
Security Cooperation Information Portal Tutorial Inventory Reports

[The following is an excerpt from the *End-Use Monitoring Newsletter*. The *End-Use Monitoring Newsletter* is available at the following web site: <http://www.dsca.mil/pgm/mgt/eum/>.]

Inventories may be performed using either the End-Use Monitoring (EUM) Inventory Reports page or the EUM Inputs page in SCIP. To access EUM Inventory Reports, select SAO Toolbox, then EUM Inventory Reports. The first section, Select Report Type, replaces the old Planned and Delinquent report pages. Choose whether you want to see all delinquent and planned items, only your delinquent (past due date) items, only your planned items (due within 90 days), or a subset of your delinquent items.

You may then provide additional filter criteria if you have items in EUM under more than one country, defense article, and/or ART.

The screenshot shows a web browser window titled "EUM Inventory Reports - Windows Internet Explorer". The address bar shows "E:\EUM\Screenshots\6 - Inventory\6.1 EUM Inventory Reports.htm". The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar. The main content area displays the "Inventory Report Criteria" form. The form has a header "UNCLASSIFIED DATA ONLY" and "EUM End-Use Monitoring". Below the header is a navigation bar with tabs: "SAO Information", "EUM Reports", "EUM Ad Hoc", "EUM Inventory Reports", "EUM Inputs", "EUM Labor Hour Cost", and "EUM Support". The "Inventory Report" section contains the following fields:

- Select Report Type:** A dropdown menu with options: "Delinquent and Planned Items", "Delinquent Items Only", "Planned Items Only", "Delinquent - No Initial Inspection", "Delinquent - Due for Re-Inspection", and "Delinquent - Not Available for Observation".
- Select Country(ies):** A dropdown menu with options: "YC: Your Country" and "2C: Another Country".
- Select Defense Article(s):** A dropdown menu with options: "All Defense Articles", "JDAMS", "Missiles - AMRAAM", and "Arms".
- Select Acquisition Record Type(s):** A dropdown menu with options: "All Types", "GAP", and "FMS".

At the bottom of the form are two buttons: "View Inventory Report" and "Clear All". Three callout boxes with arrows point to specific elements:

- A box labeled "Help Page" points to the "Inventory Report Help" link in the top right corner.
- A box labeled "Select Report Type and any desired filter criteria." points to the "Select Report Type:" dropdown menu.
- A box labeled "Click on 'View Inventory Report'" points to the "View Inventory Report" button.

After selecting your report, you will see a summary of all selected items, grouped and sorted by *Military Articles and Services List (MASL)* (and country, if applicable). Summary information such as number (#) of items due for re-inspection, number of items previously categorized as not observed, can be obtained on this screen.

If you wish to view detailed information such as serial numbers, previous inventory location, and inventory due date, and/or if you wish to update the disposition status of any items, check the box next to the desired MASL(s) and click Perform Inventory/Change Disposition of Checked Items.

MASLs that do not have any delinquent or planned items as requested on the previous screen are not shown. Please note that in the Active Items column, the total reflects ALL MASLs that are within the query criteria, so the sum will not match the displayed rows if any MASLs were not shown.

Delinquent and Planned Inventory Report

| Select Item (s) | Country | Defense Article | MASL Number | MASL Description | % Due / Period | Active Items | No Initial Inspection | Due for Re-Inspection | Previously Categorized as 'Not Observed' | Total |
|--------------------------|---------|-------------------|---------------|-----------------------------------|----------------|--------------|-----------------------|-----------------------|--|-------|
| <input type="checkbox"/> | YC | Arms | 1005006737965 | PISTOL CAL 45 M1911A1 | 100% / 1 year | 1 | 1 | 0 | 0 | 1 |
| <input type="checkbox"/> | YC | JDAMS | 1325014816293 | "JDAM - M-83/BLU-110, KMU-559A/B" | 100% / 1 year | 2 | 2 | 0 | 0 | 2 |
| <input type="checkbox"/> | YC | Missiles - AMRAAM | 1410014540351 | AMRAAM MISSILE, AIM-120B | 5% / 1 year | 25 | 23 | 0 | 0 | 23 |
| Totals | | | | | | | 27 | 109 | 16 | 152 |

Note: MASLs that do not have any delinquent/planned items are not displayed. The Active Items total includes MASLs that are not displayed.

