errors using DPAS and update with corrections using the applicable transaction/s in the HR module

- Missing Bar Code Label

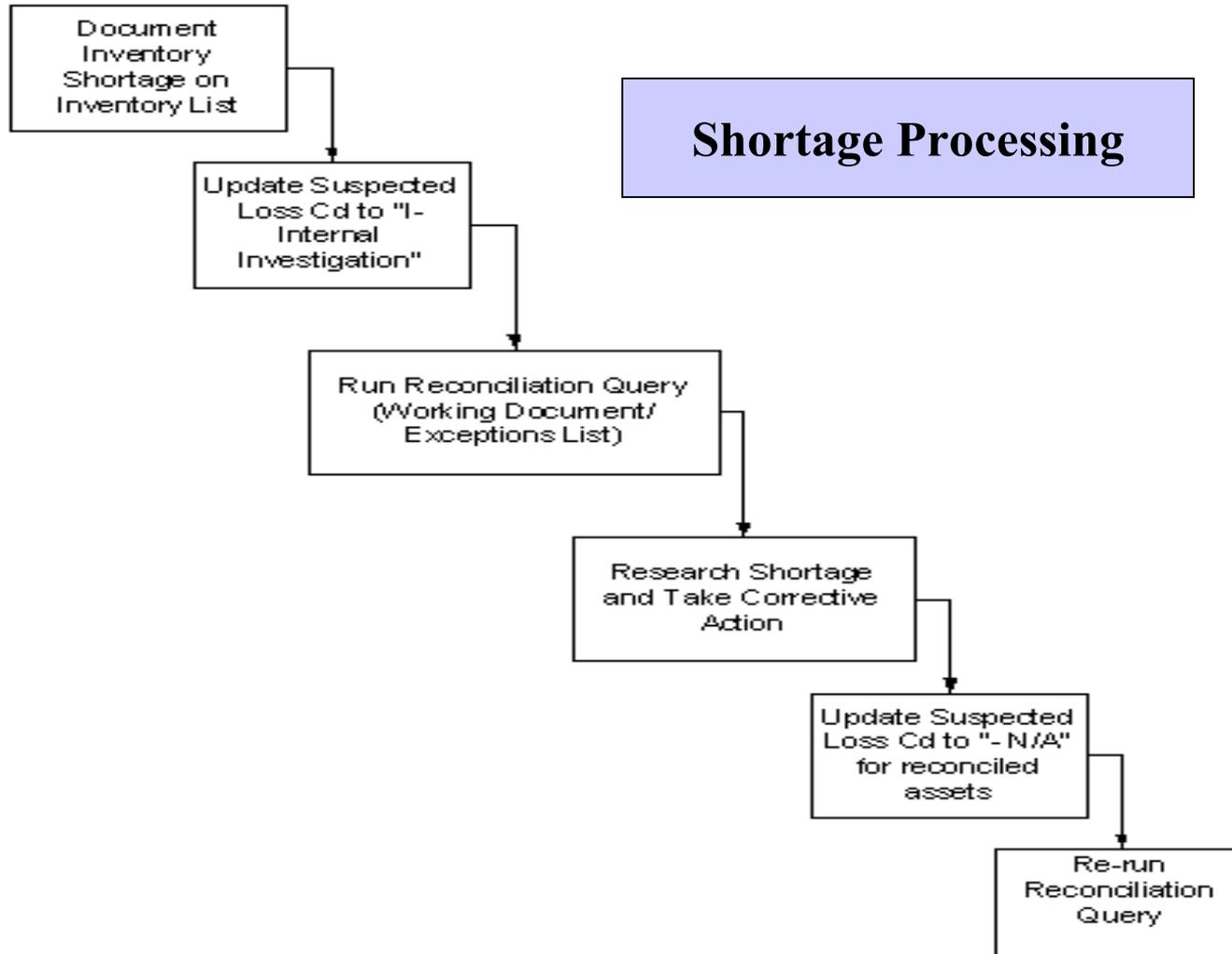
- Perform inquiry in DPAS to obtain bar code number
- Print bar code label
- Affix label to property asset



