

4.9 INVENTORY

This process allows initiation of the inventory subsystem. This subsystem provides the PDO with a mechanism to assist in the conduct and recording of required inventories.

Occasionally, items are not found or are not accounted for during this process. Item discrepancies between the NPDMS Data Base and physical inventory records are researched. The results of the research are recorded in the NPDMS Data Base (using the Add, Change, Receipt, Dispositions, and/or Survey Lost Personal Property processes) to bring it into agreement with the physical inventory. This process provides the following options:

- Capture Pre-Inventory Case Data
- Enter/Delete Inventory Data
- Produce Post Inventory Report for Matched and/or Unmatched Items
- Print Final Inventory Report.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the NPDMS MAIN MENU (NDO000MB), type **6** at Enter Selection to access the Inventory process.

- NPDMS schedules a batch job to update the active NPDMS Case File with the Property Inventory Begin Date. The batch job is run as a part of the NPDMS Batch Processing.
- The Property Inventory Begin Date is filled with the entered/passed date for all case records residing on the active NPDMS Case File.

4.9.2 Enter Inventory Data

This allows the user to enter the Inventory Data for all Idle NASA Personal property discovered during the physical inventory. This data is used to generate all Inventory-related reports.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the INVENTORY MENU (ND6000MA), type **2** at Enter Selection and type an **A** at Function.
- Press **<Enter>**. NPDMS displays the INVENTORY DATA screen (ND6020MA).

has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

- NPDMS then redisplay the INVENTORY DATA screen (ND6020MA) with the following *'Record Successfully Added'*. The user may input more data using the above Steps.
- The Inventory File is updated with new inventory records.

4.9.3 Delete Inventory Data

This process allows the user to delete the Inventory Data from the Inventory File for all Idle NASA Personal property discovered during the physical inventory. This data is used to generate all Inventory-related reports.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the INVENTORY MENU (ND6000MA), type **2** at Enter Selection, **D** at Function, Prop Case No, and Item Id.
- Press **<Enter>**. NPDMS displays the INVENTORY DATA screen (ND6020MA) containing a message to verify the delete.
- Appropriate data fields are populated and displayed by the system.

```

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM          03/01/01
ND6020MA / ND6020PA          - INVENTORY DATA -          11: 11: 04
                                I                          MSXXX
Inventory Date: 02 02 2001
FEDSTRIP AAC: 804101          Location Bldg: 4202*****   Room: 1368*

  Prop Case No   Item ID   ECN      Qty      UM   Warehouse Loc
  5332S097      01      _____  ___1    EA   4202_____

Enter 'D' To Confirm Delete or Enter 'C' to Cancel: _
Navigation:
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV      CNCL      CLEAR      EXIT
  
```

INPUT DATA

- Enter 'D' to confirm Delete or
 Enter 'C' to Cancel input value = **D** or **C**
- Press <Enter>.
- If **D** to delete, NPDMS then displays the message 'Record Successfully Deleted' on the INVENTORY DATA screen (ND6020MA); or if **C** to cancel, the system displays the INVENTORY screen (ND6000MA).
- The Inventory record is deleted from Inventory File.

4.9.4 Schedule Post Inventory Report

This process allows the user to schedule the Post Inventory Report.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the INVENTORY MENU (ND6000MA), type **3** at Enter Selection.
- Press **<Enter>**. NPDMS displays the Post Inventory Report information on the ON-REQUEST REPORTS - DISTRIBUTION screen (ND2200MB).

Appropriate data fields are populated and displayed by the system.

```
ND2200MB / ND6000PA          NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM          03/01/01
                               ON-REQUEST REPORTS - DISTRIBUTION          11: 12: 46
                               I                                          MSXXX

Report Name: POST INVENTORY REPORT
Report Number: 022

Distribution : xxxxx xxxxx*****
Mail Stop   : CN41***
No of Copies : 1*
Special Forms : _____
Output Class : D
Printer Dest : P3030132
Binding Instructions: U (U, S, V)

Begin Date   :  _  _  _
Ending Date  : 03  01  2001
Number of Days:  _
More Inputs  : NO

Navigation:
Enter-PF13- -PF14- -PF15- -PF16- -PF17- -PF18- -PF19- -PF20- -PF21- -PF22- -PF23- -PF24- - -
        HELP  LOPF  PREV          CNCL                               EXIT
```

INPUT DATA

- Distribution
- Mail Stop
- No of Copies

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the INVENTORY MENU (ND6000MA), type 4 at Enter Selection.
- Press <Enter>. NPDMS displays the Final Inventory/Reconciliation Report information on the ON-REQUEST REPORTS - DISTRIBUTION screen (ND2200MB).

Appropriate data fields are populated and displayed by the system.

```

                                NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM
ND2200MB / ND6000PA           ON-REQUEST REPORTS - DISTRIBUTION           03/01/01
                                I                                         11: 14: 08
                                I                                         MSXXX

Report Name: FINAL INVENTORY/RECONCILIATION REPORT
Report Number: 021

Distribution : xxxxx xxxxx*****
Mail Stop   : CN41***
No of Copies : 1*
Special Forms : _____
Output Class : D
Printer Dest : P3030132
Binding Instructions: U (U, S, V)

Begin Date   :  _  _  _
Ending Date  : 03  01  2001
Number of Days:  _
More Inputs  : NO

Navigation:
Enter-PF13- -PF14- -PF15- -PF16- -PF17- -PF18- -PF19- -PF20- -PF21- -PF22- -PF23- -PF24- - -
        HELP  LOPF  PREV          CNCL                                EXIT
```

INPUT DATA

- Distribution
- Mail Stop

