

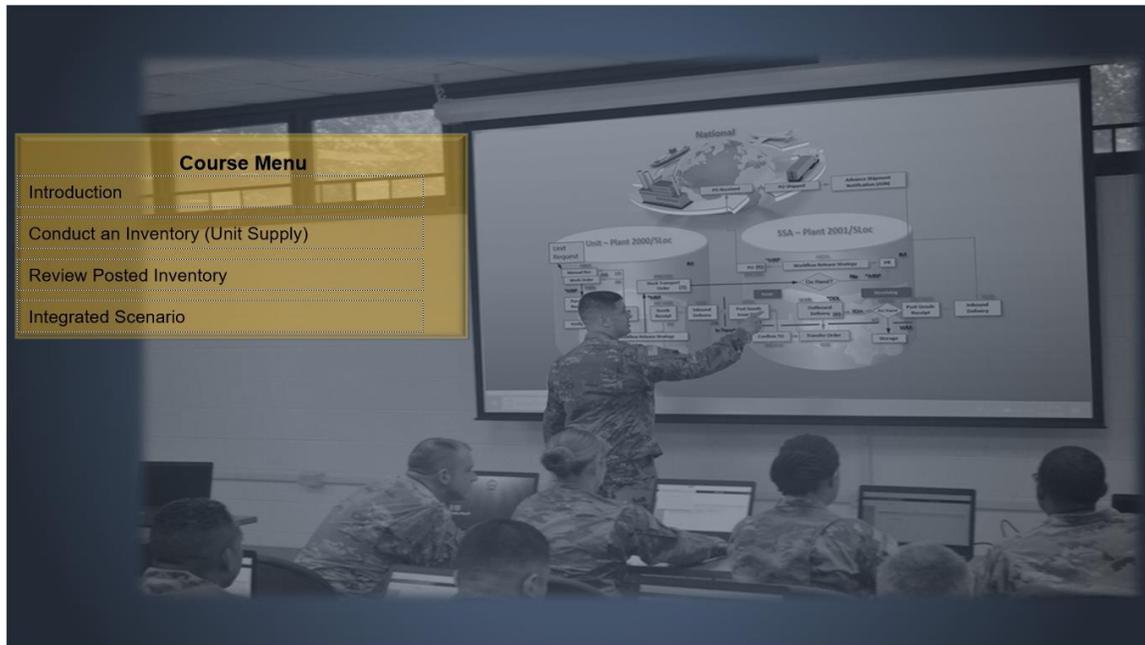
# Unit Supply Managers Course

## 1. Manage Inventory Process in GCSS-Army

### 1.1 Manage Inventory Process



## 1.2 Course Menu



## 2. Introduction

### 2.1 Introduction

**Introduction**

Accurate inventories ensure that you are safeguarding the Army's investment and facilitating good property accountability.

Whether you are a Property Book Officer (PBO) or in the Unit Supply Room, you are responsible for managing, conducting, and completing inventories in GCSS-Army.

GCSS-Army has the ability to generate multiple inventories simultaneously in batch mode, which conserves system resources without affecting the resulting inventory documents.

Property Book Personnel have full control of inventory scope and timing.

Inventories can be customized by specifying count dates, Material Numbers, Line Item Numbers (LIN), Controlled Item Inventory Codes (CIIC), Unit Identification Codes (UIC), and several other criteria.

The creation of monthly, cyclic and sensitive item inventories across a large organizational structure, such as a battalion, is greatly simplified.

GCSS-Army features inventory documents that can be edited and locked with digital signatures utilizing a Common Access Card (CAC) and a CAC-enabled computer.