NAVAL SUPPLY SYSTEMS COMMAND

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Inventory Process Reconciliation (cont)

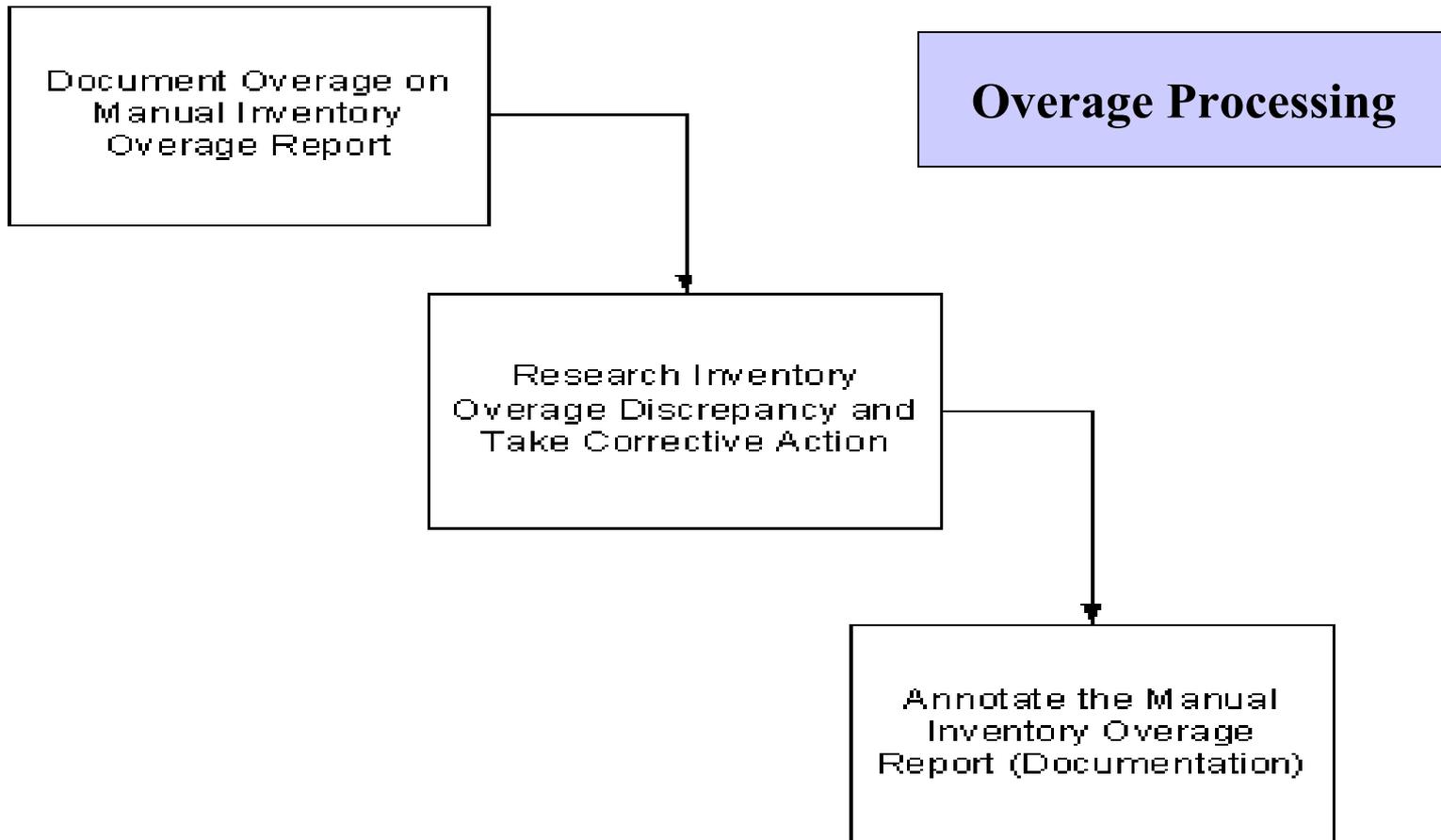




NAVAL SUPPLY SYSTEMS COMMAND

Fleet & Industrial Supply Center Norfolk

Inventory Process Reconciliation (cont)

