

DPAS Basic Master Table of Contents

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What Is DPAS?

DPAS is a Windows based system that uses a Client/Server Graphical User Interface (GUI). Users are required to have a personal computer operating Windows (Windows 95, NT, etc.). The GUI provides a Multiple Document Interface, which allows a user to move from one process to another without exiting from current process.

DPAS provides on-line capability to support all functions that are associated with property accountability and equipment management. A small portion of the system functions is accomplished by batch processing of interface transactions or processing of summary report data. DPAS is an independent operation and does not require support from other systems for processing data. It can be used as a stand-alone property management system that provides general ledger control and depreciation schedule information to accounting systems, as well as documenting the physical control of installation equipment.

The system contains mandatory and optional modules available through a variety of toolbars containing buttons that will apply a command with one click of the mouse. The primary system functions include all actions associated with property management, accounting, equipment utilization, and preventive maintenance schedules.

The system provides the accountable officer with the capability to update item authorizations, cataloging actions, accountable record processing (e.g., receipts, turn-in, and inventory tracking/status), accounting depreciation data, serial number tracking, component visibility, and an automated document register. All input data is validated on-line prior to updating the database.

DPAS offers four different methods of managing equipment:

- **Serial** one item, one record.
- **Bulk** multiple items, one record.
- **System** group related items.
- **Kit** components of sets or outfits.

The system provides the equipment manager or responsible officer the ability to manage all actions associated with maintenance and equipment utilization. Work orders are automatically generated. The user can create and print trip tickets for all mobile equipment.

Warranty information for equipment is tracked.

DoD Equipment management data includes statistics developed for under and over utilized equipment and parts and repair costs for equipment maintenance. Data is also provided to support oil analysis programs.

Benefits of DPAS

- Regulatory financial and physical reporting of property, FMFIA and CFO compliance
- Integration of financial and property data
- Eliminate redundant systems and costs
- System interfaces to DoD migratory accounting systems
- Asset visibility and redistribution

CAPABILITIES: INVENTORY MANAGEMENT & FINANCIAL REPORTING

- Catalog of assets (serial & bulk)
- Supply interface capabilities
- Authorization tracking
- Automated Document Register
- Component visibility & tracking
- Hand Receipt & Sub Hand Receipt Holder capabilities
- Management of warranty/service/lease information
- Complies with DoD financial regulations.

History is maintained on most transactions.

CAPABILITIES: EQUIPMENT TRACKING

- Automated build of skeleton maintenance record
- Automated preventive maintenance scheduling
- Complete utilization reporting
- System-generated work orders & trip tickets
- Maintenance/breakdown/repair hours tracking
- Historical maintenance/utilization data

CAPABILITIES: REPORTING

- Over 100 pre-formatted reports available in DPAS
- *Eureka* Report Designer included with DPAS allows the user to create customized reports

DPAS Course Goals and Objectives

The DPAS manual is extensive, covering everything available for use in the DPAS system. However, depending on your Activity/Agency, you may or may not cover all aspects of the system. Below are the overall *minimal* course objectives of the DPAS course.

Our goal is not to make DPAS experts, but rather to ensure that the student comprehends and demonstrates mastery of the basic user functions covered in Phase One of the DPAS training course.

- ❑ By the end of training, the user needs to be able to print out a Hand Receipt, and demonstrate understanding of how to:
 - add to;
 - designate as excess; and
 - delete items from the Hand Receipt.

- ❑ This includes using not only the Hand Receipt module, but also performing actions in all other modules required to satisfy DoD agency-specific DPAS use, which may or may not include:
 - adding to or querying the Catalog;
 - adding Authorizations;
 - generating appropriate document numbers in the Document Register module;
 - processing transactions in the Hand Receipt, i.e., property book, itself; and
 - activating capital assets for depreciation.

Interfaces

DPAS has the ability to interface with several external systems. These interfaces allow DPAS to receive data, provide data, or communicate interactively depending on the system interface.

Catalog Interfaces:

DPAS contains interfaces with the following sources of asset catalog information:

- SB-700-20
- FEDLOG
- AMDF

Army Unique Item Tracking (UIT) Interface:

DPAS supports a one way interface for UIT reconciliation through CBS-X.

Accounting Interfaces:

DPAS supports interfaces with a number of accounting systems, including:

- SIFS
- IFAS
- e-Biz
- LMP
- DBMS
- WAAS
- DWAS

Real Property Interfaces:

DPAS supports interfaces with a number of Real Property systems, including:

- IFS
- PRIDE

Excess Interface:

DPAS provides a means for excess assets to be reported electronically to the DRMS Automated Information System (DAISY).

Supply Interfaces:

DPAS will interface with the following supply support systems:

- | | | | |
|-----------|---|---------|---|
| • AMCISS | US Army Materiel Command | • DMLLS | Various DoD Agencies. This is a one way interface |
| • SARSS-O | US Army | • DAAS | Various DoD Agencies. This is a one way interface |
| • BOSS | Various DoD Agencies. This is a one way interface | • CORAS | DISA Westhem |

Logging Into DPAS For The First Time

INTRODUCTION

This process shows you how to log into DPAS for the very first time.

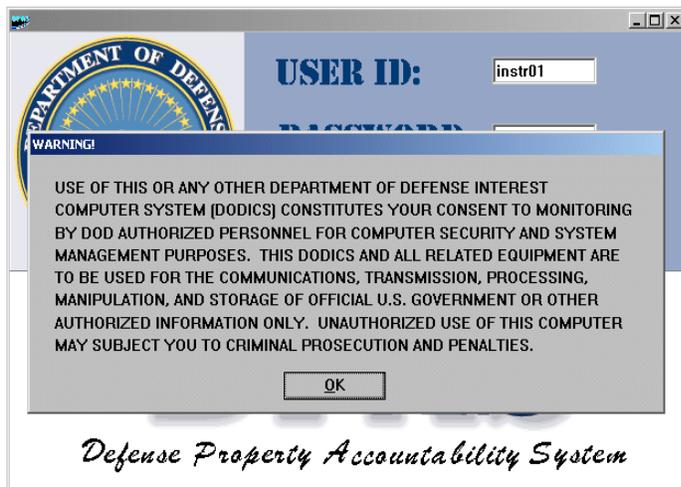
PREREQUISITES

The Property Book Officer (PBO)/Responsible Property Manager must submit a copy of the DD Form 2875 (Security Access Account Request (SAAR)) for each user of DPAS. The form must be submitted to:

- For Navy users, submit to the Navy-DPAS Support Team, Norfolk, VA.
- For Marine Corps users, submit to the Marine Corps Help Desk, Washington, DC.
- For all other users, submit to DECC-O, Ogden, UT.

You will need a **USER ID**, **PASSWORD**, and a **SITE ID** to access DPAS.

STEPS TO PERFORM ACTION

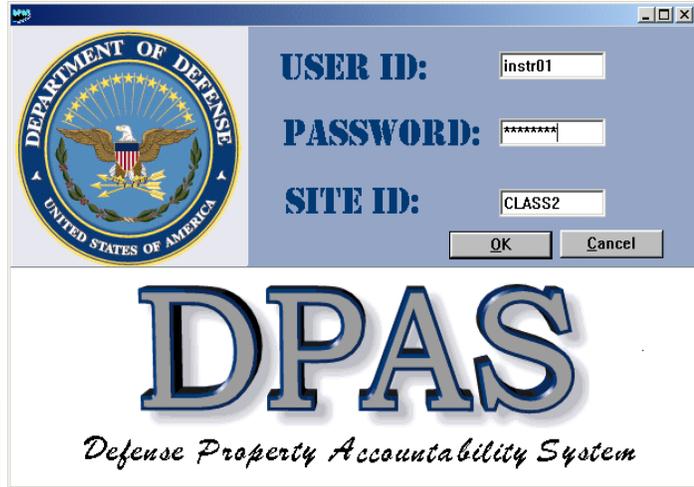


STEP 1:

- a. Double-click your DPAS icon on your desktop.
- b. Click **OK** or press **Enter** on your keyboard.

STEP 2:

- a. **USER ID:** Enter your assigned DPAS login id.
- b. **PASSWORD:** Enter the *temporary* password that was assigned to you.
- c. **SITE ID:** Enter the name of your database (for example, AT-JACK1, NC-CNET, DF-COL, etc.)
- d. Click **OK** or press **Enter** on your keyboard.



NOTE: Remember that your user-id and password are unique to you and must be kept confidential.



STEP 3:

- Click **OK**.

STEP 4:

- a. **New Password:** Enter your new password (see Password Restrictions).
- b. **Re-enter New Password:** Re-enter your new password.
- c. **Phone Nbr:** Enter your phone number if not displayed (or change if number is incorrect).
- d. **E-Mail Address:** Enter your e-mail address if not displayed (or change if address is incorrect).
- e. Click **Submit**.



The Transaction Processed dialog box is displayed.

- f. Click **OK**.

The following dialog box is displayed:



g. Click **OK**.

PASSWORD RESTRICTIONS:

- The new password must have a minimum of 8 and a maximum of 12 alphanumeric characters.
- Must contain two of the following three: a Capital letter, a Numeric, or Special Character such as: @, #, \$, or an underscore.
- The first position **CANNOT** be an underscore.
- Cannot be any part of the user's name, telephone number, or user ID (the password cannot "sound like" a person's name)
- Cannot contain consecutively repeating characters (i.e., "carrol" is incorrect since it has consecutive small "r"s).
- Must be unique as compared to the last ten password assignments.
- Must be changed every 90 days.
- Cannot be changed more than one time in a five-day period.



NOTE:

Passwords are **CASE SENSITIVE**, therefore, a user can include a capital letter (example: Diet_7up).

Changing Your Password

INTRODUCTION

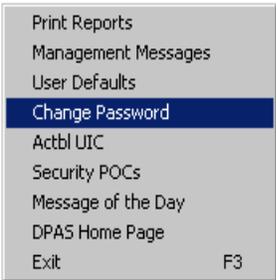
This process will show you the procedures used to change your password in DPAS.

PREREQUISITES

None

STEPS TO PERFORM ACTION

- 1. Select **File** from the menu bar.
- 2. Select **Change Password**.



STEP:

- a. **Old Password:** Enter your *old* DPAS password.
- b. **New Password:** Enter your new password (see **Logging Into DPAS For The First Time** for password restrictions).
- c. **Re-enter New Password:** Re-enter your new password.
- d. **Phone Nbr:** Enter your phone number if not displayed (or change if number is incorrect).
- e. **E-Mail Address:** Enter your e-mail address if not displayed (or change if address is incorrect).

f. Click **Submit**.

The Transaction Processed dialog box is displayed.

g. Click **OK**.

The following dialog box is displayed:



h. Click **OK**.

Refer to **Changing Your *Eureka* Password** for steps to change your password in the *Eureka* tool.

Changing Your *Eureka* Password

INTRODUCTION

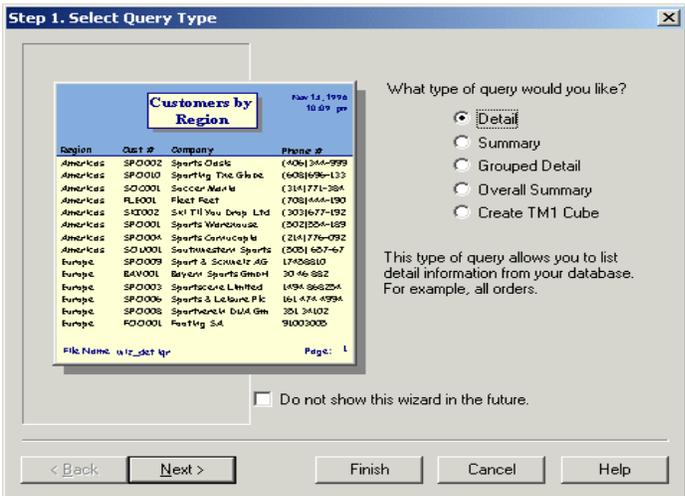
This process will show you the procedures used to change your password in *Eureka!* You will also need to use this process when you change your DPAS password.

PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select **Ad Hoc Reports** icon or select **Ad Hoc** from the menu bar.
2. Select **Eureka** from the program group.

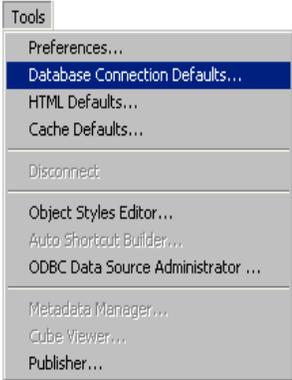


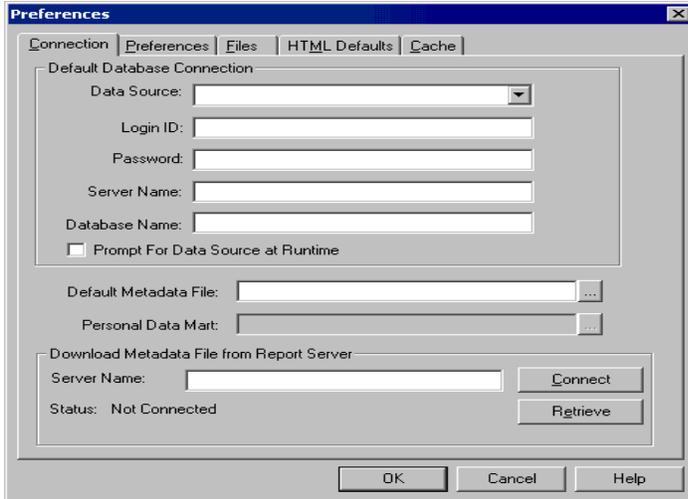
STEP 1:

- If you get this wizard screen, click **Finish**; otherwise, proceed to the next step.

STEP 2:

- a. From the menu bar, select **Tools**.
- b. Select **Database Connection Defaults** from the program group.





STEP 3:

- a. **Data Source:** Make sure that your DPAS database name (SITE ID) is displayed.
- b. **Login ID:** Make sure that your DPAS user ID is displayed.
- c. **Password:** Enter your **NEW** DPAS password.
- d. **Server Name:** Leave this field blank.
- e. **Database Name:** Leave this field blank.
- f. **Prompt For Data Source at Runtime:** Do not check this box. If checked, you will be prompted to enter your DPAS Site ID each time you run a report.

Default Metadata File: Browse for where the DPAS programs reside on you workstation. If all the defaults were taken during installation, then the path is normally: **C:\Program Files\DOD\DPAS\DPAS.iqk.**

g.

If you are unable to locate the DPAS.iqk file, click on the **START** button, select **Find** (or **Search** if using Windows ME or 2000), **Files or Folders...**, enter **dpas.iqk** look in the Local Hard Drives.

- h. **Server Name:** Leave this field blank.
- i. **Host Name:** Leave this field blank.
- j. Click **OK**.
- k. Exit to the DPAS Main Menu.

Navigating DPAS

DPAS Users who are familiar with other Windows based systems should have no trouble navigating DPAS.

This section will help to familiarize you with the general layout of DPAS, and explain the various methods of accessing the many process screens contained in the system.



The DPAS Main Menu displays icons for each of the main process areas, or modules, in DPAS.

These areas are:

- Document Register
- Authorizations
- Catalog
- Accounting
- Hand Receipt
- Hand Receipt Holder
- Maintenance and Utilization
- Inquiries
- Ad Hoc Reports
- Utilities
- Security

There is also an icon that allows you to exit the system



HINT!
It is **STRONGLY** recommended that you do not exit DPAS using the **X** in the menu bar.

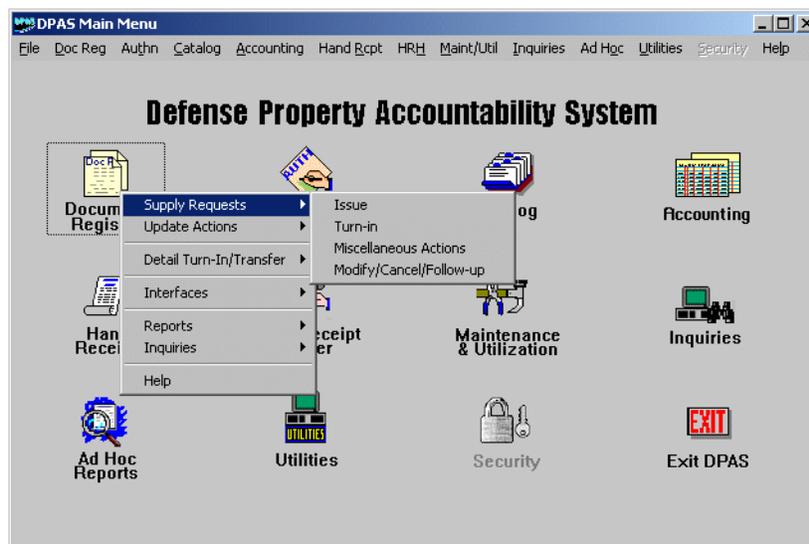
To access any system module, simply use your mouse to click on the corresponding icon.

At the top of the Main Menu screen, a menu bar is displayed. This menu bar can also be used to access the DPAS modules. To use the menu bar, you can click on the module name in the menu bar with the mouse, OR, press and hold the **Alt** key, while pressing the letter key that corresponds to the underlined letter in the module name.

NOTE:
In Windows 2000/Professional, the underlines may not display until you depress the **Alt** key.

For example, to access the Hand Receipt Module, you would press and hold the **Alt** key, and press the **R** key at the same time.

Accessing any module will display a menu of processes available in the chosen module, as displayed below:



Some processes in each module will also produce sub-menus as shown in the illustration above.

To access a particular process, simply click on the process name with the mouse.

When any specific process is first accessed, DPAS will display a KEY DATA screen. This screen is used to enter information DPAS needs to complete the process.

In the example below, the End Item Increase Key Data screen is displayed:

This screen also contains examples of the various types of input fields used in DPAS:

RADIO BUTTON:

To select, click once with the mouse in the circle next to the desired action.

CHECK BOX

To activate a check box, click once with the mouse in the corresponding square. Click a second time to de-select (or deactivate) the process you just checked.

DATA ENTRY FIELD:

To navigate between data entry fields, use the **TAB** key or left-click the mouse with the cursor/pointer in the field.

BROWSE BUTTONS:

For certain fields, clicking on the browse button next to the data entry field will prompt DPAS to display a list of all possible entry items for that field. For example, clicking the browse button next to a UIC field will display a list of all UICs for which the user has permissions.

FUNCTION BUTTONS:

Functions buttons are used in DPAS to perform specific actions with the data entered in a screen.

Some of the common function buttons in DPAS and their functions are:

: Tells DPAS you are done entering Key Data information.

: Clears all information from a specific screen.

: Cancels a specific process and returns you back a screen.

: Cancels the entire process and returns you to the DPAS Main Menu.

There are many other functions buttons used in DPAS. You will see more of them as you complete the DPAS Training course.

Tool Bar Buttons

In many DPAS process screens, you will see TOOL BAR buttons at the top of the screen. These buttons allow you to access other DPAS processes WITHOUT leaving the process you are working in.

Pictured below are the tool bar buttons from the End Item Increase screen:



The last four buttons that are displayed on this toolbar are standard on every DPAS screen. Other buttons will appear depending on the process you are using at the time.

	Allows you to access the DPAS Catalog module.		Allows you to access the DPAS Inquiry functions.
	Allows you to access the DPAS Catalog Manufacturer Key process.		Allows you to access the DPAS Report Generation screens.
	Allows you access to the DPAS Authorization module/Approved Authorization process.		Allows you to print a report.
	Allows you to access the DPAS Hand Receipt Holder Add/Change/Delete process.		Allows you to add a date/time stamp.



NOTE:

Not all functions will be available to all users, due to differences in DPAS User Security levels.

DPAS Online Help Screens

There are four different ways to obtain on-line assistance while using DPAS:

- Help from the Main Menu
- Help in each DPAS module
- ? on each screen in DPAS
- Right-click in a data element field

Below are examples and exercises to help familiarize you with the on-line help.

Main Menu Help

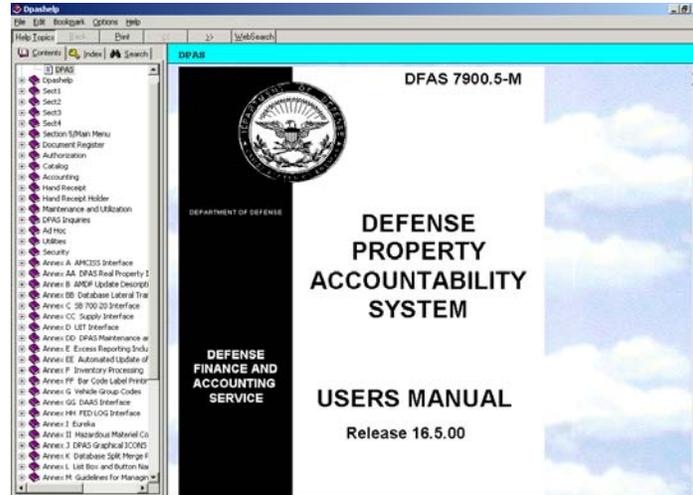
- Click on Help from the menu bar. This will list three options:
- **DPAS** – The main help screen
- **What's New** – The latest information about the release
- **About DPAS** – The User ID and Site Id, and the current release you are using. This is helpful if you need to contact the Help Desk for assistance.



DPAS Help Menu

- a. Click on **Help** from the Main Menu and select **DPAS**.

This is the main Help screen from DPAS.



- The right side window is the text viewing side. Your selection answers will appear here.
- The left side window is the topic selection listing. The three tabs will allow you to select the type of Help method desired.

The icon tabs indicate their Help functions:

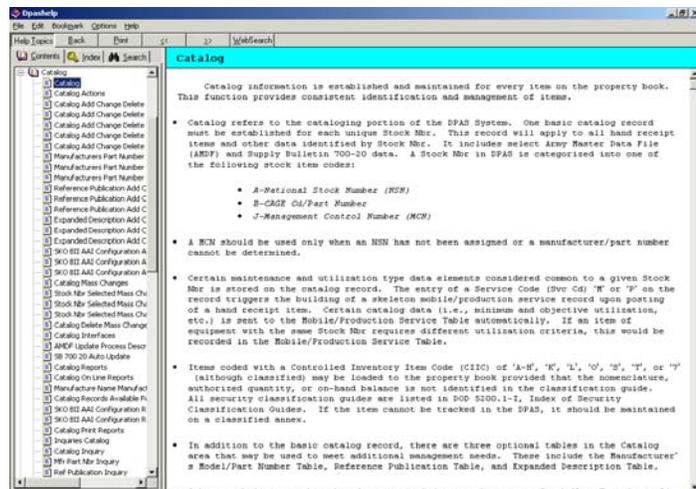


- b. The default is the **Contents** tab.
- c. **Double-click** on the "purple book" for Catalog. This will open the topics that are related to the Catalog Module.
- d. Click on the Catalog topic.

The following screen will appear:

The right side of the screen will display information relating to the topic that was selected.

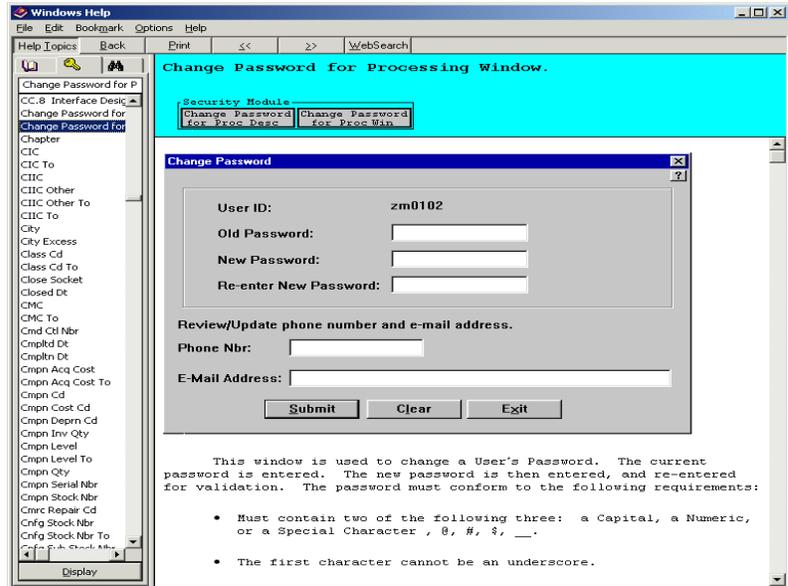
- e. Scroll down on the right side of the screen, there will be a paragraph titled **Catalog Pull Down Menu**.
- f. Click on one of the choices and it will list the processes involved to complete the transaction.



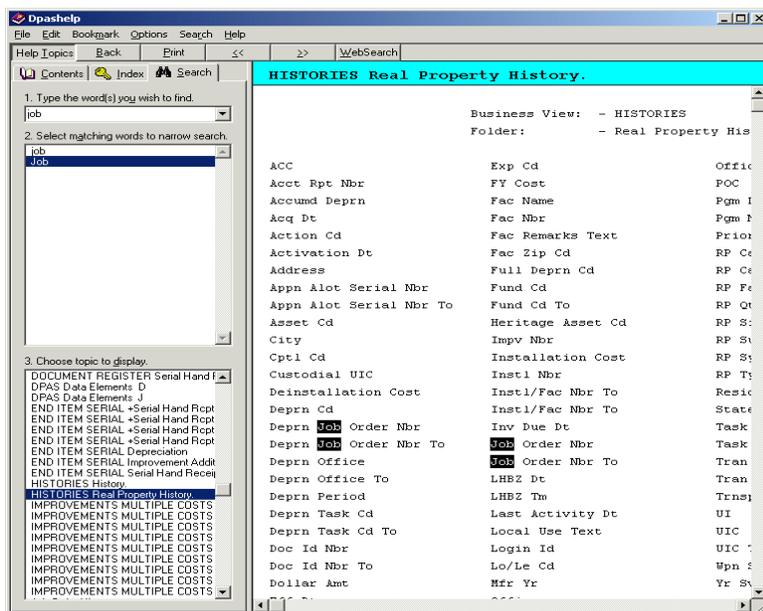
The **Index** tab on the left side of the window will display the help index; sorted alphanumerically, starting with numbers. As you start typing your search topic, the index menu will automatically jump to the first character in your search topic.

- g. Click on the **Index** tab.
- h. Type in **CHANGE**. Notice as you start typing, the menu will jump to the first letter and continue with the remaining letters.
- i. Click **Change Password for Processing Window**.

The following screen will appear:



The **Search** tab opens three windows on the left side. The first window, which is the **Search Topic**. The second window displays variations of the search topic, and third window shows the locations within the DPAS Help. The very first time you select the Search tab, it will create a word list using a wizard. This is a one-time process.

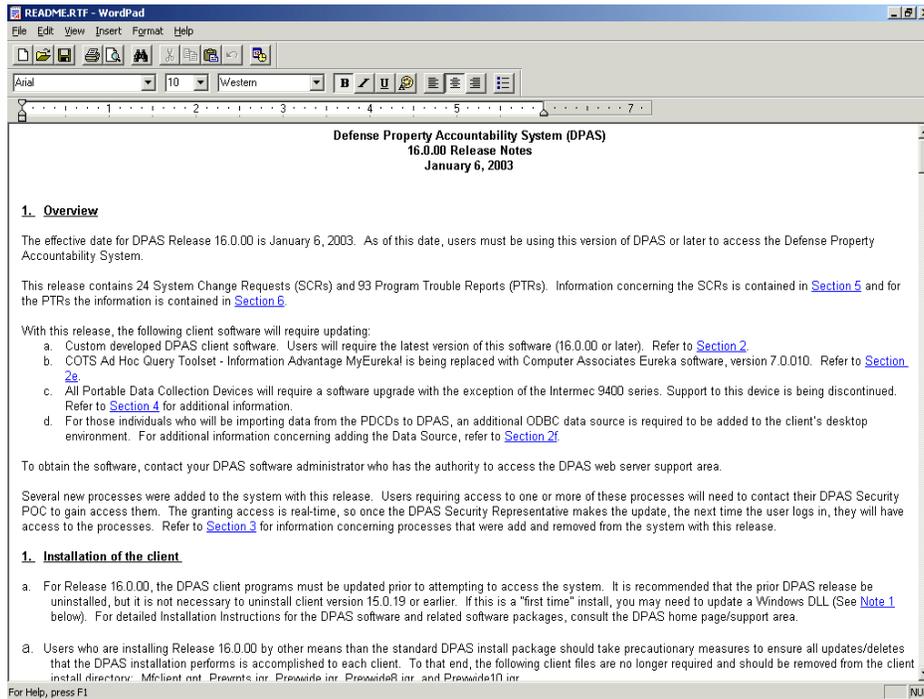


- j. In window 1, type **Job**. Notice that you have two selections (**job** and **Job**) in window 2.
- k. Highlight **Job**. Notice that in window 3, there are several topics to select.
- l. Scroll down the list of topics and highlight **HISTORIES Real Property History**. Notice on the right side of the screen that for the topic you selected, each occurrence of the word **Job** is highlighted.

What's New

What's New will give you the information from the most current release. This contains the 1) System Change Requests (SCRs), 2) Program Trouble Reports (PTRs), 3) System Requirements and 4) Whom to Contact for the Release.

- a. Click on the **What's New** option.

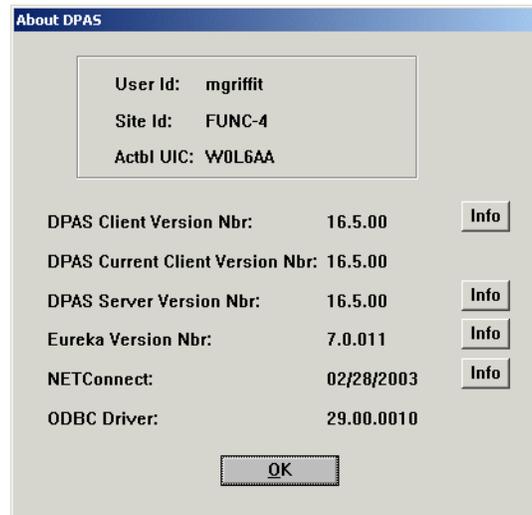


- b. Close out of the text document and return to the DPAS Main Menu.

About DPAS

About DPAS lists the User Id, Site Id, and the Actbl UIC. This also shows the Version of DPAS that is installed on your system/server.

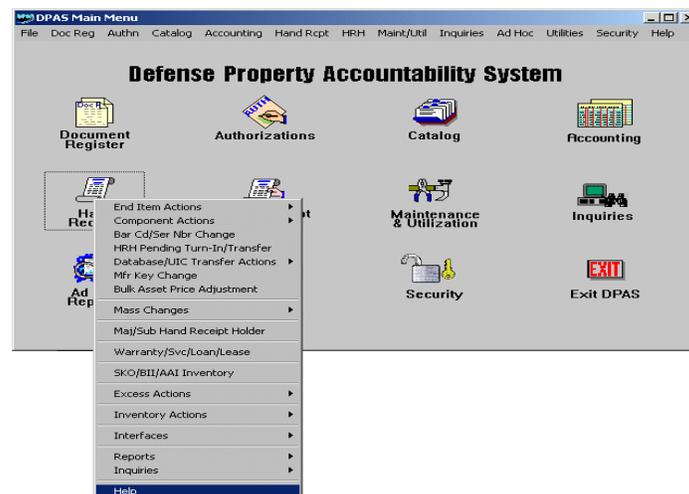
- a. Click on **About DPAS**.



- b. Click **OK** to return to the DPAS Main Menu.

DPAS Module Help

- a. From the DPAS Main Menu, click on **Hand Receipt**.
- b. From the drop-down menu, click on **Help**.



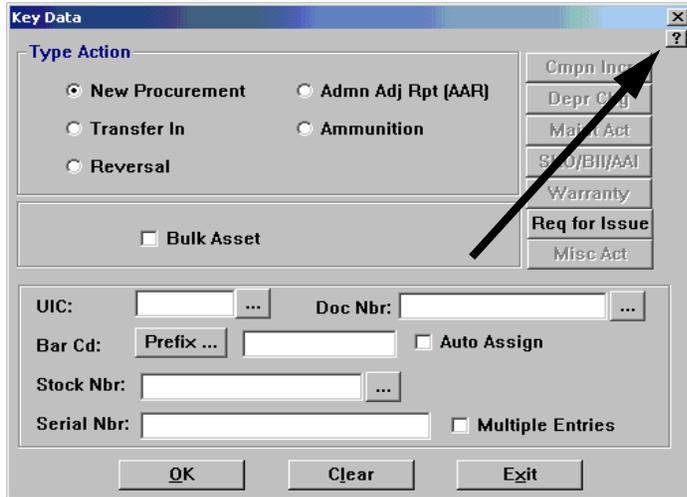
After selecting **Help**, you will see screens similar to those in the other Help sections, but this time beginning specifically in the Hand Receipt.

Process Level Help

Each process window contains access to help, via the ? located just below the title bar.

- Select the **Hand Receipt** icon.
- Select **End Item Actions** from the program group.
- Select **Increase** from the program list.

The following screen will appear:

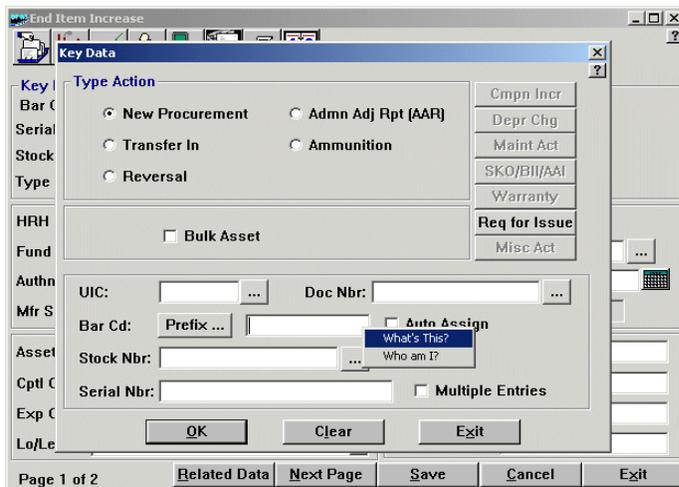


- Click on the ? and the Help menu will appear as before. This time it will list the processes necessary to complete the transaction.

Data Element Help

Data Element Help can be accessed by a right-click in the data input field.

- Select the **Hand Receipt** icon.
- Select **End Item Actions** from the program group.
- Select **Increase** from the program list.



- Right-mouse click in any data element field.
- Select either **What's This?** or **Who am I?**
 - What's This?** A similar Help screen will be displayed, with the appropriate inquiry already listed. This will give a definition of these selected data field.
 - Who am I?** It displays the **User Id**, **Site Id**, and **Actbl UIC**.

Print Reports

INTRODUCTION

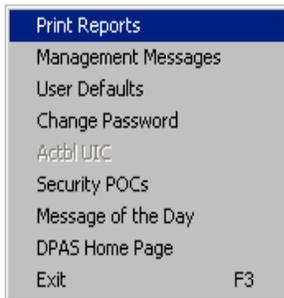
The DPAS Print Reports screen allows you to go directly to the Reports Menu. This menu will display all the reports in the print queue.

PREREQUISITES

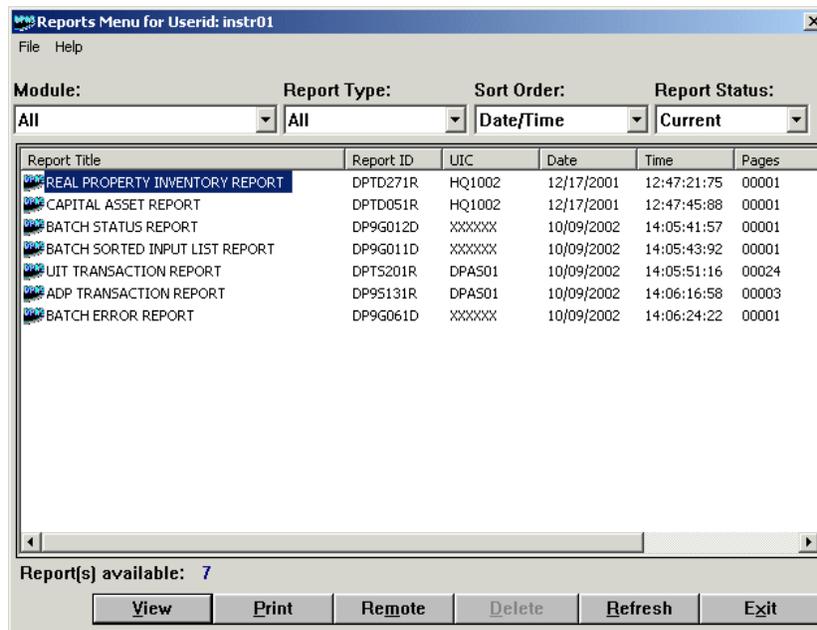
None

STEPS TO PERFORM ACTION

1. Select **File** from the menu bar.
2. Select **Print Reports** from the program group.



Your Reports Menu will be displayed. For example:



Displaying Management Messages

INTRODUCTION

This process will allow the user to view management messages created by the processing programs within DPAS. Along with the view process, the delete function of a 'single' or 'all' message/s is available. As a reminder, all management messages older than (30) thirty days are deleted automatically during the batch cycle process. Additionally, a Management Messages Report (DP9D671R) showing messages by UIC/Module is available. The user can select one or more modules for the report.



NOTE:

The module/s the user has access to will be enabled once entering the screen for both the view and report processes.

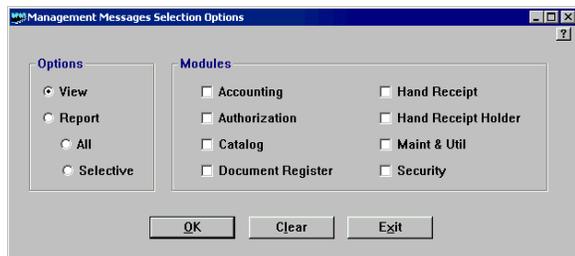
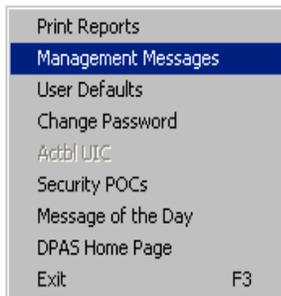
If viewing management messages, you must 'double click' or 'highlight' the message then click the 'OK' button in order to view the entire management message and additional user message text. Management messages are authored/controlled by DPAS, but the user message text is an option that allows the user to expand or clarify a specific processing action that is performed in other DPAS processes.

PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select **File** from the menu bar.
2. Select **Management Messages** from the program group.



STEP 1:

- a. **Options:** Select whether you want to view the message(s) or print a report of all or a specific management message.
- b. **Modules:** Select the module(s) you want to view or report.
- c. Click **OK**.

STEP 2:

- a. Highlight the message you wish to view.
- b. Click **View**.

Management Message	User Message	Tran Dt	Pgm Name	User ID
This transaction for prog		20020912	DPTT0301	cstebbi
This transaction for prog		20020912	DPTT1001	cstebbi
This transaction for prog		20020912	DPTT1101	cstebbi
This transaction for prog		20020912	DP9T1301	cstebbi
This transaction for prog		20020917	DP9N0701	cstebbi
This transaction for prog		20020917	DP9N1401	cstebbi
This transaction for prog		20020925	DPTT0301	mgriffi
This transaction for prog		20020925	DPTT0301	mgriffi
This transaction for prog		20020925	DPTT0401	mgriffi
This transaction for prog		20020925	DPTT0401	mgriffi
Assets are available for	THIS IS AN EXAMPLE 0	20020930	DP9B2801	mgriffi



NOTE:

All management messages older than (30) thirty days are deleted automatically during the batch cycle process.

This is an example of a Management Message:

Management Messages Text

Mod Cd: RCT

Mgt Msg:
Assets are available for transfer within your database From UIC WDU2AA, Doc Nbr W1234521541000, To UIC N00015

User Msg Text:
THIS IS AN EXAMPLE OF THE MANAGEMENT MESSAGE.

Buttons: Delete, OK

- Once you have read the message(s), you can either delete it, or click **OK** to return to the previous screen.

Setting User Defaults

INTRODUCTION

The DPAS User Defaults screen allows you to enter and store commonly used information.

This saves time by populating the default settings into the data fields within the DPAS modules. Keep in mind that you have the ability to change the default data in the individual data fields.

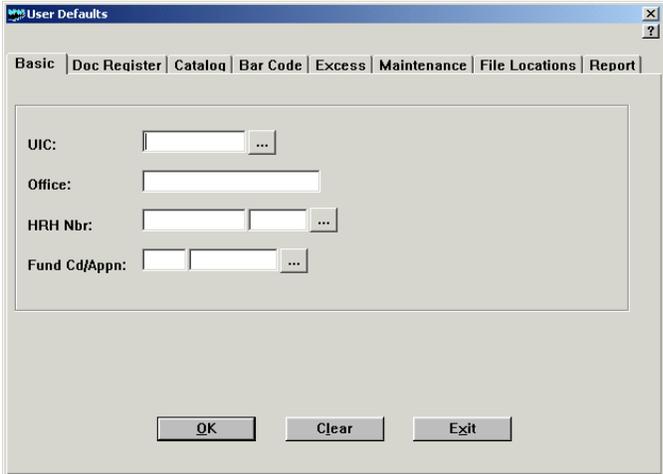
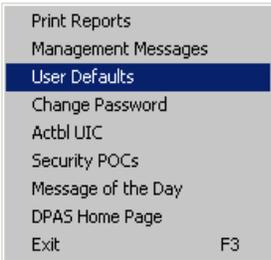
Information stored in the User Defaults screen will be used to populate DPAS data fields in various DPAS processes.

PREREQUISITES

None

STEPS TO PERFORM ACTION

- 1. Select **File** from the menu bar.
- 2. Select **User Defaults** from the program group.



STEP 1:

- a. Enter any default information that you need. You may need to click on the other tabs to enter more information.

 **HINT!** Setting up defaults is not a mandatory process within DPAS. But if you want certain fields to always display on your Key Data and/or Process screens, then enter that information on this screen.

The defaults are NOT stored on your database, but on your computer. If you sign on to DPAS using a different computer, then you will need to change the pertinent information.

Once all desired default information has been entered, click **OK**.



NOTE:

Information stored as User Defaults will be used to populate all corresponding fields in other DPAS screens.

The information in the User Defaults will only be used when processing a new transaction.

The Transaction Processed dialog box will be displayed.

b. Click **OK**.

You will be returned to the DPAS Main Menu.

Displaying Accountable UICs

INTRODUCTION

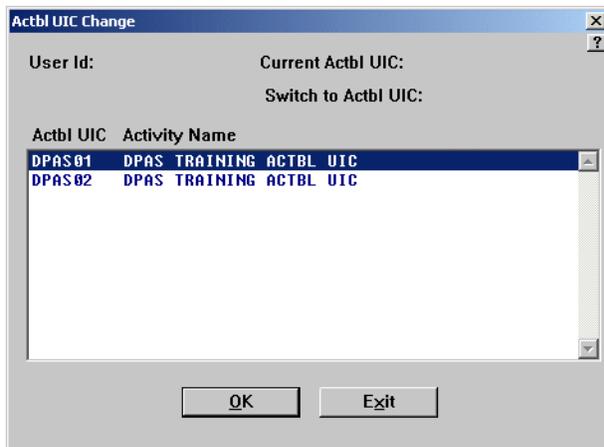
This process will allow you the capability to select a different Accountable UIC (the Accountable UICs are set up by the System Administrator at DECC-Dayton, at the direction of your Command/Major Claimant). A selection box will be provided to allow you to select another Accountable UIC from this window. This process can be selected under **File** while still logged into DPAS. This process window will also be displayed after login for those users who have access to multiple Accountable UICs.

PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select **File** from the menu bar.
2. Select **Actbl UIC** from the program group.



STEP:

The list of Accountable UICs that are assigned to a user are displayed in the window.

- a. Select the Accountable UIC you want to use.
- b. Click **OK**.

Displaying Security POCs

INTRODUCTION

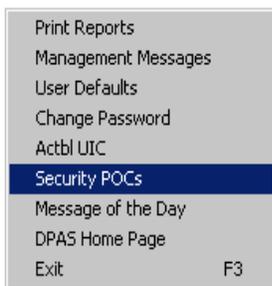
If you need to know who the security POCs are for your database, you can display them in DPAS. The DPAS Systems Administrator establishes these POCs when he adds them to the database.

PREREQUISITES

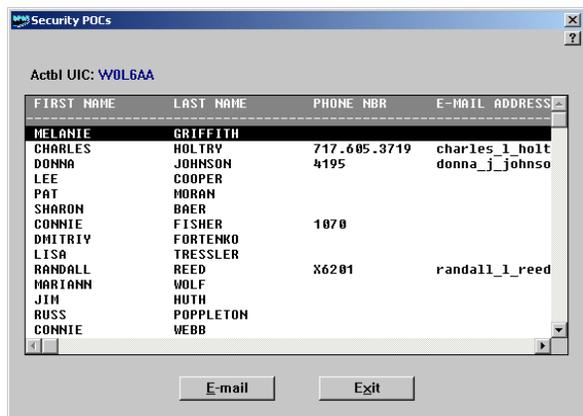
None

STEPS TO PERFORM ACTION

1. Select **File** from the menu bar.
2. Select **Security POCs** from the program group.



A screen *similar* to the following is returned:



- a. Scroll over to the right to display the level of security each person has.
- b. If you need security assistance, select the security POC and click **E-mail**.

Displaying The Message Of The Day

INTRODUCTION

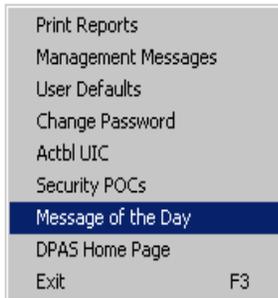
When you first log onto DPAS, the "Message of the Day" is displayed. All too often, users will click the **OK** button without reading the messages. This process will show you how to redisplay the "Message of the Day".

PREREQUISITES

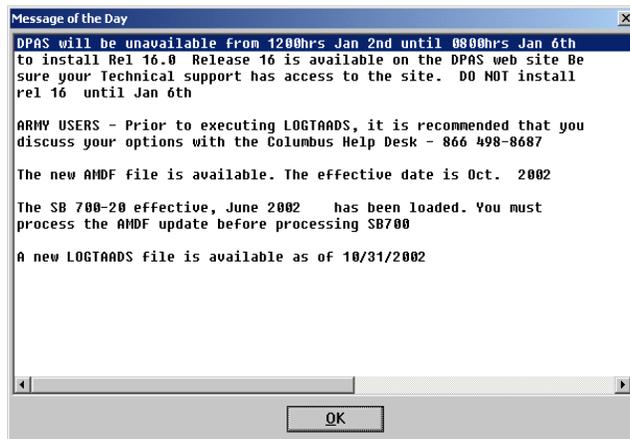
None

STEPS TO PERFORM ACTION

1. Select **F**ile from the menu bar.
2. Select **M**essage of the Day from the program group.



A screen *similar* to the following is displayed:



- a. You are encouraged to read the message of the day periodically. These messages may include important information.
- b. When you are done reading the messages, click **OK**.

Displaying The DPAS Home Page

INTRODUCTION

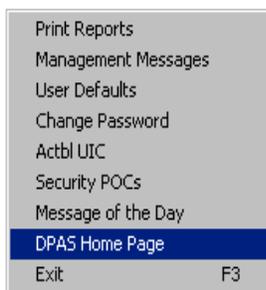
This process will show you how to display the DPAS Home Page while logged onto DPAS.

PREREQUISITES

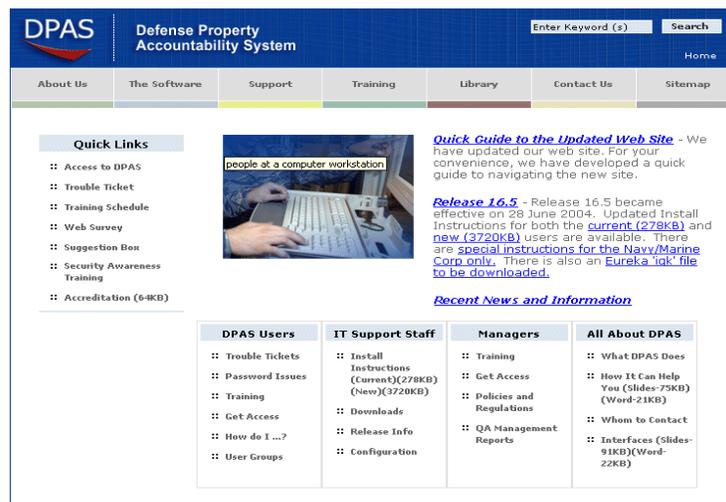
None

STEPS TO PERFORM ACTION

1. Select **File** from the menu bar.
2. Select **DPAS Home Page** from the program group.



The following is displayed:



Keep in mind that this is just a sampling of the DPAS Home Page and is updated often. If you want to go to the DPAS Home Page outside of DPAS, the address is: **https://www.dpas.dod.mil.**

Practical Exercise: Help #1

Title: Help #1

Objectives: At the completion of this case study the student should demonstrate a capacity to perform the necessary actions to query the DPAS online help.

Prerequisites:

References: Reference in the manual – Navigating DPAS

Scenario: Your activity is just newly converted to DPAS. You have been told that your office will have total responsibility for accounting for all property both physically and financially. You are a logistician and not very familiar with the financial accounting of property. However, you are willing to learn.

Instructions: Use the on-line help in DPAS to find out all you can about the financial aspects of tracking property.

Given:

Summary:

Class Discussion: Q & A

Practical Exercise: Help #2

Title: Help #2

Objectives: At the completion of this case study the student should demonstrate a capacity to perform the necessary actions to query the DPAS online help.

Prerequisites:

References: Reference in the manual – Navigating DPAS

Scenario: Your commanding officer would like to know how many items on the property book are out on loan or on a lease. You look at the batch reports in DPAS and you see that there is a Warranty/Service/Loan/Lease report that may get the commander what he needs. However, you are not sure and you don't want to generate the report only to find out you can't use the information.

Instructions: Use the on-line help in DPAS, Annex "Y", to take a sneak peek at the warranty report to see if it will give the commander the information that he needs.

Given:

Summary:

Class Discussion: Q & A

Introduction To The Catalog

The DPAS Catalog carries the general or common characteristics of a type of asset. A National Stock Number (NSN), Management Control Number (MCN) or a Part Number must identify each type of asset. There is a link to the Army Supply Bulletin 700-20, which is a portion of the FedLog. If the NSN is found on the SB 700-20 the information will populate the fields on the Catalog automatically. For Army users, this data cannot be changed. For all other users, changes can be made to any field. There is also a link to the Army Master Data File (AMDF).

The crucial data elements that control the size and scope of the catalog are the Generic Nomenclature and the Nomenclature. The level of description entered can either increase or decrease the number of Catalog records needed to track the assets on the Property Book. IT Equipment is the easiest example of this. If the level of description stops at the speed of a machine, such as Computer, Pentium IV, 1.5 GHz, it takes far fewer Catalog records to track all of the IT assets than if the level of description goes to the hard drive size, such as Computer, Pentium IV, 1.5 GHz, 160G hard drive. In the first example, the 1.5 GHz Pentium IV's are tracked under the same Stock Number. In the second example, it takes several Stock Numbers to track the 1.5 MHz Pentium IV's, one for every change in hard drive size.

Another deciding factor is whether the manufacturer name and part number is part of the Generic Nomenclature. It is recommended that this information NOT be part of the nomenclature because DPAS has a process to supplement the catalog that allows the users to track multiple Manufacturer Name and Part Numbers for a Stock Number. This allows the use and tracking of far fewer Stock Numbers but still has the visibility of the Make and Model of every asset. A simple example would be a 3/8" Drill. There could be two Stock Numbers built, one for a corded version and one for a cordless. Then Manufacturer information could be built against these Stock Numbers. On the other hand, many Stock Numbers could be built, one for each Manufacturer, e.g., Craftsman, DeWalt, Porter-Cable, Makita, etc.

At the Catalog level the user determines if the assets under a particular Stock Number are managed by serial number or by bulk quantity. Once one asset is placed on the Property Book, this field cannot be changed. To change the field, all of the assets must be removed from the Property Book. Then the field can be changed and all of the assets placed back on the Property Book.

Financial reporting also begins with the Catalog. The Type Asset Code, Asset Code and the Equipment Depreciation Code identify what general category this equipment falls into, such as IT equipment, Commercial Vehicles, etc. The Type Asset Code is crucial because only General PP&E assets depreciate. Heritage and National Defense Equipment do not depreciate regardless of their cost.

There are TWO interfaces with criteria for reporting that are established on the Catalog. The Army CBS-X/UIT interface is controlled by the RICC and the CIIC and DoDSASP code control the DoDSASP reporting. If the user wants to use the Maintenance and Utilization processes in DPAS, the Service Code must be set on the Catalog. Once this is set, basic information can be established to allow DPAS to compare the usage of the asset against the benchmark.

Some Agencies/Services have developed a Catalog of assets that the entire Agency/Service is to use. Some of these Agencies/Services have multiple DPAS databases. To support this structure DPAS can assign one database as the Master Catalog. Then the other databases are designated as Subordinate Catalogs. The Subordinate Databases cannot add records to their Catalogs. When a record is added to the Master Catalog the record is also added to the Subordinate Catalogs. The Manufacturer Name/Manufacturer Part Number File can also be controlled in this manner. It is up to each Agency/Service whether they want the Master Database to control the Manufacturer Name/Manufacturer Part Number File. If the file is controlled, then it works in the same manner as the process for the Catalog File. There are good reasons that an Agency/Service may not want to control the Manufacturer Name/Manufacturer Part Number File. One of them is that there are so many Manufacturer/Part Number combinations that it may be overwhelming to centrally manage all of them.

Querying The Catalog

MODULE: Catalog

INTRODUCTION

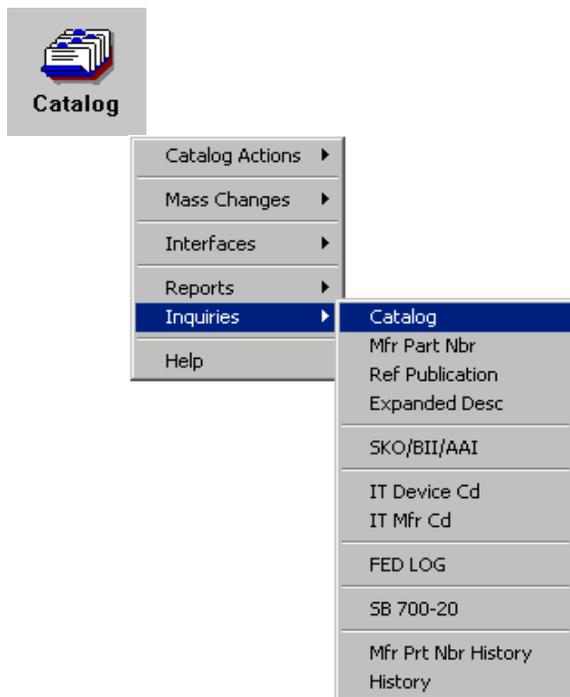
This section outlines the procedures for querying the system and requesting a new catalog number for items that have not been pre-established. This section shows the user how to query DPAS to determine if an item is located in the DPAS Catalog Table. An item should be verified against the DPAS Catalog Table prior to processing an **End Item Increase** in the **Hand Receipt Module**.

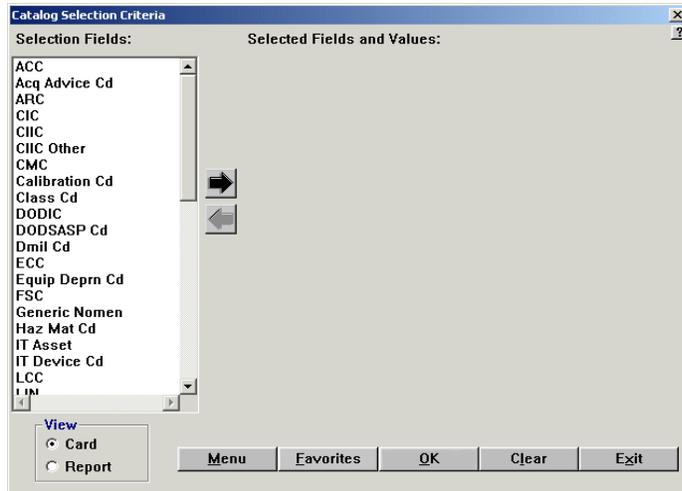
PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Catalog** icon, or select **Catalog** from the menu bar.
2. Select **Inquiries** from the program group.
3. Select **Catalog** from the program list.





STEP 1:

- a. Highlight the Data Field to query on.
- b. Click on the arrow that is pointing to the right, or double-click on the data field to move it to the right.
- c. **View Group Box:** Select how your query is displayed in card view or report view format.

Query Views	
Card View	Displays your query one record at a time.
Report Format	Displays your query with multiple records and with the column headings that you want to display.

- d. Select the operator from the list.
- e. Type in what you are looking for. Use asterisks as wildcards before, in the middle, or after.
- f. Click **OK**.

HINTS!  You can query on any of the fields in the **Selection Fields** list box **OR** you can select **multiple** fields for your query.

Scroll down the list box and select the field you want to query. You can select this field by highlighting the field and then clicking on the arrow pointing right **OR** you can **double-click** on the field.

You can de-select a field simply by clicking on the arrow that points left.

If you want to query **everything** without selecting any fields, just click the **OK** button without selecting a field.

To help narrow your search, multiple data elements can be used from the Selection Fields at the left.

There is a maximum of 10 data elements that you can select to narrow your query.

Wildcard Searches

You can perform **wildcard** searches on any field by using the **asterisk (*)**. For example:

- TRUCK*** = searches for TRUCK at the *beginning* of the field.
- *TRUCK** = searches for TRUCK at the *end* of the field.
- *TRUCK*** = searches for TRUCK **anywhere** in the field.

Wildcard searches apply only when using the equal (=) operator.

Card View Format

Card View format will display information about an individual record. Below is an example of Card View format.

Stock Nbr: 2320000021999

Basic

Stock Item Cd: A Mgt Cd: A FSC: 2320

Generic Nomen: TRUCK, UTILITY, 3/4 TON

Nomen: TRUCK, 3/4 TON

Prev Stock Nbr:

RICC: 0 Class Cd:

CMC: CMC: 0

CIIC: U UI: EA

LCC: ARC: N

Unit Price: LIN: X36354

Ref Cd: Sply Cat Mat Cd:

DODIC:

Record 1 of 8 Previous Next New Inquiry Exit

- Click **Next** to view other stock numbers generated from your query.
- Once you have located the desired stock number, write it down so that you have it readily available for later functions.

Report View Format

Selection Field:

- ACC
- ARC
- CIC
- CIIC
- CIIC Other
- CMC
- Calibration Cd
- Class Cd
- DODIC
- DODSASP Cd
- Dmit Cd
- ECC
- Equip Deprn Cd
- FSC
- Generic Nomen
- IT Asset
- IT Device Cd
- LCC
- LIN
- Local Use
- Maint Grp Id
- Mat Cat Cd
- Mgt Cd
- Misc. Data

Fields to be viewed:

Key Fields

Stock Nbr

Selected Fields

Stock Nbr	LIN	Generic Nomen
0000LLC368483		TRUCK, FORKLIFT
100501A011111	11111Y	BIG TRUCK
1450010882353		ADAPTER, GUIDED MISSI...
17400008856470		ADAPTER, BOMB, TRUCK
223344556677	TT5555	GENERIC TRUCK
230000F002913		TRUCK, DUMP
230000F002914		TRUCK, PICK UP
230000F003298		CLEANER, TRUCK
230000F008735	20000A	TRUCK
230000F008736	21000A	TRUCK
230000F008737	22000A	TRUCK
230000F008738	22000A	TRUCK
230000F008955		TRUCK, PICKUP
230000F008862		TRUCK, BUCKET
231000N000071		TRUCK, AMBULANCE
231000N000087		TRUCK, AMBULANCE
231000N000088		TRUCK, AMBULANCE, TA...
231000N000101		TRUCK, AMBULANCE, PAT...

Retrieved Rows: 50 Total Rows: 408

Export Print Next 50 Retrieve All

Card View Cancel New Inquiry Exit

The report view field selector provides the capability to select up to 23 fields (includes the mandatory key fields automatically selected) to be displayed in report format. The fields that are displayed in the **Key Fields** window are the indexed fields for the table and cannot be changed.

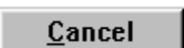
- Select the field(s) that you want to display by either double-clicking the field or highlighting the field and then clicking on the right arrow.
- Click **OK**.

You can resize the column heading just like you would with an Excel spreadsheet.

If you double-click on the record you want, it will display that particular record in **Card View** format.

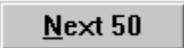
More Tool Buttons

The buttons below are found on the bottom of the query screen:

	Displays system inquiry menus.
	Displays <i>everything</i> on a particular table.
	Clears any data you have entered into a window.
	Exits out of the process without submitting any information for processing.
	Allows you to save the inquiry as a favorite.

Report Format Tool Buttons

The buttons below are found on the bottom of the report format query screen:

	This will allow you to export to either a text file or to Microsoft Excel.
	This will allow you to print your query. If your report is over 80 characters wide, DPAS will display a message telling you that your report is over 80 characters wide and that you should change your printer to landscape mode, compressed print, or reduce the number of characters prior to printing. You will have the option to continue.
	This will allow you to display the next 50 records. The window will only display about 15 records, so use your scroll bars to scroll through the records.
	This will retrieve all the records. If you have more than 250 records, DPAS will display a message telling you that you are retrieving more than 250 records and that this process could take some time. You will have the option to continue.
	This will display the highlighted record in card view format.
	This will cancel your display and return you to the previous screen.

Querying The FED LOG

MODULE: Catalog

INTRODUCTION

This section outlines the procedures for querying the FEDLOG table.

PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Catalog** icon, or select **Catalog** from the menu bar.
2. Select **Inquiries** from the program group.
3. Select **FED LOG** from the program list.



STEP:



HINT!

This is the *only* query for which it is mandatory for you to set some sort of filter. You will **NOT** be able to come into this screen and click OK to view all records.

Nat Stock Nbr	Generic Nomen	UF	Unit Price
7025000012681	TAPE STRIP,KEYBOARD	EA	\$0.10
7025000016999	SLUG,TYPE	EA	\$13.20
7025000017000	SLUG,TYPE	EA	\$38.90
7025000017030	ROCKER ARM ASSEMBLY	EA	\$132.30
7025000032237	CONTROLLER,STORAGE	EA	\$0.00
7025000032238	INTERFACE,MODULE	EA	\$0.00
7025000032239	DISPLAY MODULE	EA	\$0.00
7025000032240	KEYBOARD,DATA ENTRY	EA	\$0.00
7025000032286	CONTROLLER DIGITAL	EA	\$0.00
7025000041910	GUIDE ASSEMBLY,UPPER	EA	\$317.90
7025000057965	DELAY LINE,ELECTRIC	EA	\$227.00
7025000061797	STORGE UNIT,DATA	EA	\$119,500.00
7025000062024	NDRO MEMORY MOD	EA	\$6,003.00
7025000066887	BUFFER STORAGE UNIT	EA	\$25,969.50
7025000069877	SENSE MODULE	EA	\$368.90
7025000070598	CARRIAGE ASSEMBLY	EA	\$3,066.90
7025000070590	SPINDLE ASSEMBLY	EA	\$1,198.70
7025000070591	HEAD ASSEMBLY	EA	\$456.60

- a. Select the field you want to query by.
- b. Select the operator for your filter.
- c. Enter your search criteria.
- d. Select which format you wish to view your query.
- e. Click **OK**.

Adding A Catalog Record

MODULE: Catalog

INTRODUCTION

If you have determined that a Catalog record does not exist for your asset, then you will need to follow your activity's procedures in adding the record.

See the References tab for examples of your Activity's Sample Catalog Request Forms.

OBJECTIVES

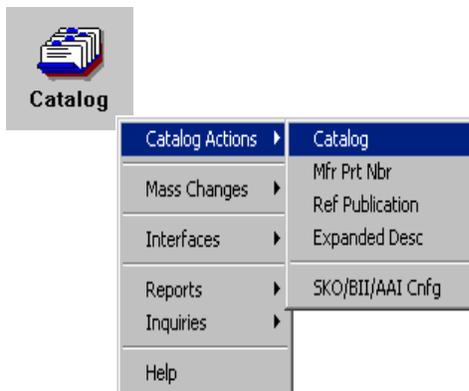
None

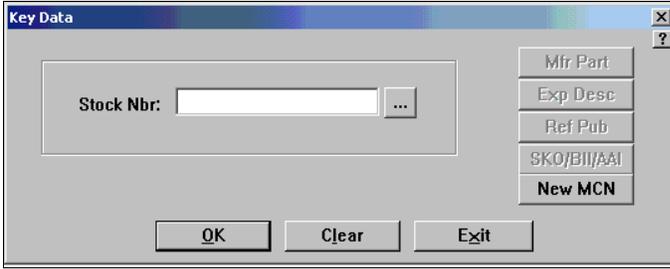
PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Catalog** icon, or select **Catalog** from the menu bar.
2. Select **Catalog Actions** from the program group.
3. Select **Catalog** from the program list.





The 'Key Data' dialog box features a 'Stock Nbr:' label followed by a text input field and a browse button (three dots). To the right is a vertical stack of buttons: 'Mfr Part', 'Exp Desc', 'Ref Pub', 'SKO/BII/AAI', and 'New MCN'. At the bottom are 'OK', 'Clear', and 'Exit' buttons.

STEP 1:

- Click the browse button to search for the stock number either on the Catalog Table or on FED LOG.



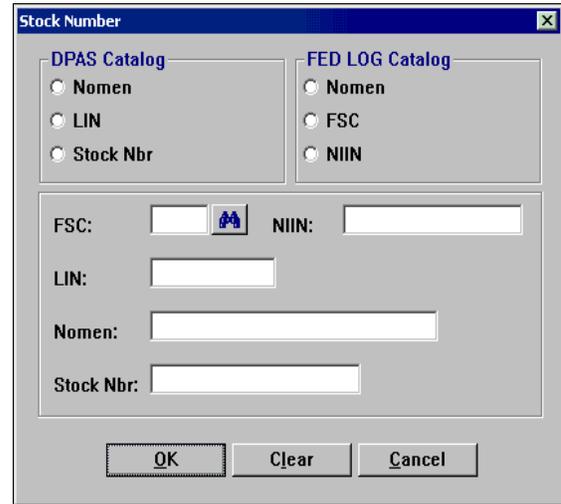
NOTE:

If you already know the stock number, but it is not yet on your Catalog, simply enter it in the field. If your Activity interfaces to the SB 700-20, DPAS will read the SB 700-20 Table to see if there is a Stock Number match. If a match exists, then DPAS will automatically populate the Add screen with the information from that table. Otherwise, you will need to supply the appropriate information.

STEP 2:

Catalog Group Boxes:

- If you are searching the DPAS Catalog or the FED LOG Catalog, select the field you want to search by.
- Whichever data field you selected to search by, enter the data you are searching for.



The 'Stock Number' dialog box has two main sections: 'DPAS Catalog' and 'FED LOG Catalog'. Each section contains radio buttons for 'Nomen', 'LIN', and 'Stock Nbr'. The 'FED LOG Catalog' section also includes radio buttons for 'FSC' and 'NIIN'. Below these are input fields for 'FSC:', 'NIIN:', 'LIN:', 'Nomen:', and 'Stock Nbr:'. A binoculars icon is next to the 'FSC:' field. At the bottom are 'OK', 'Clear', and 'Cancel' buttons.

DPAS Catalog	FED LOG Catalog
Nomen: Will allow you to search for a particular Nomenclature and will allow for wildcard searches	Nomen: Same as DPAS Catalog
LIN: Will allow you to search by LIN.	FSC: Will allow you to search for a particular Federal Supply Class. If you click on the binoculars, it will bring up the FSC Search to allow you to search by Code or Description.
Stock Nbr: Will allow you to search for a particular stock number.	NIIN: Will allow you to search for the National Item Identification Number. This number is a seven-position number serially assigned to each supply item having an approved Federal Item Identification.

If you choose to search the FED LOG Catalog, keep in mind that this catalog has over 4 million records. Searches may take up a lot of your computer resources, so DPAS will limit the number of records you will be able to see. Therefore, you will see a dialog box like below that warns you that you should use the FED LOG Inquiry to view more data. There is a limit of 250 stock numbers that will display.



STEP 3:

Once DPAS has completed the search, depending on the Catalog you were searching, one of the following selection windows will be displayed:

Stk Nbr	Nome	Mgt Cd	ADP RICC	Rptbl Cd	LIN
2310001779222	TRUCK	A	0	N	38639X
2320010011201	TRUCK, 3/4 TON	A	0	N	12345W
2320010011202	TRUCK, 3/4 TON	A	0	N	12345W
2320010011203	TRUCK, 3/4 TON	A	0	N	12345W
2320010011204	TRUCK, 3/4 TON	A	0	N	12345W
2320010011205	TRUCK, 3/4 TON	A	0	N	12345W
2320010011206	TRUCK, 3/4 TON	A	0	N	12345W
2320010011207	TRUCK, 3/4 TON	A	0	N	12346V
2320010011208	TRUCK, 3/4 TON	A	0	N	12346V
2320010011209	TRUCK, 3/4 TON	A	0	N	12346V
2320010011210	TRUCK, 3/4 TON	A	0	N	12346V
2320010011211	TRUCK, 3/4 TON	A	0	N	12346V
2320010011212	TRUCK, 3/4 TON	A	0	N	12346V

DPAS CATALOG

- Select the item you want to catalog.
- Click **OK**.

STK NBR	NAME	LIN	UI	UNIT PRICE	RIC	AR
1080014373626	DECOV TARGET,TRUCK	EA		42634.10	S9C	
1080014373628	DECOV TARGET,TRUCK	EA		109326.80	S9C	
1220008602798	TRUCK,CARRIAGE	EA		8.90	S9E	
1270000906778	TRUCKING MOUNT,STABIL	EA		33826.10	FLZ	
1420006896296	TRUCK,HAND PROJEC	EA		366.00	M85	
145000644526	TRUCK,GUIDED MISSILE	EA		7406.00	F6Z	
145000752117	TRUCK,GUIDED MISSILE	EA		174.00	FLZ	
145001066142	TRUCK,GUIDED MISSILE	EA		3600.00	NCB	
145001762709	TRUCK,GUIDED MISSILE	EA		13941.00	ARZ	
145001762712	TRUCK,GUIDED MISSILE X45549	EA		16138.00	ARZ	
145001802492	TRUCK,GUIDED MISSILE	EA		250.00	FLZ	

FEDLOG CATALOG

STEP 4:

- The stock number that you selected will be displayed in the Stock Nbr data entry box.
- Click **OK**.

STEP 5:

- a. **Stock Item Cd:** Select if the Stock Nbr is an NSN, MCN, or Mfr Part Nbr.
- b. **Mgt Cd:** Select how this item is to be managed Serially or Bulk.
- c. **Generic Nomen:** Enter the **long** description of the item.
- d. **Nomen:** Enter the **short** description of the item.
- e. **LIN:** Enter the Line Item Number, if applicable to your Activity.
- f. **FSC:** If you selected **Mfr Part Nbr** for the Stock Item Cd, you will need to enter a Federal Supply Class for your item. You can click on the binoculars to search the FSC by Codes or by Description.



ENTERING LINS IN DPAS:

There are 2 ways to enter a LIN in DPAS:

STANDARD: First position is alphabetic, followed by 5 numbers. This LIN is on the AMDF or the SB 700-20.

NON-STANDARD: Will be any combination other than the STANDARD. For example you could have the first **and** second positions alphabetic, followed by 4 numbers or the first 5 positions are numeric and the last position is alphabetic. A **non-standard** LIN is locally assigned.

- g. **UI:** Select the appropriate code for how the item is packaged.
- h. **Unit Price:** Enter a **base line** price of the asset, if required by your Activity.

The next group helps identify if an asset is **Capital** and will require depreciation.

- i. **Type Asset Cd:** Select the type of asset. Refer to **References** for the appropriate codes.
- j. **ACC:** Select the appropriate Asset Control Code. Refer to **References** for the appropriate codes.
- k. **Equip Deprn Cd:** This field is only accessible if you selected an ACC of L, N, or T. Refer to **References** for the appropriate codes.
- l. **Yr Svc Life:** Enter the shelf life of the asset. This must be greater than 1 for all **Capital** assets.
- m. **ECC:** Enter the category of equipment. This will be **mandatory** if using the Maintenance and Utilization Module. You can search by either description or by specific code. Refer to **References** for the appropriate codes.
- n. **ARC:** Select whether the asset is **Nonexpendable, Expendable, or Durable**.
- o. **Dmil Cd:** Select the appropriate code for instructions for removal of functional or military characteristics of a materiel item, if applicable to your Activity. This field will default to an "A-Non-Munitions List Item (MLI)- demilitarization not required". Refer to **References** for the appropriate codes.

- p. **CIC:** Select whether the asset is controlled by the SB 700-20.
- q. **RIIC:** Select the appropriate level of reporting for UIT, CBS-X, Serial Number Tracking Systems, etc., if applicable to your Activity. Refer to **References** for the appropriate codes.
- r. **Ref Cd:** Select whether the asset has a Technical Manual, Supply Catalog, or Other type of manual for SKO/BII/AAI's. Refer to **References** for the appropriate codes.
- s. **IT Asset:** Check this box if the asset is IT.
- t. **IT Device Cd:** If the asset is IT, then this field is accessible. You will need to identify the IT Device Code for the asset.

HINT!

If you click the browse button on the IT Device Cd, you can search for a device by either the IT Device Cd or by IT Device Name.

- If you accept the default for IT Device Cd, you do not have to enter the code, click OK and DPAS will display **ALL** the IT Device Codes. You will need to scroll through the list and select the appropriate code.
- If you select the IT Device Name, enter the type of item (e.g., mainframe, modem, etc.). DPAS will display only those codes that have that particular name. Scroll through the list and select the appropriate code.

STEP 6:

The fields on this page are not mandatory entry fields. However, your Activity may require you to input these fields for certain types of equipment.

- a. **Spcl Ctl Item Cd:** Select the appropriate code if the item is to have any special controls, if applicable to your Activity. Refer to **References** for the appropriate codes.
- b. **Class Cd:** Select the appropriate code that identifies that the asset is approved for service, if applicable to your Activity. This data field is not accessible if the Process Id on the UIC table equals "A" and the entered Stock Nbr is on the SB 700-20. Refer to **References** for the appropriate codes.
- c. **CMC:** Select the appropriate **Army** Activity responsible for class management, if applicable to your Activity. This data field is not accessible if the Process Id on the UIC table equals "A" and the entered Stock Nbr is on the SB 700-20. Refer to **References** for the appropriate codes.
- d. **Spcl Reqmts Cd:** Enter the applicable supply function that must be done in accordance with special documents, if applicable to your Activity. Refer to **References** for the appropriate codes.
- e. **Sply Cat Mat Cd:** Enter the applicable class of supply and sub-classification, if applicable to your Activity. This data field is not accessible if the Process Id on the UIC table equals "A" and the entered Stock Nbr is on the SB 700-20 or FED LOG Table.
- f. **LCC:** Select the appropriate code for logistics provisioning, requisitioning, distribution, etc., if applicable to your Activity. This data field is not accessible if the Process Id on the UIC table equals "A" and the entered Stock Nbr is on the SB 700-20 or FED LOG Table. Refer to **References** for the appropriate codes.

- g. **CIIC:** Enter the classification of the asset. This data field is not accessible if the Process Id on the UIC table equals "A" and the entered Stock Nbr is on the SB 700-20. If the item is on the FED LOG, this data field will not be accessible for all users. CIIC will default to a "U" for an add transaction. Refer to **References** for the appropriate codes.
- h. **Recover Cd:** Select the appropriate code that indicates what supply levels have disposition authority on certain unserviceable support assets, if applicable to your Activity. Refer to **References** for the appropriate codes.
- i. **Mat Cat Cd:** Enter the applicable code that shows the material category structure detail for management of **Army** inventories, if applicable to your Activity.
- j. **ADPE Id Cd:** Select a code which identifies repair parts to the end item of Automatic Data Processing (ADP) equipment. The codes identify ADP Components, Supplies, and Support Equipment. This data field is not accessible if the item is on the FED LOG.
- k. **Precious Mtl Cd:** Select a code which identifies any type of precious metal that the equipment may contain. This data field is not accessible if the item is on the FED LOG. Refer to **References** for the appropriate codes.
- l. **Acq Advice Cd:** Select a code which identifies how the item was acquired. Refer to **References** for the appropriate codes.
- m. **Shelf Life Cd:** Select a code which identifies the period of time beginning with the date of manufacture/cure/assembly/pack and terminated by the date by which an item must be used (expiration date) or subjected to inspection/test/restoration/disposal action. This data field is not accessible if the item is on the FED LOG. Refer to **References** for the appropriate codes.
- n. **Local Use:** This is a free field.
- o. **DODIC:** Enter the ammunition identification, if applicable to your Activity. This data field is not accessible if the Process Id on the UIC Table equals "A" and the entered Stock Nbr is on the SB 700-20 or FED LOG Table.
- p. **PEC:** Enter the numeric code designed to identify items of Industrial Plant Equipment. This field is only accessible if the ACC is "J" (IPE Equipment).
- q. **Haz Mat Cd:** If the item is considered hazardous material, select the appropriate hazardous material code. You can use the binoculars to search for the appropriate code. This data field is not accessible if the item is on the FED LOG.
- r. **Sply Cat Mat Cd:** Enter the applicable class of supply and sub-classification, if applicable to your Activity. Refer to Annex ZA Data Elements for valid codes. These codes are divided into 2 parts - 1st position is the Class of Supply; the second position is the Sub-Classification of Supply.
- s. **Mat Cat Cd:** Enter the applicable code that shows the materiel category structure detail for management of Army inventories, if applicable to your Activity. This field is not accessible if the the Process Id on the UIC table equals "A" and the entered Stock Nbr is on the SB 700-20 or FED LOG table.
- t. **NIIN Sts Cd:** Enter the code which indicates the present status of the National Item Identification Number recorded in the FLIS database. This code indicates if the NIIN is active, restricted, cancelled, non-procurable, or inactive. This field is not accessible if the item is on the FED LOG.
- u. **CIIC Other:** If this asset is to be included in the monthly sensitive item reports, but has a non-sensitive CIIC, check this box. The asset will appear on the Other than Weapons and Ammunition Sensitive Item Inventory Report.
- v. **DODSASP Cd:** If this asset is to be included in the DoD Small Arms Serialization Program, check this box. The asset will appear on the Weapons and Ammunition Sensitive Item Inventory Report.
- w. **Calibration Cd:** If this asset is to be periodically calibrated, check this box.
- x. **TMDE Cd:** If this asset is considered as Test, Measurement, and Diagnostic Equipment, check this box. The asset will appear on the TMDE Inventory Report.
- y. Click on the **Maintenance** tab.

If you are not using the Maintenance and Utilization module in DPAS, you can click the **Add** button to catalog your item. Otherwise, continue with the next step.

STEP 7:

- a. **Svc Cd:** Select the appropriate code, if the asset is a Production and Service item (P&SE) or a mobile item
- b. **Util Cd:** Select the utilization criteria for the P&SE or mobile asset. Refer to **References** for the appropriate codes.
- c. **Vehicle Grp Cd:** Select the appropriate grouping for vehicles. See **Annex G** of the DPAS On-Line Help for a complete listing of these codes.
- d. **Maint Grp Id:** Select the user-defined code that categorizes groups of assets that are available for maintenance. These codes are created in the **Utilities** module.
- e. **Min Pct Util:** Enter the lowest percentage of utilization for the item for the P&SE or Mobile asset.
- f. **Obj Pct Util:** Enter the objective percentage of utilization for the item for the P&SE or Mobile asset.
- g. **Svc Life Mi/Hr:** Enter the actual miles or hours of service life of the asset.
- h. Click **Add**.

If you entered a LIN and it already exists on the Catalog, you will receive the following warning message (this is NOT an error message and you will still be able to process the transaction):

Stock Nbr	Nomen	Type Asset	RICC
2310001779201	TRK AMB M718A1	G	0
2310001779222	TRUCK	G	0

- i. If the LIN is correct for the item you have cataloged, select **Continue**.

The Transaction Processed dialog box will be displayed.

- j. Click **OK**.

You will be returned to the Key Data screen.

- k. Click **Exit**.

Changing Information on a Catalog Record

1. Enter the Stock Nbr on the Key Data screen for the item you are changing.
2. Click **OK**.
3. Make the necessary change(s).
4. Click **Change**.

Deleting a Catalog Record

If you wish to delete a record from the catalog, you will need to ensure that there are no items on order, no authorization records, or items on hand with that particular stock number.

1. Once you are ready to delete the item, enter the Stock Nbr in the Key Data screen.
2. Click **OK**.
3. Click **Delete**.

Practical Exercise: Adding Catalog Records

Title: Adding Catalog Records

Objectives: At the completion of this practical exercise you will be able to add new catalog records to your DPAS catalog using National Stock Number, Management Control Number or CAGE/Part Nbr.

Prerequisites: Access to Catalog Module

References: Reference in the Chapter One

Scenario: Your office has just received information on three new items to be added to your catalog for purchase of a new department within the organization.

Instructions: Use the knowledge that you have gained from this section to add two new records.

Given:

For Army (Replace XX with your Student Number)	For Marine Corps
<ul style="list-style-type: none"> Locally purchased Graphic Computer (LIN XX209N Stock Number 702500X5022XX Price \$1,500.00) 	<ul style="list-style-type: none"> Locally purchased Graphic Computer (Nomen CPU: Z-STATION, LIN 70209N, Price \$2,575.00)
<ul style="list-style-type: none"> Locally purchased Cargo Truck (LIN XX496T Stock Number 23200147113XX Capital asset price \$125,000.00) 	<ul style="list-style-type: none"> Locally purchased Cargo Truck (Stock Number 1730014659518, LIN 99999N, Capital asset price \$285,167.00)

For All Other Agencies
<ul style="list-style-type: none"> Locally purchased Graphic Computer (Stock Number 702500X5022XX Price \$1,500.00)
<ul style="list-style-type: none"> Locally purchased Cargo Truck (Stock Number 23200147113XX Capital asset price \$125,000.00)

Summary: Verify your results by running the appropriate inquiries and reports

Class Discussion: Q & A

Adding A Catalog Record Using A Management Control Number (MCN)

MODULE: Catalog

INTRODUCTION

Management Control Numbers (MCNs) are locally assigned to items that are not part of the National Stock Numbers (NSN). If you are unable to identify a National Stock Number (NSN), you can catalog the asset using a Management Control Number.

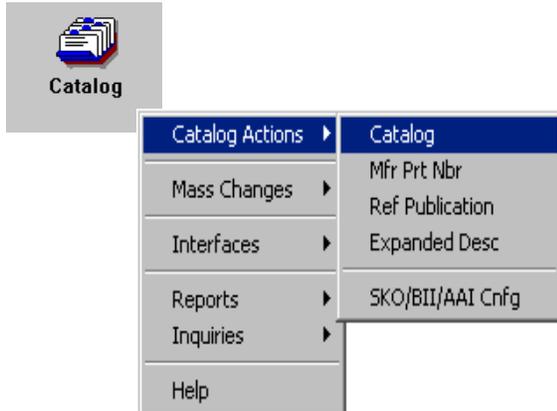
An MCN is thirteen positions long. The format for an MCN is that the first six (6) positions are numeric and are broken down into this format: the first four (4) positions are the Federal Supply Class (FSC), the next two (2) positions are the National Codification Bureau (NCB) code, the next three (3) positions are the Item Number which is locally assigned. This Item Number **MUST** have its first position as an alphabetic character, and then followed by two (2) numbers. The remaining numbers will automatically generate for you based on the MCN Serial Number that you establish. For example, this MCN may look like 702500X500001.

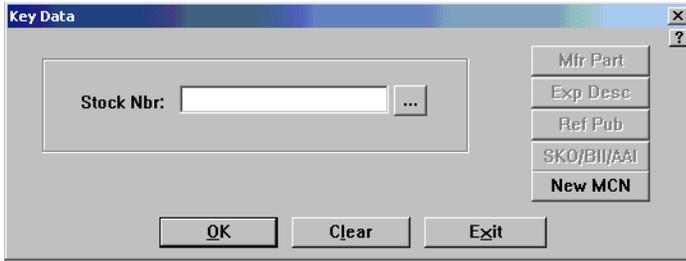
PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Catalog** icon, or select **Catalog** from the menu bar.
2. Select **Catalog Actions** from the program group.
3. Select **Catalog** from the program list.



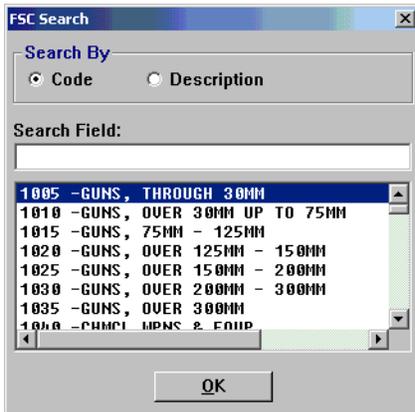


STEP 1:

- Click on the **New MCN** button.

STEP 2:

- Click on the binoculars to search for the Federal Supply Class. If you already know what it is, then enter it in the field.

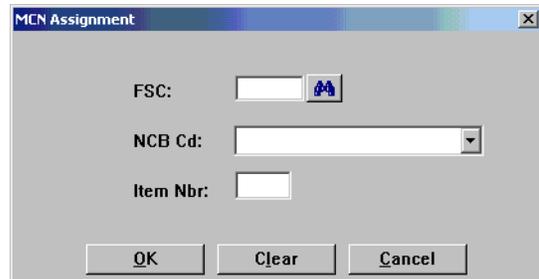


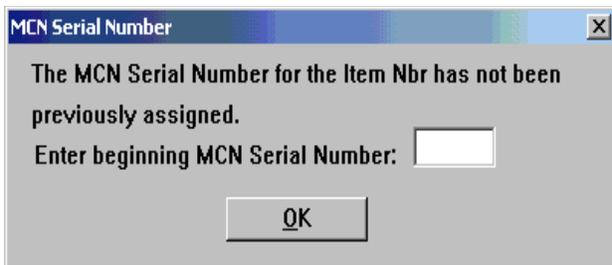
STEP 3:

- a. Select how you want to search for the FSC. If you search by description, you will get an alphabetical list.
- b. Scroll through the list of FSCs and select the appropriate class.
- c. Click **OK**.

STEP 4:

- a. **NCB Cd:** Using the pick list, select the National Codification Bureau Number (or Country Code).
- b. **Item Nbr:** Enter a 3-position code. This is user defined and the first position **MUST** be an alphabetic character followed by 2 numbers.
- c. Click **OK**.





STEP 5:

- Enter the number that you want the first assigned sequential number to be. For example, if your MCN begins with 702500F11 and you enter 1 for the beginning MCN Serial Number, your stock number will be 702500F110001.
- Click **OK**.

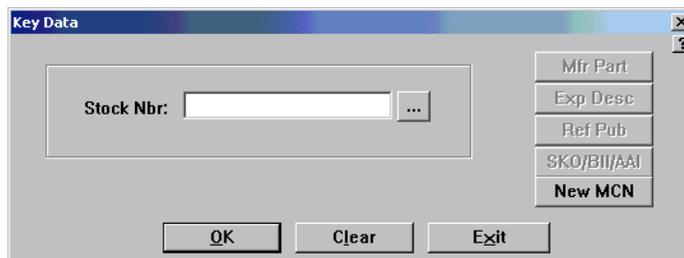


HINT!

If you enter 1 as the beginning MCN Serial Number every time you assign a new MCN, DPAS will read the Catalog table to assign the next sequential number. For example, if you have the MCN 702500F110001 already established, and you use the same first seven numbers (702500F11) and you enter 1 as your beginning MCN Serial Number, the next number will automatically be assigned 702500F110002.

STEP 6:

- Click **OK**.



STEP 7:

You can now complete the cataloging process to add your new Management Control Number.

Changing Information on an MCN Record

- Enter the MCN on the Key Data screen for the item you are changing.
- Click **OK**.
- Make the necessary change(s).
- Click **Change**.

Deleting an MCN Record

If you wish to delete an MCN record from the catalog, you will need to ensure that there are no items on order, no authorization records, or items on hand with that particular MCN stock number.

- Once you are ready to delete the item, enter the MCN Stock Nbr in the Key Data screen.
- Click **OK**.
- Click **Delete**.

Adding A Manufacturer Key

MODULE: Catalog

INTRODUCTION

This screen allows you to establish Mfr Keys on the Manufacturer's Model/Part Number Table. Mfr Keys can be loaded to a specific hand receipt record creating an easy cross-reference to the items on-hand.

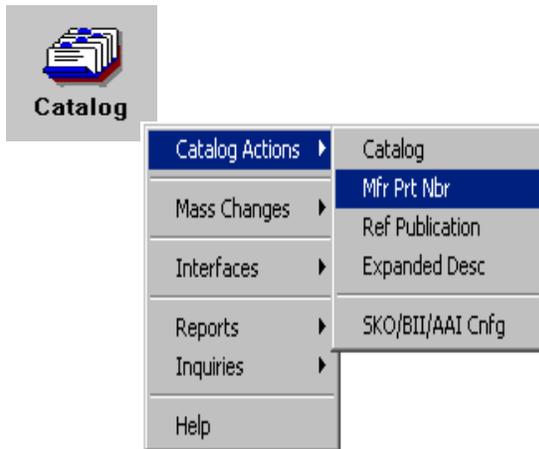
The Manufacturer's Model/Part Number Table provides a central reference to the CAGE code, part number/model number, and manufacturer's name. IT Mfr Cd is available for update when the IT Asset on the Catalog Table equals "Y".

PREREQUISITES

The Stock Number must exist on the Catalog Table.

STEPS TO PERFORM ACTION

1. Select the **Catalog** icon, or select **Catalog** from the menu bar.
2. Select **Catalog Actions** from the program group.
3. Select **Mfr Prt Nbr** from the program list.



STEP 1:

The 'Key Data' dialog box contains two input fields: 'Stock Nbr' and 'Mfr Key'. Each field has a text box followed by a browse button (three dots). At the bottom, there are three buttons: 'OK', 'Clear', and 'Exit'.

- Stock Nbr:** Enter the stock number for which you are adding a manufacturer key.
- Mfr Key:** Click on the browse button to display any manufacturer's that may have previously been established.

Manufacturer information is broken down by "keys". What this means is that a particular Stock Number can have over 99,999 manufacturers. For example, if your stock number was 7025000010033 with a nomenclature of Computer, Pentium IV, 1.5 GHz, you could build key 01 with the manufacturer of Dell, key 02 Gateway, key 03 Compaq, etc. By doing this, it will keep your catalog cleaner and easier to maintain.

STEP 2:

This screen displays all manufacturers that have been previously established for the stock number (if any).

- To assign a new key, click on the **Assign New Key** button.

The 'Mfr Key' dialog box displays a table with the following data:

Mfr Key	Mfr Nm	Mfr Part Nbr
1	GATEWAY (SYSTEMS) INC	433MD77
0	UNASSIGNED	

At the bottom, there are two buttons: 'OK' and 'Assign New Key'.

The 'Key Data' dialog box now shows 'Your Stock Nbr displayed here' in the 'Stock Nbr' field and '2' in the 'Mfr Key' field. The 'OK', 'Clear', and 'Exit' buttons are still present at the bottom.

