



Inventory Procedures For Monthly Batch Process for Organizations

Combined Arms Support Command (CASCOM)

Purpose: To alert organization users in the field of the procedures to perform the monthly batch process for Hand Receipts, Cyclic and Sensitive Items Inventory.

Process: For the month of November 2016 CASCOM recommends that all organizations run their inventory from the PBMENU by using T-Code ZPBMENU.

Select Monthly; Select HR/INV Sheets

Enter: UIC

LIN: From and To for Cyclic Items

Select Hand Receipts, Cyclic Inventory and Sensitive Item Inventory List.

If there are any challenges with initiating the inventory (locking, blocking, items missing etc..) please capture screen shots to support the process and open a help desk ticket in order for the team to isolate the incident(s) in order to validate against the scheduled maintenance release.

Process: For the month of December 2016 CASCOM recommends that all organizations run their inventory from the PBMENU by using T-Code ZPBMENU.

Select Monthly; Select HR/INV Sheets

Enter: UIC

***DO NOT SELECT CYCLIC AT THIS TIME (the CYCLIC will be run post Primary Hand Receipt and Sensitive Items Inventory) ***

Select Hand Receipts and Sensitive Item Inventory List. This will allow the team to determine if the order of precedence for the data extraction is conflicting with inventory business process rules.

After the initial reports are complete return to the menu and "ONLY" run the Cyclic Inventory with the range of LINS for the reporting period.

If there are any challenges with initiating the inventory (locking, blocking, items missing etc...) please capture screen shots to support the process and open a help desk ticket in order for the team to isolate the incident(s) in order to validate against the scheduled maintenance release.

*****Please be aware that if the Unit Supply personnel have created SLOCs that the PBO is not aware of, this may cause items not to be properly annotated and accounted for on the inventory and or hand receipt reports*****