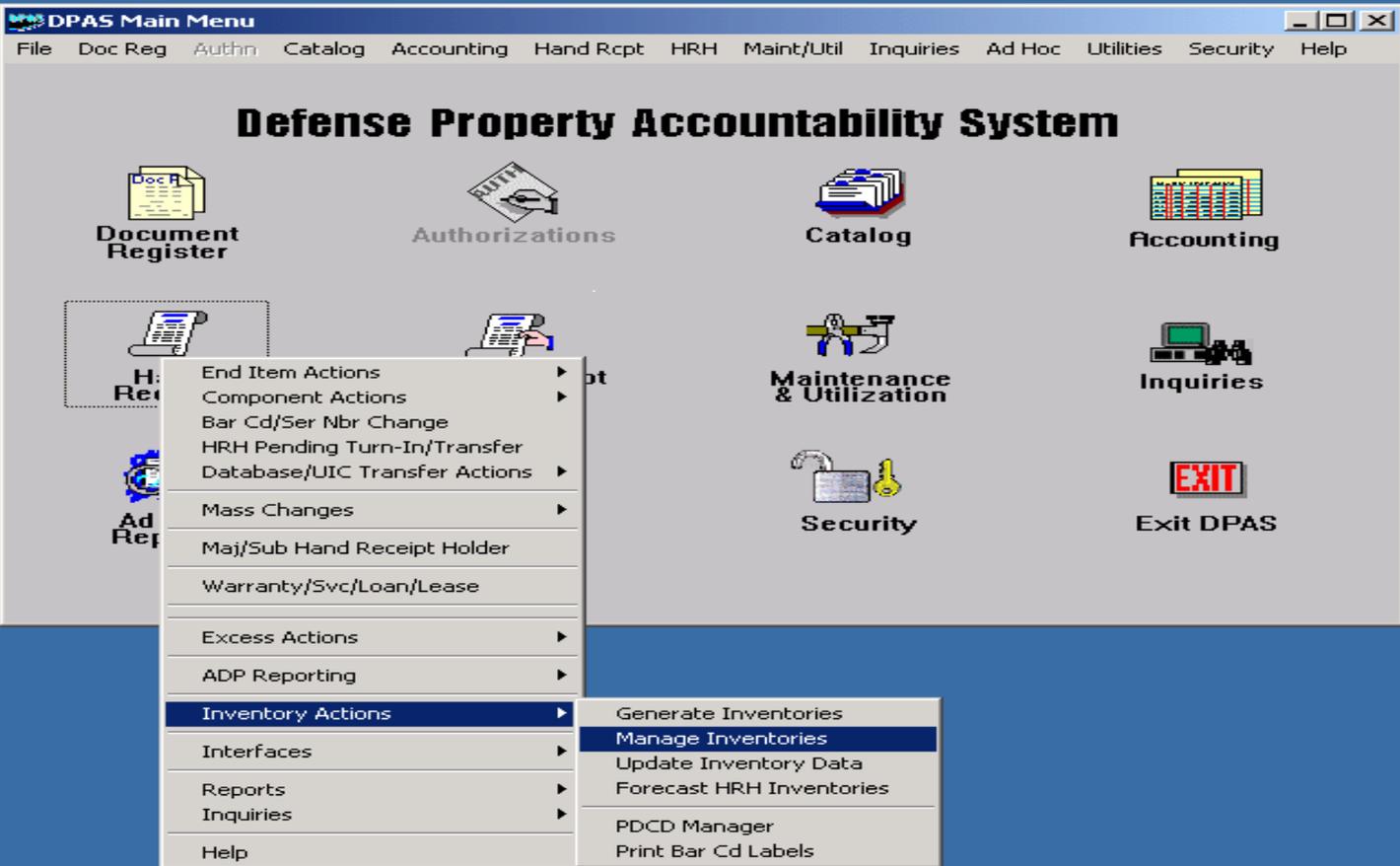


Conducting an inventory includes a 5-step approach



- **Close-Out the Inventory**

- ✓ Resolution of all discrepancies is required in order to close an inventory in DPAS
 - Process final DPAS inquiry to ensure all Suspected Loss Codes have been changed to N/A
- ✓ Closing the inventory will update the Inventory Location, Last Inventory Date, and Inventory User ID