STEP 3:

The next available manufacturer key is displayed.

- Click **OK**.

STEP 4:

- CAGE Cd:** Enter the Commercial and Government Entity (CAGE) Code of the item, if available. This field is mandatory if you cataloged the item with a Maintenance Group Code.
- Mfr Part Nbr:** Enter the Mfr Part Number or Model of the item.

The 'Manufacturer Part Number Add/Change/Delete' dialog box contains the following fields and buttons:

- Key Data:** A sub-section containing 'Stock Nbr' and 'Mfr Key' fields.
- Nomen:** A text field for the item name.
- CAGE Cd:** A text field for the CAGE code.
- Mfr Part Nbr:** A text field for the manufacturer part number.
- IT Mfr Cd:** A text field with a browse button and a 'Request New IT Mfr Cd' button.
- Mfr Name:** A text field for the manufacturer name.
- Ref File Name ...:** A text field with a browse button.

At the bottom, there are five buttons: 'Related Data', 'Delete', 'Add', 'Cancel', and 'Exit'.

- c. **IT Mfr Cd:** If the item is IT **AND** you know the 3-position manufacturer code, then enter it in this field. If you do not know the IT Mfr Cd, click on the browse button to search the IT Mfr Table (see the hint below).



HINTS!

If you clicked the browse button for the IT Mfr Cd, you have the choice to browse by either the manufacturer name or manufacturer code.

- If you select IT Mfr Name, enter the name of the manufacturer. This will display the manufacturer as you have it entered. You can use wildcard searches in this screen. For instance, if you entered ***DELL***, then DPAS will return:

CRE	Cordell Engineering
DLU	Dell Computer Corporation
DH8	Dellware
HDF	H Dell Foster Co (Part of Kue)

- If you entered **DELL** (without any asterisks), DPAS would only return:

DLU	Dell Computer Corporation
DH8	Dellware

- If you select **IT Mfr Cd**, enter the 3-position manufacturer code you wish to search for.

- d. **Mfr Name:** For IT equipment, this field will be populated from the IT Mfr Table. For non-IT equipment, enter the name of the manufacturer.
- e. **Ref File Name:** By clicking on this button, you will be able to attach a file, picture, etc., to the item.
- f. If you click on the pencil button, this will display any existing files for that Stock Nbr.
- g. Click **Add**.

The Transaction Processed dialog box will be displayed.

- h. Click **OK**.

You will be returned to the Key Data screen.

- i. Click **Exit**.

Requesting A New IT Manufacturer Code

If there is no IT Manufacturer Code for your manufacturer, you can request a new one.

STEP 1:

- Click on the **Request New IT Mfr Cd** button.

STEP 2:

You will be taken to the DPAS Home Page.

If you are **NOT** a Navy Activity:

- Click on **IT Manufacturer Code Request Form**.

If you are a Navy Activity:

- Click on **Navy Online IT Manufacturer Code Request Form**.

STEP 3:

- Complete the form and click **Submit Form** at the bottom of the page.

For Non-Navy Activities:

For Navy Activities:

For Non Navy Activities: If you have any questions for the IT Manufacturer Code Coordinator, there is a link on the right side of the web page that will submit an email to the Coordinator.

For Navy Activities: If you have any questions or problems, there is a link at the bottom of the web page that will submit an email to FISC Norfolk.

DPAS will return you to the Mfr Part Number Key Data screen.

- Click **Exit** to return to the DPAS Main Menu.

Changing Mfr Keys

1. Enter the Stock Nbr on the Key Data screen for the item you are changing.
2. Enter or browse for the Mfr Key you are changing.
3. Click **OK**.
4. Make the necessary change.
5. Click **Change**.

Deleting Mfr Keys

1. Enter the Stock Nbr on the Key Data screen for the item you are changing.
2. Enter or browse for the Mfr Key you are deleting.
3. Click **OK**.
4. Click **Delete**.

Adding Expanded Descriptions

MODULE: Catalog

INTRODUCTION

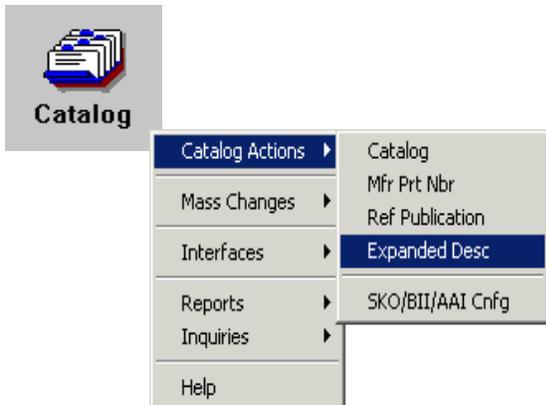
This screen is used to add, change and delete item description information (250 characters) to a specific Stock Nbr. One description per Stock Nbr can be added and will apply to all items on the Serial Hand Receipt Table and Component Hand Receipt Table for that Stock Nbr.

PREREQUISITES

The Stock Number must exist on the Catalog Table.

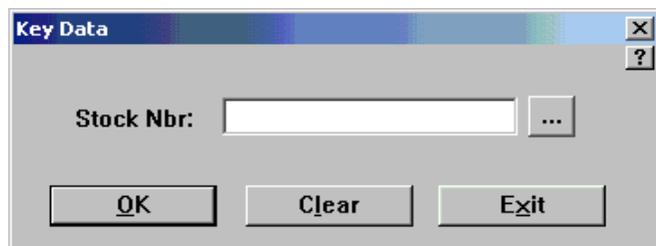
STEPS TO PERFORM ACTION

1. Select the **Catalog** icon, or select **Catalog** from the menu bar.
2. Select **Catalog Actions** from the program group.
3. Select **Expanded Desc** from the program list.

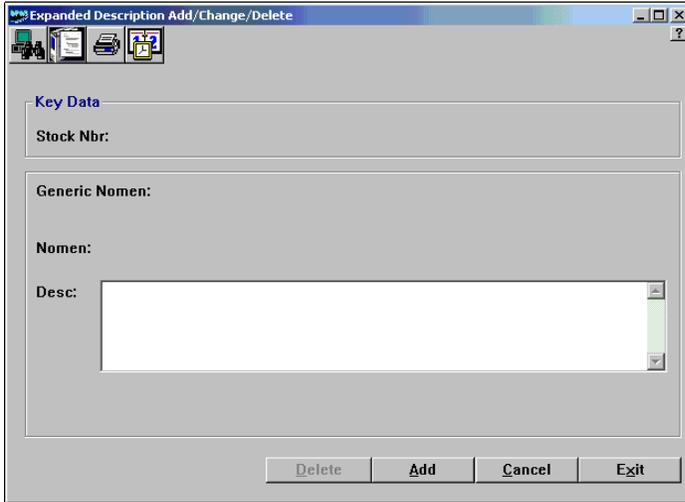


STEP 1:

- a. **Stock Nbr:** Enter the stock number.
- b. Click **OK**.



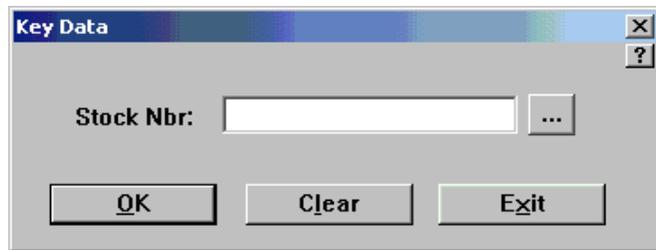
STEP 2:



- a. **Desc:** Enter your expanded description for this item. You can enter up to 250 characters of information in this box.
- b. Click **Add**.

You are returned to the Key Data screen.

- Click **Exit** to return to the DPAS Main Menu.



Changing Expanded Descriptions

1. Enter the Stock Nbr on the Key Data screen for the description you are changing.
2. Click **OK**.
3. Make the necessary change.
4. Click **Change**.

Deleting Expanded Descriptions

1. Enter the Stock Nbr on the Key Data screen for the description you are deleting.
2. Click **OK**.
3. Click **Change**.

Adding Reference Publication Information

MODULE: Catalog

INTRODUCTION

This process will allow you add reference publications for a cataloged item (such as technical manuals, users guides, etc.). This process is optional and can only be queried using the Catalog Inquiries (cannot be queried through Eureka).

OBJECTIVES

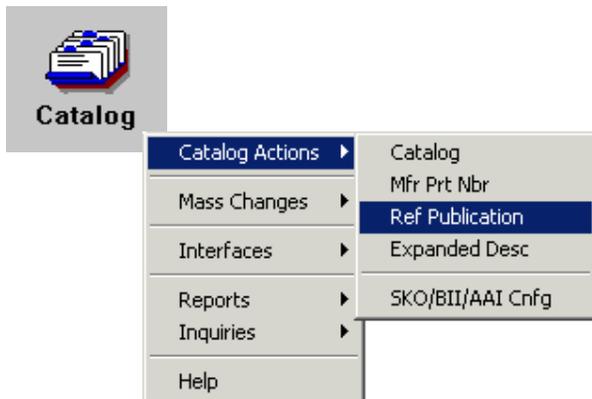
None

PREREQUISITES

The Stock Number must exist on the Catalog Table.

STEPS TO PERFORM ACTION

1. Select the **Catalog** icon, or select **Catalog** from the menu bar.
2. Select **Catalog Actions** from the program group.
3. Select **Ref Publication** from the program list.

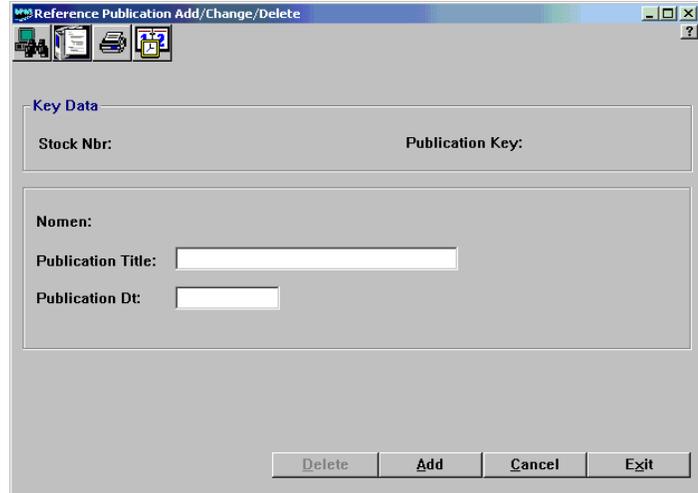


STEP 1:

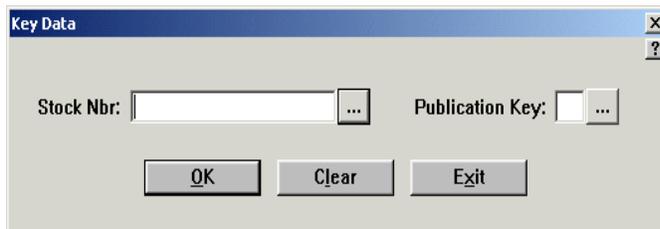
- a. **Stock Nbr:** Enter the Stock Nbr for which you are adding the publication.
- b. **Publication Key:** Enter a numeric key (from 1 to 9).
- c. Click **OK**.

STEP 2:

- a. **Publication Title:** Enter the title of the publication.
- b. **Publication Dt:** Enter the date of the publication (must be in YYYYMMDD sequence).
- c. Click **Add**.



You are returned to the Key Data screen.



- Click **Exit** to return to the DPAS Main Menu.

Changing Reference Publications

1. Enter the Stock Nbr on the Key Data screen for the description you are changing.
2. Enter the Publication Key that you wish to change.
3. Click **OK**.
4. Make the necessary change.
5. Click **Change**.

Deleting Reference Publications

1. Enter the Stock Nbr on the Key Data screen for the description you are deleting.
2. Enter the Publication Key that you wish to delete.
3. Click **OK**.
4. Click **Delete**.

Introduction To The Document Register

The Document Register is used to track all documents that affect the balance of the Property Book. All requisitions and the status of those requisitions can be tracked. The permission to transfer an asset or change a major aspect of the asset can be tracked. The above Documents can be tracked manually or the Register can be interfaced with a Supply System to pass the Requisitions and Status automatically.

The use of the Document Register is optional for some users. If the Document Register is to be used then a Document Register record is Mandatory for all transactions that affect the balance of the Property Book and Bar Code/Serial Number changes.

The Document Number can be entered manually by the user or the system can generate the next sequential Document Number. The user has the ability to divide the Document Register into "Blocks". The "blocks" must be established in the Utilities Module before the Document Register can be used. The "blocks" are used to divide the Document Numbers into groups, such as Expendables, Non-Expendables, IT or Ammunition.

The Request for Issue described in this section allows the tracking of a request for the purchase of an asset. This would only be used for the purchasing of a new asset, not a transfer of an asset from another Government Agency/Service.

The Request For Issue data elements are the Standard FEDSTRIP/MILSTRIP data elements. There are additional fields that allow the user to enter more information about a Document that would not be passed to the Supply System. These are the fields on the second page. Depending on the Supply System the user is interfacing, the fields on the Request For Issue will have different edits and may display different values in the Drop Down Lists.

On the second screen there is an Authorization Control Number field. When a Request for Issue is processed, the Due-In quantity will be displayed in the last section of the Hand Receipt Report sorted in Authorization Sequence. If the user wants to have the Due-In quantity displayed in the body of the report with the Authorized LIN of the asset, the Authorization Control Number must be entered on the Document Register.

Requesting A Document Number

MODULE: Document Register

INTRODUCTION

This module develops a register that assigns numbers for requisitioning and tracking personal property accountability actions. **Document Numbers** are either entered manually or assigned automatically. The document register function provides an automated tie-in to hand receipt processing.

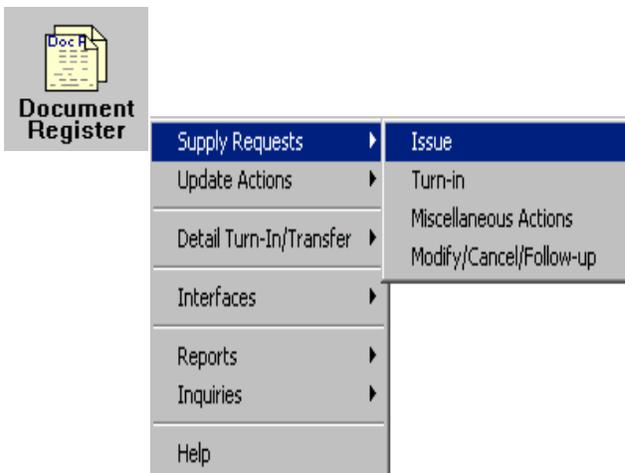
This section allows the user to assign a **Document Number** to track a piece of equipment that is on order.

PREREQUISITES

Before the DPAS Automated Document Number Assignment feature can be used, the document number range and associated Block must be established on the Document Number Range table. This table is located in the DPAS Utilities Module.

STEPS TO PERFORM ACTION

1. Select the **Document Register** icon, or select **Doc Reg** from the menu bar.
2. Select **Supply Requests** from the Document Register program group.
3. Select **Issue** from the Supply Requests program list.



STEP 1:

- a. **UIC:** Enter your UIC.
- b. **DIC:** From the drop down list box, select the appropriate Document Identifier Code for the item for which you are getting the document number.
- c. **Stock Nbr:** Enter or browse for the Stock Nbr. The Stock Nbr must be consistent with the DIC that you selected. For example, if you enter a true NSN (13-position numeric characters), then your DIC must be for an NSN. If your Stock Nbr is an MCN (13-positions, but there is an alpha character in the 7th position), then the DIC must be for Other Domestic or Exception Data Domestic. If your Stock Nbr is a part number, then the DIC must be for a Part Nbr.
- d. **Document Number Assignment Group Box:** Select the appropriate document number assignment. **Automated:** DPAS will automatically generate a document number once you process the transaction. **Manual:** This will be user defined.
- e. Click **OK**.

STEP 2:

- a. **Doc Nbr:** If your Activity interfaces with SARSS-O **AND** you selected to assign your document number automatically, this field will populate with the unit's DoDAAC. If your Activity does not interface with SARSS-O **AND** you selected to assign your document number automatically, you will need to enter your DoDAAC.

If you selected to manually assign your document number, enter your document number.

- b. **Block:** Click the browse button to display the blocks of document numbers for assignment.



HINTS!

- A complete Document Number is only mandatory if the Manual Document Number Assignment was selected in Step 1.
- BLOCK is only mandatory if the Automatic Document Number Assignment was selected in Step 1.
- When assigning a manual document number, you **CANNOT** assign the number using a Julian date equal or greater than the current Julian date. This prevents a duplicate document number from being entered.

- c. **HRH Nbr:** Enter the appropriate Major Hand Receipt Holder Number and/or Sub Hand Receipt Holder Number.
- d. **RIC:** Enter the Routing Identifier Code. This field will not be mandatory for Activities that interface with SARSS-O.
- e. **Media Sts Cd:** Select the appropriate code that describes the type of status report, who receives it, and method of status. Refer to **References** for the appropriate codes.
- f. **Qty:** Enter the quantity being ordered or the quantity from the receipt documentation.
- g. **Demand Cd:** Select the type demand for the item. Refer to **References** for the appropriate codes.
- h. **Supp Address:** If you are identifying an alternate address for shipping and/or billing, enter the appropriate address.
- i. **Signal Cd:** Select the appropriate code to identify where the item(s) is to be shipped as well as who to bill. The default is displayed. Refer to **References** for the appropriate codes.
- j. **Fund Cd/Appn:** Click on the browse button to display the valid Fund Codes and/or Appropriation Allotment Serial Numbers. Select the appropriate code(s) for the item.
- k. **Dstrn Cd:** Enter the delivery point, distribution/end item or type requirement code, if applicable to your Activity.
- l. **Prj Cd:** If this item is being used for a specific project, enter the appropriate project code.
- m. **Postpost:** Check this box if the asset has already been received and there is no requirement for the requisition to be transmitted to the Supply Support Activity.
- n. **PD:** Select the appropriate Priority Designation for your Activity from the pick list. Refer to **References** for the appropriate codes.
- o. **RDD:** Enter the 3-position Julian date that indicates the Required Delivery Date of the item.
- p. Click **Next Page**.

STEP 3:

- a. **Advice Cd:** If you have special instructions for the SSA, select the appropriate code from the pick list. Refer to **References** for the appropriate codes.
- b. **Acq Cost:** Enter the expected cost of the item. This field will display the Unit Cost from the Catalog Table, if one was entered. This field will also carry over to the End Item Increase screen when you add the item to the Property Book.
- c. **Cond Cd:** If this field is accessible, you can select the Condition Code for the item.
- d. **Authn Ctl Nbr:** If your Activity uses authorizations, it is recommended that you enter your Authorization Control Number for the item so that your due-ins appear correctly on your Hand Receipt report. If your Activity does not use authorizations, this field will not be accessible.

If the user wants to have the Due-In quantity displayed in the body of the report with the Authorized LIN of the asset, the Authorization Control Number must be entered on the Document Register.

- e. **Nomen:** If the Stock Nbr that was entered on the Key Data screen was found on the Catalog Table, then this field will be displayed and cannot be changed. If the Stock Nbr that was entered is not on the Catalog Table, you must supply the Nomenclature of the item.
- f. **Expt Id Cd:** If your Activity interfaces with AMCISS, then this field is available for you to identify consumable items. Refer to **References** for the appropriate codes.
- g. **Strat Cd:** If your Activity interfaces with AMCISS, then this field is available for you to designate the reason for the supply request. Refer to **References** for the appropriate codes.
- h. **Acct Process Cd:** If your Activity interfaces with SARSS-O, then use this field to identify specific accounting requirements.
- i. **EOR Ind:** If your Activity interfaces with AMICSS, this field will not be accessible.
- j. **Ref Text:** If your Activity interfaces with SARSS-O, identify any documentation that should be included with the order.
- k. **Reparable Cd:** If your Activity interfaces with SARSS-O, select the appropriate code to identify items as reparable or non-reparable. Refer to **References** for the appropriate codes.
- l. **Office:** Enter the appropriate office for your Activity. This field will display on the End Item Increase screen for this item. If you do not enter anything on this screen, you will need to enter the office on the increase screen.
- m. **Task Cd:** Enter the appropriate task code for your Activity, if applicable. This field will display on the End Item Increase screen for this item. If you do not enter a task code on this screen for **capital** items, you will have to enter the task code on the increase screen. This code is assigned by your Finance Office.
- n. **Job Order Nbr:** Enter the appropriate Job Order Number, if applicable. This field will display on the End Item Increase screen for this item. If you do not enter a job order number on this screen for **capital** items, you will have to enter the job order number on the increase screen. This code is assigned by your Finance Office.
- o. **Site Cd:** If site codes were previously established in the Utilities module, click on the browse button to display the valid codes. Select the code that identifies the storage location of the item.
- p. **Local Use:** This is a free field.
- q. **Remarks:** Enter any applicable remarks.
- r. Click **Save**.

If you had DPAS generate an **automated** document number, notice that after you process the transaction that the document number is displayed. You may have to move the Key Data screen to see the document number.

The Transaction Processed dialog box will be displayed.

- s. Click **OK**.

You will be returned to the Key Data screen.

Notice that the Document Number is assigned.

The screenshot displays the 'Request for Issue' application window. It features two main sections: 'Key Data' and 'Document Register'. The 'Key Data' section includes fields for UIC (W0L6AA), DIC (A0A), and Stock Nbr (2320000559262). The 'Document Register' section includes fields for Doc Nbr (W25G1Q41750002) and Block (01). Below these sections is a 'Document Number Assignment' dialog box with 'Automated' selected. At the bottom, there are buttons for 'OK', 'Clear', and 'Exit', along with additional fields for Dstrn Cd, Prj Cd, PD, and RDD. The status bar at the bottom indicates 'Page 1 of 2' and includes buttons for 'Next Page', 'Save', 'Cancel', and 'Exit'.

t. Click **Exit**.

Practical Exercise: Request for Issue

Title: Create a Request for Issue Document

Objectives: At the completion of this practical exercise you will be able to create an Issue document for these items to your hand receipt.

Prerequisites: Access to Document Register module

References: Reference in the Chapter One

Scenario: Your office has just received a request to purchase these two items for your organization.

Instructions: Use the knowledge that you have gained from this section to create two receipt documents.

Given:

For Army (Replace XX with your Student Number)	For Marine Corps
<ul style="list-style-type: none"> Locally purchased Graphic Computer (LIN XX209N) 	<ul style="list-style-type: none"> Locally purchased Graphic Computer (LIN 70209N)
<ul style="list-style-type: none"> Locally purchased Cargo Truck (LIN XX496T) 	<ul style="list-style-type: none"> Locally purchased Cargo Truck (LIN 99999N)

For All Other Agencies
<ul style="list-style-type: none"> Locally purchased Graphic Computer
<ul style="list-style-type: none"> Locally purchased Cargo Truck

Summary: Verify your results by running the appropriate inquiries and reports

Class Discussion: Q & A

Document Register Inquiry

MODULE: Document Register

To find information about a document number, perform a Document Number Inquiry.

- Scroll down the **Selection Fields** to select **UIC**.
- Leave the operator set to **equal to (=)**.
- Enter your **UIC**.
- Click **OK** or just hit the Enter key on your keyboard.

If the document number is still open, then there will be no **Completion Date (Cmpltn Dt)**.

Running A Report Of Open Supply Actions

MODULE: Document Register

INTRODUCTION

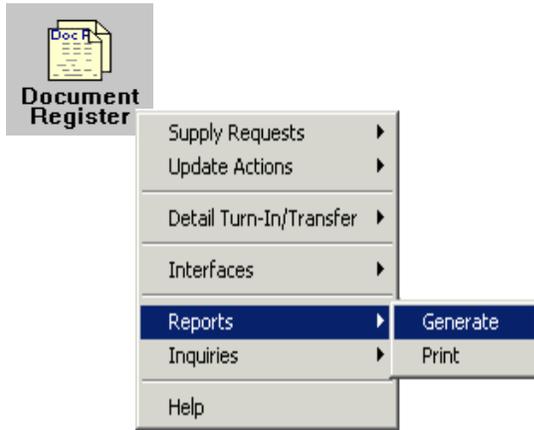
The following steps will demonstrate how to generate the Open Supply Actions report in DPAS.

PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Document Register** icon, or select **Doc Reg** from the menu bar.
2. Select **Reports** from the program group.
3. Select **Generate** from the program list.

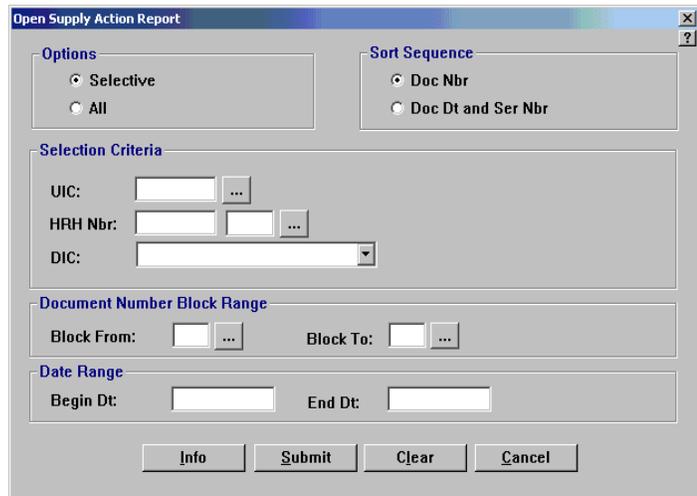


STEP 1:

- Select the **Open Supply** check box.

STEP 2:

- a. **Options Group Box:** Select the appropriate option.
 - **Selective:** Allows you to select a UIC, HRH Nbr, and DIC.
 - **All:** Allows you to only select the DIC.
- b. **Sort Sequence Group Box:** Select how you want your report sorted.



Selection Criteria Group Box:

- c. **UIC:** Enter or browse for your UIC, if you selected the option Selective.
- d. **HRH Nbr:** Enter or browse for your HRH Nbr, if you selected the option Selective. This is optional.
- e. **DIC:** Select which DIC you want for your report.

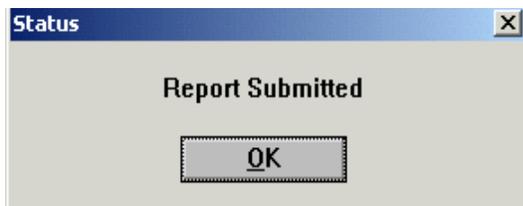
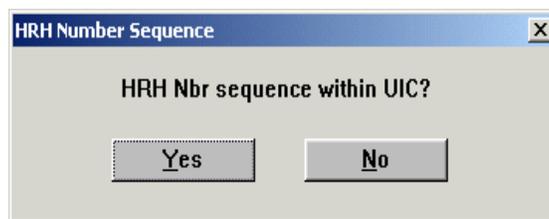
Document Number Block Range Group Box (Optional):

- f. **Block From:** Enter the beginning block number.
- g. **Block To:** Enter the ending block number.

Date Range Group Box (Optional):

- h. **Begin Dt:** Enter the beginning date.
- i. **End Dt:** Enter the ending date.
- j. Click **Submit**.

If you did not enter a HRH Nbr, you will get this message. Select the appropriate answer.



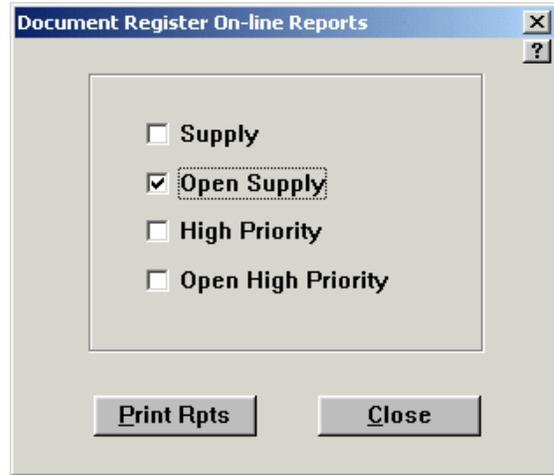
STEP 3:

- Click **OK**.

You can now print or view your Open Supply Action Report. When you submit the report, DPAS will return you to the **On-Line Document Register Reports**.

STEP 4:

- Click **Print Rpts** to print/view your report.



From the Reports Menu for your User ID, select the **Open Supply Actions** report.

Below is an example of this report:

EUREKA:Reporter Viewer - [CRNTRPTS]

File Edit View Tools Window Help

REPORT: DP9D111R DEFENSE PROPERTY ACCOUNTABILITY SYSTEM DATE: 20031114 TIME: 14:0
 ACTIVITY: 991V OPEN SUPPLY ACTION REPORT

PERIOD FROM: 00000000 TO: 00000000

UIC: W0U6AA OFFICE NM: CHIEF FOOD SERVICE

HRH NBR: W0U6C8- BLK:

DOC NBR	DIC	RIC	STK NBR	NOMEN	-----QUANTITY-----				-----DATE-----			
					PD	REQ	RCV	DUE	FLWP	LST	TRAN	CMPLTD
W37HET10811001	AOD		411001D031370	REFRIGERATOR	12	1	0	1	1333	20010323	0000000	
LIN 97289N		STS	RMRK	LCL USE								RMRK ERROR ON INPUT
W37HET10821001				AAR		0	0	0		20030331	0000000	
LIN		STS	RMRK	LCL USE								RMRK
W37HET10960001	AOA		3930000251015	TRK LF 6000LB LT-60RS	08	3	1	2	1106	20010406	0000000	
LIN X51791		STS	RMRK	LCL USE								RMRK
W37HET30901001	AOD		846501N221901	PISTOL BELT	08	10	0	10	3150	00000000	0000000	
LIN 732212		STS	RMRK	LCL USE								RMRK

Ready Pg: 3 of 3 NUM

Introduction To Hand Receipt

The End Item Increase screen is used to add all major assets to the Property Book. Components to Major assets and SKO/AAI/BII are added through separate processes. Depending on what Processes are being used there are several prerequisites for the Increase. If the Document Register is used, a Document must be established prior to entering the Increase screen. If the Authorization Module is used, an Authorization must be established. This can be done prior to entering the screen or once in the screen there is a Jump Button that can be used to build the Authorization. If the Bar Code Generation process is to be used, then the Bar Code Prefix must be established in the Utilities Module prior to entering the Increase screen. If the asset is IT, a Manufacturer/Part Number record can be built on the Catalog. This can be done prior to entering the screen; or, once in the screen there is a Jump Button that can be used to build the record.

If the Document Register is used, the Type of Action is tied to the edit of the Document Number field. For instance, the system will not allow a Request for Issue Document Number to be used for a Transfer In Type Action. If the Document Register is not being used, any Document Number can be entered.

If there are multiple assets that need to be added to the same Hand Receipt, the Multiple Entries checkbox can be used. The assets must be tied to the same Stock Number and must be assigned to the same Hand Receipt Holder. The Multiple Entries screen allows the entry of up to 50 Serial Numbers for one transaction.

If the asset being picked up is tracked by bulk quantity, the Bulk Asset Checkbox must be marked. This causes the Serial Number to be inaccessible and will generate a BULK Bar Code when the transaction is processed. NOTE: If the Assets are Lot Managed Items they should be added to the Property Book as Bulk Assets, and the Lot Number field, on the Second Screen of the Increase Process, should be used. A unique Bulk Record is determined by the combination of the following fields: UIC, Fund Code, HRH Nbr, Expense Code, Authorization Control Nbr, Loan/Lease Code, PBIC, Site Code, Location and Lot Nbr. Care must be taken when trying to add more records to an existing bulk record. If the above fields are not entered exactly as they were previously, a new bulk record will be created instead of adding to the existing record.

The data from the Document Register (if used) and the Catalog will populate on the Increase Screen and should be reviewed for accuracy before the transaction is processed. Special attention should be given to the Acquisition Cost if it is displayed. It will be pulled from the Document Register if it was entered. Any number of things could have added or subtracted from the cost that was originally estimated.

Along with the Acquisition Cost, the Asset Code, Capitalization Code, and, from the Catalog, the Type Asset Code, Asset Control Code and the Equipment Depreciation Code are used to determine if the asset is a capital asset. For Defense Working Capital Fund Sites the Acquisition Date field is added to this criteria. When the Transaction is processed, an accounting transaction will be produced that will either be reported to the Accounting System through an interface or can be provided to the Accounting system on a report.

Once the transaction is processed, the user has two additional options on the Transaction Processed Message box. These are to print the DA 3161 and to print a Bar Code Label.

Depending on the interfaces identified on the UIC file, this asset will be reported to various systems. It will be reported to an Accounting System if one is identified on the UIC file. It will be reported to the DoDSASP program if it is identified as a weapon by either the CIIC or the DoDSASP code on the Catalog. It will be reported to UIT/CBS-X if the UIT Code is set on the UIC file and the RICC field indicates that it is reportable. If a Supply System is identified, a transaction will be generated showing the receipt of the asset.

Adding Items To The Property Book

MODULE: Hand Receipt

INTRODUCTION

This process is used to add newly procured items to the DPAS Property Book.

PREREQUISITES

Before the asset can be added to your property book, the item must be on the Catalog table.

If your Activity uses the Authorizations, you will need to have an authorization for the item. Refer to Chapter One, **Adding Authorizations**.

If your Activity uses the Document Register, you will need to obtain a document number for the item. Refer to Chapter One, **Requesting A Document Number**.

If you are auto assigning your bar codes, a bar code prefix will need to be established. The Property Book Officer usually establishes these codes. This process can be found in Chapter Seven.

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **End Item Actions** from the program group.
3. Select **Increase** from the program list.



STEP 1:

- a. **Type Action Group Box:** Select the appropriate action for increasing the asset.

Type Actions	
New Procurement	New purchase
Transfer In	Item is being transferred in from another Activity.
Reversal	This is an "undo". If the item was removed erroneously, an increase reversal would be used to add it back on the property book. Keep in mind that you MUST use the document number that was used when the item was removed from the property book.
Admn Adj Rpt (AAR)	This may be used for items that were found on installation, or to pick up an item that was reversed off the property book, etc.
Ammunition	Used to add ammunition to the property book (for Army, this requires a DA Form 581).

- b. **Bulk Asset:** Check this box if the asset is bulk managed. In order to use the Bulk Asset check box, the item must be cataloged with a Management Code of B (bulk managed).
- c. **UIC:** Enter or browse for your UIC. You can set User Defaults to automatically display this field).
- d. **Doc Nbr:** Enter or browse for the Document Number for the asset.
- e. **Bar Cd:** If your Activity bar codes assets, enter a bar code for the item. If not, leave this field blank.

Prefix...: If your Activity bar codes assets, you can establish prefixes to use to have DPAS automatically assign your bar codes. Prefixes are established in the **Utilities** module. If you clicked on the Prefix button, the Auto Assign check box is automatically checked. You cannot let DPAS auto assign your bar codes without a prefix being established.

- f. **Stock Nbr:** Enter or browse for the stock number of the item.
- g. **Serial Nbr:** Enter the serial number of the item.
- h. Click **OK**.

STEP 2:

- a. **HRH Nbr:** Enter or browse for the appropriate HRH Nbr.
- b. **Acq Cost:** Enter the actual cost of the item.

If the Acquisition Cost is less than or greater than the Unit Price on the Catalog by a set percentage (the default is 10 percent), the following warning dialog boxes will be displayed respectively upon processing the transaction. You will be able to accept the cost or cancel it to make a change to the Acquisition Cost amount. Services/Components may request a change to either of these percentages, as they deem appropriate by having their Configuration Control Board (CCB) member contact their DPAS representative.

The 'End Item Increase' dialog box includes the following fields:

- Key Data:** Bar Cd, UIC, Serial Nbr, Doc Nbr, Stock Nbr, Nomen, Type Action, Due In Qty.
- Acquisition Data:** HRH Nbr, Acq Cost, Fund Cd/Appn, Mfr Yr, Mfr Key, Authn Ctl Nbr, Acq Dt, Eff Dt, Mfr Serial Nbr, Qty.
- Asset Data:** Asset Cd, Office, Cptl Cd, Task Cd, Exp Cd, Job Order Nbr, Lo/Le Cd, Cntr/PO Nbr.

Buttons at the bottom: Page 1 of 2, Related Data, Next Page, Save, Cancel, Exit.

LESS THAN

Acquisition Cost/Catalog Unit Price Variance

Acq Cost entered equals \$19,357.00
 which is less than the Ctlg Unit Price by \$180,000.00 , a variance of 90 %
 Your current threshold is 10 %
 Is the amount entered correct?
 Yes No

GREATER THAN

Acquisition Cost/Catalog Unit Price Variance

Acq Cost entered equals \$1,999,357.00
 which exceeds the Ctlg Unit Price by \$1,800,000.00 , a variance of 902 %
 Your current threshold is %
 Is the amount entered correct?
 Yes No

These dialog boxes can also appear in the End Item Price Adjustment, Component Increase, Component Price Adjustment, and Bulk Price Adjustment processes.

- c. **Fund Cd/Appn:** Enter or browse for the appropriate fund code and/or appropriation allotment serial number.
- d. **Mfr Yr:** The default year is the current year. If this is not the year the item was manufactured, you can change it to the correct year.
- e. **Mfr Key:** Browse for the appropriate manufacturer key. These are established in the Catalog module.
- f. **Authn Ctl Nbr:** Enter or browse for the authorization control number for the item.

If you click the browse button for the Authorization Control Number, this screen will display.

You can also leave the field blank and just click OK. This will display all of the Authn Ctl Nbrs.

If you selected to search by the LIN, you must enter at least one position of the LIN.

Once you have found the appropriate Authn Ctl Nbr, highlight the field and click OK.

- g. **Acq Dt:** Enter the date the asset was purchased. Policy varies by Agency.
- h. **Eff Dt:** Enter the date the property book officer/representative signed for the asset. For real property this is the date facility or improvement accepted. Policy varies by Agency.
- i. **Mfr Serial Nbr:** Enter the manufacturer's serial number. This is normally used for mobile and production and service item. This could be used for a vehicle's Vehicle Identification Number (VIN).
- j. **Qty:** This field is not accessible for serially-managed items. If you checked the bulk assets check box on the Key Data screen, then enter the number of items you are adding.
- k. **Asset Cd:** Select the appropriate asset code. The default is **K-Equipment**. Refer to **References** for appropriate codes.
- l. **Cptl Cd:** If there is an exception to capitalization, you can change it from the default of **N/A**. But normally, this code will not need to be changed.

Capitalization Codes	
S	Capital, below threshold
N	Non-Capital, exceeds threshold
D	NDE Asset, depreciable

- m. **Exp Cd:** Select if the depreciation for the item is funded or not funded. The default is **1 - Funded**.

Expense Codes	
1	Funded
2	Unfunded

- n. **Lo/Le Cd:** If the item is in on loan or leased, select the appropriate code. The default is **N/A - Government Owned**. Refer to **References** for appropriate codes. If the HRH Nbr is identified as a Contractor, the only valid values are space, G, P, R, or T. If Lo/Le Cd is equal to a space when transaction is processed, a "C" will be moved into this field on the Serial Hand Receipt Tables.
- o. **Office:** Enter the Office. Policy varies by Agency. Refer to DPAS Help for Agency guidance.

- p. **Task Cd:** Enter the task code of the item. This field is **MANDATORY** for capital assets.
- q. **Job Order Nbr:** Enter the Job Order number that is assigned by your Finance office. This field is **MANDATORY** for capital assets.

About Task Codes and Job Order Numbers:

These codes are normally assigned by the Activity's Finance office.

These two codes are used to track expenses related to **CAPITAL ASSETS**.

A **TASK CODE** can relate several different assets to a specific task, or mission. For example, items procured for Operation Desert Storm were assigned the same TASK CODE. This allowed DoD financial offices the capability of reporting on costs associated with that mission. Navy may enter a Plant Account number here until further notice. A **JOB ORDER NUMBER** assigned to a capital asset may include ALL costs related to the asset, including, but not limited to:

Procurement	De-installation
Transportation and Shipping	Maintenance
Installation	Disposal

NOTES:

- The Hand Receipt Holder number on the authorization **MUST** match the hand receipt holder number that the asset is being assigned to.
- The acquisition cost **MUST** be accurate! This value will be used to report the cost of the asset to your Activity's general ledger accounts.

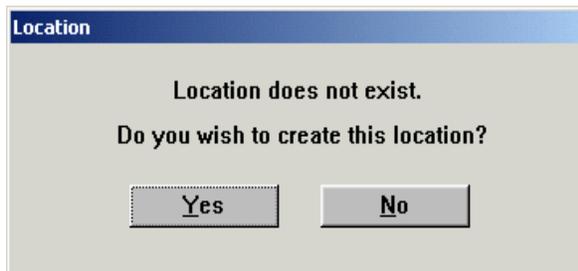
- r. **Cntr/PO Nbr:** Enter the Contract or Purchase Order number for the item.
- s. Click **Next Page**.

STEP 3:

- a. **Loc:** Enter or browse for the physical location of the item. This field is **MANDATORY**. The information for this field is established in the **Utilities** module.
- b. **Sub Loc:** Enter a sub location of the asset, if desired.
- c. **Site Cd:** Enter or browse for the asset's storage location. These codes are established in the **Utilities** module.
- d. **PBIC:** Enter or browse for the property book identification code. These codes are established in the **Utilities** module.
- e. **Lot Nbr:** For bulk items, enter the lot number assigned.
- f. **Expr Dt:** Enter the expiration date when an asset is no longer considered usable for its intended purpose, or the date the authority to operate the asset ends.
- g. **Cond Cd:** Select the appropriate condition code of the item. This defaults to **A - Serviceable (without qualifications)**.
- h. **Asset Sts Cd:** Enter the status of this item. Valid codes are: **Inbound, Layaway, Not In Use, Outbound** and the default is **In Use**.
- i. **Transfer Type Cd:** If the asset is being transferred in, enter the code that identifies the type of transfer.

- j. **Sending DoDAAC:** If the asset is being transferred in, enter the losing Activity's DoDAAC.
- k. **IPE Nbr:** Enter the Industrial Plant Equipment number, if used.
- l. **Sys Id:** Enter the user-defined system identification number, if used.
- m. **Local Use:** This is a free field.
- n. **Remarks:** Enter any user remarks, if desired.
- o. **Ref File Name...:** Click this button if you want to attach any reference files to the item (i.e., Word documents, pictures, videos, etc.).
- p. Click **Save**.

If you enter a location that does not exist on the location table **AND** you have security access to create a new location, this dialog box will be displayed.

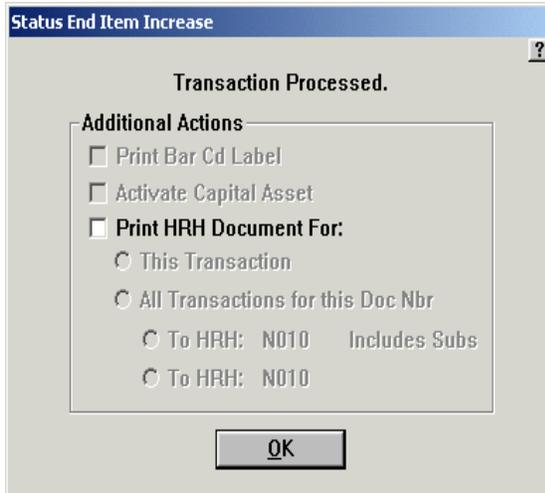


If you want to create this new location, click **Yes**; otherwise, click **No**.

If you do not have security access to create new locations, this dialog box will be displayed.



When you click **Save**, the following dialog box will be displayed:



- a. If desired, select an applicable action.
- b. Click **OK**.

Additional Items	
Print Bar Cd Label	Check this box if you want to print out the bar code label(s) for the asset(s) that you have just added.
Activate Capital Asset	This box is already selected if the item is capital. If you click OK, you will automatically be taken into the Accounting Module to activate the item for depreciation.
Print HRH Document For:	
This Transaction	Select this radio button if you want to print out the DA Form 3161 for the transaction that was just processed.
All Transactions for this Doc Nbr	This selection will limit the detail records printed on the form from history to those where the Doc Nbr equals the UIC and Doc Nbr just used. (If there is a Doc Nbr To in the history record, it will be used in the selection of records, not the Doc Nbr) and the Pgm Name is equal to the process being run.
To HRH (Includes Subs)	This selection will limit the detail records printed on the form from history to those where the Hand Receipt Major and Sub Nbrs of the gaining Hand Receipt equal those displayed in the radio button text.
To HRH	This selection will limit the detail records printed on the form from history to those where the Hand Receipt Major Nbr of the gaining Hand Receipt equals those displayed in the radio button text.

You are returned to the Key Data screen.

- If you are not going to perform any of the processes that are active on the right side of the screen, click **Exit** to return to the DPAS Main Menu.

The buttons on the right hand side of the Key Data screen will now be active and can be used to perform the following tasks if needed:

Click  to add component items to this asset.

Click  to add or update depreciation information for capital assets.



HINT!

If the asset you have just added to the property book IS a capital asset, activate it now!

Click  to add or update Maintenance and Utilization records for mobile/production assets.

Click  to configure the asset as a set, kit or outfit.

Click  to add warranty or service agreement information for this asset.

Click  to assign a Request for Issue document number if one has not already been assigned.

Click  to assign a Miscellaneous document number (lateral transfer, AAR, or ammunition) if one has not already been assigned.

If no additional actions are required for this asset:

Click  to clear the data from the screen or to add another asset to the property book.

Click  to return to the DPAS Main Menu.

Practical Exercise: End Item Increase

Title: Receive items to property book by assigning to hand receipt holder with authorizations.

Objectives: At the completion of this practical exercise you will be able to receive items to your property book with actual purchase price.

Prerequisites: Access to Hand Receipt Module and UIC.

References: Reference in the Chapter One

Scenario: The two ordered items have been received.

Instructions: Find the document number and assign to hand receipt holder.

Given:

For Army (Replace XX with your Student Number)	All Other Agencies
<ul style="list-style-type: none"> Locally purchased Graphic Computer (Stock Number 702500X5022XX Price \$1,350.00) 	<ul style="list-style-type: none"> Locally purchased Graphic Computer (Stock Number 702500X502259, Price \$2,685.00)
<ul style="list-style-type: none"> Locally purchased Cargo Truck (Stock Number 23200147113XX Capital asset price \$135,000.00) 	<ul style="list-style-type: none"> Locally purchased Cargo Truck (Stock Number 1730014659518, Capital asset price \$280,167.00)

Summary: Verify your results by running the appropriate inquiries and reports

Class Discussion: Q & A

Introduction To Accounting

Once an asset is added to the Property Book, the Fund Code record is reviewed to determine if the funds used to purchase the asset were Defense Working Capital or Non-Defense Working Capital. If the funds are Defense Working Capital, the Acquisition Date and the Acquisition Cost are compared to the Capital Asset Threshold Table to determine if the asset is a Capital Asset. If the funds are Non-Defense Working Capital, the Acquisition Cost is tested to see if it is \$100,000 or greater. If the asset is determined to be a Capital Asset, it then needs to be activated for Depreciation.

The Depreciation Change screen can be reached through the Accounting Module via a jump button from the Key Data screen of the End Item Increase process after the Increase has been processed.

The Activation Date is the date the asset is put into use. If an asset requires installation and this will not be completed for a month, the Effective Date on the End Item Increase screen will be the date the asset arrived at the site, but the Activation Date will be a month later, after the asset is installed. For Navy activities, the Acquisition Date, Effective Date, and Activation Date are the date of receipt.

If the asset is transferred to the installation, the Prior Depreciation field must be entered to prevent the Depreciation from starting over. If the Database to Database transfer process is used, this information is carried with the record.

Before entering anything in the Residual Value field, the regulations/guidelines for your Agency/Service should be reviewed. Most Agencies/Services do not want a value entered.

Once the asset is activated, the Depreciation will not begin to be calculated for 30 days after the Activation Date. Depreciation will be calculated when the Monthly Depreciation Report under the Accounting Module > Reports > Generate > Batch is processed. If the asset is activated on the 28th of the month and the Monthly Depreciation Report is run on the 30th of the month, no depreciation will be calculated for this asset. It will not begin until the next month.

Activating Depreciation For A Capital Asset

MODULE: Accounting

INTRODUCTION

When a capital asset is added to the Property Book/Inventory, the item will need to be activated for depreciation. This can be done directly after the asset is added. This is also true when adding multiple items.

PREREQUISITES

The asset must meet the capital asset threshold amount and it must be on the property book.

STEPS TO PERFORM ACTION

To Activate an Item for Depreciation from the End Item Increase Key Data screen, use the following steps:

1. Select the **Accounting** icon, or select **Accounting** from the menu bar.
2. Select **Depreciation Actions** from the program group.
3. Select **Depreciation Change** from the program list.



HINT! You can activate an item for depreciation immediately after you have added it to the property book by clicking on the **Depr Chg** button on the End Item Increase Key Data screen. This can only be done once the asset has been added to the property book.

STEP 1:

a. Select the appropriate option:

Selective: Select this radio button if you want to activate a *specific* asset.

Non-Activated: Select this radio button to display a list of all the capital assets that have not yet been activated for depreciation. If you select this, you will be able to select the specific record you wish to activate for your UIC.

b. **Bar Cd:** If your Activity uses bar codes, enter the bar code of the asset, otherwise:

Enter the **Stock Nbr** and the **Serial Nbr** of the asset.

c. **UIC:** Enter or browse for your UIC.

d. Click **OK**.

STEP 2:

a. **Activation Dt:** Enter the Activation Date in YYYYMMDD format (or use the calendar button to select the appropriate date).

b. **Deprn Period:** If the Depreciation Period is to be other than what is displayed, then change the period to reflect the depreciation period in months.

c. **Prior Deprn:** If the asset is a new procurement, this field is not accessible. If the asset is transferred in, then enter any Prior Depreciation for the item.

d. **Residual Value:** If applicable to your Activity, enter the residual value (or salvage/junk value) for the item.

e. **Deprn Office:** Enter the office where depreciation expenses are charged (based on local policies).

f. **Deprn Task Cd:** Enter the depreciation task code that is assigned by your Finance and Accounting office.

g. **Deprn Job Order Nbr:** Enter the job order number or code where depreciation expenses are charged.

- h. **Full Deprn Cd:** If you need to stop depreciation, change this code to **S**. Refer to **References** for appropriate codes.



HINTS!

If you entered multiple items, the first asset will need to be activated. Once you have entered the last asset, then you will be brought back to this process to activate the last item. This will cause DPAS to automatically activate the assets in between the first item and the last.

Whenever you enter information in the **Deprn Office, Deprn Task Cd, or Deprn Job Order Nbr**, that information will always remain with the system. Therefore, you can use the pick list to display any values that were previously entered for a capital item.

- i. Click **Save**.

The Transaction Processed dialog box will be displayed.

- j. Click **OK**.

You will be returned to the Key Data screen.

- k. Click **Exit**.

Practical Exercise: Activating A Capital Asset

Title: Activate a Capital Asset for Depreciation

Objectives: Find Capital items on the property book that have not been set up for depreciation.

Prerequisites: Access to the Accounting Module.

References: Reference in the Chapter One

Scenario: Resource manager called asking for the activation of depreciation on a capital item.

Instructions: Research the property book for items that meet the capital item requirement that have not been set up for depreciation.

Given: Inquire the property book for items over \$100,000.

Summary: Verify your results by running the appropriate inquiries and reports

Class Discussion: Q & A

Adding Warranty/Service Information

MODULE: Hand Receipt/Maintenance & Utilization

INTRODUCTION

Information pertaining to a Warranty or Service Contract on an asset can be tracked using this process. The user can track the Contract Number, the Start and End Dates and set up a reporting schedule for the expiration of the contract. The reporting of the expiration can be setup to produce a warning message of the pending expiration date, 30, 60, 90 or 120 days before the date. The information pertaining to the Vendor providing the Warranty or Service can be tracked along with this information.

For multiple items, you will have to add warranty information for each individual asset.

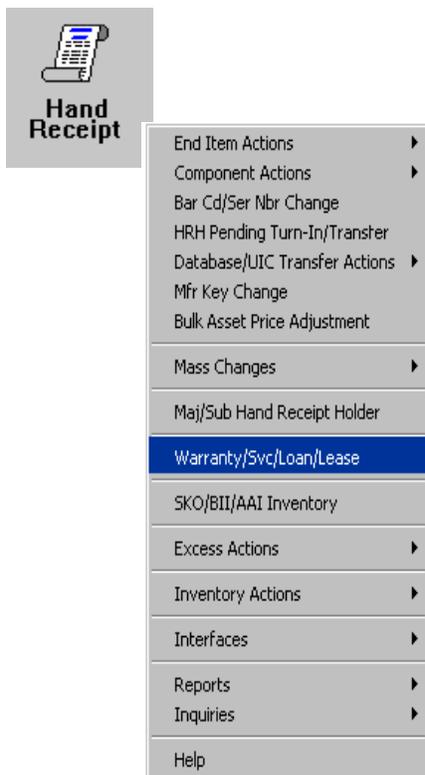
PREREQUISITES

None

STEPS TO PERFORM ACTION

To add Warranty/Service information from the End Item Increase Key Data screen, use the following steps:

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Warranty/Svc/Loan/Lease** from the program group.



The 'Key Data' dialog box contains the following fields and buttons:

- Bar Cd: [Text Box] ...
- Local Id Nbr: [Text Box]
- Stock Nbr: [Text Box] ...
- Serial Nbr: [Text Box] ...
- Buttons: OK, Clear, Exit

STEP 1:

- a. **Bar Cd:** If your Activity uses bar codes, enter the bar code of the asset, otherwise:

Enter the **Stock Nbr** and the **Serial Nbr** of the asset.

- b. **Local Id Nbr:** If the item has been assigned a local identification number (such as a bumper number for vehicles), this number can be entered instead of the Bar Code or the Stock Nbr/Serial Nbr combination.
- c. Click **OK**.

STEP 2:

- a. **Warranty/Svc Cd:** Click on the drop down list button. If you are establishing a warranty, select **Warranty**.

If you are establishing service, select **Service**.

- b. **Expr Rpt Cd:** Click on the drop down list button. Select the appropriate number of days in advance of the warranty/ service agreement expiration date that an asset will appear on the Warranty/ Service/Loan/Lease Report.
- c. **Warranty Hrs/Miles:** This field will only display if the asset has been cataloged with a Utilization Code of **hours** or **miles**. In such a case, enter the number of warranty miles or hours.
- d. **Cntr/PO Nbr:** Enter the contract or purchase order number, if available.
- e. **Start/Expr Dt:** In the first box, enter the date the warranty or service started for the asset. In the second box, enter the date the warranty or service is to end for the asset.

The main window 'Warranty/Service/Loan Lease Add/Chg/Del' contains the following sections and fields:

- Key Data:** Bar Cd, UIC, HRH Nbr, Serial Nbr, Local Id Nbr, Util Cd, Stock Nbr, Nomen.
- Warranty/Service:** Warranty/Svc Cd (dropdown), Expr Rpt Cd (dropdown), Cntr/PO Nbr, Start/Expr Dt (date pickers).
- Loan/Lease:** Expr Rpt Cd (dropdown), Start/Expr Dt (date pickers).
- Page 1 of 2:** Related Data, Delete, Next Page, Add, Cancel, Exit.

Loan Lease Group Box:

- f. **Expr Rpt Cd:** Click on the drop down list button. Select the appropriate number of days in advance of the loan/lease agreement expiration date that an asset will appear on the Warranty/ Service/Loan/ Lease Report.
- g. **Start/Expr Dt:** In the first box, enter the date the loan or lease started for the asset. In the second box, enter the date the loan or lease is to end for the asset.
- h. Click **Next Page**.

The screenshot shows a software dialog box titled "Warranty/Service/Loan Lease Add/Chg/Del". It has a standard Windows-style title bar with minimize, maximize, and close buttons. Below the title bar are several icons. The main area is divided into sections. The first section is labeled "Vendor" and contains four input fields: "POC:", "Phone:", "Name:", and "Address:". Below this is a larger text area labeled "Remarks:". At the bottom of the dialog, it says "Page 2 of 2" and has a row of buttons: "Related Data", "Delete", "Prev. Page", "Add", "Cancel", and "Exit".

STEP 3:

- a. **POC:** Enter the point of contact for the vendor.
- b. **Phone:** Enter the vendor's phone number.
- c. **Name:** Enter the name of the vendor.
- d. **Address:** Enter the address of the vendor.
- e. **Remarks:** Enter any remarks, if desired.
- f. Click **Add**.

The Transaction Processed dialog box will be displayed.

- g. Click **OK**.

You will be returned to the Key Data screen.

- h. Click **Exit**.

Changing Warranty Information

1. Enter the Bar Cd (if you are using bar codes) **OR** enter the Stock Nbr **AND** Serial Nbr of the item you are changing. If you have assigned a **Local Id** to the item, you can enter that instead of the Bar Code or the Stock Nbr and Serial Nbr.
2. Click **OK**.
3. Make the necessary change(s).
4. Click **Change**.

Deleting a Catalog Record

1. Enter the Bar Cd (if you are using bar codes) **OR** enter the Stock Nbr **AND** Serial Nbr of the item you are changing. If you have assigned a **Local Id** to the item, you can enter that instead of the Bar Code or the Stock Nbr and Serial Nbr.
2. Click **OK**.
3. Click **Delete**.

Generating A Hand Receipt Report By HRH Nbr

MODULE: Hand Receipt

INTRODUCTION

This section will demonstrate how to generate a Hand Receipt report by HRH Nbr.

PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Inventory Actions** option from the program group.
3. Select **Generate Inventory** from the program list.





STEP 1:

Inventory Type Group Box:

- a. Accept the default **HRH**.

Actions Group Box:

- b. Select **Generate Report**.

Generate Group Box:

- c. Select whether you want this report to run On-line (immediately) or in the Batch (overnight) process. If your property book is large, it may be a good idea to run this process in Batch so not to degrade the system.

UIC Options Group Box:

- d. **Specific UIC:** Enter or browse for your UIC.
- e. If you want to include a Report Message, check this box.
- f. **Msg Id:** If you chose to include a report message, browse for the message you wish to include. These messages are built in the **Utilities** module.
- g. Click **OK**.

STEP 2:

Sort Sequence Group Box:

- a. Select the order in which you want your report sorted.

Report Annexes Group Box:

- b. If desired, select a report annex report.



Report Type	
Sub Hand Receipt(s)	Check if you want a separate listing for each of your sub hand receipts.
SKO/BII/AAI Hand Receipt	Check if you want a hand report listing of your SKOs, BIIs, and AAIs.
SKO/BII/AAI Excess/Shortage	Check if you want an excess and shortage report of your SKOs, BIIs, and AAIs.

Options Group Box:

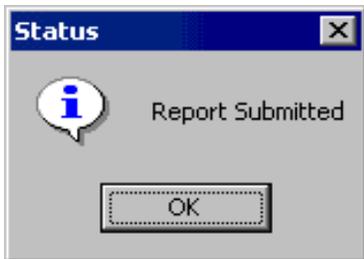
c. If desired, select an option.

Option Type	
HRH Range	Select this check box if you want to request a range of Major HRH Nbrs. If you also want to include Subs, select the "Include Sub-Hand Receipt(s)" check box. The screen HRH Nbr input field will be deactivated when a HRH Range is entered.
Include Sub-Hand Receipt(s)	Select this check box if you want to request a range of Major HRH Nbrs with all of its Subs included (this can also be used with the HRH Range). The screen Sub HRH Nbr input field will be deactivated when this check box is selected.
Expanded Report	This will generate a more detailed report.

- d. **HRH Nbr:** Enter the hand receipt holder for which you are generating this report. If you selected HRH Range in the Options group box, you will be prompted to enter the beginning HRH Nbr and the ending HRH Nbr.
- e. Click **Submit**.

The Sched Cmpltn Dt and Next Inv Due Dt are only available if you are generating an inventory.

The following dialog box is displayed:



f. Click **OK**.

You can now print or view your Hand Receipt Report.

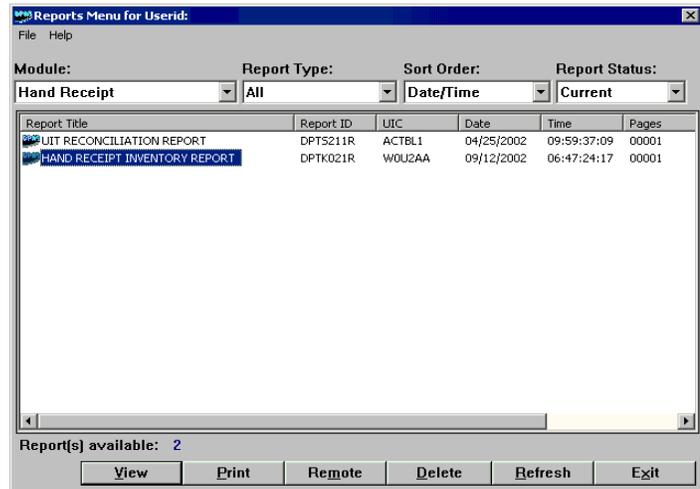
STEP 3:



- Click on the  from the tool bar.

STEP 4:

- Select the **Hand Receipt Inventory Report**. If you had selected to generate the expanded report, your report name would be **Expanded Hand Receipt Inventory Report**.
- Click **View**.



NOTE ABOUT THE GFP INVENTORY REPORT:

If a Hand Receipt inventory report is requested and the Hand Receipt Holder is a contractor, a Government Furnished Property (GFP) Inventory report is generated. One of four versions of the Government Furnished Property (GFP) report is created. For On-line actions the standard version is (DPTK025R) and the expanded version is (DPTK026R). For batch actions the standard version is (DPTK028R) and the expanded version is (DPTK027R).

Generating A Hand Receipt Report By HRH Nbr

Below is a sample of the **Hand Receipt Inventory Report** sorted in bar code sequence. This report can also be generated in location, stock number, nomenclature, or LIN sequences.

```

REPORT: DPTK021R                DEFENSE PROPERTY ACCOUNTABILITY SYSTEM        DATE: 20
ACTBL UIC: ACTBL1                HAND RECEIPT INVENTORY REPORT
UIC/ACTIVITY: N00015 AA          BAR CODE SEQUENCE                                INV LIST
ACTIVITY NAME: TEST TRANSFER                                          SCHED CM
HRH NBR: MEL -
HRH NM: HG
OFFICE NM: DPAS                PHONE NBR: 555555

BAR CD   STOCK NBR   SERIAL NBR   LIN   GNRC NOMEN
LOC      SUB LOC    OFFICE      LCL USE  LST INV DT    ACQ CST
0001500001 3820007256413 C112        29876Y WASHING AND SCREENING PLANT, ELRC DRVN WHL
BLDG 301    SUPPLY        20020729    19,357.00

CLG9588   7025000001952  CLG9588     71113W MONITOR, 19"COLOR
BLDG 22222    DPAS         20020725    1,431.00

***** END ITEM HAND RECEIPT TOTALS          TOTAL QTY:      2          TOTAL DOLLAR VALUE
    
```



Below is a sample of the **Expanded Hand Receipt Inventory Report** sorted in bar code sequence. This report can also be generated in location, stock number, nomenclature, or LIN sequences.

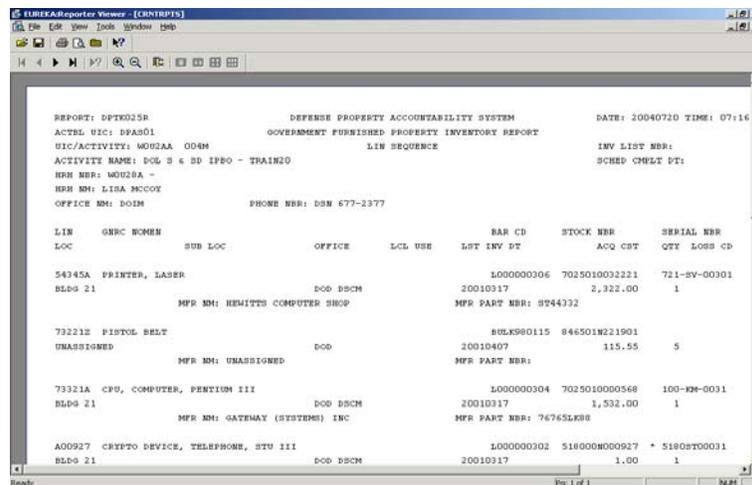
```

REPORT: DPTK022R                DEFENSE PROPERTY ACCOUNTABILITY SYSTEM        DATE:
ACTBL UIC: ACTBL1                EXPANDED HAND RECEIPT INVENTORY REPORT
UIC/ACTIVITY: WOU2AA 1232        BAR CODE SEQUENCE                                INV L
ACTIVITY NAME: RLSE 16 TEST                                          SCHED
HRH NBR: WOU2AA -
HRH NM: RELEASE 16 TESTER
OFFICE NM: DPAS TRAINING        PHONE NBR: 712 554-2234

BAR CD   STK NBR   SUB LOC    QTY UI  LST INV DT  LCL USE  FND
OFFICE   SER NBR    HRH SUB LOC  ACQ CST  IPE NBR   CD
LIN      GNRC NOMEN
DFAS     1005000012676  BUILDING 25  1 EA  20020723  131.80  16
23456   FILTER_GUN DRIVE
MFR YR: 2002 MFR NM: UNASSIGNED    MFR PART NBR:
DFAS     1005000012676  BUILDING 25  1 EA  20020723  1,311.80  16
23457   FILTER_GUN DRIVE
MFR YR: 2002 MFR NM: UNASSIGNED    MFR PART NBR:
    
```



Below is a sample of the **GFP Hand Receipt Inventory Report** sorted in bar code sequence.



```

REPORT: DPTK025R                DEFENSE PROPERTY ACCOUNTABILITY SYSTEM        DATE: 20040720 TIME: 07:16
ACTBL UIC: DPAS01                GOVERNMENT FURNISHED PROPERTY INVENTORY REPORT
UIC/ACTIVITY: WOU2AA 004M        LIN SEQUENCE                                INV LIST NBR:
ACTIVITY NAME: DOL S & SD IPBO - TRAIN20                          SCHED CHSLT DT:
HRH NBR: WOU2AA -
HRH NM: LISA MCCOY
OFFICE NM: DOIM                PHONE NBR: DSN 677-2377

LIN   GNRC NOMEN   SUB LOC    OFFICE  LCL USE  LST INV DT  STOCK NBR   SERIAL NBR
LOC      SUB LOC    OFFICE      LCL USE  LST INV DT  ACQ CST    QTY LOSS CD
54345A PRINTER, LASER                L000000306 7025010002221 721-SV-00301
BLDG 21    DOD DSCM    20010317    2,322.00    1
MFR NM: HEMITES COMPUTER SHOP    MFR PART NBR: ST4432

73221E PISTOL BELT                BULK980115 846501N221901
UNASSIGNED                20010407    115.55    5
MFR NM: UNASSIGNED                MFR PART NBR:

73321A CPU, COMPUTER, PENTIUM III  L000000304 7025010000568 100-KM-0031
BLDG 21    DOD DSCM    20010317    1,532.00    1
MFR NM: GATEWAY (SYSTEMS) INC    MFR PART NBR: 76765LKB#

A00927 CRYPTO DEVICE, TELEPHONE, STU III  L000000302 518000N000927 * 5180ST00031
BLDG 21    DOD DSCM    20010317    1.00    1
    
```

Practical Exercise: Generate a Hand Receipt

Title: Create a Hand Receipt Report

Objectives: Generate a Hand Receipt Report by Authorizations

Prerequisites: Access to Inventory Actions in Hand Receipt module and Eureka Report Viewer.

References: Reference in the Chapter One

Scenario: After receiving the two new items, you need to generate a new Hand Receipt Report for the Hand Receipt Holder.

Instructions: Go to Hand Receipt Module, Inventory Actions and generate an inventory for your Activity's type (**Authorization** type for Army and Marines, **HRH** type for all others).

Given: Hand Receipt Holder number given by Instructor.

Summary: Verify your results by running the appropriate inquiries and reports

Class Discussion: Q & A

Introduction To Turn-Ins

To dispose of an asset, a Turn-In document must be processed. The user has the option to enter the Document Number manually or have the system generate the next available number. The user has the ability to divide the Document Register into 'Blocks'. The "blocks" must be established in the Utilities Module before the Document Register can be used. The "blocks" are used to divide the Document Numbers into groups, such as Expendables, Non-Expendables, IT, Ammunition or Turn-Ins.

The Destination Id allows the user to track to whom/where the asset was turned in, while the Transfer Code allows the user to track the reason for the turn-in. These two fields are user defined values that are developed in the Utilities Module > Master Table Maintenance.

This process can also be used to Document the Turn-In of a Non-Property Book asset. This could be anything from scrap metal to IT components, such as Hard Drives. If the assets are IT, be sure to enter the serial numbers in the Additional Data field if they are to print on the DD 1348-1A.

Once the Document is processed the user has the option to use the Jump Buttons on the Key Data screen. If there are multiple assets to be Turned In, then the Detail Jump Button can be used to go to the process for identifying the specific Bar Codes/Stock Number Serial Numbers. If the user wants to immediately remove the Asset from the Property Book, the EI Decrease Jump Button can be used. These Jump Buttons take the previously entered data with them so it decreases the amount of information that needs to be re-entered on the next screen.

Once this process is completed, the user can produce either a DD 1348, DA 3161, or a DA 2765 form.

Obtaining A Turn-In Document Number

MODULE: Document Register

INTRODUCTION

This process will show you how to obtain a Turn-In document number to turn an item in (for example, to DRMO).

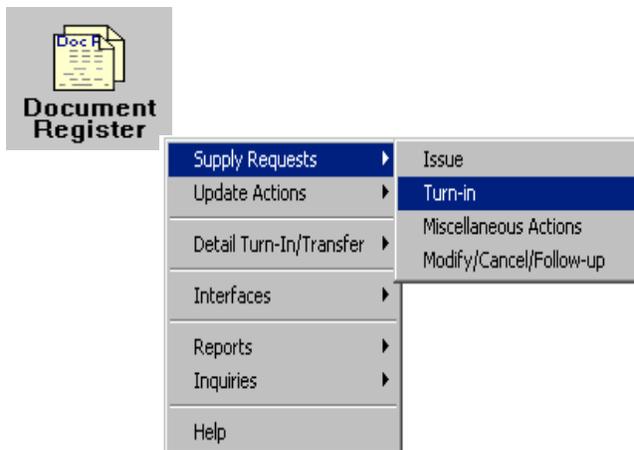
PREREQUISITES

A Destination Identification code will need to be established. The Property Book Officer usually establishes these codes. This process can be found in Chapter Seven, **Create Destination Identification Codes**.

A Document Number range will need to be established. The Property Book Officer usually establishes these codes. This process can be found in Chapter Seven, **Create Document Number Block Codes**.

STEPS TO PERFORM ACTION

1. Select the **Document Register** icon, or select **Doc Reg** from the menu bar.
2. Select **Supply Requests** from the program group.
3. Select **Turn-In** from the program list.



STEP 1:

Document Register Assignment Group Box:

- a. Select the appropriate Document Number assignment.

Assignment	
Automated	DPAS will automatically generate a document number once the transaction is processed.
Manual	This is a user defined document number that must be entered into the document number field by the user. The Julian date cannot be equal to or greater than the current Julian date.

- b. **UIC:** Enter or browse for your UIC.
- c. **Stock Nbr:** Enter or browse for the Stock Nbr of the asset you are turning in.
- d. **Destn Id:** Browse to display the Destination Identification Codes that have been assigned to your UIC. These codes are added to DPAS through the Utilities module.
- e. **Transfer Cd:** Browse to display the Transfer Codes that have been assigned to your UIC. These codes are added to DPAS through the Utilities module.



HINT!

If you do not have any Destination Identification or Transfer Codes, they will need to be established in the Utilities module.

- f. **Include Turn-In Messages:** Check this box if you want to include any turn-in messages on your DD Form 1348-1 that you have previously established. These messages are added to DPAS through the Utilities module.
- g. **Non-Property Book:** Check this box if the item you are turning in is *not* on your property book. You will also have the capability to print a DD Form 1348 or a DA Form 2765 for non-property book items.
- h. Click **OK**.

STEP 2:

- a. **Doc Nbr:** If your Activity interfaces with SARRS-O **AND** you selected **Automated** document number assignment, this field will be displayed with the unit's DoDAAC.

If you selected **Manual** document number assignment, then enter the document number here.

- b. **Block:** Click the browse button to display the blocks of document numbers for assignment. This field is not available for manual document number assignment.
- c. **DIC:** Select **Z3A**.
- d. **RIC:** Enter your Routing Identifier Code. Refer to **References** for appropriate codes.
- e. **Media Sts Cd:** Enter the Media Status Code, if accessible (AMCISS users). Refer to **References** for appropriate codes.
- f. **UI:** Select the appropriate code for how the item is packaged. Use the drop down list box to display valid codes.
- g. **Qty:** Enter the quantity you are turning in.
- h. **Nomen:** This field is displayed from the catalog table if the item is on your property book. If you selected Non-Property Book from the Key Data screen, then you will need to enter the nomenclature of the item you are turning in.
- i. **Supp Address:** If applicable, enter a Supplemental Address for the asset you are turning in.
- j. **Fund Cd/Appn:** Click on the browse button to display the valid fund codes and appropriation allotment serial numbers. Select the appropriate code.

- k. **Signal Cd:** Click on the drop down list box to display the valid signal codes. Select the appropriate code. Refer to **References** for appropriate codes.
- l. **Acq Cost:** Enter the actual cost of the asset.
- m. **Cond Cd:** Click on the drop down list box to display the valid condition codes. Select the condition of the item you are turning in.
- n. **Local Use:** Enter any applicable local information. This is a "free" field.
- o. **Remarks:** Enter a justification of why the asset is being turned in.
- p. **Addl Data:** Enter any additional information here. If the item is non-property book, you may enter the serial number(s) of the asset(s) you are turning in. This will ensure that the serial numbers will be printed on the DD Form 1348-1A.
- q. Click **Save**.

The Transaction Processed dialog box will be displayed.

- r. Click **OK**.

You will be returned to the Key Data screen.

- s. Click **Exit**.

NOTICE!!



The screenshot shows a dialog box titled "Document Register". It contains two rows of input fields. The first row is labeled "Doc Nbr:" and contains the text "W39GFD10320001". The second row is labeled "Block:" and contains the text "01" followed by a small square button with three dots "..." inside it.

If you had DPAS generate an **automated** document number, notice that after you process the transaction that the document number is displayed. You may need to pull the Key Data screen down to view the number.

INCLUDE TRANSFER MESSAGES:

If you checked the **Include Transfer Messages** check box, you will have the ability to include two user defined messages. The following is an example of this screen:

- a. Click the browse buttons to select the message you want to include. You can add up to two (2) transfer messages to be included on your DD Form 1348-1A.
- b. Click **OK**.

STEP 3:

- Click **OK**.

Practical Exercise: Create A Turn-in Document

Title: Create a Turn-in Document

Objectives: At the completion of this practical exercise you will be able to create a document number to record a turn-in action.

Prerequisites: Access to Document Register and Stock Number and Serial Number or Barcode of item to be turned in.

References: Reference in the manual Chapter One

Scenario: One monitor was damaged and requires to be turned in for disposal.

Instructions: Find one monitor from your hand receipt and process a Turn-in Document to DRMO

Given: Hand Receipt by instructor

Summary: Verify your results by running the appropriate inquiries and reports

Class Discussion: Q & A

Designating An Asset To Turn-In/Transfer

MODULE: Hand Receipt/Document Register

INTRODUCTION

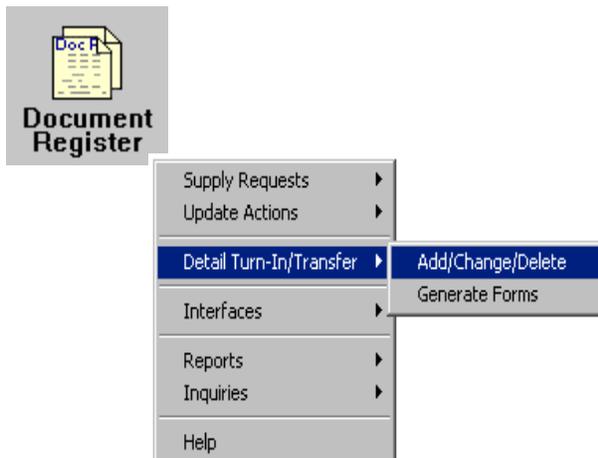
This process will show you how to designate an asset(s) to Turn-In/Transfer.

PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Document Register** icon, or select **Doc Reg** from the menu bar.
2. Select **Supply Requests** from the program group.
3. Select **Turn-In** from the program list.



- d. Click **OK**.

STEP 1:

- a. **UIC:** Enter or browse for your UIC.
- b. **Doc Nbr:** Enter or browse for your document number.
- c. **Turn-in/Transfer Info Change:** If you already have items on the Detail table and you want to change the turn-in or transfer information, check this box. Once this is done and you click **OK**, the only fields accessible on the process screen are **Destn Id** and **Transfer Cd**.

STEP 2:

- a. **Destn Id:** Browse to display the valid destination identification codes for your UIC. Select the appropriate code for the item.
- b. **Transfer Cd:** Browse to display the valid transfer codes for your UIC. Select the appropriate code for the item.
- c. **Site Id To:** If the item is being transferred to another DPAS database (site id), enter the gaining activity's site id. Otherwise, this field will not be accessible.
- d. **UIC To:** Enter the UIC that the item is being transferred to. This field is only accessible if the document number is a lateral transfer.
- e. **Transfer Type Cd:** If the item is being transferred, click on the drop down list box to display the valid transfer type codes.
- f. **Bar Cd:** If your Activity uses bar codes, enter the bar code of the item you will be turning in or transferring.

OR

- g. **Stock Nbr and Serial Nbr:** Enter the stock number **AND** serial number of the item(s) you are turning in or transferring.
- h. **Qty:** If the item has a serial number, you do not need to enter anything in this field. If the item is bulk managed (no serial number), enter the quantity you are turning in or transferring.
- i. Click **Add**.

If there is more than one item that you are adding to the Detail table, repeat steps f through i until you have added all the items you are turning in or transferring.

If you want to view a list of components for item(s) you have designated, click on the **View Cmpn** button.

- j. Once you have all the items added in this window, click **Exit** to complete this process.

You will be returned to the Key Data screen.

- k. Click **Exit**.

Introduction To Decreases

The End Item Decrease process is used to remove all assets from the Property Book that are not being Transferred to another Installation. If the User enters this screen by using a Jump Button, the data from the previous process will populate some of the fields.

Be sure to select the correct radio button for the type of Decrease that is being performed. If you have identified Multiple Bar Codes/Stock Number – Serial Number records for Turn-In in the Document Register Detail process then be sure to select the Mass Turn-In radio button.

Depending on the interfaces identified on the UIC file, this asset will be reported to various systems. It will be reported to an Accounting System if one is identified on the UIC file. It will be reported to the DoDSASP program if it is identified as a weapon by either the CIIC or the DoDSASP code on the Catalog. It will be reported to UIT/CBS-X if the UIT Code is set on the UIC file and the RICC field indicates that it is reportable.

Removing An Asset From The Property Book

MODULE: Hand Receipt

INTRODUCTION

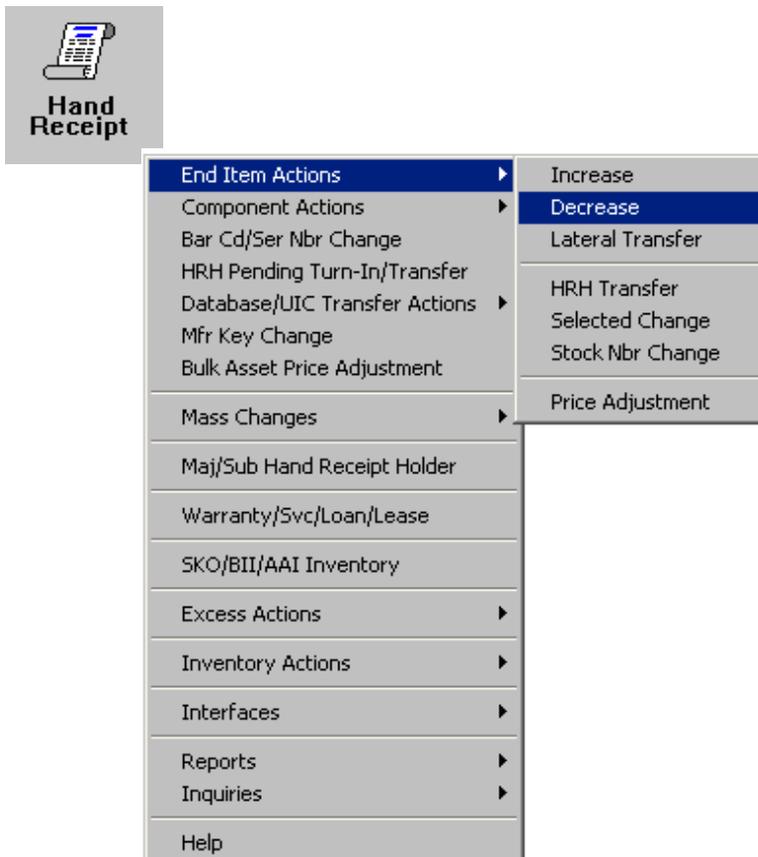
This process will show you how to remove an item from the property book/inventory.

PREREQUISITES

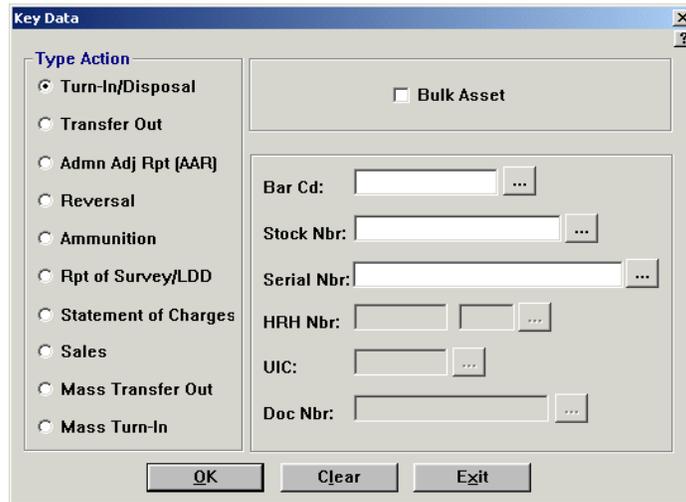
If your Activity is using the Document Register, you will need to obtain a document number for the type of action you will be removing the item from the property book (i.e., turn-in, transfer, etc.).

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **End Item Actions** from the program group.
3. Select **Decrease** from the program list.



STEP 1:



- a. Select the Type Action for deleting the item from your property book/inventory.

Type Action Codes	
Turn In/Disposal	Use this when turning an item in.
Transfer Out	Use this when transferring an asset,
Admn Adj Rpt (AAR)	Use this for corrections.
Reversal	Use this as an "undo" (example: you added an item to the property book in error).
Ammunition	Use this to remove ammunition.
Report of Survey/LDD	Use this to remove items that may have been lost, damaged, destroyed or stolen.
Statement of Charges	Charges against items that are lost or damaged
Sales	Use this if you sold the asset.
Mass Transfer Out	Use this to transfer out numerous assets at once (using the same document number.
Mass Turn-In	Use this to turn in numerous assets at once (must be with the same Stock Nbr and under the same document number).

Serially Managed Items

- b. **Bulk Asset:** Do not check this box.
- c. **Bar Cd:** If your Activity uses bar codes, enter the bar code of the item; otherwise, leave blank and proceed to step d.

Bulk Managed Items

- Bulk Asset:** Check this box.
- Bar Cd:** If you know the bulk bar code number, you can enter it; otherwise, click the browse button to search for the asset.

Serially Managed Items

- d. **Stock Nbr:** If your Activity does not use bar codes, enter the stock number of the item. If you entered a bar code in step c, then leave this field blank.
- e. **Serial Nbr:** If your Activity does not use bar codes, enter the serial number of the item. If you entered a bar code in step c, then leave this field blank.
- f. **HRH Nbr:** This field is not accessible.

Bulk Managed Items

- Stock Nbr:** If you entered a bulk bar code in step c, leave this field blank; otherwise, enter or browse for the stock number of the item.
- Serial Nbr:** This field is not accessible for bulk items.
- HRH Nbr:** If you entered the Stock Nbr and not the Bar Code, you will need to enter the Hand Receipt Holder number.

g. Click **OK**.

STEP 2:

- a. **Doc Nbr:** Click the browse button to display the document numbers for the type action you selected on the Key Data screen. If you entered this screen from the Document Register, your document number will be displayed.
- b. **Qty:** For bulk items, enter the quantity you are decreasing. This field is not available for serial numbered assets.
- c. **Eff Dt:** This date is displayed with the date the hand receipt holder signed for the item. It can be changed, if necessary.
- d. **Acq Cost:** This field is displayed and cannot be changed.
- e. **Receiving DODAAC:** If the item is being transferred out, enter the DODAAC of the receiving Activity.
- f. **Transfer Type Cd:** If the item is being transferred out, select the appropriate transfer code.

- g. **Write Off:** This is automatically checked on a transfer outside the government only, mass turn-in, and mass transfer out.



HINT!

Based upon accounting policy, an activity is to fully "Expense" a capital asset prior to disposal, or transferring it outside the Department of Defense.

The **Write Off** check box will automatically write the asset off without having to modify the depreciation period and running the depreciation for the month to make it effective.

Here's what will occur, for an example:

Asset Cost:	\$200,000
Depreciation to Date:	\$125,000
Current Book Value:	\$ 75,000

The user initiates a Turn-In: DPAS will generate an expense transaction (X805) for \$75,000, thus reducing the asset to Book Value. NOTE: If the asset had a residual value, it will not expense this amount via either process (Write-Off or Depreciation).

- h. **Selling Price:** This field is only available when the Type Action Code is **Sales**. You would then enter the selling price of the item.
- i. **Remarks:** Enter a remark.
- j. Click **Save**.

If you are using the Document Register, the following message will display:

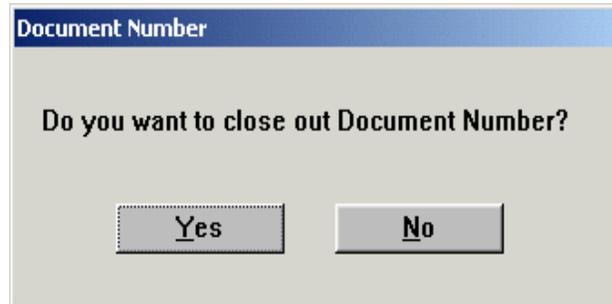
- k. If you want to close the document number, click **Yes**, otherwise, click **No**.

The transaction is processed is displayed.

- l. Click **OK**.

You are returned to the Key Data screen.

- m. Click **Exit**.



Generating A Transfer And/Or Turn-In Form

MODULE: Document Register

INTRODUCTION

This section outlines the procedures to generate transfer/turn-in forms in DPAS.

PREREQUISITES

Assets must exist on the Detail Table.

STEPS TO PERFORM ACTION

1. Select the **Document Register** icon, or select **Doc Reg** from the menu bar.
2. Select **Detail Turn-In/Transfer** from the program group.
3. Select **Generate Forms** from the program list.



 **HINT!** Transfer Forms can also be generated using the Hand Receipt module.

STEP 1:

- a. **Generate Forms By:** Select how you want to generate your forms.

Generate Forms By	
UIC	Select this for a particular UIC.
Doc Nbr	Select this for a particular document number.
Date	Select this for a particular date.
Type	<p>All: All Forms</p> <p>Turn In: Only turn in forms.</p> <p>Lateral Transfer: Only transfer forms.</p> <p>DRMO: Only DRMO turn-ins.</p>

 **HINT!** If you are generating these forms using the Hand Receipt module, and you want to generate the forms by type, **Lateral Transfer** will be your only option.

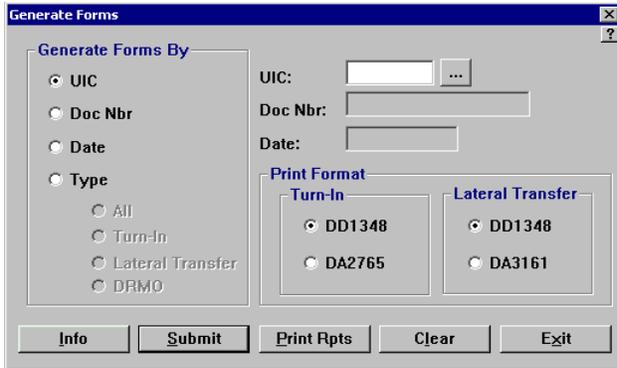
- b. **UIC:** If you are generating the forms by **UIC**, enter the UIC. Otherwise, this field will not be accessible.
- c. **Doc Nbr:** If you are generating the forms by **Doc Nbr**, enter the document number. Otherwise, this field will not be accessible.
- d. **Date:** If you are generating the forms by **Date**, enter the date (YYYYMMDD format). Otherwise, this field will not be accessible.
- e. **Type:** If you are generating the forms by **Type**, the UIC, Doc Nbr and Date will not be accessible.

Print Format Group Box:

- f. For **Turn-Ins**, select which form you want printed.
- g. For **Lateral Transfers**, select which form you want printed.
- h. Click **Submit**.

STEP 2:

- Click **OK**.

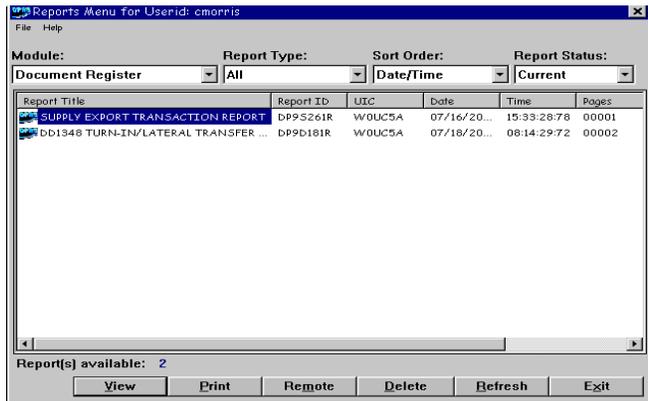


STEP 3:

- Click **Print Rpts.**

STEP 4:

- Select the **TURN-IN/LATERAL TRANSFER FORMS** report. Double-click it or highlight and click the **View** button.
- Click **View**.



Below is an example of the DD Form 1348-1:

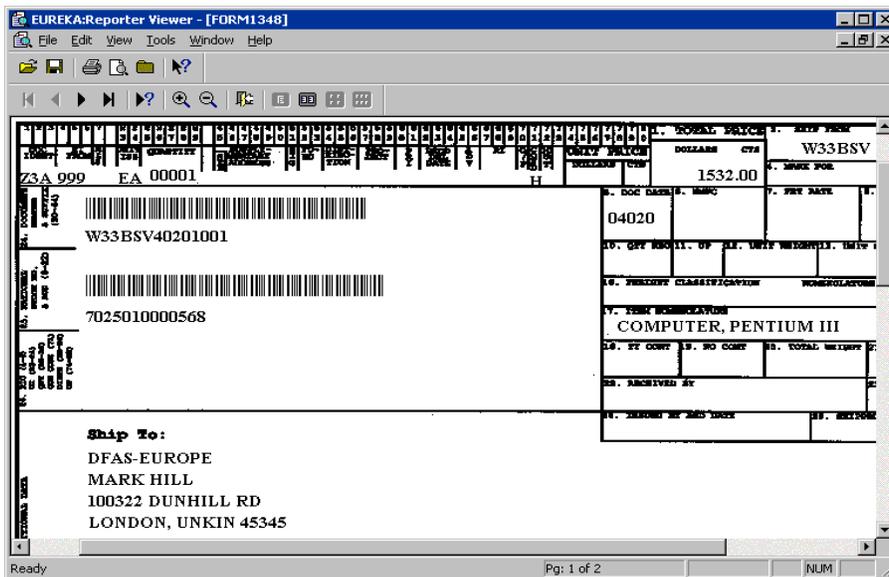


Figure 1 - DD 1348-1

Practical Exercise: End Item Decrease

Title: Process an end item decrease from hand receipt.