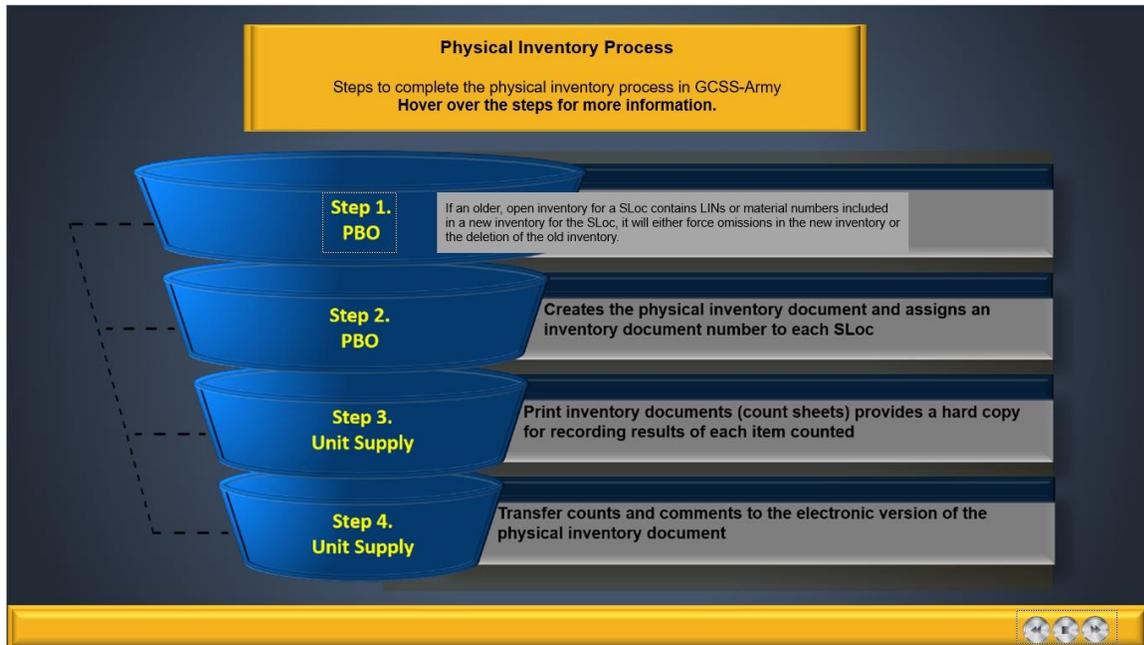
Performing causative research into discrepancies requires proficiency with various GCSS-Army report transactions.

Clearing and posting differences may require follow-on activities such as administrative adjustments to serial numbers.

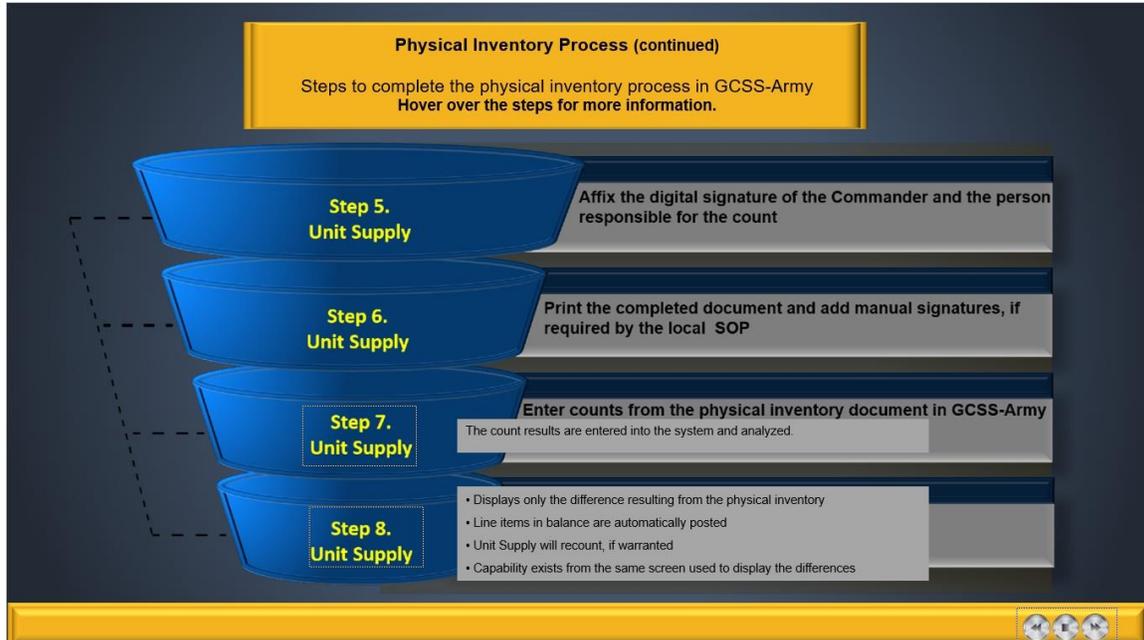
Posting an inventory difference (discrepancy) requires you to select a reason code from a list.

Increases require a reason code associated with the **701** movement type while losses require a reason code associated with the **702** movement type.