- ✓ The following screen shots display how to close-out a Manual Inventory



DPAS Main Menu

File Doc Reg Authn Catalog Accounting Hand Rcpt HRH Maint/Util Inquiries Ad Hoc Utilities Security Help

Defense Property Accountability System

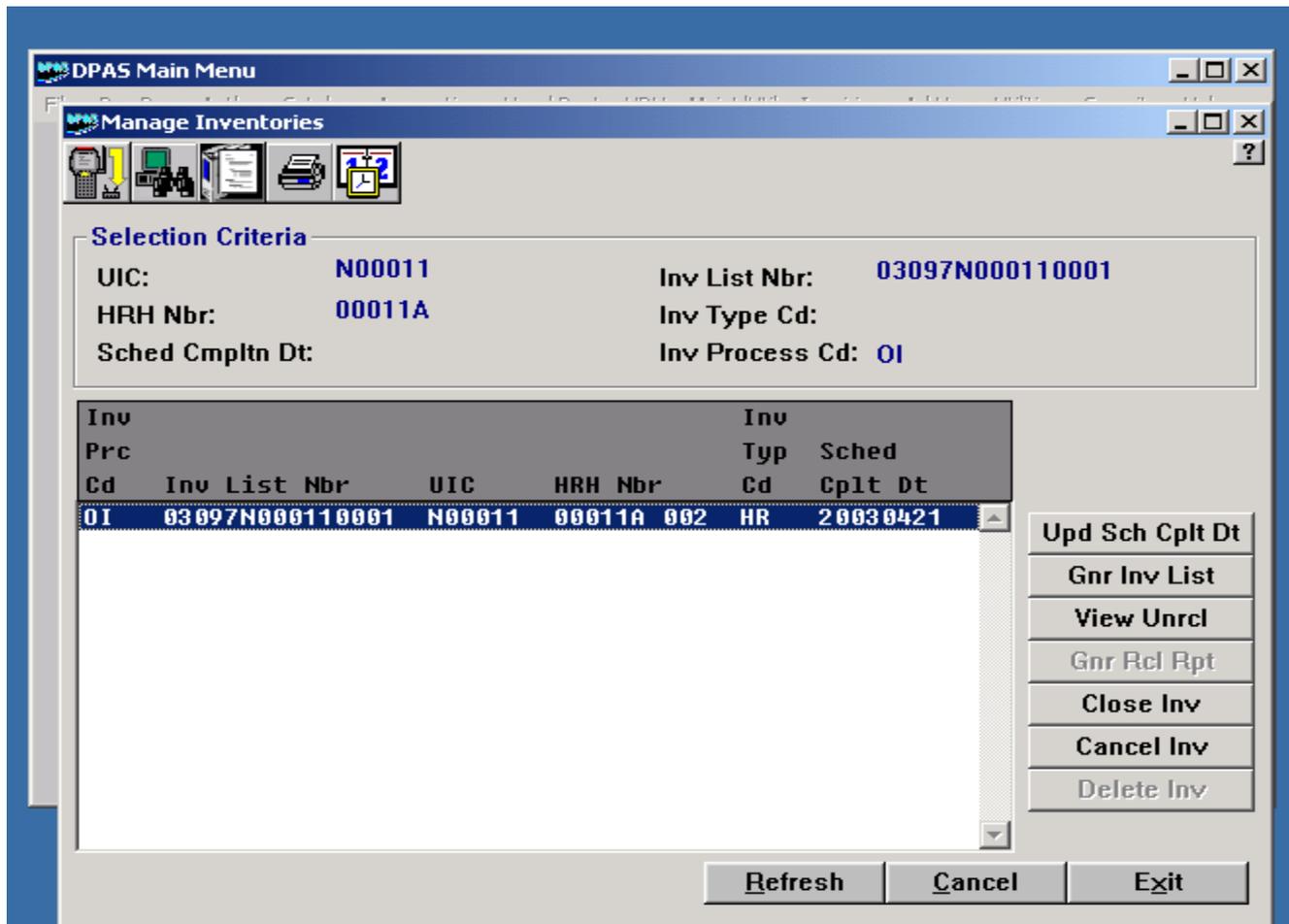
Document Register Authorizations Catalog Accounting