Objectives: At the completion of this practical exercise you will be able to decrease an item from your property book

Prerequisites: Access to Hand Receipt Module, Stock Number and Serial number or Bar Code

References: Reference in the Chapter One

Scenario: The damaged monitor is ready to be taken to DRMO and dropped from the property book

Instructions: Go to Hand Receipt Module, End Item Actions and Decrease action.

Given: Hand Receipt by instructor with Stock Number, Serial Number and Bar Code.

Summary: Verify your results by running the appropriate inquiries and reports

Class Discussion: Q & A

Generating The Increase/Decrease Report

MODULE: Hand Receipt

INTRODUCTION

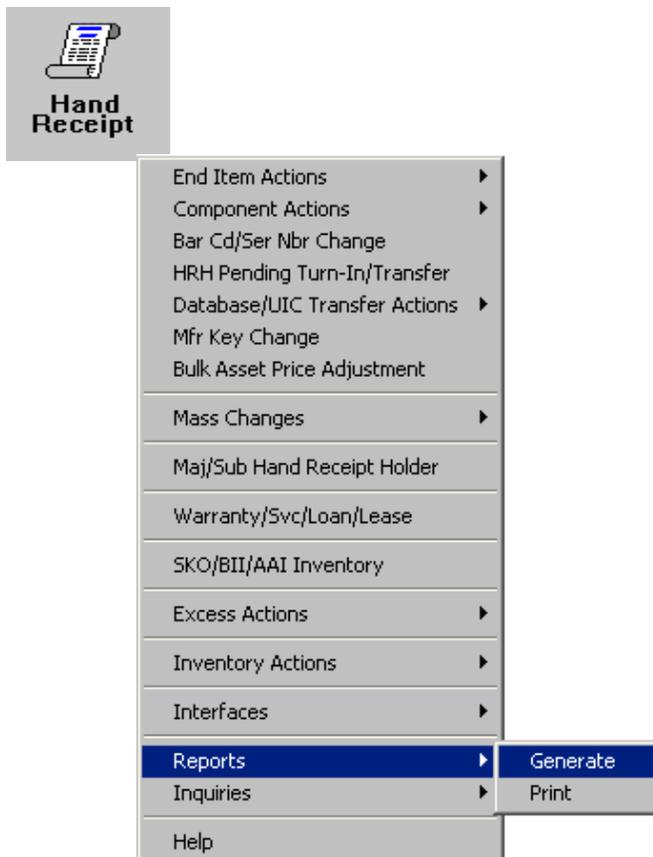
There may be times when you will need to run the Increase/Decrease report. This report will display all Increase and/or Decrease actions that occurred on a particular day. You can also generate this report for a particular time frame.

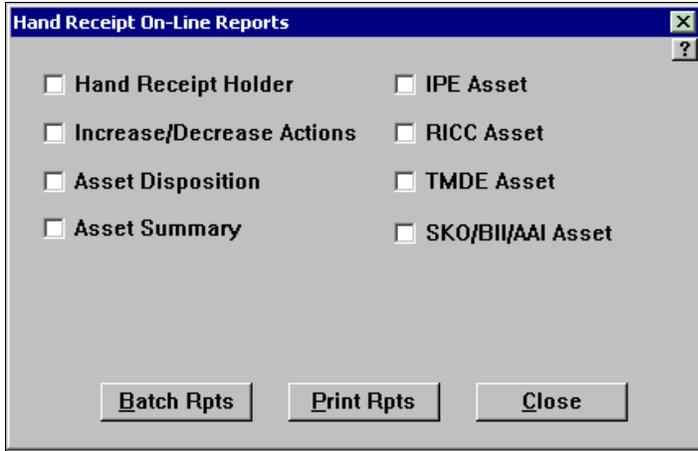
PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Reports** from the program group.
3. Select **Generate** from the program list.





STEP 1:

- Select **Increase/Decrease Actions**.

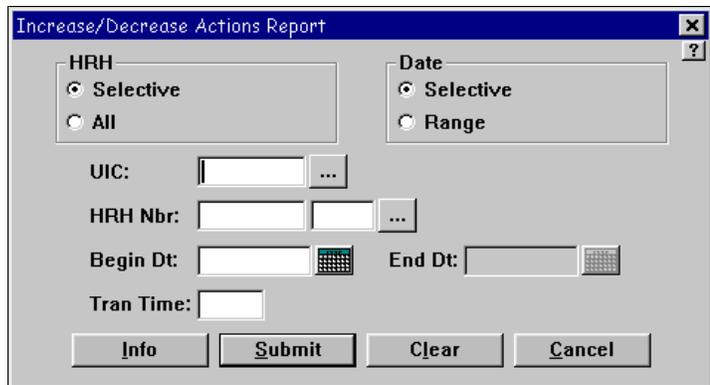
STEP 2:

- If you want the report for a specific HRH Nbr, choose **Selective**.

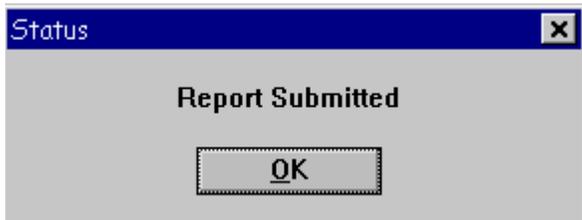
If you want all HRH Nbrs, then choose **All**.

- If you want your actions for a particular date, then choose **Selective**.

If you want your report for a certain time frame, then choose **Range**.



- UIC:** Enter or browse for the UIC.
- HRH Nbr:** Enter or browse for the HRH Nbr. If you selected **All** for the HRH, then this field will not be accessible.
- Begin Dt:** Enter the beginning date or use the calendar button to select the date. Date **must** be in YYYYMMDD format.
- End Dt:** Enter the ending date or use the calendar button to select the date. Date **must** be in YYYYMMDD format. This field is only accessible if you selected the **Range** option.
- Tran Time:** If you want the report from a particular transaction time, enter the time that was posted to the history table.
- Click **Submit**.

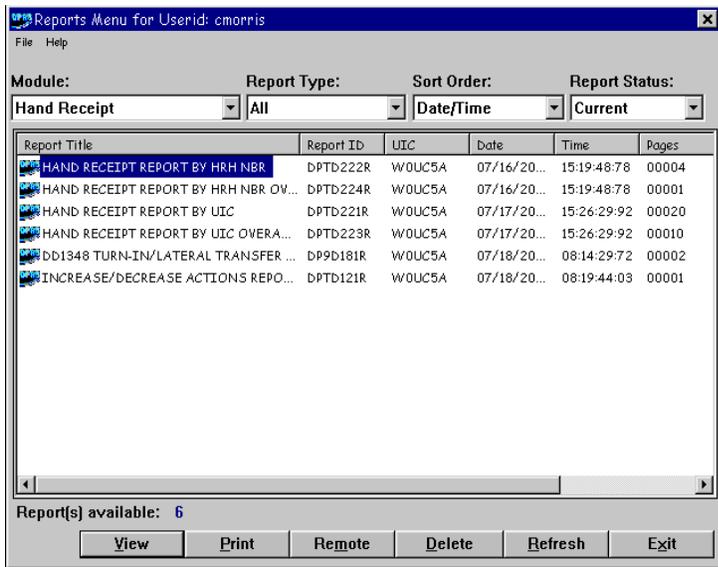


STEP 3:

- Click **OK**.

STEP 4:

- Click **Print Rpts.**

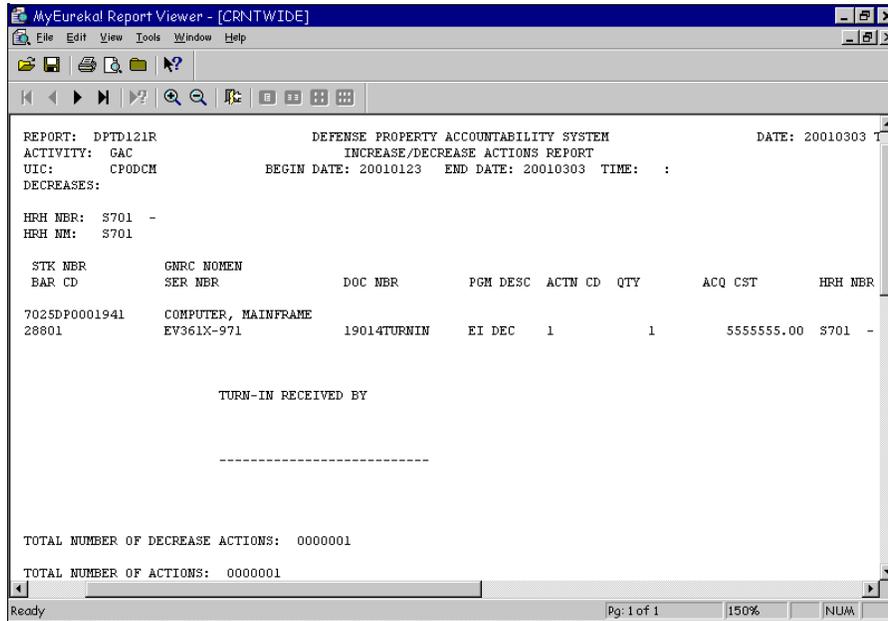


STEP 5:

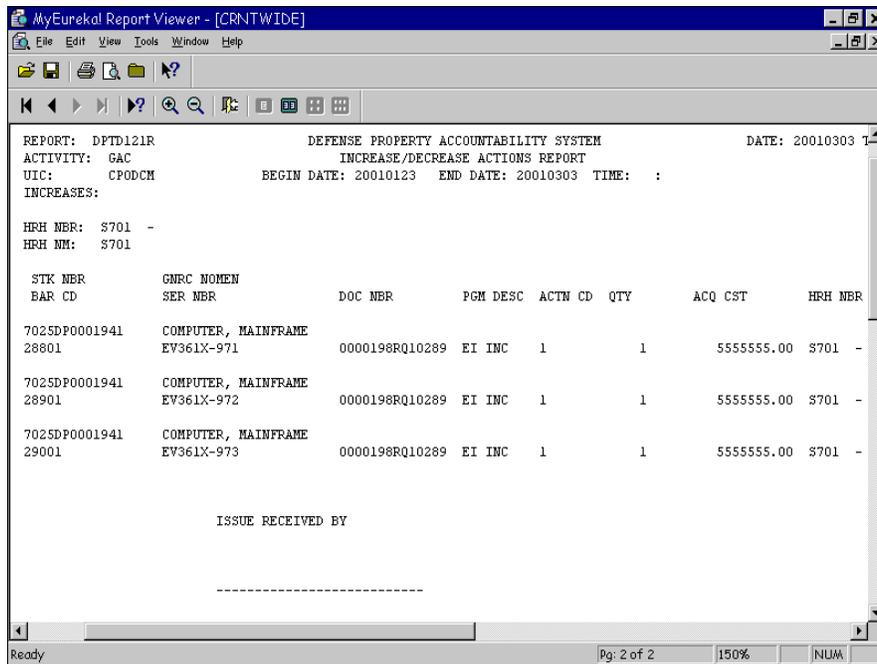
- Select the **Increase/Decrease Actions Report.**
- Click **View.**

Below are examples of the Increase/Decrease report:

Decrease actions are displayed first:



Increase actions are displayed next:



Reviewing The History Inquiry

MODULE: Inquiries

INTRODUCTION

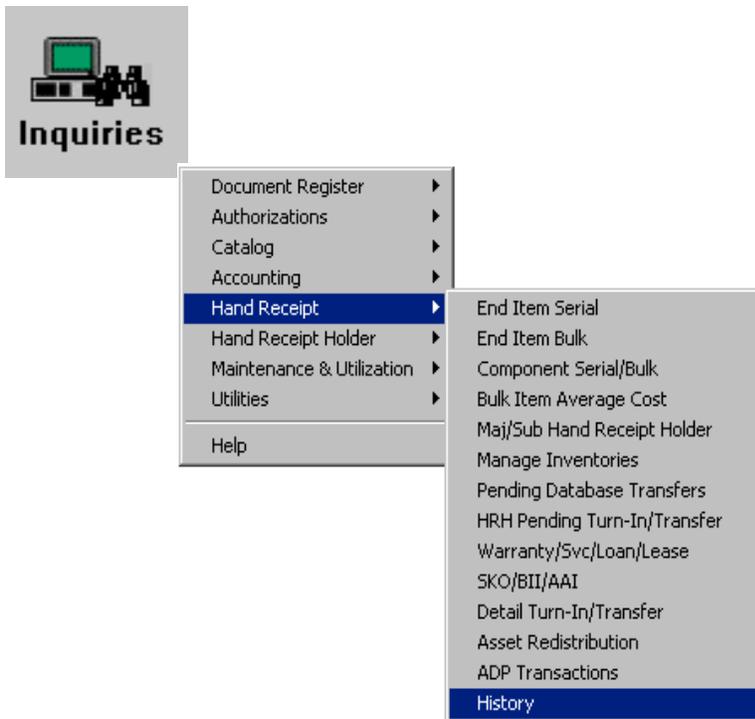
This section outlines the procedures for querying the DPAS History Table. DPAS will generate a history record from the time an asset is added to the property book and until the item is removed from the property book. This section shows the user how to query DPAS to review the history table.

PREREQUISITES

None

STEPS TO PERFORM ACTION

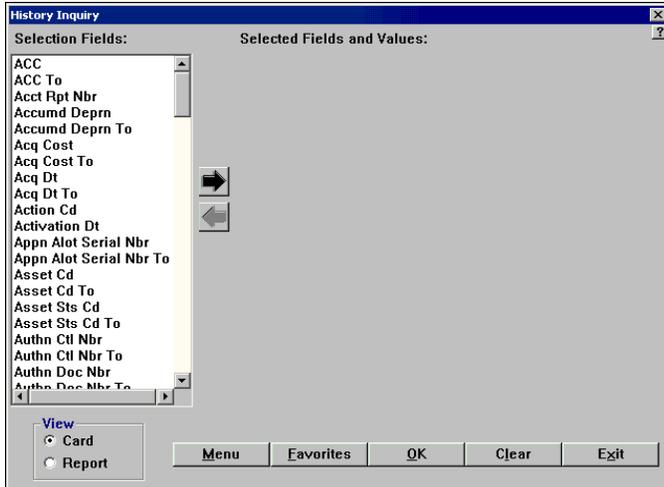
1. Select the **Inquiries** icon, or select **Inquiries** from the menu bar.
2. Select **Hand Receipt** from the program group.
3. Select **History** from the program list.



HINT! You can access the History from other processes. For example, you could select Document Register, Authorizations, Catalog, Accounting, Maintenance & Utilization, or Utilities and still access the same History inquiry.

STEP:

- a. Select the field(s) you want to query on. For now, we will select **HRH Nbr** and **Tran Dt.**
- b. Click **OK**.



Below is an example of the History Inquiry:

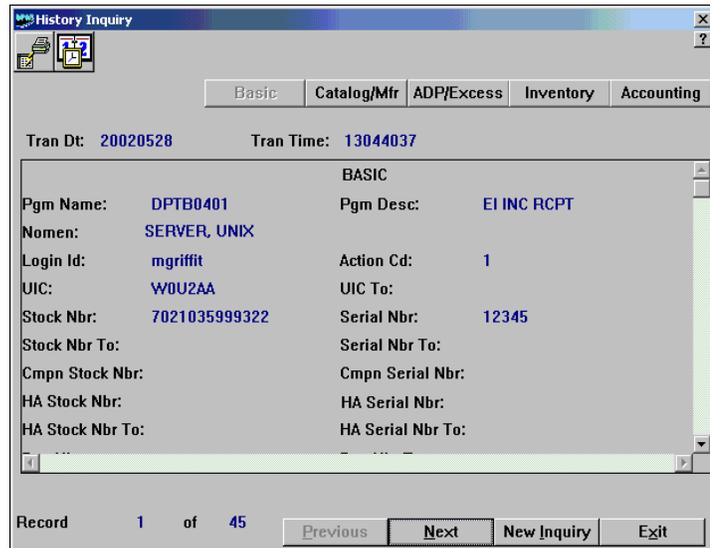
Important Fields:

Tran Dt: This is the date the transaction was posted.

Tran Time: This is the time the transaction was posted.

Pgm Desc: This field tells you the program description of what was done to the item. For example, this is an **End Item Increase Receipt** (or New Procurement). If the item were picked up as a transfer in, then this would be **EI INC L/T**.

Login Id: This is the DPAS User Id that processed the transaction.



Adding A New Hand Receipt Holder And/Or Sub

MODULE: Hand Receipt

INTRODUCTION

This process is used to add a new Hand Receipt Holder and/or a new Sub Hand Receipt Holder.

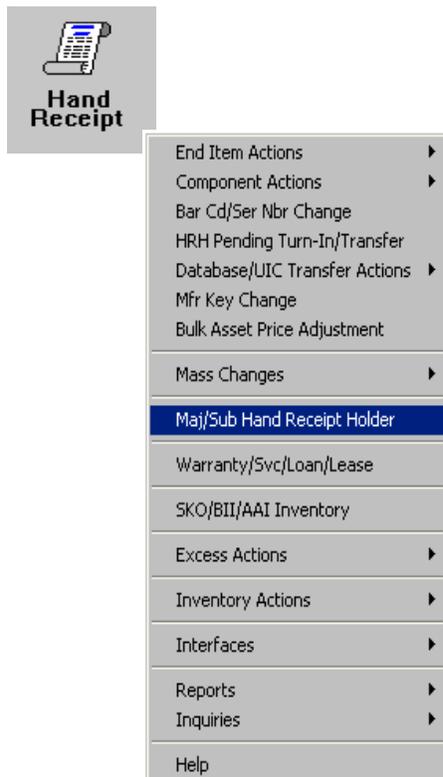
If you are using the Authorization Module and are tracking the Authorizations down to the Hand Receipt Holder level, you must enter a TDA Paragraph Number. This TDA Paragraph Number must be unique, it cannot be on any other Hand Receipt Holder. If you are building a Sub Hand Receipt Holder you must leave the TDA Paragraph Number blank. The Sub Hand Receipt Holder uses the TDA Paragraph Number of the Major Hand Receipt Holder to which it is attached.

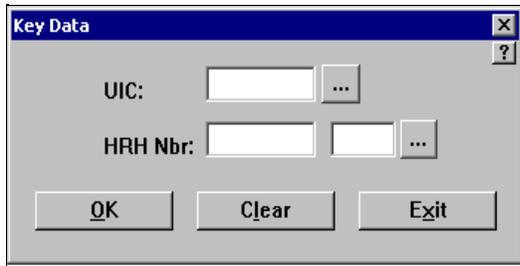
PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Maj/Sub Hand Receipt Holder** from the program group.





The 'Key Data' dialog box contains the following fields and buttons:

- UIC:** A text input field followed by a browse button (...).
- HRH Nbr:** Two text input fields followed by a browse button (...).
- Buttons:** OK, Clear, and Exit.

STEP 1:

- UIC:** Enter or browse for your UIC.
- HRH Nbr:** In the first block, enter the **NEW** HRH Nbr you are adding (between 1-6 alphanumeric characters). Leave the second block blank.
- Click **OK**.

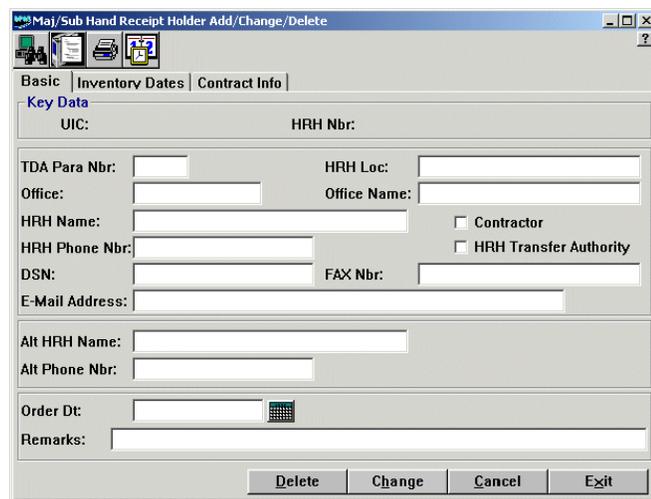


HINT!

You **cannot** establish a Sub HRH until **after** the Major HRH has been established on the Hand Receipt Table.

STEP 2:

- TDA Para Nbr:** If your Activity is required to use TDA Paragraph Numbers, enter the TDA for the Hand Receipt Holder.
- HRH Loc:** Enter the location of the hand receipt holder.
- Office:** Enter the office/code of the hand receipt holder.
- Office Name:** Enter the office name of the hand receipt holder.
- HRH Name:** Enter the name of the hand receipt holder.
- Contractor:** If the hand receipt holder is a contractor, check this box.
- HRH Transfer Authority:** Check this box **IF** you want the hand receipt holder to have authority to transfer items. This is only for hand receipt holders that have access to the **HAND RECEIPT HOLDER** module (not Hand Receipt).
- HRH Phone Nbr:** Enter the phone number of the hand receipt holder.
- DSN:** Enter the DSN telephone number of the hand receipt holder, if applicable.
- FAX Nbr:** Enter the Fax number for the hand receipt holder.
- E-Mail Address:** Enter the email address for the hand receipt holder.
- Alt HRH Name:** If there is an alternate person who is to sign for items when the major hand receipt holder is unavailable, you can enter the name of the alternate HRH. This is optional.
- Alt Phone Nbr:** Enter the phone number of the alternate HRH.
- Order Dt:** Enter the date that the hand receipt order was effective. You can click on the calendar button to select the date. The date must be in YYYYMMDD format.
- Remarks:** Enter any applicable remarks.
- Click the **Inventory Dates** tab.



The 'Maj/Sub Hand Receipt Holder Add/Change/Delete' dialog box has the following tabs and fields:

- Tabs:** Basic, Inventory Dates, Contract Info.
- Key Data:** UIC, HRH Nbr.
- Basic Tab Fields:**
 - TDA Para Nbr, HRH Loc, Office, Office Name, HRH Name, HRH Phone Nbr, DSN, FAX Nbr, E-Mail Address.
 - Alt HRH Name, Alt Phone Nbr.
 - Order Dt (with calendar icon), Remarks.
- Checkboxes:** Contractor, HRH Transfer Authority.
- Buttons:** Delete, Change, Cancel, Exit.

STEP 3:

- Inventory Dates:** When a new HRH is created, the dates are automatically generated. The current date is displayed in the **Last Inv Dt** and the **Next Inv Due Dt** will display the date the next inventory is due based on your service's policy. For example, if you are Army, it will populate with one year out. If you are Navy, it will populate with three years out. These dates can be changed.
- Click the **Contract Info** tab (only if the hand receipt holder is a contractor; otherwise, click **Add**).

STEP 4:

Use this information **ONLY** if the hand receipt holder is a contractor.

- Cntr Id:** Enter the contractor identification. This field is mandatory when adding contractors.
- Cntr PO Nbr:** Enter the contract purchase order number.
- Divy Order Nbr:** Enter the specific order number used under an umbrella delivery order. This applies to contracts.
- COR:** Enter the government property representative of the Contract Administration Office.
- Property Admn:** Enter the individual who is the authorized property representative.
- COR Phn Nbr:** Enter the phone number of the Contracting Officer's Representative.
- Property Admn Phn Nbr:** Enter the phone number of the Property Administrator.
- Property Admn E-Mail Address:** Enter the email address of the Property Administrator.
- Remarks:** Enter any valid remarks.
- Corp Name:** Enter the official name of company/corporation listed on the contract.
- Divsn Name:** Enter the division name of the company/corporation listed as the reporting contractor.
- Address:** Enter the address of company/corporation listed as the reporting contractor.
- City:** Enter the city of company/corporation listed as the reporting contractor.
- State:** Enter the state of company/corporation listed as the reporting contractor.
- ZIP Cd:** Enter the zip code of company/corporation listed as the reporting contractor.
- Name of Gov Plant:** Enter the plant or facility that is Government owned and Contractor operated.
- Click **Add**.

The Transaction Processed dialog box will be displayed.

r. Click **OK**.

You will be returned to the Key Data screen.

s. Click **Exit**.

Adding a Sub Hand Receipt Holder

Once a major hand receipt holder is established, a sub hand receipt holder can be created for the major HRH.

1. On the Key Data screen, enter or browse for your UIC.
2. Enter or browse for the major HRH for which you are assigning the sub HRH.
3. In the second block for the HRH Nbr, enter a 1-3 alphanumeric code for the sub HRH.
4. Click **OK**.
5. Change the information for the major HRH to the information for the sub HRH.
6. Click **Add**.



HINTS!

Refer to the Navigating DPAS section, **Setting User Defaults** to automatically display your Hand Receipt Holder Number wherever the HRH Nbr is to be input.

Use this screen to manage inventory dates. These dates will be set to zeros upon conversion and once an inventory is done, these dates will be updated. You can change these dates at anytime. The dates do not schedule any inventories. These dates are for management and historical purposes only.

Changing Major/Sub Hand Receipt Holder Information

1. On the Key Data screen, enter or browse for your UIC.
2. Enter or browse for the major/sub HRH you are changing.
3. Click **OK**.
4. Make any necessary changes.
5. Click **Change**.

Deleting a Major/Sub Hand Receipt Holder

Before you can delete a major/sub HRH, there can be no assets on hand or due in to the HRH.

1. On the Key Data screen, enter or browse for your UIC.
2. Enter or browse for the major/sub HRH you are deleting.
3. Click **OK**.
4. Click **Delete**.

Practical Exercise: Adding a New Major and/or Sub HRH Number

Title: Adding a New Major and/or Sub HRH Number

Objectives: At the completion of this exercise the student should demonstrate a capacity to perform the necessary actions to create a new Major and/or Sub Hand Receipt Holder.

Prerequisites:

References: Reference in the manual Chapter Two

Scenario: You have been assigned a new hand receipt holder for your area. This number should be a representation of your policies and procedures.

Instructions: Use the knowledge that you have gained from Chapter Two to add a new major hand receipt holder and a sub hand receipt holder of the new major hand receipt holder.

Given:

Summary: Verify your results by running the appropriate inquiries and reports

Class Discussion: Q & A

Adding Multiple Items To The Property Book

MODULE: Hand Receipt

INTRODUCTION

This process is used when you receive a large quantity of the same asset and it is to be assigned to one Hand Receipt Holder. On the Key Data screen the Bar Code and/or Serial Number for the first asset is entered and the Multiple Assets check box is marked. After the information for the first asset is entered and the transaction is processed, the user will receive a screen to enter the remaining Bar Codes and/or Serial Numbers.

The user can also quickly add records to the system by entering the data for the first asset and processing. When that is complete, enter the new Bar Code and/or Serial Number since the data from the previous asset will remain in the fields. Be sure to change all fields that are necessary. It is very easy to make a mistake at this point because the data from the previous record will process.

Once the transaction is processed, a Financial, Supply, UIT/CBS-X, and/or DoDSASP transaction will be produced, if necessary.

PREREQUISITES

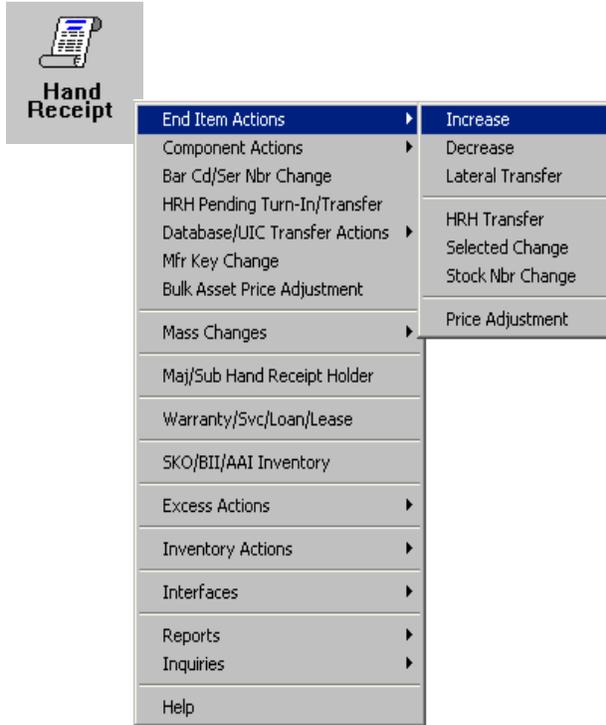
If your Activity uses Authorizations, an authorization record must exist for the items you are adding. The procedures for this can be found in Chapter One, **Adding Authorizations**.

If your Activity uses Document Register, a document number must exist for the items you are adding. The procedures for this can be found in Chapter One, **Requesting A Document Number**.

If you want to auto assign your bar codes, a bar code prefix will need to be established. The Property Book Officer usually establishes these codes. This process can be found in Chapter Seven, **Setting Up Bar Code Prefixes**.

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **End Item Actions** from the program group.
3. Select **Increase** from the program list.



STEP 1:

- a. **Type Action Group Box:** Select the appropriate action for increasing the asset.

- **New Procurement** - New purchase
- **Transfer In** - Item is being transferred in from another Activity.
- **Reversal** - This is an "undo". If the item was removed erroneously, an increase reversal would be used to add it back on the property book. Keep in mind that you **MUST** use the document number that was used when the item was removed from the property book.
- **Admn Adj Rpt (AAR)** - This may be used for items that were found on installation, pick up an item that was reversed off the property book, etc.
- **Ammunition** - Used to add ammunition to the property book (for Army, this requires a DA Form 581).

- b. **Bulk Asset:** Do not check this box.
- c. **UIC:** Enter or browse for your UIC. You can set User Defaults to automatically display this field.
- d. **Doc Nbr:** Enter or browse for the Document Number for the asset.
- e. **Bar Cd:** If your Activity bar codes assets, enter a bar code for the item. If not, leave this field blank.
 - **Prefix...:** If your Activity bar codes assets, you can establish prefixes to use to have DPAS automatically assign your bar codes. Prefixes are established in the **Utilities** module. If you clicked on the Prefix button, the Auto Assign check box is automatically checked. You cannot let DPAS auto assign your bar codes without a prefix being established.
- f. **Stock Nbr:** Enter or browse for the stock number of the item.
- g. **Serial Nbr:** Enter the serial number of the item.
- h. Check the **Multiple Entries** check box.
- i. Click **OK**.

STEP 2:

- a. **HRH Nbr:** Enter or browse for the appropriate HRH Nbr.
- b. **Acq Cost:** Enter the actual cost of each item. This **MUST** be accurate! This value will be used to report the cost of the asset to your Activity's general ledger accounts.
- c. **Fund Cd/Appn:** Enter or browse for the appropriate fund code and/or appropriation allotment serial number.
- d. **Mfr Yr:** The default year is the current year. If this is not the year the item was manufactured, you can change it to the correct year.
- e. **Mfr Key:** Browse for the appropriate manufacturer key. These are established in the Catalog module.
- f. **Authn Ctl Nbr:** Enter or browse for the authorization control number for the item. The Hand Receipt Holder number on the authorization **MUST** match the hand receipt holder number for which the asset is being assigned.

If you click the browse button for the Authorization Control Number, this screen will display.

You can also leave the field blank and just click OK. This will display all of the Authn Ctl Nbrs.

If you selected to search by the LIN, you must enter at least one position of the LIN.

Once you have found the appropriate Authn Ctl Nbr, highlight the field and click OK.

- g. **Acq Dt:** Enter the date the asset was purchased. Policy varies by Agency.
- h. **Eff Dt:** Enter the date the property book officer/representative signed for the asset. For real property this is the date facility or improvement accepted. Policy varies by Agency.

- i. **Mfr Serial Nbr:** Enter the manufacturer's serial number. This is normally used for mobile and production and service item. This could be used for a vehicle's VIN.
- j. **Qty:** This field is not accessible for serially-managed items.
- k. **Asset Cd:** Select the appropriate asset code. The default is **K-Equipment**.
- l. **Cptl Cd:** If there is an exception to capitalization, you can change it from the default of **N/A**. But normally, this code will not need to be changed.
- m. **Exp Cd:** Select if the depreciation for the item is funded or not funded. The default is **1-Funded**.
- n. **Lo/Le Cd:** If the item is in on loan or leased, select the appropriate code. The default is **N/A-Government Owned**.
- o. **Office:** Enter the Office. Policy varies by Agency.
- p. **Task Cd:** Enter the task code of the item. This field is **MANDATORY** for capital assets.
- q. **Job Order Nbr:** Enter the Job Order number that is assigned by your Finance office. This field is **MANDATORY** for capital assets.
- r. **Cntr/PO Nbr:** Enter the Contract or Purchase Order number for the item.
- s. Click **Next Page**.

STEP 3:

- a. **Loc:** Enter or browse for the physical location of the item. This field is **MANDATORY**. These fields are established in the **Utilities** module.
- b. **Sub Loc:** Enter a sub location of the asset, if desired.
- c. **Site Cd:** Enter or browse for the asset's storage location. These codes are established in the **Utilities** module.
- d. **PBIC:** Enter or browse for the property book identification code. These codes are established in the **Utilities** module.
- e. **Expr Dt:** Enter the expiration date for time when asset is no longer considered usable for its intended purpose, or when the authority to operate the asset ends.
- f. **Cond Cd:** Select the appropriate condition code of the item. This defaults to **A - Serviceable (without qualifications)**.
- g. **Asset Sts Cd:** Enter the status of this item. Valid codes are: **Inbound, Layaway, Not In Use, Outbound** and the default is **In Use**.
- h. **Transfer Type Cd:** If the asset is being transferred in, enter the code that identifies the type of transfer.
- i. **Sending DODAAC:** If the asset is being transferred in, enter the losing Activity's DODAAC.
- j. **IPE Nbr:** Enter the Industrial Plant Equipment number, if used.
- k. **Sys Id:** Enter the user-defined system identification number, if used.
- l. **Local Use:** This is a free field.
- m. **Remarks:** Enter any user remarks, if desired.
- n. **Ref File Name...:** Click this button if you want to attach any reference files to the item (i.e., Word documents, pictures, videos, etc.).
- o. Click **Save**.

Once the transaction is processed, the Multiple Entries window is returned.

STEP 4:

- a. The information for the item that you have already added is displayed. You will need to enter the new Bar Code (if your activity uses bar codes) or the Serial Number.
- b. **Loc:** If the location for the next asset is different that what is displayed, you can change it to a new location.
- c. **Sub Loc:** If desired, enter a sub location.
- d. Click **Add**.

Repeat steps a through d for each item.

- e. Once you have added the last record, click **OK**. All but the first record will be displayed in the window.

HINT! You can add up to 50 items at one time using this process. Repeat as necessary in multiples of 50, using the same document number.

Modifying a Record

- 1. If you need to modify one of the displayed records (before you click **OK**), highlight the record by clicking on it once and click **Modify**.
- 2. Make the change(s)
- 3. Click **OK**.

Deleting a Record

- 1. If you need to delete one of the displayed records (before you click **OK**), highlight the record by clicking on it once and click **Delete**.
- 2. Click **OK**.

Once you have added all the records, you will be returned to the Key Data screen.

•Click **Exit** to return to the DPAS Main Menu.

Practical Exercise: Adding Multiple Assets to the Property Book

Title: Adding Multiple Assets to the Property Book

Objectives: At the completion of this exercise the student should demonstrate a capacity to add multiple items to the property book.

Prerequisites:

- If your Activity uses authorizations, you will need to check for an existing Authorization. If one does not exist, the student must obtain one.
- If your Activity uses the DPAS automated document register, you will need to check for an existing Document Number. If one does not exist, the student must obtain one.

References: Reference in the manual Chapter Two

Scenario: You received a delivery of 15 Laptop computers. All the computers were obtained on one document number.

Instructions: Use the knowledge that you have gained from Chapter Two to add the 15 laptops to your property book.

Given:

Summary: Verify your results by running the appropriate inquiries and reports

Class Discussion: Q & A

Changing Information About An End Item

MODULE: Hand Receipt

INTRODUCTION

The Selected Changes process is used to change basic information about an asset. The user can change any of the fields that are not grayed on the screen. What cannot be changed using this process are the Serial Number, Bar Code, Stock Nbr and Acquisition Cost.

Once the transaction is processed, a Financial, Supply, UIT/CBS-X, and/or DoDSASP transaction will be produced, if necessary.

PREREQUISITES

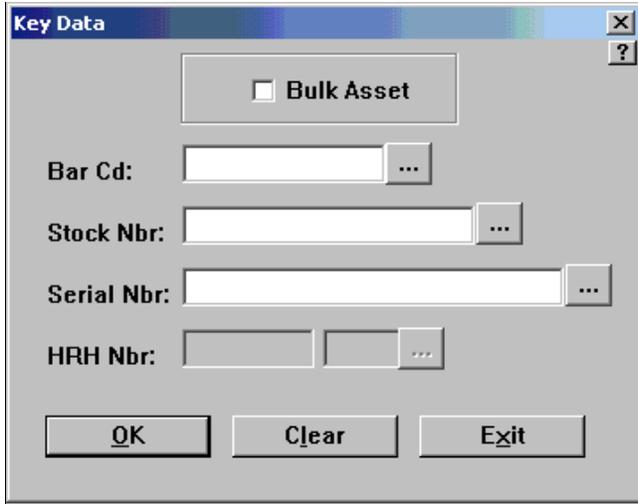
None

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **End Item Actions** from the program group.
3. Select **Selected Change** from the program list.



HINT! This is a simple process that does not require a document number!



The 'Key Data' dialog box contains the following elements:

- Bulk Asset
- Bar Cd: [text field] ...
- Stock Nbr: [text field] ...
- Serial Nbr: [text field] ...
- HRH Nbr: [text field] [text field] ...
- Buttons: OK, Clear, Exit

STEP 1:

- Bulk Asset:** If you are changing information for a bulk item, make sure that you check this box.
- Bar Cd:** If your Activity uses bar codes, enter the bar code of the item, **OR...**
- Stock Nbr:** If your Activity does not use bar codes, enter the stock number of the item **AND...**
- Serial Nbr:** If your Activity does not use bar codes, enter the serial number of the item. If the item is bulk managed, this field will not be accessible.
- HRH Nbr:** If you entered only the the stock number for a bulk managed item, you must enter the hand receipt holder number.

f. Click **OK**.

STEP 2:

- All the information that was used when you added the item is displayed. You can change any of the **available** fields. You may need to click **Next Page** to display other fields.
- Click **Save**.

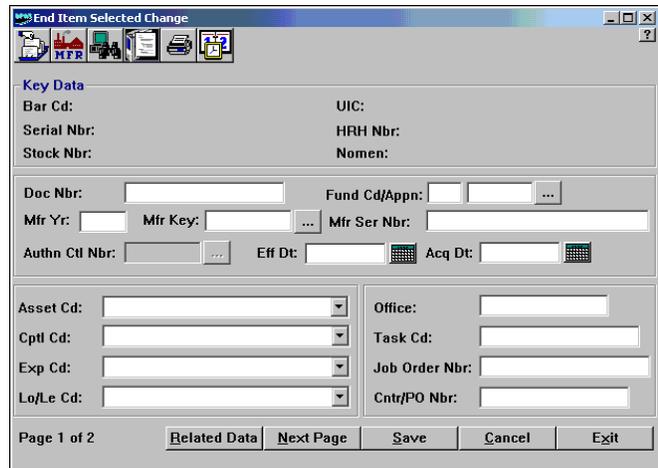
The Transaction Processed dialog box will be displayed.

c. Click **OK**.

You will be returned to the Key Data screen.

d. Click **Exit**.

If you change the office field for a capital asset, the following dialog box is displayed:



The 'End Item Selected Change' dialog box displays the following information:

- Key Data:** Bar Cd, Serial Nbr, Stock Nbr, UIC, HRH Nbr, Nomen.
- Doc Nbr, Fund Cd/Appn, Mfr Yr, Mfr Key, Mfr Ser Nbr, Authn Ctl Nbr, Eff Dt, Acq Dt.
- Asset Cd, Office, Cptl Cd, Task Cd, Exp Cd, Job Order Nbr, Lo/Le Cd, Cntr/PO Nbr.
- Page 1 of 2, Related Data, Next Page, Save, Cancel, Exit.



The dialog box contains the following options:

- Update the Depreciation Office for the Asset and all of its Improvements.
- Generate Accounting Transactions to correct previously submitted data.
- Button: OK

- If any of these are applicable, check the appropriate box.
- Click **OK**.

Practical Exercise: Manufacturer Key/End Item Selected Change

Title: Manufacturer Key/End Item Selected Change

Objectives: At the completion of this case study, the student should demonstrate a capacity to perform the necessary actions to add/change/delete a manufacturer key.

Prerequisites:

References: Reference Chapter One, **Adding a Manufacturer Key** and Chapter Two, **Changing Information About an End Item**.

Scenario: While reviewing your hand receipt, you realize that your laser printer is attached to the wrong manufacturer key. You have it listed as a Hewitts, but it is actually a Canon.

Instructions: Perform the necessary actions in DPAS to change the manufacture key to the appropriate one.

(**Hint:** you may have to build a new key for the Canon information)

Given:

Summary: Verify your results by running the appropriate inquiries and reports

Class Discussion: Q & A

Adding Miscellaneous Document Numbers

MODULE: Document Register

INTRODUCTION

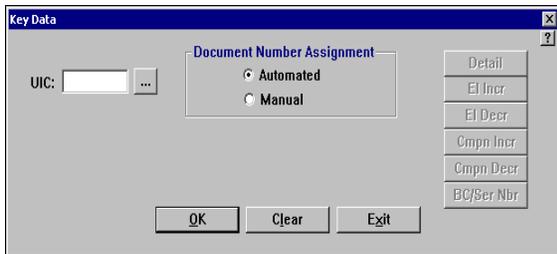
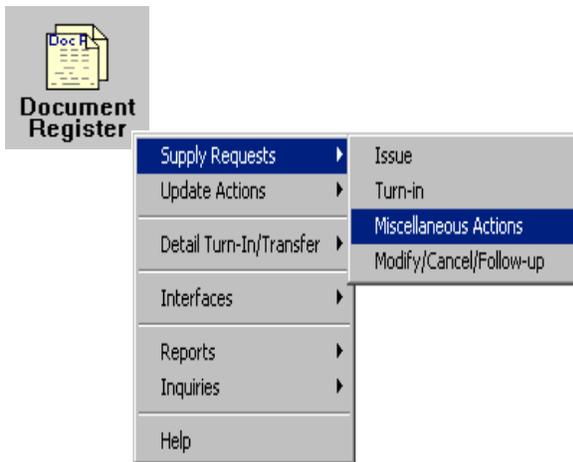
The following procedures outline the process for obtaining miscellaneous type document numbers. These numbers include AARs, Transfers, Serial Number Changes, etc.

PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Document Register** icon, or select **Doc Reg** from the menu bar.
2. Select **Supply Requests** from the program group.
3. Select **Miscellaneous Actions** from the program list.



STEP 1:

- a. **UIC:** Enter or browse for your UIC.
- b. **Document Number Assignment:** Select the appropriate Document Number Assignment.

Document Number Assignment	
Automated	DPAS will generate a document number.
Manual	User defined document number.

- c. Click **OK**.

STEP 2:

- a. **Doc Nbr:** If your Activity interfaces with SARRS-O **AND** you selected **Automated** document number assignment, this field will be displayed with the unit's DoDAAC.

If you selected **Manual** document number assignment, then enter your document number here. In positions 7 through 10, you cannot use any characters that the system will read as the current or future Julian date.

- b. **Block:** Click on the browse button to display the blocks of document numbers for assignment. This field will not be accessible for **Manual** document number assignment.
- c. **HRH Nbr:** If required by your Activity, enter the HRH Nbr. This field is not mandatory in this process.
- d. **Nomen:** Select the appropriate action for this process.

Nomenclatures	
AAR	Administrative Adjustment Report (DO NOT use this for Reports of Survey, Statement of Charges, Serial Number Changes, or Ammunition Requests).
C/C	Cash Collections
L/T	L/T by Asset(s)
L/T	L/T by Fund Code/Appropriation
L/T	L/T between Databases
LDD	Lost, Damaged, Destroyed
R/S	Report of Survey
S/C	Statement of Charges
S/N	Serial Number Change
581	DA Form 581 (Ammunition)

- e. **RIC:** If required by your Activity, enter your Routing Identifier Code. This field is not mandatory in this process.
- f. **Stock Nbr:** If you want to tie the document number to the stock number, enter the stock number. This field is not mandatory in this process.

- g. **Destn Id:** This field is only accessible for lateral transfers. Click the browse button to display the destination identification codes and select the appropriate code.
- h. **Transfer Cd:** This field is only accessible for lateral transfers. Click the browse button to display the transfer codes and select the appropriate code.
- i. **Include Transfer Messages:** If you want to include any messages on the Turn-In/Transfer form, check this box. These messages, usually created by the Property Book Officer, are established in **Utilities>Master Table Maint>Report/Form Message**. The **Include Transfer Messages** is only available for Lateral Transfer by Assets and Lateral Transfer Between Databases. See below on the Include Transfer Messages screen.
- j. **Remarks:** If required by your Activity, enter a remark.
- k. Click **Save**.
- l. If you did not include the transfer messages, the Transaction Processed dialog box will be displayed.
- m. Click **OK**.

The Transaction Processed dialog box will be displayed.

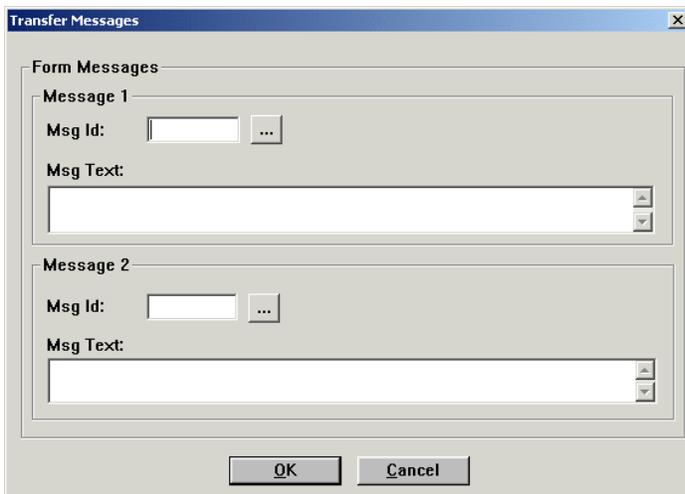
- n. Click **OK**.

You will be returned to the Key Data screen.

- o. Click **Exit**.

INCLUDE TRANSFER MESSAGES

If you checked the **Include Transfer Messages** check box, you will have the ability to include two user defined messages. The following is an example of this screen:



- a. Click the browse buttons to select the message you want to include. You can add up to two (2) transfer messages to be included on your DD Form 1348-1A.
- b. Click **OK**.

STEP 3:

- Click **OK**.

Key Data

Document Number Assignment

Automated Manual

UIC: ... Stock Nbr: ...

Destn Id: ...

Transfer Cd: ...

Include Turn-In Messages

Non-Property Book

No Form

DD1348

DA2765

Detail

EI Decr

Cmpn Decr

Excess Asset

OK Clear Exit

Changing The Stock Number Of An End Item

MODULE: Hand Receipt

INTRODUCTION

This process allows the user to change the Stock Number of one specific asset. The Bar Code or Stock Number/Serial Number is entered to select the particular asset. Once the new Stock Number is entered, review the information displayed and change any that are necessary.

If the Document Register is being used, this transaction requires an AAR Document be built prior to processing. If you have not built the Document before entering this process, you can use the Jump Button on the Menu Bar to build it without leaving this process.

If all of the assets under this Stock Number are to be changed to a new Stock Number, it is faster/easier to use the Stock Number/Selected Change process under the Catalog – Mass Changes Menu.

If the Expense Code and/or the Asset Code are changed, the record will be evaluated and a Financial Transaction will be produced, if necessary.

PREREQUISITES

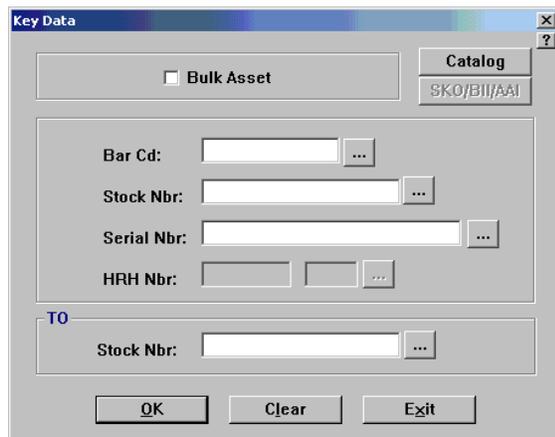
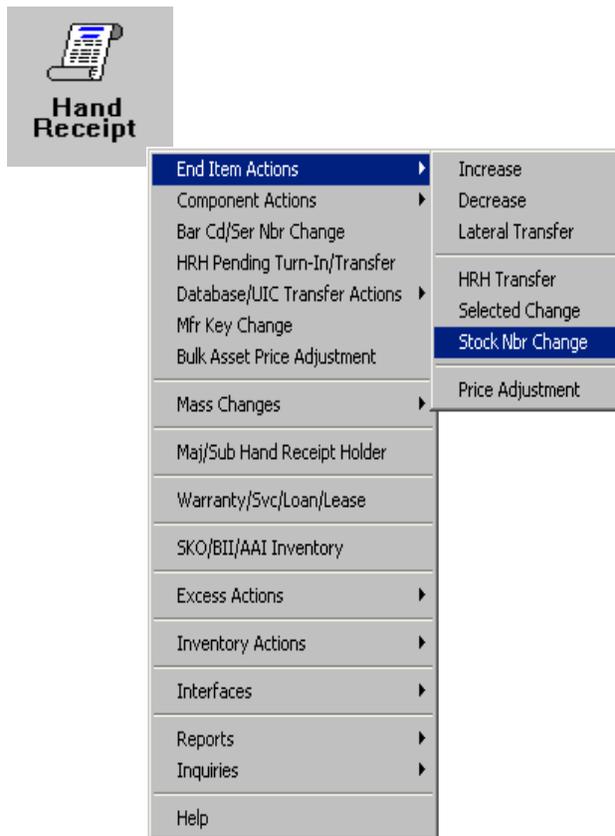
If your Activity uses the Document Register, you will need to obtain an **AAR** document number. Refer to **Add Miscellaneous Document Numbers** for information on obtaining AAR document numbers.

The stock number that you are changing to must also be cataloged.

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **End Item Actions** from the program group.

3. Select **Stock Nbr Chg** from the program list.



STEP 1:

- a. **Bulk Asset:** Check this box **IF** the asset is bulk managed.
- b. **Bar Cd:** If your Activity uses bar codes, enter the bar code of the item. Proceed to step e.
- c. **Stock Nbr:** If your Activity does not use bar codes, enter or browse for the stock number of the item.
- d. **Serial Nbr:** If your Activity does not use bar codes, enter or browse for the serial number of the item. This field is not accessible for bulk managed items.
- e. **HRH Nbr:** If the item is bulk managed and you only entered the stock number, enter or browse for the hand receipt holder number. This field is not accessible for serially managed items.
- f. **TO Stock Nbr:** Enter or browse for the **NEW** stock number of the item.
- g. Click **OK**.

STEP 2:

All the information for the **From** Stock Number is displayed and may need to be changed. You will first need to delete the current information and then enter the appropriate information for the new stock number.

- a. If any of the accessible fields need changed, you will need to do that here.
- b. **Doc Nbr:** If your Activity requires a document number, enter or browse for the document number. If you have not obtained an **AAR** document number, click on the



at the top of the screen to jump to the Request for Miscellaneous Actions process.

- c. **Mfr Key:** It is a good idea to delete the Mfr Key and display the keys for the new stock number as these may be different from the previous stock number.
- d. **Qty:** For bulk managed items, enter the quantity. This field is not accessible for serially managed items.
- e. **Acq Cost:** This field is not accessible.
- f. Click **Save**.

The Transaction Processed dialog box will be displayed.

- g. Click **OK**.

You will be returned to the Key Data screen.

- h. Click **Exit**.

Practical Exercise: Stock Number Change

Title: Stock Number Change

Objectives: At the completion of this case study the student should demonstrate a capacity to perform the necessary actions to change a stock number on the property book.

Prerequisites: If your activity uses document register you will need to generate the proper document number. If your activity uses the authorizations module authorizations may need to be built for the new stock number.

References: Reference in the manual Chapter One, **Adding Authorizations** and Chapter Two, **Add Miscellaneous Document Numbers** and **Changing the Stock Number of an End Item**.

Scenario: Your activity picked up a STU III phone that you input on your property books with an MCN and a non-standard LIN. However, it has since been added to the catalog with a NSN and a standard LIN.

Instructions: Perform the necessary actions in DPAS to change the existing MCN to the new NSN.

Given:

Summary: Verify your results by running the appropriate inquiries and reports

Class Discussion: Q & A

Changing The Price Of An End Item

MODULE: Hand Receipt

INTRODUCTION

This process is used to change the Acquisition Cost of a serially managed asset.

If the asset was originally determined to be a Capital Asset and the Price Adjustment lowers the Cost of the asset to a value below the Capital Asset Threshold, the user will be asked whether the asset should continue to depreciate. If the asset is to continue to depreciate, mark the Capital Funds radio button, otherwise mark the Non-Capital Funds radio button.

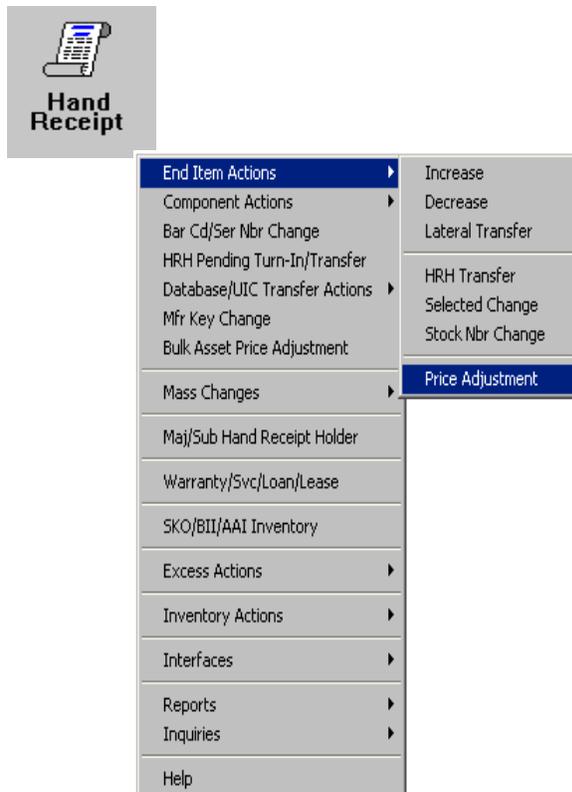
A financial transaction will be produced automatically based on the information entered.

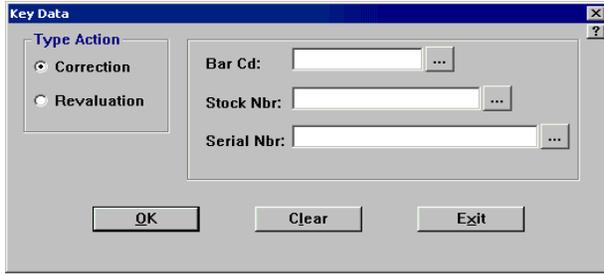
PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **End Item Actions** from the program group.
3. Select **Price Adjustment** from the program list.





STEP 1:

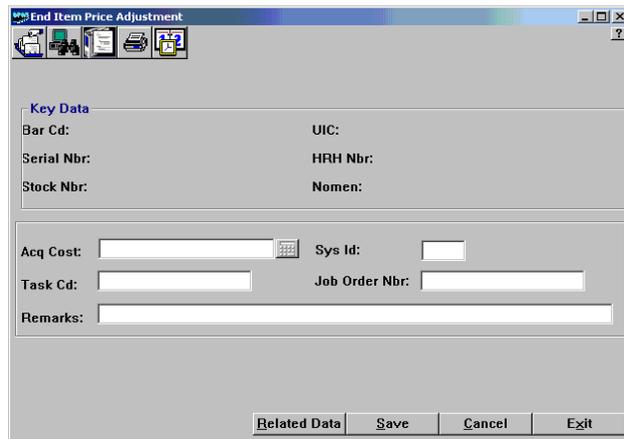
- a. **Type Action:** Select the appropriate action type.

Type Action	
Correction	Select this when you want to correct an acquisition cost that was entered incorrectly
Revaluation	Inventory and related property may be revalued for such reasons as determination that the property is excess, obsolete, or unserviceable. Stockpile materials have decayed or been damaged. A loss is estimated on commodity purchase agreements; or that a change has occurred in the net realizable value of commodities valued at the lower of cost or net realizable value. The amount of revaluation should be recognized as a loss or a gain in determining the net cost of operations, because it results from the entity's operations. Assets, correspondingly, are reduced or increased. Since the revaluation does not affect obligations incurred, but does affect net cost, an amount equal to the revaluation should be recognized in determining the reconciliation between obligations incurred and net cost of operations. A reconciliation is not needed in determining the change in net position, because the revaluation affects net cost and net position equally.

- b. **Bar Cd:** If your Activity uses bar codes, enter or browse for the bar code of the item.
- c. **Stock Nbr:** If your Activity does not use bar codes, enter or browse for the stock number of the item.
- d. **Serial Nbr:** If your Activity does not use bar codes, enter or browse for the serial number of the item.
- e. Click **OK**.

STEP 2:

- a. **Acq Cost:** The current acquisition cost is displayed. Change this cost to the correct cost of the item.
- b. **Sys Id:** If you want to assign this item as part of a system, enter your local system identification number.
- c. **Task Cd:** If you are making the item a capital asset, enter the task code given to you from your Finance Office.
- d. **Job Order Nbr:** If you are making the item a capital asset, enter the job order number given to you from your Finance Office.
- e. **Remarks:** You **MUST** enter a remark indicating the reason you changed the price of the item.
- f. Click **Save**.



The Transaction Processed dialog box will be displayed.

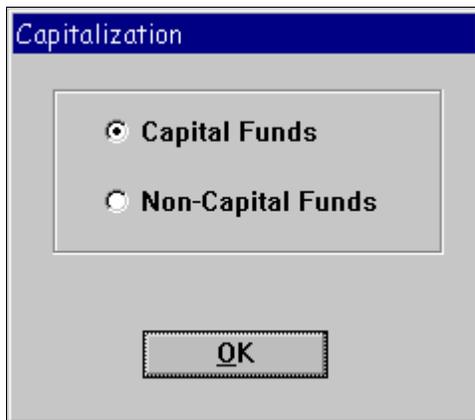
g. Click **OK**.

You will be returned to the Key Data screen.

h. Click **Exit**.

Capital/Non-Capital Funds

If the asset is capital and you adjust the amount below the threshold amount, the following is displayed:



a.If the asset is to be considered Capital, then make sure that you select **Capital Funds**; otherwise, select **Non-Capital Funds**.



NOTE:

If you selected **Capital Funds**, you can activate the item for depreciation from the Transaction Processed dialog box.

b.Click **OK**.

Practical Exercise: End Item Price Adjustment

Title: Price Adjustment

Objectives: At the completion of this case study the student should demonstrate a capacity to perform the necessary actions to do a price adjustment on an end item.

Prerequisites:

References: Reference in the manual Chapter Two, **Changing the Price of an End Item.**

Scenario: Your activity has just recently converted to DPAS; after running your hand receipt you notice that you have items on your books that have an acquisition cost of one dollar.

Instructions: Perform the necessary actions in DPAS to adjust the cost from a dollar to the actual purchase price.

Given:

Summary: Verify your results by running the appropriate inquiries and reports.

Class Discussion: Q & A

Adding/Changing A Bar Code

MODULE: Hand Receipt

INTRODUCTION

To change a Bar Code of an existing record, the user enters the Bar Code of the asset that needs to be changed. To add a Bar Code to an item that did not have a bar code previously, the user will need to enter the Stock Number/Serial Number of the asset.

PREREQUISITES

If your are auto assigning your bar codes, a bar code prefix will need to be established. The Property Book Officer usually establishes these codes. This process can be found in Chapter Seven.

STEPS TO PERFORM ACTION

- 1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
- 2. Select **Bar Cd/Ser Nbr Change** from the program group.



STEP 1:

- a. **Bar Cd:** If your Activity uses bar codes, enter or browse for the item for which you are changing the bar code. Proceed to step d.
- b. **Stock Nbr:** If your Activity does not use bar codes, enter or browse for the stock number for the item for which you are changing the bar code.
- c. **Serial Nbr:** If your Activity does not use bar codes, enter or browse for the serial number for the item for which you are changing the bar code.

d. Click **OK**.

STEP 2:

- a. **To Bar Cd:** To auto assign a bar code, click the **Prefix** button and select a prefix; otherwise, enter the **NEW** bar code of the asset.
- b. **Serial Nbr:** Do not change this field.
- c. **Doc Nbr:** You do not need a document number for a bar code change.
- d. **Remarks:** If required by your Activity, enter a remark.
- e. Click **Save**.

The Transaction Processed dialog box will be displayed.

f. Click **OK**.

You will be returned to the Key Data screen.

g. Click **Exit**.

Practical Exercise: Bar Code Change

Title: Bar Code Change

Objectives: At the completion of this case study the student should demonstrate a capacity to perform the necessary actions to change a bar code of an asset.

Prerequisites:

References: Reference in the manual Chapter Two, **Adding/Changing the Bar Code**.

Scenario: The Photocopier on your property book had been sent out for repair; it has now been returned from the manufacturer. After they reinstalled it, you noticed that the bar code that was assigned to the copier has been damaged and is no longer readable. It must be replaced.

Instructions: Perform the necessary actions in DPAS to assign a new bar code number to the copier.

Given:

Stock Number 3610-01-129-7764

Summary: Verify your results by running the appropriate inquiries and reports.

Class Discussion: Q & A

Changing The Serial Number

MODULE: Hand Receipt

INTRODUCTION

To change the Serial Number, the user enters the Bar Code or the Stock Number/Serial Number of the asset that needs to be changed. If the Document Register is being used, the Document Number can be built using the Miscellaneous Actions Jump Button via the tool bar.

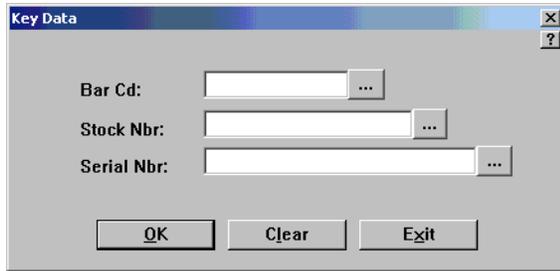
PREREQUISITES

If your Activity uses the Document Register, you will need to have a **Serial Number Change** document number. Refer to **Add Miscellaneous Document Numbers** for more information on this process.

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Bar Cd/Ser Nbr Change** from the program group.





The 'Key Data' dialog box contains three input fields: 'Bar Cd', 'Stock Nbr', and 'Serial Nbr'. Each field has a text box followed by a browse button (three dots). At the bottom, there are three buttons: 'OK', 'Clear', and 'Exit'.

STEP 1:

- Bar Cd:** If your Activity uses bar codes, enter or browse for the item for which you are changing the bar code. Proceed to step d.
- Stock Nbr:** If your Activity does not use bar codes, enter or browse for the stock number for the item for which you are changing the bar code.
- Serial Nbr:** If your Activity does not use bar codes, enter or browse for the serial number for the item for which you are changing the bar code.

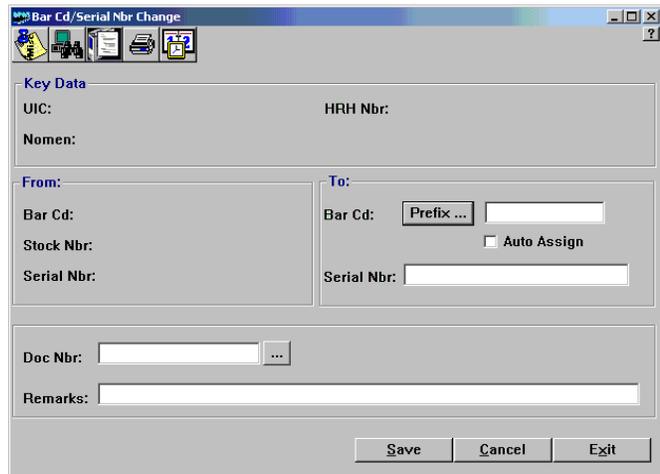
d. Click **OK**.

STEP 2:

- To Bar Cd:** Do not change this field.
- Serial Nbr:** Enter the **NEW** serial number of the asset.
- Doc Nbr:** If your Activity uses the Document Register, you can browse for the appropriate document number. If you did not obtain one prior to entering this

process, click on  from the tool bars at the top of the screen to enter into the **Miscellaneous Document Number** process.

- Remarks:** If required by your Activity, enter a remark.
- Click **Save**.



The 'Bar Cd/Serial Nbr Change' dialog box has a title bar with icons for help, back, forward, and search. It contains a 'Key Data' section with 'UIC:' and 'HRH Nbr:' labels. Below is a 'Nomen:' field. The main area is split into 'From:' and 'To:' sections. 'From:' has 'Bar Cd:', 'Stock Nbr:', and 'Serial Nbr:' fields. 'To:' has a 'Bar Cd:' field with a 'Prefix ...' button, an 'Auto Assign' checkbox, and a 'Serial Nbr:' field. At the bottom, there are 'Doc Nbr:' and 'Remarks:' fields, each with a browse button. Three buttons ('Save', 'Cancel', 'Exit') are at the very bottom.

The Transaction Processed dialog box will be displayed.

f. Click **OK**.

You will be returned to the Key Data screen.

g. Click **Exit**.

Practical Exercise: Serial Number Change

Title: Serial Number Change

Objectives: At the completion of this case study the student should demonstrate a capacity to perform the necessary actions to change a serial number of an asset.

Prerequisites: If your activity is using the document register a serial number document number must be on the document register table before you process the change.

References: Reference in the manual Chapter Two, **Add Miscellaneous Document Numbers** and **Changing the Serial Number**.

Scenario: You are property custodian for the Supply Division and a new DPAS user. After performing your reconciliation between your old system and DPAS you realize your Gateway monitor has converted over with an incorrect serial number.

Instructions: Perform the necessary actions in DPAS to change the incorrect serial number to a corrected number.

Given:

Summary: Verify your results by running the appropriate inquiries and reports.

Class Discussion: Q & A

Adding Bulk Assets To The Property Book

MODULE: Hand Receipt

INTRODUCTION

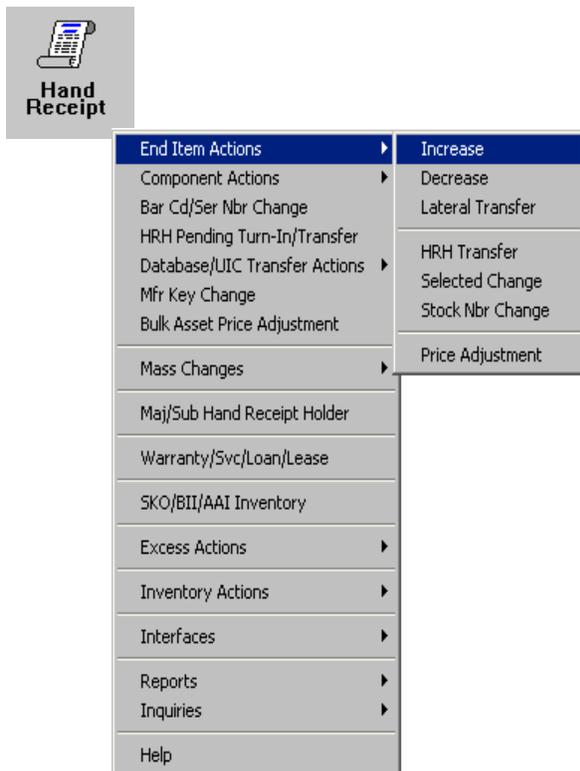
This process is used to add a bulk quantity of an asset to the Property Book. The Bulk Asset check box must be marked on the Key Data screen, which causes the serial number to be inaccessible and will generate a bulk bar code when the transaction is processed. **NOTE:** If the assets are lot managed, they should be added to the Property Book as bulk assets and the Lot Number field on the second screen of the Increase Process should be used. It is possible to have multiple bulk records for the same type of asset on the same Hand Receipt. This is due to having one of the following fields different from the previous record - UIC, Fund Code, HRH Nbr, Expense Code, Authorization Control Nbr, Loan/Lease Code, PBIC, Site Code, Location and Lot Nbr. After the stock number and Hand Receipt Holder number are entered, the user will be shown a list of the bulk records available for that stock number and hand receipt. Care must be taken to select the correct record.

PREREQUISITES

The Management Code on the Catalog table must be **B** to indicate the asset is bulk.

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **End Item Actions** from the program group.
3. Select **Increase** from the program list.



HINT! Even if your activity does not use bar codes, DPAS will still assign a bulk bar code to bulk managed items. You can use this number to access information about the bulk asset.

As additional quantity of the same asset is added, DPAS will use the SAME bulk bar code as long as the following information matches the original procurement:

UIC CODE	LOAN LEASE
FUND CODE	PBIC CODE
HRH NUMBER	SITE CODE
EXPENSE CODE	LOCATION
AUTHORIZATION CONTROL NUMBER	LOT NUMBER

If even ONE of these fields is different, DPAS will create a NEW bulk bar code to identify the new group of bulk assets.

Corrective Action: To merge two bulk bar code numbers is to perform an End Item Selected Change and make the differing data elements the same.

STEP 1:

- a. **Type Action:** Select the type of action for the asset.
- b. **Bulk Asset:** Check this box.
- c. **UIC:** Enter or browse for the UIC.
- d. **Doc Nbr:** Enter or browse for the document number for the asset.
- e. **Bar Cd:** This field is not accessible, but will be system generated. Bar codes will begin with **BULK** followed by a system generated number.
- f. **Stock Nbr:** Enter or browse for the stock number for the asset.
- g. **Serial Nbr:** This field is not accessible.
- h. Click **OK**.

STEP 2:

- a. **HRH Nbr:** Enter or browse for the hand receipt holder.
- b. **Acq Cost:** Enter the **individual** cost of the bulk assets, NOT the total cost.
- c. **Fund Cd/Appn:** Enter or browse for the appropriate fund code and/or appropriation allotment serial number.
- d. **Mfr Yr:** The default is the current year. If this is not correct, change the year to the correct year.
- e. **Mfr Key:** Enter or browse for the appropriate manufacturer key.
- f. **Authn Ctl Nbr:** If your Activity uses the Authorizations module, enter or browse for the appropriate authorization for the asset.
- g. **Acq Dt:** Enter the date the asset was bought. Policy varies by Agency.
- h. **Eff Dt:** Enter the effective ate for the asset. Policy varies by Agency.
- i. **Qty:** Enter the number of items you are adding.
- j. **Asset Cd:** Select the appropriate asset code.
- k. **Cptl Cd:** This field is only accessible for serial assets.
- l. **Exp Cd:** Select the appropriate expense code.
- m. **Lo/Le Cd:** Select the appropriate loan/lease code **if** the items are to be loaned or leased.
- n. **Office:** Enter your office or code.
- o. **Task Cd:** If you were given a task code by your Finance Office, enter it here.
- p. **Job Order Nbr:** If you were given a job order number by your Finance Office, enter it here.
- q. **Cntr/PO Nbr:** If you are keeping track of the Contract or Purchase Order numbers, enter that number here.
- r. Click **Next Page**.

STEP 3:

- a. **Loc:** Enter or browse for the physical location of the item. This field is **MANDATORY**. These locations are established in the **Utilities** module.
- b. **Sub Loc:** Enter a sub location of the asset, if desired.
- c. **Site Cd:** Enter or browse for the asset's storage location. These codes are established in the **Utilities** module.
- d. **PBIC:** Enter or browse for the property book identification code. These codes are established in the **Utilities** module.
- e. **Lot Nbr:** Enter the lot number assigned.
- f. **Expr Dt:** Enter the expiration date for time when asset is no longer considered usable for its intended purpose, or when the authority to operate the asset ends.
- g. **Cond Cd:** Select the appropriate condition code of the item. This defaults to **A - Serviceable (without qualifications)**.
- h. **Asset Sts Cd:** Enter the status of this item. Valid codes are: **Inbound, Layaway, Not In Use, Outbound** and the default is **In Use**.
- i. **Transfer Type Cd:** If the asset is being transferred in, enter the code that identifies the type of transfer.
- j. **Sending DODAAC:** If the asset is being transferred in, enter the losing Activity's DODAAC.
- k. **IPE Nbr:** Enter the Industrial Plant Equipment number, if used.
- l. **Sys Id:** Enter the user-defined system identification number, if used.
- m. **Local Use:** This is a free field.
- n. **Remarks:** Enter any user remarks, if desired.
- o. **Ref File Name...:** Click this button if you want to attach any reference files to the item (i.e., Word documents, pictures, videos, etc.).
- p. Click **Save**.

The Transaction Processed dialog box will be displayed.

- q. Click **OK**.

You will be returned to the Key Data screen.

- r. Click **Exit**.

You are returned to the Key Data screen.

Notice that when you are returned to the Key Data screen, DPAS has assigned a Bulk Bar Code number for the bulk items that you have added.

If you are not going to any of the processes that are active on the right side of the screen, click **Exit** to return to the DPAS Main Menu.

Key Data

Type Action

New Procurement Admn Adj Rpt (AAR)

Transfer In Ammunition

Reversal

Bulk Asset

Cmpn Incr
Depr Chg
Maint Act
SKO/BIH/AAI
Warranty
Req for Issue
Misc Act

UIC: Doc Nbr:

Bar Cd: Prefix ... BULK001711 Auto Assign

Stock Nbr: Multiple Entries

Serial Nbr:

OK Clear Exit

Practical Exercise: Adding Bulk Assets

Title: Adding Bulk Items

Objectives: At the completion of this case study the student should demonstrate a capacity to perform the necessary actions to add and adjust a bulk record.

Prerequisites: If your activity is using authorizations and document register these records may need to be built prior to adding this item to the property book.

References: Reference in the manual Chapter Two, Adding Bulk Assets to My Property Book.

Scenario: You only received partial shipment of pistol belts; the company owed you 10 more belts that have now come in.

Instructions: Perform the necessary actions in DPAS to add the other ten items to your property book. Five of these go to the original hand receipt holder and five go to another hand receipt holder. Ensure the system adds the appropriate amount to the existing bulk barcode record and assigns a new bulk barcode to illustrate the hand receipt holder change.

Given:

Summary: Verify your results by running the appropriate inquiries and reports

Class Discussion: Q & A

Changing The Price Of A Bulk Item

MODULE: Hand Receipt

INTRODUCTION

This process is used to change the Acquisition Cost of a bulk managed asset.

PREREQUISITES

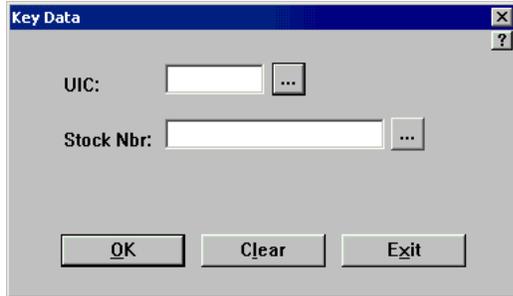
None

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Bulk Asset Price Adjustment** from the program group.



 **NOTE:** You **MUST** calculate the Average Unit Cost; DPAS does not do the calculations!



The 'Key Data' dialog box contains two input fields: 'UIC:' and 'Stock Nbr:'. Each field has a text box followed by a browse button (three dots). At the bottom, there are three buttons: 'OK', 'Clear', and 'Exit'.

STEP 1:

- a. **UIC:** Enter or browse for your UIC.
- b. **Stock Nbr:** Enter or browse for the stock number.
- c. Click **OK**.

STEP 2:

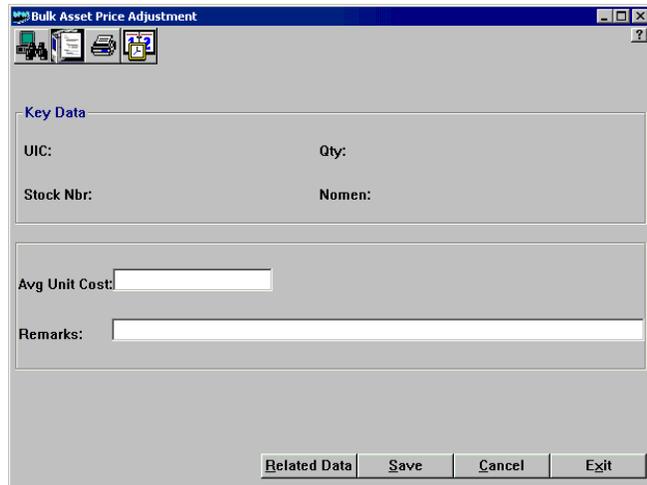
- a. **Avg Unit Cost:** Change the average unit cost of the item.
- b. **Remarks:** Enter a reason why you changed the price.
- c. Click **Save**.

The Transaction Processed dialog box will be displayed.

- d. Click **OK**.

You will be returned to the Key Data screen.

- e. Click **Exit**.



The 'Bulk Asset Price Adjustment' dialog box has a title bar with icons for help, print, and save. It features a 'Key Data' section with fields for 'UIC:', 'Stock Nbr:', 'Qty:', and 'Nomen:'. Below this is a section with 'Avg Unit Cost:' and 'Remarks:' text boxes. At the bottom, there are four buttons: 'Related Data', 'Save', 'Cancel', and 'Exit'.

Removing Bulk Assets From The Property Book

MODULE: Hand Receipt

INTRODUCTION

This process will demonstrate how to remove bulk managed items from your property book.

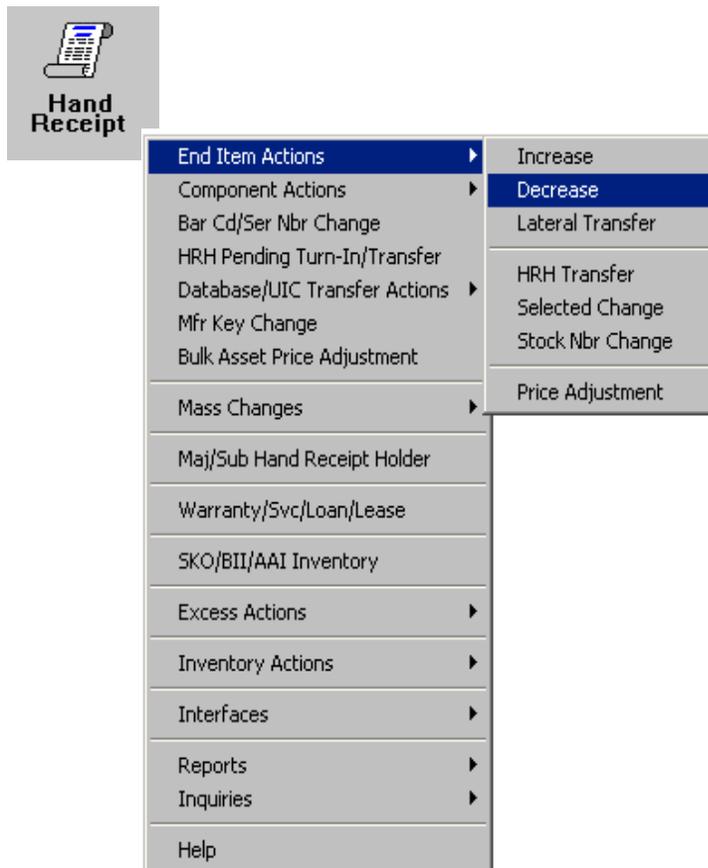
PREREQUISITES

A Destination Identification code will need to be established. The Property Book Officer usually establishes these codes. This process can be found in Chapter Seven, **Create Destination Identification Codes**.

A Document Number range will need to be established. The Property Book Officer usually establishes these codes. This process can be found in Chapter Seven, **Create Document Number Block Codes**.

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **End Item Actions** from the program group.
3. Select **Decrease** from the program list.



STEP 1:

- a. **Type Action:** Select the appropriate action for removing the item.
- b. **Bulk Asset:** Check this box.
- c. **Bar Cd:** If your Activity uses bar codes, enter or browse for the bar code. Proceed to step f.
- d. **Stock Nbr:** If your Activity does not use bar codes, enter or browse for the stock number.
- e. **HRH Nbr:** If you entered only the stock number, enter or browse for the hand receipt holder for which the asset is assigned.
- f. Click **OK**.

If you enter **just** the Stock Number and Hand Receipt Holder number you will need to select from the Bulk Selection screen which asset you want to decrease and click **OK**. Below is an example of this screen.

UIC	Nbr	C	Cd	Cd	Loc	Sub	Loc	Lot	Nbr
W0U2AA	000894	T	PA		BLDG 41				

Once you make your selection, you will be returned to the Key Data screen where you can continue.

STEP 2:

- a. **Doc Nbr:** Enter or browse for your document number.
- b. **Qty:** Enter the number of items you are removing.
- c. **Eff Dt:** This date is displayed with the date the hand receipt holder signed for the item. It can be changed, if necessary. You can use the calendar button to select the date.
- d. **Acq Cost:** This field is displayed and cannot be changed.
- e. **Receiving DODAAC:** If the item is being transferred out, enter the DODAAC of the receiving Activity.

- f. **Transfer Type Cd:** If the item is being transferred out, select the appropriate transfer code.
- g. **Write Off:** This is automatically checked on a transfer outside the government only, mass turn-in, and mass transfer out.
- h. **Selling Price:** This field is only available when the Type Action Code is **Sales**. You would then enter the selling price of the item.
- i. **Remarks:** Enter a remark.
- j. Click **Save**.

If you are using the Document Register, the following message will display:

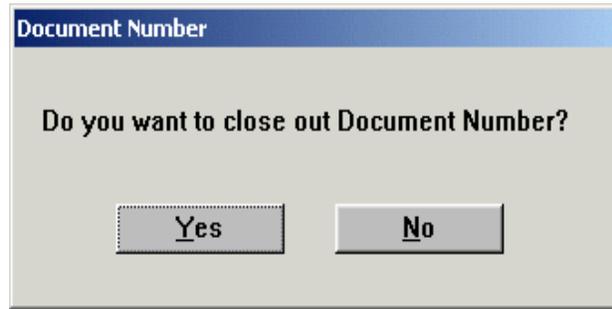
- k. If you want to close the document number, click **Yes**, otherwise, click **No**.

The Transaction Processed dialog box will be displayed.

- l. Click **OK**.

You will be returned to the Key Data screen.

- m. Click **Exit**.



Transferring An Item From One HRH To Another

MODULE: Hand Receipt

INTRODUCTION

This process is used to transfer a specific asset from one Hand Receipt Holder to another within the same UIC. The Bar Code or Stock Number/Serial Number is entered to select the particular asset.

If authorizations are being tracked at the Hand Receipt Holder level, the authorization must be built prior to processing this transaction. If it is not built, the jump button on the menu bar can be used to build the authorization without leaving this screen. Be sure to delete the authorization for the losing Hand Receipt Holder if that Hand Receipt Holder is no longer authorized this type of asset.

If the Document Register is being used and your Regulations/Policy require a Document Number for a Hand Receipt Holder transfer/change, the Document Number can be automatically generated from this screen. If you want to use this Document Number for multiple assets, be sure not to mark the Close Doc Nbr check box. To automatically close the Document Number once all the assets are transferred, check the Close Doc Nbr check box before processing the save function.

PREREQUISITES

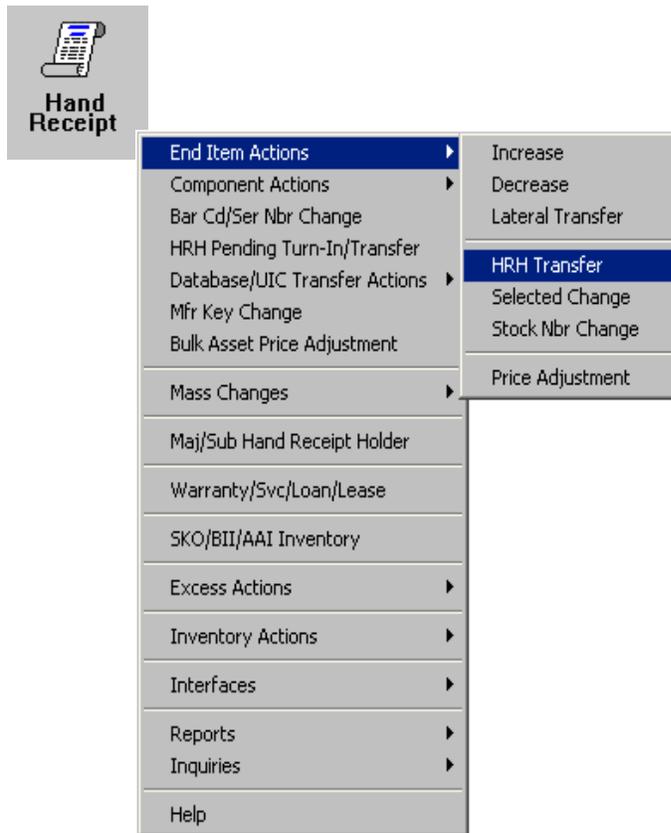
For Activities that use Authorizations, you will need to make sure that an Authorization exists for the gaining Hand Receipt Holder. Perform an Approved Authorization query to make sure this authorization exists. If an Authorization does not exist for the gaining Hand Receipt Holder, you will need to establish one using the steps from Chapter One, **Adding Authorizations**.

For Activities that require a document number for transfers between hand receipt holder, you can generate a document number from this process.

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **End Item Actions** from the program group.

3. Select **HRH Transfer** from the program list.



The image shows a dialog box titled "Key Data" with a close button (X) and a help button (?). It contains the following fields and controls:

- Bulk Asset
- Bar Cd: [text box] ...
- Stock Nbr: [text box] ...
- Serial Nbr: [text box] ...
- HRH Nbr: [text box] [text box] ...
- Buttons: OK, Clear, Exit

STEP 1:

- a. **Bulk Asset:** Check this box **IF** the asset is bulk managed.
- b. **Bar Cd:** If your Activity uses bar codes, enter the bar code of the asset you are transferring. **Proceed to step f.**
- c. **Stock Nbr:** If your Activity does not use bar codes, enter the stock number of the asset you are transferring.
- d. **Serial Nbr:** If your Activity does not use bar codes, enter the serial number of the asset you are transferring.
- e. **HRH Nbr:** If the asset is bulk managed and you only entered the stock number, enter or browse for the hand receipt holder number. This field is only accessible for bulk managed items.
- f. Click **OK**.

STEP 2:

- a. **To HRH Nbr:** Enter or browse for the major and/or sub hand receipt holder to whom you are transferring the item.
- b. **Authn Ctl Nbr:** Enter or browse for the authorization control number for the new hand receipt holder. You **MUST** have an authorization for the hand receipt holder to which the asset is being transferred.
- c. **Qty:** For bulk items only, enter the quantity.
- d. **Office:** Enter the office of the hand receipt holder.
- e. **Local Use:** Enter any local information required.
- f. **Loc:** Enter or browse for the new location of the asset.
- g. **Sub-Loc:** If desired, enter the new sub-location of the asset.
- h. **Document Number Assignment:** If your Activity requires a document number for hand receipt holder transfers, select **Automated** for automatic document number assignment or **Manual** to enter your own document number. If not required, accept the default **None**.
- i. **Doc Nbr:** If you selected **Automated**, enter your DODAAC or UIC (per your Activity's policy). If you selected **Manual**, enter a document number. If you selected **None**, this field will not be accessible.
- j. **Block:** For **Automated** document number assignment only, enter or browse for the blocks of document numbers. Select the appropriate block.
- k. **Close Doc Nbr:** Check this box if you want DPAS to close the document number after processing. This field is only accessible for automated document number assignment.
- l. Click **Save**.

The Transaction Processed dialog box is displayed.

- m. Click **OK**.

You are returned to the Key Data screen.

- n. Click **Exit**.

Practical Exercise: Hand Receipt Holder Transfer

Title: HRH Transfer

Objectives: At the completion of this case study the student should demonstrate a capacity to perform the necessary actions to build a new hand receipt holder and transfer items respectively.

Prerequisites:

References: Reference in the manual Chapter Two, Add a New Hand Receipt Holder and/or Sub and Transfer an Item from One HRH to Another.

Scenario: The property book is becoming too large for you to handle by yourself. You have gone to your supervisor time and time again pleading your case. Today he has finally heard your pleas. He has hired Byron Goodwrench, another property clerk to alleviate some of the stress.

Instructions: Establish a new hand receipt holder number for Byron Goodwrench and then transfer some of your property over to him.

Given:

Summary: Verify your results by running the appropriate inquiries and reports.

Class Discussion: Q & A

Transferring An Asset From One UIC To Another UIC (Losing Organization)

MODULE: Hand Receipt

INTRODUCTION

This process is used to transfer assets from one UIC to another when both UICs are on the same DPAS database. This process can be broken down into four processes. Two of the steps are processed by the Losing UIC and two by the Gaining UIC. The Losing UIC builds a Lateral Transfer Document and Designates the specific assets to be transferred. The Gaining UIC would build a Lateral Transfer Document to accept the assets and process the actual transfer of the assets.

Whether or not the Document Register is mandatory for your organization, a document number must be built for this transaction. This document can be built in either the Document Register or the Hand Receipt Module. Once the Losing UIC designates the assets, a management message is produced to inform the Gaining UIC that the assets are ready for transfer. Once the Gaining UIC receives the assets, the Message can be updated to show the transfer is complete.

In the Generate Transfer Document screen, the user has three choices for the type of transfer. Only two of the choices pertain to transferring an asset in this case. The two choices that pertain to this transfer are the transfer by specific assets or the transfer by Fund Code/Appropriation Allotment Serial Number. Most of the transfers will be by specific assets because the Fund Cd/Appn will transfer all assets under this Fund Code, which is usually more assets than needed.

The Designate Assets screen is used to list all Bar Codes or Stock Number/Serial Numbers that are to be transferred. Be sure to hit the Add Button for each asset. The assets will remain on the Losing UIC until the Gaining UIC processes the transfer.