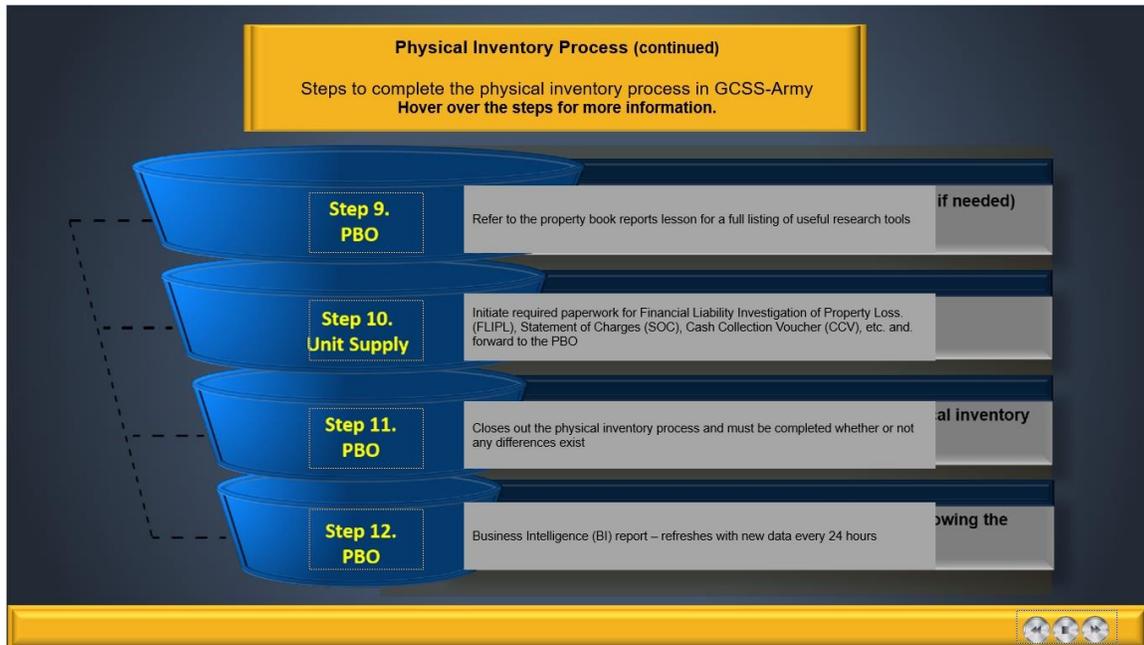
## 2.2 Physical Inventory Process



## 2.3 Physical Inventory Process (continued)



## 2.4 Physical Inventory Process (continued)



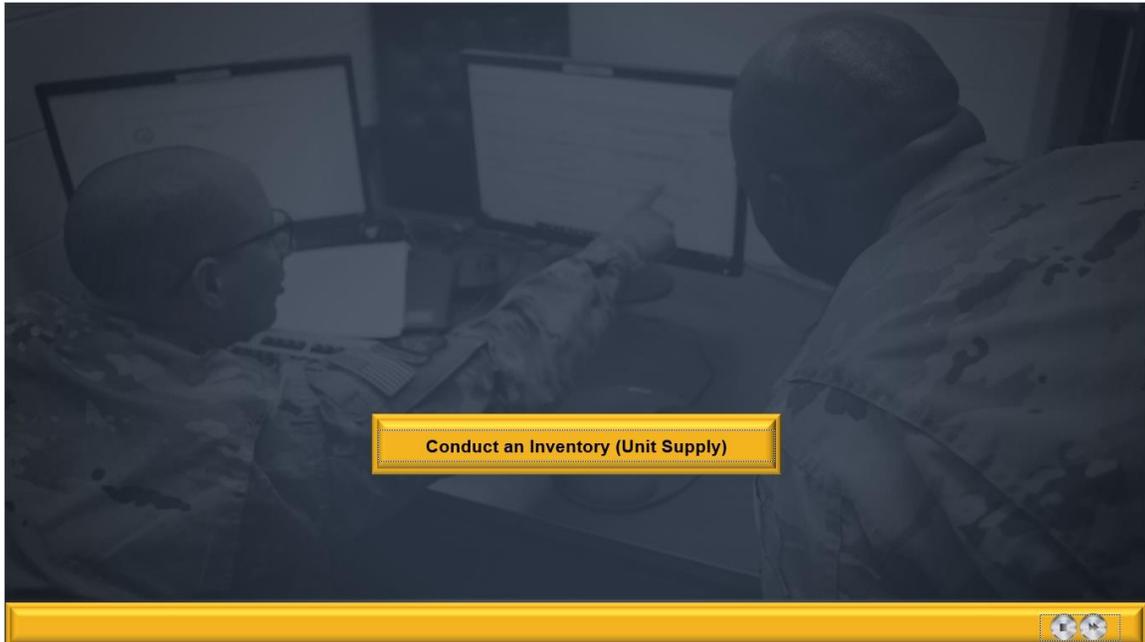
## 2.5 Physical Inventory Document Status