Maintenance & Utilization Inquiries

Security Exit DPAS

Inventory Actions

- End Item Actions
- Component Actions
- Bar Cd/Ser Nbr Change
- HRH Pending Turn-In/Transfer
- Database/UIC Transfer Actions
- Mass Changes
- Maj/Sub Hand Receipt Holder
- Warranty/Svc/Loan/Lease
- Excess Actions
- ADP Reporting
- Inventory Actions**
 - Generate Inventories
 - Manage Inventories**
 - Update Inventory Data
 - Forecast HRH Inventories
 - PDCD Manager
 - Print Bar Cd Labels
- Interfaces
- Reports
- Inquiries
- Help



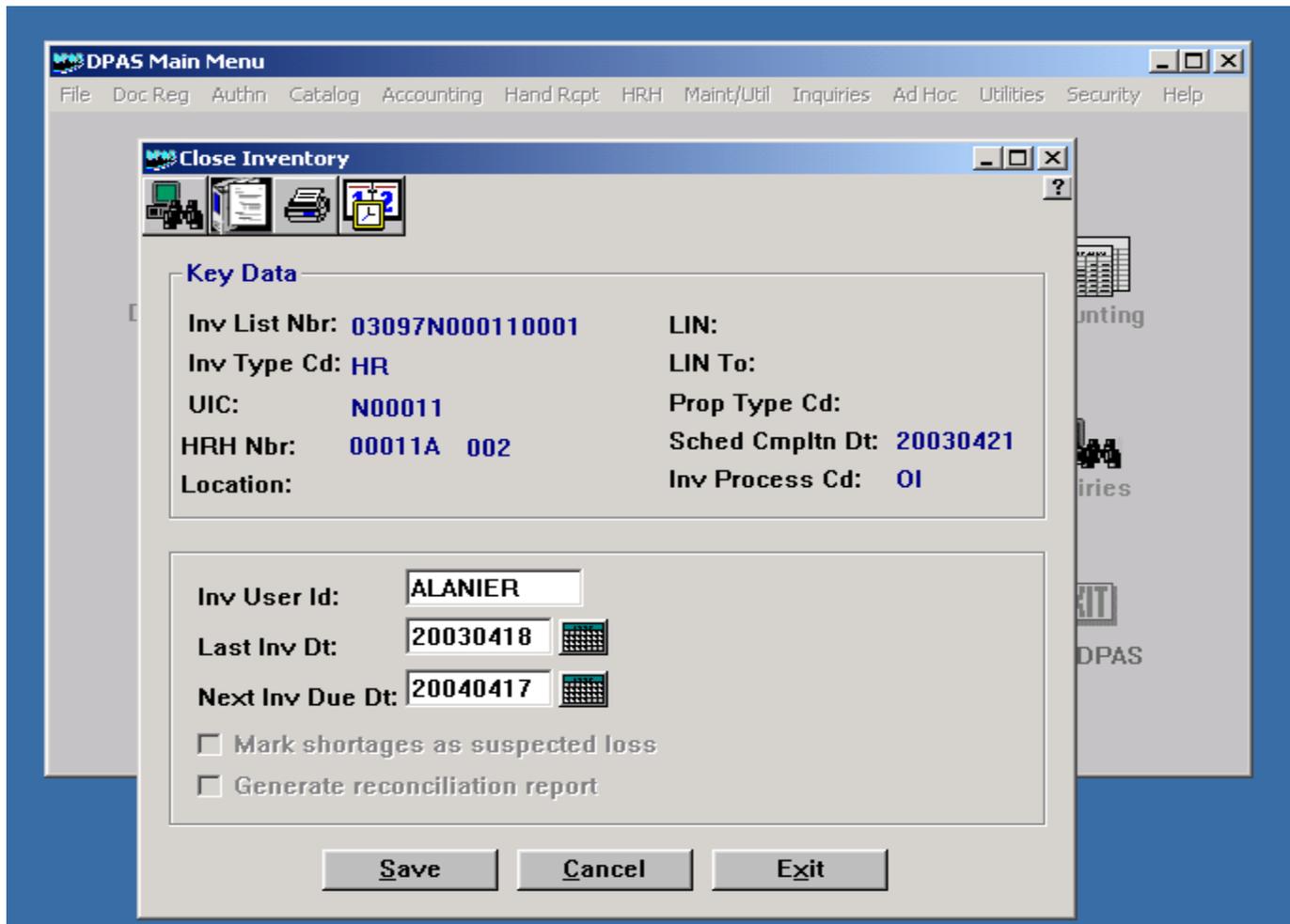
The screenshot shows the 'Manage Inventories' window in the DPAS Main Menu. The window title is 'DPAS Main Menu' and the subtitle is 'Manage Inventories'. It features a toolbar with icons for a printer, a help icon, and other functions. Below the toolbar is the 'Selection Criteria' section, which contains the following fields:

- UIC: N00011
- HRH Nbr: 00011A
- Sched Cmpltn Dt:
- Inv List Nbr: 03097N000110001
- Inv Type Cd:
- Inv Process Cd: 01

