

NPDMS Transaction File. The Case Records' Surplus Release Date and OFA End Date are updated with the same value on the Case File.

## 4.9 INVENTORY

**Note:** The NPDMS inventory subsystem is not currently being used. This documentation is being left in place in the event it is re-implemented at a later date.

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.

```
NDO000MB / NDO000PC          NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM          03/01/01
                               - MAIN MENU -                               09:59:51
                               M                                           MSXXX

                               1  Queries
                               2  Reports
                               3  Tables
                               4  Case Review
                               5  Transactions
                               6  Inventory
                               7  Retransmit to GSA
                               8  Browse Case
                               .  Exit (End Session)

                               Enter Selection: _

                               For Case Review Please Enter - Prop Case No: 804101 _____
                               Item Id: _____

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

### INPUT DATA

- Enter Selection input value = **6**
- Press **<Enter>**.

NPDMS displays the INVENTORY MENU screen (ND6000MA).



- From the INVENTORY MENU (ND6000MA), type **1** at Enter Selection and the Pre-Inventory Date (MM/DD/YY format).
- Press **<Enter>**.
- 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).



- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data 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.

```

                                     NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM      03/01/01
ND2200MB / ND6000PA                 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
- Special Forms (site specific)
- Output Class (site specific)
- Printer Dest (if Xerox)
- Binding Instructions                      input values = **U, S, or V**
- Begin Date                                    input format = **MM/DD/YYYY**
- Ending Date                                  input format = **MM/DD/YYYY**
- Number of Days
- More Inputs                                  system display = NO or YES
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.
- NPDMS schedules the Post Inventory Report, which is run during the Batch Processing. The NPDMS Report File is updated with the information.
- NPDMS redisplay the ON-REQUEST REPORTS screen (ND2200MB) with the message *'Record Successfully Added'*. To return to the INVENTORY screen (ND6000MA) press **PF17**.

#### **4.9.5 Schedule Final Inventory/Reconciliation Report**

This process allows the user to schedule the Final Inventory/Reconciliation Report. When the Final Inventory report runs, the Inventory End Date on the Case Record is updated with the Inventory End Date from the Inventory File.

**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      03/01/01
ND2200MB / ND6000PA                 ON-REQUEST REPORTS - DISTRIBUTION             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
- No of Copies
- Special Forms (site specific)
- Output Class (site specific)
- Printer Dest (if Xerox)
- Binding Instructions                      input values = **U, S, or V**
- Begin Date                                    input format = **MM/DD/YYYY**
- Ending Date                                  input format = **MM/DD/YYYY**
- Number of Days
- More Inputs                                  System display = NO or YES
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.
- NPDMS schedules the Post Inventory Report, which is run during the Batch Processing. The NPDMS Report File is updated with the information.
- NPDMS redisplay the ON-REQUEST REPORTS screen (ND2200MB) with the message *'Record Successfully Added'*. To return to the INVENTORY screen (ND6000MA) press **PF17**.