**Physical Inventory Document Status**  
Steps to complete the physical inventory process in GCSS-Army

Physical Inventory Document Status		
	Action	Status
1	The document has been created, but counts have not been entered	Not yet counted
2	Counts have been entered, but the differences have not been posted	Counted
3	Counts results have entered and adjustment for discrepancies have been posted	Counted, Adjusted
4	A physical inventory document is created but is not needed; you can delete the document	This document no longer exists

## 3. Conduct an Inventory (Unit Supply)

### 3.1 Conduct an Inventory



### 3.2 Conduct an Inventory (continued)

Conduct an Inventory (ZMi21)

As the Unit Supply representative for your unit, you have been instructed by the PBO to perform a property book inventory.

An email from the PBO has provided the information you need to generate the inventory document numbers for your unit. It may include the unit, inventory number, and/or inventory document numbers.

You can use this information to display the inventory, print count sheets, and manage the electronic inventory document file.

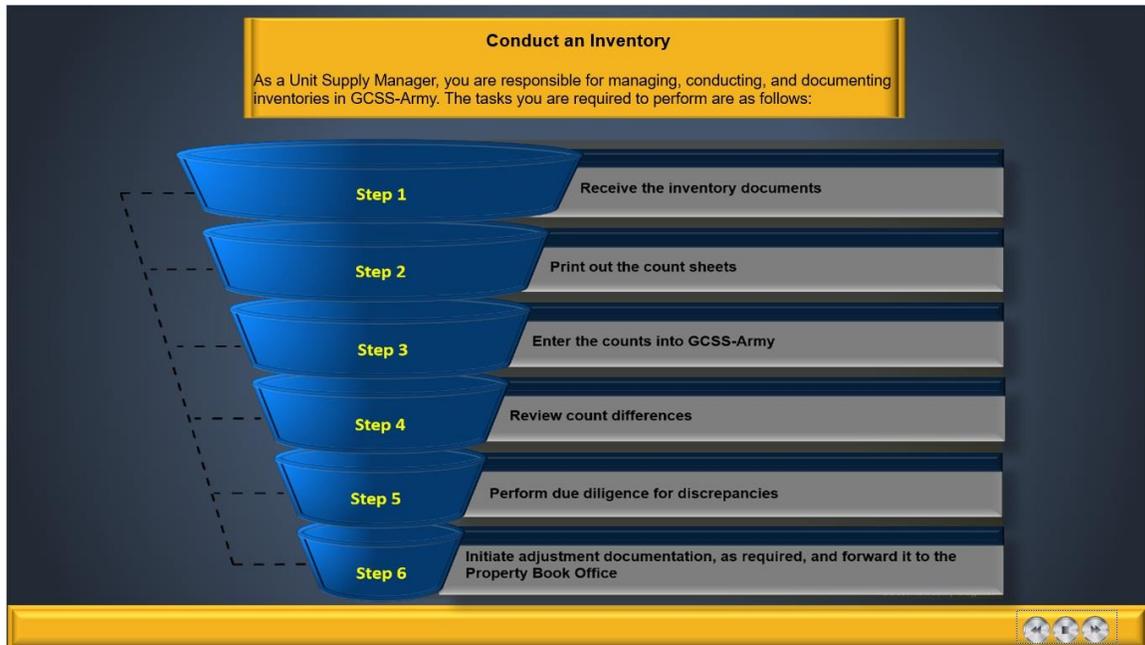
This image shows a dark blue background with a yellow title box at the top. Below the title box is a larger yellow text box containing three paragraphs of text. A yellow progress bar is at the bottom.

### 3.3 Conduct an Inventory (continued)

**Conduct an Inventory**

As a Unit Supply Manager, you are responsible for managing, conducting, and documenting inventories in GCSS-Army. The tasks you are required to perform are as follows:

- Step 1** Receive the inventory documents
- Step 2** Print out the count sheets
- Step 3** Enter the counts into GCSS-Army
- Step 4** Review count differences
- Step 5** Perform due diligence for discrepancies
- Step 6** Initiate adjustment documentation, as required, and forward it to the Property Book Office