Below the selection criteria is a table with the following columns: Inv Prc Cd, Inv List Nbr, UIC, HRH Nbr, Inv Typ Cd, and Sched Cplt Dt. The table contains one row of data:

Inv Prc Cd	Inv List Nbr	UIC	HRH Nbr	Inv Typ Cd	Sched Cplt Dt
01	03097N000110001	N00011	00011A	002 HR	20030421

To the right of the table is a vertical stack of buttons: 'Upd Sch Cplt Dt', 'Gnr Inv List', 'View Unrcl', 'Gnr Rcl Rpt', 'Close Inv', 'Cancel Inv', and 'Delete Inv'. At the bottom of the window are three buttons: 'Refresh', 'Cancel', and 'Exit'.



DPAS Main Menu

File Doc Reg Authn Catalog Accounting Hand Rcpt HRH Maint/Util Inquiries Ad Hoc Utilities Security Help

Close Inventory

Key Data

Inv List Nbr: 03097N000110001	LIN:
Inv Type Cd: HR	LIN To:
UIC: N00011	Prop Type Cd:
HRH Nbr: 00011A 002	Sched Cmpltn Dt: 20030421
Location:	Inv Process Cd: OI

Inv User Id: ALANIER

Last Inv Dt: 20030418

Next Inv Due Dt: 20040417

Mark shortages as suspected loss

Generate reconciliation report

Save Cancel Exit