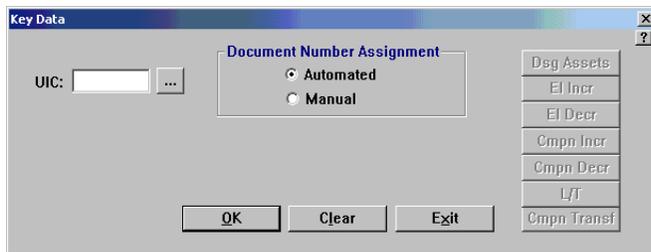
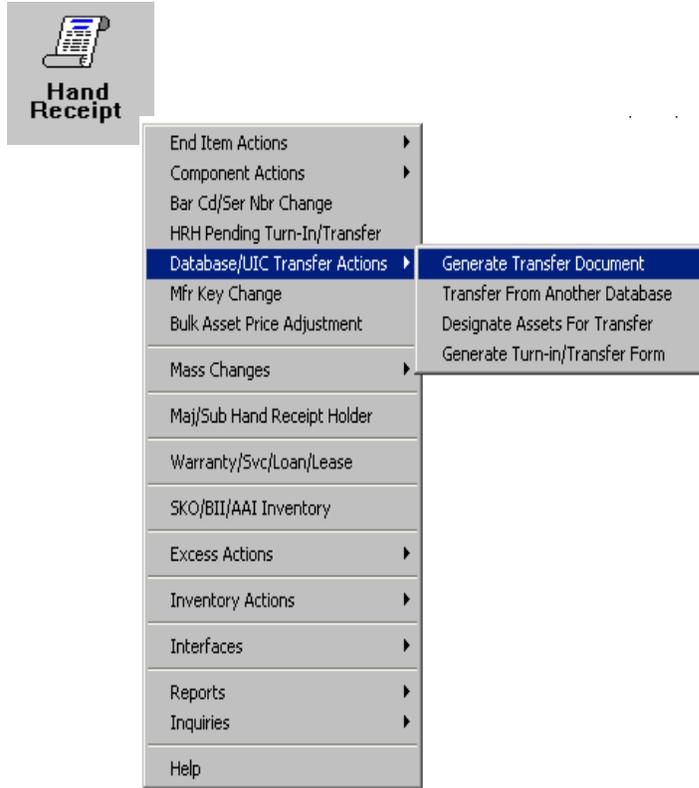
Processing a Lateral Transfer Decrease on the Losing UIC and a Lateral Transfer Increase on the Gaining UIC can also complete this transfer. This is not recommended because this requires all of the information to be reentered by the gaining UIC. Using the above process allows the gaining UIC to receive all of the information previously entered by the Losing UIC.

PREREQUISITES

You will need a **Lateral Transfer** document number. Refer to **Add Miscellaneous Document Numbers** or you can obtain one from this process.

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Database/UIC Transfer Actions** from the program group.
3. Select **Generate Transfer Document** from the program list.



STEP 1:

- a. **UIC:** Enter or browse for your UIC.
- b. **Document Number Assignment:** If you want DPAS to generate your document number, select **Automated**. If you want to manually enter your own document number, select **Manual**.
- c. Click **OK**.

STEP 2:

- a. **Doc Nbr:** If you selected **Automated** document number assignment, enter your DODAAC in this field. (SARSS-O users, see HINT below).

If you selected **Manual** document number assignment, enter your document number in this field.

- b. **Block:** If you selected **Automated** document number assignment, enter or browse for the block number.

If you selected **Manual** document number assignment, this field will not be accessible.

 **HINT!** If your Activity interfaces with SARSS-O Supply System, then your DoDAAC is automatically displayed in the Document Number field (and can be changed).

Keep in mind that if you are having DPAS generate your document number, it will **NOT** be generated until *after* the transaction is processed.

- c. **HRH Nbr:** If required by your Activity, enter or browse for the hand receipt holder that is assigned the asset. This field is not mandatory in this process.
- d. **Nomen:** From the drop down list, select **L/T-L/T by Assets**.
- e. **RIC:** If required by your Activity, enter your Routing Identification Code. This field is not mandatory in this process.
- f. **Stock Nbr:** If you want to tie the document number to the stock number, enter the stock number. This field is not mandatory in this process.
- g. **Destn Id:** This field is only accessible for lateral transfers. Click the browse button to display the destination identification codes and select the appropriate code.
- h. **Transfer Cd:** This field is only accessible for lateral transfers. Click the browse button to display the transfer codes and select the appropriate code.
- i. **Include Transfer Messages:** If you want to include any messages on the DD Form 1358-1A, check this box. Transfer messages are established in the Utilities module and Property Book Officer usually establishes Turn-In/Transfer messages. The **Include Transfer Messages** is only available for Lateral Transfer by Assets and Lateral Transfer Between Databases. See below on the Include Transfer Messages screen.
- j. **Remarks:** If required by your Activity, enter a remark.
- k. Click **Save**.

If you did not include the transfer messages, the Transaction Processed dialog box will be displayed.

- l. Click **OK**.

You will be returned to the Key Data screen.

- m. Click **Exit**.

Designating The Assets For A UIC Transfer (Losing Organization)

INTRODUCTION

This process is used to designate the assets to transfer. This is the second step in the process for the losing organization.

This screen is used to list all Bar Codes or Stock Number/Serial Numbers that are to be transferred. Click the Add Button for each asset. The assets will remain on the Losing UICs property book until the Gaining UIC processes the transfer.

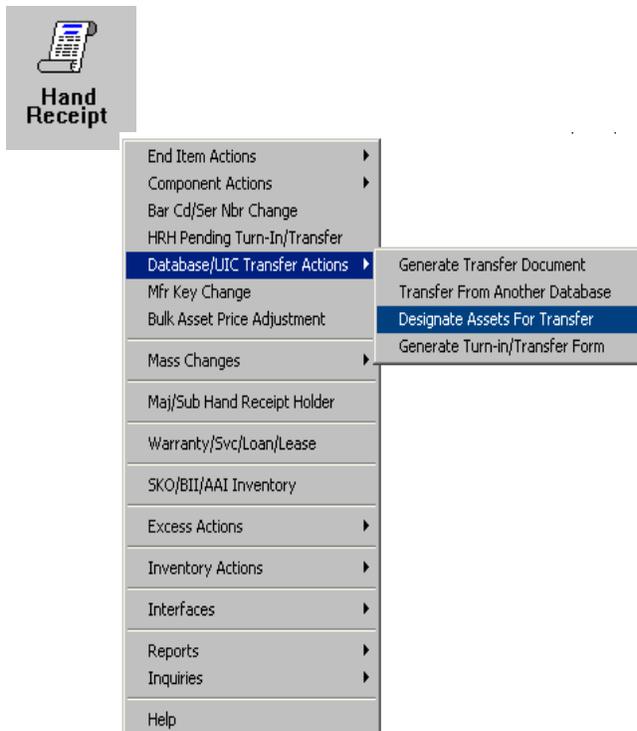
You can jump to this process from the Generate Transfer Document Key Data screen once you have obtained the document number by clicking the **Dsg Assets** button. This will bring your UIC and Document Number over so you would not have to look it up.

PREREQUISITES

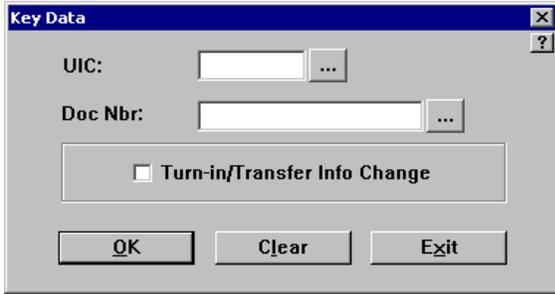
None

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Database/UIC Transfer Actions** from the program group.
3. Select **Designate Assets For Transfer** from the program list.



HINT!
You can also use the **Document Register>Detail Turn-In/Transfer>Generate Forms.**



The 'Key Data' dialog box contains the following fields and controls:

- UIC:** A text input field with a browse button (...).
- Doc Nbr:** A text input field with a browse button (...).
- Turn-in/Transfer Info Change:** A checkbox.
- Buttons:** OK, Clear, and Exit.

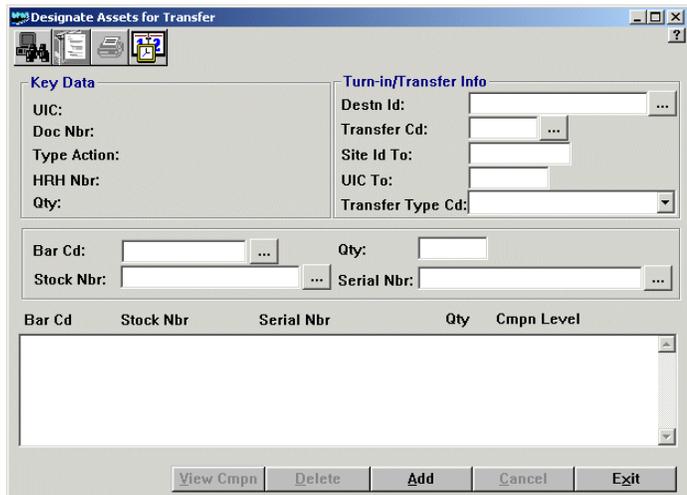
STEP 1:

- UIC:** Enter or browse for your UIC.
- Doc Nbr:** Enter or browse for your document number.
- Turn-in/Transfer Info Change:** If you already have items on the Detail table and you want to change the turn-in or transfer information, check this box. Once this is done and you click **OK**, the only fields accessible on the process screen are **Destn Id** and **Transfer Cd**.

d. Click **OK**.

STEP 2:

- Destn Id:** This field is displayed from the Document Register. If you need to change it, you can do so now.
- Transfer Cd:** This field is displayed from the Document Register. If you need to change it, you can do so now.
- Site Id To:** Enter the site id to which the items are being transferred.
- UIC To:** Enter the UIC to which the item is being transferred. This field is only accessible if the document number is a lateral transfer.
- Transfer Type Cd:** Click on the drop down list box to display the valid transfer type codes.
- Bar Cd:** Enter the bar code of the item you will be turning in or transferring.
- Stock Nbr:** Since your Activity uses bar codes, leave this field blank.
- Serial Nbr:** Since your Activity uses bar codes, leave this field blank.
- Qty:** If the item has a serial number, you do not need to enter anything in this field.
- Click **Add**.



The 'Designate Assets for Transfer' dialog box contains the following sections and controls:

- Key Data:** UIC, Doc Nbr, Type Action, HRH Nbr, Qty.
- Turn-in/Transfer Info:** Destn Id, Transfer Cd, Site Id To, UIC To, Transfer Type Cd.
- Item Fields:** Bar Cd, Qty, Stock Nbr, Serial Nbr.
- Table:** A table with columns: Bar Cd, Stock Nbr, Serial Nbr, Qty, Cmpn Level.
- Buttons:** View Cmpn, Delete, Add, Cancel, Exit.



HINT!

You can browse for the exact serial number you are designating.

You can also multiselect items within the same Stock Number. To do this, enter the stock number instead of entering the bar code. Then browse for the serial number. All the serial numbers that are within the selected stock number are displayed and will allow you to select one or multiple.

The Transaction Processed screen is displayed.

k. Click **OK**.

If there are more items that you are designating for transfer, repeat steps f through j until you have added all the items you are turning in or transferring.

If you want to view a list of components for item(s) you have designated, click on the **View Cmpn** button.



HINT!

If you designate the wrong asset, you can highlight it and remove it.

After designating the asset/assets you can exit the process.

l. Once you have all the items added in this window, click **Exit** to complete this process.

You will be returned to the Key Data screen.

Generating A Transfer And/Or Turn-In Form

MODULE: Hand Receipt

INTRODUCTION

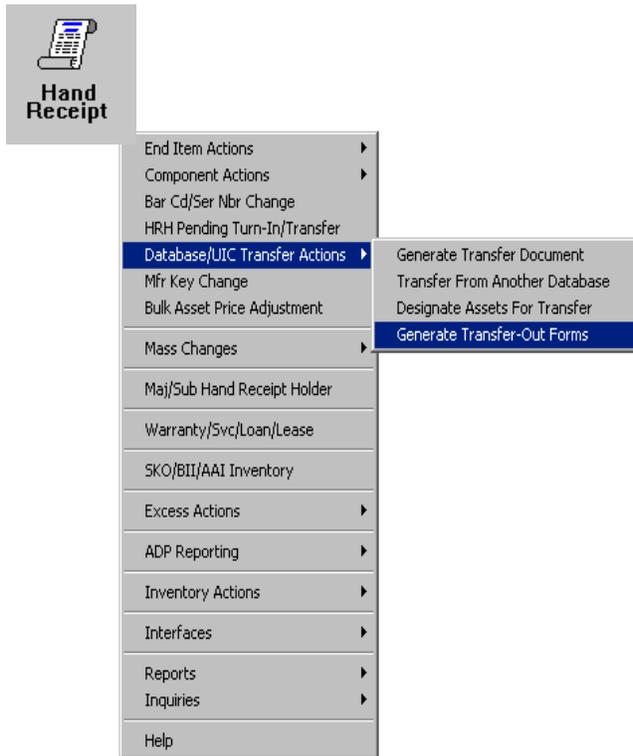
This section outlines the procedures to generate transfer/turn-in forms in DPAS.

PREREQUISITES

Assets must exist on the Detail Table.

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Database/UIC Transfer Actions** from the program group.
3. Select **Generate Turn-In/Transfer Forms** from the program list.



HINT!  Transfer Forms can also be generated using the Document Register module.

STEP 1:

- a. **Generate Forms By:** Select how you want to generate your forms.

Generate Forms By	
UIC	Select this for a particular UIC.
Doc Nbr	Select this for a particular document number.
Date	Select this for a particular date.
Type	<p>All: All Forms Turn In: Only turn in forms. Lateral Transfer: Only transfer forms. DRMO: Only DRMO turn-ins.</p>

 **HINT!** If you are generating these forms using the Hand Receipt module, and you want to generate the forms by type, **Lateral Transfer** will be your only option.

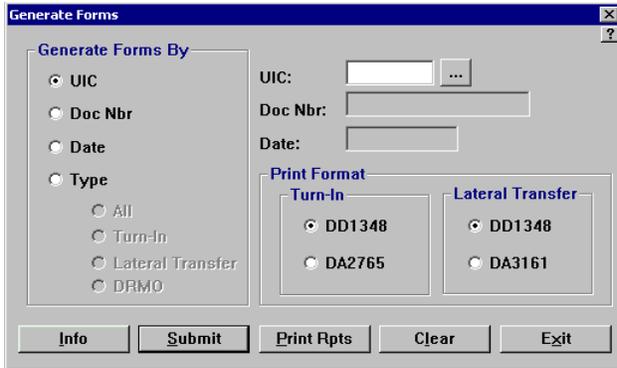
- b. **UIC:** If you are generating the forms by **UIC**, enter the UIC. Otherwise, this field will not be accessible.
- c. **Doc Nbr:** If you are generating the forms by **Doc Nbr**, enter the document number. Otherwise, this field will not be accessible.
- d. **Date:** If you are generating the forms by **Date**, enter the date (YYYYMMDD format). Otherwise, this field will not be accessible.
- e. **Type:** If you are generating the forms by **Type**, the UIC, Doc Nbr and Date will not be accessible.

Print Format Group Box:

- f. For **Turn-Ins**, select which form you want printed.
- g. For **Lateral Transfers**, select which form you want printed.
- h. Click **Submit**.

The Transaction Processed dialog box is displayed.

- i. Click **OK**.

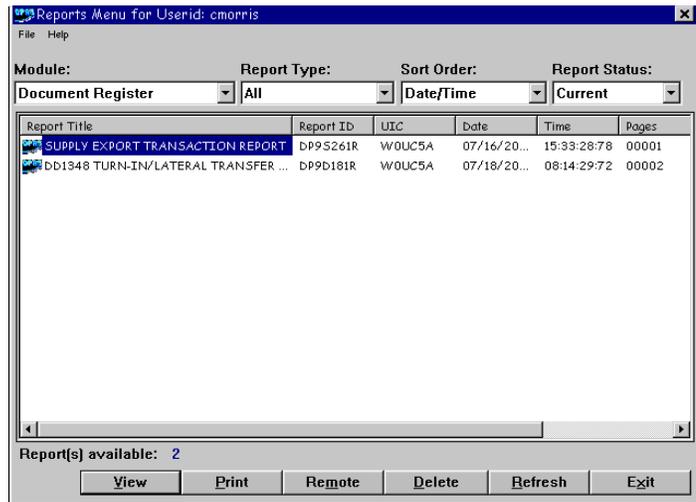


STEP 3:

- Click **Print Rpts.**

STEP 4:

- Select the **TURN-IN/LATERAL TRANSFER FORMS** report. Double-click it or highlight and click the **View** button.
- Click **View**.



Below is an example of the DD Form 1348-1:

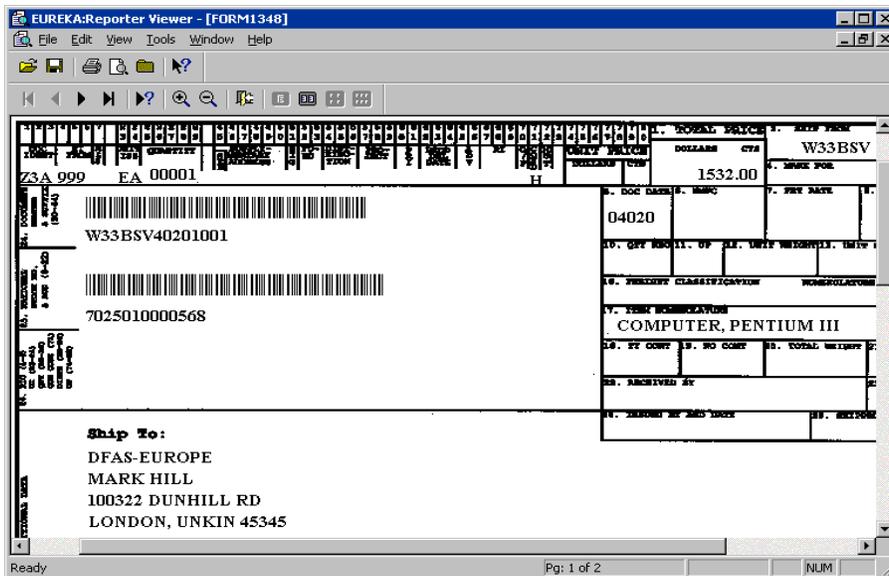


Figure 1 - DD 1348-1

Reviewing Management Messages (Gaining Organization)

MODULE: Inquiries

INTRODUCTION

There are two ways that you can check to find out if someone has designated an asset(s) to be transferred to you. You can check the **Management Messages** or you can perform a **Detail Turn-In/Transfer** inquiry from the Document Register.

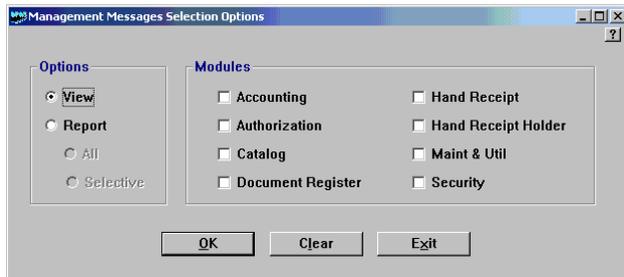
The first process will be described here, but you can determine which one you will prefer. Keep in mind that the inquiry will not show any of the Additional Text Messages the Sending UIC added to the Message, so the Management Messages Process will be the more accurate method.

PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select **File** from the DPAS Main Menu.
2. Select **Management Messages** from the program group.



STEP 1:

- a. **Options:** Select the appropriate option.

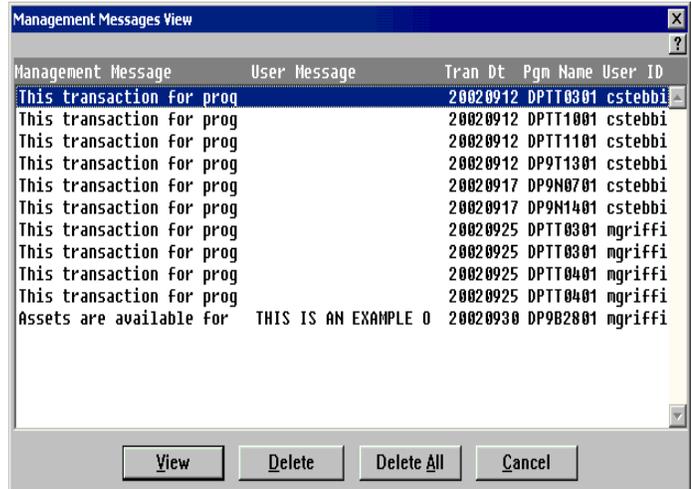
Options	
View	Allows you to view messages for the module(s) you select.
Report All	Generates a report of all the management messages.
Selective	Select the specific module(s) you wish to generate a report.

- b. **Module:** Select the module(s) you want to view/report. If you select **Report All**, all modules will be automatically checked.

c. Click **OK**.

STEP 2:

- You can now review any of the management messages that were sent to your UIC either by double clicking the appropriate message or highlighting the message and clicking **View**.



Management Message	User Message	Tran Dt	Pgn Name	User ID
This transaction for prog		20020912	DPTT0301	cstebbi
This transaction for prog		20020912	DPTT1001	cstebbi
This transaction for prog		20020912	DPTT1101	cstebbi
This transaction for prog		20020912	DP9T1301	cstebbi
This transaction for prog		20020917	DP9N0701	cstebbi
This transaction for prog		20020917	DP9N1401	cstebbi
This transaction for prog		20020925	DPTT0301	ngriffi
This transaction for prog		20020925	DPTT0301	ngriffi
This transaction for prog		20020925	DPTT0401	ngriffi
This transaction for prog		20020925	DPTT0401	ngriffi
Assets are available for	THIS IS AN EXAMPLE 0	20020930	DP9B2801	ngriffi

Now that you know what the asset(s) is that is being transferred to you, you will need to obtain a **Lateral Transfer** document number.

Detail Turn-In/Transfer Inquiry (Gaining Organization)

MODULE: Inquiries

INTRODUCTION

There are two ways that you can check to find out if someone has designated an asset(s) to be transferred to you. You can check the **Management Messages** or you can perform a **Detail Turn-In/Transfer** inquiry from the Document Register.

The second process will be described here, but you can determine which one you will prefer. Keep in mind that this inquiry will not show any of the Additional Text Messages the Sending UIC added to the Message, so the Management Messages Process will be the more accurate method.

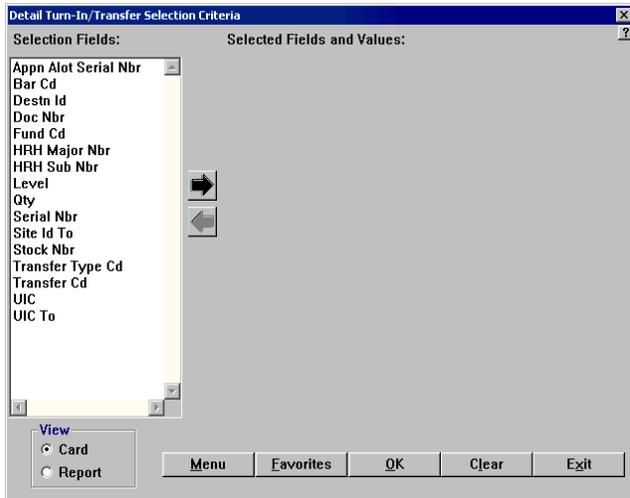
PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Inquiries** from the program group.
3. Select **Detail Turn-In/Transfer** from the program list.



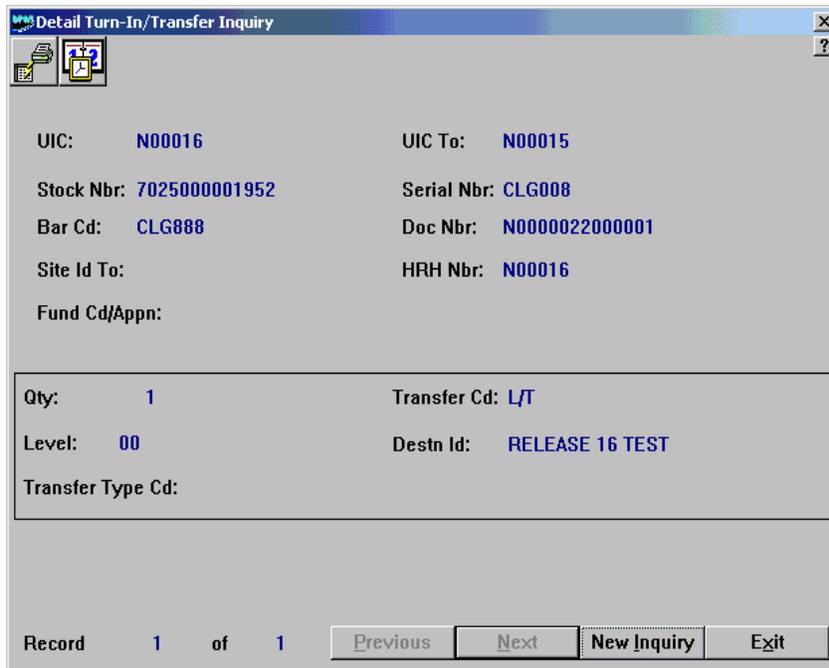


STEPS:

- a. **Selection Fields:** Double click on the **UIC To** field to bring over to the right.
- b. **UIC To:** Enter your UIC. When someone is transferring an asset to you, your UIC will appear in this field.
- c. Click **OK**.

This is an example of what your query screen may look like.

This query will detail the UIC that the asset is coming from, stock number, serial number, bar code, and the losing UIC's document number (which you will need when you pick the asset up).



Transfer In An Asset (Gaining Organization)

MODULE: Hand Receipt

INTRODUCTION

This process is used to receive assets that are being transferred to your UIC from another UIC, on the same DPAS database, and that have been designated for transfer using the Designate Assets for Transfer process under the Losing UIC.

The Gaining UIC can view the Management Messages to receive the information on the assets that are being transferred.

If the Document Register is being used, a Lateral Transfer Document must be built prior to processing the transfer. Under the Document Register Module this would be a Miscellaneous Action and the Nomen would be a Lateral Transfer by Assets.

If using the Authorization Module, ensure an Authorization is built for the Hand Receipt Holder(s) that will receive the assets. There is no Authorization Jump Button on the Lateral Transfer Screen so this will need to be done before entering the screen to process the transfer.

The Gaining UIC will enter the Document Number of the Losing UIC. This can be viewed on the Management Message or the paperwork for the transfer. Most of the data fields will then be filled from the Losing UIC information. Review all of the data and change any fields that are necessary. If the asset is a Capital Asset, the user will be prompted to enter the Office, Task Code and Job Order Number that the Depreciation Expense will be charged against in the Financial System.

Once the transaction is processed, the asset will be removed from the Losing UIC. A Financial, UIT/CBS-X, and/or DoDSASP transaction will be produced, if necessary.

PREREQUISITES

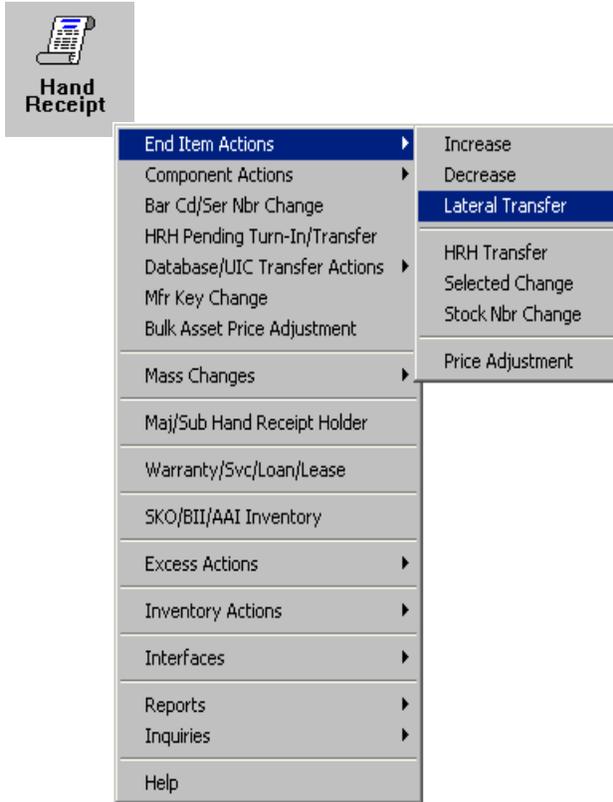
Review either the Management Messages or perform a Detail Turn-In/Transfer inquiry.

For Activities that use Authorizations, you will need to make sure that an Authorization exists for the gaining Hand Receipt Holder. This can be done doing an Approved Authorization query. If an Authorization does not exist for the gaining Hand Receipt Holder, you will need to establish one using the steps from Chapter One, **Adding Authorizations**.

If your Activity uses the Document Register, you will need to obtain a **Lateral Transfer By Assets** document number. Refer to **Add Miscellaneous Document Numbers** for more information on this process.

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **End Item Actions** from the program group.
3. Select **Lateral Transfer** from the program list.



STEP 1:

From Group Box:

- a. **Bar Cd:** If your Activity uses bar codes, enter or browse for the bar code of the asset. **Proceed to step d.**
- b. **Stock Nbr:** If your Activity does not use bar codes, enter or browse for the stock number of the asset.
- c. **Serial Nbr:** If your Activity does not use bar codes, enter or browse for the serial number of the asset.
- d. **Bulk Asset:** Check this box if the asset is bulk managed.
- e. **HRH Nbr:** This field is only accessible if the asset is bulk managed. It is mandatory only if you entered the stock number.

To Group Box:

- f. **UIC:** Enter or browse for the UIC the asset is being assigned.
- g. Click **OK**.

STEP 2:

- a. **Doc Nbr:** Enter or browse for the losing UIC's document number.
- b. **Doc Nbr To:** Enter or browse for **your** document number.
- c. **Transfer Type Cd:** Select the appropriate transfer type code.
- d. **HRH Nbr:** Enter or browse for the hand receipt holder for which the asset is being assigned.
- e. **Qty:** For bulk managed assets, enter the number of items being transferred.
- f. **Authn Ctl Nbr:** If your Activity requires Authorizations, enter or browse for the authorization for the asset.
- g. **Loc:** Enter or browse for the location of the item.
- h. **Sub Loc:** If desired, enter the sub location of the asset.
- i. **Site Cd:** If desired, enter or browse for the site code.
- j. **Fund Cd/Appn:** Enter or browse for the appropriate fund code and/or appropriation allotment serial number.
- k. **Exp Cd:** Select the appropriate expense code.
- l. **Office:** Enter the office/code where the asset is assigned.
- m. **Task Cd:** For capital assets, enter the task code given to you by your Finance Office.
- n. **Job Order Nbr:** For capital assets, enter the job order number given to you by your Finance Office.
- o. **Local Use:** This is a "free" field.
- p. Click **Save**.

The Transaction Processed dialog box will be displayed.

- q. Click **OK**.

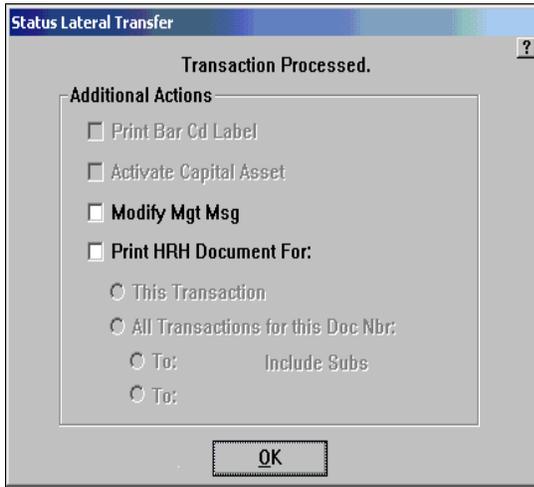
You will be returned to the Key Data screen.

- r. Click **Exit**.

If the item is **Capital**, the following dialog box is displayed:

- a. **Deprn Office:** Enter the office where depreciation expenses are being charged.
- b. **Deprn Task Cd:** Enter the task code where depreciation expenses are being charged.
- c. **Deprn Job Order Nbr:** Enter the job order number where depreciation expenses are being charged.
- d. Click **Continue**.

Once you have transferred the asset, DPAS will allow the gaining organization to generate a message to send back to the losing organization.



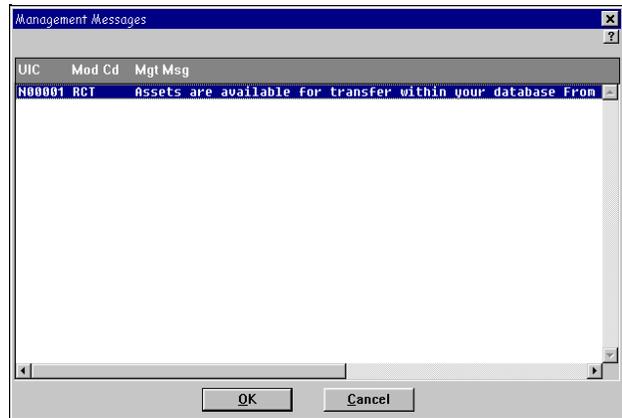
- If you check **Modify Mgt Msg**, DPAS will allow you to add your own text to the user message text field.
- If you click **OK**, then DPAS will produce a generic management message and then return you back to the **Lateral Transfer Key Data** screen.
- Click **Exit** to exit from this process.

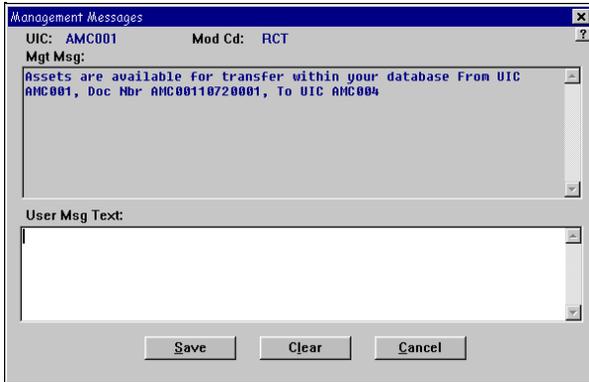
STEP 3:

USER MANAGEMENT MESSAGE:

If you checked **Modify Mgt Msg**, the following screen is displayed:

- Click **OK**.





STEP 4:

- a. **User Msg Text:** Enter you own message.
- b. Click **Save**.

The Transaction Processed dialog box will be displayed.

- c. Click **OK**.

You will be returned to the Key Data screen.

- d. Click **Exit**.

Practical Exercise: UIC to UIC Transfer

Title: Transfer Between Two UICs

Objectives: At the completion of this case study the student should demonstrate a capacity to perform a lateral transfer action between two UICs on the same database.

Prerequisites: If the gaining UIC does not have security access to the losing agency's UIC, then the losing agency will need to designate the item for pick-up using the designate assets for transfer process.

References: Reference in the manual Chapter Two, Transfer an End Item from My UIC to Another UIC on the Same Database.

Scenario: The commander has finally gotten around to reading his overage/shortage report. What he has discovered is that your property book has an overage of one piece of property; he also discovered that another property book on the same database has a shortage of one piece of property. This must be rectified before the next inventory.

Instructions: Make the appropriate entries in DPAS to perform a transfer to another property book and generate a transfer document.

Given:

Summary: Verify your results by running the appropriate inquiries and reports

Class Discussion: Q & A

Transferring Assets To Another Database (Losing Organization)

MODULE: Hand Receipt

INTRODUCTION

This process is used to designate one or more assets for transfer to another DPAS connected activity, which is NOT in the same DPAS database (SITE ID) as the losing activity.

In order to use this process, both the LOSING and GAINING UICs must be using DPAS for property accountability.

This process is NOT used to transfer assets to another Hand Receipt Holder in the same UIC, or to transfer assets to another UIC in the same DPAS database as the losing activity.

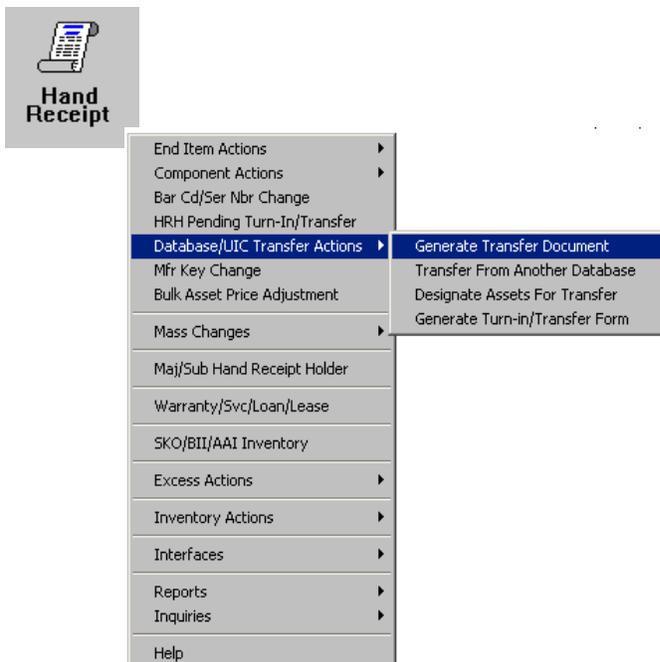
PREREQUISITES

A Transfer document is required for this process even if your activity does NOT use the DPAS Document Register module. The document number will be used to identify the specific set of assets being transferred. Refer to **Add Miscellaneous Document Numbers** for more information on this process.

The next part of this process will allow you to designate one or more assets to be transferred to the gaining activity.

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Database/UIC Transfer Actions** from the program group.
3. Select **Generate Transfer Document** from the program list.



STEP 1:

- UIC:** Enter or browse for your UIC.
- Document Number Assignment:** If you want DPAS to generate your document number, select **Automated**. If you want to manually enter your own document number, select **Manual**.
- Click **OK**.

STEP 2:

- Doc Nbr:** If you selected **Automated** document number assignment, enter your DODAAC in this field. (SARSS-O users, see HINT below).

If you selected **Manual** document number assignment, enter your document number in this field.

- Block:** If you selected **Automated** document number assignment, enter or browse for the block number.

If you selected **Manual** document number assignment, this field will not be accessible.



HINT!

If your Activity interfaces with SARSS-O Supply System, then your DoDAAC is automatically displayed in the Document Number field (and can be changed).

Keep in mind that if you are having DPAS generate your document number; it will **NOT** be generated until *after* the transaction is processed.

- HRH Nbr:** If required by your Activity, enter or browse for the hand receipt holder that is assigned the asset. This field is not mandatory in this process.
- Nomen:** From the drop down list, select the appropriate action to transfer the asset.
- RIC:** If required by your Activity, enter your Routing Identification Code. This field is not mandatory in this process.
- Stock Nbr:** If you want to tie the document number to the stock number, enter the stock number. This field is not mandatory in this process.
- Destn Id:** This field is only accessible for lateral transfers. Click the browse button to display the destination identification codes and select the appropriate code.
- Transfer Cd:** This field is only accessible for lateral transfers. Click the browse button to display the transfer codes and select the appropriate code.
- Include Transfer Messages:** If you want to include any messages on the DD Form 1358-1A, check this box. Transfer messages are established in the Utilities module and Property Book Officer usually establishes Turn-In/Transfer messages. The **Include Transfer Messages** is only available for Lateral Transfer by Assets and Lateral Transfer Between Databases. See below on the Include Transfer Messages screen.
- Remarks:** If required by your Activity, enter a remark.
- Click **Save**.

Transferring Assets To Another Database (Losing Organization)

If you did not include the transfer messages, the Transaction Processed dialog box will be displayed.

l. Click **OK**.

You will be returned to the Key Data screen.

m. Click **Exit**.

Accepting A Transfer From Another Database (Gaining Organization)

MODULE: Hand Receipt

INTRODUCTION

Use this process to accept assets that have been transferred to your activity from another activity when the losing activity is NOT in the same DPAS database (SITE-ID).

Assets are available for acceptance approximately 24 hours after the transfer has been initiated by the losing Activity.

DPAS will generate a report of assets pending transfer during the nightly batch cycle.

This report can be viewed or printed by clicking on the word FILE in the DPAS Menu bar, and selecting PRINT REPORTS. The report will be titled Database Transfer Status Report. Assets waiting to be accepted will be listed on part one of the report.

PREREQUISITES

None



NOTE:

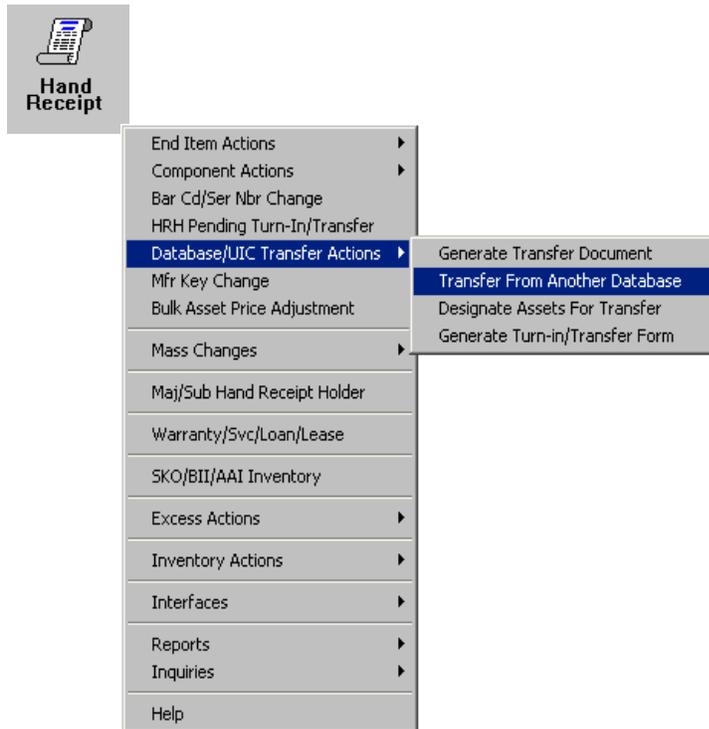
For each asset being transferred in, this process will:

- Place each asset on the hand receipt if a catalog record for the asset already exists on the gaining activity's database. Otherwise, the catalog record must be built.
- Transfer any ACCUMULATED depreciation from the losing activity to the PRIOR depreciation table for the gaining activity.

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Database/UIC Transfer Actions** from the program group.

Accepting A Transfer From Another Database (Gaining Organization)

3. Select **Transfer From Another Database** from the program list.



The image shows a dialog box titled "Key Data" with a close button (X) and a help button (?). It contains two columns of input fields. The left column is labeled "From" and has fields for "Site Id:", "UIC:", and "Doc Nbr:". The right column is labeled "To" and has fields for "Site Id:", "UIC:", and "Doc Nbr:". The "UIC:" and "Doc Nbr:" fields in the "To" column have small "..." buttons next to them. At the bottom of the dialog are three buttons: "OK", "Clear", and "Exit".

STEP 1:

From Group Box:

- a. **Site Id:** Enter the Site Id (database) from which the asset(s) is being transferred.
- b. **UIC:** Enter the sending Activity's UIC.
- c. **Doc Nbr:** Enter sending Activity's document number.

To Group Box:

- d. **UIC:** Enter or browse for the UIC for which the asset(s) is being assigned.
- e. **Doc Nbr:** Enter or browse for your document number.
- f. Click **OK**.

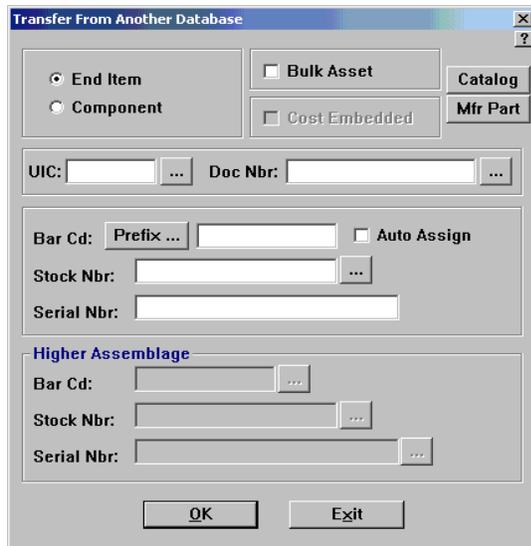
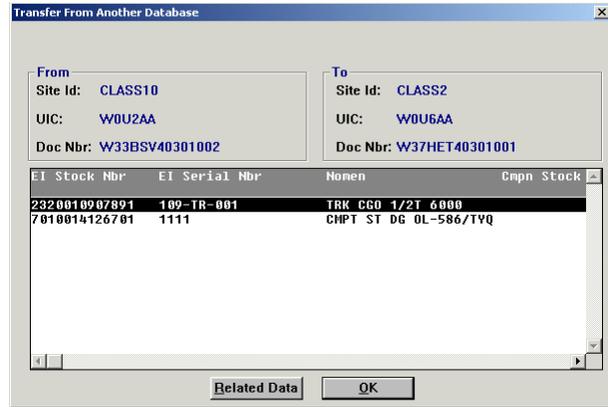


NOTE:

The above information will be found on the Database Transfer Status report, in Part 1, Assets Pending Transfer In.

STEP 2:

- a. To accept an asset, highlight the asset you wish to transfer in. You do not have to accept all the items.
- b. Click **OK**.



STEP 3:

- a. Select if the item is an **End Item** or a **Component**.
- b. **Bulk Asset:** Check this box if the asset bulk managed.
- c. **Cost Embedded:** For component items, check this box if the cost of the component is embedded into the cost of the end item.
- d. **UIC:** This field is displayed.
- e. **Doc Nbr:** This field is displayed.
- f. **Bar Cd:** If your Activity bar codes assets, enter a bar code for the item. If not, leave this field blank.
 - **Prefix...:** If your Activity bar codes assets, you can establish prefixes to use to have DPAS automatically assign your bar codes. Prefixes are established in the **Utilities** module. If you clicked on the Prefix button, the Auto Assign check box is automatically checked. You cannot let DPAS auto assign your bar codes without a prefix being established.
- g. **Stock Nbr:** You can accept the stock number that was assigned by the losing Activity, or you can enter or browse for the stock number you wish to assign to the item.
- h. **Serial Nbr:** This field is displayed, but can be changed, if necessary.

If the item is **NOT** a component, proceed to Step 4.

Higher Assemblage Group Box:

- i. **Bar Cd:** If your Activity uses bar codes, enter the bar code of the higher assemblage.
- j. **Stock Nbr:** Enter the stock number of the higher assemblage.
- k. **Serial Nbr:** Enter the serial number of the higher assemblage.
- l. Click **OK**.

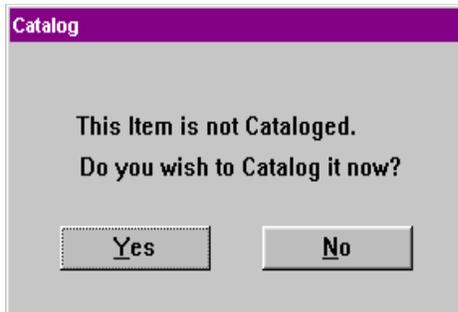


NOTE:
 The Bar Code, Stock Number and Serial Number are displayed from the Excess database. Once the asset(s) is picked up by the gaining database and the nightly batch process is performed, the asset(s) is automatically dropped from the Excess database as well as the losing database. If the asset(s) is not picked up by the gaining database, the asset(s) will remain on the Excess database as well as your own database for thirty days; at which point, the asset(s) will be dropped from the Excess database.

On this screen you may elect to change the bar code assigned to the asset, or keep the bar code that was assigned to the asset by the losing activity.

You will now be able to complete the transfer action.

If no catalog record exists in the gaining database for the asset, DPAS will return the following message:



- If you want to catalog the asset, click **Yes**.

If you click **No**, the process will be terminated, and you will not be able to complete the transfer!

You will be able to return to the process and complete the transfer action only after the asset(s) have been added to the DPAS catalog.

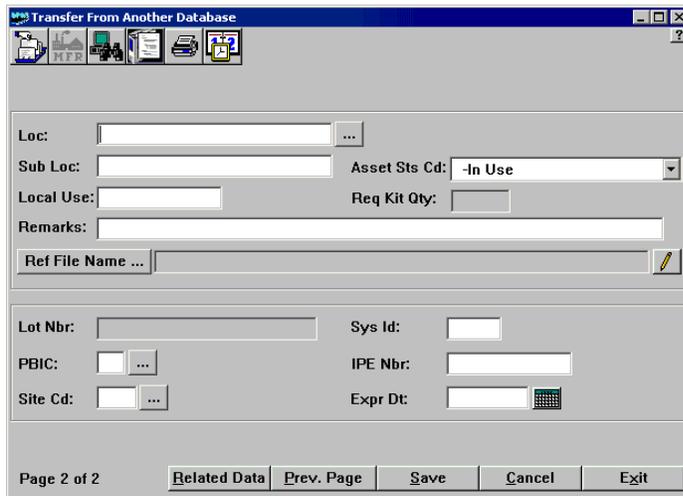
STEP 4:

- a. **HRH Nbr:** Enter or browse for the hand receipt holder that will be responsible for the asset.
- b. **Qty:** For bulk managed items, enter the quantity you are transferring in. This field defaults to **1** for serially managed items.
- c. **Fund Cd:** Enter or browse for the fund code and/or appropriation allotment serial number.
- d. **Mfr Yr:** This field is displayed and cannot be changed.
- e. **Authn Ctl Nbr:** Enter or browse for the authorization control number.
- f. **Mfr Key:** Enter or browse for the manufacturer's key. This is only mandatory for IT assets.
- g. **Asset Cd:** Select the appropriate asset code. The default is **K-Equipment**.

Accepting A Transfer From Another Database (Gaining Organization)

- h. **Cptl Cd:** If there is an exception to capitalization, you can change it from the default of **N/A**. But normally, this code will not need to be changed.
- i. **Exp Cd:** Select if the depreciation for the item is funded or not funded. The default is **1 - Funded**.
- j. **Lo/Le Cd:** If the item is in on loan or leased, select the appropriate code. The default is **N/A - Government Owned**.
- k. **Office:** Enter the Office. Policy varies by Agency.
- l. **Task Cd:** Enter the task code of the item. This field is **MANDATORY** for capital assets.
- m. **Job Order Nbr:** Enter the Job Order number that is assigned by your Finance office. This field is **MANDATORY** for capital assets.
- n. Click **Next Page**.

STEP 5:



- a. **Loc:** Enter or browse for the physical location of the item. This field is **MANDATORY**. These fields are established in the **Utilities** module.
- b. **Sub Loc:** Enter a sub location of the asset, if desired.
- c. **Asset Sts Cd:** Enter the status of this item. Valid codes are: **Inbound, Layaway, Not In Use, Outbound** and the default is **In Use**.
- d. **Local Use:** This is a "free" field.
- e. **Req Kit Qty:** Enter the number required for the kit, if desired.
- f. **Remarks:** Enter any remarks required.
- g. **Ref File Name...:** Click this button if you want to attach any reference files to the item (i.e., Word documents, pictures, videos, etc.).

- h. **Lot Nbr:** For bulk items, enter the lot number assigned.
- i. **Sys Id:** Enter the user-defined system identification number, if used.
- j. **PBIC:** Enter or browse for the property book identification code. These codes are established in the **Utilities** module.
- k. **IPE Nbr:** Enter the Industrial Plant Equipment number, if used.
- l. **Site Cd:** Enter or browse for the asset's storage location. These codes are established in the **Utilities** module.
- m. **Expr Dt:** Enter the expiration date for time when asset is no longer considered usable for its intended purpose, or when the authority to operate the asset ends.
- n. Click **Save**.

The Transaction Processed dialog box will be displayed.

- o. Click **OK**.

You will be returned to the Key Data screen.

- p. Click **Exit**.

Reversing An Increase Action

MODULE: Hand Receipt

INTRODUCTION

When an asset is added to the Property Book in error, a Reversal Transaction is used to remove it. Since this is a Decrease action, the **End Item Actions > Decrease** will be used with a Type Action Code of a Reversal.

If the Document Register is being used, this transaction does not require a new Document Number. Use the Document Number from the original increase transaction in the decrease process. This will tie the action to the Document Number and show that an error was made and corrected with the Reversal.

Once the transaction is processed, a Financial, Supply, UIT/CBS-X, and/or DoDSASP transaction will be produced, if necessary.



NOTE:

You cannot use this process to reverse a reversal action.

PREREQUISITES

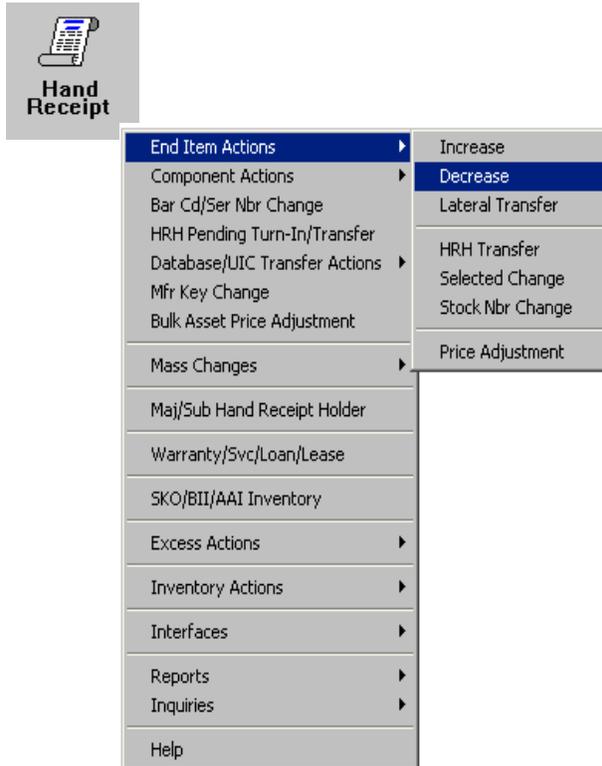
The record must exist on the history table as being received prior to performing this process.

You will also need the document number from the History Table for the item.

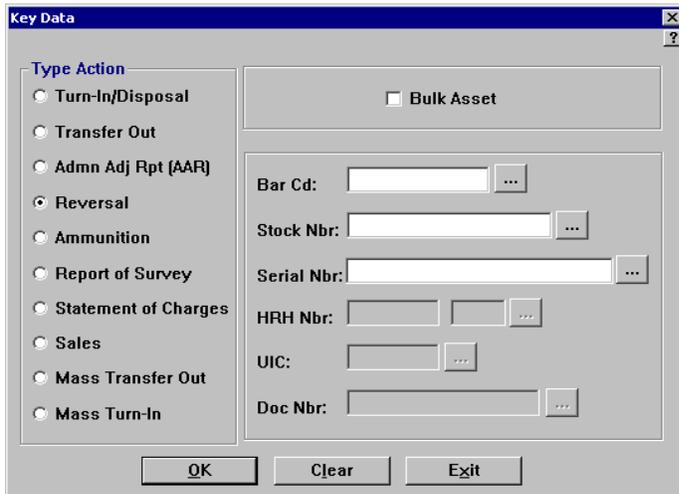
STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **End Item Actions** from the program group.

3. Select **Decrease** from the program list.



STEP 1:



- a. **Type Action:** Select **Reversal**.
- b. **Bulk Asset:** If the item is bulk, check this box.
- c. **Bar Cd:** If your Activity uses bar codes, enter or browse for the bar code of the item. Proceed to step g.
- d. **Stock Nbr:** If your Activity does not use bar codes, enter or browse for the stock number for the item for which you are changing the bar code.
- e. **Serial Nbr:** If your Activity does not use bar codes, enter or browse for the serial number for the item for which you are changing the bar code.
- f. **HRH Nbr:** If you entered only the stock number for a bulk item, you will need to enter or browse for the hand receipt holder number.

g. Click **OK**.

STEP 2:

- a. **Doc Nbr:** Enter the document number that you used to add the asset to the property book.
- b. **Qty:** For bulk items, enter the quantity that you want to reverse.
- c. **Eff Dt:** This date is displayed with the date the hand receipt holder signed for the item. It can be changed, if necessary.
- d. **Remarks:** Enter any remarks as required by your Activity.
- e. Click **Save**.

The Transaction Processed dialog box will be displayed.

- f. Click **OK**.

You will be returned to the Key Data screen.

- g. Click **Exit**.

The screenshot shows a software dialog box titled "End Item Decrease". The dialog has a standard Windows-style title bar with minimize, maximize, and close buttons. Below the title bar is a toolbar with several icons. The main area of the dialog is divided into several sections. The top section contains labels for "Bar Cd:", "Serial Nbr:", "Stock Nbr:", and "Type Action:". The second section contains labels for "UIC:", "HRH Nbr:", and "Nomen:". The third section contains input fields for "Doc Nbr:", "Qty:", and "Qty on Hand:". The fourth section contains input fields for "Eff Dt:" and "Acq Cost:". The fifth section contains input fields for "Receiving DODAAC:" and "Transfer Type Cd:". Below this is a checkbox labeled "Write Off". The sixth section contains an input field for "Selling Price:". At the bottom of the dialog is a large text area labeled "Remarks:". At the bottom right of the dialog are four buttons: "Related Data", "Save", "Cancel", and "Exit".

Reversing A Decrease Action

MODULE: Hand Receipt

INTRODUCTION

This process is used to reverse an item that may have been erroneously decreased off of the property book. Use the original document number from the decrease action in the increase process to correct the error.



NOTE:

You cannot use this process to reverse a reversal action.

PREREQUISITES

The record must exist on the history table as being decreased prior to performing this process.

If you are auto assigning your bar codes, a bar code prefix will need to be established. The Property Book Officer usually establishes these codes. This process can be found in Chapter Seven.

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **End Item Actions** from the program group.
3. Select **Increase** from the program list.



End Item Actions	Increase
Component Actions	Decrease
Bar Cd/Ser Nbr Change	Lateral Transfer
HRH Pending Turn-In/Transfer	HRH Transfer
Database/UIC Transfer Actions	Selected Change
Mfr Key Change	Stock Nbr Change
Bulk Asset Price Adjustment	Price Adjustment
Mass Changes	
Maj/Sub Hand Receipt Holder	
Warranty/Svc/Loan/Lease	
SKO/BII/AAI Inventory	
Excess Actions	
Inventory Actions	
Interfaces	
Reports	
Inquiries	
Help	

STEP 1:

- a. **Type Action:** Select **Reversal**.
- b. **Bulk Asset:** If the item you are reversing is bulk managed, check this box.
- c. **UIC:** Enter or browse for your UIC.
- d. **Doc Nbr:** Enter the document number that was used when the item was removed from the property book.
- e. **Bar Cd:** If your Activity uses bar codes, enter the bar code of the item. If you are having DPAS automatically assign bar codes for you and you have a prefix already assigned, click on the **Prefix...** button and select the appropriate prefix.

If your Activity does not bar code, **proceed to step h.**

- f. **Stock Nbr:** Enter the stock number of the asset.
- g. **Serial Nbr:** Enter the serial number of the asset.
- h. Click **OK**.

STEP 2:

- a. The only fields that will be accessible on this page are the **Authn Ctrl Nbr** (if your Activity uses Authorizations), **Acq Dt**, and **Mfr Serial Nbr**. If you need to change any of the displayed fields, you can do that at this time.
- b. Click **Next Page**.

STEP 3:

- a. The only field that will be accessible on this page is the **Condition Cd.**
- b. Click **Save.**

The Transaction Processed dialog box will be displayed.

- c. Click **OK.**

You will be returned to the Key Data screen.

- d. Click **Exit.**

Practical Exercise: Reversal Action

Title: Reversal Action

Objectives: At the completion of this case study the student should demonstrate a capacity to perform the necessary actions to reverse actions on the property book

Prerequisites: A history record must be on DPAS prior to performing a reversal

References: Reference in the manual Chapter Two, Reverse an Increase Action.

Scenario: You have just taken over as the hand receipt holder for a person processing out. After printing the hand receipt, you realize that one too many STU III phones got posted to the property book.

Instructions: Perform a reversal action to take the extra phone off of your hand receipt.

Given:

Summary: Verify your results by running the appropriate inquiries and reports.

Class Discussion: Q & A

Changing, Canceling, Or Closing Out A Document Number

MODULE: Document Register

INTRODUCTION

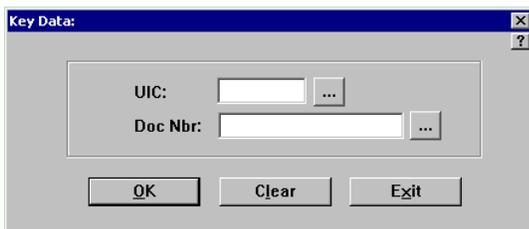
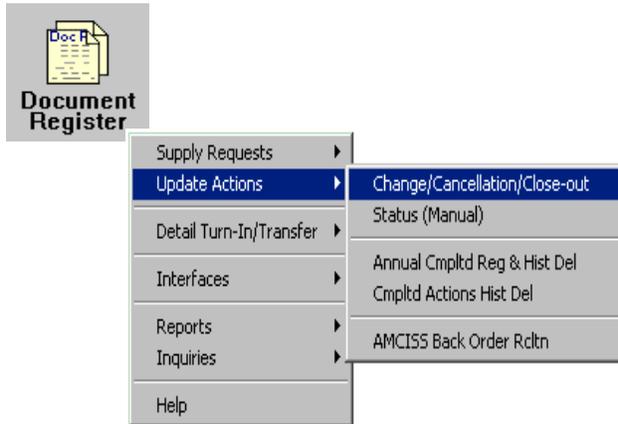
This section outlines the procedures for changing, canceling, or closing out a document number.

PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Document Register** icon, or select **Doc Reg** from the menu bar.
2. Select **Update Actions** from the program group.
3. Select **Change/Cancellation/Close-Out** from the program list.



STEP 1:

- a. **UIC:** Enter or browse for your UIC.
- b. **Doc Nbr:** Enter or browse for the document number.
- c. Click **OK**.

- d. **Type Action:** Select the appropriate action you want to take.

Type Action Codes			
Change	Cancel	Close	Reopen
You can change any of the displayed fields.	DPAS will display the current date in the Cmpltn Dt field. You MUST enter a remark for this process.	You will be required to enter the Cmpltn Dt . The only field that can be changed is the Nomen field. The other fields on the screen will not be accessible.	You will be able to remove the Cmpltn Dt and the Last Tran Dt .

STEP 2:

- a. Depending on the type action you selected, change the appropriate field(s), cancel the document number, or close-out the document number.
 b. **Remark:** Enter a remark.
 c. Click **Save**.

The Transaction Processed dialog box will be displayed.

- d. Click **OK**.

You will be returned to the Key Data screen.

- e. Click **Exit**.

Practical Exercise: Changing, Canceling, or Closing a Document Number

Title: Changing, Canceling, or Closing a Document Number

Objectives: At the completion of this exercise the student should demonstrate a capacity to change, cancel or close out a document number.

Prerequisites:

References: Reference in the manual Chapter Two

Scenario: One of the Document Numbers you created in Chapter One needs to be updated. If you used all of your document numbers, then close one of those documents. However, if all the document numbers were not used, cancel one of those document numbers.

Instructions: Use the knowledge that you have gained from Chapter Two to cancel a document number.

Given:

Summary: Verify your results by running the appropriate inquiries and reports

Class Discussion: Q & A

Manually Update Status

MODULE: Document Register

INTRODUCTION

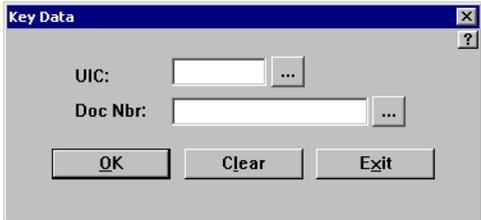
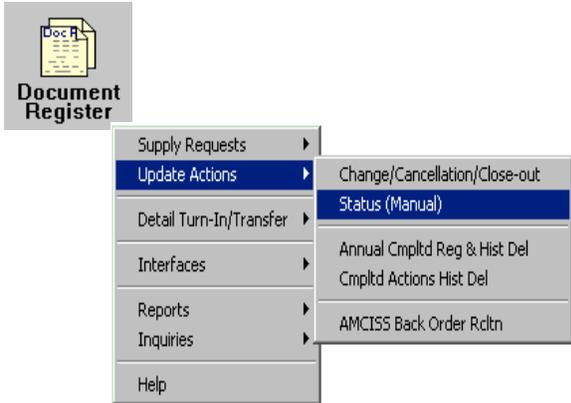
This section outlines the procedures for manually updating the status of a supply request. An example of why you would manually post status is if you purchased an item from a local vendor and they sent you status on your order. You may also get off-line status from your SSA which you will need to post manually.

PREREQUISITES

None

STEPS TO PERFORM ACTION

- 1. Select the **Document Register** icon, or select **Doc Reg** from the menu bar.
- 2. Select **Update Actions** from the program group.
- 3. Select **Status (Manual)** from the program list.



STEP 1:

- a. **UIC:** Enter or browse for your UIC.
- b. **Doc Nbr:** Enter or browse for the document number for which you are posting status.
- c. Click **OK**.

STEP 2:

- a. **DIC:** Select the appropriate Document Identification Code. Refer to the **References** chapter for definitions of the applicable codes.
- b. **Sts Cd:** Select the appropriate status code. Refer to the **References** chapter for definitions of the applicable codes.
- c. **Suffix Cd:** If this is a partial shipment, indicate here (if applicable).
- d. **Acq Cost:** If the Acquisition Cost is different than what is displayed, enter the correct amount.
- e. **Stock Nbr:** If applicable, enter the stock number.
- f. **ESD/EDD:** If available, enter the estimated shipping date or estimated delivery date (Julian day).
- g. **RIC From:** If applicable, enter the FROM Routing Identification Code.
- h. **Error Expln Cd:** If the DIC was for Supply Status, select the applicable Error Explanation Code. This field is only accessible for SARSS-O users. Refer to **References** for appropriate codes.
- i. **UI:** This field is displayed.
- j. **Qty:** If you received a partial shipment, enter the quantity received.
- k. **Trnsp Dt (DDD):** If available, enter the date the item is to transported (Julian day minus the year).
- l. **TCN Id:** If available, enter the transportation control number.
- m. **Shipment Cd:** Select the appropriate shipment code. Refer to **References** for appropriate codes.
- n. **Sply Doc Nbr:** Enter the document number that was assigned by your SSA.
- o. **Cntr/PO Nbr:** If available, enter the contract or purchase order number.
- p. **Buy Cd:** Enter the source of supply. Refer to **References** for appropriate codes.
- q. Click **Next Page**.

STEP 3:

If your DIC was a D6S, these fields will be available to you; otherwise, this entire page will be grayed out and you should click the **Save** button to process the transaction.

- a. **Cmpltn Dt:** Enter the completion date.
- b. **Cond Cd:** Enter the condition code of the asset.
- c. **RIC:** If the routing identification code is different than the one displayed, you can change the code here.
- d. **Dscrip Cd:** If there was a discrepancy in the shipment, select a description code that is appropriate.
- e. Click **Save**.

The Transaction Processed dialog box will be displayed.

f. Click **OK**.

You will be returned to the Key Data screen.

g. Click **Exit**.

Modifying, Canceling, Or Following Up Actions Sent To The SSA

MODULE: Document Register

INTRODUCTION

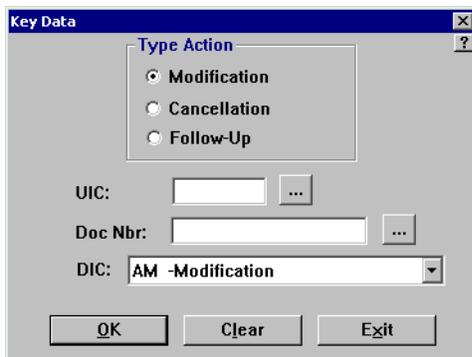
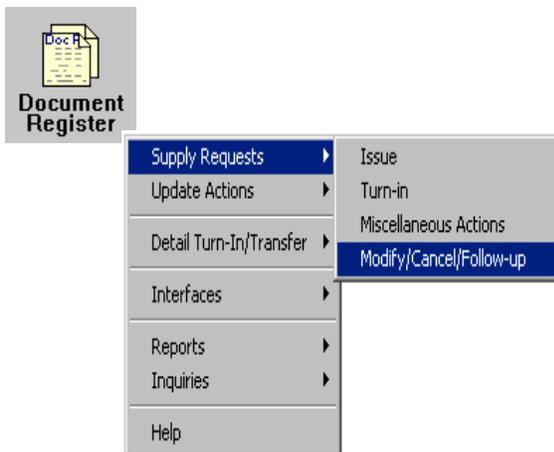
This section outlines the procedures for modifying, canceling, or following up of supply actions that were previously sent to the Supply Support Activity. These transactions are sent during the supply export process to your SSA.

PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Document Register** icon, or select **Doc Reg** from the menu bar.
2. Select **Supply Requests** from the program group.
3. Select **Modify/Cancel/Follow-up** from the program list.



STEP 1:

a. Type Action:

- **Modification:** Select this to modify your request.
- **Cancellation:** Select this to cancel your request.
- **Follow-Up:** Select this to follow-up on your request.

b. UIC: Enter or browse for your UIC.

c. Doc Nbr: Enter or browse for the document number.

- d. **DIC:** Select the appropriate document identification code. This field is dependent upon the type action you selected.
- e. Click **OK**.

STEP 2:

- a. **Qty:** If you selected **Cancellation** or **Follow-up**, this is the *only* field available to update. **Proceed to step c.**
- b. If you selected **Modification**, these are the *only* fields available to update.
- c. Click **Save**.

The Transaction Processed dialog box will be displayed.

- d. Click **OK**.

You will be returned to the Key Data screen.

- e. Click **Exit**.

The screenshot shows a software dialog box titled "Request for Modification/Cancellation/Follow-up". It is divided into several sections. The top section, labeled "Key Data", contains a grid of labels and text boxes: UIC, HRH Nbr, DIC, Doc Nbr, Stock Nbr, and Nomen. Below this is a "Qty:" label followed by a text box. The main body of the dialog contains a grid of labels and controls: Media Sts Cd (dropdown), Signal Cd (dropdown), Dstrn Cd (text box), Prj Cd (text box), RDD (text box), Local Use (text box), Supp Address (text box), Fund Cd/Appn (dropdown with a button "..."), Acct Process Cd (text box), PD (dropdown), and Advice Cd (dropdown). At the bottom of the dialog are four buttons: "Related Data", "Save", "Cancel", and "Exit".

Practical Exercise: Modify, Cancel, or Follow Up a Document Number

Title: Modify, Cancel, or Follow Up a Document Number

Objectives: At the completion of this exercise the student should demonstrate a capacity to modify, cancel, or follow up a document number.

Prerequisites:

References: Reference in the manual Chapter Two

Scenario: You submitted a request to order a forklift. However, you need to cancel that request.

Instructions: Use the knowledge that you have gained from Chapter Two to cancel a document number that was submitted to your SSA.

Given:

Summary: Verify your results by running the appropriate inquiries and reports

Class Discussion: Q & A

Deleting The Document Register Completed Actions History

MODULE: Document Register

INTRODUCTION

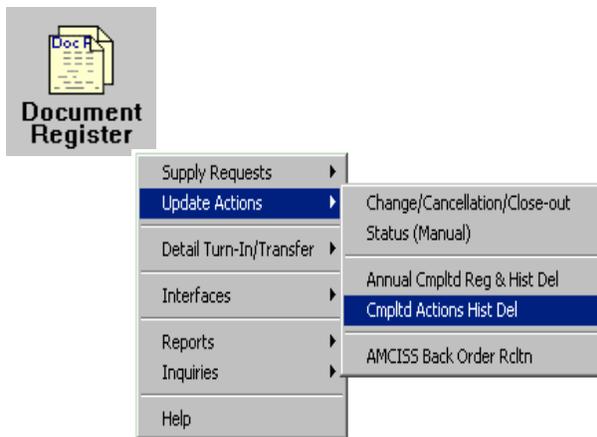
The purpose of this process is to delete supply transactions from the Supply Import and Interface History Tables when the Document Register records have been completed and no due-in quantities exist.

PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Document Register** icon, or select **Doc Reg** from the menu bar.
2. Select **Update Actions** from the program group.
3. Select **Cmpltd Actions Hist Del** from the program list.



STEP 1:

- Click **Submit**.

STEP 2:

- If you want to continue, click **Yes**, otherwise, click **No**.



HINT!

Once the history is deleted, the data is then stored on a tape at DECC-D, Dayton, OH, and is kept for 5 years.

Annual Document Register And History Delete

MODULE: Document Register

INTRODUCTION

This section outlines the procedures for completing the document register.

The purpose of this process will allow you to select what type of delete you wish to execute. One-time will be the default. One-time selection will allow you to create a batch transaction for the next batch cycle. A transaction will be sent for batch processing when **Submit** has been clicked. The other option available will be Schedule. This option will allow you to schedule the delete of the document register records on an annual basis, at either fiscal or calendar yearend. With this selection, Last Performed Dt, As of Dt and Reg Del Type will be displayed data. Del Freqn will have a list box to choose from. Once batch has completed successfully for either One-time or Schedule option, the program executes the read of the Document Register Table and purges all supply actions that have been completed for more than two years with a due-in quantity of zero. This task will support both fiscal and calendar year document registers. A report is generated (DP9T121A) listing all document numbers in UIC, document date, and document number sequence that have been removed from the document register.



NOTE:

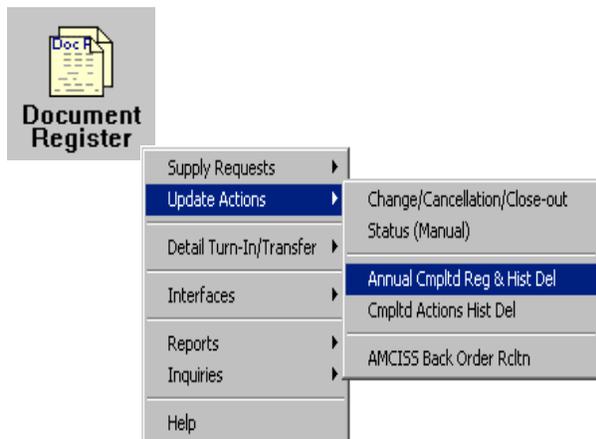
This report should be retained for future reference.

PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Document Register** icon, or select **Doc Reg** from the menu bar.
2. Select **Update Actions** from the program group.
3. Select **Annual Cmpltd Reg & Hist Del** from the program list.



STEPS:

a. **Type:**

- **One Time:** Select this option if you want a one-time selection.
- **Schedule:** Select this option if you want to schedule the delete of the document register records on an annual basis, at either fiscal or calendar year end.

b. **Del Freqn:** If you selected the type **Schedule**, then select the frequency for the delete. Refer to **References** for valid codes.

Delete Frequency Codes	
C	Annual (Calendar)
F	Annual (Fiscal)

c. Click **Submit**.

Practical Exercise: Found On Installation

Title: Found On Installation (FOI)

Objectives: At the completion of this case study the student should demonstrate a capacity to perform the necessary actions to post to the property book those items that were found on the installation.

Prerequisites: Authorizations and document records may need to be built

References: Reference Chapter One, Adding Items to the Property Book.

Scenario: You are the Property Officer/Property Manager and you have just conducted a 100% inventory in which you find 2 chemical alarms M8A1. These are serialized assets that are not on a property book. After further investigation you find that indeed these items do belong on your DPAS hand receipt.

Instructions: Perform the necessary actions in DPAS to post these items to the property book.

Given:

Stock Number	6665-01-105-5623
LIN	A32355

Summary: Verify your results by running the appropriate inquiries and reports

Class Discussion: Q & A

Practical Exercise: Ordering Consumable Items

Title: Ordering Consumable Items Using DPAS

Objectives: At the completion of this case study the student should demonstrate a capacity to perform the necessary actions to order consumable items using DPAS.

Prerequisites:

References: Reference in the manual Chapter One, **Requesting a Document Number**.

Scenario #1: The end of the fiscal year has arrived and you realize that your unit needs to complete the spending of the budget by ordering some consumable items. You have been asked to order some office supplies for your unit.

Instructions: Perform the necessary actions in DPAS to create documents to order the consumables that you need.

Given:

10 wall calendars	NSN 7510-01-450-5459
25 awards folders	NSN 7510-00-755-7077
15 (3) ring time management system	NSN 7530-01-458-3156
5 wall clocks	NSN 6645-01-342-5314

Scenario #2: The supply clerk has found a box with 10 new wall clocks in it, but you have already sent your supply export. Generate a cancellation action for your wall clock requisition.

Scenario #3: You have received 15 of your awards folders. Generate a D6S for a partial receipt of these items.

Scenario #4: You have received the wall calendars, (3) ring time management systems, and the remaining 10 awards folder. Close out the documents.

Summary: Verify your results by running the appropriate inquiries and reports

Class Discussion: Q & A

Practical Exercise: Report of Survey

Title: Report of Survey

Objectives: At the completion of this case study the student should demonstrate a capacity to perform a decrease action of the property book.

Prerequisites: The item has to currently be on the property book that is going to decrease it.

References: Reference in the manual Chapter One, **Removing an Asset from the Property Book.**

Scenario: The hand held computer that was issued to you a month ago has come up missing; after an exhausting search the item has been surveyed and your division officer has given you permission to remove it from the books.

Instructions: Perform the necessary actions to remove this hand held computer from your property book.

Given:

Summary: Verify your results by running the appropriate inquiries and reports.

Class Discussion: Q & A

Adding Improvement Costs

MODULE: Accounting

INTRODUCTION

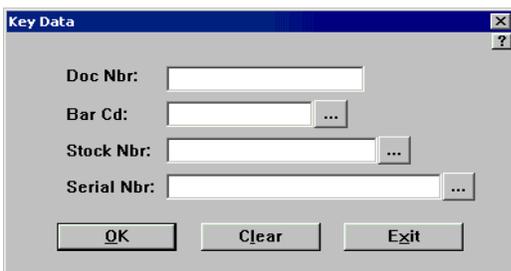
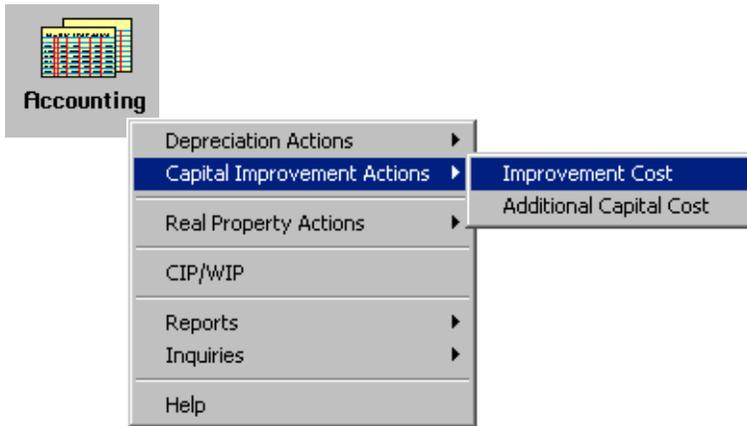
This section outlines the procedures for adding improvement costs to capital assets in DPAS.

PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Accounting** icon, or select **Accounting** from the menu bar.
2. Select **Capital Improvement Actions** from the program group.
3. Select **Improvement Cost** from the program list.



STEP 1:

- a. **Doc Nbr:** Enter the document number for the improvement. This will come from your Finance Office and cannot be found in the Document Register.
- b. Click **OK**. This will open the bar code, stock number, and serial number fields.
- c. **Bar Cd:** If your Activity uses bar codes, enter or browse for the bar code of the asset to which you are adding improvement costs. **Proceed to step f.**
- d. **Stock Nbr:** If your Activity does not use bar codes, enter or browse for the stock number to which you are adding improvement costs.
- e. **Serial Nbr:** If your Activity does not use bar codes, enter or browse for the serial number to which you are adding improvement costs.
- f. Click **OK**.

STEP 2:

- a. **Type Action:** Select if this action is a new procurement or a lateral transfer.
- b. **Exp Cd:** This field is displayed and can be changed if necessary.
- c. **Fund Cd/Appn:** This field is displayed and can be changed if necessary.
- d. **Impv Cost:** Enter the amount of the improvement.
- e. **Acq Dt:** The current date is displayed but can be changed to the date the improvement was put into use (YYYYMMDD format). You can click on the calendar button and select the appropriate date, if desired.
- f. **Eff Dt:** The current date is displayed but can be changed to the date the HRH approved the improvement (YYYYMMDD format). You can click on the calendar button and select the appropriate date, if desired.
- g. **Office:** Enter your office symbol, cost center number, or code.
- h. **Task Cd:** If required, enter the task code for the improvement. This is obtained from your Finance Office.
- i. **Job Order Nbr:** Enter the job order number for the improvement. This is obtained from your Finance Office.
- j. **Contr/PO Nbr:** Enter the contract or purchase order number, if desired.
- k. Click **Next Page**.

STEP 3:

- a. **Activation Dt:** The current date is displayed, but can be changed to the date the improvement was put into use.
- b. **Deprn Period:** This field is displayed (in months), but can be changed if necessary.
- c. **Prior Deprn:** If the improvement was transferred in, enter any prior depreciation that had incurred.
- d. **Residual Value:** If available, enter the junk or salvage value of the improvement.
- e. **Deprn Office:** Enter the office where depreciation expenses is charged.
- f. **Deprn Task Cd:** Enter the task code where depreciation expenses is charged.
- g. **Deprn Job Order Nbr:** Enter the job order number where depreciation expenses is charged.
- h. Click **Add**.

The Transaction Processed dialog box will be displayed.

i. Click **OK**.

You will be returned to the Key Data screen.

j. Click **Exit**.

Adding Additional Capital Costs

MODULE: Accounting

INTRODUCTION

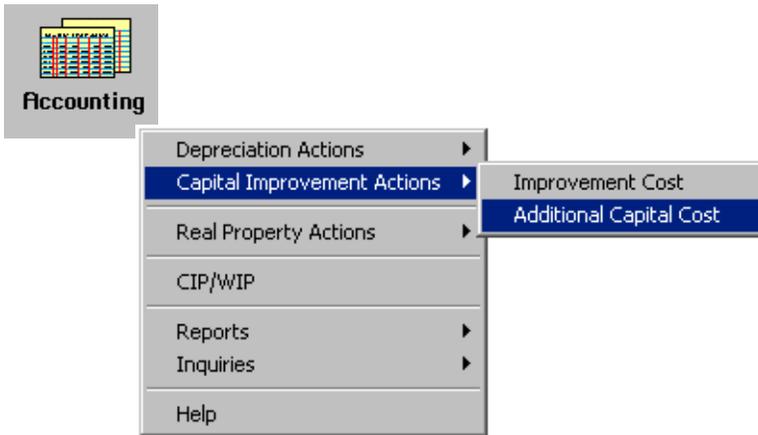
This section outlines the procedures for adding additional capital costs in DPAS.

PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Accounting** icon, or select **Accounting** from the menu bar.
2. Select **Capital Improvement Actions** from the program group.
3. Select **Additional Capital Cost** from the program list.



STEP 1:

- a. **Doc Nbr:** Enter the document number for the improvement. This will come from your Finance Office and cannot be found in the Document Register.
- b. Click **OK**. This will open the bar code, stock number, and serial number fields.
- c. **Bar Cd:** If your Activity uses bar codes, enter or browse for the bar code of the asset to which you are adding improvement costs. **Proceed to step f.**
- d. **Stock Nbr:** If your Activity does not use bar codes, enter or browse for the stock number to which you are adding improvement costs.
- e. **Serial Nbr:** If your Activity does not use bar codes, enter or browse for the serial number to which you are adding improvement costs.
- f. Click **OK**.

STEP 2:

- a. **Trnsp Cost:** Enter any transportation costs.
- b. **Installation Cost:** Enter any installation costs.
- c. **Deinstallation Cost:** Enter any deinstallation costs.
- d. **Eff Dt:** Enter the date of the costs.
- e. **Job Order Nbr:** Enter the job order number.
- f. **Cntr/PO Nbr:** Enter the contract or purchase order number, if desired.
- g. Click **OK**.

The Transaction Processed dialog box will be displayed.

- h. Click **OK**.

You will be returned to the Key Data screen.

- i. Click **Exit**.



NOTE:

Your Finance and Accounting Office usually assigns the Job Order Number. This is the key element in this screen, especially for Working Capital Fund funded assets. The JOB ORD NBR must match the Capital Asset record on the Serial Hand Receipt Table, Component Hand Receipt Table or Improvement cost record.

Adding Real Property

MODULE: Accounting

INTRODUCTION

The purpose of this process is to provide for the interactive update or establishment of a real property asset/improvement. If the Real Property System Cd of the Unit Identification Code (UIC) is not equal to a space, you can only add Improvement records to DPAS and change Improvement records generated through DPAS. You can only view, not change data input to DPAS through the interfaced real property system. If the Real Property System Cd of the UIC is equal to a space, the user can add/change/delete Real Property Assets and add Improvement records. Mass change programs (UIC, Fund Cd/Appn, and Office) will change all the appropriate records regardless of IFS or DPAS generated, and write a record to the Real Property Export Table identifying the change required to the interfaced real property system. Assets identified as Heritage or Wpn Sys Sprt Cd will not depreciate or generate accounting transactions. Land (Asset Cd "D") will not depreciate, but if land is other than stewardship land and meets the capital criteria, system will generate accounting transactions.

PREREQUISITES

If DPAS is interfaced with your real property system, the Installation and Facility Number must exist in DPAS prior to user adding an Improvement record.

The Unit Identification Code record must be established.

A Fund Code/Appropriation Allotment Serial Number Table record must be established for the asset.

STEPS TO PERFORM ACTION

1. Select the **Accounting** icon, or select **Accounting** from the menu bar.
2. Select **Real Property Actions** from the program group.
3. Select **Real Property** from the program list.



STEP 1:

- a. **Type Action:** Select the action for adding the real property to the property book.
- b. Select **Improvement** for an improvement to existing real property.

Select **Non-Activated** if you want all the non-activated real property for your UIC.

If neither of these options is applicable, do not check either of them.

- c. **UIC:** Enter or browse for your UIC.
- d. **Instl/Fac Nbr:** Enter or browse for the Installation and Facility Number.
- e. **Doc Id/Impv Nbr:** Enter or browse for the Document Identification and Improvement Number.
- f. Click **OK**.

 **HINT!** When adding a new real property asset, the **Imprv Nbr** is not accessible.

The **TO Group Box** is only accessible for **Lateral Transfer** type action codes. If you selected **Lateral Transfer**, you will need to:

- a. **UIC:** Enter or browse for the UIC to where the real property asset is being transferred.
- b. **Instl/Fac Nbr:** Enter or browse for the Installation and Facility Number.
- c. **Doc Id Nbr:** Enter the Document Identification Number.
- d. Click **OK**.

STEP 2 (Address Tab):

- a. **Fac Name:** Enter the name of the facility.
- b. **POC:** Enter the name of point of contact.
- c. **Address:** Enter the street address of the facility.
- d. **City:** Enter the city of the facility.
- e. **State:** Select the state/country of the facility.
- f. **Zip:** Enter the zip code of the facility.
- g. Select the **Basic** tab.

STEP 3 (Basic Tab):

- RP Cat Cd:** Select the real property code. Refer to **References** for appropriate codes.
- RP Sub Cat Cd:** Enter the real property sub category code.
- UI:** Select the Unit of Issue. These are not the same for personal property.

Unit of Issue			
AC	Acreage	SF	Square Feet
EA	Each	SY	Square Yards

- RP Qty:** Enter the real property quantity (should be based on UI).
- RP Type Cap Cd:** Select the type of capacity of the real property. Refer to **References** for appropriate codes.
- RP Cap Qty:** Enter the capacity quantity of the real property.
- RP Fac Cond Cd:** Enter the condition of the real property. Refer to **References** for appropriate codes.
- Acq Dt:** Enter the obligation date (YYYYMMDD format). You can also click the calendar button and select the applicable date.
- Eff Dt:** Enter the date the facility was accepted (YYYYMMDD format). You can also click the calendar button and select the applicable date.
- Inv Due Dt:** Enter the date when the next inventory is due (YYYYMMDD format). You can also click the calendar button and select the applicable date.
- Transfer Type Cd:** If the asset was a transfer in, enter the code that identifies the type of transfer. Refer to Chapter One, Adding Items To The Property Book for definitions of these codes.
- Local Use Text:** Enter any applicable local information.
- Select the **Classification** tab.

STEP 4 (Classification Tab):

- ACC:** Select the accounting classification code. Refer to **References** for appropriate codes.
- Asset Cd:** Select the type of asset. Refer to **References** for appropriate codes.
- Cptl Cd:** Use the capitalization code for **exceptions** to normal capital asset processing. If no exceptions exist for this asset, accept the default value of **N/A**. Refer to **References** for appropriate codes.
- Exp Cd:** Select whether depreciation should be funded or unfunded.
- Lo/Le Cd:** If the item is on loan or lease, select the appropriate code. Refer to **References** for appropriate codes.
- Heritage Asset Cd:** If the asset is historical, select the appropriate code. Refer to **References** for appropriate codes.

- g. **Wpn Sys Sprt Cd:** If the item is part of a weapon system, select the appropriate code. Refer to **References** for appropriate codes.

Weapon Systems Support Codes	
A	Ammunition
M	Missile Silo Active Use

- h. **Office:** Enter your office symbol, cost center number, or code.
- i. **Task Cd:** Enter the task code. This is normally obtained from your Finance Office.
- j. **Job Order Nbr:** Enter the job order number. This is normally obtained from your Finance Office.
- k. **Fac Remarks Text:** Enter any local information/reason for change.
- l. Select the **Deprn** tab.

STEP 5 (Deprn Tab):

- a. **Activation Dt:** Enter the date the facility was put into use (YYYYMMDD format). You can also click the calendar button and select the applicable date.
- b. **Deprn Period:** Enter the period of depreciation in months.
- c. **Prior Deprn:** If there is any prior depreciation, you can enter it here.
- d. **Residual Value:** Enter the junk or salvage value, if applicable.
- e. **Deprn Office:** Enter office symbol, cost center number, or code where depreciation expenses are charged.
- f. **Deprn Task Cd:** Enter the task code where depreciation expenses are charged.
- g. **Deprn Job Order Nbr:** Enter the job order number where depreciation expenses are charged.
- h. **Full Deprn Cd:** If you are stopping depreciation on the asset, you can stop depreciation by changing this code to "S". A code of "S" may only be chosen if Asset Sts Cd equals "N - Asset not in use" on the asset record.
- i. **Trnsp Cost:** If there are any transportation costs, enter the amount here.
- j. **Deinstallation Cost:** If there are any deinstallation costs, enter the amount here.
- k. **Installation Cost:** If there are any installation costs, enter the amount here.
- l. Click **Add**.

The Transaction Processed dialog box will be displayed.

- m. Click **OK**.

You will be returned to the Key Data screen.

- n. Click **Exit**.

Changing Information for Real Property

- a. **Type Action:** Select **Change**.
- b. **UIC:** Enter or browse for your UIC.
- c. **Instl/Fac Nbr:** Enter or browse for the installation and facility number.
- d. **Doc Id/Imprv Nbr:** Enter or browse for the document identification and improvement number.
- e. **TO Instl/Fac Nbr:** If you are changing the installation and facility number, enter the new number in this field.
- f. Click **OK**.
- g. Make any necessary changes.
- h. Click **Change**.

Deleting Real Property

- a. **Type Action:** Select **Decrease**.
- b. **UIC:** Enter or browse for your UIC.
- c. **Instl/Fac Nbr:** Enter or browse for the installation and facility number.
- d. **Doc Id/Imprv Nbr:** Enter or browse for the document identification and improvement number.
- e. Click **OK**.
- f. Click **Delete**.

Adding CIP/WIP

MODULE: Accounting

INTRODUCTION

The purpose of this process is to provide the capability to enter cost and other related data for Construction in Progress/Work in Process (CIP/WIP) projects. This data allows tracking of costs prior to the asset being placed into service.