### 3.4 Transaction Simulation-Receive Monthly Inventories

**Transaction Simulation  
Receive Monthly Inventories**

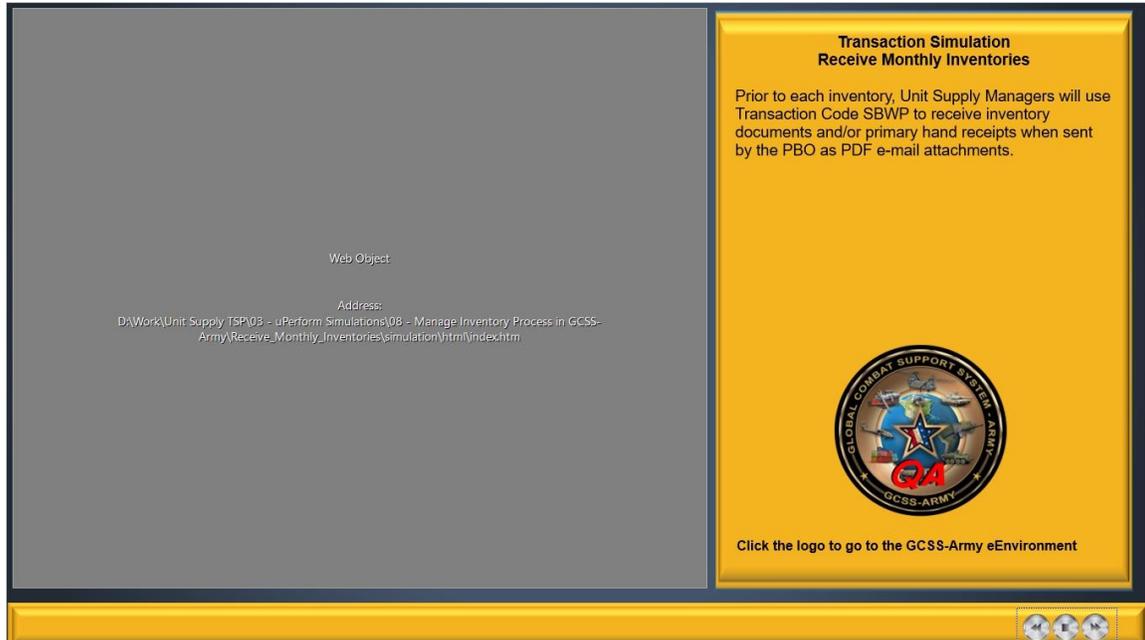
Prior to each inventory, Unit Supply Managers will use Transaction Code SBWP to receive inventory documents and/or primary hand receipts when sent by the PBO as PDF e-mail attachments.

Web Object:

Address:  
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Click the logo to go to the GCSS-Army eEnvironment



### 3.5 Transaction Simulation-Print and Save Physical Inventory Documents

Web Object:

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**Transaction Simulation  
Print and Save Physical Inventory Documents**

Prior to each inventory, Unit Supply Managers use Transaction Code **ZMi21** to print out inventory documents (count sheets for recording quantities, serial numbers, and comments).



Click the logo to go to the GCSS-Army eEnvironment

### 3.6 Enter Inventory Counts

**Enter Inventory Counts (Mi04)**

After each inventory, Units Supply personnel enter the inventory counts into GCSS-Army. After entering the inventory count, it can be reviewed using **Mi20**.

Recounts are performed to research any discrepancies prior to notifying the PBO (via email) that the inventory is complete.

Once the inventory is complete, affix the required signature(s) and save the file.

**Note:** If you need the PDF inventory documents to be digitally signed, you must also type the counts and comments into the electronic version of the PDF document.

### 3.7 Transaction Simulation-Enter Inventory Counts

Web Object:

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**Transaction Simulation  
Enter Inventory Counts**

As the Unit Supply Manager for your unit, you are responsible for recording the results of you cyclic, sensitive item, and monthly hand receipt inventories on the count sheets using the **Mi04** Transaction Code.



Click the logo to go to the GCSS-Army eEnvironment



### 3.8 Review Count Differences

**Review Count Differences (Mi20)**

In the example below, Mi20 displays three possible discrepancy scenarios:

- In example (A), An unmatched serial number (013259834-005) is tagged with a green plus sign and a serial number that was not counted (013259834-003) is tagged with a red minus sign
- In example (B), Two serial numbers that were listed on the inventory count sheets were missing
- In example (C), Three serial numbers were counted that were not listed on the inventory count sheets

**Hover over the Letters for more information.**

A unmatched serial number, or Research is needed. After researching the overage, the PBO will need to determine whether to add the items to the property book (for example, as an Found on Installation (FOI)).