Buttons: Perform Inventory/Change Disposition of Checked Items, Select All, Clear All, Convert to Excel

The next screen (shown on next page), titled Inventory Report, allows you to view details on the items within the selected MASL that are delinquent/planned (based on the inventory report selection). Please note that all items may not be visible on this screen - only the items which are delinquent/planned will appear. To enter inventory information for items which do not appear on this screen, use the EUM Inputs method on the next page. To change the disposition status, select the desired status (e.g., Expend, Dispose, Perform Inventory) from the drop-down list and click Display Input Screen. You will then be able to enter inventory or disposition details. You will also be prompted to enter labor/manhour data. See the February 2007 newsletter for details on entering labor/manhour data.

If the EUM Inventory Report (shown on page 105) does not show all of the items that you wish to inventory, you should use the EUM Inputs screen to enter your inventory/disposition data. All active items can be seen on this screen. After selecting SAO Toolbox, click the EUM Inputs tab. Select the MASL (from the left side) you wish to inventory, by double clicking the MASL. Next, highlight the serial number(s) you wish to inventory. You may select multiple serial numbers using shift-click and control-click as described in the box below. From the drop down list, select Perform Inventory, Expend, or Dispose, then click Display Input Screen to enter inventory information.

Enter the disposition status (shown on page 105), mandatory comment, fictitious (codified) location, inventory date, inspector name and inspector title/rank. After you click Submit, you will be prompted to enter labor/manhour information.

C:\Documents and Settings\mbrady\Desktop\Inventory Data Entry.htm - Microsoft Internet Explorer

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Inventory Item(s)

Items selected: 00002,00003,00004,00005
Country: YC - Your Country MASL: ABCDE0000012345

Disposition Status: Observed, Serial Number Confirmed

Item Comment (UNCLASS ONLY):

Item Location (UNCLASS ONLY):

Entry Recorded Date: 29 Dec 2005

Actual Inventory Date: 29 DEC 2005

Performed By:

Title/Rank:

**** Items in red must be completed**

The following items must be inventoried every year

Description: EUM

| Select Item(s) | Serial Number | Current Location | Inventory Due Date | Last Inspection Date |
|--------------------------|---------------|------------------|--------------------|----------------------|
| <input type="checkbox"/> | 00001 | Location ABCD | 29-DEC-2005 | |
| <input type="checkbox"/> | 00002 | Location ABCD | 29-DEC-2005 | |
| <input type="checkbox"/> | 00003 | Location ABCD | 29-DEC-2005 | |
| <input type="checkbox"/> | 00004 | Location ABCD | 29-DEC-2005 | |
| <input type="checkbox"/> | 00005 | Location ABCD | 29-DEC-2005 | |
| <input type="checkbox"/> | 00006 | Location ABCD | 29-DEC-2005 | |
| <input type="checkbox"/> | 00007 | Location ABCD | 29-DEC-2005 | |
| <input type="checkbox"/> | 00008 | Location ABCD | 29-DEC-2005 | |
| <input type="checkbox"/> | 00009 | Location ABCD | 29-DEC-2005 | |
| <input type="checkbox"/> | 00010 | Location ABCD | 29-DEC-2005 | |
| <input type="checkbox"/> | 00011 | Location ABCD | 29-DEC-2005 | |
| <input type="checkbox"/> | 00012 | Location ABCD | 29-DEC-2005 | |
| <input type="checkbox"/> | 00013 | Location ABCD | 29-DEC-2005 | |
| <input type="checkbox"/> | 00014 | Location ABCD | 29-DEC-2005 | |

Select items to inventory by checking the boxes next to the serial number.
Or press the Select All button below, to inventory all items in the list.

Then select an action to perform against the selected items and press the Display Input Screen button below.

Enter inventory information; Labor/Cost form will appear after submitting.

Check the boxes next to items if you wish to view update disposition.