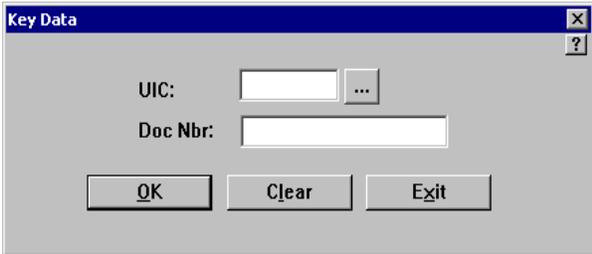
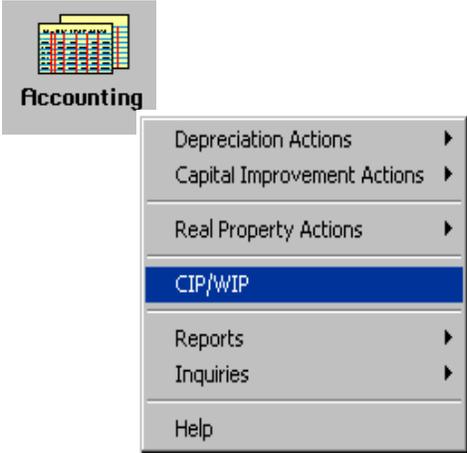
 **NOTE:** CIP/WIP data pertains to assets that are not yet placed into service. There is NO requirement to add an asset to the property book in order to enter CIP/WIP data.

PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Accounting** icon, or select **Accounting** from the menu bar.
2. Select **CIP/WIP** from the program group.



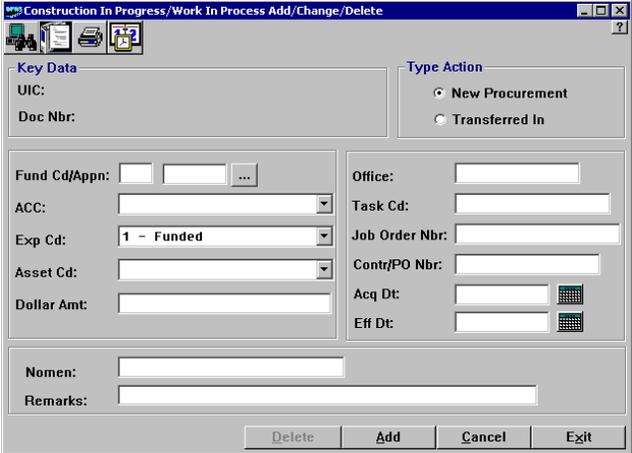
STEP 1:

- a. **UIC:** Enter or browse for your UIC.
- b. **Doc Nbr:** Enter the document number for the CIP/WIP. Your Finance Office usually supplies this number.
- c. Click **OK**.

STEP 2:

- a. **Type Action:** Select the appropriate action.
- b. **Fund Cd/Appn:** Enter or browse for the appropriate fund code and/or appropriation allotment serial number.
- c. **ACC:** Select the appropriate asset control code.
- d. **Exp Cd:** Select if the depreciation for the CIP/WIP is funded or unfunded.
- e. **Asset Cd:** Select the appropriate asset code.

Asset Codes	
C	Construction In Progress
W	Work In Process



- f. **Dollar Amt:** Enter the dollar amount for the CIP/WIP.
- g. **Office:** Enter your office, cost center number, or code.
- h. **Task Cd:** Enter the task code.
- i. **Job Order Nbr:** Enter the job order number.
- j. **Contr/PO Nbr:** Enter the contract or purchase order number, if required.
- k. **Acq Dt:** Enter the approval/obligation date (YYYYMMDD format). You can click on the calendar and select the appropriate date.
- l. **Eff Dt:** Enter the date the CIP/WIP was accepted (YYYYMMDD format). You can click on the calendar and select the appropriate date.
- m. **Nomen:** Enter the description of the CIP/WIP.
- n. **Remarks:** Enter a remark, if required.
- o. Click **OK**.

The Transaction Processed dialog box will be displayed.

- p. Click **OK**.

You will be returned to the Key Data screen.

- q. Click **Exit**.

Adding Deferred Maintenance Condition Assessment

MODULE: Accounting/Maintenance & Utilization

INTRODUCTION

This procedure is used to compile the estimates and costs involved when deferring maintenance and clean up.

Deferred Maintenance Condition Assessment is used to record project review dates as well as condition assessment costs.

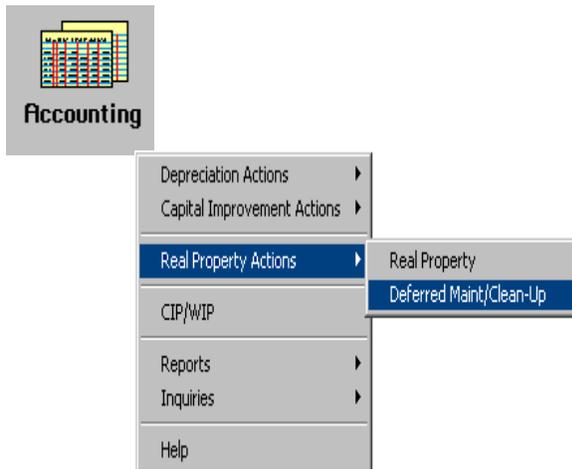
This process can also be generated through the Maintenance & Utilization module.

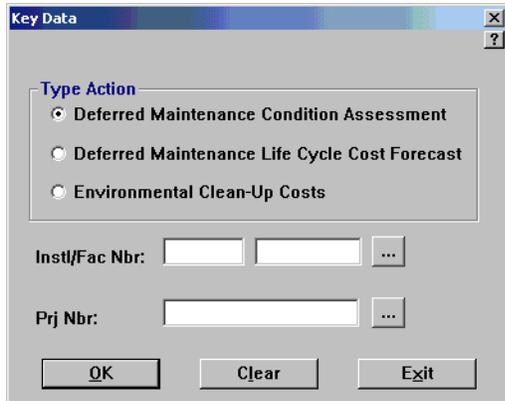
PREREQUISITES

The real property asset must already exist in DPAS.

STEPS TO PERFORM ACTION

1. Select the **Accounting** icon, or select **Accounting** from the menu bar.
2. Select **Real Property Actions** from the program group.
3. Select **Deferred Maint/Clean-Up** from the program list.



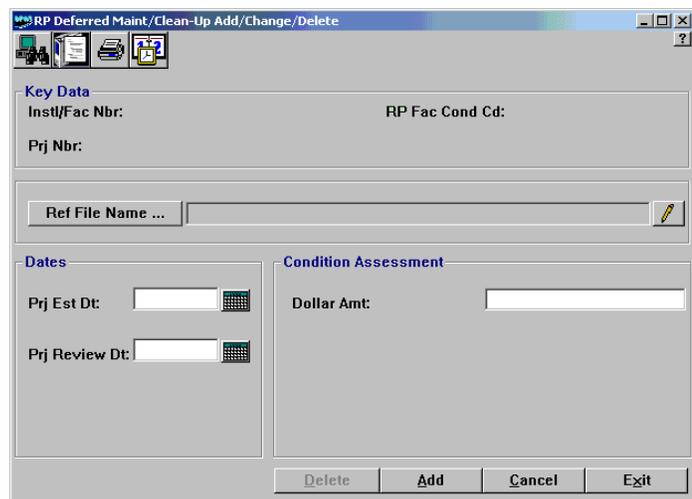


STEP 1:

- Type Action:** Select **Deferred Maintenance Condition Assessment**.
- Instl/Fac Nbr:** Enter or browse for the installation and facility number of the real property asset.
- Prj Nbr:** Enter you local project number for the asset. This number is used to identify and track the disposition (i.e., costs) of Deferred Maintenance and Environmental Clean-Up Projects.
- Click **OK**.

STEP 2:

- Ref File Name...:** Click the button if you want to attach any reference files to the item (i.e., Word documents, pictures, videos, etc.)
- Prj Est Dt:** Enter the date the deferred maintenance or environmental clean-up cost estimation was performed (YYYYMMDD format). You can also click on the calendar button and select the applicable date.
- Prj Review Dt:** Enter the date the Asset Deferred Maintenance or Clean-Up Cost review was made (YYYYMMDD format). You can also click on the calendar button and select the applicable date.
- Dollar Amt:** Enter the dollar amount of the assessment.
- Click **Add**.



The Transaction Processed dialog box will be displayed.

- Click **OK**.

You will be returned to the Key Data screen.

- Click **Exit**.

Changing Information for Deferred Maintenance Condition Assessment

- Type Action:** Accept the default **Deferred Maintenance Condition Assessment**.
- On the Key Data screen, enter or browse for the installation and facility number for which you are changing.
- On the Key Data screen, enter or browse for the project number for the installation and facility number for which you are changing.
- Click **OK**.
- Make the necessary change(s).
- Click **Change**.

Deleting Deferred Maintenance Condition Assessment

- a. **Type Action:** Accept the default **Deferred Maintenance Condition Assessment**.
- b. On the Key Data screen, enter or browse for the installation and facility number for which you are changing.
- c. On the Key Data screen, enter or browse for the project number for the installation and facility number for which you are changing.
- d. Click **OK**.
- e. Click **Delete**.

Adding Deferred Maintenance Life Cycle Forecast

MODULE: Accounting/Maintenance & Utilization

INTRODUCTION

This procedure is used to compile the estimates and costs involved when deferring maintenance and clean up.

Deferred Maintenance Life Cycle Forecast is used to record project review dates and maintenance forecast costs such as beginning balances, required costs, performed costs, and cost adjustments.

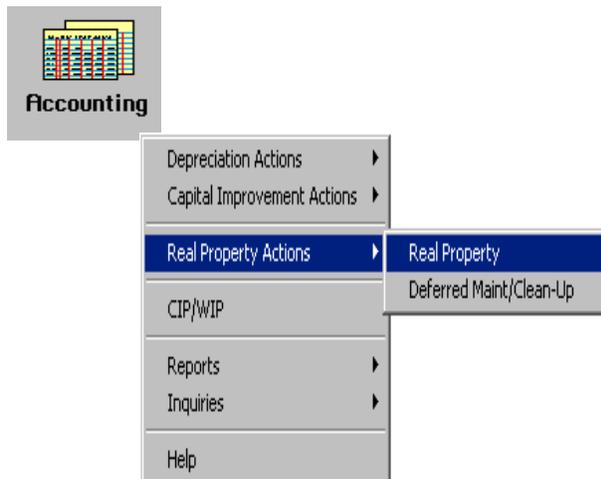
This process can also be generated through the Maintenance & Utilization module.

PREREQUISITES

The real property asset must already exist in DPAS.

STEPS TO PERFORM ACTION

1. Select the **Accounting** icon, or select **Accounting** from the menu bar.
2. Select **Real Property Actions** from the program group.
3. Select **Deferred Maint/Clean-Up** from the program list.



Key Data

Type Action

Deferred Maintenance Condition Assessment

Deferred Maintenance Life Cycle Cost Forecast

Environmental Clean-Up Costs

Instl/Fac Nbr: ...

Prj Nbr: ...

OK Clear Exit

STEP 1:

- Type Action:** Select **Deferred Maintenance Life Cycle Forecast**.
- Instl/Fac Nbr:** Enter or browse for the installation and facility number of the real property asset.
- Prj Nbr:** Enter you local project number for the asset. This number is used to identify and track the disposition (i.e., costs) of Deferred Maintenance and Environmental Clean-Up Projects.
- Click **OK**.

STEP 2:

- Prj Est Dt:** Enter the date the environmental clean-up cost estimation was performed (YYYYMMDD format). You can also click on the calendar button and select the applicable date.
- Prj Review Dt:** Enter the date the clean-up cost review was made.
- Begin Bal:** Enter the beginning balance of Deferred Maintenance or Clean-up Cost for the current period.
- Current Req Cost:** Enter the dollar amount of Deferred Maintenance or Environmental Clean-up required for the current period.
- Performed Cost:** Enter the dollar amount of Deferred Maintenance or Environmental Clean-up costs performed during the current period.
- Current Adjustments:** Enter the dollar amount of adjustments made to the Deferred Maintenance or Environmental Clean-up costs during the current period.

RP Deferred Maint/Clean-Up Add/Change/Delete

Key Data

Instl/Fac Nbr: RP Fac Cond Cd:

Prj Nbr:

Ref File Name ...

Dates

Prj Est Dt:

Prj Review Dt:

Life Cycle Cost Forecast (Maintenance)

Begin Bal:

Current Req Cost:

Performed Cost:

Current Adjustments:

End Bal:

Delete Add Cancel Exit

 **HINT!** DPAS automatically recalculates the Ending Balance for you.

The Transaction Processed dialog box will be displayed.

- Click **OK**.

You will be returned to the Key Data screen.

- Click **Exit**.

Changing Information for Deferred Maintenance Life Cycle Forecast

- a. **Type Action:** Select **Deferred Maintenance Life Cycle Forecast**.
- b. On the Key Data screen, enter or browse for the installation and facility number for which you are changing.
- c. On the Key Data screen, enter or browse for the project number for the installation and facility number for which you are changing.
- d. Click **OK**.
- e. Make the necessary change(s).
- f. Click **Change**.

Deleting Deferred Maintenance Life Cycle Forecast

- a. **Type Action:** Select **Deferred Maintenance Life Cycle Forecast**.
- b. On the Key Data screen, enter or browse for the installation and facility number for which you are changing.
- c. On the Key Data screen, enter or browse for the project number for the installation and facility number for which you are changing.
- d. Click **OK**.
- e. Click **Delete**.

Adding Environmental Clean-Up Costs

MODULE: Accounting/Maintenance & Utilization

INTRODUCTION

This procedure is used to compile the estimates and costs involved when deferring maintenance and clean up.

Environmental clean-up costs are used to project review dates, clean-up cost estimates. In addition, the method or criteria used for estimating deferred maintenance or environmental clean-up costs are recorded.

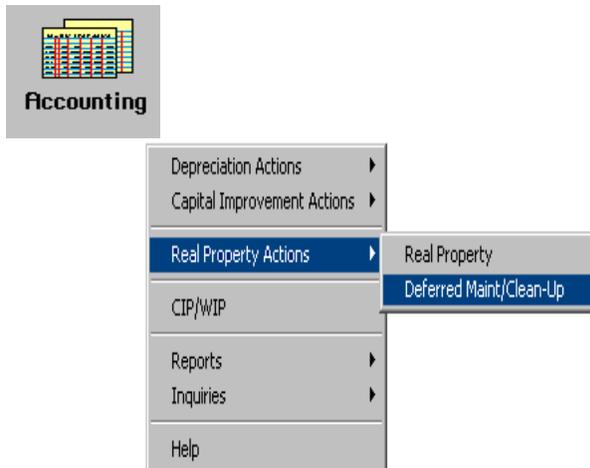
This process can also be generated through the Maintenance & Utilization module.

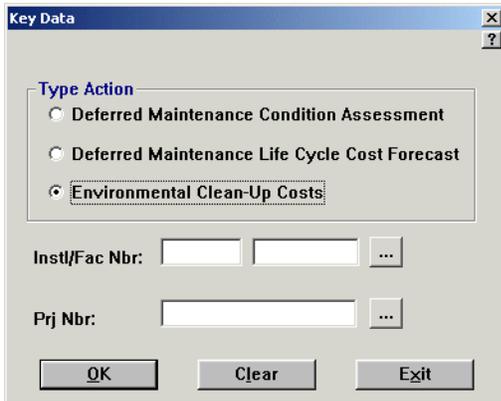
PREREQUISITES

The real property asset must already exist in DPAS.

STEPS TO PERFORM ACTION

1. Select the **Accounting** icon, or select **Accounting** from the menu bar.
2. Select **Real Property Actions** from the program group.
3. Select **Deferred Maint/Clean-Up** from the program list.



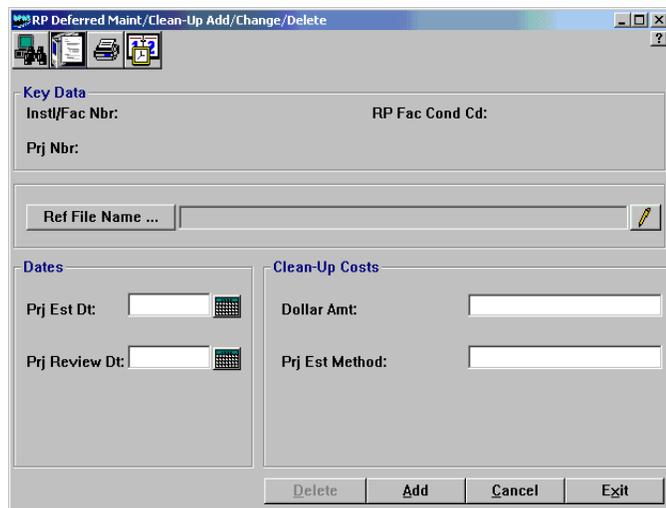


STEP 1:

- a. **Type Action:** Select **Environmental Clean-Up Costs**.
- b. **Instl/Fac Nbr:** Enter or browse for the installation and facility number.
- c. **Prj Nbr:** Enter or browse for the project number.
- d. Click **OK**.

STEP 2:

- a. **Prj Est Dt:** Enter the date the clean-up costs estimation was performed. You can click on the calendar button and select the appropriate date.
- b. **Prj Review Dt:** Enter the date the review was made. You can click on the calendar button and select the appropriate date.
- c. **Dollar Amt:** Enter the total dollar amount for the clean-up costs.
- d. **Prj Est Method:** Enter the method or criteria used for estimating the clean-up costs.
- e. Click **Add**.



The Transaction Processed dialog box will be displayed.

- f. Click **OK**.

You will be returned to the Key Data screen.

- g. Click **Exit**.

Changing Information for Environmental Clean-Up Costs

- a. **Type Action:** Select **Environmental Clean-Up Costs**.
- b. On the Key Data screen, enter or browse for the installation and facility number for which you are changing.
- c. On the Key Data screen, enter or browse for the project number for the installation and facility number for which you are changing.
- d. Click **OK**.
- e. Make the necessary change(s).
- f. Click **Change**.

Deleting Environmental Clean-Up Costs

- a. **Type Action:** Select **Environmental Clean-Up Costs**.
- b. On the Key Data screen, enter or browse for the installation and facility number for which you are deleting.
- c. On the Key Data screen, enter or browse for the project number for the installation and facility number for which you are deleting.
- d. Click **OK**.
- e. Click **Delete**.

Practical Exercise: End Item Increase/Activation of a Capital Asset

Title: End Item Increase - Activation Of A Capital Asset

Objectives: At the completion of this case study the student should demonstrate a capacity to perform the necessary actions to add capital items to the property book.

Prerequisites: If your activity uses authorizations and document numbers, these must be established prior to adding this item to your property book

References: Reference in the manual, Chapter One, **Adding Items to the Property Book** and **Activating Depreciation for a Capital Asset.**

Scenario: The information technology department has just purchased a new server. The item was purchased on a contract from Gateway. The comptroller has informed you that this purchase has been assigned to a specific task code and job order number. The acquisition price included a three-year complete parts and maintenance warranty beginning on today's date. There was a separate installation charge to install the equipment in the DOIM shop.

Instructions: Perform the necessary actions in DPAS to account for this item both physically and financially.

Given:

Server	\$600,200.00
Contract Number	DJ010034 (if you do not use the document register use this as the document number)
Task Code	2001-474
Job Order Number	A57055909
Installation Cost	\$4500.00

Summary: Verify your results by running the appropriate inquiries and reports.

Class Discussion: Q & A

Changing The Stock Number In Mass

MODULE: Catalog

INTRODUCTION

This process is used to change every occurrence of a Stock Number on the DPAS Database to a new Stock Number or to change certain data fields on an existing Stock Number.

To change a Stock Number, the user enters the FROM (old) and TO (new) stock number on the Key Data screen and then completes the fields on the right hand side of the screen.

To change fields on an existing Stock Number, the user enters only the FROM Stock Number on the Key Data screen.

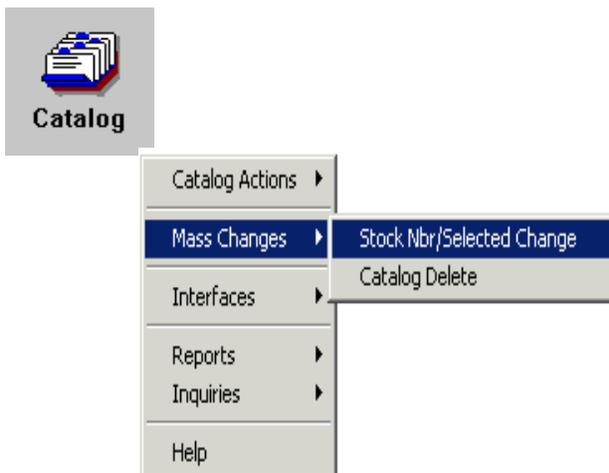
Once the transaction is processed, a Financial, UIT/CBS-X, and/or DoDSASP transaction will be produced, if necessary.

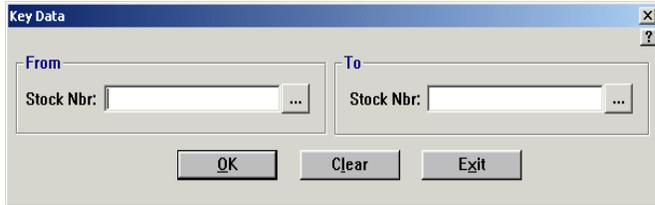
PREREQUISITES

Both Stock Numbers must be cataloged.

STEPS TO PERFORM ACTION

1. Select the **Catalog** icon, or select **Catalog** from the menu bar.
2. Select **Mass Changes** from the program group.
3. Select **Stock Nbr/Selected Change** from the program list.





The 'Key Data' dialog box has a title bar with 'Key Data' and standard window controls. It contains two columns: 'From' and 'To'. Each column has a 'Stock Nbr:' label followed by a text input field and a browse button (three dots). At the bottom, there are three buttons: 'OK', 'Clear', and 'Exit'.

STEP 1:

- a. **From Stock Nbr:** Enter or browse for the stock number you are changing.
- b. **To Stock Nbr:** Enter or browse for the **NEW** stock number.

 **HINT!** If you are changing the **Type Asset Cd, ACC, Equip Deprn Cd, Dmil Cd, and/or Mat Cat Cd** for a particular stock number, then you only need to enter the **From Stock Nbr**. These fields cannot be changed using the Catalog Add/Change/Delete process; they must be changed in this process.

c. Click **OK**.

STEP 2:

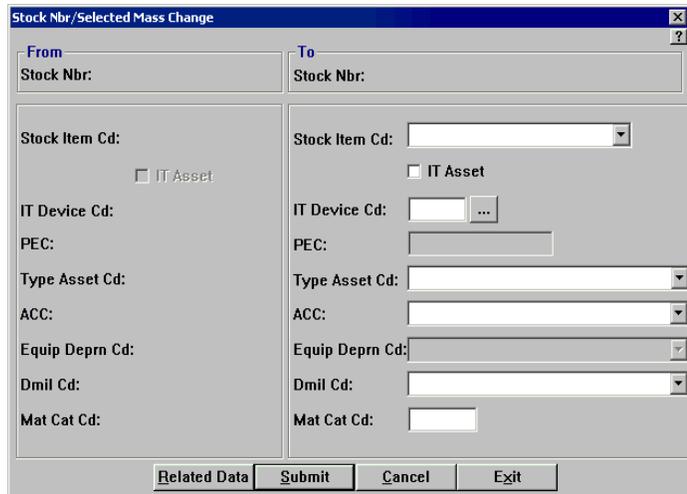
- a. Change any applicable information for your stock number.
- b. Click **Submit**.

The Transaction Processed dialog box will be displayed.

c. Click **OK**.

You will be returned to the Key Data screen.

d. Click **Exit**.



The 'Stock Nbr/Selected Mass Change' dialog box has a title bar with 'Stock Nbr/Selected Mass Change' and standard window controls. It is split into 'From' and 'To' columns. The 'From' column has 'Stock Nbr:' and 'Stock Item Cd:' (with an 'IT Asset' checkbox). The 'To' column has 'Stock Nbr:', 'Stock Item Cd:' (with a dropdown and 'IT Asset' checkbox), 'IT Device Cd:' (with a browse button), 'PEC:', 'Type Asset Cd:' (with a dropdown), 'ACC:' (with a dropdown), 'Equip Deprn Cd:' (with a dropdown), 'Dmil Cd:' (with a dropdown), and 'Mat Cat Cd:'. At the bottom, there are four buttons: 'Related Data', 'Submit', 'Cancel', and 'Exit'.

 **HINT!** Remember...this is a **BATCH** process and the change will not be in effect until the following day!

Removing Unwanted Stock Numbers In The Catalog

MODULE: Catalog

INTRODUCTION

This section outlines the procedures for deleting catalog records that have no due ins or property against them.



CAUTION!

This is **NOT** a batch process, so this will take effect immediately. Be careful when performing this process, because there is no undo. There is a report in the Catalog > Generate process that will show the records that will be deleted if this process is run. It is recommended to run this report first.

PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Catalog** icon, or select **Catalog** from the menu bar.
2. Select **Mass Changes** from the program group.
3. Select **Catalog Delete** from the program list.



STEP:

- Click **Submit**.

Mass Changing Manufacturer Keys

MODULE: Hand Receipt



CAUTION!

Use caution when using this process because all assets with alike stock numbers on the Hand Receipt tables that have the **From** manufacturer key will be changed to the **To** manufacturer key. If a mistake is made then you **MUST** revert to a one for one change by using the selected change programs.

INTRODUCTION

The purpose of this process is to generate a mass change of a manufacturer key. Selecting a specific UIC or ACTBL UIC through the Key Data screen can process this change. If a manufacturer key correction is needed on assets already added to DPAS, this process will allow for a mass change of all alike manufacturer keys.

PREREQUISITES

Both the **To** and the **From** manufacturer key must be established on the Manufacturer table.

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Mfr Key Change** from the program group.



STEP 1:

- a. **Options:** Select **Specific** to retrieve data for a specific UIC. Select **Actbl UIC** to retrieve data for the entire UIC.

NOTE: If you select **Actbl UIC**, DPAS will display the accountable UIC that you selected when you logged on (if you have multiple accountable UICs).

- b. **UIC:** If you selected to display for a specific UIC, enter or browse for your UIC.
- c. **Stock Nbr:** Enter or browse for the stock number to which the manufacturer key is assigned.
- d. **FROM Mfr Key:** Enter or browse for the manufacturer key you want to change.
- e. **TO Mfr Key:** Enter the **NEW** manufacturer key.
- f. Click **OK**.

STEP 2:

- a. The **From** and **To** information is displayed and cannot be changed. If you do not want DPAS to make this change, click the **Clear** or **Cancel** buttons; otherwise, click **Save**.

The Transaction Processed dialog box will be displayed.

- b. Click **OK**.

You will be returned to the Key Data screen.

- c. Click **Exit**.

Mass Changing The Hand Receipt Holder Number And/Or Office

MODULE: Hand Receipt

INTRODUCTION

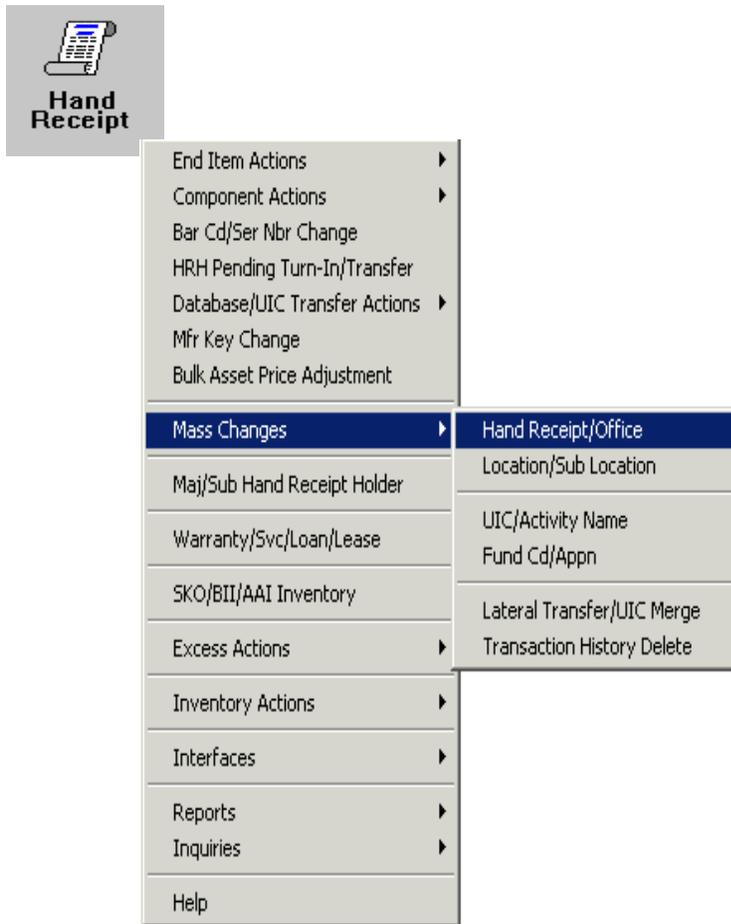
This procedure will show you how to change your hand receipt holder number, office, and/or depreciation office in mass.

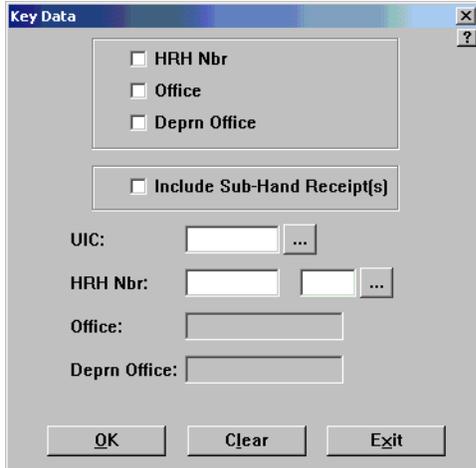
PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Mass Changes** from the program group.
3. Select **Hand Receipt/Office** from the program list.





The 'Key Data' dialog box contains the following elements:

- Three checkboxes: HRH Nbr, Office, and Deprn Office.
- A checkbox: Include Sub-Hand Receipt(s).
- Fields for: UIC (with a browse button), HRH Nbr (with a browse button), Office, and Deprn Office.
- Buttons: OK, Clear, and Exit.

STEP 1:

- Select the fields you want to change (HRH Nbr, Office and/or Deprn Office).
- If you want to include sub-hand receipts, check this box.
- UIC:** Enter or browse for your UIC.
- HRH Nbr:** If you selected the option **HRH Nbr**, enter or browse for the HRH Nbr you want to change.
- Office:** If you selected the option **Office**, enter the office you want to change.
- Deprn Office:** If you selected the option **Deprn Office**, enter the depreciation office you want to change.
- Click **OK**.

STEP 2:

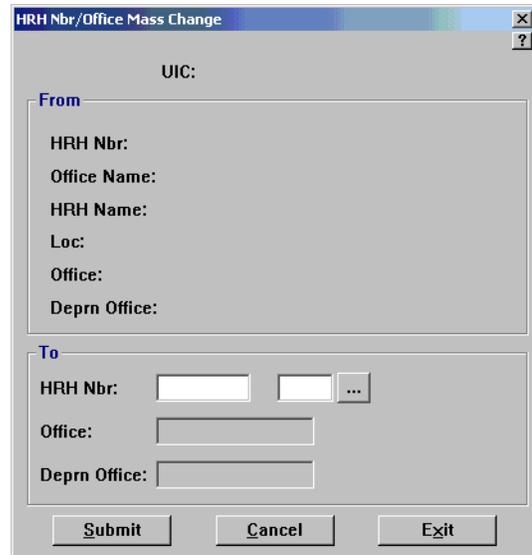
- HRH Nbr:** If you selected the option **HRH Nbr**, enter or browse for the **NEW** HRH Nbr.
- Office:** If you selected the option **Office**, enter the **NEW** office.
- Deprn Office:** If you selected the option **Deprn Office**, enter the **NEW** depreciation office.
- Click **Submit**.

The Transaction Processed dialog box will be displayed.

- Click **OK**.

You will be returned to the Key Data screen.

- Click **Exit**.



The 'HRH Nbr/Office Mass Change' dialog box contains the following elements:

- A 'UIC:' field.
- A 'From' section with fields for: HRH Nbr, Office Name, HRH Name, Loc, Office, and Deprn Office.
- A 'To' section with fields for: HRH Nbr (with a browse button), Office, and Deprn Office.
- Buttons: Submit, Cancel, and Exit.



HINT!

Remember...If you are changing **only** the HRH Nbr, then the Office and Deprn Office fields will not be accessible. If you are changing **only** the Office, then the Deprn Office will not be accessible. If you are changing **only** the Deprn Office, then the Office will not be accessible.

Also remember that this is a **Batch** process and the changes will not take effect until the following day.

Practical Exercise: HRH Nbr/Office Mass Change

Title: Mass Changing the HRH Nbr and/or Office

Objectives: At the completion of this exercise the student should demonstrate a capacity to mass change the HRH Nbr and/or Office.

Prerequisites:

References: Reference in the manual Chapter Two

Scenario: You have just undergone an office reorganization. Two of your Hand Receipt Holders will now merge into one hand receipt. All assets will be accountable to one hand receipt.

Instructions: Use the knowledge that you have gained from Chapter Two to merge the two hand receipts.

Given: Choose two hand receipts you have access to under your UIC. Perform the required actions.

Summary: Verify the program was sent for batch processing by going to the **Utilities** module, select **Batch Transaction Review**, select **All**, and click **OK**. Look for the Description **Appn Alot Chg** and your DPAS training userID to see if the process is scheduled for batch.

Class Discussion: Q & A

Mass Changing The Location And/Or Sub Location

MODULE: Hand Receipt

INTRODUCTION

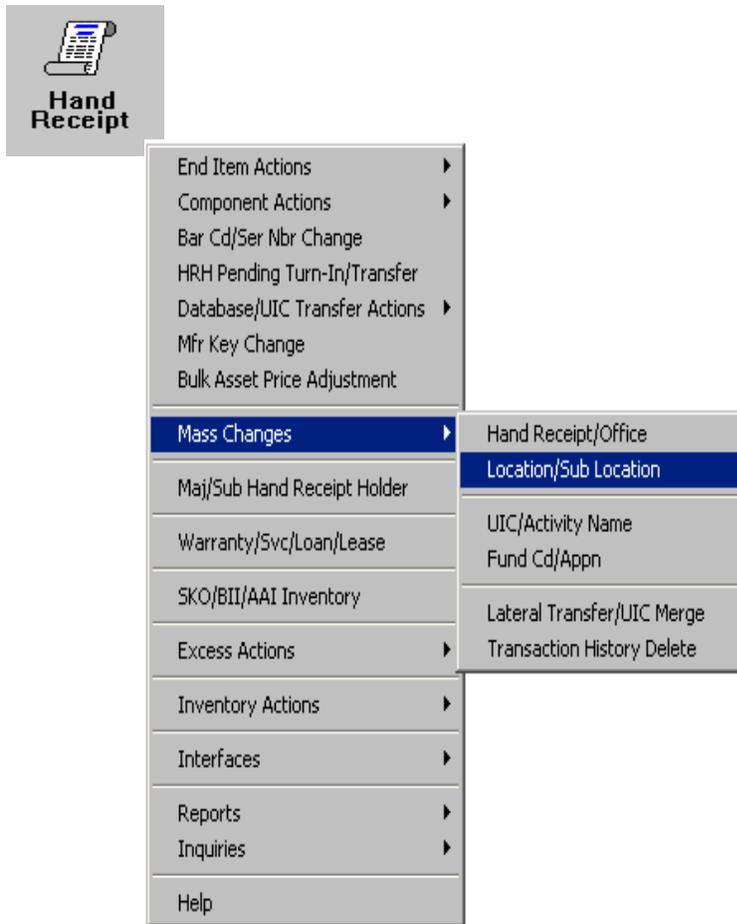
This process is used to change every occurrence of a location/sub location on the DPAS database to a new location/sub location.

PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Mass Changes** from the program group.
3. Select **Location/Sub Location** from the program list.



STEP 1:

a. **Options:**

- Select **UIC** to change the location for a specific UIC.
- Select **HRH Nbr** to change the location for a specific HRH Nbr. You can also include the sub-hand receipts, if desired.

b. **Sub Loc Updates:**

- Select **None** if you do not want to update the sub locations.
- Select **Specific** to update specific sub locations.
- Select **All** to update all sub locations.

- c. **UIC:** Enter or browse for your UIC.
- d. **HRH Nbr:** Enter or browse for your HRH Nbr. This is only available if you selected the **HRH Nbr** option.
- e. **From Loc:** Enter or browse for the location you are changing.
- f. **Sub Loc:** If desired, enter the sub location you are changing. This field is only available if you selected the update **Specific** or **All** sub locations.
- g. Click **OK**.

STEP 2:

- a. **To Loc:** Enter or browse for the **NEW** location. This location **MUST** be established on the Location table and cannot be built "on the fly".
- b. **To Sub Loc:** If desired, enter a new sub location. This field is only available if you selected to update **Specific** or **All** sub locations.
- c. Click **Save**.

The Transaction Processed dialog box will be displayed.

- d. Click **OK**.

You will be returned to the Key Data screen.

- e. Click **Exit**.

Practical Exercise: Location Mass Change

Title: Mass Changing the Location

Objectives: At the completion of this exercise the student should demonstrate a capacity to mass change the Location.

Prerequisites:

References: Reference in the manual Chapter Two

Scenario: You are cleaning up your property book and you noticed that quite a number of items have **UNASSIGNED** in the location field, but you know that items should be located in **BLDG 86**.

Instructions: Use the knowledge that you have gained from Chapter Two to mass change your location.

Given: Use the UIC and Hand Receipt you were given in class to perform the action given in this scenario.

Summary: Verify your results by running the appropriate inquiries and reports

Class Discussion: Q & A

Mass Changing The UIC And/Or Activity Name

MODULE: Hand Receipt

INTRODUCTION

This procedure will show you how to change the UIC and/or the Activity Name in mass.

 **CAUTION!**
This should **NOT** be used as a lateral transfer!!

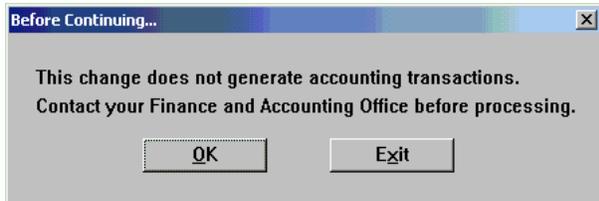
PREREQUISITES

The UIC that you are changing to **MUST NOT** exist in the database.

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Mass Changes** from the program group.
3. Select **UIC/Activity Name** from the program list.



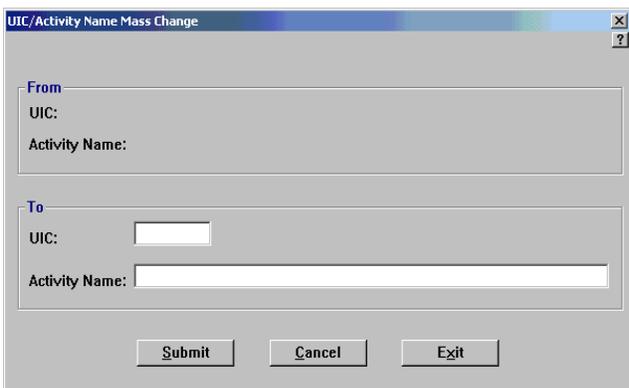
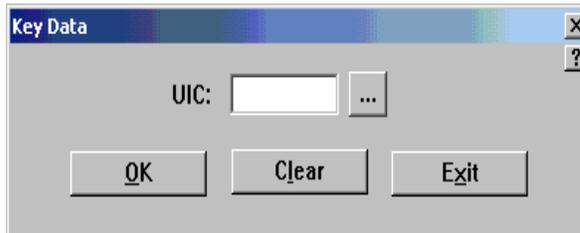


STEP 1:

- Click **OK**.

STEP 2:

- a. **UIC:** Enter or browse for your UIC.
- b. Click **OK**.



STEP 3:

- a. **To UIC:** Enter the **NEW** UIC.
- b. **To Activity Name:** Enter the **NEW** Activity Name.
- c. Click **Submit**.

The Transaction Processed dialog box will be displayed.

- d. Click **OK**.

You will be returned to the Key Data screen.

- e. Click **Exit**.



HINT!

Remember...this is a **BATCH** process and the changes will not take effect until the following day.



NOTE:

If your Activity reports UIT and the UIC is changed, you will receive a message instructing you to notify LOGSA of the UIC/DODAAC change.

Mass Changing The Fund Code And/Or Appropriation Allotment Serial Number

MODULE: Hand Receipt

INTRODUCTION

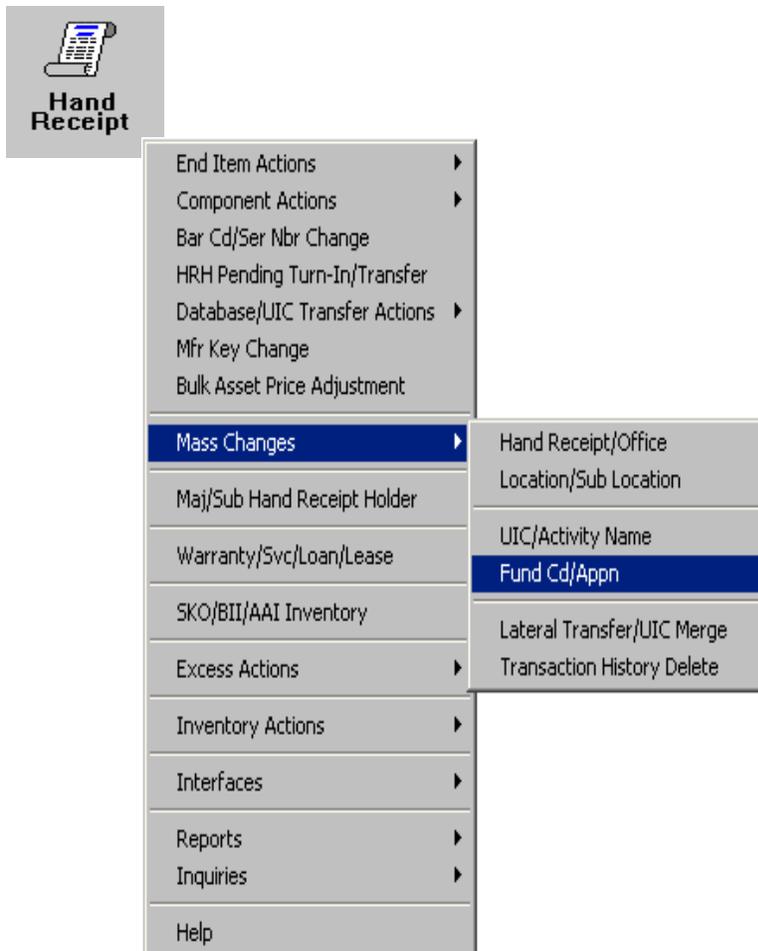
This procedure will show you how to change the fund code and/or the appropriation allotment serial number in mass.

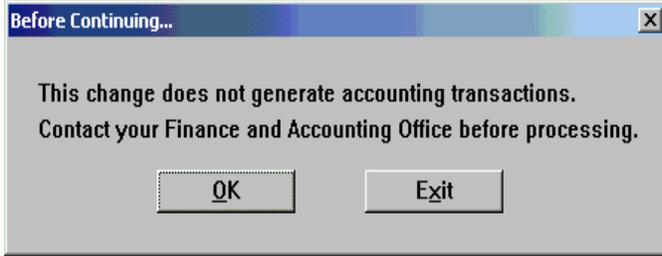
PREREQUISITES

Both Fund Codes and/or Appropriation Allotment Serial Numbers must exist on the Fund Code Table.

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Mass Changes** from the program group.
3. Select **Fund Cd/Appn** from the program list.



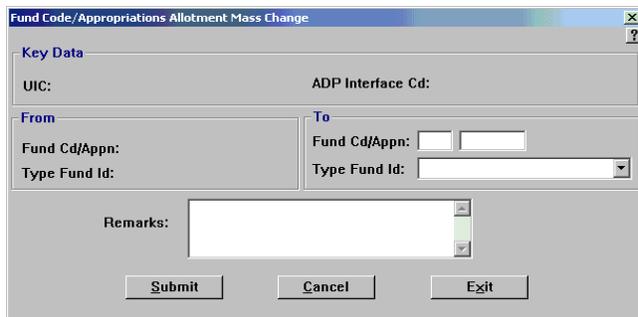
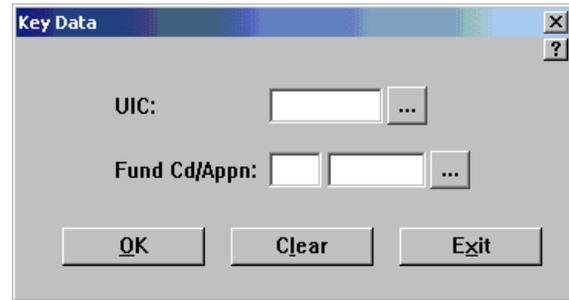


STEP 1:

- Click **OK**.

STEP 2:

- UIC:** Enter or browse for your UIC.
- Fund Cd/Appn:** Enter or browse for the fund code and/or appropriation allotment serial number you want to change.
- Click **OK**.



STEP 3:

- To Fund Cd/Appn:** Enter the **NEW** fund code and/or appropriation allotment serial number.
- To Type Fund Id:** If applicable, change the type fund identification.

Type Fund Identification Code	
D	Defense Working Capital Funds
O	Other

- Remarks:** Enter a justification as to why the fund code and/or appropriation allotment serial number was changed.
- Click **Submit**.

The Transaction Processed dialog box will be displayed.

- Click **OK**.

You will be returned to the Key Data screen.

- Click **Exit**.

HINT! Remember...this is a **Batch** process and the changes will not take effect until the following day.

Resetting The Depreciation Flag Indicator

MODULE: Accounting

INTRODUCTION

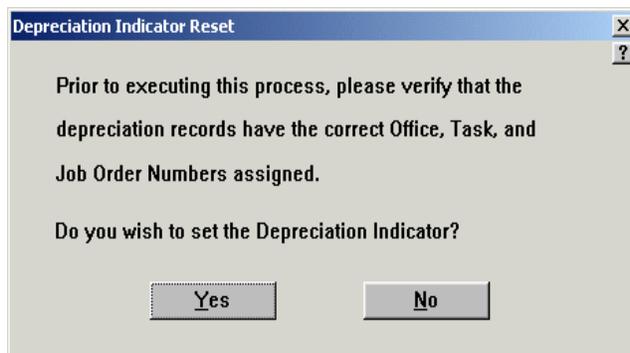
This section outlines the procedures for resetting the depreciation flag indicator. This would normally be done after a Mass Lateral Transfer/UIC Merge. When that process is run, DPAS will reset the flag to prevent the execution of the monthly depreciation.

PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Accounting** icon, or select **Accounting** from the menu bar.
2. Select **Depreciation Actions** from the program group.
3. Select **Depreciation Indicator Reset** from the program list.



STEP:

- If you want to reset the flag, click **Yes**. If you do not want to reset the flag, click **No**.

Merging UICs Together

MODULE: Hand Receipt

INTRODUCTION

This procedure will show you how to merge an entire UIC to a new UIC.

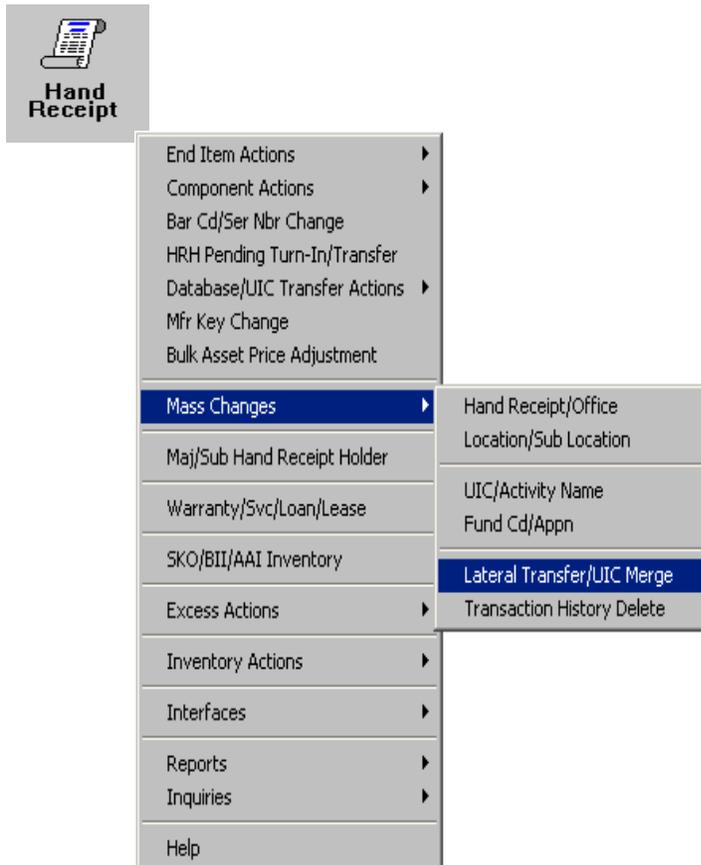
PREREQUISITES

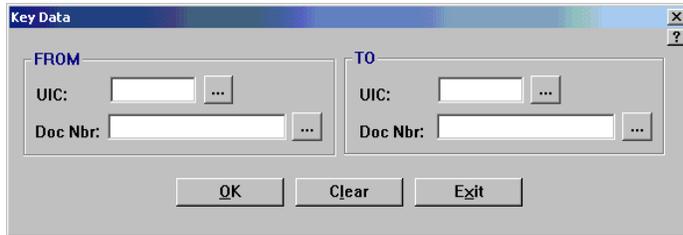
If your Activity uses the Document Register, then you will need to obtain a Lateral Transfer document number before performing this process. The procedures for establishing a transfer document number can be found in Chapter Two, **Add Miscellaneous Document Numbers**.

If you are only transferring single Hand Receipt Holder Numbers to another UIC, the Hand Receipt Holder Number, UIC, Fund Cd/Appn **MUST** be established for the gaining UIC.

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Mass Changes** from the program group.
3. Select **Lateral Transfer/UIC Merge** from the program list.





The 'Key Data' dialog box is titled 'Key Data' and has a close button (X) and a help button (?). It is divided into two main sections: 'FROM' and 'TO'. Each section contains a 'UIC:' field with a browse button (three dots) and a 'Doc Nbr:' field with a browse button. At the bottom of the dialog are three buttons: 'OK', 'Clear', and 'Exit'.

STEP 1:

- a. **FROM UIC:** Enter or browse for the UIC you are merging from.
- b. **FROM Doc Nbr:** Enter or browse for the document number for the merge.
- c. **TO UIC:** Enter or browse for the UIC that you are merging to.
- d. **TO Doc Nbr:** Enter or browse for the document number for the merge.
- e. Click **OK**.

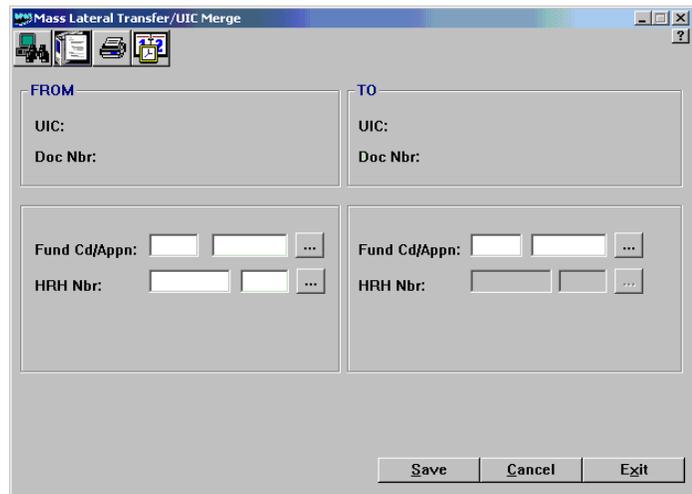
STEP 2:

FROM Group Box:

- a. **Fund Cd/Appn:** Enter or browse for the fund code and/or appropriation allotment serial number for the UIC you will be merging from.
- b. **HRH Nbr:** If a specific HRH Nbr is to be transferred, enter or browse for the HRH Nbr.

TO Group Box:

- c. **Fund Cd/Appn:** Enter or browse for the fund code and/or appropriation allotment serial number for the UIC you are merging to.
- d. **HRH Nbr:** Enter or browse for the HRH Nbr with which you will be merging, if applicable.
- e. Click **Save**.



The 'Mass Lateral Transfer/UIC Merge' dialog box has a title bar with a close button (X) and a help button (?). It is divided into two main sections: 'FROM' and 'TO'. Each section contains a 'UIC:' field and a 'Doc Nbr:' field. Below these, there are two sub-sections for 'Fund Cd/Appn:' and 'HRH Nbr:', each with a browse button (three dots). At the bottom of the dialog are three buttons: 'Save', 'Cancel', and 'Exit'.

The Transaction Processed dialog box will be displayed.

- f. Click **OK**.

You will be returned to the Key Data screen.

- g. Click **Exit**.

STEP 3:

Upon performing this process, a depreciation flag is set to prevent the execution of the monthly depreciation until the depreciation records are corrected/updated and the depreciation indicator is reset.

When depreciation records are corrected, perform a Depreciation Indicator Reset in the Accounting Module under Depreciation Actions. If the flag is not reset, each user will be notified that a Mass Lateral Transfer/UIC Merge has been processed when the user logs onto DPAS. It will also state that the depreciation records affected by the Mass Lateral Transfer/UIC Merge must be corrected and updated and that the flag must be reset before depreciation can be processed.



HINTS!

This **Mass Change** process is done real-time.

You can use the same Miscellaneous Document Number that you created for the losing UIC, as well as the gaining UIC, unless your Activity requires separate document numbers.

The merge process will create the HRHs and Authorizations for you.

If the losing UIC has more than one Fund Code, you will need to establish those Fund Codes on the gaining UIC. You will then have to perform this process individually for each Fund Code (for example, if UIC A had Fund Codes 01 and 02 and you merge it to UIC B, you will have to establish Fund Codes 01 and 02 for UIC B and then perform this process twice).

In order to process any transactions using the new UIC, you will need to have UIC Security Access to the new UIC.

Merging HRHs

MODULE: Hand Receipt

INTRODUCTION

This procedure will show you how to merge individual HRHs to a new UIC or within the same UIC.

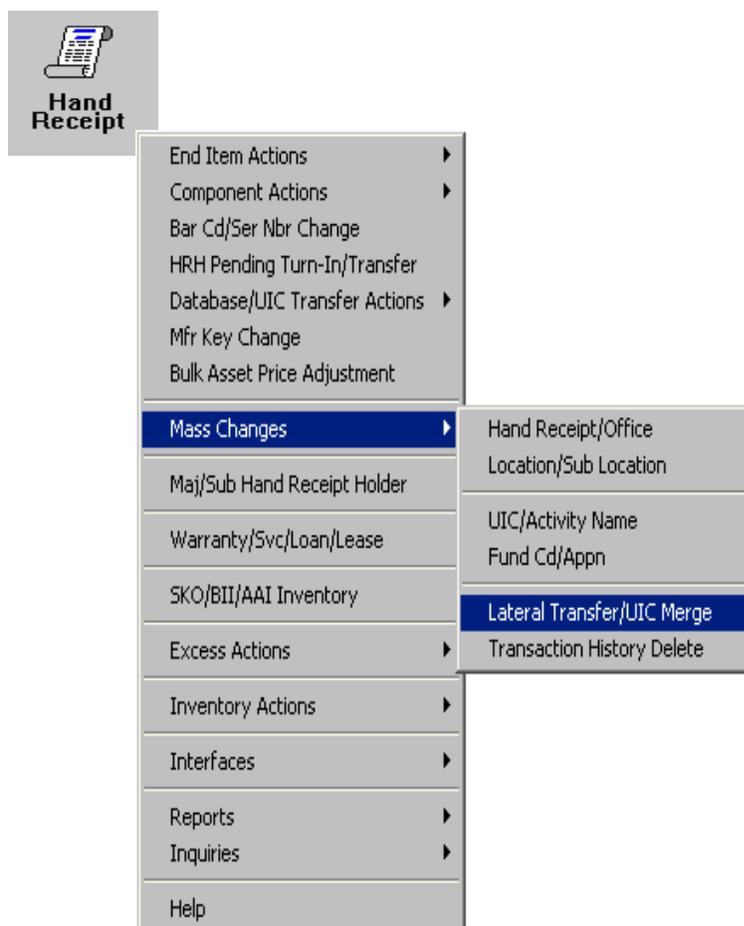
PREREQUISITES

If your Activity uses the Document Register, then you will need to obtain a Lateral Transfer document number before performing this process. The procedures for establishing a transfer document number can be found in Chapter Two, **Add Miscellaneous Document Numbers**.

The Hand Receipt Holder Number **MUST** be established for the gaining UIC.

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Mass Changes** from the program group.
3. Select **Lateral Transfer/UIC Merge** from the program list.



STEP 1:

- FROM UIC:** Enter or browse for the UIC for the HRH you are merging (losing HRH Nbr).
- FROM Doc Nbr:** Enter or browse for the document number for the merge.
- TO UIC:** Enter or browse for the UIC that you are merging to.
- TO Doc Nbr:** Enter or browse for the document number for the merge.

- Click **OK**.

STEP 2:**FROM Group Box:**

- Fund Cd/Appn:** Enter or browse for the fund code and/or appropriation allotment serial number for the UIC you will be merging from.
- HRH Nbr:** If a specific HRH Nbr is to be transferred, enter or browse for the HRH Nbr.

TO Group Box:

- Fund Cd/Appn:** Enter or browse for the fund code and/or appropriation allotment serial number for the UIC you are merging to.
- HRH Nbr:** Enter or browse for the HRH Nbr with which you will be merging, if applicable.
- Click **Save**.

The Transaction Processed dialog box will be displayed.

- Click **OK**.

You will be returned to the Key Data screen.

- Click **Exit**.

**HINTS!**

This **Mass Change** process is done real-time.

You can use the same Miscellaneous Document Number that you created for the losing UIC, as well as the gaining UIC, unless your Activity requires separate document numbers.

If there are any due-ins for the losing HRH, leave the losing UIC on DPAS and receive the item against the losing UIC. Once the asset has been received, transfer the asset to the new UIC.

If you want to transfer a partial HRH to a new HRH, you can designate the assets you wish to transfer (prior to this process) by going to **Document Register>Detail Turn-In/Transfer> Add/Change/Delete**. You can also go to **Hand Receipt>Database UIC Actions> Designate Assets For Transfer**.

Deleting The Transaction History

MODULE: Hand Receipt

INTRODUCTION

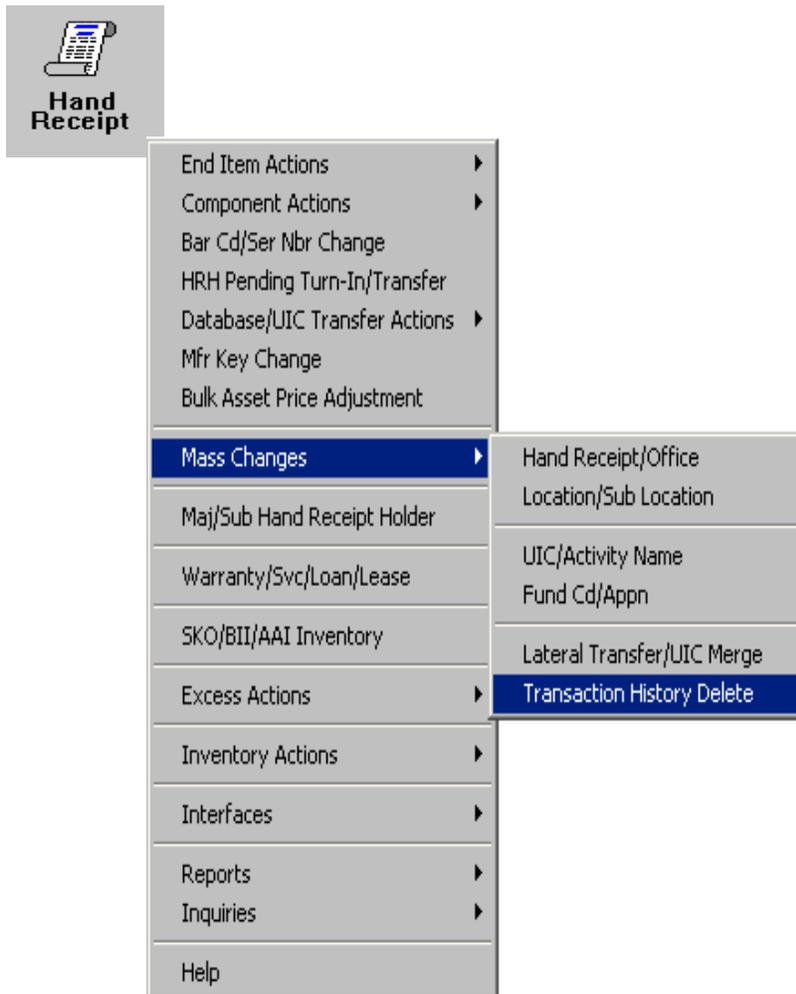
This procedure will show you how to delete the transaction history

PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Mass Changes** from the program group.
3. Select **Transaction History Delete** from the program list.



STEP 1:

a. **Type:** Select the appropriate type.

Type	
One Time	The process will be performed in the next batch cycle.
Schedule	The process will be performed during the Automatic Batch Process Cycle for the next scheduled frequency.



HINT!

If you select **Schedule**, you will *only* be able to access the **Scheduled Transaction Delete** Group Box.

When you process this transaction, you will receive a notice telling you to contact the Systems Administrator that you have executed this process.

b. **Options:** Select the appropriate option..

Options	
Delete w/File	Select this option to delete records from the Transaction History Table/Real Property History Table. Transaction History Delete/Report (DP9T131R) will be printed displaying a message indicating a file was created. To view and/or save this data use the FTP option on the Remote Button of the Report Screen.
Delete w/o File	Select this option to delete records from the Transaction History Table/Real Property History Table. A Transaction History Delete /Report (DP9T131R) will be printed displaying a message indicating a file was not created.
Report	Select this option to print a Transaction History Delete/Report (DP9T131R). This selection will not delete any records from Transaction History Table.

c. **UIC Options:** If you want to delete the history for a specific UIC, select the **Selective** option and then enter the UIC. If you want to delete the history for all UICs, select the **All** option.

Date Range Group Box:

d. **Begin Dt:** Enter the beginning date (YYYYMMDD format).

e. **End Dt:** Enter the ending date (YYYYMMDD format).

Scheduled Transaction Delete Group Box:

f. Select **All** to delete all transactions. Select **Deleted Assets Only** to establish automated delete criteria in the Accountable UIC Parameter Table.

g. **Older Than:** Designate a timeframe for which records are to be deleted.

h. **Del Freqn:** Designate the frequency the delete will be performed.

Delete Frequency	
M	Monthly
Q	Quarterly
F	Annual (Fiscal)
C	Annual (Calendar)

i. Click **Submit**.



HINT!

The **Delete Assets Only** selection will delete all records in the Transaction History Table and Real Property History Table that meet the established criteria. (Only records that have no open assets on the hand receipt tables will be deleted using this selection.) This is a mandatory entry when **ALL** is not selected.

Suspending Supply Actions

MODULE: Hand Receipt

INTRODUCTION

The DPAS Supply Interface provides a means for Supply Systems to electronically feed (import) Receipt and Reversal transactions to DPAS via manual input. When a Supply System submits a single source of data input, i.e., a DPAS Supply Interface Import File, errors and duplication of data input will be reduced. The Import File submitted by the Supply System will be received and processed by DPAS in a batch process which is executed daily. In addition to "importing" data from the Supply System, the DPAS Supply Interface will provide System Administrator and User Reports and status to the Supply System via an export file. The data submitted on the import file must be compliant with the specifications contained in the Interface Design Description, contained in Annex CC.8 of the DPAS On-Line Help. An online Suspended Supply Actions feature is provided for the end user to correct data received with "correctable" errors. Data received with "incorrectable" errors will be rejected to the Supply System.

Import Process:

The Supply Interface Import file is an ASCII file, pushed by the Supply System to a DPAS directory structure on the UNIX platform residing at Defense Enterprise Computing Center Detachment Dayton (DECC-D Dayton). Data is considered unclassified with no encryption required. DPAS will archive/remove the files from the directories on the UNIX platform when processing is complete.

Reject Files/Write to Pending Supply Action Table

Files will be rejected if the Header and/or Trailer is missing, the Header and Trailer Information does not match, the Record Count in the Trailer is not accurate, or the Supply System Site ID is invalid. When a file is rejected, a summary row is inserted to the Pending/Suspended Supply Actions Table with a Status Code of ""FR" (File Reject), along with an appropriate error message. Detail rows associated with a rejected file are not stored in the Pending/Suspended Supply Actions Table. Valid files will have individual rows inserted to Pending/Suspended Supply Actions with an "FP" (File waiting for Processing) as the Status Code.

Suspend Files/Validate Transactions

Files that are not rejected will be suspended if:

- ❖ The Current Sequence Number is not one (1) greater than the Current Sequence Number value residing in the Sequence Control Table, **OR...**
- ❖ The Previous Sequence Number is not equal to the Current Sequence Number value residing in the Sequence Control Table.

The individual rows will be updated in the Pending Supply Actions Table with a Status Code of "FS" (File Suspend). Files that are not rejected or suspended will have their individual rows validated. Conditions for row rejection include an invalid DPAS Database Name, a blank UIC or an invalid Action Code. Those rows that pass validation will have their Status Code changed to "RP" (new Row waiting for Processing). Rows that are rejected will have their Status Code changed to "RR" (Record Rejected, cannot be corrected).

Export Process:

The Supply Interface Export file is an ASCII file, pulled by the Supply System from the directory structure on the UNIX platform residing at Defense Enterprise Computing Center Detachment Dayton (DECC-D Dayton). The Export file, which includes information about suspended files, rejected files and rejected records, is retrieved by the Supply System for use in their batch processing. The Supply System will remove the files from the UNIX directories when processing is complete.

Process Rejected/Suspended Files in Pending Supply Actions Table

Rows with a Status Code of "FR" (File Rejected) will not be written to the Export File and will not be documented on the System Administrator's Report. All rows with a Status Code of "FR" will be deleted. Summary rows with a Status Code of "FS" will be written to the Export File and deleted from the database.

Process Rejected Transactions in Pending Supply Actions Table

All rows with a Status Code of "RR" will be written to the Export File, documented on the System Administrator reports and the row deleted.

Process Reported transactions in Pending Supply Action Table

All rows with a Status Code of "PR" (row Processed and Reported) will be deleted.

End User Processing:

The online process will allow the user to view unprocessed/suspended supply transactions (new procurement, reversals) imported from an external supply system (e.g., BOSS). Transactions under review for processing will contain Process Status Codes of "S1", "S2", or "S3". Non-property book transactions can be deleted while new procurement and reversal (decrease) transactions can be processed utilizing the DPAS Jump Feature to the End Item Increase or End Item Decrease screens. After processing an increase/decrease process, the Process Status Code (1st pos.) will be updated to a "P" (e.g., S1 to P1). Records suspended because of catalog deficiencies can be corrected by selecting the appropriate process (Catalog Add/Change/Delete or Mfr P/N Add/Change/Delete) from the Toolbar Menu. Only catalog records suspended with a Process Status Code of "S1" (catalog row not found and not inserted) will be updated. The Process Status Code in this example will be changed from "S1" to "S2". Data from the Suspended Supply Actions Table on chosen records will populate the Key Data portions of all four processing screens when selected. Normal processing of these screens will then proceed as outlined in the DPAS Users' Manual.

Suspended Supply Actions

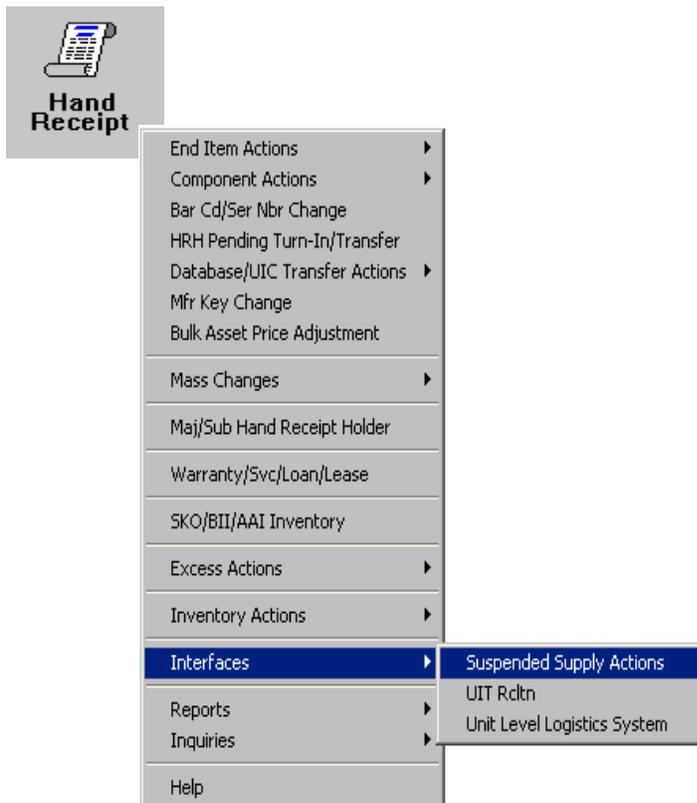
This process will display unprocessed/suspended new procurement or reversal supply transactions imported from an external supply system. The user can selectively process the transactions utilizing the Selection List Box provided. When a new procurement record (receipt) is selected, the End Item Increase Screen is populated with Key Data and associated processing data originating from the supply source. The same procedure will occur on reversal (decrease) type transactions by populating the End Item Decrease Screen. Normal processing of these screens should take place as outlined in the DPAS On-Line Help. The Catalog Add/Change/ Delete and Manufacturer Part Number Add/Change/ Delete processing screens are available from the Toolbar Menu to correct deficiencies associated with cataloging. Missing mandatory data on all transactions/screens will require entry prior to processing the record. When a non-property book asset is selected for a "delete action", the transaction will be written to the DPAS History Table and returned to the originating supply system as a reject.

PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Interfaces** from the program group.
3. Select **Suspended Supply Actions** from the program list.



STEP 1:

- a. **Selection Group Box:** Select the appropriate option.

Selection	
UIC	Display all actions for the UIC entered.
HRH Nbr	Displays only actions for the UIC and HRH Nbr entered.
Serial Nbr	Displays only actions for the UIC and Serial Nbr entered.

- b. **Type Group Box:** Select the appropriate type.

Types	
All	Displays all suspended supply actions (increases and decreases).
Receipts	Displays only suspended receipts (increases).
Reversals	Displays only suspended reversals (decreases).

- c. **Options Group Box:** Select the appropriate option.

Options	
All	Displays all dates (no date restriction).
Date	Displays actions for a specific date.
Older Than	Displays all actions that were older than the specified number of days from the system.

- d. **UIC:** Enter or browse for the UIC.
- e. **HRH Nbr:** If you selected **HRH Nbr**, enter the HRH Nbr.
- f. **Serial Nbr:** If you selected **Serial Nbr**, enter the Serial Number.
- g. Click **OK**.

If there were any suspended transactions, the following screen will be displayed:

h. Click **OK**.

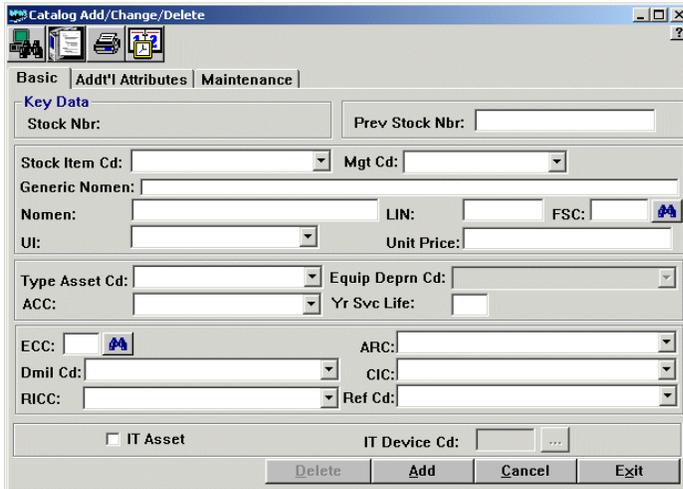
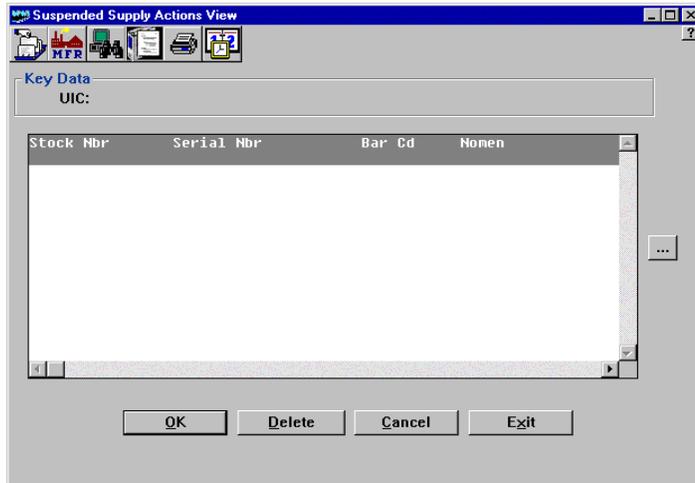
This viewing screen will allow you to view, delete, or select a suspended supply transaction for processing.

i. **Highlight and click** on the Detail Browse Button to view additional supply transaction information.

OR

Highlight and click on one of the displayed entries.

j. Click **OK** to process the increase/decrease action.

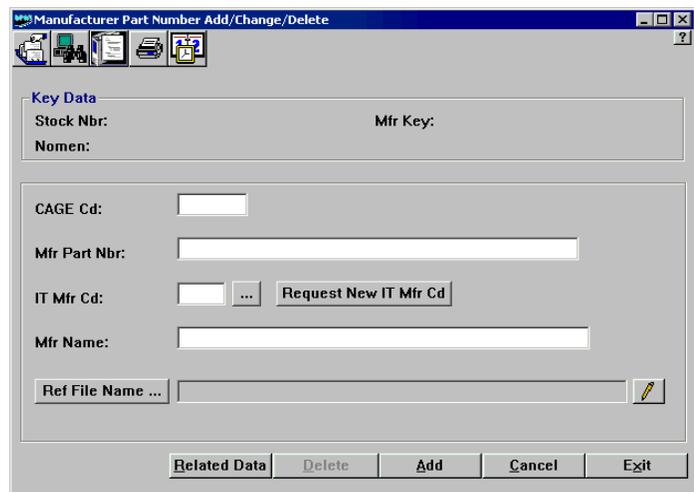


k. If the transaction is rejected for catalog

data reasons, click  from the toolbar at the top of your screen to correct the reject. When you click on the catalog icon, the Catalog Add/Change/Delete screen is returned.

l. If the transaction is rejected for

manufacturer data reasons, click  from the toolbar at the top of your screen to correct the reject. When you click on the MFR icon, the Manufacturer Part Number Add/Change/Delete screen is returned.



If the transaction is rejected for receipt reasons, the End Item Increase screen is returned.

If the transaction is rejected for reversal reasons, the End Item Decrease screen is returned.

End User Reports

The Supply Actions Report (DPTN321D) is a five-part report generated for end user purposes. The report is sorted by UIC. Sections 2 through Section 5 of the report will be grouped by Major Hand Receipt Holder.

- **Section 1** is the Summary Report listing number of transactions currently suspended, records posted to the database by BATCH processing since last report, records posted to the database by ONLINE processing since last report, and records rejected by ONLINE processing since last report.
- **Section 2** is the Transactions Currently Suspended Report. It displays the Action Code, Supply Site ID, Suspense Date/Time, Serial Number, Document Number, Stock Number, Fund Code, Management Code, Office, Database Name, Transaction Date/Time, Suspense Reason and the following Status Codes:
 - S1** Row Suspended (Catalog row not found and not inserted)
 - S2** Row Suspended (Catalog row inserted)
 - S3** Row Suspended (Catalog row found)

- **Section 3** is a report depicting the Records Posted to the Database by BATCH Processing Since Last Report. It displays the Major Hand Receipt Holder, Action Code, Processing Date/Time, Supply System Site ID, Stock Number, Document Number, Serial Number and the following Status Codes:
 - B2** Catalog row inserted by Batch, End Item Increase performed by Batch
 - B3** Catalog row found, End Item Increase performed by Batch
 - P2** Catalog row inserted by Batch, End Item Increase performed by GUI

- **Section 4** is a report depicting the Records Posted to the Database by ONLINE Processing Since Last Report. It displays the Major Hand Receipt Holder, Action Code, Processing Date/Time, Supply System Site ID, Stock Number, Document Number, Serial Number and the following Status Codes:
 - P1** Catalog row inserted by GUI, End Item Increase performed by GUI
 - P2** Catalog row inserted by Batch, End Item Increase performed by GUI
 - P3** Catalog row found, End Item Increase performed by GUI

- **Section 5** is a report depicting the Records Rejected by ONLINE Processing Since Last Report. It displays the Major Hand Receipt Holder, Action Code, Supply Site ID, Suspense Date/Time, Serial Number, Document Number, Stock Number, Fund Code, Management Code, Office, Database Name, Transaction Date/Time and the following Status Codes:
 - R1** Rejected (complete)
 - R2** Rejected (Catalog row inserted)
 - R3** Rejected (Catalog row found)
 - RR** Row rejected and reported

Below is an example of this report:

```

REPORT: DPTN321D                DEFENSE PROPERTY ACCOUNTABILITY SYSTEM    DATE: 20001102 TIME: 09:45 PAGE: 1
                                SUPPLY ACTIONS REPORT
                                Transactions Currently Suspended

                                UIC: ACTBL1
                                HHH MJR:
Supply System Code: B

ACTION  SUPPLY
CODE   SITE ID  SUSPENSE DATE/TIME  SERIAL NUMBER  DOCUMENT NUMBER  STOCK NUMBER  STATUS CODE
      FUND CODE  MGT CODE    OFFICE          DATABASE NAME  TRANSACTION DATE/TIME  BAR CODE

      12        20001102/09450979          FMSO-2        20001003/10544653          S1
SUSPENSE REASON: INVALID ACTION CODE

STATUS CODE Definitions - S1: Suspended (Stock Number not found in Catalog and not added)
                        S2: Suspended (Stock Number added to Catalog)
                        S3: Suspended (Stock Number found on Catalog)

END OF REPORT
    
```

DPAS Accounting Interfaces

MODULE: Accounting

Accounting transactions, as listed below, are created by DPAS when property book gains, losses, or changes in status occur for capital assets. The data generated is stored in a standard DPAS system table until it is forwarded to the designated accounting system. This will enable the financial output to be formatted in accordance with requirements established by DFAS accounting systems receiving this data.

<u>TYPES OF PROPERTY DATA</u>	<u>FUNCTION CODE</u>	<u>ASSET CODE</u>
Equipment In Transit	X802	I, J, K
Equipment in Use	X803	I, J, K
Equipment With Contractor	X804	I, J, K
Asset Depreciation Expense	X805	ALL
Transfer-In of Capital Asset	X815	ALL
Transfer-In of Prior Depreciation	X816	ALL
Transfer-Out of Capital Asset	X817	ALL
Transfer-Out of Accumulated Depreciation	X818	ALL
Capitalization of Purchased Assets	X819	ALL
Transfer-Out of Accumulated Depreciation on Other Losses	X820	ALL
Other Gains	X821	ALL
Other Losses	X822	ALL
Sale with a Gain	X823	ALL
Sale with a Loss	X824	ALL
Gain on Disposition of Assets	X825	ALL
Loss on Disposition of Assets	X826	ALL
Transfer-In of Accumulated Depreciation on Other Gains	X827	ALL
Transfer-Out of Accumulated Depreciation on a Sale with a Gain	X828	ALL
Transfer-Out of Accumulated Depreciation on a Sale with a Loss	X829	ALL

- ❖ The UIC Table is used to hold the last serial number assigned to the document number written to the transactions. Each day this serial number is reset to "0001".
- ❖ Depreciation is computed, by user request, each month. Prior to computing the current month's depreciation, DPAS re-computes the amount of depreciation that should be incurred. In the event there is a difference, DPAS generates an adjusting transaction.



NOTE:

Differences are the result of assets being reclassified, activation date changes, price changes, residual value changes and/or prior accumulated depreciation amount changes.

- ❖ DPAS accounting transactions reflects the net dollar amount of the transaction. Transactions that contain negative amounts have a Maintenance Code of "M" whereas transactions that contain positive amounts have a Maintenance Code of "A".

Defense Business Management System (DBMS) Interface

The DBMS Interface consists of a header record, a detail record for each Accountable transaction for the period and a trailer record. The header and trailer records contain "control" data to ensure all transmissions are complete and to ensure the data is processed in sequence. **DPAS will automatically execute the DBMS Interface process during batch processing when Accountable transactions reside on the Accounting Interface Table and the Fin Sys Cd is equal to a "B"**. Upon completion of the process, the output will be electronically sent to the designated DBMS platform for updating of the DBMS accounting records. In the event DPAS fails to make an automatic transfer of data to DBMS, the DPAS System Administrator will initiate action to identify the reason and re-transmit when the connection is reestablished. The DPAS System Administrator also has the responsibility for re-transmitting files that were previously transmitted, but were "lost" or "unreadable" by DBMS. The DPAS Interface process will automatically produce a DPAS/DBMS Interface Report detailing transactions sent to DBMS in the interface. The report format and the detailed layout of the DBMS Interface follow:

Upon successful execution of the DPAS Interface to DBMS, DPAS will produce the DPAS/DBMS Interface Report DPTS011D containing the transactions sent to DBMS. The report format is defined in Annex Y and is identical to the manual reporting process.

Standard Industrial Fund System (SIFS) Interface

Four types of transactions are generated for the SIFS Interface:

- ZIR** Monthly detail depreciation expense transaction.
- ZG5** Monthly summary depreciation transaction for assigned organization code and type of asset.
- ZGC** Detail asset transaction. Generated when any change is made to the property book that affects capital asset accounting, i.e., new receipt, turn-in, price adjustment, etc.
- ZGD** Reflects total dollar value of assets and total accumulated depreciation by general ledger account code.

- ❖ The SIFS Interface will be electronically sent to the designated SIFS platform during DPAS batch processing. In the event DPAS fails to make an automatic transfer of data, the DPAS Systems Administrator (SA) will initiate action to identify the reason and re-transmit. Sixteen DPAS transmissions will be retained for re-transmittal of data.
- ❖ **Upon successful execution of the DPAS Interface to SIFS, DPAS will produce the DPAS/SIFS Interface Report DPTS021D containing the transactions sent to SIFS.** The Standard Industrial Fund System (SIFS) Interface Report DPTS021D consists of seven parts. Part I lists assets received on post. Part II lists assets that have been placed in use. Part III lists assets that have been turned in. Part IV lists monthly depreciation amounts for depreciating assets. Part V lists assets that have been received with prior depreciation. Part VI lists assets that have been turned in with accumulated depreciation. Part VII reflects total dollar value of all assets and depreciation by general ledger account code. This program is executed automatically with each batch cycle. The detailed records on parts I-VI of the report reflect the same accounting transactions that are automatically passed to the SIFS for automatic general ledger updating. Refer to Annex Y of the DPAS On-Line Help for report format.

Industrial Fund Accounting System (IFAS) Interface

The IFAS Interface consists of a header record, a detail record for each individual UIC, and a trailer record. The header and trailer records contain "control" data to ensure all transmissions are complete and to ensure the data is processed in sequence. **DPAS will automatically execute the IFAS Interface process during batch processing when accountable transactions reside on the Accounting Interface Table and the Acct Sys Cd is equal to a "C"**. Upon completion of the process, the output will be electronically sent to the designated IFAS platform for updating the IFAS accounting records. In the event DPAS fails to make an automatic transfer of data to IFAS, the DPAS System Administrator will initiate action to identify the reason and retransmit when the connection is reestablished. The DPAS System Administrator also has the responsibility for re-transmitting files that were previously transmitted, but were "lost" or "unreadable" by IFAS. The DPAS Interface process will automatically produce a DPAS/IFAS Interface Report detailing transactions sent to IFAS in the interface. The report format and detailed layout of the IFAS Interface follows:

Upon successful execution of the DPAS Interface to IFAS, DPAS will produce the DPAS/IFAS Interface Report DPTS031D containing the transactions sent to IFAS. The report format is defined in Annex Y of the DPAS On-Line Help and is identical to the Accounting Transaction Register Report.

Financial and Accounting Management Information System (FAMIS) Interface

The FAMIS Interface consists of a header record, a detail record for each individual UIC, and a trailer record. The header and trailer records contain 'control' data to ensure all transmissions are complete and to ensure the data is processed in sequence. DPAS will automatically execute the FAMIS Interface process during batch processing when accountable transactions reside on the Accounting Interface Table and the Acct Sys Cd is equal to a "C". Upon completion of the process, the output will be electronically sent to the designated FAMIS platform for updating the FAMIS accounting records. In the event DPAS fails to make an automatic transfer of data to FAMIS, the DPAS System Administrator will initiate action to identify the reason and retransmit when the connection is reestablished. The DPAS System Administrator also has the responsibility for re-transmitting files that were previously transmitted, but were "lost" or "unreadable" by FAMIS. The DPAS Interface process will automatically produce a DPAS/FAMIS Interface Report detailing transactions sent to FAMIS in the interface. The report format and detailed layout of the FAMIS Interface follows.

- a. Upon successful execution of the DPAS Interface to FAMIS, DPAS will produce the DPAS/FAMIS Interface Report DPTS031D containing the transactions sent to FAMIS. The report format is defined in Annex Y of the DPAS On-Line Help and is identical to the Accounting Transaction Register Report.



NOTE:

The Accounting Transaction Register Report process described in Annex Y of the DPAS On-Line Help is not applicable for UICs with an Acct Sys Cd equal to a "C".

- b. All of the data contained in the detail record is extracted from the Accounting Interface Table and formatted to the system interface requirements. The sequence number assignment will be accomplished by DPAS's internal processing. For the first transmission of data by an Accountable UIC, the prior sequence number will be "000" and the current sequence number will be "001". For each subsequent transmission, the prior and current sequence numbers will be incremented by one. Following transmission of sequence number "999", the next current sequence number will be "001" with the prior sequence number being "999". Refer to the **References** for the file layout for this interface.

Washington Allotment Accounting System (WAAS) Interface

The WAAS Interface consists of a header record, a detail record for each individual UIC, and a trailer record. The header and trailer records contain "control" data to ensure all transmissions are complete and to ensure the data is processed in sequence. **DPAS will automatically execute the WAAS Interface process during batch processing when accountable transactions reside on the Accounting Interface Table and the Acct Sys Cd is equal to a "G"**. Upon completion of the process, the output will be electronically sent to the designated WAAS platform for updating the WAAS accounting records. In the event DPAS fails to make an automatic transfer of data to WAAS, the DPAS System Administrator will initiate action to identify the reason and retransmit when the connection is reestablished. The DPAS System Administrator also has the responsibility for re-transmitting files that were previously transmitted, but were "lost" or "unreadable" by WAAS. The DPAS Interface process will automatically produce a DPAS/WAAS Interface Report detailing transactions sent to WAAS in the interface. The report format and detailed layout of the WAAS Interface follows.

- ❖ **Upon successful execution of the DPAS Interface to WAAS, DPAS will produce the DPAS/WAAS Interface Report DPTS041D containing the transactions sent to WAAS.** The report format is defined in Annex Y of the DPAS On-Line Help and is identical to the Accounting Transaction Register Report.

E-Biz Interface

The e-Biz Interface consists of a header record, a detail record for each transaction for the period, a summary record of total acquisition cost and total accumulated depreciation by asset code, and a trailer record. The header and trailer records contain "control" data to ensure all transmissions are complete and to ensure the data is processed in sequence. DPAS will automatically execute the e-Biz Interface process during batch processing when Accounting transactions reside on the Accounting Interface Table with Acct Sys Cd equal to an "E" and Process Sts Cd equal to spaces. Upon completion of the process, the output will be electronically sent to the designated e-Biz platform for updating of the e-Biz accounting records. In the event DPAS fails to make an automatic transfer of data to e-Biz, the DPAS System Administrator will initiate action to identify the reason and re-transmit when the connection is reestablished. The DPAS System Administrator also has the responsibility for re-transmitting files that were previously transmitted, but were "lost" or 'unreadable' by e-Biz. The DPAS Interface process will automatically produce a DPAS/e-Biz Interface Report detailing transactions sent to e-Biz in the interface. The report format and the detailed layout of the e-Biz Interface follow.

- a. Upon successful execution of the DPAS Interface to e-Biz, DPAS will produce the DPAS/e-Biz Interface Report DPTS401R containing the transactions sent to E-BIZ. The report format is defined in Annex Y and is identical to the manual reporting process.



NOTE:

The Accounting Transaction Register report process described in Annex S of the DPAS On-Line Help is not applicable for UICs with an Acct Sys Cd equal to a "E".

- b. All the data contained in the detail record layout is extracted from the Accounting Interface Table and formatted to the system interface requirements. The sequence number assignment will be accomplished by DPAS's internal processing. For the first transmission of data by a UIC, the prior sequence number will be "000" and the current sequence number will be "001". For each subsequent transmission, the prior and current sequence numbers will be incremented by one. Following transmission of sequence number "999", the next current sequence number will be "001" with the prior sequence number being "999". Refer to the **References** for the file layout for this interface.

Defense Working Capital Fund Accounting System (DWAS) Interface

The Defense Working Capital Fund Accounting System (DWAS) Interface consists of a header record, a detail record for each transaction for the period, a summary record of total acquisition cost and total accumulated depreciation by asset code, and a trailer record. The header and trailer records contain "control" data to ensure all transmissions are complete and to ensure the data is processed in sequence. DPAS will automatically execute the DWAS Interface process during batch processing when Accounting transactions reside on the Accounting Interface Table with Acct Sys Cd equal to a "D" and Process Sts Cd equal to spaces. Upon completion of the process, the output will be electronically sent to the designated DWAS platform for updating of the DWAS accounting records. In the event DPAS fails to make an automatic transfer of data to DWAS, the DPAS System Administrator will initiate action to identify the reason and re-transmit when the connection is reestablished. The DPAS System Administrator also has the responsibility for re-transmitting files that were previously transmitted, but were "lost" or "unreadable" by DWAS. The DPAS Interface process will automatically produce a DPAS/DWAS Interface Report detailing transactions sent to DWAS in the interface. The report format and the detailed layout of the DWAS Interface follow.

- a. Upon successful execution of the DPAS Interface to e-Biz, DPAS will produce the DPAS/e-Biz Interface Report DPTS401R containing the transactions sent to e-Biz. The report format is defined in Annex Y and is identical to the manual reporting process.



NOTE:

The Accounting Transaction Register Report process described in Annex S of the DPAS On-Line Help is not applicable for UICs with an Acct Sys Cd equal to a "E".

The Accounting Transaction Register report process described in Annex y is not applicable for UICs with an Acct Sys Cd equal to a "E".

- b. All the data contained in the detail record layout is extracted from the Accounting Interface Table and formatted to the system interface requirements. The sequence number assignment will be accomplished by DPAS's internal processing. For the first transmission of data by a UIC, the prior sequence number will be "000" and the current sequence number will be "001". For each subsequent transmission, the prior and current sequence numbers will be incremented by one. Following transmission of sequence number "999", the next current sequence number will be "001" with the prior sequence number being "999". Refer to the **References** for the file layout for this interface.