PhysInvoDoc	Item	Material	Batch	Plnt	SLoc	Book Qty	Counted Qt	Diff. Qty	BUN	Ser. No.	D1	Difference	Ency	S
<input type="checkbox"/>	100003730	1	004396243	A	2000	A07R	1	1	<b>A</b>	0	EA	0.00	USD	
<input type="checkbox"/>	100003730	1	004396243	A	2000	A07R				013259834-003				
<input type="checkbox"/>	100003730	2	010429859	A	2000	A07R	10	8	<b>B</b>	-2	EA	0.00	USD	
<input type="checkbox"/>	100003730	2	010429859	A	2000	A07R				1000102730				
<input type="checkbox"/>	100003730	3	012487619	A	2000	A07R	5	8	<b>C</b>	3	EA	0.00	USD	
<input type="checkbox"/>	100003730	3	012487619	A	2000	A07R				2A021034				
<input type="checkbox"/>	100003730	3	012487619	A	2000	A07R				2A021035				
<input type="checkbox"/>	100003730	3	012487619	A	2000	A07R				2A021036				



### 3.9 Transaction Simulation-Review List of Differences

Web Object

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**Transaction Simulation  
Review List of Differences**

Use the PB/US report and display transactions to research items with discrepancy counts by using Transaction Code **Mi20**. Once the Unit Supply Manager completes their research, they can use the change count buttons to **clear counting errors**.



Click the logo to go to the GCSS-Army eEnvironment



### 3.10 Check on Learning



Describe the inventory related tasks that are typically performed by Unit Supply Managers?



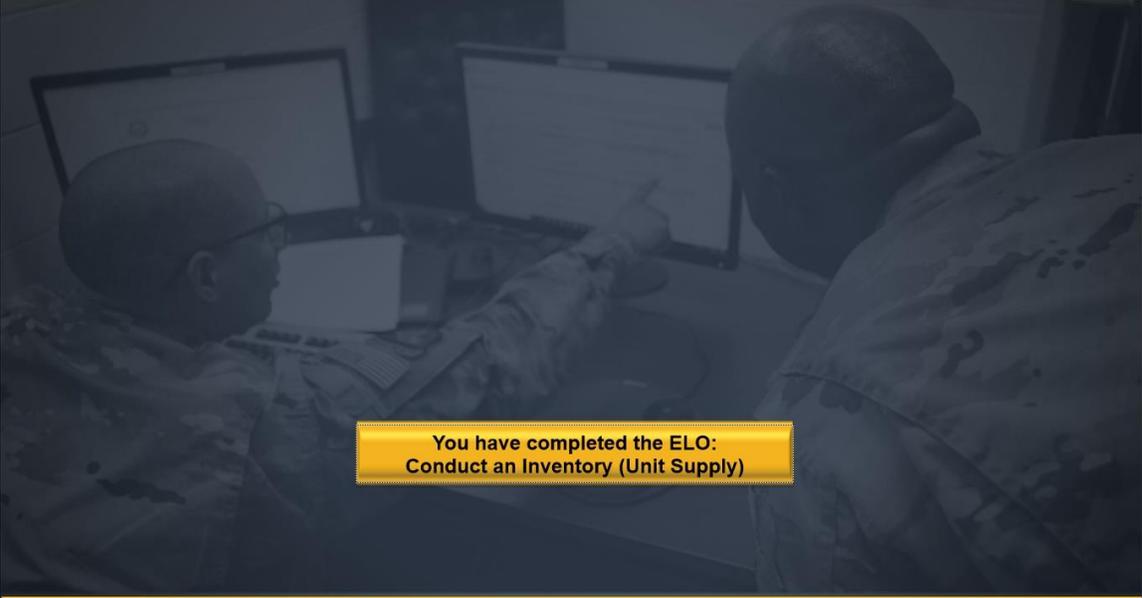
### 3.11 Check on Learning



Describe some of the steps you can use to research inventory discrepancies.



### 3.12 End of ELO



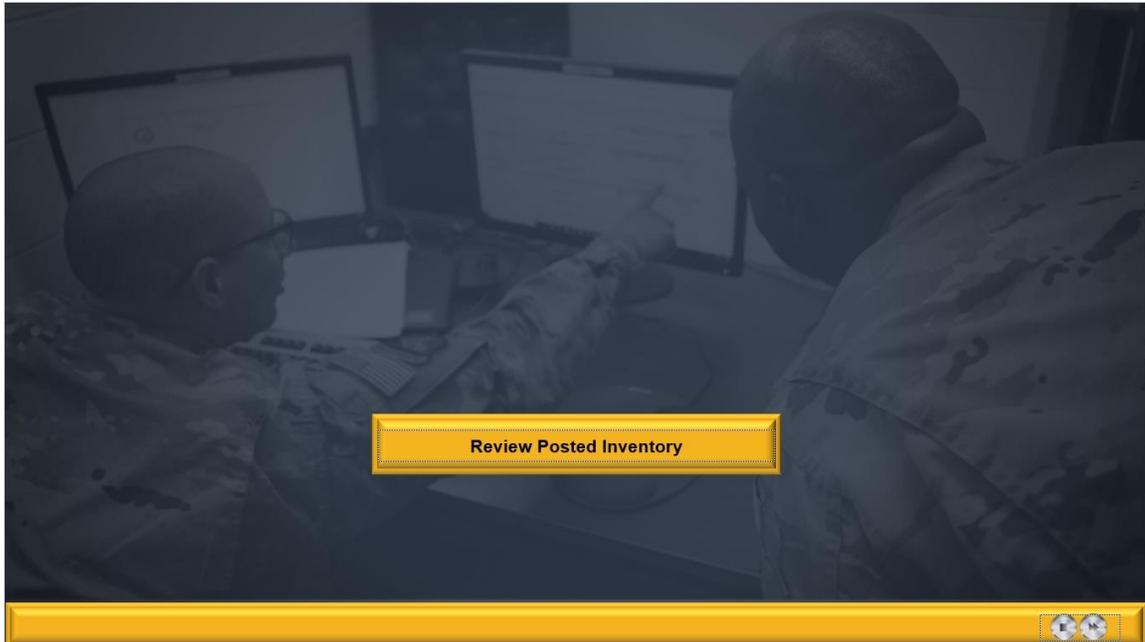
You have completed the ELO:  
Conduct an Inventory (Unit Supply)

Press the stop button to return to the main menu

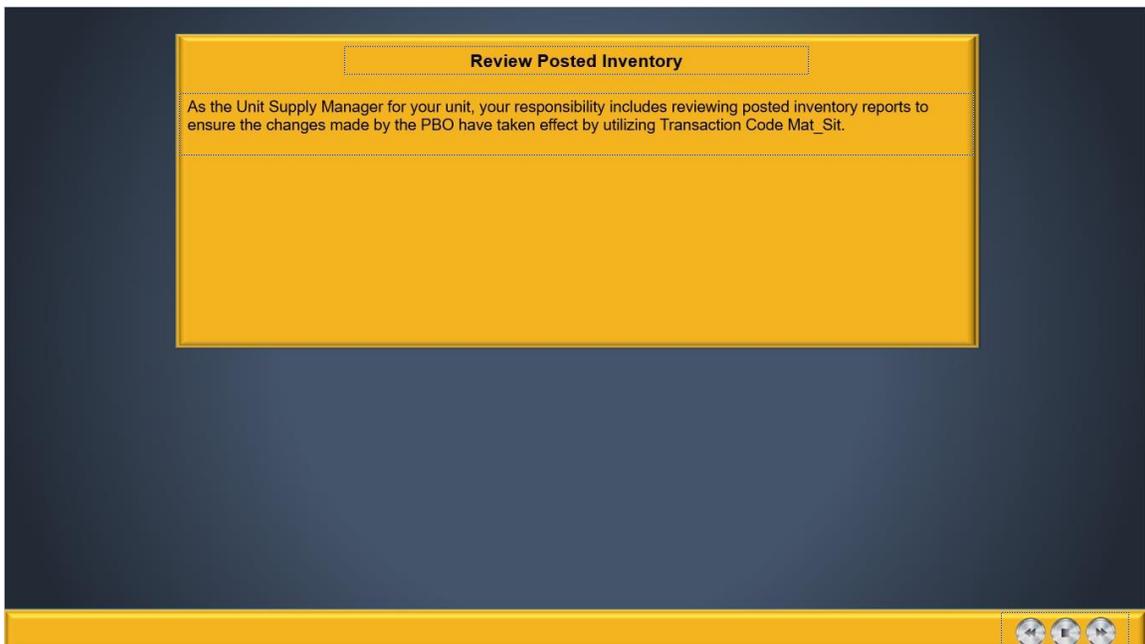


## 4. Review Posted Inventory

### 4.1 Review Posted Inventory



### 4.2 Review Posted Inventory (continued)



### 4.3 Transaction Simulation-Display a Property List for a Unit

Web Object

Address:  
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**Transaction Simulation**  
**Display a Property List for a Unit**

As a Unit Supply Manager, you must review the on-hand quantities of Material LINs assigned to your units. This transaction displays the Stock Material LINs assigned to all SLocs for a UIC-level unit by using Transaction Code **DISP\_MAT\_SIT**.