Logistics Modernization Program (LMP) Interface

Three types of transactions are generated for the LMP Interface:

- ZIR** Monthly detail depreciation expense transactions.
ZGS Monthly summary depreciation transaction for assigned organization code and type of asset.
ZGC Detail asset transaction. Generated when any change is made to the property book that affects capital asset accounting, i.e., new receipt, turn-in, price adjustment, etc.

- a. The LMP Interface will be electronically sent to the designated LMP platform during DPAS batch processing. In the event DPAS fails to make an automatic transfer of data, the DPAS Systems Administrator (SA) will initiate action to identify the reason and retransmit. Sixteen DPAS transmissions will be retained for retransmittal of data.
- b. The Logistics Modernization Program (LMP) Interface Report DPTS421D consists of seven parts.
 - **Part I** - lists transactions with invalid asset codes that will not pass to LMP.
 - **Part II** lists assets that have been placed in use.
 - **Part III** lists assets that have been turned in.
 - **Part IV** lists monthly depreciation amounts by asset.
 - **Part V** lists prior depreciation amounts for assets that have been received.
 - **Part VI** lists accumulated depreciation on assets that have been turned in.
 - **Part VII** reflects total dollar value of all assets and depreciation by general ledger account code.

This program is executed automatically with each batch cycle. Refer to **References** for the detailed records on Parts I-VI of the report.

Real Property Interfaces

MODULE: Accounting

PRIDE Interface

The software program PRIDE is the official source for National Guard Real Property. The PRIDE Interface provides National Guard users with an automated process/depository to update/overlay real property assets and improvements for reporting purposes.

Integrated Facilities System (IFS) Interface

A. OVERVIEW

As the Army (DoD) must account for Personal Property, they must also account for Real Property. In the Personal Property world, DPAS will perform the property book and fiscal accountability function for the Army's Real Property. To perform this accountability, the IFS and DPAS have established a two-way interface to accommodate getting the Real Property records loaded to the DPAS. IFS will still continue to perform for the Army the functions that it currently performs, since it performs more than just Real Property accountability. DPAS will not replace IFS as we are doing generally with SPBS-R. The initial records loaded to DPAS and subsequent updates/changes will pass back and forth via the interface process. DPAS is being used to update subsidiary/general ledgers on Real Property as it does on the Personal Property side. The point of the Interface is that IFS passes information to DPAS, and the Army produces their fiscal reports on Real Property from DPAS. DPAS serves as the **reporting** tool, IFS as the management tool.

The plan as scoped out between IFS and DPAS does NOT - repeat NOT - envision IFS personnel to manipulate IFS data in DPAS. In fact, IFS records are flagged within the system and input to the fields are blocked. All actions performed on Real Property are supposed to be accomplished within the IFS and the interface process is to take care of getting to/updating the asset within DPAS.



NOTE:

Capital Improvements to the records can be accomplished through direct input into DPAS.

It is envisioned, however, that the IFS personnel may/will access to the DPAS to perform inquires and/or reports on the data. This is logical if for no other reason than to validate that the two systems are in sync with data. The requirement to establish security and give permissions and the like to the DPAS for these functions should fall to the person who is providing this service at the site under normal implementation procedures.

B. BACKGROUND

I. WHAT IS THE IFS/DPAS INTERFACE?

This is a two-way interface between the IFS and the DPAS. The interface allows IFS to pass real property data to DPAS. DPAS creates the accounting transactions for the applicable accounting interface and calculates the depreciation. DPAS passes the depreciation information back to IFS. Using DPAS, the PBO enters improvements and mass changes to the IFS data. DPAS then passes this information back to IFS.

II. HOW DOES THE IFS/DPAS INTERFACE WORK?

- a. The IFS batch process creates batch transactions based upon the Directorate of Public Works (DPW) input. There are four types of transactions. They are:
 - ❑ **A** - **A**dd of a basic asset record.
 - ❑ **I** - **A**dd of an **I**mprovement to a basic asset record.
 - ❑ **C** - **C**hange to either a basic asset or improvement record.
 - ❑ **D** - **D**eletion of either basic asset or improvement record.

Each transaction contains a Real Property database id of the originating IFS database and a DPAS database id (Site Id) of the target database. The DPAS Site Id is the database id of the funding UIC.

- b. When IFS runs its batch process, a batch is created and transmitted via FTP to an intermediate server at DECC-D, Dayton.
- c. On a daily basis, DPAS executes a script that reads in all the batches from the various IFS sites. The batches are validated for sequence number, record count, and total dollar value. Batches that fail this initial validation are rejected or suspended in their entirety. An error message is placed on the Real Property Export (LHRE) Table for processing in step g below. If the batch passes the initial validation, the header and trailer records are deleted and the transaction records are placed on the Real Property Import (LHRI) Table for processing in the DPAS daily batch cycle.
- d. As the daily batch cycle runs on each DPAS database, a task executes which processes the IFS transactions for the database. The task accesses the LHRI table using the executing DPAS Site Id as the key. All rows matching the key are processed. The process starts with data element validation. If a data field fails the validation, the transaction is rejected. The process writes the transaction to the LHRE table with a text error message and creates a detail record for a report. If the record passes the data element validation, further validation against the database occurs. If the record fails this validation, the transaction is rejected. The process writes the transaction to the LHRE table with a text error message and creates a detail record for a report. All records that pass the validation processes update the Real Property (LHBK) table. Additionally, records update the Real Property History (LHBZ) table and the Accounting Transaction (LHA4) table (when applicable). A report detail record is also created.
- e. On a monthly basis (after the depreciation is calculated), a DPAS task executes to create depreciation and reconciliation data for IFS. For each real property asset on the DPAS database that is identified as being an IFS asset, transactions will be written to the LHRE table for the accumulated depreciation amount and the dollar amount. These depreciation and reconciliation transactions will be written to batches for IFS in step g below. A report will be created of these transactions.
- f. On an "as required" basis, the PBO may enter improvement and mass change data online. The online programs generate transactions to the LHRE table for forwarding in batches to IFS in step g below.

- g. On a daily basis, DPAS executes a script that creates batches on the intermediate server for IFS to retrieve via File Transfer Protocol (FTP). There are four types of batches that are identified by their file extension:
- ❑ **DAT** - are the improvement and mass change transactions created in step f above.
 - ❑ **ERR** - are the error messages created in step c and d above.
 - ❑ **RCN** - are the reconciliation transactions created in step e above.
 - ❑ **DPR** - are the depreciation transactions created in step e above.

Based upon the Real Property database id in the transactions, batches are written to the correct directory structure on the intermediate server.

- h. The IFS pulls the batches for each site via ftp. The IFS processes the batches.
- i. IFS users have the option of rejecting any "DAT", "RCN", "DPR" or "ERR" transaction received from DPAS. Transactions are sent via batches to DPAS. DPAS will place the rejected transactions in a report for the PBO to review.

Adding A Component

MODULE: Hand Receipt

INTRODUCTION

This section outlines the procedures for adding a component in DPAS. This may require you to use the Document Register and Authorizations (if applicable to your Activity).

PREREQUISITES

The component item must be cataloged.

If you are required to use the Document Register and/or Authorizations, refer to Chapter One, **Adding Authorizations** and **Requesting a Document Number** before performing this process.

If you are auto assigning your bar codes, a bar code prefix will need to be established. The Property Book Officer usually establishes these codes. This process can be found in Chapter Seven.

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Component Actions** from the program group.
3. Select **Increase** from the program list.



STEP 1:

- a. **Type Action:** Select the type of action for adding the component to the property book.
- b. **Bulk Asset:** Check this box if the component is bulk managed.
- c. **Cost Embedded:** If the cost of the component is embedded into the cost of the **End Item**, check this box.

Higher Assemblage Group Box:

- d. **Bar Cd:** If your Activity uses bar codes, enter the bar code of the **End Item** that the component is being assigned. **Proceed to step g.**
- e. **Stock Nbr:** If your Activity does not use bar codes, enter the stock number of the **End Item** that the component is being assigned.
- f. **Serial Nbr:** If your Activity does not use bar codes, enter the serial number of the **End Item** that the component is being assigned.

Component Group Box:

- g. **Doc Nbr:** Enter the document number that is being used to add the component to the property book.
- h. **Bar Cd:** If your Activity uses bar codes, enter the bar code of the component; otherwise, you can leave this field blank. If you want DPAS to automatically assigned your bar codes and you have established a bar code prefix assignment, click on the **Prefix...** button. Select the appropriate prefix.
- i. **Stock Nbr:** Enter or browse for the stock number of the component.
- j. **Serial Nbr:** Enter the serial number of the component.
- k. Click **OK**.

STEP 2:

- a. **Qty:** If the component is bulk managed, enter the number of components being added.
- b. **Acq Cost:** Enter the cost of the component.
- c. **Fund Cd:** Enter or browse for the appropriate fund code.
- d. **Mfr Key:** Enter or browse for the appropriate manufacturer of the component.
- e. **Acq Dt:** Enter the date the component was purchased (YYYYMMDD format). You could also click on the calendar button and select the appropriate date.
- f. **Eff Dt:** Enter the date the HRH signed for the component (YYYYMMDD format). You could also click on the calendar button and select the appropriate date.
- g. **Asset Cd:** Select the appropriate asset code. Refer to **References** for appropriate codes.
- h. **Cptl Cd:** Select the appropriate capitalization code. This code defaults to **N/A** but can be changed if there is an exception. Refer to **References** for appropriate codes.
- i. **Exp Cd:** Select the appropriate expense code. The item is either funded or unfunded.
- j. **Office:** Enter the Office. Policy varies by Agency. Refer to DPAS Help for Agency guidance.

- k. **Task Cd:** For capital assets, enter the task or function where costs are to be charged. This should be provided by your Finance and Accounting office. This field can be left blank for non capital assets.
- l. **Job Order Nbr:** For capital assets, enter the job order number used to track costs. This should be provided by your Finance and Accounting office. This field can be left blank for non capital assets.
- m. **Cntr/PO Nbr:** Enter the contract or purchase order number, if applicable.
- n. Click **Next Page**.
- o. **Loc:** Enter or browse for the physical location of the asset.
- p. **Sub Loc:** If desired, enter the sub location of the asset.
- q. **Asset Sts Cd:** If applicable, select the appropriate asset status code (inbound, layaway, not in use, or outbound).
- r. **Local Use:** Enter any applicable local information (this is a free field).
- s. **Req Kit Qty:** Enter the authorized quantity of a particular asset within a set or kit assemblage, if applicable.
- t. **Transfer Type Cd:** If the asset was transferred in, enter the type of transfer. Refer to **References** for appropriate codes.
- u. **Remarks:** Enter any applicable remarks, if required by your Activity.
- v. **Ref File Name...:** Click this button if you wish to attach a file to this item.
- w. Click **Save**.

When you process the transaction, the following dialog box is displayed:



- a. Select **Print Bar Cd Label** if you wish to print a bar code label to your bar code label printer.
- b. If the component is capital, you can activate for depreciation at this time.
- c. Click **OK**.

You will be returned to the Key Data screen.

- d. Click **Exit**.

Practical Exercise: Components

Title: Components

Objectives: At the completion of this case study the student should demonstrate a capacity to perform the necessary actions to add components to an end item.

Prerequisites: The component items must be in the catalog prior to adding them to your end item. If your activity builds authorization of document records they may have to be built prior to adding them on the property book

Requirements:

References: Reference in the manual Chapter Two, **Add a Component**.

Scenario: The IT (Information and Technology) department has been experiencing a huge loss in IT components lately. In an effort to catch the guilty party your supervisor has advised you that you will now track all components of your IT equipment separately.

Instructions: Perform the necessary actions in DPAS to add the following component to your Pentium III computer.

Given:

Mother Board	\$234
Disk Drive	\$587
Zip Drive	\$199

Summary: Verify your results by running the appropriate inquiries and reports.

Class Discussion: Q & A

Deleting Components

MODULE: Hand Receipt

INTRODUCTION

This section outlines the procedures for deleting a component in DPAS.

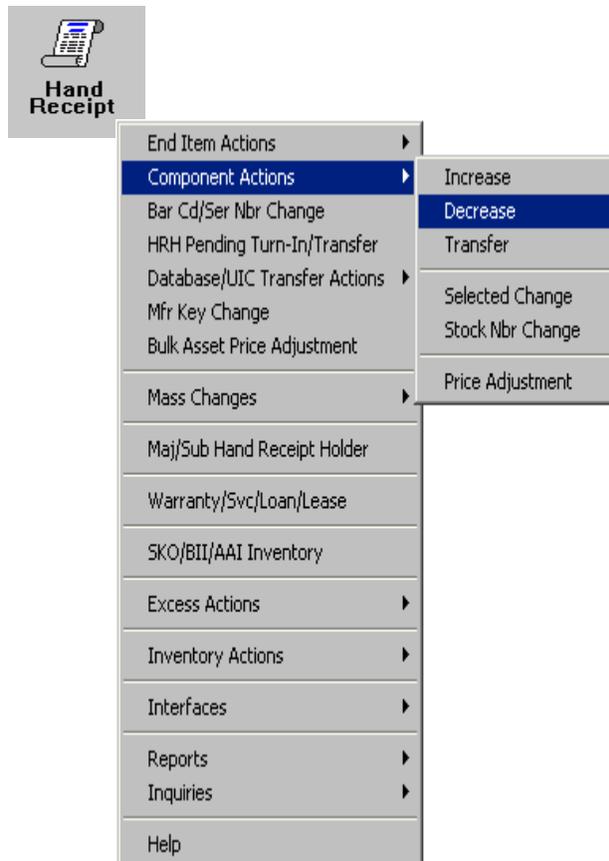
PREREQUISITES

If your Activity uses Excess reporting in DPAS, refer to Chapter One, **Excessing An Asset**.

If your Activity uses the Document Register, refer to Chapter One, **Obtaining a Turn-In Document Number**, before performing this process.

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Component Actions** from the program group.
3. Select **Decrease** from the program list.



STEP 1:

- a. **Type Action:** Select the type of action to remove the component from the property book.
- b. **Bulk Asset:** If the component is bulk managed, check this box.
- c. **Bar Cd:** If your Activity uses bar codes, enter the bar code of the component. Proceed to step XX.
- d. **Stock Nbr:** If your Activity does not use bar codes, enter the stock number of the component.
- e. **Serial Nbr:** If your Activity does not use bar codes, enter the serial number of the component. If the component is bulk managed, then this field is not accessible.
- f. **Doc Nbr:** This field is only accessible for Mass Transfer Out and Mass Turn In actions.

- g. **Higher Assemblage:** This group box is only accessible if you checked **Bulk Asset**. If bulk managed, enter the bar code (if used by your Activity) **OR** enter the stock number and serial number of the higher assemblage (End Item).
- h. Click **OK**.

STEP 2:

- a. **Doc Nbr:** Enter or browse for the applicable document number.
- b. **Qty:** For bulk items, enter the quantity you are removing; otherwise this field is not accessible.
- c. **Eff Dt:** This field is displayed but can be changed, if necessary.
- d. **Acq Cost:** This field is displayed and cannot be changed.
- e. **Transfer Type Cd:** Select the appropriate type of transfer. Refer to Chapter One, Adding Items To The Property Book, for definitions of these codes.
- f. **Write Off:** If you want to write off the depreciation expenses, check this box. Refer to the HINT box in Chapter One, Removing An Asset From The Property Book.
- g. **Selling Price:** This field is only accessible if the type action is **Sales**. Enter the selling price of the asset.
- h. **Remarks:** Enter a remark for removing the component.
- i. Click **Save**.

The Transaction Processed dialog box will be displayed.

- j. Click **OK**.

You will be returned to the Key Data screen.

- k. Click **Exit**.

Practical Exercise: Deleting Components

Title: Component Delete

Objectives: At the completion of this exercise the student should demonstrate a capacity to remove components from the Property Book.

Prerequisites:

References: Reference in the manual Chapter Two

Scenario: The computer that has an asset tied to it as a component is incorrect and needs to be corrected.

Instructions: Use the knowledge that you have gained from Chapter Two to remove components from the Property Book.

Given:

Summary: Verify your results by running the appropriate inquiries and reports

Class Discussion: Q & A

Changing Information About A Component

MODULE: Hand Receipt

INTRODUCTION

The Selected Changes process is used to change basic information about a component asset. The user can change any of the fields that are not grayed on the screen. What cannot be changed using this process are the Serial Number, Bar Code and Acquisition Cost.

Once the transaction is processed, a Financial, Supply, UIT/CBS-X, and/or DoDSASP transaction will be produced, if necessary.

PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Component Actions** from the program group.
3. Select **Selected Change** from the program list.



STEP 1:

- a. **Bulk Asset:** Check this box if the component is bulk managed.

Component Group Box:

- b. **Bar Cd:** If your Activity uses bar codes, enter or browse for the bar code of the component. **Proceed to step e.**
- c. **Stock Nbr:** If your Activity does not use bar codes, enter or browse for the stock number of the component.
- d. **Serial Nbr:** Enter or browse for the serial number of the component. This field is not accessible for bulk assets.
- e. Click **OK**.



NOTE:

If the component is bulk managed, you will need to enter the bar code **OR** stock number and serial number of the higher assemblage end item.

STEP 2:

- a. All the information that was used when you added item is displayed. You can change any of the available fields. You may need to click **Next Page** to display other fields.
- b. Once you have made the necessary changes, click **Save**.

The Transaction Processed dialog box will be displayed.

- c. Click **OK**.

You will be returned to the Key Data screen.

- d. Click **Exit**.

If you changed the Office field of a capital asset, the following dialog box is displayed:

- Click **Yes** if you want to update the Depreciation Office on the asset. Otherwise, click **No**.

Changing The Stock Number Of A Component

MODULE: Hand Receipt

INTRODUCTION

This process allows the user to change the Stock Number of one specific component asset. The Bar Code or Stock Number/Serial Number is entered to select the particular asset. Once the new Stock Number is entered, review the information displayed and change any that are necessary

If the Document Register is being used, this transaction requires an AAR Document be built prior to processing. If you have not built the Document before entering this process you can use the Jump Button on the Menu Bar to build it without leaving this process.

If all of the assets under this Stock Number are to be changed to a new Stock Number, it is faster/easier to use the Stock Number/Selected Change process under the Catalog – Mass Changes Menu.

If the Expense Code and/or the Asset Code are changed, the record will be evaluated and a Financial Transaction will be produced, if necessary.

PREREQUISITES

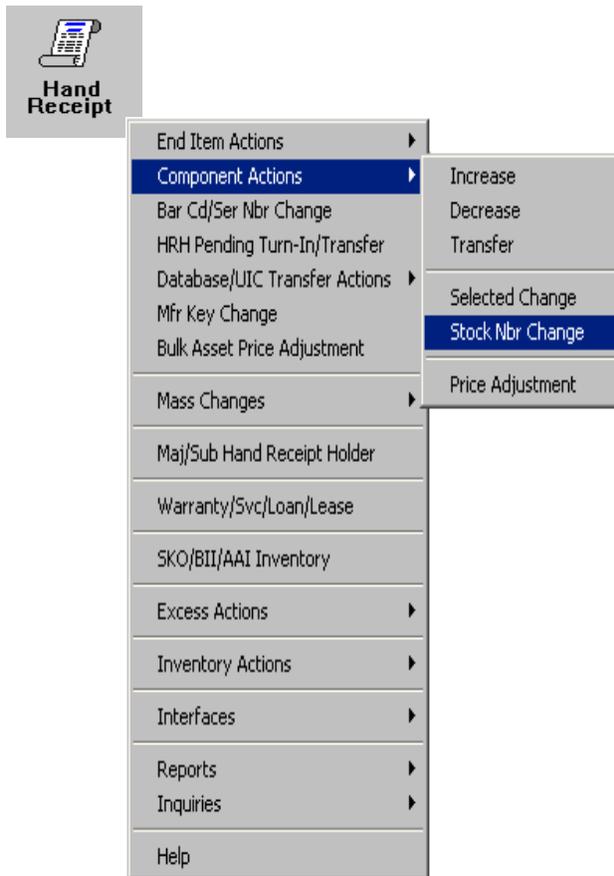
If your Activity uses the Document Register, you will need to obtain an **AAR** document number. The process for obtaining the AAR document number can be found in Chapter Two, **Add Miscellaneous Document Numbers**.

The new stock number must be cataloged.

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Component Actions** from the program group.

3. Select **Stock Nbr Chg** from the program list.

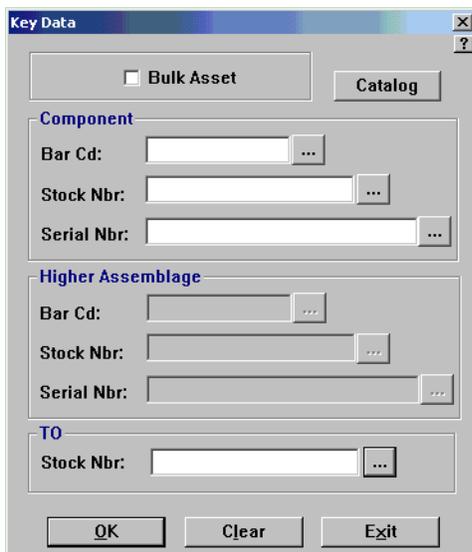


STEP 1:

a. **Bulk Asset:** Check this box if the asset is bulk managed.

Component Group Box:

- b. **Bar Cd:** If your Activity uses bar codes, enter or browse for the bar code of the component. Proceed to step f.
- c. **Stock Nbr:** If your Activity does not use bar codes, enter the stock number of the component.
- d. **Serial Nbr:** If your Activity does not use bar codes, enter the serial number of the component. This field is not accessible for bulk assets.
- e. **Higher Assemblage Group Box:** If the component is bulk managed, enter the bar code **OR** the stock number and serial number of the higher assemblage end item.
- f. **TO Stock Nbr:** Enter or browse for the new stock number.
- g. Click **OK**.



STEP 2:

- a. **Exp Cd:** Ensure that this is the correct expense code for this asset.
- b. **Asset Cd:** Ensure that this is the correct asset code for this asset.
- c. **Doc Nbr:** If your Activity requires a document number, enter or browse for the document number.



SHORTCUT!
 For Activities requiring document numbers for stock number changes, you must obtain an AAR document number for this process by selecting the **MISC** tool button at the top of this screen.

- d. **Mfr Key:** The previous stock number's manufacturer key will be displayed (for IT assets). Check to make sure this key is correct. Delete the displayed key and click the browse button to display all the keys for the new stock number and select the appropriate key.
- e. Click **Save**.

The Transaction Processed dialog box will be displayed.

- f. Click **OK**.

You will be returned to the Key Data screen.

- g. Click **Exit**.

Changing The Price Of A Component

MODULE: Hand Receipt

INTRODUCTION

This process is used to change the Acquisition Cost of a component asset.

If the asset was originally determined to be a Capital Asset and the Price Adjustment lowers the Cost of the asset to a value below the Capital Asset Threshold, the user will be asked whether the asset should continue to depreciate. If the asset is to continue to depreciate mark the Capital Funds radio button, otherwise mark the Non-Capital Funds radio button.

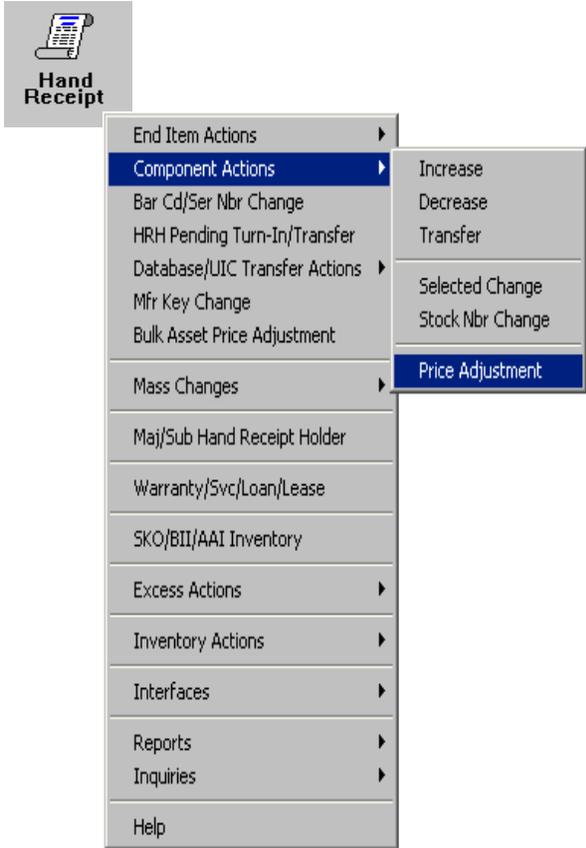
A financial transaction will be produced automatically based on the information entered.

PREREQUISITES

None

STEPS TO PERFORM ACTION

- 1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
- 2. Select **Component Actions** from the program group.
- 3. Select **Price Adjustment** from the program list.



STEP 1:

- a. **Type Action:** Select if the action is to correct the price or if the price has been revalued. Refer to Chapter Two, **Changing The Price Of An End Item** for the definitions.
- b. **Bar Cd:** If your Activity uses bar codes, enter or browse for the bar code of the component. Proceed to step e.
- c. **Stock Nbr:** If your Activity does not use bar codes, enter or browse for the stock number of the component.

- d. **Serial Nbr:** If your Activity does not use bar codes, enter or browse for the serial number of the component.
- e. Click **OK**.

STEP 2:

- a. **Acq Cost:** The current price is displayed. Change to the correct price.
- b. **Sys Id:** If you want to assign this item as part of a system, enter your local system identification code.
- c. **Task Cd:** If the asset is being made a capital asset, enter the task code for this asset.
- d. **Job Order Nbr:** If the asset is being made a capital asset, enter the job order number for this asset.
- e. **Remarks:** You **MUST** enter a remark indicating the reason you adjusted the price of the asset.
- f. Click **Save**.

The Transaction Processed dialog box will be displayed.

- g. Click **OK**.

You will be returned to the Key Data screen.

- h. Click **Exit**.

If the asset is capital and you are adjusting the price below the threshold amount or if the asset was not capital and you are adjusting the price at or above the threshold amount, the following dialog box is displayed:



- If the asset is to be considered Capital, select **Capital Funds**.
- If the asset is to be considered Non-Capital, select **Non-Capital Funds**.
- Click **OK**.



NOTE:

If you selected **Capital Funds**, you can activate the item for depreciation from the Transaction Processed dialog box.

Transferring A Component

MODULE: Hand Receipt

INTRODUCTION

This process provides for the interactive transfer of a component between two (2) hand receipt holders and/or UICs within the same database. All lower level components will be updated during this process. UIC security will be validated using the UIC (To).

When the component is embedded (Cmpn Cost Cd = Y), the process will verify that the total cost of embedded components on the gaining assemblage does not exceed the acquisition cost on the end item. If the total cost of the embedded components on the gaining assemblage exceeds the acquisition cost, an error message will be displayed and the user will not be able to process transaction until a price change is made on the end item to include costs of the embedded components.

When the UIC is changed, the applicable financial transactions will be generated for the component and all lower level components. The end item total cost will be decreased by the total acquisition cost of all non-embedded (Cmpn Cost Cd = N) components affected by this process. A transaction history record is written for each component and each depreciation/multiple cost record affected by this action.

When the transaction is processed, a management message will be written to the Management Message Table. The transaction process box will be displayed with options OK and Mgt Msg. If user selects OK, the Key Data dialog box will be displayed. If the user selects Mgt Msg, a dialog box will be displayed listing all management messages written by the user, program and UIC. When record is selected, user will be able to enter data in the user message text area.

PREREQUISITES

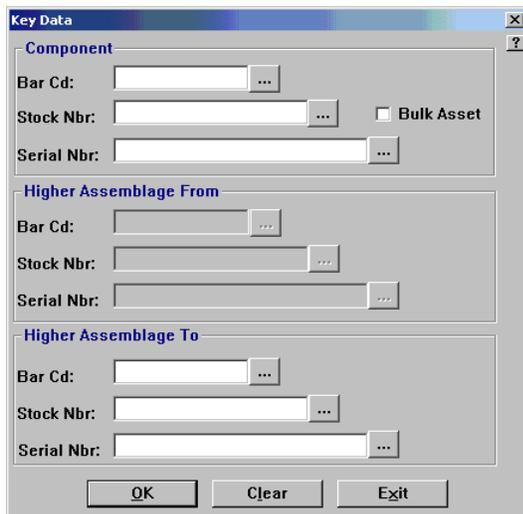
If your Activity uses the DPAS Document Register module, you must create a Lateral Transfer document.

If your activity uses the DPAS Authorization Module, a valid authorization must exist for each asset being transferred in.

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Component Actions** from the program group.

3. Select **Transfer** from the program list.



STEP 1:

Component Group Box:

- a. **Bar Cd:** If your Activity uses bar codes, enter or browse for the bar code of the component. **Proceed to step d.**
- b. **Stock Nbr:** If your Activity does not use bar codes, enter or browse for the stock number of the component.
- c. **Serial Nbr:** If your Activity does not use bar codes, enter or browse for the serial number of the component.
- d. **Bulk Asset:** Check this box if the asset is bulk managed.

Higher Assemblage From Group Box:

- e. If the Bulk Asset check box was selected, enter the **Bar Cd** (if your Activity uses bar codes) **OR** enter the stock number and serial number of the higher assemblage end item.

Higher Assemblage To Group Box:

- f. **Bar Cd:** If your Activity uses bar codes, enter or browse for the bar code of the item to which you are transferring the component. Proceed to step i.
- g. **Stock Nbr:** If your Activity does not use bar codes, enter or browse for the stock number of the item to which you are transferring the component.
- h. **Serial Nbr:** If your Activity does not use bar codes, enter or browse for the serial number of the item to which you are transferring the component.
- i. Click **OK**.

STEP 2:

- a. **Doc Nbr:** If your Activity uses the Document Register, enter your DoDAAC or UIC.
- b. **Block:** If your Activity uses the Document Register, enter or browse for the appropriate block number range.
- c. **Qty:** For bulk assets, enter the quantity you are transferring.
- d. **Loc:** Enter or browse for the physical location of the asset.
- e. **Sub Loc:** If required by your Activity, enter the sub location of the asset.
- f. **Local Use:** Enter any desired text in this field.
- g. **Fund Cd/Appn:** This field is displayed and cannot be changed.
- h. **Exp Cd:** This field is displayed and cannot be changed.
- i. **Office:** This field is displayed, but can be changed if necessary.
- j. **Task Cd:** This field is displayed, but can be changed if necessary.
- k. **Job Order Nbr:** This field is displayed and cannot be changed.
- l. Click **Save**.

The Transaction Processed dialog box will be displayed.

- m. Click **OK**.

You will be returned to the Key Data screen.

- n. Click **Exit**.

Inquiries Overview

Each inquiry screen displays a list box containing all the data elements that appear in the module. The selection of a single or multiple data elements (maximum of ten) can be used to narrow the selection of records for the inquiry.

Inquiry Objectives

Upon completion of this DPAS module, you will be able to:

- Identify the tools buttons on your query screens
- Select fields for your query
- Display results of your query

The Tools On Your Query Screens

Tools on the **End Item Serial** and **Component Serial/Bulk** query screens:

Catalog/Mfr	Displays Catalog/Manufacturer data for your record.
IT/Excess	Displays ARMS/Excess data for your record.
Accounting	Displays Accounting data for your record.
Inventory	Displays Inventory data for your record.
Deprn	Displays Depreciation data for your record.

Tools on the **End Item Bulk** query screen:

Catalog/Mfr	Displays Catalog/Manufacturer data for your record.
Excess	Displays Excess data for your record.
Inventory	Displays Inventory data for your record.

Tools on the **SKO/BII/AAI** query screen:

SKO/BII/AAI	Displays SKO/BII/AAI data for your record.
Inv	Displays SKO/BII/AAI inventory data for your record.
Publ	Displays Publication data for your record.

Tools on the **Catalog** query screen:

IT	Displays ARMS data for your record.
Maint	Displays Maintenance data for your record.

Tools on **All** query screens (these are found on the bottom of the query screens):

Previous	Displays the Previous record.
Next	Displays the Next record.
New Inquiry	Allows you process a new query.
Exit	Exits the query screen.

Displaying Query Results

MODULE: Inquiries

INTRODUCTION

The following process will show you how to use the inquiries in DPAS. Inquiries can be viewed in two formats:

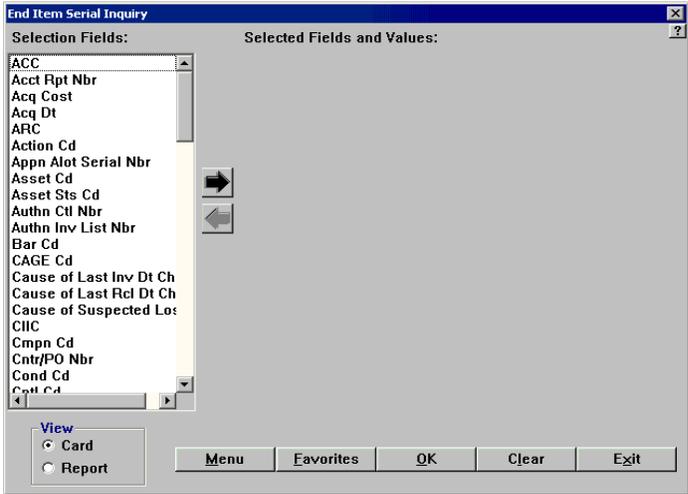
- **Card View:** A record by record query view (this is the default format).
- **Report View:** User-directed data elements displayed in a spreadsheet format which can be exported to a text or Microsoft Excel file.

PREREQUISITES

None

STEPS TO PERFORM ACTION (for Card View)

1. Select the module for which you will be querying.
2. Select the **Inquiries** from the program group.
3. Select the inquiry topic you wish to generate from the program list.



STEP 1:

You can query on any of the fields in the **Selection Fields** list box **OR** you can select **multiple** fields for your query.

- a. Scroll down the list box and select the field you want to query. You can select this field by highlighting it and click on the black arrow that points to the right **OR** you can simply double-click on the field.



NOTE:

You can de-select a field simply by clicking .

If you want to select **everything** on a particular table, just click **OK** without selecting any fields.

- b. Once you have selected the field(s) you wish to query, you will need to set the criteria for the search. Click on the drop down list and select the applicable operator.

Operators			
=	Equal to	>	Greater than
<>	Not equal to	=>	Greater than or equal to
<	Less than	..	Range of values
<=	Less than or equal to	List	Creates a list of values

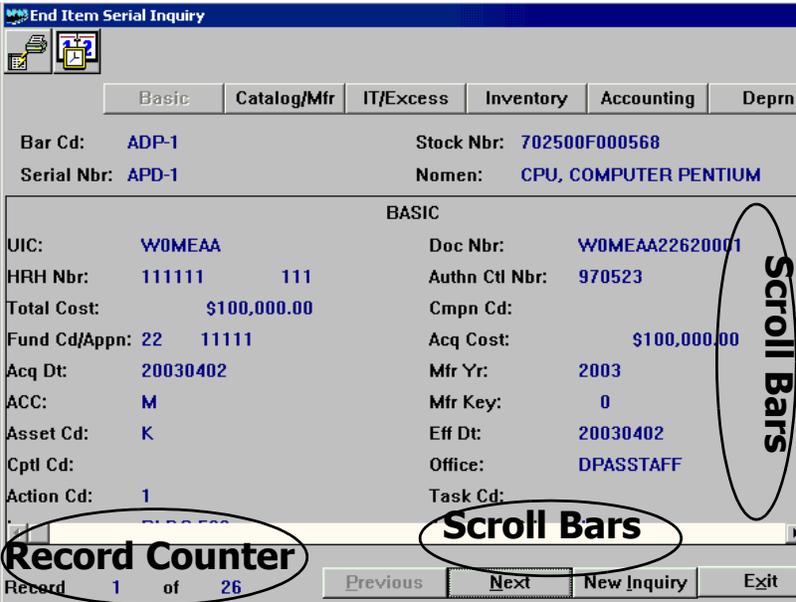
- c. Once you have your operator set, enter the value you are searching. For example, if you were looking for everything that had an acquisition cost of \$5,000 or more, you would select the Acq Cost field, set the operator to => (greater than or equal to), and in the value box, enter 5000 (no commas or decimal points are needed).

 **HINT!** You can perform *wildcard* searches on any field by using the **asterisk (*)**. For example:

- 7025*** = Searches for **7025** at the *beginning* of the field.
- *7025** = Searches for **7025** at the *end* of the field.
- *7025*** = Searches for **7025** *anywhere* in the field.

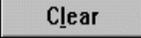
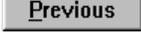
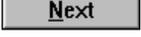
- d. Once you have entered all your search criteria, to process the inquiry, click **OK** or press the **Enter** (or Return) key on your keyboard.

A card view format screen similar to the following is displayed:



More Tool Buttons

The buttons below are found on the bottom of the query screen.

	Displays system inquiry menus. For example, if you are in the End Item Serial inquiry and you want to go to the Catalog query, click this button and it will display the other modules. Select the module and type of query you want to perform.
	Allows you to save any favorite queries.
	Displays <i>everything</i> on a particular table.
	Clears any data you have entered into a window.
	Displays the previous record.
	Displays the next record.
	Returns processing to the inquiry selection criteria window.
	Exits out of the process without submitting any information for processing.

Displaying Your Query In Report Format

INTRODUCTION

The following process will show you how to display your queries in report format. Report Format will allow you see multiple records instead of one record at a time.

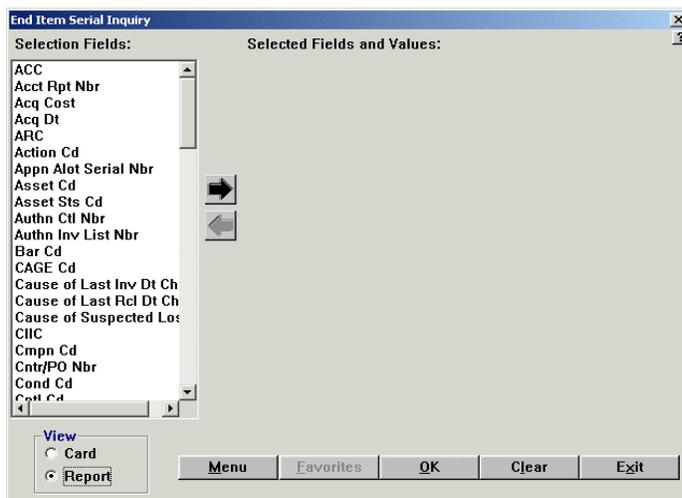
PREREQUISITES

None

STEPS TO PERFORM ACTION (for Report View)

1. Select the module for which you will be querying.
2. Select the **Inquiries** from the program group.
3. Select the type of inquiry you wish to generate from the program list.
4. Select the **Report View** radio button.

STEP 1:



- a. Scroll down the list box and select the field you want to query. You can select this field by highlighting it and click on the black arrow that points to the right **OR** you can simply double-click on the field.
- b. Once you have selected the field(s) you wish to query, you will need to set the criteria for the search. Click on the drop down list and select the applicable operator. Enter your search criteria.
- c. Once you have your operator set, enter the value you are searching. For example, if you were looking for everything that had an acquisition cost of \$5,000 or more, you would select the Acq Cost field, set the operator to => (greater than or equal to), and in the value box, enter 5000 (no commas or decimal points are needed).
- d. Click **OK** or press **Enter** on your keyboard.

STEP 2:

- a. Select the fields that you want displayed on your query. These fields will be displayed in the **Selected Fields** window.
- b. Click **OK** or press **Enter** on your keyboard.



NOTE:

The fields displayed in the **Key Fields** are the *indexed* fields for this table. You cannot change or delete any of these fields.

Serial Nbr	Stock Nbr	Bar Cd	Doc Nbr	HRH Major Nbr
333334	000LLC368483		1111111570003	HR1
21	0098LLT328157	1121	11111130570001	52411A
112233	01ASSET	NEWBAR01	DOCNBR12251111	HUTH22
ASST-LIN1	01ASSET	ASST-LIN1	N0001822591111	1
ASST-LIN2	01ASSET	ASST-LIN2	N0001822591111	1
AST1-SER	01ASSET	AST1-BAR	N0001822591111	HRH105
BARASSET01	01ASSET	BARASSET01	DOCNBR12251111	HUTH22
BARASSET23	01ASSET	BARASSET23	DOCNBR12251115	HUTH23
02ASSET-BAR	02ASSET	02ASST-BAR	DOCNBR12251112	HUTH23
BARASSET02	02ASSET	BARASSET02	DOCNBR12251112	HUTH22
BIGC-BAR1	02BIGC02	BIGC-BAR1	DOCNBR11921113	STEFKS
BIGCDPR	02BIGC02	BIGCDPR	DOCNBR11921111	HUTH22
SER-1	02BIGC02	BAR-1	DOCNBR11921111	STEFKS
SER-2	02BIGC02	BAR-2	DOCNBR11921111	STEFKS
BARASSET03	03ASSET	BARASSET03	DOCNBR12251113	HUTH22
BARASSET04	03ASSET	BARASSET04	DOCNBR12251113	HUTH22
POI	066682569512	POI	TE330022970001	999999
A01	07LG2568	ERR0001247	ERR00131550001	111111

Retrieved Rows: 50 Total Rows: 2558

Export Print Next 50 Retrieve All

Card View Cancel New Inquiry Exit

STEP 3:

- Use your scroll bars to scroll through the records. You can also double-click on the record you wish to view in card format.

The Tool Buttons:



This will allow you to export to either a text file or to Microsoft Excel.



This will allow you to print your query. If your report is over 80 characters wide, DPAS will display a message telling you that your report is over 80 characters wide and that you should change your printer to landscape mode, compressed print, or reduce the number of characters prior to printing. You will have the option to continue.



This will allow you to display the next 50 records. The window will only display about 50 records, so use your scroll bars to scroll through the records.



This will retrieve all the records. If you have more than 250 records, DPAS will display a message telling you that you are retrieving more than 250 records and that this process could take some time. You will have the option to continue.

Card View

This will display the highlighted record in card view format.

Cancel

This will cancel your display and return you to the previous screen.

New Inquiry

This will allow you to generate a new inquiry.

Exit

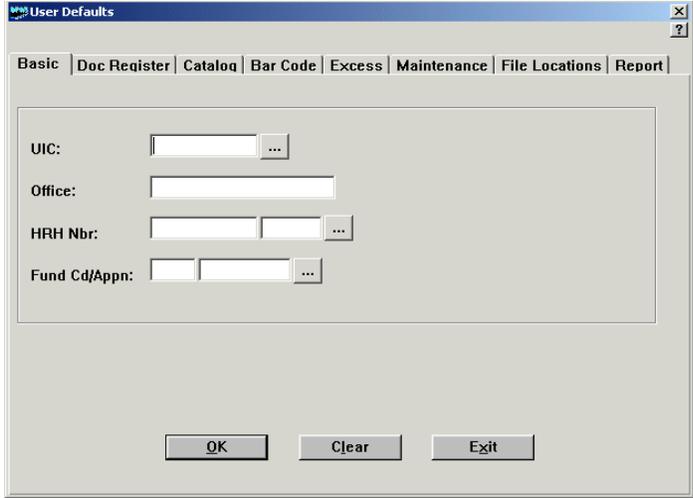
This will exit the query.

Favorites

File Locations

Prior to storing any query, you must point DPAS to the file location to where you wish to store your queries.

1. From the DPAS Main Menu, click on **File**.
2. Select **User Defaults** from the program group.

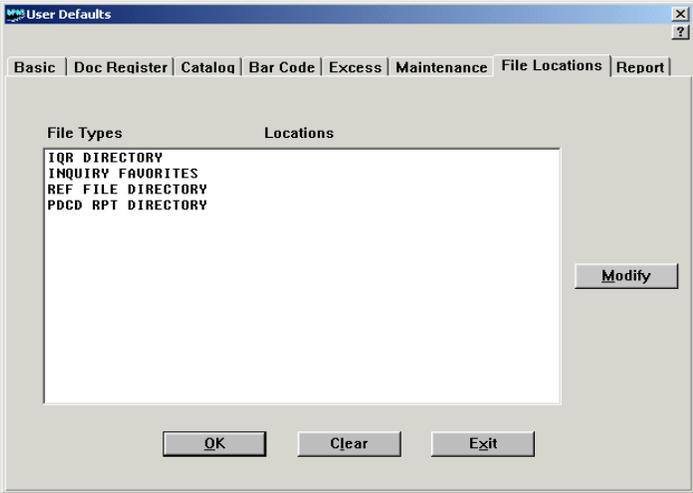


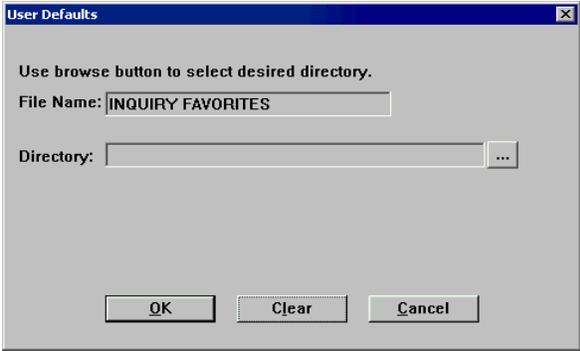
STEP 1:

- Click on the **File Locations** tab.

STEP 2:

- a. Highlight **INQUIRY FAVORITES**.
- b. Click **Modify**.





STEP 3:

- a. **Directory:** Click on the browse button and select the path to which you will be saving your favorite queries. For example: C:\Desktop\Favorite Queries.
- b. Click **OK**.

HINT!
If you are going to share your favorite queries with others on your database, you may want to store your queries on a shared drive.

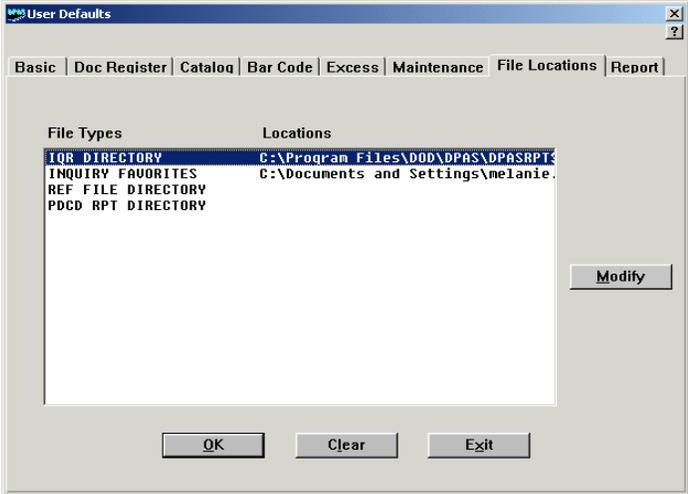
STEP 4:

- a. Click **OK**.

The Transaction Processed dialog box is displayed.

- b. Click **OK**.

You are returned to the DPAS Main Menu.



Storing Your Favorite Queries

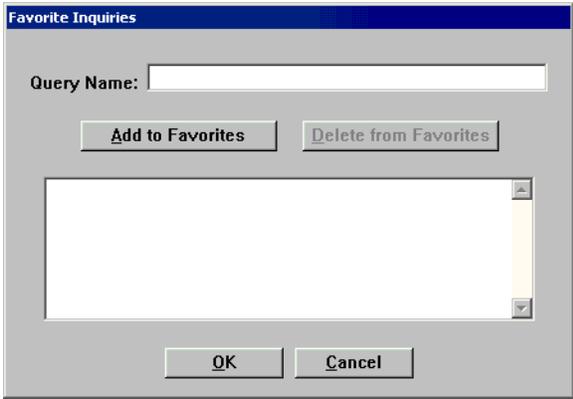
There may be times where you may want to save your query for future use. You can save either in **Card View** or **Report View**.

You can store an infinite number of favorite queries.

This exercise will illustrate how to store your favorite queries.

- 1. Create a query that you may generate routinely.
- 2. Click on the  button.

The following screen is displayed:



- a. **Query Name:** Give your favorite query a name. This name can be up to 30 characters long.
- b. Click **Add to Favorites**.

Once you click on the **Add to Favorites** button, your query is displayed in the window.

If you have not entered a path for storing your queries, the following error message will be displayed:



Retrieving Your Favorite Queries

To retrieve a stored query:

1. Go to the type of query you wish to process (for example: Hand Receipt > End Item Serial), and the type of view in which you saved the favorite query.
2. Click the **Favorites** button.



STEP:

- a. Highlight the query you wish to generate.
- b. Click **OK**.

You can now process your query.

Deleting A Favorite Query

1. Go to the type of query you wish to delete (for example: Hand Receipt > End Item Serial).
2. Click the **Favorites** button.

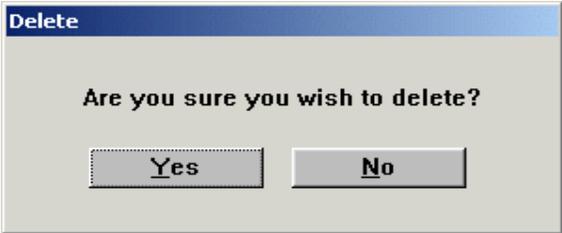


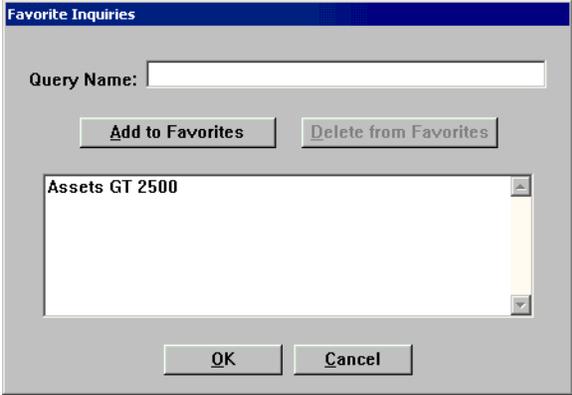
STEP 1:

- a. Highlight the query you wish to delete.
- b. Click **Delete from Favorites**.

STEP 2:

- If you wish to delete the query, click **Yes**, otherwise, click **No**.





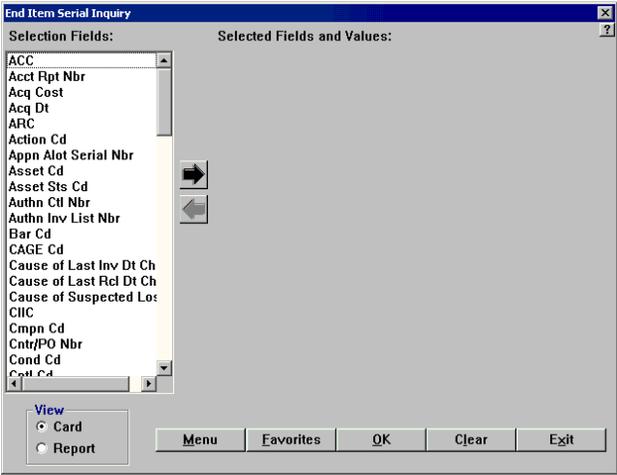
STEP 3:

- Click **OK**.

STEP 4:

- Click **Exit**.

You will be returned to the DPAS Main Menu.



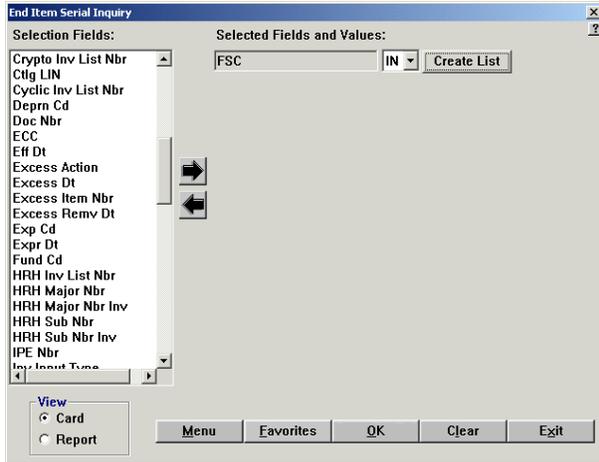
Creating A Query List

There may be times when you would want your query to display a variety of data. For instance, you may want to display assets of different stock numbers or assets for different hand receipt holders, etc. This process will illustrate how to create lists for your queries.

In this exercise, you will display assets on the Hand Receipt that have a variety of Federal Supply Classes.

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Inquiries** from the program group.
3. Select **End Item Serial** from the program list.





STEP 1:

- a. Scroll down the Selection Fields list and select the **FSC** field.
- b. In the Operator drop down list, scroll down and select the operator **IN**.
- c. Click on the **Create List** button.

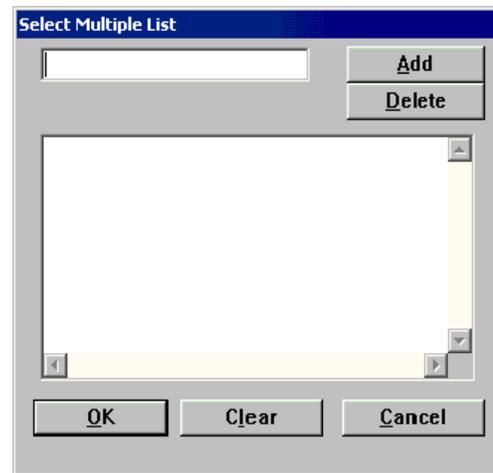
STEP 2:

- a. Enter **7025** in the first window.
- b. Click **Add**.
- c. Repeat steps a and b and use the FSCs **2320** and **1005**.
- d. Click **OK**.

You are returned back one screen.

- e. Click **OK**.

If you manipulate through the inquiry, you will notice that the only records displayed have an FSC of either 7025, 2320, or 1005. Since you are in card view format, you may need to click on the **Catalog/Mfr** button to display the FSC.



- f. When you are done reviewing your query, click **Exit**. You will be returned to the DPAS Main Menu.

Printing An Inquiry Screen

There may be times when you wish to perform a screen print. Currently, there is no button that will perform this function.

This exercise will illustrate how to perform a screen print and adding the date/time stamp to your screen. This can be done using any screen in DPAS, not just the query screens.

1. On any inquiry screen, you can depress  from the tool bar at the top of the screen.

The **Print** dialog box is displayed.

2. Select your desired printer.
3. Click **OK**.

Your file should now print to the designated printer.

Options On The Toolbar



This displays the **first** page of your report.



This only displays the **next** page of your report.



This displays the **last** page of your report.



This allows you to **select** which page in your report you want to see.



This allows you to **zoom in** (or magnify) your report.



This allows you to **zoom out** (or de-magnify) your report.



This allows you to **close** the output window you are in.



This allows you to **save** your report.



This allows you to **print** your report.



This allows you to **preview** your report.



This allows you to **export** a file to another application.



This allows you to view **two pages**.



This allows you to view **four pages**.



This allows you to view **six pages**.



This allows you to **open** a new file.



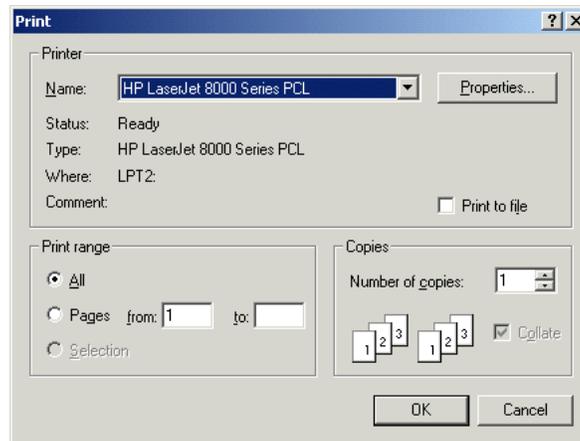
This allows you to get help on anything that is displayed in the Eureka window. When you select the Context Help button from the toolbar your pointer changes to look like the Context Help button. You can then click any part of the Personal Edition window, including a menu selection, toolbar button, and so on, to get help on that item.

Printing A Report

To print a report use the following steps:

1. With your report still displayed, click  on the toolbar.

The Windows Print dialog box similar to the following is displayed:



Here, you can change the printer you want to print to, set a print range, change the properties and/or determine the number of copies you want printed – just like any other Windows application.

2. Click **Cancel** for this exercise (we may not have a printer to print to). Of course normally, you would click **OK**.
3. Click ; this will close the output window.

Printing To A Remote Printer

INTRODUCTION

You can send your report to a network printer (such as a high-speed printer) by using the FTP option, or you can use the MORDS option.

File Transfer Protocol (FTP)

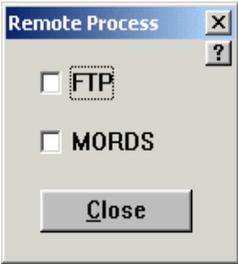
File Transfer Protocol (**FTP**) is a program that allows you to copy a file from one machine to another. In this case, you are given the capability to copy your print files to your own print server or PC or any other addressable machine you have access to.

PREREQUISITES

You will need to have an IP Address and Password to the machine you are FTP'ing to.

STEPS TO PERFORM ACTION

With your list of reports displayed, select the report you want to FTP and click .

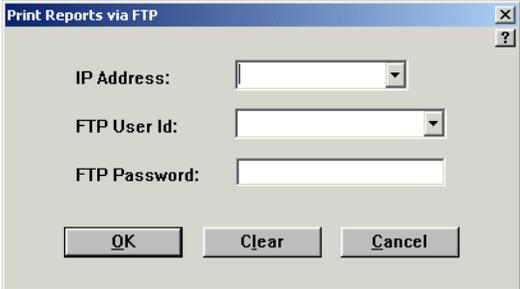


STEP 1:

- Check the **FTP** check box.

STEP 2:

- IP Address:** Enter a valid IP Address for the printer.
- FTP User Id:** Enter your user id for the printer you are printing to.
- FTP Password:** Enter your password for the printer you are printing to.
- Click **OK**.



Deleting A Report

To delete a report, use the following steps:

1. With your list of reports displayed, highlight the report you want to delete.
2. Click **Delete**.

A dialog box similar to the following is displayed:



- a. Click **Yes** to delete.

- b. Click **OK**.

You are returned to the Reports Menu.

- c. If you want to delete another report you can do so at this time; otherwise, click **Exit** and you will be returned to the DPAS Main Menu.



Other Options In The Reports

There are other options in the Reports queue available to you. They include:



This button will re-display the list of available report files.

A dropdown menu with a light gray header labeled "Module:". Below the header is a white box containing the text "All" and a small downward-pointing arrow on the right side.

This will allow you to display reports from certain modules, or you can display all reports from all modules.

A dropdown menu with a light gray header labeled "Report Type:". Below the header is a white box containing the text "All" and a small downward-pointing arrow on the right side.

This will allow you to display on-line reports only, batch reports only, or all reports.

A dropdown menu with a light gray header labeled "Sort Order:". Below the header is a white box containing the text "Date/Time" and a small downward-pointing arrow on the right side.

This will allow you to sort your reports by Date/Time, Module, Report ID, or Report Title.

A dropdown menu with a light gray header labeled "Report Status:". Below the header is a white box containing the text "Current" and a small downward-pointing arrow on the right side.

This will allow you to display either the current or the previous day's reports.

Practical Exercise: Asset Summary Report

Title: Asset Summary Report

Objective: At the completion of this case study the student should demonstrate a capacity to perform the necessary actions to run an asset summary report to verify property type codes.

Prerequisites:

References:

Scenario: You have just converted over to DPAS and you need to do complete verification of your property books to ensure that not only all of your items converted but they all have the correct property type codes.

Instructions: Perform the necessary actions in DPAS to produce your asset summary report and verify the property type codes for all of your assets. Make any necessary corrections to reconcile your books.

Given:

Summary: Verify your results by running the appropriate inquiries and reports.

Class Discussion: Q & A

Eureka

OVERVIEW

Eureka is an independent software package used in conjunction with DPAS to enable users the capabilities to view pre-existing reports, perform ad hoc queries, analyze data, and create simple to sophisticated reports from within a Microsoft Office Desktop environment.

Documents may begin as a simple QuickQuery and evolve into sophisticated FreeForm presentations.

Eureka offers two ways to create documents:

- ⊙ **QuickQuery** - provides you a set of interactive tools that let you view data as you build your query in a spreadsheet-like environment. It provides the fastest way to build design documents whose content is limited to column values and custom calculations. You can add page headers and footers. You can group data and include totals for each group. QuickQuery also lets you define and store multiple query filters and apply them individually or in combination with each other.
- ⊙ **FreeForm** - allows you the ability to lay out your document without the constraints of QuickQuery. You can add page headers and footers, document headers and footers and group headers, and other types of document areas. Using the FreeForm function, you will develop a customized report, with the capability to make that report as simple or complex as necessary. FreeForm allows you the freedom to design all aspects of the report.

Both QuickQuery and FreeForm offer a step-by-step Wizard in designing reports.

Design documents can be quick and simple, composed of just a few unformatted database columns arranged in rows. They can be complex, highly formatted documents that include charts and crosstabs as well as other documents. When you create output documents, Eureka creates and submits database queries. A document may include one query or several.

Eureka Reporter Designer comes packaged for DPAS in these editions:

- ⊙ **Reporter Designer** - gives you both interactive QuickQuery tools and powerful FreeForm tools to create queries, reports, charts, and crosstabs.
- ⊙ **Reporter Viewer** - lets you submit queries for already defined documents and view, print, export, and save the results. The Reporter Viewer is designed for users that do not have Eureka installed.

OBJECTIVES

This course is designed for you to develop progressively greater competencies in the use of the *Eureka* Reporter Designer.

Upon completing this course, you should be proficient in the use of *Eureka* to retrieve from DPAS, the information necessary to accomplish your assigned duties.

Learning To Use Eureka

The process of creating a document using Eureka is as simple as defining the objects you want to appear on your document and placing them on the document. Eureka also includes many advanced query design features.

Terminology

Eureka has its own set of data base terminology, such as areas, area objects, hot objects, iqr, iqr, etc. These will be explained during the course of this training.

Mouse Terminology

This is the terminology used for mouse actions:

Term	Action
Click	Move the mouse pointer to an object. Then press and release the left mouse button (without moving the mouse). In <i>Eureka</i> , clicking an object selects it or deselects it. When an object is selected, menu items and keyboard actions affect that object (unless they are global actions).
Double-click	Move the mouse pointer to an object. Then press and release the left mouse button twice in rapid succession, without moving the mouse pointer. In <i>Eureka</i> , double-clicking opens a dialog box that lets you define or change the object you have double-clicked.
Drag	Move the mouse pointer to an object, press and hold the left mouse button. Then move the mouse and release the mouse button at a new location. The object moves to the new location. In <i>Eureka</i> , you can drag objects to move them, to add them to your document, and use them in many dialog boxes
Right-click	Move the mouse pointer to an object. Then press and release the right mouse button without moving the mouse. In <i>Eureka</i> , a right-click opens a shortcut menu. This is a menu of actions associated with the object on which you right-click.
CTRL+click	Hold down the CTRL key while you press and release the left mouse button. In <i>Eureka</i> , this selects an object for further manipulation without deselecting any already selected objects.
SHIFT+click	Hold down the SHIFT while you press and release the left mouse button. Whenever you are selecting items from a list that allows more than one item to be selected, you can use SHIFT+click to select a range of items. Click the first item and then SHIFT+click the last item. <i>Eureka</i> selects the two items you click and all items in between them in the list.

On-Line Help

The help system in *Eureka* includes a list of frequently asked questions.

- ⦿ To view the description and help information for a specific object in an object directory, move the mouse pointer to the object and then press and hold down the right mouse button.
- ⦿ To get help in a dialog box, press the **F1 Function Key** or select the **Help** button.
- ⦿ To get help in a *Eureka* window, press the **F1 Function Key** or select **Help** from the menu bar.
- ⦿ To view the frequently asked questions list, open the help system and select **Frequently Asked Questions** from the contents page.

When you are using the help system, these shortcuts are available:

- ⦿ There is a Chapter menu included as part of the help system menu bar. Use it to go directly to another chapter.
- ⦿ Use **CTRL+PAGE UP** and **CTRL+PAGE DOWN** to go through a chapter page by page. You can use the browse buttons on the toolbar (< and >) to do this.
- ⦿ Use the icons above each topic title to help you find topics and navigate the help system. See the help topic **Hints for Using Help** for information about using these icons.

Using the Context Help Button



To get help on anything that is displayed in the *Eureka* window, select the Context Help button from the toolbar. When you do so, your pointer changes to look like the Context Help button. You can then click any part of the *Eureka* window, including a menu selection, toolbar button, and so on, to get help on that item.

Object Help

To see a description of a business view, folder, or column shown in the object directory, place the mouse pointer on the object. *Eureka* displays a help message for the object.

Changing Your *Eureka* Password

INTRODUCTION

This process will show you the procedures used to change your password in *Eureka*. Anytime you change your login or password for DPAS, you must also change them to the same for *Eureka*. When you change your password in DPAS, you will get a pop-up message to change your password in *Eureka*.

OBJECTIVES

To allow the user to understand when and how to change the *Eureka* password.

APPLICATION

You have just changed your DPAS password and now you need to change it in *Eureka*.

PREREQUISITES

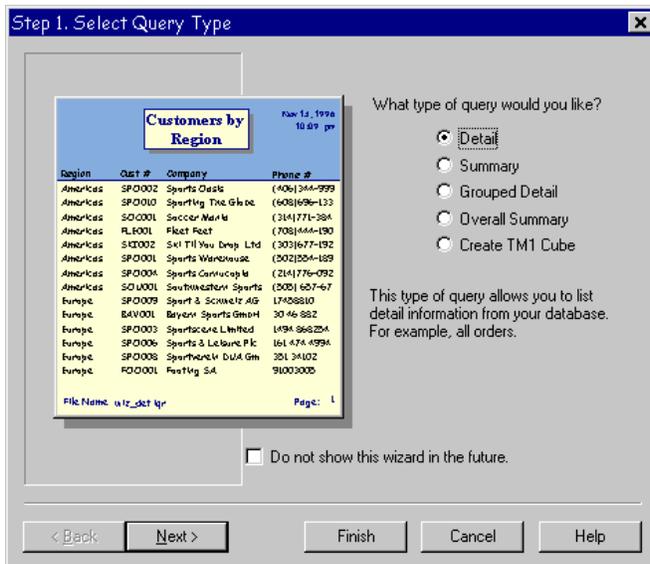
Eureka Reporter Designer is correctly loaded and configured.

ACTIVITY

Instructor-led demonstration

STEPS TO PERFORM ACTION

1. Select **Ad Hoc Reports** icon or select **Ad Hoc** from the menu bar.
2. Select ***Eureka*** from the program group.

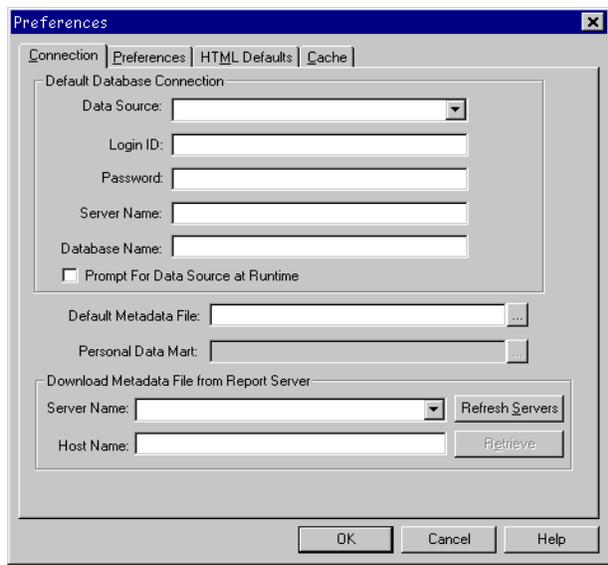
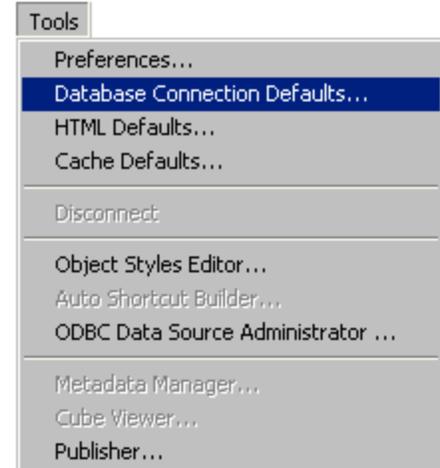


STEP 1:

- If you get the wizard, click **Finish**; otherwise, go to the next step.

STEP 2:

- a. From the menu bar, select **Tools**.
- b. Select **Database Connection Defaults...**



STEP 3:

- a. **Data Source:** Make sure that your DPAS Site ID is displayed.
- b. **Login ID:** Make sure that your DPAS User ID is displayed.
- c. **Password:** Enter your **NEW** DPAS password.
- d. **Server Name:** Leave this field blank.
- e. **Database Name:** Leave this field blank.
- f. **Prompt For Data Source at Runtime:** Do not check this box. If checked, you will be prompted to enter your DPAS Site ID each time you run a report.
- g. **Default Metadata File:** Browse for where the DPAS programs reside on you workstation. If all the defaults were taken during installation, then the path is normally:
C:\Program Files\DOD\DPAS\DPAS.iqk.

If you are unable to locate the DPAS.iqk file, click on the **START** button, select **Find** (or **Search** if using Windows ME or 2000), **Files or Folders...**, enter **dpas.iqk** look in the Local Hard Drives.

- h. **Server Name:** Leave this field blank.
- i. **Host Name:** Leave this field blank.
- j. Click **OK**.

Setting Preferences

INTRODUCTION

Eureka gives you control over your working environment in the following areas:

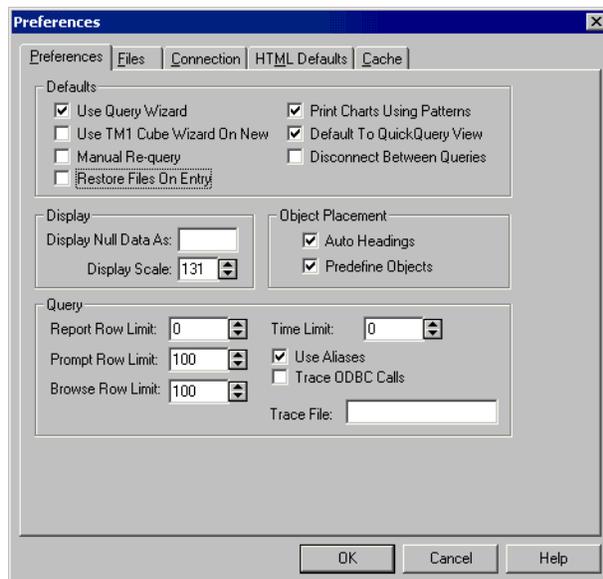
- Which tools are displayed for use in report design windows
- The appearance of windows and objects in them
- General preferences and database connection preferences

PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Open or create a FreeForm report.
2. Select **Tools** from the menu bar.
3. Select **Preferences...** from the program group.



STEP 1:

- a. **Defaults Group Box:** Make any necessary changes.



NOTE:

Preferences in the Eureka dialog box are global - they apply to all documents by default unless otherwise specified.

b. **Display Group Box:** If desired, make any changes to the display.

Defaults		Display	
Use Query Wizard	This controls whether the New Document toolbar button starts the Query Wizard or whether it opens an empty new window for you to add columns and objects directly. It also controls the default for Use Query Wizard in the New Document dialog box.	Display Null Data As	By default, Eureka displays null values as blanks or spaces. If you want null values to be output differently, such as NULL or N/A, enter the string you want Eureka to output.
Use TM1 Cube Wizard On New	This controls whether the New Document toolbar button starts the TM1 Cube Wizard or whether it opens an empty new window for you to add columns and objects directly. It also controls the default for Create TM1 Cube in the New Document dialog box. This option is not available in DPAS.	Display Scale	This controls the scaling of objects in FreeForm windows and output windows. Eureka always attempts to display objects at actual size. To compensate for some video drivers for your monitor, you might need to adjust the scale up or down. Values less than 131 reduce the size of objects displayed while values greater than 131 increase the scale. Values smaller than zero or extremely large will probably cause problems. The value of 131 is the default.
Manual Re-query	This should be used if you do not want Eureka to re-query your database automatically every time you add another column while working in QuickQuery window.		
Restore File On Entry	This controls what Eureka does when it starts up. When this option is active, Eureka opens all files that were open when you last ended a Eureka session. When it is not active, your session opens a new window depending on your setting for Default to QuickQuery View.		
Print Charts Using Patterns	This will print colors in a chart as patterns when printing to a non-color printer.		
Default To Quick-Query View	This controls whether the New Document dialog box defaults to QuickQuery or FreeForm as the window type to open for a new design document. It also controls whether the New Document toolbar button creates/opens a FreeForm window or a QuickQuery window.		
Disconnect Between Queries	This causes Eureka to disconnect from your database after each query. This may make each query after the first one in a session take a little longer to get started, but may be necessary if your database allows only a limited number of connections. This is not typically necessary with DPAS.		

- c. **Object Placement Group Box:** If desired, change the Object Placement preferences.
- d. **Query Group Box:** If desired, change the Query preferences.

Object Placement		Query	
Auto Headings	This causes Eureka to automatically add column headings to your document as you add column objects in FreeForm windows. It adds a text object to your page heading area(s) each time you add an object (text, column, custom, and system). The heading text is the object label that can be changed in the object's attribute dialog box.	Report Row Limit	Acts as a global default for limiting the number of rows Eureka gets from DPAS. Use zero to indicate that no row limit is to be set for your document (zero is the default).
Predefined Objects	This causes Eureka to open the object attributes dialog box for each new object as you place it on your document. This makes the process of defining the object and places the object as a single action. This option applies to text, child data, column, custom, user prompt, and system objects.	Time Limit	Acts as a global default for the time limit for query processing. Use zero to indicate that no time limit is to be set. However, DPAS has a time limit on inactivity of 45 minutes.
		Prompt Row Limit	This controls how many rows (values) are retrieved from the database when a dynamic choice list is generated for a user prompt.
		Use Aliases	This controls whether an alias reference should be used for all tables queried. DPAS uses aliases, so this option should remain turned on.
		Trace ODBC Calls	You can use ODBC call tracing to provide a log of ODBC calls and the result of each. This may allow you to determine the cause for any database access problems you may have.
		Browse Row Limit	This controls how many rows (values) are retrieved from the database when you select the Browse button in an object directory or object source.
		Trace File	This is the name of the file to which to log database calls. This should be left blank.

- e. Click **OK**.

Getting Oriented With The QuickQuery Window

INTRODUCTION

In this Chapter we will begin producing reports and queries using the QuickQuery process. You will see a window and toolbars that may be new to you. This lesson will familiarize you with the terminology and function of the *Eureka* QuickQuery window environment.

OBJECTIVES

The student will be able to identify the parts and explain the functions of the QuickQuery window and the associated toolbars.

APPLICATION

Understanding the QuickQuery window and associated toolbars is necessary for you to further your understanding of the QuickQuery process.

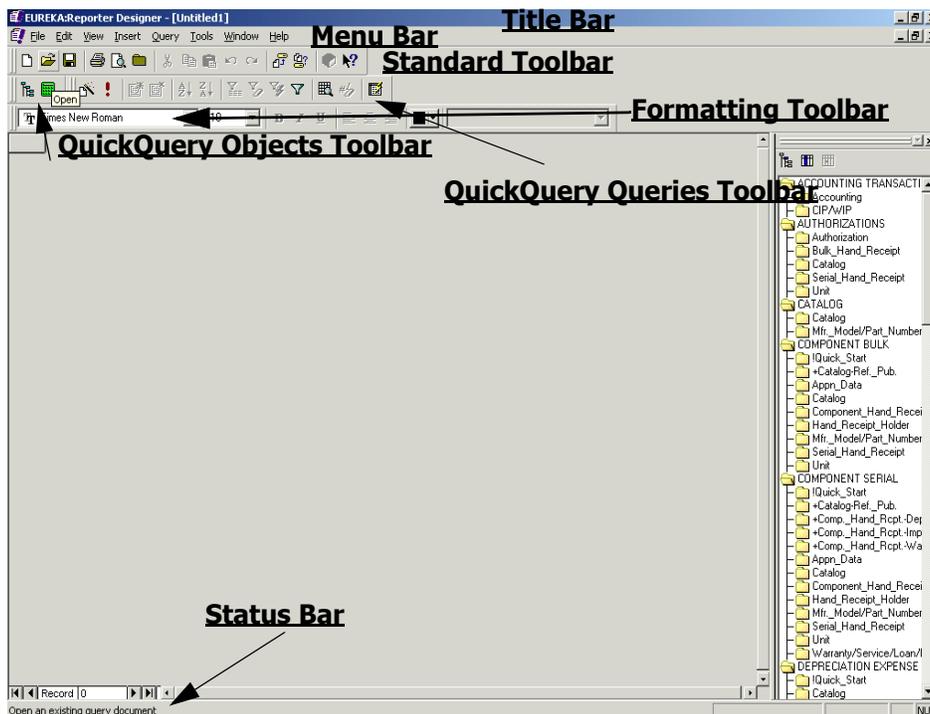
PREREQUISITES

Eureka Reporter Designer is correctly loaded and configured.

ACTIVITY

Instructor-led lecture

This is an example of a QuickQuery Window:



Opening A New QuickQuery Report

INTRODUCTION

QuickQuery is a fast, interactive way to shape your query/report while viewing the data it returns in a spreadsheet-like layout. QuickQuery is an excellent tool if your intention is to create a query for yourself in order to answer a question, or to prepare a report that is to convey information, but will be used internally by you and your organization. It is the easiest and most structured method to develop that information.

OBJECTIVES

To create a query/report using the QuickQuery function both with and without the QuickQuery Wizard.

APPLICATION

You need to create a basic report quickly. You do not need anything fancy or complex. For example, you are asked to provide a list of items on your property book that are under the \$5000 minor property threshold.

PREREQUISITES

Eureka Reporter Designer is appropriately loaded and configured.

ACTIVITY

Instructor-led demonstration

STEPS TO PERFORM ACTION

1. While in DPAS, select the **Ad Hoc Reports** icon, or select **Ad Hoc** from the menu bar.
2. Select **Eureka** from the program group.

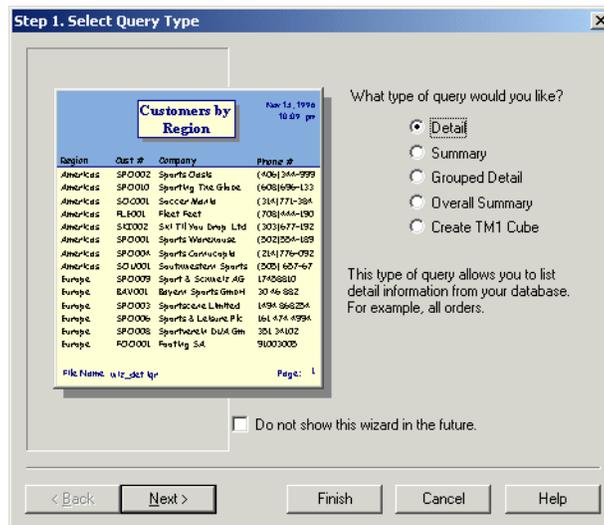


-OR-

3. From you computer desktop, double-click the **Eureka Reporter Designer** icon.

NOTE:
 If you do not have a shortcut to *Eureka* on your desktop, then click **Start>Programs>Eureka Reporter Designer**.

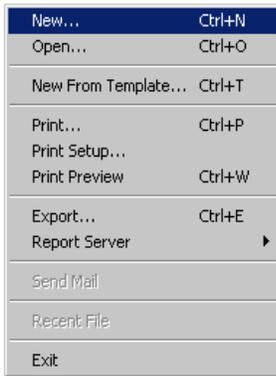
The Query Wizard will display:



4. Click **Finish** if you do not want to use the Query Wizard. This will take you into QuickQuery.

If you are already in QuickQuery and you want to open a new report:

STEP 1:



- a. Select **F**ile from the menu bar.
- b. Select **N**ew... from the program group.

STEP 2:

- a. **View As:** The default is **QuickQuery**. If you want to create a report in **FreeForm**, select that radio button.
- b. **Create TM1 Cube:** **NEVER** select this check box; DPAS does not support this.
- c. **Use Wizard:** If you want to create a new QuickQuery or FreeForm report using the Wizard, then leave this box checked; otherwise, uncheck it.
- d. Click **OK**.



Building A QuickQuery With The Query Wizard

INTRODUCTION

This section outlines building QuickQuery reports by using the Query Wizard. The query wizard is the easier way to create a query and takes you step-by-step through:

- ❑ **STEP 1:** Select Query Type
- ❑ **STEP 2:** Select Columns
- ❑ **STEP 3:** Setting Column Filters
- ❑ **STEP 4:** Select Columns to Sort By
- ❑ **STEP 5:** Select Columns to Aggregate
- ❑ **STEP 6:** Select QuickQuery Style Profile

Using the query wizard produces a spreadsheet-type report or query.

OBJECTIVES

Using the QuickQuery Wizard, you will develop a spreadsheet-type of report with columns of data (detail) that have been filtered, sorted, and aggregated (totaled for the column). You will present a sample page of this finished report to your instructor.

APPLICATION

This type of query can be used when you need a simple report fast. For example, you want to build a simple report that displays certain data fields for your Hand Receipt Holders.

PREREQUISITES

Eureka Reporter Designer is appropriately loaded and configured.

ACTIVITY

Instructor-led demonstration

REPORT TYPE

A complete asset listing by UIC/Major Hand Receipt Holder showing stock number, bar code, nomenclature, and acquisition cost of each asset.

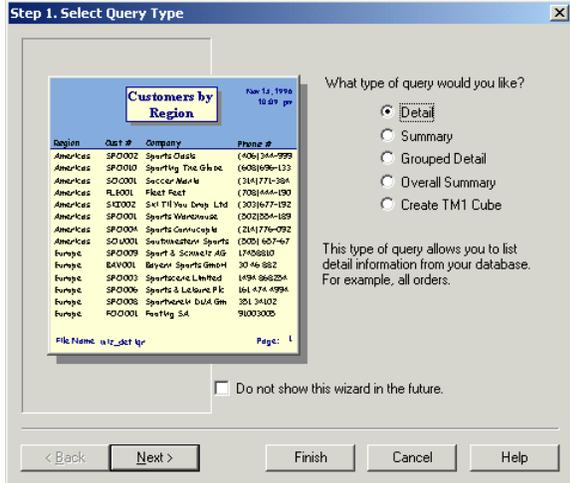
This is a sample of a QuickQuery report that will be built in this demonstration:

Acq_Cost	BarCd	Nomen	SerialNbr	StockNbr	UIC
75.00		ANSWERING MACHINE	66789	701000N452825	W0VGA.A
1000.00	W0VGA.A00	AUTOMOTIVE TOOL KIT	TOOLKIT7	5180001777002	W0VGA.A
14869.00	DP01000031	AV NV SY AN/AVS-6(V)2	48971-01	5855011384748	W0VGA.A
14869.00	DP01000032	AV NV SY AN/AVS-6(V)2	48971-02	5855011384748	W0VGA.A
2322.00	0300100203	BARCODE READER	332-0010103	58383311PLM	W0VGA.A
150.00	DP01000037	CODE CHGR KYK-38/TSEC	RKD098184-01	5810004715068	W0VGA.A
150.00	DP01000038	CODE CHGR KYK-38/TSEC	RKD098184-02	5810004715068	W0VGA.A
1550.00	W0VGA.A00	COMPUTER, LAPTOP	DS123456	702501D034250	W0VGA.A
1550.00	W0VGA.A00	COMPUTER, LAPTOP	DS12345610	702501D034250	W0VGA.A
1550.00	W0VGA.A00	COMPUTER, LAPTOP	DS12345611	702501D034250	W0VGA.A
1550.00	W0VGA.A00	COMPUTER, LAPTOP	DS12345612	702501D034250	W0VGA.A
1550.00	W0VGA.A00	COMPUTER, LAPTOP	DS1234564	702501D034250	W0VGA.A
1550.00	W0VGA.A00	COMPUTER, LAPTOP	DS1234565	702501D034250	W0VGA.A
1550.00	W0VGA.A00	COMPUTER, LAPTOP	DS1234566	702501D034250	W0VGA.A
1550.00	W0VGA.A00	COMPUTER, LAPTOP	DS1234567	702501D034250	W0VGA.A
1550.00	W0VGA.A00	COMPUTER, LAPTOP	DS1234568	702501D034250	W0VGA.A
1550.00	W0VGA.A00	COMPUTER, LAPTOP	DS1234569	702501D034250	W0VGA.A
1532.00	L000000504	COMPUTER, PENTIUM III	100-KM-00501	7025010000568	W0VGA.A
1532.00		COMPUTER, PENTIUM III	DS003	7025010000568	W0VGA.A
1532.00		COMPUTER, PENTIUM III	DS006	7025010000568	W0VGA.A
1539.00	W0VGA.A00	COMPUTER, PENTIUM III	OD0007	7025010000568	W0VGA.A
2332.00	000223	COPIER SYS XEROX	6100DLA023	3610011297764	W0VGA.A
1000.00	W0VGA.A00	DISK DRIVE UNIT. COMP	TOOLKIT7	7025013409810	W0VGA.A
3632.00	DP01000043	ENC DEC KIV 7 HI SPD	MD1002348-01	5810014318264	W0VGA.A
3632.00	DP01000044	ENC DEC KIV 7 HI SPD	MD1002348-02	5810014318264	W0VGA.A
499.00	5003205	HANDHELD COMPUTER	HH-323-005	702501N000433	W0VGA.A
499.00	5003206	HANDHELD COMPUTER	HH-323-006	702501N000433	W0VGA.A
8226.47	DP01000039	KEY GEN TSEC/KG-81	W1949754-01	5810010550048	W0VGA.A
8226.47	DP01000040	KEY GEN TSEC/KG-81	W1949754-02	5810010550048	W0VGA.A
27838.00	000202	LATHE, ENGINE	3411BLA0002	3411001364013	W0VGA.A
933.00	A0000019	MONITOR, 17" 100HS	721-SV-A0019	7025703616122	W0VGA.A

STEPS TO PERFORM ACTION

1. While in DPAS, select the **Ad Hoc Reports** icon, or select **Ad Hoc** from the menu bar.
2. Select **Eureka** from the program group.





STEP 1 Select Query Type:

- a. Select the type of query you would like.

Query Types	
Detail	Detail queries return detailed data without any aggregate functions applied, the aggregate functions being average, count, minimum, maximum, and sum.
Summary	Summary queries are useful when you want to summarize data for a number of different items.
Grouped Detail	Grouped detail queries let you view the query results grouped by one or more columns.
Overall Summary	Overall summary queries give the highest level view of your data.
Create TM1 Cube	This is not available.

- b. Click **Next>**.

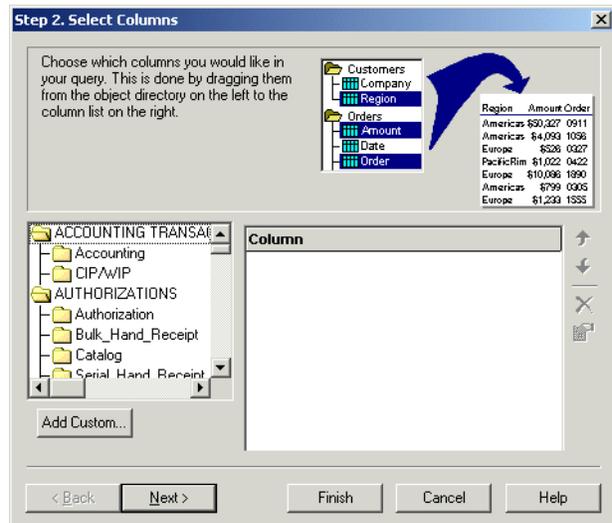
STEP 2 Select Columns:

- a. From the Object Directory, select the Business View you wish to use to build your columns.

To select the fields, you can:

- **Double-click** each field and the field will move to the Column Window at the right.
- **Click, drag and drop** each field to the Column Window at the right.
- To select multiple fields, hold the **CTRL** key down and select the desired fields (**DO NOT LET UP ON THE CTRL KEY**). **Click, drag and drop** to the Column Window at the right.

- b. Click **Next>**.



Eureka Object Directories

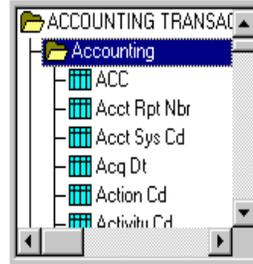
Object directories make it easy to add columns to your documents and dialog boxes. *Eureka Reporter Designer* includes an object directory in QuickQuery and Free Form windows. The main object directory can be docked or floating. You can hide and unhide it by selecting from the menu bar **View>Object Directory** or by using the **F2** key on your keyboard.

Business View. Business view names are at the top level of the tree and are indicated in **ALL CAPS**. A business view is an object in your Metadata File that corresponds to the data for a particular part of your business.

Folders. A folder can correspond to a table in your database or it can be made up of columns from more than one table. It can also include custom objects--objects that are calculated from database columns.

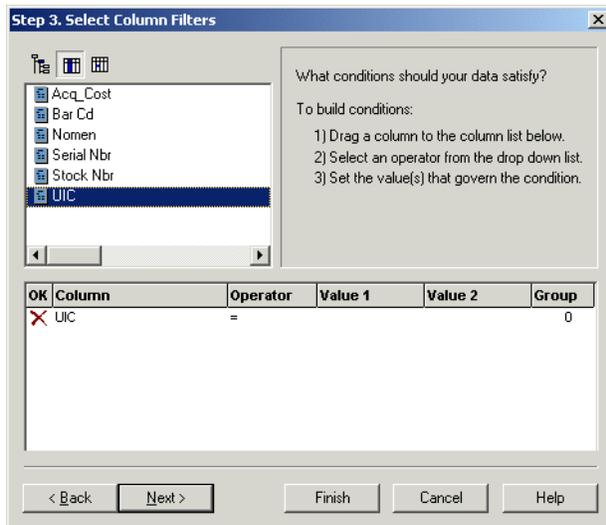
Data Objects. These are the actual data elements that are used to make up your report.

In this class, we will be referring to tables (pictured above) that will direct you to the Business View, Folders, and Data Elements that you will use in order to complete any activities and/or exercises.



NOTE:

You cannot select fields from 2 different Business Views (such as, **END ITEM SERIAL** and **END ITEM BULK**) on one report unless you are writing a Parent/Child report.



STEP 3A Select Column Filters:

- a. From your list of selected fields, double-click or drag and drop the data field(s) you want your query to sort on.



NOTE:

Filters let you limit the data displayed to only that which meets the criteria you set. When a query has no filter, you will see **ALL** the data from your database. When you define a filter condition, you will limit the data that meets the condition. Every additional filter or filter condition you apply further narrows the view of your data

- b. The default operator is equal to (=). If you want to change the default, click on the equal sign (=) and you will get a drop down list box which contains the other operators. To delete a filter condition, select it (by clicking the X or check mark under OK) and press the **DELETE** key.