Click the logo to go to the GCSS-Army eEnvironment



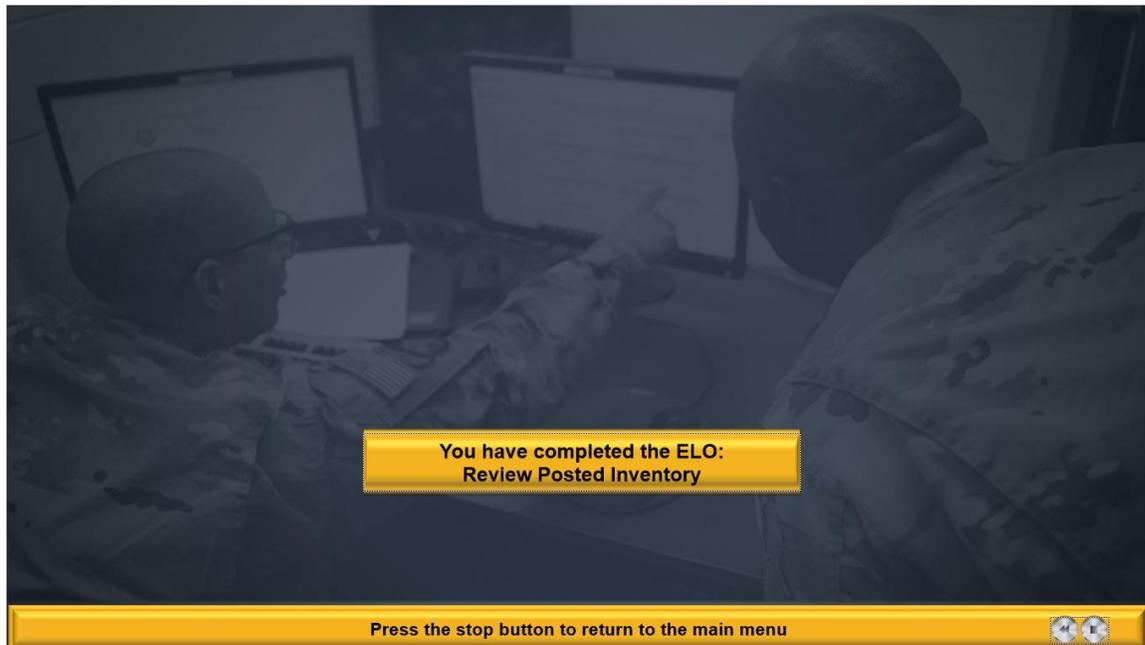
### 4.4 Check on Learning



Which report is recommended in the process flow to help you track the corrections of posting inventory differences?



## 4.5 End of ELO



## 5. Integrated Scenario

### 5.1 Integrated Scenario

**Integrated Scenario**

The Army's Sustainment Readiness Model requires units to maintain a constant rate of readiness to ensure their organizations are ready to support combatant commands at a moment's notice. This is a transition from the Army Force Generation Model that outlined a period of reset and retrain for units coming back from recent deployments. In contrast, the Army Sustainment Readiness Model requires units to be ready 100 percent of the time.

In this Integrated Scenario, Unit Supply Managers will execute supply readiness operations to ensure they are able to support Unit Commanders in their mission to deploy at a moment's notice. This requires supply personnel to maintain all supplies, and manage every aspect of property accountability.

Inventories ensures hand receipt holders are aware of the condition and quantity of items by physical inspection and count. In this scenario you will manage inventories for you organization to ensure all property is documented in the automated system of record. You will also ensure that inventories have been conducted and counts recorded. It is difficult to simulate the physical aspect of inventories so in this scenario you will view, enter counts, and view differences using the information you learned in the inventory lesson. You need to give a list of your Hand receipts and sub hand receipts in GCSS-Army to the instructor/facilitator. Next, you will print component hand receipts for at least 10 of your major end items.



Press the stop button to return to the main menu

## 5.2 Summary

**Summary**

In this lesson, you have learned how to:

**Manage Inventory Property in GCSS-Army**

- Conduct an Inventory
- Review Posted Inventory



Navigation icons: back, forward, search, refresh.

## 5.3 End of Lesson



**You are now able to manage the inventory process in GCSS-Army.**

Press the Power button to exit the course

Navigation icons: back, forward, search, refresh, power.