Operators	Definitions
Equals (=)	When you want the result to <i>equal</i> the value entered.
Not Equal To (<>)	When you want the result <i>not equal</i> to the value entered.
Less Than (<)	When you want the result to be <i>less than</i> the value entered.
Less Than or Equal To (<=)	When you want the result to be <i>less than or equal to</i> the value entered.
Greater Than (>)	When you want the result to be <i>greater than</i> the value entered.
Greater Than or Equals To (>=)	When you want the result to be <i>greater than or equal to</i> the value entered.
Between	When you want the result to be <i>between</i> the range of values entered – this will <i>include</i> the values entered. Example: Bar Codes between 56012 and 80921.
Like	Same as =, but allows the use of wildcards. (Example: if you wanted all Stock Nbr starting with 7, the statement would be " STOCK NBR like (operator) and 7*(value 1). ")
Not Like	Opposite of Like .
In	When looking for specific values in a field (example: FSC In 7025, 7030. This will display records with those values). Cannot be used with the wildcard (* or %). A comma must separate inputs (example: 15,16,170).
Not In	Opposite of In .
Is Null	When you want the result to <i>not</i> have a value. This can be done using numerical fields. No value; not even a space, can exist in a field.
Is Not Null	When you want the result to <i>contain</i> a value. This can only be done using numerical fields. Must have a value in the field.

- c. Enter the condition that needs to be met under **Value 1**. If you are using the **Between** operator, then you will need to enter values in **Value 1** and **Value 2**.



CAUTION!
TURN YOUR CAPS LOCK ON!!!! DPAS stores all data in uppercase.
ALL VALUES ARE CASE-SENSITIVE!!

- d. Click **Next>**.

By default, all the conditions of your query are **AND** operators (i.e., all conditions have to be met before it will return your results). However, you can connect your statements with **OR** operators, which divide your statements into groups. For example, if you wanted to set your conditions by **Stock Number AND Serial Number OR Bar Code**, the **OR'd Group** would be set to 0 (zero) for Stock Number and Serial Number, and set to 1 for Bar Code.

The RULE is...If the **OR'd Group** numbers on any two statements are the same, those two statements are connected by the **AND** condition. If the **OR'd Group** numbers on any two statements are different; those two statements are connected by the **OR** condition.

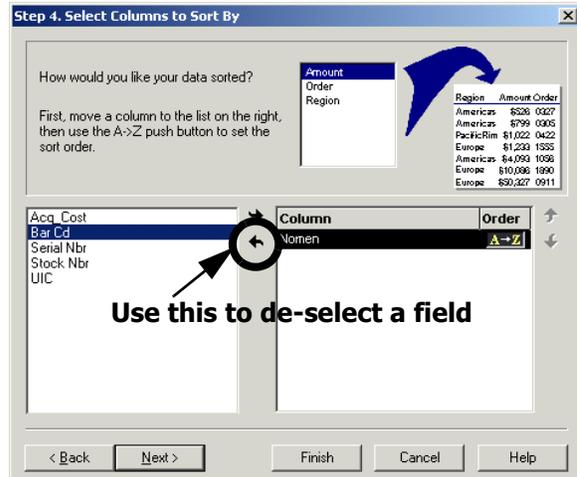
STEP 4 Select Columns to Sort By:

- From your list of selected fields, double-click on the data field(s) you want your query to be sorted by. To de-select a field, highlight the field you want to de-select and click on the arrow that points to the left.

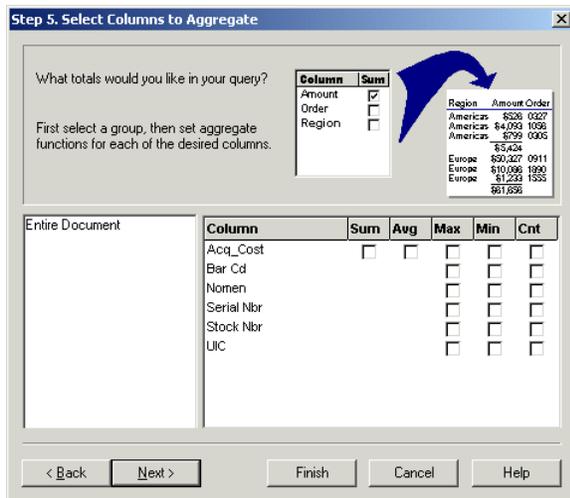


HINT!

Once you have selected your columns, you can click on **Order** button and change how you want your query to sort. For example, it would be either A-Z or Z-A.



- Click **Next>**.



STEP 5 Select Columns to Aggregate:

- Click **Entire Document**. You will not be able to click any of the check boxes unless this step is performed.
- Check the field(s) you want to total.
- Click **Next>**.



NOTE:

Only pure numeric fields can be summed or averaged.

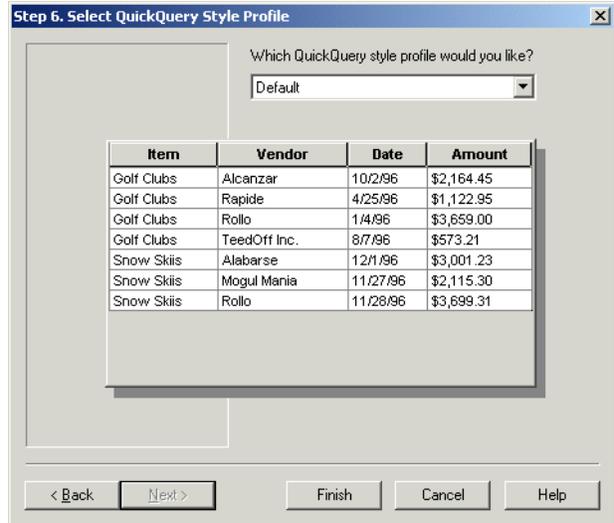
When using the **Count**, you will get the total number of records returned from your query.

When you are counting a data field, if you desire to get a count of ALL assets, you must count on a mandatory data field, such as Acq Cost. You would only count on an optional field, such as Bar Cd, if you wanted to know how many bar codes you had.

STEP 6:

This screen will allow you to choose from a style profile that was previously created.

- Click **Finish**.



Your report should look similar to the following:

Acq_Cost	BarCd	Nomen	SerialNbr	StockNbr	UIC
75.00		ANSWERING MACHINE	66789	701000N452825	W0VGA.A
1000.00	W0VGA.A.00	AUTOMOTIVE TOOL KIT	TOOLKIT7	5180001777002	W0VGA.A
14869.00	DF01000031	AV NV SY AN/AVS-6(Y)2	48971-01	5835011384748	W0VGA.A
14869.00	DF01000032	AV NV SY AN/AVS-6(Y)2	48971-02	5835011384748	W0VGA.A
2322.00	0300100203	BARCODE READER	332-0010103	58383311PLM	W0VGA.A
130.00	DF01000037	CODE CHGR KYK-38/TSEC	RKD098184-01	5810004713068	W0VGA.A
150.00	DF01000038	CODE CHGR KYK-38/TSEC	RKD098184-02	5810004713068	W0VGA.A
1530.00	W0VGA.A.00	COMPUTER, LAPTOP	DS123456	702501D034250	W0VGA.A
1530.00	W0VGA.A.00	COMPUTER, LAPTOP	DS12345610	702501D034250	W0VGA.A
1530.00	W0VGA.A.00	COMPUTER, LAPTOP	DS12345611	702501D034250	W0VGA.A
1530.00	W0VGA.A.00	COMPUTER, LAPTOP	DS12345612	702501D034250	W0VGA.A
1530.00	W0VGA.A.00	COMPUTER, LAPTOP	DS1234564	702501D034250	W0VGA.A
1530.00	W0VGA.A.00	COMPUTER, LAPTOP	DS1234565	702501D034250	W0VGA.A
1530.00	W0VGA.A.00	COMPUTER, LAPTOP	DS1234566	702501D034250	W0VGA.A
1530.00	W0VGA.A.00	COMPUTER, LAPTOP	DS1234567	702501D034250	W0VGA.A
1530.00	W0VGA.A.00	COMPUTER, LAPTOP	DS1234568	702501D034250	W0VGA.A
1530.00	W0VGA.A.00	COMPUTER, LAPTOP	DS1234569	702501D034250	W0VGA.A
1532.00	L000000304	COMPUTER, PENTIUM III	100-KM-00501	7025010000568	W0VGA.A
1532.00		COMPUTER, PENTIUM III	DSC03	7025010000568	W0VGA.A
1532.00		COMPUTER, PENTIUM III	DSC06	7025010000568	W0VGA.A
1539.00	W0VGA.A.00	COMPUTER, PENTIUM III	OD0007	7025010000568	W0VGA.A
2332.00	000223	COPIER SYS XEROX	6100DLA023	3610011297764	W0VGA.A
1000.00	W0VGA.A.00	DISK DRIVE UNIT: COMP	TOOLKIT7	7025013409810	W0VGA.A
3632.00	DF01000043	ENC DEC KIV 7 HI SPD	MD1002348-01	5810014318264	W0VGA.A
3632.00	DF01000044	ENC DEC KIV 7 HI SPD	MD1002348-02	5810014318264	W0VGA.A
499.00	5003205	HANDHELD COMPUTER	HH-323-005	702501N000433	W0VGA.A
499.00	5003206	HANDHELD COMPUTER	HH-323-006	702501N000433	W0VGA.A
8226.47	DF01000039	KEY GEN TSEC/RG-81	W1949754-01	5810010550048	W0VGA.A
8226.47	DF01000040	KEY GEN TSEC/RG-81	W1949754-02	5810010550048	W0VGA.A
27838.00	000202	LATHE, ENGINE	3411BLA0002	3411001364013	W0VGA.A
933.00	A0000019	MONITOR, 17" 100HS	721-SV-A0019	7025703616122	W0VGA.A

Saving Your Query

INTRODUCTION

When you have created a file, which is useful, you might want to save that file to use the format again. By using the Save command, you can save the active window to a new or the same name. By using the Save As command, you can save the active report to a new name.

OBJECTIVES

Use **Save** and **Save As** to create and update your files.

APPLICATION

Self-explanatory

PREREQUISITES

Eureka Reporter Designer is appropriately loaded and configured.

Understand the layout of DPAS file structure, and complete the Orientation section of this manual.

ACTIVITY

Instructor-led demonstration.

STEPS TO PERFORM ACTION

1. Select **F**ile from the menu bar.
2. Select  or select **S**ave... from the program group.

**NOTE:**

There are two ways to save your query. You can save the design (report format) or the output (data).

If you save the design, this will allow you to update and rerun your query at a later time. If you save the output, then you are essentially saving the data and it cannot be updated.

Printing Your Query



CAUTION!!

Before you print your report, you will need to click the last page button to ensure that **ALL** pages of your report are printed.

INTRODUCTION

If you want a hard copy printout of your query, you will need to use the print function. *Eureka* uses the Windows common dialog box, the same as any other Windows-based product.

OBJECTIVES

To learn how to, and to print out a copy of a *Eureka* report.

APPLICATION

Self-explanatory

PREREQUISITES

Eureka Reporter Designer is appropriately loaded and configured.

Understand the layout of DPAS file structure, and complete the Orientation section of this manual.

ACTIVITY

Instructor-led demonstration

STEPS TO PERFORM ACTION

1. Open or create a QuickQuery.
2. Select **File** from the menu bar.
3. Select **Print...** from the program group.

-OR-

4. Select the print icon  .



NOTE:

If you want to review the output of your query before you print it, you can do this 2 ways:

- Select **File** from the menu bar.
- Select **Print Preview** from the program group.

-OR-

- Select the print preview icon  .

You can use the **Print Setup** to change the printer, print orientation, and paper and source.

Activity: QuickQuery With The Query Wizard

Student Hands-On With Instructor Direction

Unit of Study: QuickQuery (with the Wizard)

Application: This type of query can be used when you need a simple report fast.

Report Type: This is a report by your UIC listing by Stock Number, Bar Code, and Nomen. This report will also list the Acquisition Cost for each asset and give you the total sum of the assets.

Instructions:

STEP 1: Detail

STEP 2: Select the following fields for your QuickQuery Wizard report:

BUSINESS VIEW: END ITEM SERIAL		
FOLDER(S)	DATA ELEMENT(S)	
!Quick_Start	Acq Cost	Nomen
	Bar Cd	Stock Nbr
	HRH Nbr Mjr	UIC

STEP 3: Filter by the **UIC** given to you by your instructor.

STEP 4: Sort by the **Nomen** field.

STEP 5A: Click on **Entire Document**.

STEP 5B: Set the Columns to Aggregate to **sum** for the **Acq Cost**.

STEP 6: Select **Finish** to process your report.

Example of Finished report:

Nomen	StockNbrLHAA	HRHNbrMj	BarCd	AcqCost	UIC
BLOCK, TRAM	1015000247668	W0U2A.A		7444.00	W0U2A
BLOCK, TRAM	1015000247668	W0U2A.A		74.00	W0U2A
BLOCK, TRAM	1015000247668	W0U2A.A		744.00	W0U2A
BLOCK, TRAM	1015000247668	W0U2A.A		7.00	W0U2A
CMPT ST DG OL-586/TYQ	7010014126702	W0U2A.A		60000.00	W0U2A
CMPT ST DG OL-586/TYQ	7010014126702	W0U2A.A		60000.00	W0U2A
FILTER, GUN DRIVE	1005000012676	W0U2A.A		131.80	W0U2A
FILTER, GUN DRIVE	1005000012676	W0U2A.A		131.80	W0U2A
FILTER, GUN DRIVE	1005000012676	W0U2A.A		131.80	W0U2A
FILTER, GUN DRIVE	1005000012676	W0U2A.A		131.80	W0U2A
MEL	7025001111111	W0U2A.A		5345.00	W0U2A
MONITOR	7025000320001	W0U2A.A		34534.00	W0U2A
MONITOR	7025000320001	W0U2A.A		53453.00	W0U2A
MONITOR	7025000320001	W0U2A.A		3423.00	W0U2A
MONITOR	7025000320001	W0U2A.A		3423.00	W0U2A
MONITOR	7025000320001	W0U2A.A		60000.00	W0U2A
MONITOR	7025000320001	W0U2A.A		5345.00	W0U2A
MONITOR	7025000320001	W0U2A.A		7868.00	W0U2A
MONITOR	7025000320001	W0U2A.A	RLSE160103	4354.00	W0U2A
MONITOR	7025000320001	W0U2A.A		6788.00	W0U2A
MONITOR	7025000320001	W0U2A.A		6788.00	W0U2A
MONITOR	7025000320001	W0U2A.A		7868.00	W0U2A

Skill Builder: QuickQuery With The Query Wizard

Objectives: You will:

- **Review Building a QuickQuery With The Query Wizard (Word Exercise)**
- **Discussion Questions**
- **Practical Exercise to build a QuickQuery with the Query Wizard**

Complete the following exercise:

1. Name the type of queries you can select when building a QuickQuery with the Query Wizard?

- a. _____ c. _____
b. _____ d. _____

2. List the 6 steps of the Query Wizard (in order).

- a. _____ d. _____
b. _____ e. _____
c. _____ f. _____

3. The _____ contains the business views, folders and data fields for building your report.

4. All values entered in Eureka are case sensitive. **(True or False)**

True _____ False _____

5. List five types of operators.

- a. _____ d. _____
b. _____ e. _____
c. _____

6. What is a structured pathway for a new user to build a report?

7. In Step 5 **Select Columns to Aggregate** name 3 aggregate functions you can perform.

- a. _____ c. _____
b. _____

8. When working with QuickQuery, you can only work in one business view at one time? (**True or False**)

True _____ False _____

Discussion Questions:

- 1. Review the use of the Business Views and Folders.**
- 2. Why is it important to use the filter function in some reports?**
- 3. Discuss the different types of queries and what would be an example of how you would use them.**

Practical Exercise: QuickQuery With The Query Wizard

Independent Student Report

Unit of Study: Building a QuickQuery With The Query Wizard

Application: This type of query can be used when you need a simple report fast.

Report Type: Accounting report, filtered by UIC displaying serial number, stock number, fund code and dollar amount with sum and average.

Instructions:

1. Create a new report using the QuickQuery Wizard.
2. Select the following fields for your QuickQuery Wizard report:

BUSINESS VIEW: CATALOG	
FOLDER(S)	DATA ELEMENT(S)
Catalog	Stock Nbr Generic Nomen
Mfr._Model/Part_Number	Mfr_Name Mfr Part Nbr

3. **Filter:**
 - Column:** Stock Nbr
 - Operator:** Like
 - Value1:** 70*
4. **Sort:** Stock Nbr
5. Click on **Entire Document**.
6. **Aggregate:** Stock Nbr using **Count**



HINT!

For your Filter: Remember to use the value of **"like"** because we are using the wildcard to look for Stock Numbers that begin with **"70"**. Refer to the list of operators on page 347 .

Example of the finished report:

SerialNbr	StockNbr	DollarAmt	FundCd	UIC
7036-MN-206	7021703593020	111000.00	PA	W4T80
73282-SV-138	7021703593098	111302.00	PA	W46907
73282-SV-137	7021703593105	111302.00	PB	W3VS2
73282-SV-137	7021703593105	111302.00	PB	W3VS2
73282-SV-137	7021703593105	111302.00	PB	W3VS2
73282-SV-137	7021703593105	111302.00	PB	W3VS2
73282-SV-137	7021703593105	111302.00	PB	W3VS2
73282-SV-137	7021703593105	111302.00	PB	W3VS2
73282-SV-137	7021703593105	111302.00	PB	W3VS2
7036-MN-108	7025011725133	111000.00	PB	W3VS2
7036-MN-107	7025011725133	111000.00	PA	W46907
7036-MN-106	7025011725133	111000.00	PA	W4T80
102-SV-7310	7025011725133	111000.00	PB	W0U6A
102-SV-7410	7025011725133	111000.00	PB	W0VG
102-SV-7510	7025011725133	111000.00	PB	W0VLI
102-SV-7610	7025011725133	111000.00	PB	W0VPA
102-SV-7710	7025011725133	111000.00	PB	W0XY0
102-SV-7810	7025011725133	111000.00	PB	W1DC0
102-SV-7910	7025011725133	111000.00	PB	W1EAZ
102-SV-79110	7025011725133	111000.00	PB	W1HC
102-SV-79111	7025011725133	111000.00	PB	W1NV0
102-SV-79112	7025011725133	111000.00	PB	W1NVW

Building A QuickQuery Without The Query Wizard

INTRODUCTION

This section outlines building a QuickQuery report without using the query wizard.

OBJECTIVES

Learn how to build a QuickQuery without the Wizard to include functions and processes that could be used in any QuickQuery that you build.

APPLICATION

This type of query can be used to generate simple reports "on the fly" without having to use the query wizard. For example, you could create a listing of all your hand receipt holders by UIC, stock number and acquisition cost. In this report we will be using different functions to manipulate our data.

REPORT TYPE

A listing of all your HRH Nbrs by UIC displaying nomenclature, stock number and acquisition cost. We will use different functions to practice manipulating the data.

PREREQUISITES

Eureka Reporter Designer is accurately loaded and configured on your system.

ACTIVITY

Instructor-led demonstration

Example of the finished report:

UIC	Nomenclature	StockNo/LHA	HRHNo/Mjr	Actual Cost
HQ1001	TRK COO 1/2T 6000	2320010907891	5701	27439.00
HQ1001	LATHE, ENGINE	3411001364013	5701	11508.00
HQ1001	COPIER SYS XEROX	3610011297764	5701	13566.00
HQ1001	TRK LF 6000LB LT-60F3	3930000251015	5701	27633.00
HQ1001	TELEPHONE, STU III	5180008000927	5701	1.00
HQ1001	BARCODE READER	58383311PLM	5701	2532.00
HQ1001	ANSWERING MACHINE	701000N452825	5701	232.00
HQ1001	MONITOR, 19" COLOR	702500001952	5701	933.00
HQ1001	COMPUTER, PENTIUM III	7025010000568	5701	3101.00
HQ1001	COMPUTER, PENTIUM II	7025010001217	5701	5365.00
HQ1001	PRINTER, LASER	7025010032221	5701	4622.00
HQ1001	SERVER	7025011725133	5701	110000.00
HQ1001	CPU, DESKTOP	702501F003222	5701	499.00
HQ1001	HANDHELD COMPUTER	702501N000453	5701	499.00
HQ1001	HANDHELD COMPUTER	702501N000453	5701	499.00
HQ1001	CPU, DESKTOP	7021703511000	5802	2737.00
HQ1001	MONITOR, 17" 100HS	702503616122	5802	565.00
HQ1002	TRK COO 1/2T 6000	2320010907891	5702	27439.00

STEPS TO PERFORM ACTION

1. While in DPAS, select the **Ad Hoc Reports** icon, or select **Ad Hoc** from the menu bar.
2. Select **Eureka** from the program group.
3. If the Wizard is displayed, click **Finish**.
4. Select **New** from the file menu.

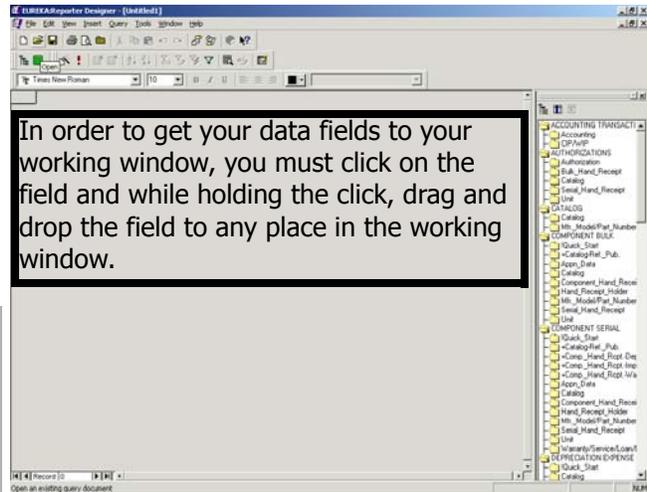


STEP 1:

- a. Uncheck the **Use Wizard** choice on the new document dialog box.
- b. Click **OK**.

STEP 2:

- a. Depress the **F2 Key** on your keyboard to display your Object Directory (if it isn't already displayed).
- b. Use the scroll bars to select the appropriate Business View from which you will select the columns you want displayed on your report.



HINTS!
 It may be a good idea to change your Preferences to do a **Manual Re-Query**. See page C7-15, **Setting Preferences**, for more information.

To select **MULTIPLE** fields, hold the **CTRL** key down and select the desired fields (**DO NOT LET UP ON THE CTRL KEY**). Click, "drag and drop" to any place in the working window.

- c. Select the following fields for your QuickQuery report:

BUSINESS VIEW: END ITEM SERIAL		
FOLDER(S)	DATA ELEMENT(S)	
!Quick_Start	Nomen	Bar Cd
	Stock Nbr	Acq Cost
	HRH Nbr Mjr	UIC

Changing The Name Of A Column Heading

If the name of a particular column is not useful or clear to you or used by your Activity, you have the capability to change the name of that column heading.

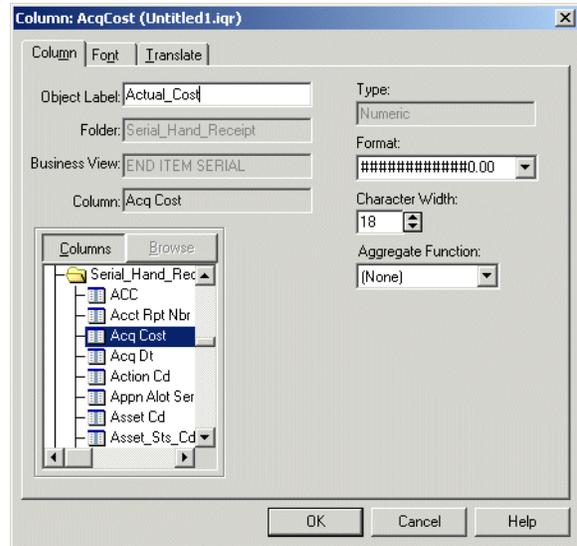
Name	StockNbr	HSDNbr	BarCd	AcqCost	ETC
TRK 000 LGT 6000	222001007891	3701	001221	2749.00	HQ1001
LATHE, BENCH	340100136413	3701	167240	11500.00	HQ1001
COOPER SYS XEROX	361001129764	3701	167240	13566.00	HQ1001
TRK LP 6000LB LT-40RS	392000021015	3701	167240	27633.00	HQ1001
TELEPHONE, STU III	318000000927	3701	167240	1.00	HQ1001
BANKCDE READER	38203311814	3701	721001101	2331.00	HQ1001
ANSWERING MACHINE	7010000443225	3701	HQ0001	232.00	HQ1001
MONITOR, 15" COLOR	702300001932	3701	193001	933.00	HQ1001
COMPUTER, PENTIUM III	7023010000568	3701	193002	3101.00	HQ1001
COMPUTER, PENTIUM II	7023010001217	3701	933401	5365.00	HQ1001
PRINTER, LASER	7023010032221	3701	193003	4622.00	HQ1001
SERVER	702301172513	3701	193004	11000.00	HQ1001
HANDELD COMPUTER	7023010000403	3701	HQ0001	499.00	HQ1001
HANDELD COMPUTER	7023010000403	3701	HQ0002	499.00	HQ1001
TRK 000 LGT 6000	222001007891	3702	167240	2749.00	HQ1002
LATHE, BENCH	340100136413	3702	167240	11500.00	HQ1002
COOPER SYS XEROX	361001129764	3702	167240	13566.00	HQ1002
TRK LP 6000LB LT-40RS	392000021015	3702	167240	27633.00	HQ1002
TELEPHONE, STU III	318000000927	3702	167240	1.00	HQ1002
BANKCDE READER	38203311814	3702	721001102	2331.00	HQ1002
ANSWERING MACHINE	7010000443225	3702	HQ0002	232.00	HQ1002
MONITOR, 15" COLOR	702300001932	3702	193005	933.00	HQ1002
COMPUTER, PENTIUM III	7023010000568	3702	193006	3101.00	HQ1002
COMPUTER, PENTIUM II	7023010001217	3702	933404	5365.00	HQ1002
PRINTER, LASER	7023010032221	3702	193007	4622.00	HQ1002
SERVER	702301172513	3702	193008	11000.00	HQ1002
HANDELD COMPUTER	7023010000403	3702	HQ0003	499.00	HQ1002
HANDELD COMPUTER	7023010000403	3702	HQ0004	499.00	HQ1002
CFU, DESKTOP	7021703511000	3802		499.00	HQ1002
CFU, DESKTOP	7021703511486	3802	166332	2754.00	HQ1002
MONITOR, 15" COLOR	7022700616122	3802	166330	365.00	HQ1002

STEP 1:

- **Double-click** on the column heading you wish to change. In this exercise, we will change the **Acq Cost** field.

STEP 2:

- The current name of the column is displayed. Change the Object Label to **Actual Cost**.
- Folder:** This displays the folder your data field was chosen from. This field cannot be changed.
- Business View:** This displays the Business View your data field was chosen from. This field cannot be changed.
- Column:** This displays the system column heading from the object directory. This field cannot be changed.



NOTE:  If your report is not working, you may want to check each of your data elements to see if they are from the same Business View. To do this, you will need to double-click on each column heading to make ensure that all data elements are from the same Business View.

- Type:** This field displays the characteristics of the data (string, numeric, or date).

- f. **Format:** If you selected to change a cost field, you can change the format of that field. Change the Format to **Windows Currency**.

Format Functions		
FORMAT	SAMPLE DATA VALUE	FORMATTED APPEARANCE
####0.00	1234.5	1234.50
#,###.##	1234.5	1,234.5
###	1234.5	1234.5
#0	1234.56	1235
\$#,###,##0.00	1234.5	\$1,234.56
\$#,##0.00	100.5 0 2500.25 -145.10	\$100.50 \$0.00 \$2,500.25 -\$145.10
\$#,##0.00;(\$#,##0.00)	100.503 -145.10	\$100.50 (\$145.10)
\$#,##0.00"CR";\$#,##0.00	\$1,234.50CR -1234.5	1234.5 \$1,234.50
0[S/1000]	12375 199	12 0
dd Mmmm yyyy	Oct 1, 1966	10 October 1966
dd-MMM-yy	Oct 1, 1966	01-OCT-66
mm/dd/yy	Jan 15,1991	01/15/91
dddd	Oct 1, 1966	Saturday
hh:mm	9:43am	09:43
hh:mm AM/PM	9:43am	09:43 AM
hh:mm:ss	9:43am	09:43:00
hh:mm:ss.ssssss	09:43am	09:43:00.000000
Click on the pick list to review additional Format Functions		

- g. **Charater Width:** This field defaults to the actual field length, but can be changed. Keep in mind that if you make the length shorter that the actual field length, it will truncate the field.
- h. **Aggregate Function:** Select if you want to an average, count, maximum value, minimum value, or sum for your data field.



HINT!

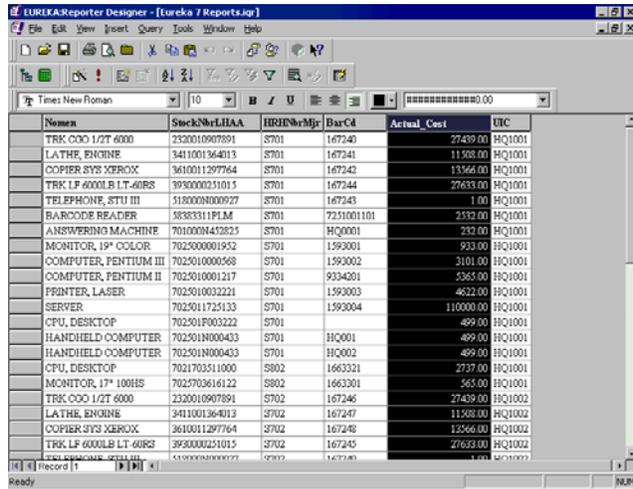
If you select the **Sum** Aggregate Function, after you change the Format, the Format is set back to the default. Therefore, set the Aggregate Function before the Format.

Example of the finished report:

Namen	StockNbrLHAA	HHHNbrMjr	BarCd	Actual_Cost	UIC
TRK COO 1/2T 6000	2320010907891	S701	167240	27439.00	HQ1001
LATHE, ENGINE	3411001364013	S701	167241	11508.00	HQ1001
COPIER SYS XEROX	3610011297764	S701	167242	13566.00	HQ1001
TRK LF 6000LB LT-60RS	3930000251015	S701	167244	27633.00	HQ1001
TELEPHONE, STU III	518000N000927	S701	167243	1.00	HQ1001
BARCODE READER	58383311PLM	S701	7251001101	2332.00	HQ1001
ANSWERING MACHINE	701000N452825	S701	HQ0001	232.00	HQ1001
MONITOR, 19" COLOR	702300001952	S701	1593001	933.00	HQ1001
COMPUTER, PENTIUM III	7023010000568	S701	1593002	3101.00	HQ1001
COMPUTER, PENTIUM II	7023010001217	S701	9334201	5365.00	HQ1001
PRINTER, LASER	7023010032221	S701	1593003	4622.00	HQ1001
SERVER	7023011725133	S701	1593004	110000.00	HQ1001
CPU, DESKTOP	702301F003222	S701		499.00	HQ1001
HANDHELD COMPUTER	702301N000433	S701	HQ001	499.00	HQ1001
HANDHELD COMPUTER	702301N000433	S701	HQ002	499.00	HQ1001
CPU, DESKTOP	7021703511000	S802	1663321	2737.00	HQ1001
MONITOR, 17" 100HS	7023010036122	S802	1663301	565.00	HQ1001
TRK COO 1/2T 6000	2320010907891	S702	167246	27439.00	HQ1002
LATHE, ENGINE	3411001364013	S702	167247	11508.00	HQ1002
COPIER SYS XEROX	3610011297764	S702	167248	13566.00	HQ1002
TRK LF 6000LB LT-60RS	3930000251015	S702	167245	27633.00	HQ1002
TELEPHONE, STU III	518000N000927	S702	167240	1.00	HQ1002

Changing The Fonts

You can change the font attributes for the column headings in your report.



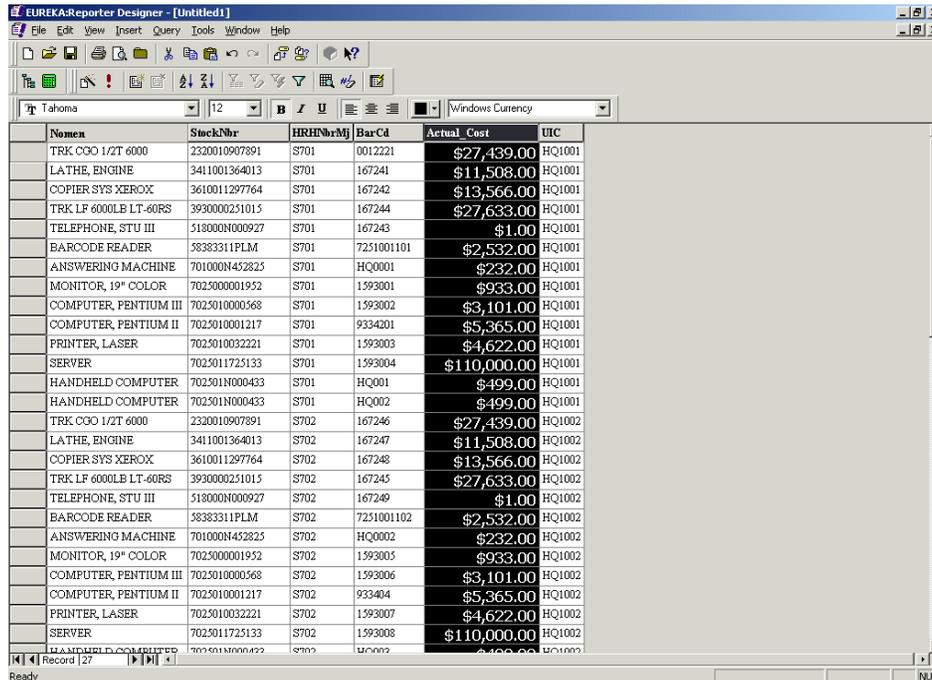
STEP:

- Click on the column heading you wish to change. In this exercise, click on the **Actual_Cost** column heading.
- Using the Formatting toolbar, change the type of font you wish to use.
- You can also use the Formatting toolbar to change the size, alignment, style, and color of the font.

You can also double-click on the column heading. It will display the Column Dialog box for the the column you selected.

- Click on the **Font** tab to display the font attributes.
- Make any necessary changes. Notice that in the Sample box, a sampling will be displayed.
- Click **OK**.

Example of the finished report:



Moving Columns

If you decide that you do not like where a column is displayed in your query, you can simply move it.

1. Highlight the **UIC** column by clicking in the UIC column heading. Your cursor will change to a black arrow when you place the cursor on the heading.
2. Click and drag the column (while still holding the click) into the first position of your report. As you move across the screen, you will notice that there is a red line. Use this as a guide to where you want to position the column.
3. Once you have positioned the red line to where you want the column to be located, release the click on the mouse.

Example of the finished report:

UIC	Nomen	StockNbr	HRH(NbrM)	BarCd	Actual_Cost
HQ1001	TRK CGO 1/2T 6000	2320010907891	S701	0012221	\$27,439.00
HQ1001	LATHE, ENGINE	3411001364013	S701	167241	\$11,508.00
HQ1001	COPIER SYS XEROX	3610011297764	S701	167242	\$13,566.00
HQ1001	TRK LF 6000LB LT-60RS	3930000251015	S701	167244	\$27,633.00
HQ1001	TELEPHONE, STU III	518000N000927	S701	167243	\$1.00
HQ1001	BARCODE READER	58383311PLM	S701	7251001101	\$2,532.00
HQ1001	ANSWERING MACHINE	701000N452825	S701	HQ0001	\$232.00
HQ1001	MONITOR, 19" COLOR	7025000001952	S701	1593001	\$933.00
HQ1001	COMPUTER, PENTIUM III	7025010000568	S701	1593002	\$3,101.00
HQ1001	COMPUTER, PENTIUM II	7025010001217	S701	9334201	\$5,365.00
HQ1001	PRINTER, LASER	7025010032221	S701	1593003	\$4,622.00
HQ1001	SERVER	7025011725133	S701	1593004	\$110,000.00
HQ1001	HANDHELD COMPUTER	702501N000433	S701	HQ001	\$499.00
HQ1001	HANDHELD COMPUTER	702501N000433	S701	HQ002	\$499.00
HQ1002	TRK CGO 1/2T 6000	2320010907891	S702	167246	\$27,439.00
HQ1002	LATHE, ENGINE	3411001364013	S702	167247	\$11,508.00
HQ1002	COPIER SYS XEROX	3610011297764	S702	167248	\$13,566.00
HQ1002	TRK LF 6000LB LT-60RS	3930000251015	S702	167245	\$27,633.00
HQ1002	TELEPHONE, STU III	518000N000927	S702	167249	\$1.00
HQ1002	BARCODE READER	58383311PLM	S702	7251001102	\$2,532.00
HQ1002	ANSWERING MACHINE	701000N452825	S702	HQ0002	\$232.00
HQ1002	MONITOR, 19" COLOR	7025000001952	S702	1593005	\$933.00
HQ1002	COMPUTER, PENTIUM III	7025010000568	S702	1593006	\$3,101.00
HQ1002	COMPUTER, PENTIUM II	7025010001217	S702	933404	\$5,365.00
HQ1002	PRINTER, LASER	7025010032221	S702	1593007	\$4,622.00
HQ1002	SERVER	7025011725133	S702	1593008	\$110,000.00

Deleting Columns

If you decide that you do not want a column to be displayed in your query, you can simply delete it.

1. Highlight the **Bar Cd** by clicking once in the heading area.
2. Depress the **Delete** key on your keyboard.

Example of the finished report:

UIC	Nomen	StockNbr	HRHnBrMj	Actual_Cost
HQ1001	TRK CGO 1/2T 6000	2320010907891	S701	\$27,439.00
HQ1001	LATHE, ENGINE	3411001364013	S701	\$11,508.00
HQ1001	COPIER SYS XEROX	3610011297764	S701	\$13,566.00
HQ1001	TRK LF 6000LB LT-60RS	3930000251015	S701	\$27,633.00
HQ1001	TELEPHONE, STU III	518000N000927	S701	\$1.00
HQ1001	BARCODE READER	58383311PLM	S701	\$2,532.00
HQ1001	ANSWERING MACHINE	701000N452825	S701	\$232.00
HQ1001	MONITOR, 19" COLOR	7025000001952	S701	\$933.00
HQ1001	COMPUTER, PENTIUM III	7025010000568	S701	\$3,101.00
HQ1001	COMPUTER, PENTIUM II	7025010001217	S701	\$5,365.00
HQ1001	PRINTER, LASER	7025010032221	S701	\$4,622.00
HQ1001	SERVER	7025011725133	S701	\$110,000.00
HQ1001	HANDHELD COMPUTER	702501N000433	S701	\$499.00
HQ1001	HANDHELD COMPUTER	702501N000433	S701	\$499.00
HQ1002	TRK CGO 1/2T 6000	2320010907891	S702	\$27,439.00
HQ1002	LATHE, ENGINE	3411001364013	S702	\$11,508.00
HQ1002	COPIER SYS XEROX	3610011297764	S702	\$13,566.00
HQ1002	TRK LF 6000LB LT-60RS	3930000251015	S702	\$27,633.00
HQ1002	TELEPHONE, STU III	518000N000927	S702	\$1.00
HQ1002	BARCODE READER	58383311PLM	S702	\$2,532.00
HQ1002	ANSWERING MACHINE	701000N452825	S702	\$232.00
HQ1002	MONITOR, 19" COLOR	7025000001952	S702	\$933.00
HQ1002	COMPUTER, PENTIUM III	7025010000568	S702	\$3,101.00
HQ1002	COMPUTER, PENTIUM II	7025010001217	S702	\$5,365.00
HQ1002	PRINTER, LASER	7025010032221	S702	\$4,622.00
HQ1002	SERVER	7025011725133	S702	\$110,000.00
HQ1002	HANDHELD COMPUTER	702501N000433	S702	\$499.00

Freezing/Unfreezing Column Headings

When your query has numerous columns, it may be impossible to view them all at one time. Freezing a column(s) helps you identify the content(s) of the row(s). When you freeze a column(s), they are moved to the left-most position of your query. As you scroll to the right, the column(s) that you freeze will stay in place, but the other columns will move. Unfreezing will return your query to its original state.

- Using the table below, add the following fields:

BUSINESS VIEW: END ITEM SERIAL	
FOLDER(S)	DATA ELEMENT(S)
Serial_Hand_Receipt	Serial Nbr Fund Cd Loc
Unit	Activity Name

- Highlight the **HRH Nbr Mjr** field by clicking once in the heading area.
- Right-mouse** click to display the shortcut attributes menu.
- Select **Freeze Column**.



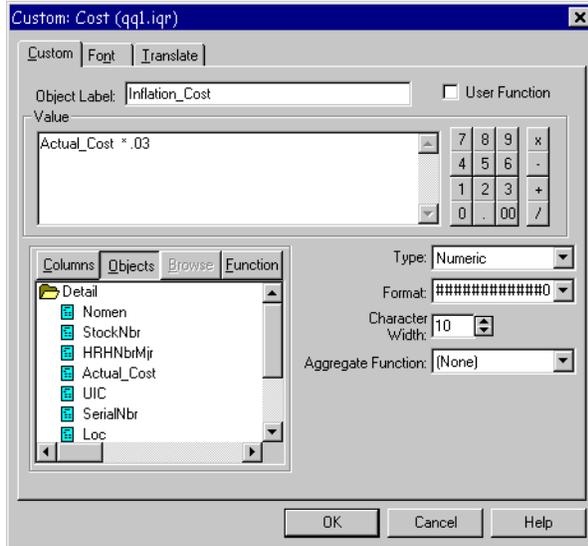
The HRH Nbr Mjr field is moved to the left-most position and there is a fine blue line separating the frozen column with the unfrozen columns.

- Scroll to the right.

Notice how the HRH Nbr Mjr field does not move but the other fields move.

Adding Custom Columns

1. Select the custom column icon  or select **Insert** from the menu bar, and then select **Custom**.
2. Enter an Object Label of your choice.



3. **User Function:** Check this box if you want to pull in calculations that are not defined by the database administrator.
4. Double-click on the Detail folder.
5. Double-click on the **Actual Cost** field. You can choose values for your custom column either by selecting the **Columns** tab (this is the Object Directory) or clicking on the **Detail** folder (these are the fields you selected for your report) or a combination of both.
6. Click on the **X** (multiply) button.
7. Enter **.03** (this is just the inflation amount). If you want the total inflated cost, the formula must be **Actual_Cost * 1.03**.

Example of the finished report:

EUREKA:Reporter Designer - [Eureka 7 Reports.iqr]

File Edit View Insert Query Tools Window Help

Times New Roman 10 B I U

HRHNbrMjr	Loc	FundCd	ActivityName	Inflation_Cost
S701	BLDG 24	L3	DEFENSE FINANCE & ACCOUNTING SERVICE-TRAIN01	823.17
S701	BLDG 24	L3	DEFENSE FINANCE & ACCOUNTING SERVICE-TRAIN01	345.24
S701	BLDG 24	L3	DEFENSE FINANCE & ACCOUNTING SERVICE-TRAIN01	406.98
S701	BLDG 24	C1	DEFENSE FINANCE & ACCOUNTING SERVICE-TRAIN01	828.99
S701	BLDG 24	L3	DEFENSE FINANCE & ACCOUNTING SERVICE-TRAIN01	0.03
S701		C1	DEFENSE FINANCE & ACCOUNTING SERVICE-TRAIN01	75.96
S701		C1	DEFENSE FINANCE & ACCOUNTING SERVICE-TRAIN01	6.96
S701	BLDG 24	C1	DEFENSE FINANCE & ACCOUNTING SERVICE-TRAIN01	27.99
S701	BLDG 24	C1	DEFENSE FINANCE & ACCOUNTING SERVICE-TRAIN01	93.03
S701	BLDG 24	C1	DEFENSE FINANCE & ACCOUNTING SERVICE-TRAIN01	160.95
S701	BLDG 24	C1	DEFENSE FINANCE & ACCOUNTING SERVICE-TRAIN01	138.66
S701	BLDG 24	C1	DEFENSE FINANCE & ACCOUNTING SERVICE-TRAIN01	3300.00
S701		C1	DEFENSE FINANCE & ACCOUNTING SERVICE-TRAIN01	14.97
S701		C1	DEFENSE FINANCE & ACCOUNTING SERVICE-TRAIN01	14.97
S701		C1	DEFENSE FINANCE & ACCOUNTING SERVICE-TRAIN01	14.97
S802	BLDG 15	C1	DEFENSE FINANCE & ACCOUNTING SERVICE-TRAIN01	82.11

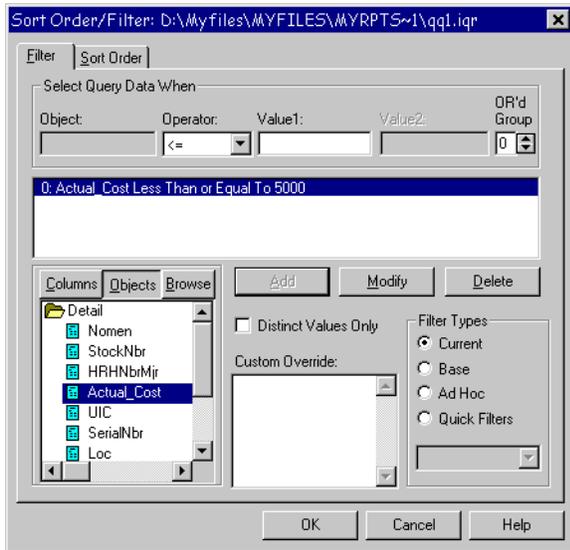
Record 16 NUM

Applying Filters

Apply filter conditions to help narrow down database output so that it includes only the relevant data that you selected.

Filters are defined in the QuickQuery window using displayed values.

1. Click on the  icon.



2. Double-click on **Actual_Cost**.
3. Set the Operator to **<= (less than or equal to)**.
4. Enter **5000** in Value1.



NOTE:

Remember the RULE for OR'd Group numbers on any two statements are the same, those two statements are connected by the AND condition. If the OR'd Group numbers on any two statements are different, those two statements are connected by the OR condition.

5. Click **Add** to activate the filter. If you have an existing filter and you need to change it, highlight the condition, change the condition and then click **Modify**. If you have an existing filter that you no longer need, highlight the condition and click **Delete**.

6. **Distinct Values Only:** Check this box when you want to eliminate any duplicate rows.
7. **Custom Override:** This displays any overridden SQL statements.

Filter Types	
Current	Displays the current filter(s) that is in effect.
Base	These are always in effect and have no conditions defined, and perform no filtering.
Ad Hoc	These are defined in the QuickQuery window using displayed values.
Quick	These are given a name and saved. These filters can only be created using the QuickQuery window.

8. Click **OK**.

Example of the finished report:

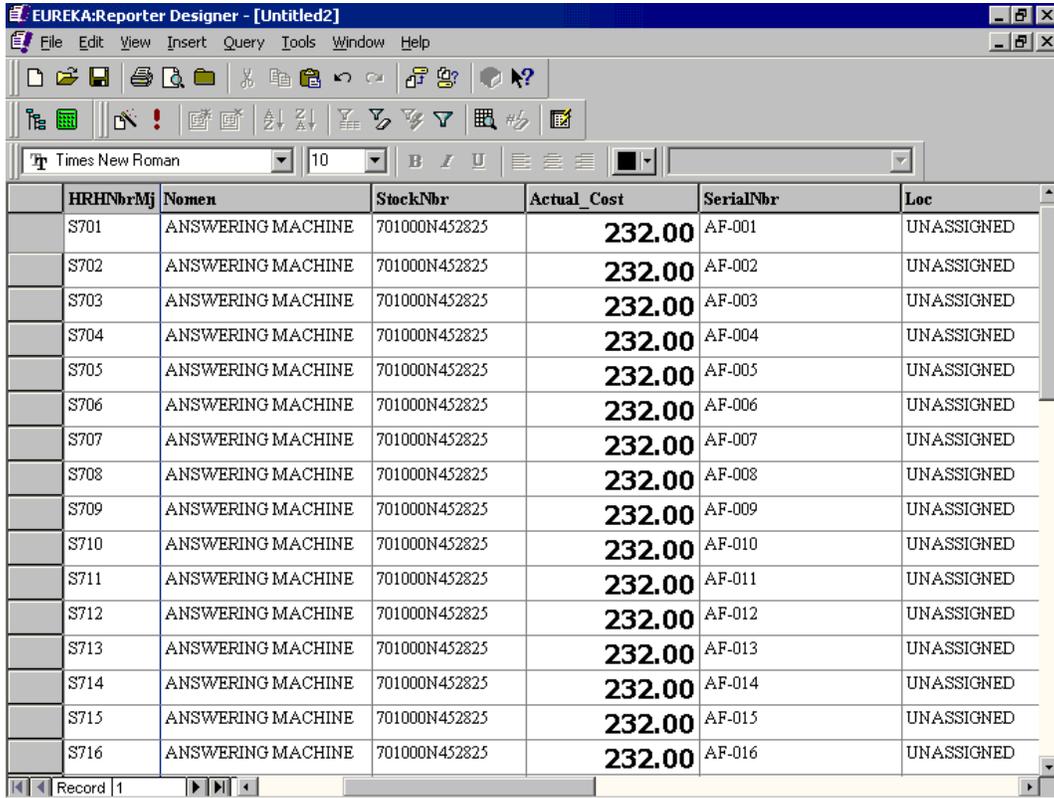
HRHNbrMj	Nomen	StockNbr	Actual_Cost	SerialNbr	Loc
S701	TELEPHONE, STU III	518000N000927	1.00	32423GR	BLDG 24
S701	BARCODE READER	58383311PLM	2532.00	BRD-001-001	UNASSIGNED
S701	ANSWERING MACHINE	701000N452825	232.00	AF-001	UNASSIGNED
S701	MONITOR, 19" COLOR	7025000001952	933.00	133004JD3	BLDG 24
S701	COMPUTER, PENTIUM III	7025010000568	3101.00	566Y44	BLDG 24
S701	PRINTER, LASER	7025010032221	4622.00	9776644KD	BLDG 24
S701	CPU, DESKTOP	702501F003222	499.00	TODAYTEST	UNASSIGNED
S701	HANDHELD COMPUTER	702501N000433	499.00	538-001	UNASSIGNED
S701	HANDHELD COMPUTER	702501N000433	499.00	538-002	UNASSIGNED
S802	CPU, DESKTOP	7021703511000	2737.00	1003448G1	BLDG 15
S802	MONITOR, 17" 100HS	7025703616122	565.00	19973A1	BLDG 15
S702	TELEPHONE, STU III	518000N000927	1.00	32423GR1	BLDG 3
S702	BARCODE READER	58383311PLM	2532.00	BRD-001-002	UNASSIGNED
S702	ANSWERING MACHINE	701000N452825	232.00	AF-002	UNASSIGNED
S702	CPU, DESKTOP	7021703511000	499.00	TESTING2	UNASSIGNED
S702	CPU, DESKTOP	7021703511000	499.00	TESTING3	UNASSIGNED

Sorting Columns

Use the **Sort** function when you want your data sorted in a particular order (ascending or descending).

1. Highlight the **Nomen** field by clicking once in the heading area.
2. Click on the  (to sort in ascending order) or  (to sort in descending order) from the toolbar.

Example of the finished report:



HRHNbrMj	Nomen	StockNbr	Actual_Cost	SerialNbr	Loc
S701	ANSWERING MACHINE	701000N452825	232.00	AF-001	UNASSIGNED
S702	ANSWERING MACHINE	701000N452825	232.00	AF-002	UNASSIGNED
S703	ANSWERING MACHINE	701000N452825	232.00	AF-003	UNASSIGNED
S704	ANSWERING MACHINE	701000N452825	232.00	AF-004	UNASSIGNED
S705	ANSWERING MACHINE	701000N452825	232.00	AF-005	UNASSIGNED
S706	ANSWERING MACHINE	701000N452825	232.00	AF-006	UNASSIGNED
S707	ANSWERING MACHINE	701000N452825	232.00	AF-007	UNASSIGNED
S708	ANSWERING MACHINE	701000N452825	232.00	AF-008	UNASSIGNED
S709	ANSWERING MACHINE	701000N452825	232.00	AF-009	UNASSIGNED
S710	ANSWERING MACHINE	701000N452825	232.00	AF-010	UNASSIGNED
S711	ANSWERING MACHINE	701000N452825	232.00	AF-011	UNASSIGNED
S712	ANSWERING MACHINE	701000N452825	232.00	AF-012	UNASSIGNED
S713	ANSWERING MACHINE	701000N452825	232.00	AF-013	UNASSIGNED
S714	ANSWERING MACHINE	701000N452825	232.00	AF-014	UNASSIGNED
S715	ANSWERING MACHINE	701000N452825	232.00	AF-015	UNASSIGNED
S716	ANSWERING MACHINE	701000N452825	232.00	AF-016	UNASSIGNED

Grouping/Ungrouping Columns

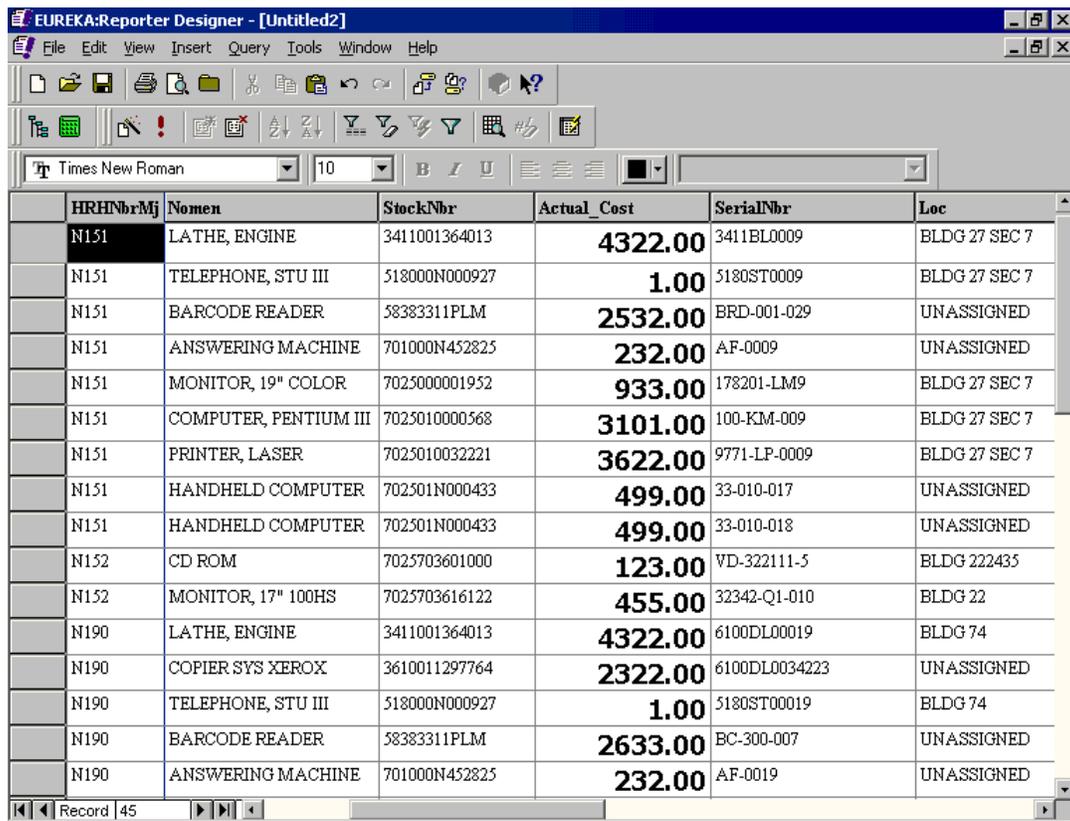
Use the **Group** function when you want your data grouped by like items.

1. Highlight the **HRH Nbr Mjr** by clicking once in the heading area.
2. **Right-mouse** click to display the shortcut attributes menu.
3. Select **Group**.

- OR -

4. Click on the  button from the toolbar. (If you want to *ungroup*, simply highlight the grouped column and click on the  button.)
5. Save your report as **QQGROUP**.
6. Close your report.

Example of the finished report:



The screenshot shows the EUREKA:Reporter Designer interface with a table of inventory items. The 'Actual_Cost' column is grouped by the 'HRH Nbr Mjr' column. The table contains 20 rows of data, with items grouped by their 'HRH Nbr Mjr' values (N151, N152, N190). The 'Actual_Cost' values are bolded and right-aligned.

HRHNbrMjr	Nomen	StockNbr	Actual_Cost	SerialNbr	Loc
N151	LATHE, ENGINE	3411001364013	4322.00	3411BL0009	BLDG 27 SEC 7
N151	TELEPHONE, STU III	518000N000927	1.00	5180ST0009	BLDG 27 SEC 7
N151	BARCODE READER	58383311PLM	2532.00	BRD-001-029	UNASSIGNED
N151	ANSWERING MACHINE	701000N452825	232.00	AF-0009	UNASSIGNED
N151	MONITOR, 19" COLOR	7025000001952	933.00	178201-LM9	BLDG 27 SEC 7
N151	COMPUTER, PENTIUM III	7025010000568	3101.00	100-KM-009	BLDG 27 SEC 7
N151	PRINTER, LASER	7025010032221	3622.00	9771-LP-0009	BLDG 27 SEC 7
N151	HANDHELD COMPUTER	702501N000433	499.00	33-010-017	UNASSIGNED
N151	HANDHELD COMPUTER	702501N000433	499.00	33-010-018	UNASSIGNED
N152	CD ROM	7025703601000	123.00	VD-322111-5	BLDG 222435
N152	MONITOR, 17" 100HS	7025703616122	455.00	32342-Q1-010	BLDG 22
N190	LATHE, ENGINE	3411001364013	4322.00	6100DL00019	BLDG 74
N190	COPIER SYS XEROX	3610011297764	2322.00	6100DL0034223	UNASSIGNED
N190	TELEPHONE, STU III	518000N000927	1.00	5180ST00019	BLDG 74
N190	BARCODE READER	58383311PLM	2633.00	BC-300-007	UNASSIGNED
N190	ANSWERING MACHINE	701000N452825	232.00	AF-0019	UNASSIGNED

Activity: QuickQuery Without The Query Wizard

Student Hands-On With Instructor Direction

Unit of Study: QuickQuery (without the Wizard)

Application: This activity will be used to apply what you have learned in the previous lesson. You will build a query without the wizard and then use various functions to manipulate your data.

Report Type: This report will display assets with acquisition cost, filtered by major hand receipt holder number and grouped by nomenclature.

Instructions:

1. Open a new QuickQuery report without the Wizard.
2. Select the following fields for your QuickQuery report:

BUSINESS VIEW: END ITEM SERIAL	
FOLDER(S)	DATA ELEMENT(S)
Catalog	ARC Stock Nbr Nomen
Hand_Receipt_Holder	HRH Nbr Mjr
Serial_Hand_Rcpt.-Auth	Acq Cost Auth Qty Cond Cd Qty On Hand

3. Change the name of **Acq Cost** to Actual Cost or a comparable term.
4. Delete the **ARC**.
5. Group on the **Nomen**.
6. Count on the **Nomen**.
7. Build a Custom Column labeled **Over/Short**.
8. Subtract the **Qty On Hand** from **Auth Qty**, which will equal the Over/Short column.
9. Filter for **HRH Nbr Mjr** Like W*.
10. Sum on the **Acq Cost**.
11. Save the report in the *Eureka* folder on your Desktop as **QQACTY**.
12. Close the report.

Example of finished report:

	Nomen	StockNbr	HRHNbrMj	Actual_Cost	CondCd	AuthQty	QtyOnHand	OverShort
	ANSWERING MACHINE	701000N452825	W0U28A	75.00	A	3	1	2
	ANSWERING MACHINE	701000N452825	W0U6C8	75.00	A	3	1	2
	ANSWERING MACHINE	701000N452825	W0VG35	75.00	A	3	1	2
	ANSWERING MACHINE	701000N452825	W0VL05	75.00	A	3	1	2
	ANSWERING MACHINE	701000N452825	W0VPAM	75.00	A	3	1	2
	ANSWERING MACHINE	701000N452825	W0XY18	75.00	A	3	1	2
	ANSWERING MACHINE	701000N452825	W1DC11	75.00	A	3	1	2
	ANSWERING MACHINE	701000N452825	W1EA11	75.00	A	3	1	2
	ANSWERING MACHINE	701000N452825	W1HCR2	75.00	A	3	1	2
	ANSWERING MACHINE	701000N452825	W1NV04	75.00	A	3	1	2
	ANSWERING MACHINE	701000N452825	W1NW55	75.00	A	3	1	2
	ANSWERING MACHINE	701000N452825	W1V5U7	75.00	A	3	1	2
	ANSWERING MACHINE	701000N452825	W2MKJ3	75.00	A	3	1	2
	ANSWERING MACHINE	701000N452825	W3VS10	75.00	A	3	1	2
	ANSWERING MACHINE	701000N452825	W46920	75.00	A	3	1	2
	ANSWERING MACHINE	701000N452825	W4T810	75.00	A	3	1	2
	ANSWERING MACHINE	701000N452825	W4XQ86	75.00	A	3	1	2
	ANSWERING MACHINE	701000N452825	WBZTA2	75.00	A	3	1	2
	ANSWERING MACHINE	701000N452825	WC4AAA	75.00	A	3	1	2
	ANSWERING MACHINE	701000N452825	WDCTAG	75.00	A	3	1	2
Count	20							
Sum	ANSWERING MACHINE			1500.00				
	ANSWERING MACHINE	5855011294749	W0U28A	14860.00	A	2	2	0

Record | 51

Skill Builder: QuickQuery Without The Query Wizard

Objectives: You will:

- Review Building a QuickQuery Without The Query Wizard (Exercise below)
- Discussion Questions
- Practical Exercise to build a QuickQuery Without The Query Wizard

Complete the following exercise:

1. Outline the steps to perform when setting your preference for Manual Re-Query

- a. _____ c. _____
b. _____ d. _____

2. What action(s) take place when you depress the F2 key?

3. You cannot change the name of a column heading. **(True or False)**

True _____ False _____

4. To delete a column, you first _____ the column then depress the _____ key on your keyboard.

5. When your query has too many columns, it may be impossible to view them all at one time. _____ a column helps you identify the content(s) of the row(s).

6. _____ are used when you want to apply values to a query that are not available in the database.

7. You display the shortcut attributes menu by doing a _____ with your _____.

8. Where is the keypad located that enables you to create numerical calculations?

Discussion Questions:

1. **Review the Grouping/Ungrouping Column Function.**
2. **Discuss why you would use and what are the advantages of QuickQuery without using the Query Wizard.**
3. **Describe the Ad Hoc Filtering process.**

Practical Exercise: QuickQuery Without The Query Wizard

Independent Student Report

Unit of Study: Building A QuickQuery Without The Query Wizard

Application: This activity will be used to apply what you have learned in the previous lesson. You will build a query without the wizard and then use various functions to manipulate your data.

Report Type: Asset listing by major hand receipt holders beginning with "W", grouped by nomenclature, displaying actual dollars or quantity on hand.

Instructions:

1. Open a new QuickQuery report without the Wizard.
2. Select the following fields for your QuickQuery report:

BUSINESS VIEW: END ITEM SERIAL	
FOLDER(S)	DATA ELEMENT(S)
Catalog	Nomen Local Use Stock Nbr
Hand_Receipt_Holder	HRH Nbr Mjr
Serial_Hand_Receipt	Acq Cost
Serial_Hand_Rcpt.-Auth.	Qty On Hand

3. Change the name of the **Acq Cost** column.
4. Delete the **Local Use** column.
5. Group on **Nomen**.
6. Build a Custom column labeled **Total Cost**.
7. Multiply **Qty On Hand** by **Acq Cost**.
8. Change the Format to **Windows Numeric**.
9. Filter on **HRH Nbr Mjr** Like W*.
10. Sum for on the Custom column.
11. Save the report to the *Eureka* folder on your Desktop as **QQPE**.
12. Close your report.

Example of the finished Report:

	Nomen	StockNbr	HRHNbrMj	Actual_Cost	QtyOnHand	Total_Cost
	ANSWERING MACHINE	701000N452825	W4T810	75.00	1	75.00
	ANSWERING MACHINE	701000N452825	W46920	75.00	1	75.00
	ANSWERING MACHINE	701000N452825	W3VS10	75.00	1	75.00
	ANSWERING MACHINE	701000N452825	W2MKJ3	75.00	1	75.00
	ANSWERING MACHINE	701000N452825	W1V5U7	75.00	1	75.00
	ANSWERING MACHINE	701000N452825	W1NW55	75.00	1	75.00
	ANSWERING MACHINE	701000N452825	W1NV04	75.00	1	75.00
	ANSWERING MACHINE	701000N452825	W1HCR2	75.00	1	75.00
	ANSWERING MACHINE	701000N452825	W1EA11	75.00	1	75.00
	ANSWERING MACHINE	701000N452825	W1DC11	75.00	1	75.00
	ANSWERING MACHINE	701000N452825	W0XY18	75.00	1	75.00
	ANSWERING MACHINE	701000N452825	W0VPAM	75.00	1	75.00
	ANSWERING MACHINE	701000N452825	W0VL05	75.00	1	75.00
	ANSWERING MACHINE	701000N452825	W0VG35	75.00	1	75.00
	ANSWERING MACHINE	701000N452825	W0U6C8	75.00	1	75.00
Sum	ANSWERING MACHINE					1,500.00
	AV NV SY AN/AVS-6(V)2	5855011384748	W0U6C8	14869.00	2	29,738.00
	AV NV SY AN/AVS-6(V)2	5855011384748	W0U6C8	14869.00	2	29,738.00
	AV NV SY AN/AVS-6(V)2	5855011384748	W0VG35	14869.00	2	29,738.00
	AV NV SY AN/AVS-6(V)2	5855011384748	W0VG35	14869.00	2	29,738.00
	AV NV SY AN/AVS-6(V)2	5855011384748	W0VL05	14869.00	2	29,738.00
	AV NV SY AN/AVS-6(V)2	5855011384748	W0VL05	14869.00	2	29,738.00
	AV NV SY AN/AVS-6(V)2	5855011384748	W0VPAM	14869.00	2	29,738.00

Building A Summary QuickQuery

Unit of Study: Creating Summary Documents. A Summary Document provides summary information instead of detailed information. This reduces the amount of detail—multiple rows are aggregated together.

Application: This report is used when only summary information is requested.

Report Type: A summary report of all Hand Receipt Holders showing the total value of all their assets.

Activity: Student Hands-On with Instructor direction

Instructions:

1. Open a new QuickQuery report without the Wizard.
2. Depress the **F2 Function Key** if your object directory is not open.
3. Select the following fields for your QuickQuery report:

BUSINESS VIEW: END ITEM SERIAL	
FOLDER(S)	DATA ELEMENT(S)
Quick_Start!	HRH Nbr Mjr Acq Cost

4. Double-click on the **Acq Cost** column heading.
5. Click on the drop down arrow for the Aggregate Function.
6. Scroll and select **Sum**.
7. Click OK.
8. View report.
9. Close the report.
10. **DO NOT** save the report.

Example of the finished report:

The screenshot shows the EUREKA:Reporter Designer interface. The main window displays a report table with two columns: 'HRHnbrMjr' and 'Acq_Cost'. The table contains 20 rows of data. The status bar at the bottom indicates 'Ready' and 'NUM'.

HRHnbrMjr	Acq_Cost
N151	275083.00
N152	578.00
N190	262871.00
N191	977.00
N204	281731.00
N205	1777.00
N210	283289.00
N211	1777.00
N216	283269.00
N217	1777.00
N239	283969.00
N240	1777.00
N251	282724.00
N252	1777.00
N281	283129.00
N282	1777.00
N508	273993.00
N509	1166.00
N661	273228.00
N662	1388.00
N665	270559.00
N667	4489.00

Building A Quick Filter In QuickQuery

Unit of Study: Creating Quick Filters in your QuickQuery Documents.

Application: Use this function when you want to reduce the amount of detail information on your query.

Report Type: UIC total dollar amounts under each individual fund code.

Activity: Student Hands-On with Instructor direction

Instructions:

1. Open a new QuickQuery report without the wizard.
2. Depress the **F2 Function Key** if your object directory is not open.
3. Select the following fields for your QuickQuery report:

BUSINESS VIEW: DEPRECIATION EXPENSE		
FOLDER	DATA ELEMENTS	
Catalog	Stock Nbr	
Serial_Hand_Receipt	Acq Cst	Serial Nbr
	Fund Cd	UIC

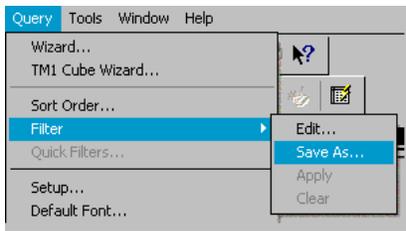
AcqCost	FundCd	StockNbr	SerialNbr	UIC
446.00	PB	1005000739421	1892874PS-01	W1DC03
446.00	PB	1005000739421	1892874PS-02	W1DC03
446.00	PB	1005000739421	22262-01	W2MKAA
446.00	PB	1005000739421	22262-02	W2MKAA
446.00	PB	1005000739421	4259850-01	W1NV03
446.00	PB	1005000739421	4259850-02	W1NV03
446.00	PB	1005000739421	47814-01	W1HCAA
446.00	PB	1005000739421	47814-02	W1HCAA
446.00	PA	1005000739421	48174178-01	WC4AAA
446.00	PA	1005000739421	48174178-02	WC4AAA
446.00	PB	1005000739421	48713-01	W0U6AA
446.00	PB	1005000739421	48713-02	W0U6AA
446.00	PA	1005000739421	487141091-01	WDCT9M

4. In the Fund Code Column, highlight one cell of Fund Code **PA**.
5. Click on  (Apply Filter Icon). This will apply a filter to the current section. This action will automatically filter your report to show only the assets with the fund code of PA.

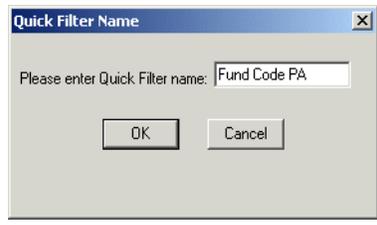
Example of the finished report:

AcqCost	FundCd	SerialNbr	StockNbr	UIC
446.00	PA	48174178-01	1005000739421	WC4AAA
446.00	PA	48174178-02	1005000739421	WC4AAA
446.00	PA	487141091-01	1005000739421	WDCT9M
446.00	PA	487141091-02	1005000739421	WDCT9M
446.00	PA	58972LKF-01	1005000739421	W4T809
446.00	PA	58972LKF-02	1005000739421	W4T809
446.00	PA	FE29875-01	1005000739421	W0U2AA
446.00	PA	FE29875-02	1005000739421	W0U2AA
446.00	PA	HTE0919-01	1005000739421	W46907
446.00	PA	HTE0919-02	1005000739421	W46907
446.00	PA	KF891274-01	1005000739421	W4XQAA
446.00	PA	KF891274-02	1005000739421	W4XQAA
446.00	PA	XSW9U001-01	1005000739421	WBZTAA
446.00	PA	XSW9U001-02	1005000739421	WBZTAA
316.00	PA	32525-01	1005006789828	W4T809
316.00	PA	32525-02	1005006789828	W4T809
316.00	PA	489714R-01	1005006789828	WDCT9M
316.00	PA	489714R-02	1005006789828	WDCT9M
316.00	PA	5768890900-01	1005006789828	WC4AAA
316.00	PA	5768890900-02	1005006789828	WC4AAA
316.00	PA	RQ222-01	1005006789828	W0U2AA
316.00	PA	RQ222-02	1005006789828	W0U2AA
316.00	PA	RT29901-01	1005006789828	W46907
316.00	PA	RT29901-02	1005006789828	W46907
316.00	PA	T28949-01	1005006789828	WBZTAA
316.00	PA	T28949-02	1005006789828	WBZTAA
316.00	PA	TU15908-01	1005006789828	W4XQAA
316.00	PA	TU15908-02	1005006789828	W4XQAA
385.00	PA	48971131-01	1005013368265	W0U2AA
385.00	PA	48971131-02	1005013368265	W0U2AA
385.00	PA	525258DT-01	1005013368265	W4T809

6. At the menu bar, select **Query>Filter>Save As**.



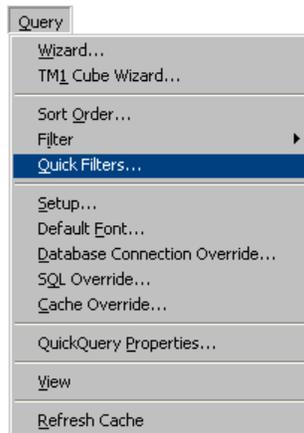
7. The Filter Name Screen will come up. Enter **Fund Code PA** in the window.



8. Click **OK**.

9. Click on  (Clear Filter Icon). This action will clear your document of the Quick Filter.

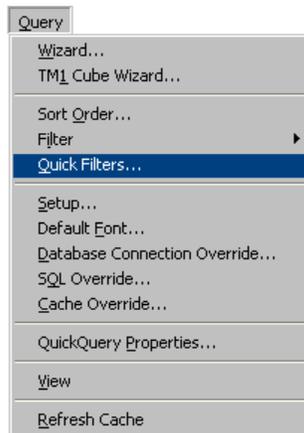
10. At the menu bar select **Query>Quick Filters...**



This will bring up the Quick Filter Screen that will list your Quick Filter. From here you can select the listed filter and it will apply it to your document.

11. Highlight **Fund Code 98**.

12. Click **OK**. Your document is now filtered again by the fund code of 98.



13. Clear the filter by using the Clear Filter Icon.

14. Repeat the process for Fund Code PA (start at Step 4 through Step 8).

15. After filtering by PA, save your report as **QQFILTER**, we will be using it in the next exercise.

Building Translate Values Using QuickQuery

Unit of Study: Creating Translate Values within a Document.

Application: Value translations allow you to substitute one value for another.

You can use value translations to:

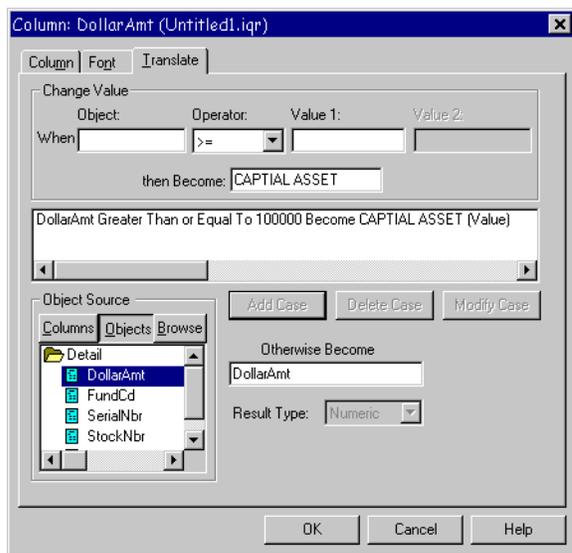
- Replace a technical term or code with a familiar term
- Draw attention to a significant value
- Add more information about certain values
- Express a numerical month as an alphabetic month

Report Type: Continuation of fund code report (QQFILTER) translating dollar amount.

Activity: Student Hands-On with Instructor direction

Instructions:

1. If closed, open **QQFILTER** report.
2. Double-click on the Dollar Amt column heading.
3. The Column Dollar Amt window will appear.
4. Select the **Translate** tab.
5. Double-click on the **Detail** folder in the Object Source.
6. Double-click on **Dollar Amt** to move it to the Object field.
7. Set the Operator to **>= (greater than or equal to)**.
8. Enter **100000** in Value1.
9. **Then Become:** Enter "**CAPTIAL ASSET**".
10. Click Add Case.
11. **Otherwise Become:** Enter "**NON-CAPITAL**".



Cases	
Add Case	Activates your condition.
Delete Case	This will remove an existing condition. You will need to highlight the case first before you select this button.
Modify Case	This will allow you to make a change to an existing condition. You will need to highlight the case first before you select this button.

12. Click **OK**.
13. Save your report.
14. **DO NOT** close the report – we will continue to use it in the next Unit of Study.

Example of the finished report:

DollarAmt	FundCd	SerialNbr	StockNbr	UIC
CAPTIAL ASSET	C1	564A634563446	7025011725133	HQ1001
CAPTIAL ASSET	C1	564A634563447	7025011725133	HQ1002
CAPTIAL ASSET	C1	564A634563448	7025011725133	HQ1003
CAPTIAL ASSET	C1	564A6345634471	7025011725133	HQ1005
CAPTIAL ASSET	C1	564A63456344720	7025011725133	HQ1006
CAPTIAL ASSET	C1	564A634563446	7025011725133	HQ1001
NON-CAPITAL	C1	564A634563446	7025011725133	HQ1001
NON-CAPITAL	C1	564A634563446	7025011725133	HQ1001
CAPTIAL ASSET	C1	34567	7021035999322	HQ1020
CAPTIAL ASSET	C1	34567	7021035999322	HQ1020
CAPTIAL ASSET	C1	34568	7021035999322	HQ1020
CAPTIAL ASSET	C1	34569	7021035999322	HQ1020
CAPTIAL ASSET	C1	34568	7021035999322	HQ1020
CAPTIAL ASSET	C1	34569	7021035999322	HQ1020

Exporting Your Query

INTRODUCTION

If you want to share your query or output document with someone who does not have the *Eureka* software, then you can export the data to another application.

Exporting a document creates a file in the format you choose. You can export from QuickQuery windows, FreeForm windows, and output windows.

When you export from a FreeForm window or QuickQuery window, *Eureka* Reporter Designer submits the query, formats the data if necessary, and exports your document.

When you export from an output window, *Eureka* Reporter Designer exports the already-created output.

Reports or data can be sent to a comma-delimited files, or most commonly to a text, Excel, or HTML file.

OBJECTIVES

To show how a user can provide the results of a *Eureka* Report electronically to someone who does not have *Eureka* on their PC.

APPLICATION

The most common use of this function is to send information which a user pulls out of *Eureka* , and wants to share it electronically with someone who does not have *Eureka* installed, but does use a type of file, like Excel or an Internet Browser (HTML).

PREREQUISITES

Eureka Reporter Designer is appropriately loaded and configured.

ACTIVITY

Student Hands-On with Instructor direction

REPORT TYPE

We will use the Fund Code report (**QQFILTER**) for exporting.

STEPS TO PERFORM ACTION

1. If closed, open the report named **QQFILTER**.
2. Select the Export icon .

-OR-

3. Select **File** from the menu bar.
4. Select **Export...** from the program group.
5. Change **Save in** to **Desktop**.
6. Change **Save as type** to **Excel File (*.xls)**.
7. Click **Export**.

If you have any quick filters in your report, the Quick Filter selection window will display. If this happens, just click OK.



NOTE:

There are several different formats that you can export to (i.e., HTML, text file, Excel file).

8. Close your report.
9. Double-click on **QQFILTER.xls** from your Desktop.

Example of the finished report:

The screenshot shows a Microsoft Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K
1	DollarAmt	FundCd	SerialNbr	StockNbr	UIC						
2	0	C1	564A634563446	7025011725133	HQ1001						
3	0	C1	564A634563447	7025011725133	HQ1002						
4	0	C1	564A634563448	7025011725133	HQ1003						
5	0	C1	564A6345634471	7025011725133	HQ1005						
6	0	C1	564A63456344720	7025011725133	HQ1006						
7	0	C1	564A634563446	7025011725133	HQ1001						
8	0	C1	564A634563446	7025011725133	HQ1001						
9	0	C1	564A634563446	7025011725133	HQ1001						
10	0	C1	564A634563446	7025011725133	HQ1001						
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											

Emailing Your Query

INTRODUCTION

It is possible to share query/report results with others by attaching the query/report to an electronic mail.

OBJECTIVES

To practice and learn how to attach files to electronic mail.

APPLICATION

Used to email your queries to other users.

REPORT TYPE

Fund Code report (**QQFILTER**).

PREREQUISITES

Eureka Reporter Designer is appropriately loaded and configured.

ACTIVITY

Instructor-led lecture

STEPS TO PERFORM ACTION

If the recipient is located on your email server, use these steps:

1. Open the **QQFILTER** report.
2. Select **File** from the menu bar.
3. Select **Send Mail...** from the program group.

If the recipient is **NOT** located on your email server, you will need to open your email application and type in the recipient's email address and send the query as an attachment.

Page Setup

INTRODUCTION

Setting up your page allows you to control the appearance of your document through several page options, including titles, page numbers, layout, margins, borders, headers and footers, background images, etc.

OBJECTIVES

To practice and learn how to change the page setup.

APPLICATION

Used to set up page headers, footers, page numbers, etc.

REPORT TYPE

None

PREREQUISITES

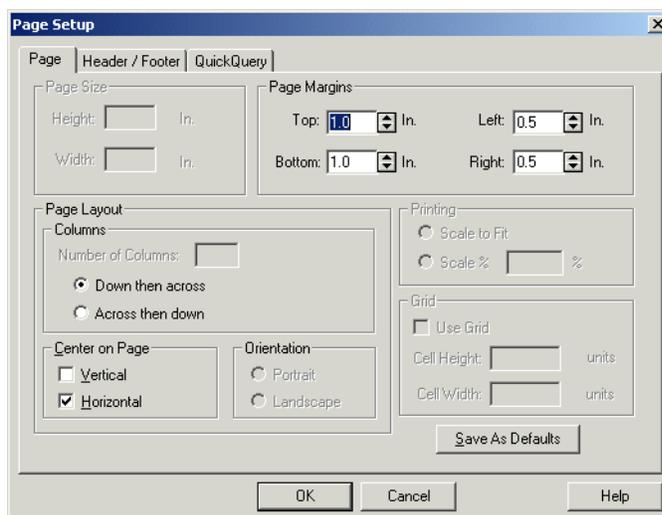
None

ACTIVITY

Instructor-led lecture

STEPS TO PERFORM ACTION

1. Select **File** from the menu bar.
2. Select **Page Setup...** from the program group.



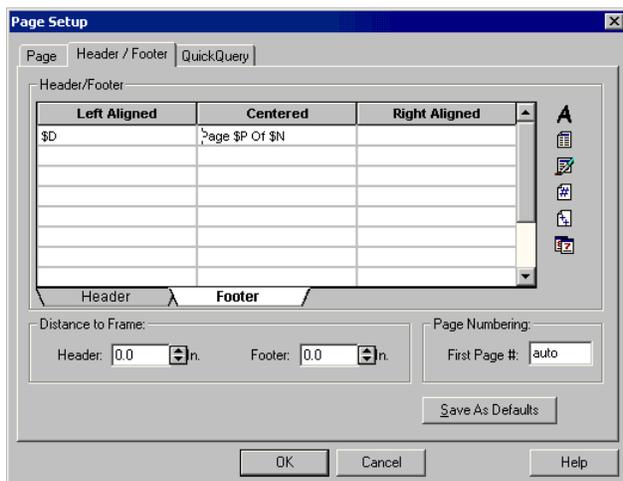
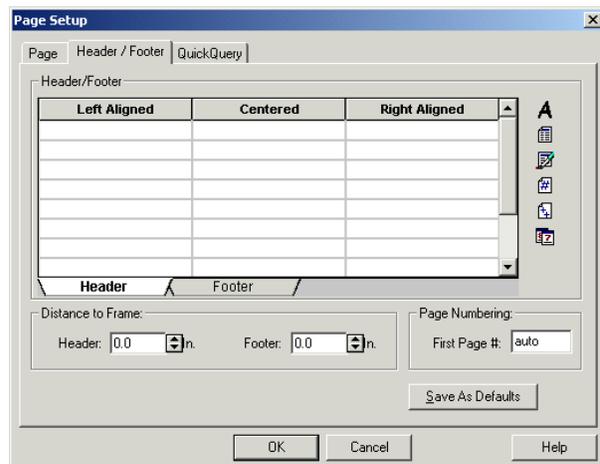
STEP 1:

- a. **Page Size:** This option is not available in QuickQuery.
- b. **Page Margins:** Your page margins are defaulted to the current Windows settings, but you can change, if needed.
- c. **Page Layout:** Page layout controls how documents that are wider than your printer's page size are printed (when they are not scaled to fit the page).
- d. **Printing:** This option is not available in QuickQuery.
- e. **Center on Page:** Select how you want your output displayed on you page.
- f. **Orientation:** This option is not available in QuickQuery.

- g. **Grid:** This option is not available in QuickQuery.
- h. Select the **Header/Footer** tab.

STEP 2:

- a. Click the location where you want to insert the item (for example, if you want it centered on the first line of the header, select the header page and click in the first cell under **Centered**).
- b. Use the tools along the side of the screen to change the font, enter the application name, file name, add page numbers, and add the date to your report.
- c. Click the **Footer** tab.



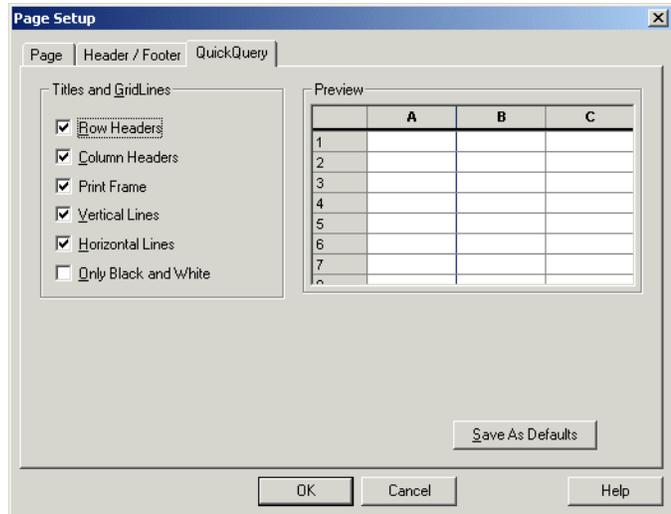
STEP 3:

The default is to print the date and time on the bottom left and then the page number on the right. These can be changed.

- a. Delete the page number from **Right Aligned**.
- b. Click in the first cell of the **Centered** column.
- c. Enter **Page** and then add a space.
- d. Click on .
- e. Position your cursor after the **\$P**.
- f. Enter **Of** and add a space.
- g. Click on . This will cause your page numbers to read: **Page X of XX**.
- h. **Distance to Frame:** To change the distance between the header or footer and the frame containing the QuickQuery, enter the distance you need in the Header and Footer boxes.
- i. **Page Numbering:** If you wish the page numbering to begin with a specific number other than 1, enter it in this box.
- j. Select the **QuickQuery** tab.

STEP 4:

- a. **Titles and Gridlines:** Check or **uncheck** the desired title or gridline box to control the appearance of your query for printing.
- b. **Save As Defaults:** If you want to save your settings to use with future queries, click this button.
- c. Click **OK**.



Manual Inventory Process

INTRODUCTION

When conducting the inventory via the manual process, you will need to take the hard copy of the Inventory Report, visually verify the existence of the assets, and annotate any discrepancies in Location or Qty on the report. Upon its return to the Property Management Office, the Reconciliation will be input manually into DPAS by the technician.

OBJECTIVES

Students/users should be able to accomplish necessary steps and procedures relative to conducting a Manual Inventory process.

PREREQUISITES

For manual inventories, an inventory report should be generated for the inventory requested.

APPLICATION

Conduct manual inventory processes and functions.

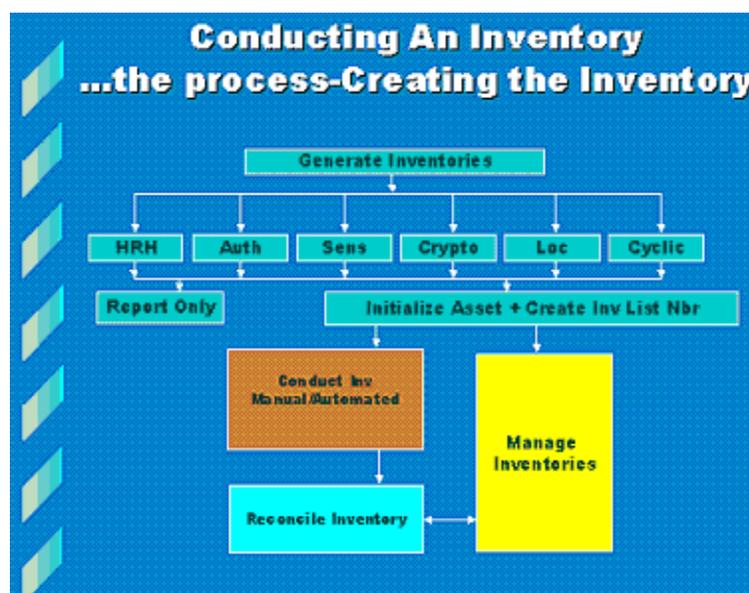
ACTIVITY

Instructor-led lecture and demonstration with Student Hands-on application.

STEPS TO PERFORM ACTION

The following chart outlines the procedure to create the inventory process

:



STEP 1: When generating an inventory, the first step is deciding what type of inventory to generate:

Hand Receipt Holder (HRH). This type of inventory will be used to inventory all assets on a given Major Hand Receipt, a Major Hand Receipt including all of its Sub HRHs, or a Specific Sub Hand Receipt by itself. This inventory is normally conducted between an incoming and outgoing Major HRH. Inventory should be completed before the new Major HRH assumes duties or the outgoing Major HRH departs whichever is first.

Authorization. This type of inventory will be used to inventory assets at the UIC, HRH (a Major Hand Receipt including all of its Sub HRHs) or a Specific Sub Hand Receipt by itself. This type of inventory also allows for the inventory of a specific LIN, Range of LINs or a specific Property Type Code. The reports generated will show both asset information and authorization quantities. This inventory is designed to physically account for assets authorized to an authorization document to verify items on hand.

Sensitive. The physical count of items identified as sensitive by a specific service, such as firearms, ammunition, night vision devices and navigation systems (GPS).

Sensitive Other than Weapons and Ammunition. This type of inventory allows for the inventory assets defined as Sensitive Items other than weapons and ammunition by the (CIIC). An option also exists to include pilferable assets on this inventory. This inventory can be run at the HRH, HRH including all of its Sub HRHs or a Specific Sub HRH only.

Cryptographic. This type of inventory allows for the inventory of controlled cryptographic assets as defined by the CIIC, such as a physical count of Communication Security (COMSEC) Equipment and Components as specified by an individual service or agency. This inventory can run at the HRH, HRH and Sub HRHs, or the Specific Sub HRH only.

Location. This type of inventory allows for the inventory of all assets within a specific physical location. The user has the options to generate individual inventories/reports for the Accountable UIC, each UIC, HRH Major including subs or to generate an inventory/report for each Major and Sub Hand Receipt with assets in the location. If the user intends to conduct location inventories, the format of the location data should be hierarchical. In relation to inventory DPAS tracks the physical whereabouts of an asset using two fields, Location and Sub Location. Since inventories will be conducted at the Location level the locations should be created to support the lowest level one would want to create an inventory.

Example: LOC=SITE C/BLDG 402 SUB LOC= ROOM 101, CUBE 10

This structure would allow the creation of inventories at the Building Level. If in a building, inventories conducted at this level would be too large to manage, the Room could be moved up into the LOC field or an additional descriptor such as floor could be used.

Example: LOC=SITE-C BLDG-402 FL -1 SUB LOC= ROOM 101, CUBE 10

This inventory not only determines and verifies the record location data but can be used to evaluate the condition of material. It allows for correcting records and determining the cause of discrepancies.

Cyclic. Counting some selected assets of a property account during a prescribed period (monthly, quarterly, or semiannually). Specific Department Regulations direct how cyclic inventories are to be conducted. DPAS allows for two types of cyclic inventory - Cyclic by HRH and Cyclic by Location. This type of inventory allows the user to complete the inventory for the HRH or Location by conducting individual inventories on a fraction of the assets at a time. Up to 36 inventories may be conducted over 36 months. Assets will be selected for inventory based on the Last Reconciled Inventory Date of the asset. The assets inventoried with the oldest inventory date will be scheduled in the next inventory. This method insures assets are inventoried on a regular basis, balances the number of assets to be counted on each inventory and eliminates the recount of assets that have already been accounted for on other types of inventory or as a result of transfer actions within the DPAS.



NOTE:

Property Managers can update all asset inventory data when an asset is originally received for or any time the asset is transferred between Major or Sub HRHs or UICs.

STEP 2: Decide what type of action to take regarding the inventory:

- Initialize Inventory and Generate report (by selecting this action, you will create an inventory report along with initializing the assets and creating an inventory. Initializing is to mark or establish (identify) as a starting position - set in motion.) This process generates an Inventory List Number that will be assigned to each asset in the inventory.
- Initialize Inventory (by selecting this action, you will initialize the assets and create an inventory.) This process generates an Inventory List Number that will be assigned to each asset in the inventory.
- Generate Report (by selecting this action, you will create (generate) an inventory report.) This will give you a report of the items assigned to a HRH and does not generate an Inventory List Number.

STEP 3: Decide when to run the process:

- On-line report
- Batch

STEP 4: Decide if you would like the information for a specific UIC or Accountable UIC:

- Specific UIC
- Accountable UIC (if applicable)

In continuing to generate the inventory process, you will further filter information regarding the particular type of inventory. It is also where you can choose whether or not you would like the expanded hand receipt report which displays additional data fields for Property Managers.

Inventory List Number:

DPAS will assign an Inventory List Number to each inventory generated. This number contains the Ordinal Date, the UIC of the inventory being requested and a 4-position serial number. Serial numbers are assigned in order beginning each day with 0001.

- A record containing this Inventory List Number is written to the Manage Inventory Table. Contained in this row is all the information that describes the type of inventory scheduled and its current status.
- When the inventory is initialized, the Inventory List Number record will have an Inventory Process Code of IE-Initialization Executing and will only be visible to the user from the Manage Inventory Inquiry.
- Upon completion of the Initialization of the inventory the Inventory Process Code will be updated.
- If no assets existed for the inventory the inventory record would be marked with an Inventory Process Code of CN-Closed no assets.
- If assets records did exist for the requested inventory the Inventory Process Code will be updated to an OI-Open Initialized.

All assets that do exist for an inventory generated will be initialized by placing the Inventory List Number assigned to that inventory in the associated inventory list number on the asset. This creates a snapshot in time and identifying all assets that are included on the inventory at the time of its creation.



NOTES:

If inventories were generated for a range of Hand Receipts, each Hand Receipt will be assigned a different Inventory List Number.

The selection of the inventory type is done and the appropriate assets are initialized with an Inventory List Number. This Inventory List Number is used to create an inventory record. The Inventory List Number is displayed on the upper right-hand section of the report header. Reconciliation reports are not applicable. The inventory report (in the sequence desired) is utilized to perform the inventory.

The following shows which Inventory List Number Field is used for each Inventory Type Code.

Inventory Type Code	Associated Inventory List Number
HR - Hand Receipt	HRH Inventory List Number
AU - Authorization	Authorization Inventory List Number
SA - Sensitive Ammunition and Weapons	SensitiveA Inventory List Number
SO - Sensitive Other than Weapons and Ammo	SensitiveO Inventory List Number
SP - Sensitive Other Wpns & Ammo Incl Pilferables	SensitiveO Inventory List Number
CR - Cryptographic	Crypto Inventory List Number
LO - Location	Location List Number
CH - Cyclic by HRH	Cyclic Inventory List Number
CL - Cyclic by Location	Cyclic Inventory List Number

If the option to generate a report only was chosen in the generate inventory process, no inventory listing number will be generated. If the option was chosen to initialize only, the inventory listing report may be generated at a later time by the PBO or the Hand Receipt Holder using the Generate Inventory

Listing related process button in Manage Inventories process from either the Hand Receipt Module or the Hand Receipt Holder Module. This report will be generated by collecting all asset records containing the Inventory List Number requested.

At this point the user has used the Generate Inventories process to generate one of nine types of inventories (Inventories Type Codes) and either generate a report only or has generated an inventory, creating a record on the Manage Inventory Table.

Due to changes to the asset record, its authorization, or related catalog record an asset may no longer qualify to be included on an initialized inventory. All processes within DPAS continually will monitor for these changes. If a change occurs that should remove an asset from an associated inventory the Inventory List Number will be removed from the asset.

If changes are made to the assets that will not remove the asset from an inventory, but results in a change to its position in the report, such as a change of the Serial Number, the report will be marked with a D-Details Change in the Inventory Modify Code. If the report already had assets removed from it due to prior actions the code would be changed from an R to a B for Both Assets Removed and Details Changed.

Manual Inventory Procedures

When conducting the inventory via the manual process, the user will take the hard copy of the Inventory Report, visually verify the existence of the assets and annotate any discrepancies in Location or Quantity on the report. Upon return to the Property Management Office the Reconciliation will be inputted manually into DPAS by the technician. The following steps apply:

1. Through the Generate Inventory process, the inventory type is selected and the appropriate assets are initialized with an Inventory List Number. This Inventory List Number is used to create an inventory record. For manual inventories, an inventory report should be generated for the inventory requested. The Inventory List Number is displayed on the upper right-hand section of the report header. Reconciliation reports are not applicable. The inventory report (in the sequence desired) is utilized to perform the inventory.
2. After the user is satisfied all assets are accounted for, based of the inventory report.
 - a. Use the Manage Inventory process to select the Inventory List Number for the inventory that was just conducted.
 - b. Select Close Inventory. This will take you to the Close Inventory process where the inventoried assets are updated with the user ID and Inventory Date. The inventory due date may be updated.
3. If there are discrepancies, the user can go to the Update Inventory Data process where an asset can be marked as a Suspected Loss. After all discrepancies are identified or accounted for, the user can choose to go to Close Inventory. This will close the inventory and update the inventoried assets with User ID and Inventory Date.

Generating A Hand Receipt Report By HRH Nbr

MODULE: Hand Receipt

INTRODUCTION

In this process, we will generate an inventory by Hand Receipt Holder (HRH). This is an inventory conducted of property listed on the hand receipt. This inventory is normally conducted between an incoming and outgoing hand receipt holder. The inventory should be completed before the new hand receipt holder assumes duties or the outgoing hand receipt holder leaves, whichever is first. This process is used for both manual and automated inventories.

OBJECTIVES

The student will be able to identify the parts and explain the functions of generating inventory by Hand Receipt Holder.

PREREQUISITES

None

APPLICATION

Generate an inventory by your Hand Receipt Holder (HRH).

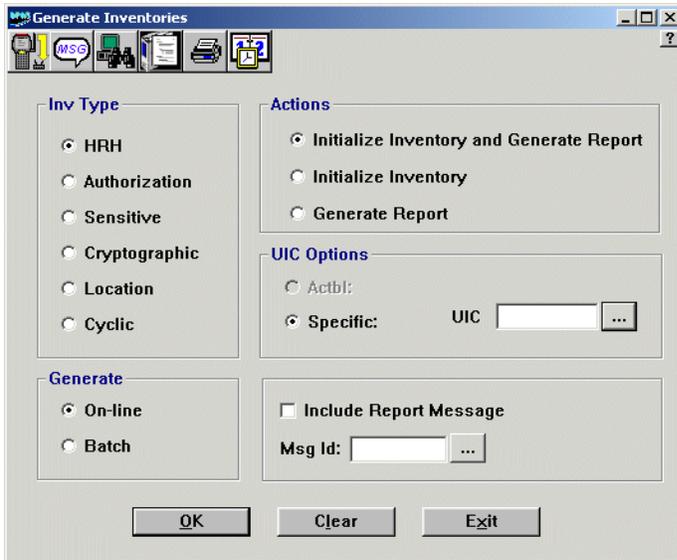
ACTIVITY

Instructor-led lecture with Student Hands-on

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Inventory Actions** option from the program group.

3. Select **Generate Inventory** from the program list.



STEP 1:

Inventory Type Group Box:

- a. Accept the default **HRH**.

Actions Group Box:

- b. Select **Initialize Inventory and Generate Report**.

Generate Group Box:

- c. Select whether you want this report to run On-line (immediately) or in the Batch (overnight) process. If your property book is large, it may be a good idea to run this process in Batch so not to degrade the system.

UIC Options Group Box:

- d. **Specific UIC:** Enter or browse for your UIC.
- e. If you want to include a Report Message, check this box.
- f. **Msg Id:** If you chose to include a report message, browse for the message you wish to include. These messages are built in the **Utilities** module.
- g. Click **OK**.

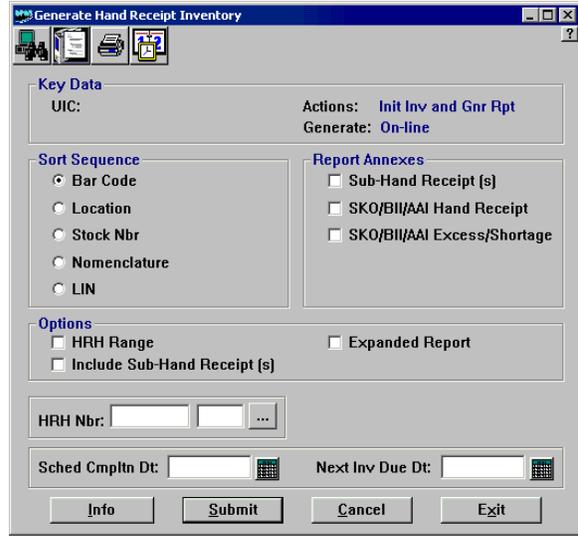
STEP 2:

Sort Sequence Group Box:

- a. Select the order in which you want your report sorted.

Report Annexes Group Box:

- b. If desired, select a report annex report.



Report Type	
Sub Hand Receipt(s)	Check if you want a separate listing for each of your sub hand receipts.
SKO/BII/AAI Hand Receipt	Check if you want a hand report listing of your SKOs, BIIs, and AAIs.
SKO/BII/AAI Excess/Shortage	Check if you want an excess and shortage report of your SKOs, BIIs, and AAIs.

Options Group Box:

- c. If desired, select an option.

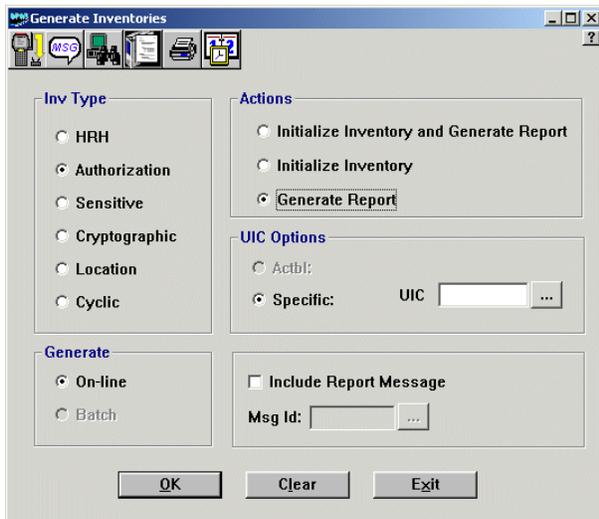
Option Type	
HRH Range	Select this check box if you want to request a range of Major HRH Nbrs. If you also want to include Subs, select the "Include Sub-Hand Receipt(s)" check box. The screen HRH Nbr input field will be deactivated when a HRH Range is entered.
Include Sub-Hand Receipt(s)	Select this check box if you want to request a range of Major HRH Nbrs with all of its Subs included (this can also be used with the HRH Range). The screen Sub HRH Nbr input field will be deactivated when this check box is selected.
Expanded Report	This will generate a more detailed report.

- d. **HRH Nbr:** Enter the hand receipt holder for which you are generating this report. If you selected HRH Range in the Options group box, you will be prompted to enter the beginning HRH Nbr and the ending HRH Nbr.
- e. **Sched Cmpltn Dt:** You can accept the default of 2 weeks from the current date or change to the expected completion date.
- f. **Next Inv Due Dt:** You can accept the default date or change the date to the expected next inventory due date. This date is determined by Agency. For Navy users, it defaults to 3 years out and all others it defaults to 1 year out.
- g. Click **Submit**.

The following dialog box is displayed:



h. Click **OK**.



STEP 3:

- a. Click  to print the inventory. You are returned to the Reports Menu screen where you can select the inventory report you wish to print.
- b. Once you have selected your inventory report, click the **Print** button.
- c. Your Windows Print dialog box is displayed and you can print your report.
- d. Return to the DPAS Main Menu.



NOTES:

Once the inventory is initialized, the system will automatically assign an inventory listing number. This number consists of the following format: ordinal number (YY+ Julian day) + UIC + a 4 position serial number that will be reset everyday.

The ordinal number is the 5-positions, first two are the year (example: 03) and the next three are the Julian day (example: 038).

STEP 4:

- a. Take the hard copy of your Inventory Report and visually verify the existence of the assets.
- b. Annotate any discrepancies in Location or Qty on the report.

The next process will help you to correct any discrepancies.

Reconciling A Manual Inventory

INTRODUCTION

Upon completion of the gathering of the inventory data, it must be compared to the data contained within the DPAS. After the discrepancies have been identified, the discrepancies must be researched and corrections must be made.

If there are discrepancies (i.e., missing or lost property) in your inventory, you should use this process to mark an asset as a Suspected Loss. After all discrepancies are identified or accounted for, you can choose to go to Close Inventory. This will close the inventory and update the inventoried assets with User Id and Inventory Date.

OBJECTIVES

Students/users should be able to successfully accomplish a property inventory reconciliation.

PREREQUISITES

An inventory was initialized and conducted for a specified listing of property assets with a report generated.

APPLICATION

Accomplish an inventory reconciliation using either the Update Inventory Data process or Manage Inventories process.

ACTIVITY

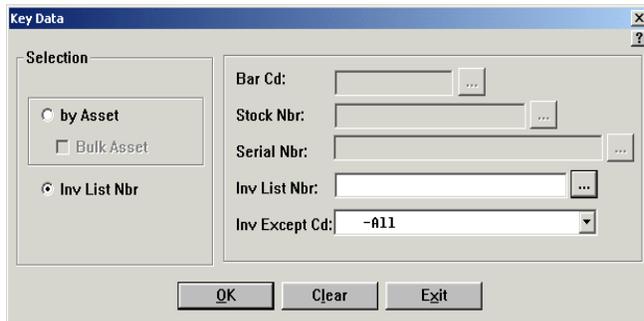
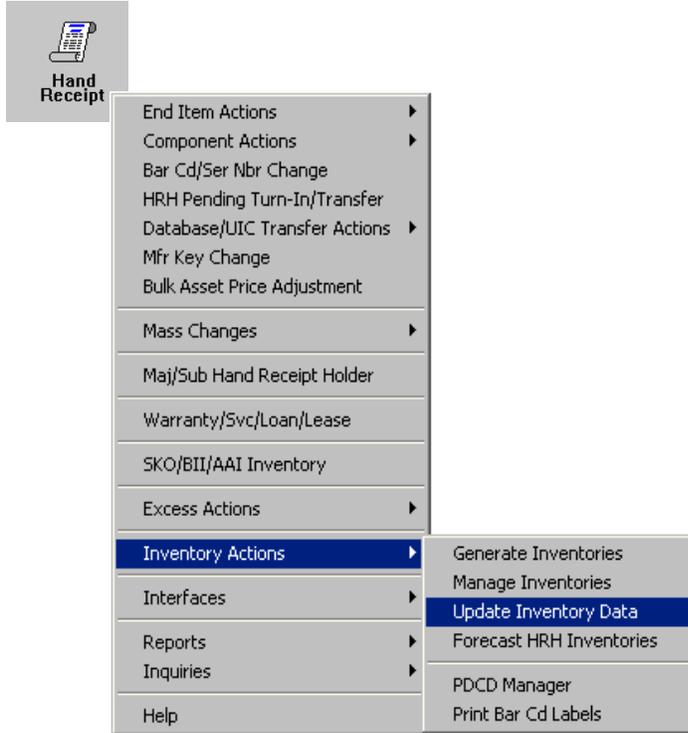
Instructor-led lecture and demonstration with Student Hands-on application.

STEPS TO PERFORM ACTION

This function can be accomplished two ways. The first, by going to the Update Inventory Data process and the second, by going to Manage Inventories process. Once you get to Step 3, the screens are the same for both processes. We will discuss the Update Inventory Data first.

UPDATE INVENTORY DATA

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Inventory Actions** from the program group.
3. Select **Update Inventory Data** from the program list.



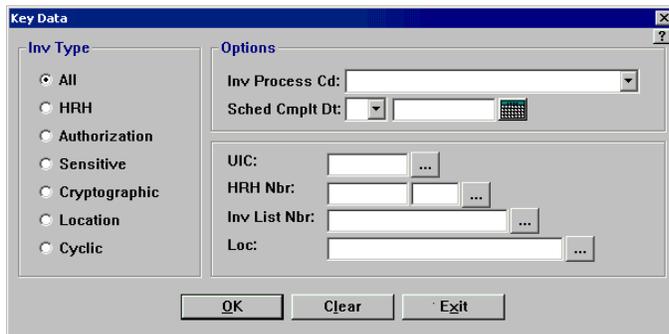
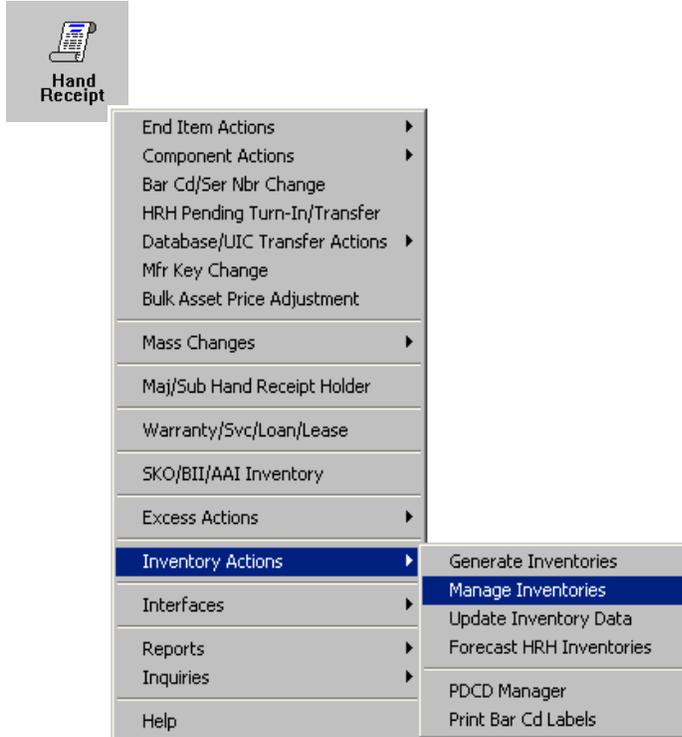
STEP 1:

- a. **Selection:** Select **Inv List Nbr**.
- b. **Inv List Nbr:** Enter or browse for the inventory list number of the inventory you will be updating.
- c. **Inv Except Cd:** Accept the default **All**.
- d. Click **OK**.

You will need to go to STEP 3, in the **Manage Inventories** process to view the unreconciled assets.

MANAGE INVENTORIES

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Inventory Actions** from the program group.
3. Select **Manage Inventories** from the program list.

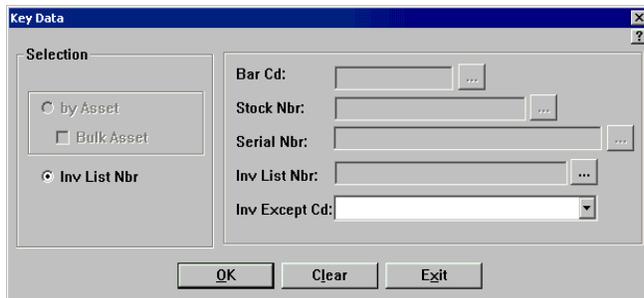
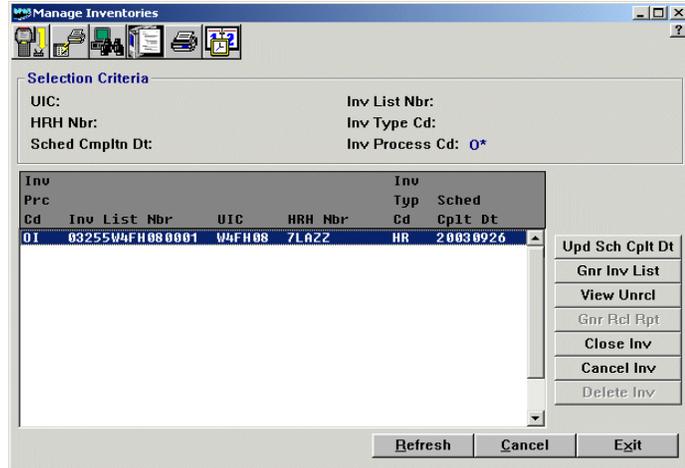


STEP 1:

- a. **Inv Type:** Select the type of inventory you conducted.
- b. **Inv Process Cd:** Since you are reconciling an **open** inventory, accept the default **O* -All Open Inventories**.
- c. **UIC:** Enter or browse for your UIC. This field is not mandatory. This field will further filter the inventories requesting to view/manage.
- d. **HRH Nbr:** Enter or browse for the HRH Nbr for which the inventory was conducted. This field is not mandatory. This field will further filter the inventories requesting to view/manage.
- e. **Inv List Nbr:** Enter or browse for the Inventory List number for the inventory you are going to reconcile.
- f. **Loc:** Enter or browse for the location. This field is not mandatory. This field will further filter the inventories requesting to view/manage.
- g. Click **OK**.

STEP 2A (Manage Inventories):

- Highlight the Inventory List Nbr for the inventory you are conducting.
- Click the **View Unrcl** button.

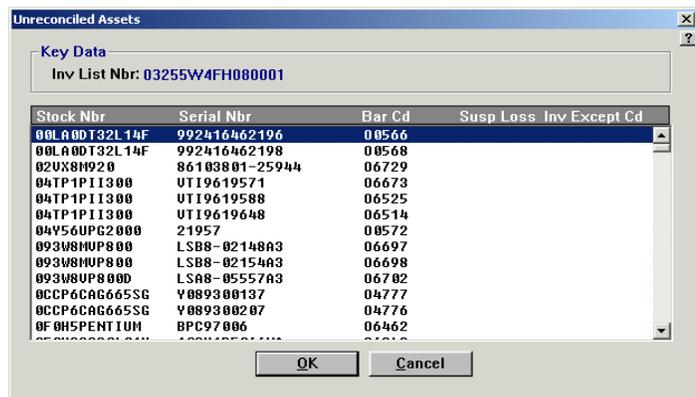


STEP 2B (Manage Inventories):

- Inv List Nbr:** The selected Inventory List Number will be displayed.
- Click **OK**.

STEP 3:

You can multi-select assets from this list that are in a row that have an Inventory Exception code of "OD", "OU", or "SL". You cannot multi-select items with an Inventory Exception Code of "OQ", "SQ", "SM", "SR", "TF", or "ON". **You also cannot multi-select Bulk assets.** To multi-select, hold the SHIFT key on your keyboard and hit the Down Arrow on your keyboard to select items.



To multi-select assets that are not in a row, hold the CTRL key and click on individual assets that you wish to update.

Multi-select will cause the changes that are made on the next screen to affect all the assets selected on this list box.

STEP 4:

If you multi-selected assets, then Multi-select will be the only thing displayed in the Key Data group box on this screen.

- a. **Inv Qty:** For bulk items, enter the correct quantity that was inventoried, if different from what is displayed. Multi-select is not an option.
- b. **Inv Loc:** Enter or browse for the location where the item was inventoried, if different from what is displayed.
- c. **Inv Sub Loc:** Enter the sub location where the item was inventoried, if different from what is displayed.
- d. **Last Inv Dt:** Enter the date the asset(s) (if multi-selected) was inventoried. If preferred, use the calendar button to select the appropriate date.
- e. **Inv User Id:** Enter the name (up to 8 characters) of the person who performed the inventory.
- f. **Suspected Loss Cd:** Use this code to flag an asset(s) as a suspected loss, report of survey, or an internal investigation.

Suspected Loss Codes	
I	Internal Investigation. This flags assets that are under an internal investigation.
R	Report of Survey. This flags assets that are to be deleted from the database as a report of survey. These would be items that have been lost or stolen.
S	Suspected Loss. This flags assets that you can not find and they are considered a suspected loss.



NOTES:

When the update has been performed, the Reconciliation and Inventory fields will be updated with the input data. The Cause of Last Reconciliation Date Change will also be updated with the Inv List Nbr, indicating the assets were counted as a result of this inventory, and the assets will be removed from the Unreconciled assets listbox.

Updates are made to both the inventory and reconciliation fields. The Inv List Nbr is moved into the Cause of Last Inv Dt Chg and Cause of Last Rcl Dt Chg fields.

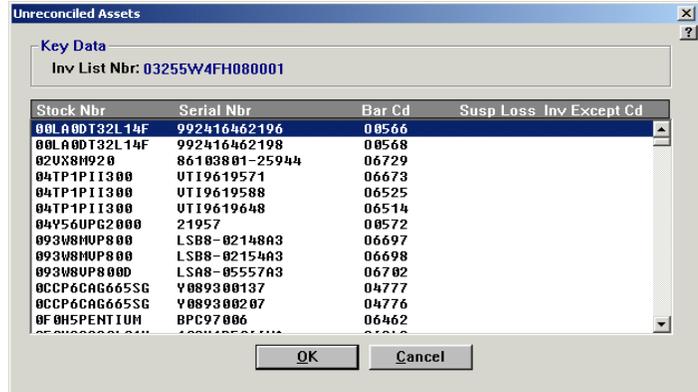
If the asset is marked as a Suspected Loss, a value of S, I or R is moved to the Suspect Loss Cd and Inv List Nbr is moved to the Cause of Suspected Loss fields on the asset.

STEP 5:

You are returned to the selection window (if any existed) to select the next item(s).

- a. Select the next asset to reconcile.
- b. Click **OK**.

When all of the update actions have been completed for the inventory and your are satisfied with the reconciliation, you can now close (complete) your inventory.



Discrepancy/Corrective Action Decision Matrix

Inventory Errors		Corrective Action(s)
Data Integrity	Incorrect Nomenclature	User must perform a Catalog Inquiry to find a stock number that matches the nomenclature of the equipment then process the End Item Stock Number Change in the Hand Receipt module.
	Incorrect Bar Code	In the Hand Receipt module, change the bar code through Bar Cd/Ser Nbr Change function.
	Incorrect Serial Number	In the Hand Receipt module, change serial number through Bar Cd/Ser Nbr Change function.
	Incorrect HRH or Sub-HRH	In the Hand Receipt module, the user must process a HRH Transfer in End Item Actions function.
	Incorrect Location	In the Hand Receipt module, change the asset's location through Update Inventory Data function in the Inventory Actions process.
Missing Bar Code Labels		In the Hand Receipt module, perform an End Item Serial Inquiry to gather correct bar code information and then use the Print Bar Code Label function in the Inventory Actions process.
Quantity Errors	<p>Overages</p> <p>Wrong location or assigned to a different HRH</p> <p>Asset was received but not recorded in the property book.</p>	<p>In the Hand Receipt module, perform an End Item Serial Inquiry to determine where the property should be and to whom it should be assigned. Then use the Update Inventory Data function in the Inventory Actions process to make the necessary changes to the location. If necessary, process a HRH Transfer in the End Item Actions or physically move the asset to the recorded location.</p> <p>Find the needed paperwork and using the Hand Receipt module, perform an Increase action in the End Item Actions process and then print the needed bar code label.</p>
	<p>Shortages</p> <p>Asset was physically moved to another location but change was not processed in DPAS.</p>	<p>In the Hand Receipt module, change the location using the Update Inventory Data process in the Inventory Actions function.</p>
	<p>An End Item Increase transaction was processed adding the item to the property book but the material was never physically received by the HRH.</p>	<p>Verify with the receiving activity to determine what action was taken with the asset, review the procedures, and conduct training as necessary. An End Item Increase should not be processed unless the material is confirmed received by the receiving activity. If the material was not received, using the Hand Receipt module, the PBO/PPM must process a reversal in DPAS, using the Decrease function of the End Item Actions process.</p>

Inventory Errors		Corrective Action(s)
	Asset is lost, stolen, or missing. Asset was transferred to DRMO or another activity but not removed from the property book.	Code item with a suspected loss code of I in the Update Inventory Data screen. Conduct an investigation and prepare a DD-200 and process and using the Hand Receipt module, process a Decrease action using the End Item Actions function. This must be supported by a DD 1348-1A.

Closing A Manual Inventory

INTRODUCTION

This on-line process can be used to close manual inventories. The process generates a Mass Change of both inventory and reconciliation fields for Last Inventory Date, User Id and Cause of Last Dt change on assets indicated by the Inventory List Nbr. If the inventory type is Hand Receipt, Authorization, Sensitive or Cryptographic, the Hand Receipt table is updated with the Last Inv Dt and Next Inv Due Dt entered on screen.

This action will update the inventory dates and User Ids on all assets not already reconciled. The Inv List Nbr will be removed from all of the assets. When the Inv Type Cd is: **HR, CR, SO, SA, SP**, or **AU**, the appropriate Inv date will be updated on the Hand Receipt Holder Table. The Inv Process Cd for the inventory will be updated to CM-Closed Mass.

Corrections can be made using the Update Inv Data process prior to closing the inventory. Assets that have previously been labeled as a Suspected Loss will not be updated and will have to be updated individually if they were discovered as a result of this inventory. You will be prompted if any Suspected Loss records exist.

OBJECTIVES

Students/users should be able to accomplish necessary steps and procedures relative to closing a manual inventory.

PREREQUISITES

Access to the Hand Receipt Module and an inventory was completed and a reconciliation was conducted. The inventory must have an inventory process code of OU or OI.

APPLICATION

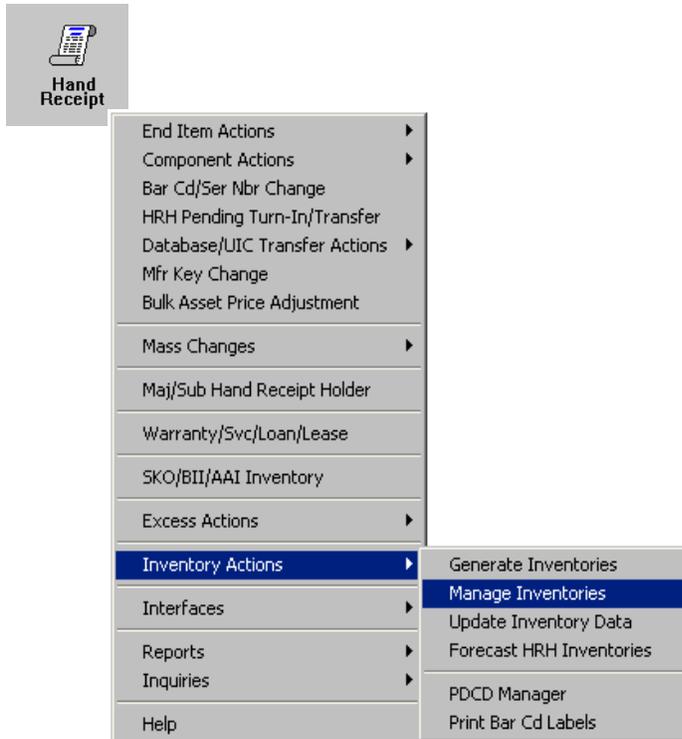
Conduct an inventory close action utilizing the Manage Inventories process.

ACTIVITY

Instructor-led lecture and demonstration with Student Hands-on application.

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Inventory Actions** from the program group.
3. Select **Manage Inventories** from the program list.



The 'Key Data' dialog box is shown with the following fields and options:

- Inv Type:** Radio buttons for All (selected), HRH, Authorization, Sensitive, Cryptographic, Location, and Cyclic.
- Options:**
 - Inv Process Cd: [Dropdown menu]
 - Sched Cmpltn Dt: [Date field with calendar icon]
 - UIC: [Text field with browse button]
 - HRH Nbr: [Text field with browse button]
 - Inv List Nbr: [Text field with browse button]
 - Loc: [Text field with browse button]
- Buttons: OK, Clear, Exit

STEP 1:

- a. **Inv Process Cd:** Accept the default.
- b. **Sched Cmpltn Dt:** If you want to display inventories with a specific Scheduled Completion Date, enter the date or use the calendar button to select the applicable date; otherwise, leave blank.
- c. **UIC:** Enter or browse for your UIC. This field is not mandatory. This field will further filter the inventories requesting to view/manage.
- d. **HRH Nbr:** Enter or browse for the HRH Nbr for which the inventory was conducted. This field is not mandatory. This field will further filter the inventories requesting to view/manage.
- e. **Inv List Nbr:** Enter or browse for the Inventory List number for the inventory you are going to reconcile.
- f. Click **OK**.

Once an inventory has been closed, the following updates will occur on the Serial, Component and Bulk Hand Receipt Tables Inventory tab, as applicable (see the End Item Serial, End Item Component, and End Item Bulk Inquiries):

- 1 Transaction Inv User Id is moved to Inv User Id and Rcl Inv User Id
- 2 Transaction Last Inv Dt is moved to the Last Inv Dt and Rcl Last Inv Dt. Also, moved to the Hand Receipt Holder Table's Last Inv Dt.
- 3 Transaction Inv List Nbr is moved to the Cause Lst Rcl Dt Chg and Cause of Last Inv Dt Chg. It is removed from the Inv List Nbr field.
- 4 A "0" is moved to the Inv Input Type and Rcl Inv Input Type.
- 5 Transaction UIC is moved to Inv UIC.
- 6 Transaction HRH Nbr is moved to Inv HRH Nbr.

The screenshot shows the 'End Item Serial Inquiry' window with the 'Inventory' tab selected. It displays fields for Bar Cd (000001), Stock Nbr (2320010907891), Serial Nbr (109-TR-001), and Nomen (TRK CGO 1/2T 6000). Below this is the 'INVENTORY RECONCILIATION DATA' section with the following fields:

Rcl Inv User Id: INSTR01	Inv User Id: INSTR01
Rcl Last Inv Dt: 20030331	Last Inv Dt: 20030331
Cause of Last Rcl Dt Chg: 03058W0U6AA0001	Cause of Last Inv Dt Chg: 03058W0U6AA0001
Rcl Inv Input Type: 0	Inv Input Type: 0
UIC: W0U6AA	Inv UIC: W0U6AA
HRH Nbr: W0U6C8	Inv HRH Nbr: W0U6C8
Loc: BLDG 111	Inv Loc: BLDG 111

At the bottom, it shows 'Record 2 of 21' and buttons for 'Previous', 'Next', 'New Inquiry', and 'Exit'.

NOTE: For bulk items only, the record Qty is moved to the Inv Qty.

The following updates will occur on the Inventory Table (see the Manage Inventories Inquiry):

The screenshot shows the 'Manage Inventories Inquiry' window with the following fields:

Actbl UIC: W0L6AA	UIC: W0L6AA
Inv Type Cd: HR	Inv Process Cd: CM
HRH Nbr: 01000	Loc:
Sched Cmpltn Dt: 20040303	Inv Closed Dt: 20040331
Inv Creatn Level: H	Inv Modfctn Cd:
Rpt HRH Sub Ctl Cd:	Prop Type Cd:
LIN:	LIN To:
Rpt Msg: 11111	

At the bottom, it shows 'Record 1 of 105' and buttons for 'Previous', 'Next', 'New Inquiry', and 'Exit'.

- 1 A "CM" is moved to the Inv Process Cd on the Inventory Table.
- 2 System Date is moved to the Inv Closed Dt.

The following updates will occur on the Hand Receipt Table (See Maj/Sub Hand Receipt Holder Inquiry). There are no updates for Cyclic or Location type inventories.

- Transaction Last Inv Dt is moved to the Last Inv Dt for the appropriate inventory type.
- Transaction Next Inv Due Dt is moved to Inv Due Dt for appropriate inventory type.

The screenshot shows a software window titled "Maj/Sub Hand Receipt Holder Inquiry" with three tabs: "Basic", "Inventory", and "Contract". The "Inventory" tab is active. The window displays the following information:

UIC: **WOMEAA** HRH Major Nbr: **01000** HRH Sub Nbr:

INVENTORY			
HRH Last Inv Dt:	20030401	HRH Inv Due Dt:	20060401
Authn Last Inv Dt:	20030401	Authn Inv Due Dt:	20060401
Sensitive A Last Inv Dt:	20030401	Sensitive A Inv Due Dt:	20040401
Sensitive O Last Inv Dt:	20030401	Sensitive O Inv Due Dt:	20040401
Crypto Last Inv Dt:	20030401	Crypto Inv Due Dt:	20040401

Record **1** of **4** Previous Next New Inquiry Exit

Generating An Authorization Inventory

INTRODUCTION

In this process, we will generate inventory by Authorization. This inventory is designed to physically account for assets authorized by an authorization document to verify items on hand. This process is used for both manual and automated inventories.

OBJECTIVES

The student will be able to identify the parts and explain the functions of generating inventory by Authorizations

PREREQUISITES

None

APPLICATION

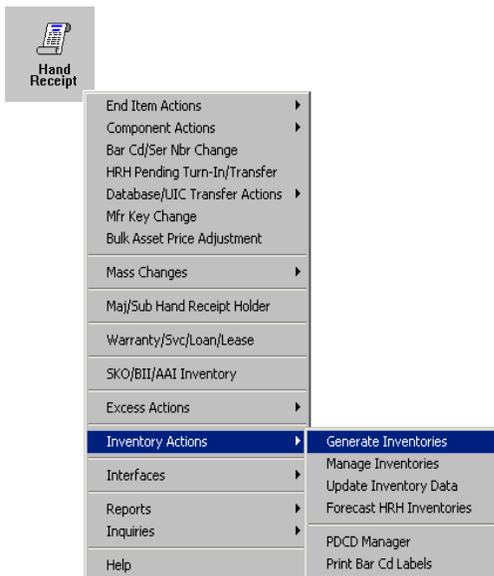
Generate an inventory by Authorizations. In this inventory you will have the option of selecting a LIN or a LIN Range.

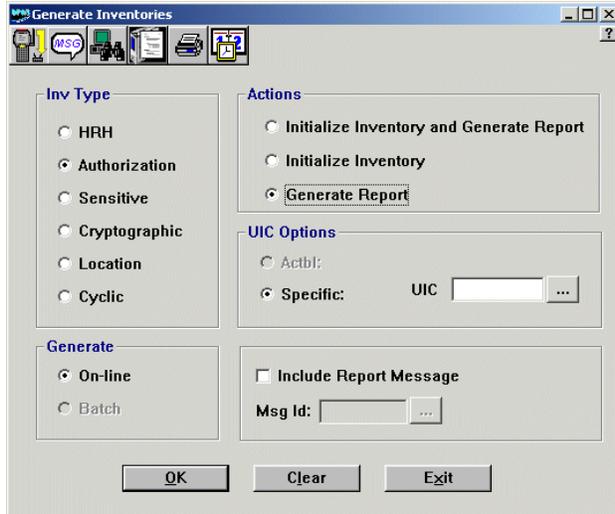
ACTIVITY

Instructor-led lecture with Student Hands-on

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Inventory Actions** from the program group.
3. Select **Generate Inventories** from the program list.





STEP 1:
Inv Type Group Box:

- a. Select **Authorizations**.

Actions Group Box:

- b. If you want a copy of the inventory, select **Initialize and Generate Report**. If you do not need (or want) a copy of the report, select **Initialize Inventory**. If you only want a hard copy of the report with initializing the inventory, select **Generate Report**.

UIC Options Group Box:

- c. **Actbl UIC:** Click this radio button to submit the request at the Accountable UIC level.
- d. **Specific UIC:** Enter or browse for your UIC. If you selected **Actbl UIC**, this field will not be accessible.

Generate Group Box:

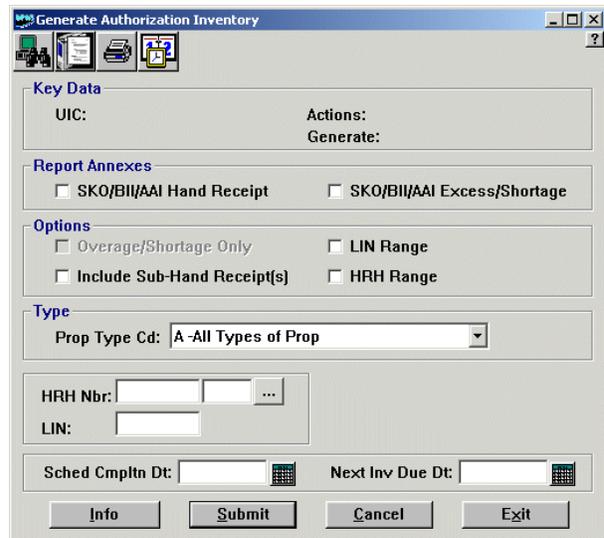
- e. Select whether you want this report to run On-line (immediately) or in the Batch (overnight) process. If your property book is large, it may be a good idea to run this process in Batch so not to degrade the system.
- f. If you want to include a Report Message, check this box.
- g. **Msg Id:** If you chose to include a report message, browse for the message you wish to include. These messages are built in the **Utilities** module.
- h. Click **OK**.

STEP 2:

Report Annexes Group Box:

- a. If desired, select a report annex report.

Report Type	
SKO/BII/AAI Hand Receipt	Check if you want a hand report listing of your SKOs, BIIs, and AAIs.
SKO/BII/AAI Excess/Shortage	Check if you want a excess and shortage report of your SKOs, BIIs, and AAIs.



Options Group Box:

- b. If desired, select an option.

Option Type	
Overage/Shortage Only	The Authorization Hand Receipt Report automatically generates an Overage/Shortage Annex (UIC/DPTD223R, HRH/DPTD224R) as part of the basic hand receipt report. If the user desires the Overage/Shortage only, then this box is checked.
Include Sub-Hand Receipt(s)	Select this check box if you want to request a range of Major HRH Nbrs with all of its Subs included (this can also be used with the HRH Range). The screen Sub HRH Nbr input field will be deactivated when this check box is selected.
LIN Range	This check box will allow the specific pulling of the Authorization Hand Receipt Report by a specified Line Item Number (LIN) range. This range is used primarily for Special/Cyclic inventories.
HRH Range	Select this check box if you want to request a range of Major HRH Nbrs. If you also want to include Subs, select the "Include Sub-Hand Receipt(s)" check box. The screen HRH Nbr input field will be deactivated when a HRH Range is entered.

Type Group Box:

- c. Click on the drop down list box to display the Property Type Codes. DPAS defaults to **A-All Types of Property**. Refer to **Adding Authorizations** for a description of the Property Type codes.
- d. **HRH Nbr:** Enter the hand receipt holder; and if desired, enter the sub HRH for which you are generating this report. If you selected HRH Range in the Options group box, you will be prompted to enter the beginning HRH Nbr and the ending HRH Nbr. If you desire the inventory by UIC, leave the HRH Nbr blank.
- e. **LIN:** If you want a listing of a specific LIN for your HRH Nbr, enter that LIN. If you selected LIN Range in the Options group box, you will be prompted to enter the beginning LIN and the ending LIN.
- f. **Sched Cmpltn Dt:** The default date is 2 weeks from the current date. If needed, you can change this date to the desired expected completion date. This field is not accessible if you are only generating the report.
- g. **Next Inv Due Dt:** The default date is determined by your Agency. For Navy users, the default date is 3 years out and all other agencies the default date is 1 year out. This date can be changed per your Agency.
- h. Click **Submit**.

The following dialog box is displayed:



- i. Click **OK**.

You are returned to the Generate Inventories screen.

- j. Click  to print the inventory. You are returned to the Reports Menu screen where you can select the inventory report you wish to print.
- k. Once you have selected your inventory report, click the **Print** button.
- l. Your Windows Print dialog box is displayed and you can print your report.
- m. Return to the DPAS Main Menu.



NOTES:

Once the inventory is initialized, the system will automatically assign an inventory listing number. This number consists of the following format: ordinal number (YY+ Julian day) + UIC + a 4 position serial number that will be reset everyday.

The ordinal number is the 5-positions, first two are the year (example: 03) and the next three are the Julian day (example: 038).

Generating A Sensitive Items Inventory

INTRODUCTION

In this process we will generate a sensitive item inventory. Sensitive item inventory is the physical count of items identified as sensitive by a specific service (e.g., firearms, ammunition, night vision devices and navigation systems (GPS)). This also may include items that are identified as pilferable. This process is used for both manual and automated inventories.

OBJECTIVES

The student will be able to identify the parts and explain the functions of generating sensitive item inventory.

PREREQUISITES

None

APPLICATION

Generate a sensitive item inventory.

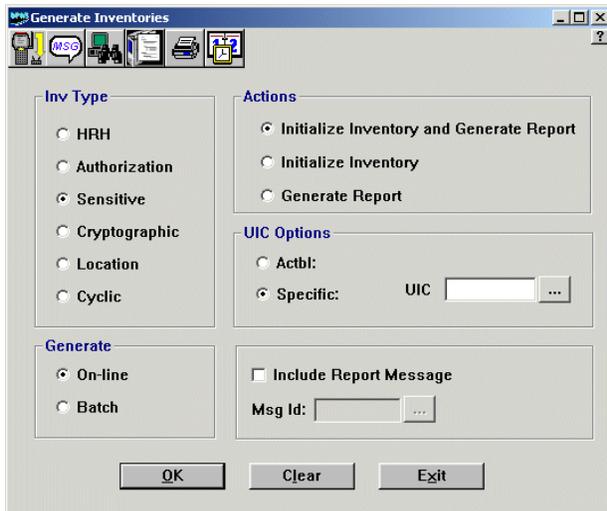
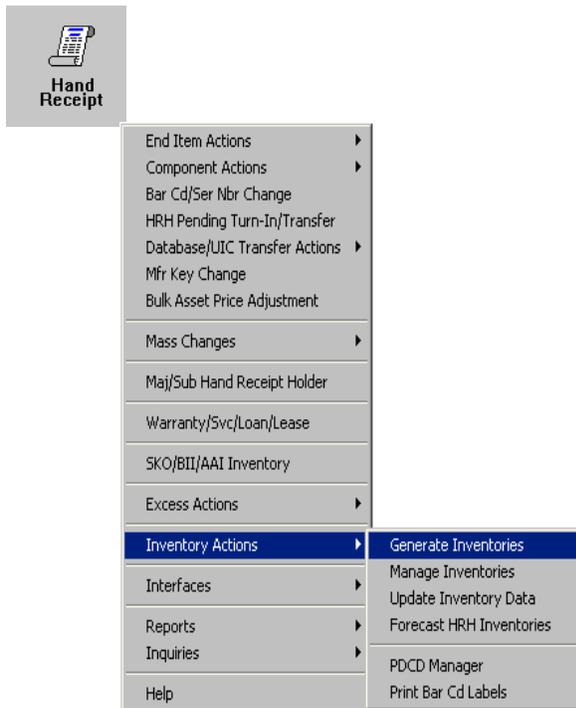
ACTIVITY

Instructor-led lecture with Student Hands-on

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Inventory Actions** from the program group.

3. Select **Generate Inventories** from the program list.



STEP 1:

Inv Type Group Box:

a. Select **Sensitive**.

Actions Group Box:

b. If you want a copy of the inventory, select **Initialize and Generate Report**. If you do not need (or want) a copy of the report, select **Initialize Inventory**. If you only want a hard copy of the report with initializing the inventory, select **Generate Report**.

UIC Options Group Box:

- c. **Actbl UIC:** Click this radio button to submit the request at the Accountable UIC level.
- d. **Specific UIC:** Enter or browse for your UIC. If you selected **Actbl UIC**, this field will not be accessible.

Generate Group Box:

e. Select whether you want this report to run On-line (immediately) or in the Batch (overnight) process. If your property book is large, it may be a good idea to run this process in Batch so not to degrade the system.

- f. If you want to include a Report Message, check this box.
- g. **Msg Id:** If you chose to include a report message, browse for the message you wish to include. These messages are built in the **Utilities** module.
- h. Click **OK**.

STEP 2:

- a. **Sort Sequence Group Box:** Select how you want your report sorted. This will not be available if you only initialized the inventory.
- b. **Type Group Box:** Select the type of sensitive item inventory you wish to perform.

Type	
Both	Includes all items classified as sensitive in nature.
Weapons and Ammunition	Only weapons and ammunition.
Other Than Weapons and Ammunition	Items such as night vision goggles, Global Positioning Systems (GPS), STU III phones, etc.
Include Pilferables	You can also include items that are deemed pilferable.

- c. **Options:** If desired, you can choose for a specific HRH Nbr, a range of HRH Nbrs, and include all the sub-HRHs.

Options	
HRH Nbr	This selection will require the entry of a HRH Nbr. One Inventory Number will be created. If the HRH Nbr is not entered, a roll up report is not created, but instead individual Inv List Nbrs are created for each HRH Nbr under the UIC. If submitted for the Actbl UIC, an Inv List Nbr is created for each HRH Nbr or UIC change under the Actbl UIC.
Range	This selection will require a From and To HRH Nbr. An Inventory Number will be created for each HRH Nbr in the range. An Inv List Nbr will be created for each HRH within range.
Include Sub-Hand Receipt(s)	This selection will retrieve all assets for the sub-hand receipt holders associated with the Major-hand receipt holder entered.

- d. **Report Annex:** Check the **Sub Hand Receipt(s)** *only* if you want a separate report listing for each of the sub-HRH Nbrs for a specific HRH Nbr or range of HRH Nbrs. This will not be available if you only initialized the inventory.
- e. **HRH Nbr:** Enter or browse for the HRH Nbr and/or sub-HRH Nbr. If you did not select the HRH Nbr Option, this field will not be accessible. If you selected the **Range** option, you will need to enter the beginning HRH Nbr for which you are generating this report.
- f. **To HRH Nbr:** This field will only display *if* you selected the **Range** option. You will then need to enter the ending HRH Nbr for which you are generating this report.

- g. **Sched Cmpltn Dt:** The default date is 2 weeks from the current date. If needed, you can change this date to the desired expected completion date. This field is not accessible if you are only generating the report.
- h. **Next Inv Due Dt:** The default date is determined by your Agency. For Navy users, the default date is 3 years out and all other agencies the default date is 1 year out. This date can be changed per your Agency.
- i. Click **Submit**.

The following dialog box is displayed:



- j. Click **OK**.
 - k. Click  to print the inventory. You are returned to the Reports Menu screen where you can select the inventory report you wish to print.
 - l. Once you have selected your inventory report, click the **Print** button.
 - m. Your Windows Print dialog box is displayed and you can print your report.
- n. Return to the DPAS Main Menu.



NOTES:

Once the inventory is initialized, the system will automatically assign an inventory listing number. This number consists of the following format: ordinal number (YY+ Julian day) + UIC + a 4 position serial number that will be reset everyday.

The ordinal number is the 5-positions, first two are the year (example: 03) and the next three are the Julian day (example: 038).

Generating A Cryptographic Items Inventory

INTRODUCTION

In this process we will generate a Cryptographic Item inventory. Cryptographic Item inventory is the physical count of Communication Security (COMSEC) Equipment and Components as specified by a specific service or agency. This process is used for both manual and automated inventories.

OBJECTIVES

The student will be able to identify the parts and explain the functions of generating cryptographic item inventory.

PREREQUISITES

None

APPLICATION

Generate a Cryptographic Item inventory.

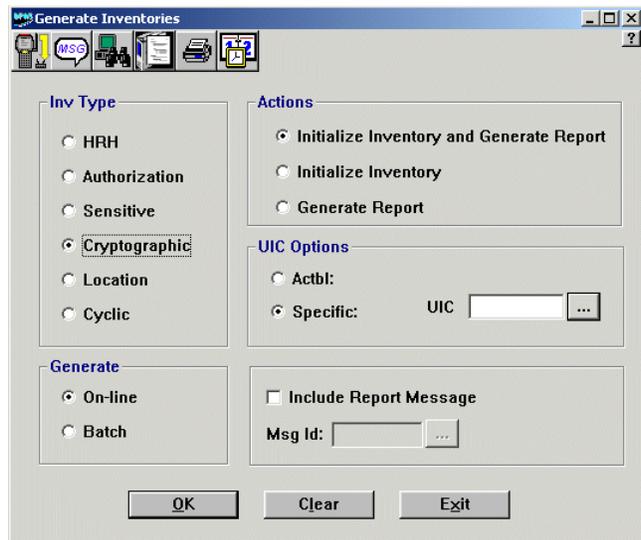
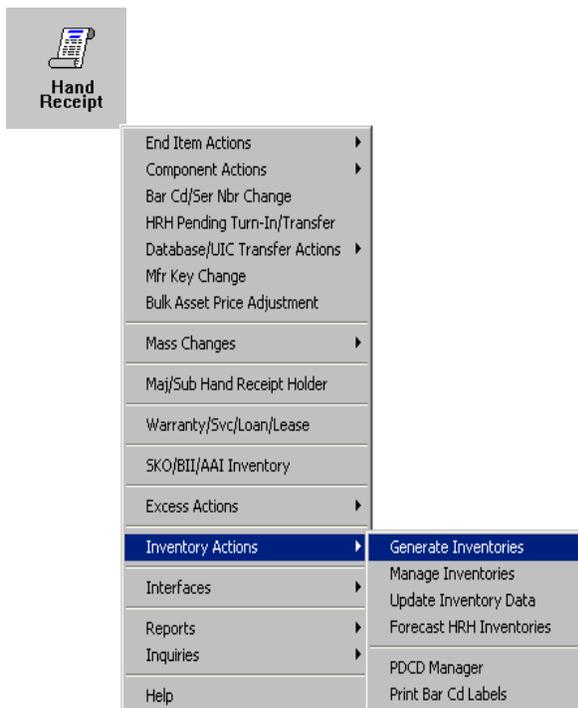
ACTIVITY

Instructor-led lecture with Student Hands-on

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Inventory Actions** from the program group.

3. Select **Generate Inventories** from the program list.



STEP 1:

Inv Type Group Box:

a. Select **Cryptographic**.

Actions Group Box:

b. If you want a copy of the inventory, select **Initialize and Generate Report**. If you do not need (or want) a copy of the report, select **Initialize Inventory**. If you only want a hard copy of the report with initializing the inventory, select **Generate Report**.

UIC Options Group Box:

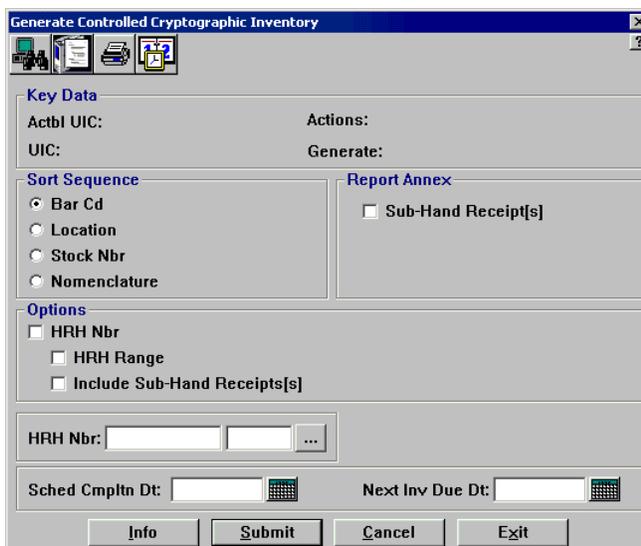
- c. **Actbl UIC:** Click this radio button to submit the request at the Accountable UIC level.
- d. **Specific UIC:** Enter or browse for your UIC. If you selected **Actbl UIC**, this field will not be accessible.

Generate Group Box:

- e. Select whether you want this report to run On-line (immediately) or in the Batch (overnight) process. If your property book is large, it may be a good idea to run this process in Batch so not to degrade the system.
- f. If you want to include a Report Message, check this box.
- g. **Msg Id:** If you chose to include a report message, browse for the message you wish to include. These messages are built in the **Utilities** module.
- h. Click **OK**.

STEP 2:

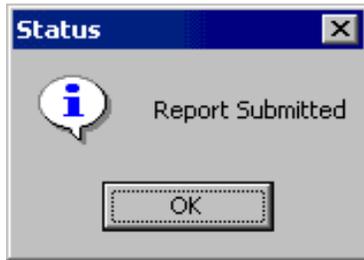
- a. **Sort Sequence:** Select how you want your report sorted. If you only initialized the inventory, then the sort sequence will not be available.
- b. **Report Annex:** Check the **Sub Hand Receipt(s)** *only* if you want a separate report listing for each of the sub-HRH Nbrs for a specific HRH Nbr or range of HRH Nbrs. This will not be available if you only initialized the inventory.
- c. **Options:** If desired, you can choose for a specific HRH Nbr, a range of HRH Nbrs, and include all the sub-HRHs.



Options	
HRH Nbr	This selection will require the entry of a HRH Nbr. One Inventory Number will be created. If the HRH Nbr is not entered, a roll up report is not created, but instead individual Inv List Nbrs are created for each HRH Nbr under the UIC. If submitted for the Actbl UIC, an Inv List Nbr is created for each HRH Nbr or UIC change under the Actbl UIC.
Range	This selection will require a From and To HRH Nbr. An Inventory Number will be created for each HRH Nbr in the range. An Inv List Nbr will be created for each HRH within range.
Include Sub-Hand Receipt(s)	This selection will retrieve all assets for the sub-hand receipt holders associated with the Major-hand receipt holder entered.

- d. **HRH Nbr:** Enter or browse for the HRH Nbr and/or sub-HRH Nbr. If you did not select the HRH Nbr Option, this field will not be accessible. If you selected the **Range** option, you will need to enter the beginning HRH Nbr for which you are generating this report.
- e. **To HRH Nbr:** This field will only display *if* you selected the **Range** option. You will then need to enter the ending HRH Nbr for which you are generating this report.
- f. **Sched Cmpltn Dt:** The default date is 2 weeks from the current date. If needed, you can change this date to the desired expected completion date. This field is not accessible if you are only generating the report.
- g. **Next Inv Due Dt:** The default date is determined by your Agency. For Navy users, the default date is 3 years out and all other agencies the default date is 1 year out. This date can be changed per your Agency.
- h. Click **Submit**.

The following dialog box is displayed:



- i. Click **OK**.
- j. Click  to print the inventory. You are returned to the Reports Menu screen where you can select the inventory report you wish to print.
- k. Once you have selected your inventory report, click the **Print** button.
- l. Your Windows Print dialog box is displayed and you can print your report.
- m. Return to the DPAS Main Menu.



NOTES:

Once the inventory is initialized, the system will automatically assign an inventory listing number. This number consists of the following format: ordinal number (YY+ Julian day) + UIC + a 4 position serial number that will be reset everyday.

The ordinal number is the 5-positions, first two are the year (example: 03) and the next three are the Julian day (example: 038).

Creating A New Location

MODULE: Utilities

INTRODUCTION

This process is used to build and standardize the different inventory locations for your assets. This process is used for both manual and automated inventories.

When designing your location format, take into consideration that if you are using Portable Data Collection Devices (PDCDs), not all special characters are available for input on the PDCD (e.g., there is no # on the Symbol scanner). If you created location labels that you would scan, you would have no problem but if the labels were not printed, there is no way for you to key that value into the PDCD.

OBJECTIVES

The student should be able to create new locations.

PREREQUISITES

None

APPLICATION

Add new locations

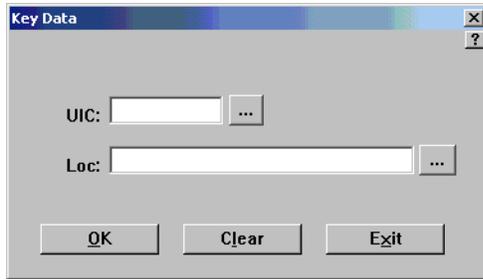
ACTIVITY

Instructor-led lecture with Student Hands-on

STEPS TO PERFORM ACTION

1. Select the **Utilities** icon, or select **Utilities** from the menu bar.
2. Select **Master Table Maint** from the program group.
3. Select **Location** from the program list.





STEP 1:

- a. **UIC:** Enter or browse for your UIC.
- b. **Loc:** Enter a new location.
- c. Click **OK**.

STEP 2:

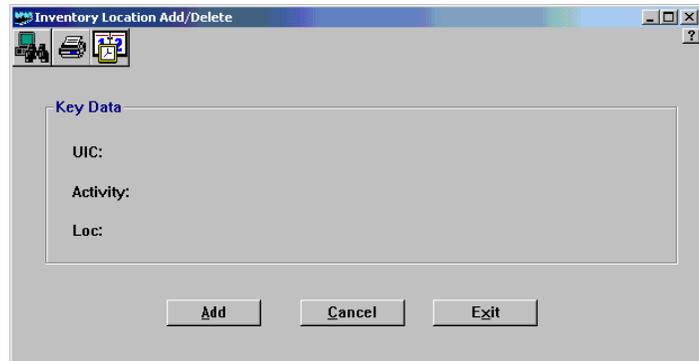
- a. Review the information that is displayed.
- b. If the data displayed is correct, click **Add**; otherwise, click **Cancel**.

The Transaction Processed dialog box will be displayed.

- c. Click **OK**.

You will be returned to the Key Data screen.

- d. Click **Exit**.



Deleting Locations

In order for the delete to process, there can be no assets assigned to the location you are deleting.

1. Enter or browse for the **UIC**.
2. Enter or browse for the location you are deleting.
3. Click **OK**.
4. Click **Delete**.

Generating A Location Inventory

INTRODUCTION

In this process, we will generate an inventory by Location (Loc). This inventory determines and verifies the record location data and condition of material assets. It allows for correcting records and determining the cause of discrepancies. This process is used for both manual and automated inventories.

OBJECTIVES

The student will be able to identify the parts and explain the functions of generating a Location (Loc) inventory.

PREREQUISITES

None

APPLICATION

Generate an inventory by Location.

ACTIVITY

Instructor-led lecture with Student Hands-on

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Inventory Actions** from the program group.

3. Select **Generate Inventories** from the program list.



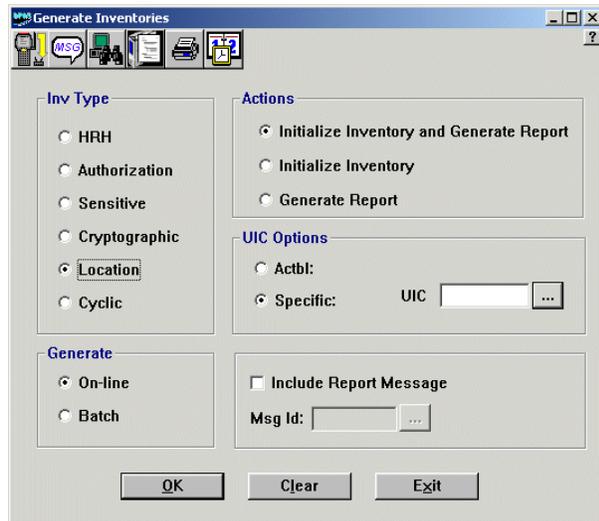
STEP 1:

Inv Type Group Box:

a. Select **Location**.

Actions Group Box:

b. If you want a copy of the inventory, select **Initialize and Generate Report**. If you do not need (or want) a copy of the report, select **Initialize Inventory**. If you only want a hard copy of the report with initializing the inventory, select **Generate Report**.



UIC Options Group Box:

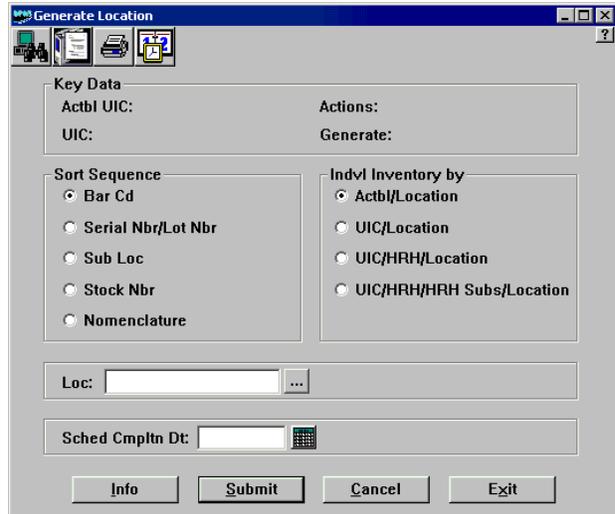
- c. **Actbl UIC:** Click this radio button to submit the request at the Accountable UIC level.
- d. **Specific UIC:** Enter or browse for your UIC. If you selected **Actbl UIC**, this field will not be accessible.

Generate Group Box:

- e. Select whether you want this report to run On-line (immediately) or in the Batch (overnight) process. If your property book is large, it may be a good idea to run this process in Batch so not to degrade the system.
- f. If you want to include a Report Message, check this box.
- g. **Msg Id:** If you chose to include a report message, browse for the message you wish to include. These messages are built in the **Utilities** module.
- h. Click **OK**.

STEP 2:

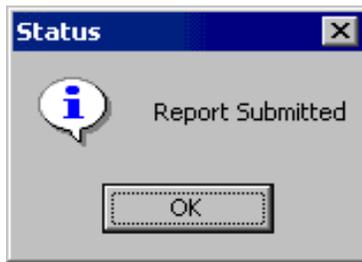
- a. **Sort Sequence:** Select the desired sort sequence. If you only initialized the inventory, the sort sequence will not be available.
- b. **Indvl Inventory by:** Select the desired individual inventory.



Individual Inventory By	
Actbl/Location	<p>This option will generate an inventory for the entire Accountable UIC for assets in the specified location.</p> <p>This option is only available when the Accountable UIC option was selected on previous window.</p>
UIC/Location	<p>This option will generate an inventory for a specific UIC for assets in the specified location.</p>
UIC/HRH/Location	<p>The option will generate an inventory for a specific UIC and HRH Nbr for assets in the specified location.</p>
UIC/HRH/HRH Subs/Location	<p>This option will generate an inventory for a specific UIC/HRH Nbr and each sub HRH for asset in the specified location.</p>

- c. **Loc:** Enter or browse for the appropriate location. The location can be "wildcarded" (e.g., *401 would bring up locations that ended with 401).
- d. **Sched Cmpltn Dt:** The default date is 2 weeks from the current date. If needed, you can change this date to the desired expected completion date. This field is not accessible if you are only generating the report.
- e. Click **Submit**.

The following dialog box is displayed:



- f. Click **OK**.
- g. Click  to print the inventory. You are returned to the Reports Menu screen where you can select the inventory report you wish to print.
- h. Once you have selected your inventory report, click the **Print** button.
- i. Your Windows Print dialog box is displayed and you can print your report.
- j. Return to the DPAS Main Menu.



NOTES:

Once the inventory is initialized, the system will automatically assign an inventory listing number. This number consists of the following format: ordinal number (YY+ Julian day) + UIC + a 4 position serial number that will be reset everyday.

The ordinal number is the 5-positions, first two are the year (example: 03) and the next three are the Julian day (example: 038).

Cyclic Inventory Data Update

MODULE: Utilities

INTRODUCTION

If your Activity requires cyclic inventories, you will need to update your UIC information update cyclic inventories. If you are updating the information, you may change how you run your cyclic inventory - either by HRH or by Location. You may also designate the cyclic inventory start date, months in the inventory period, the number of cyclic inventories in a particular inventory period, and how many inventories that have already been completed. This process is used for both manual and automated inventories.

OBJECTIVES

The student will be able to set up their UIC to generate a cyclic inventory.

PREREQUISITES

None

APPLICATION

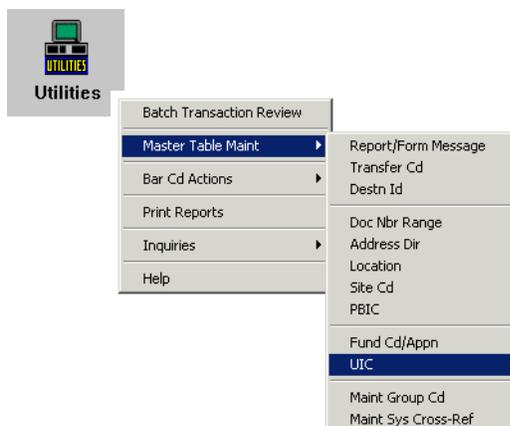
Change UIC information to generate a cyclic inventory.

ACTIVITY

Instructor-led lecture with Student Hand-on.

STEPS TO PERFORM ACTION

1. Select the **Utilities** icon, or select **Utilities** from the menu bar.
2. Select **Master Table Maint** from the program group.
3. Select **UIC** from the program list.





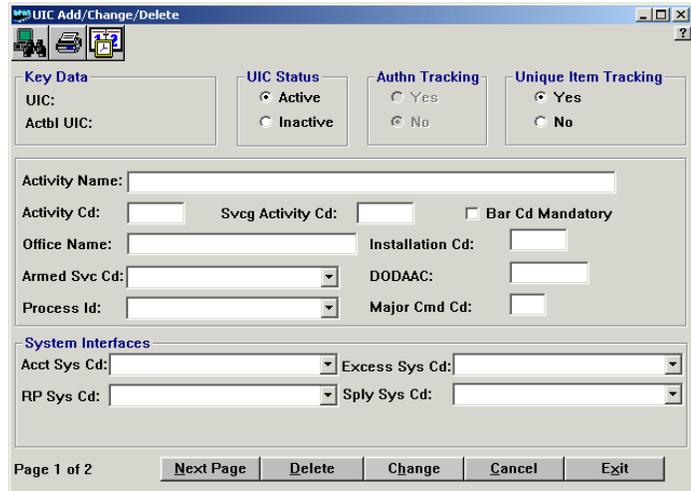
STEP 1:

- a. **UIC:** Enter or browse for the UIC you will be changing.
- b. Click **OK**.

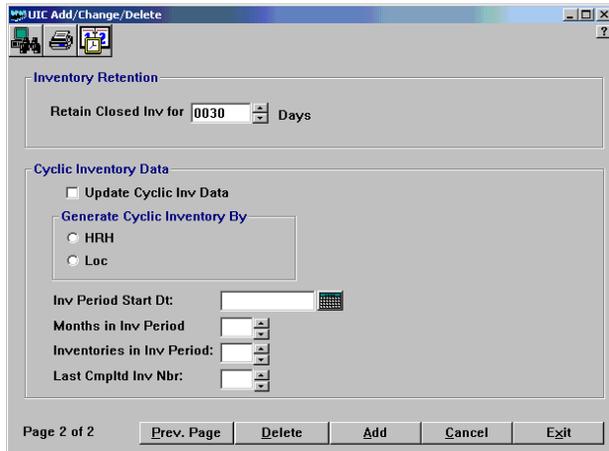
STEP 2:

Once you enter the UIC for which you are updating the inventory retention, UIC information will be displayed on the UIC screen. The cyclic inventory information is on the second screen.

- Click **Next Page**.



STEP 3:



- a. **Update Cyclic Inv Data:** Check this box to update the information pertaining to the cyclic inventory.
- b. **Generate Cyclic Inventory By:** If you are updating the information, you can change how to run your cyclic inventory -- either by HRH or by location.
- c. **Inv Period Start Dt:** This is the date you would like your inventory to start. This date cannot be a future date but it can be a past date (if the past date does not exceed past 3 years). So it can be either the current date or 3 years in the past.

- d. **Months in Inv Period:** This is how many months the inventory will go for. DPAS will put the following defaults: Army-12 months; Reserves-18 months; and all others-36 months. If desired, this field can be changed.
- e. **Inventories in Inv Period:** This is the number of inventories in a particular inventory period. You will have to figure the math to enter in this number. For example, if you would like to do 4 inventories over 36 months, you would enter 4 inventories.
- f. **Last Cmpltd Inv Nbr:** This is how many inventories that have already been completed. This is mostly used if you have completed some of your inventories and you switch to a cyclic inventory in the middle of the inventory process. This number can be changed at any time.
- g. Click **Add**.

The Transaction Processed dialog box will be displayed.

h. Click **OK**.

You will be returned to the Key Data screen.

i. Click **Exit**.

Generating A Cyclic Inventory

INTRODUCTION

In this process, we will generate a Cyclic inventory. A cyclic inventory is the physical count of some selected assets of a property account during a prescribed period (e.g., monthly, quarterly, or semiannually). This process is used for both manual and automated inventories.

OBJECTIVES

The student will be able to identify the parts and explain the functions of generating a Cyclic inventory.

PREREQUISITES

Establish how the UIC is going to conduct cyclic inventories.

APPLICATION

Generate a Cyclic inventory.

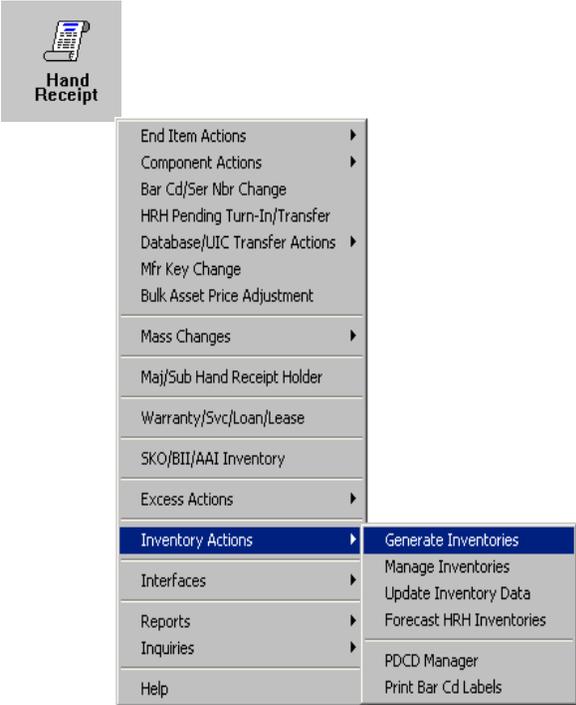
ACTIVITY

Instructor-led lecture with Student Hands-on

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Inventory Actions** from the program group.

3. Select **Generate Inventories** from the program list.



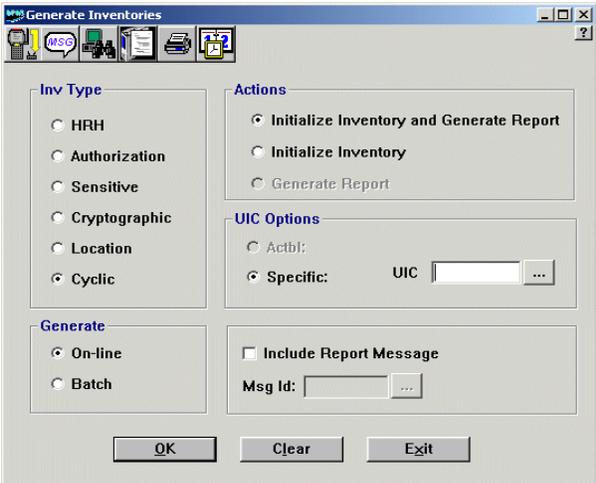
STEP 1:

Inv Type Group Box:

a. Select **Cyclic**.

Actions Group Box:

b. If you want a copy of the inventory, select **Initialize and Generate Report**. If you do not need (or want) a copy of the report, select **Initialize Inventory**. If you only want a hard copy of the report with initializing the inventory, select **Generate Report**.



UIC Options Group Box:

- c. **Actbl UIC:** This field is not accessible for a cyclic inventory.
- d. **Specific UIC:** Enter or browse for your UIC. If you selected **Actbl UIC**, this field will not be accessible.

Generate Group Box:

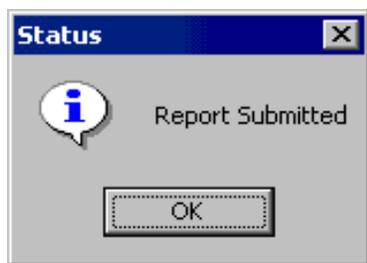
- e. Select whether you want this report to run On-line (immediately) or in the Batch (overnight) process. If your property book is large, it may be a good idea to run this process in Batch so not to degrade the system.
- f. If you want to include a Report Message, check this box.
- g. **Msg Id:** If you chose to include a report message, browse for the message you wish to include. These messages are built in the **Utilities** module.
- h. Click **OK**.

STEP 2:

- a. **Sort Sequence:** Select how you want your report sorted. If your UIC is set up for cyclic inventories by **HRH**, then Serial/Lot will not be available. If your UIC is set up for cyclic inventories by **Location**, then LIN is not available.
- b. **Report Annex:** Check the **Sub Hand Receipt(s)** if you want a separate report of your sub-hand receipts. If you only initialized the inventory, the report annex will not be available.
- c. **Expanded Report Option:** Check this box if you want the expanded report. If you only initialized the inventory, this option will not be available.
- d. **Sched Cmpltn Dt:** The default date is 2 weeks from the current date. If needed, you can change this date to the desired expected completion date. This field is not accessible if you are only generating the report.
- e. Click **Submit**.



The following dialog box is displayed:



- f. Click **OK**.
- g. Click  to print the inventory. You are returned to the Reports Menu screen where you can select the inventory report you wish to print.
- h. Once you have selected your inventory report, click the **Print** button.
- i. Your Windows Print dialog box is displayed and you can print your report.
- j. Return to the DPAS Main Menu.

NOTES:

Once the inventory is initialized, the system will automatically assign an inventory listing number. This number consists of the following format: ordinal number (YY+ Julian day) + UIC + a 4 position serial number that will be reset everyday.

The ordinal number is the 5-positions, first two are the year (example: 03) and the next three are the Julian day (example: 038).

Asset and General Inventory Type Table

Property/Assets	General Inventory Types	Reasons for Doing this Type of Inventory
<p>General PP&E to include:</p> <ul style="list-style-type: none"> - Office equipment (desks, chairs, safes, drafting tables, cash registers, engravers) - Industrial Plant Equipment - Vehicles - Material Handling Equipment (cranes, hoists, pallet jacks, forklifts, straddle truck) - Automated Data Processing (ADP) Equipment (desktop computers, printers, routers, laptop computers) - Government Furnished Equipment (GFE) - Training devices - Meteorological equipment - Railway equipment (locomotives, cars, cranes) - Machine tools (lathes, grinders, cutters, milling) - Electronic test equipment (Analyzers, meters, chargers) - Appliances (washer, dryer, refrigerator, freezers, washing machines) - Recreational boats and trailers - Construction equipment (Welding machines, earthmoving, elevators/conveyors, crushers, paving equipment, generators) - Firefighting equipment - Gym equipment - Public address systems - Photographic equipment - Communication equipment 	Cyclic	<p>Cyclic inventories are a way to divide all assets into manageable segments that can be inventoried at periodic intervals such that all assets are inventoried within the required timeframe. This balances the number of assets to be counted at any one time with the availability of resources and time necessary to complete the physical inventory.</p> <p>When choosing this method, a PPM must consider the following:</p> <p>*Organizational Method: location or custodian</p> <p>*Length of Inventory Period: 36 months.</p> <p>*Number of Inventories in the inventory period: This should be calculated based on available resources. DPAS default is 36 months but this can be changed by the Navy DPAS Support Team at the request of the PPM.</p>
General PP&E	Wall-to-Wall	A <u>scheduled</u> inventory of all items, as of a given date for a specific UIC, Hand Receipt Holder, or Location.
<p>General PP&E Or Sensitive/Pilferable/Cryptographic</p> <p>Sensitive items:</p> <ul style="list-style-type: none"> - Firearms, - Ammunition and explosives, - Items that are drug or other controlled substances, - Precious metals <p>Pilferable items:</p> <ul style="list-style-type: none"> - Hand tools and shop equipment - Individual clothing and equipment - Office machines - Photographic equipment - Communications/electronic equipment - Vehicular equipment and parts <p>Cryptographic items:</p> <ul style="list-style-type: none"> - Typically classified equipment (not maintained in DPAS for DON) 	Special	A <u>scheduled</u> physical inventory of selected items for reasons deemed appropriate by the agency.

Asset and General Inventory Type Table

Property/Assets	General Inventory Types	Reasons for Doing this Type of Inventory
General PP&E	Spot	An <u>unscheduled</u> physical inventory usually conducted at random to determine record accuracy. NOTE: ALL of the assets in a chosen Location or HRH / Sub-HRH custody must be inventoried.
Sensitive/Pilferable/Cryptographic	Selected Item	An <u>unscheduled</u> physical inventory of specially targeted items. If a Sensitive inventory is scheduled ALL Sensitive (including Pilferable) items belonging to a selected HRH / Sub-HRH would be inventoried. Targeting specific types of assets (e.g., laptop computers) is not permitted.

Skill Builder: Manual Inventory

Objectives: You will:

- **Review Manual Inventories**
- **Discussion Questions**

Complete the following exercise:

1. Which of the following are the steps involved in canceling an inventory?
 - A. The Inventory Process Code changes when an inventory is canceled. This automatically removes the inventory from the Manage Inventories List.
 - B. The Inventory Process Code changes when an inventory is canceled. However, this does not remove the inventory from the Manage Inventories List.
 - C. The Inventory Process Code changes when an inventory is canceled. However, this does not remove the inventory from the Manage Inventories List. The user must also process an End Item Decrease action.
 - D. The Inventory Process Code does **not** change when an inventory is canceled. The user simply cancels the inventory from the Manage Inventories List.

2. In DPAS, which of the following constitutes an overage?
 - A. The asset's HRH has been changed.
 - B. An asset listed on the inventory can not be found.
 - C. The item was transferred to DRMO or another activity and not properly removed from the property book.
 - D. The asset is missing a bar code label.

3. What is the proper order of the DPAS activities associated with the inventory process?
 - _____ Managing the inventories
 - _____ Reconciling the results of the inventories against the baseline
 - _____ Deciding what to inventory and generating it
 - _____ Conducting the inventory (using a manual or automated process)

4. Which inventory allows for individual inventories to be performed on fractions of accountable assets at specific intervals?
- A. Cryptographic
 - B. Cyclic
 - C. Hand Receipt Holder
 - D. Authorization
5. A common use of the location inventory might occur when the Commander, in response to forced or unlawful entry, or discovery of an open or unattended storage area, directs a special inventory. **(True or False)**
- True _____ False _____
6. It is a DPAS inventory best practice to track the physical whereabouts of an asset using the Location, and when feasible, Sub-Location fields. **(True or False)**
- True _____ False _____
7. After the user corrects all outstanding discrepancies for a manual inventory, the inventory will automatically close. **(True or False)**
- True _____ False _____
8. When conducting a manual inventory, the inventory personnel should be documenting quantity, nomenclature, serial number, condition and _____ on the inventory report.
- A. Cost
 - B. Bar Code
 - C. Location/Sub-Location
 - D. HRH Number

Reviewing Batch Transactions

MODULE: Utilities

INTRODUCTION

The Batch Transaction Review will allow the local DPAS Administrator to view a list of all batch transactions waiting for execution during the next nightly batch cycle. This process should be performed on a daily basis, and any unneeded transactions should be deleted prior to the batch processing cycle taking place.

The Batch Transaction Review screen will display a list of batch transactions that meet the criteria established on the Key Data screen. The program name, transaction description, and user name of the individual generating the transaction are displayed. These transactions will be executed during the next nightly batch cycle.

PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Utilities** icon, or select **Utilities** from the menu bar.
2. Select **Batch Process Review** from the program group.





STEP 1:

- a. **Options:** Select the appropriate option.

Options	
Selective	Select this option to review specific batch transactions.
All	Select the option to review all batch transactions.

HINT! If **Selective** is chosen as the option, you must choose a program name from the drop down list in the middle of the screen.

- b. **Excluded:** Check this box to identify a transaction to be excluded from the batch process.
- c. **Pgm Name:** If your option was **Selective**, choose the program name from the list box.
- d. Click **OK**.

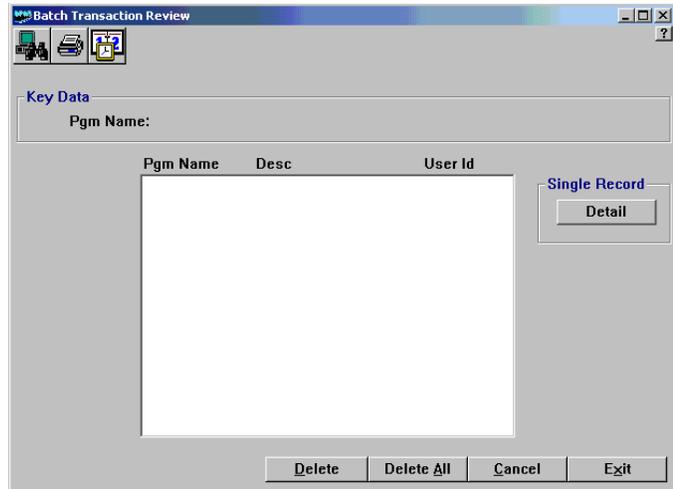
STEP 2:

- a. **Program Window:** Select the record(s) you want to review.

If your option was **All**, all the batch transactions are displayed.

If your option was **Selective**, the selected batch transaction will be displayed and highlighted.

- b. **Detail:** If you want additional data for the selected record, click this button.
- c. If you want to delete a record from processing in the next batch cycle, highlight the record and click **Delete** or if you want to delete all the transactions, click **Delete All**.

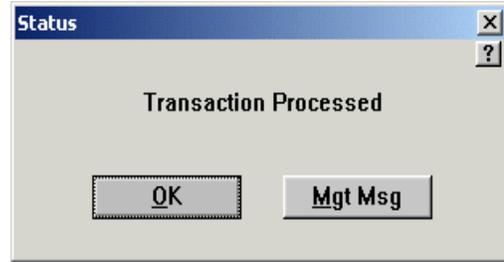


STEP 3:

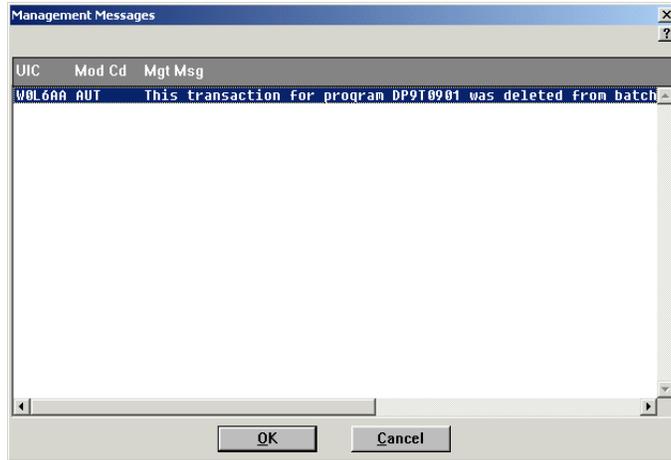
- If you want to delete the record, click **Yes**; otherwise, click **No**.

STEP 4:

- If you do not want to send a management message, click **OK**. You will be returned to the Key Data screen. If you are done reviewing the batch transactions, click **Exit** and you will be returned to the DPAS Main Menu.
- If you want to send a management message, click **Mgt Msg**.



If you selected to send a management message, a screen similar to the following is displayed:



- If you want to send only the DPAS generated message, click **Cancel**. You will be returned to the Key Data screen. Click **Exit** to return to the DPAS Main Menu.
- If you want to send a personalized message, **OK**.

STEP 5:

If you elected to send a personalized message, a screen similar to the following is displayed:

- User Msg Text:** Enter your own message in this window.
- Click **Save**.

The Transaction Processed dialog box is displayed.

- Click **OK**.

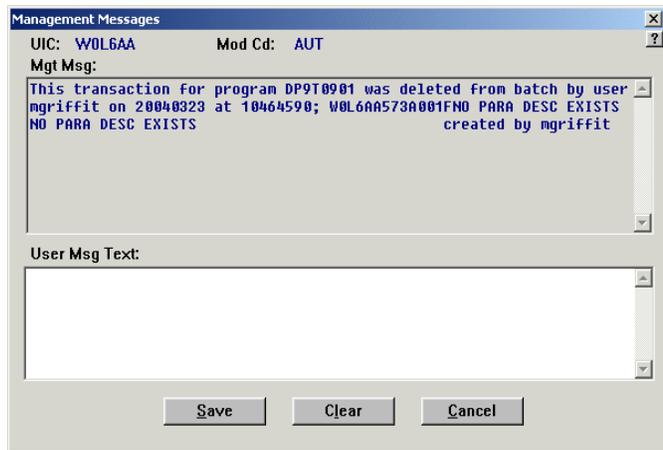
You are returned back one screen level.

- Click **Cancel**.

You are returned to the Key Data screen.

- Click **Exit**.

You are returned to the DPAS Main Menu.



Adding Report And Form Messages

MODULE: Utilities

INTRODUCTION

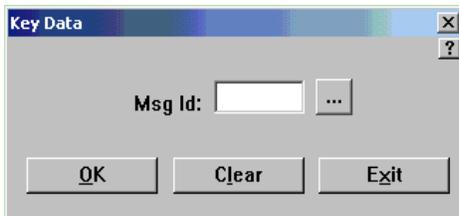
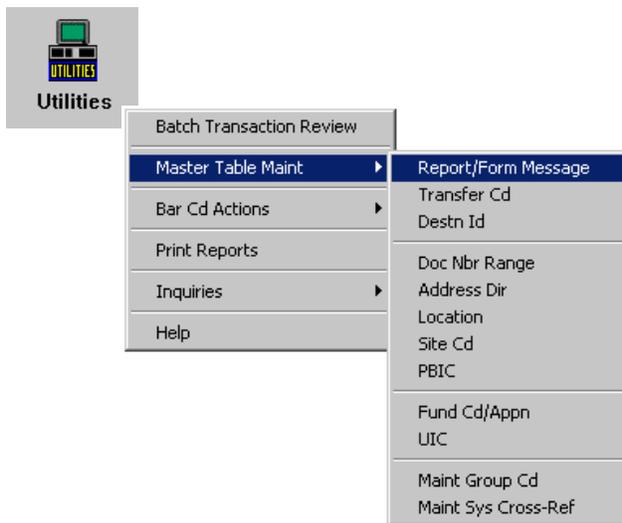
This process provides the capability of adding new Turn-In and/or Transfer Messages to display on the DD Form 1348-1 and selected reports.

PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Utilities** icon, or select **Utilities** from the menu bar.
2. Select **Master Table Maint** from the program group.
3. Select **Report/Form Message** from the program list.



STEP 1:

- a. **Msg Id:** Enter a user defined message identification code.
- b. Click **OK**.

STEP 2:

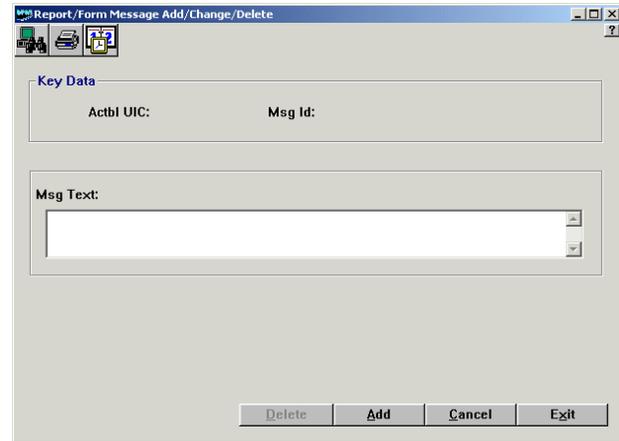
- a. Enter a unique message that may be printed on your reports and/or forms.
- b. Click **Add**.

The Transaction Processed dialog box will be displayed.

- c. Click **OK**.

You will be returned to the Key Data screen.

- d. Click **Exit**.



Changing Report/Forms Messages

- 1. Enter or browse for the **Msg Id** you are changing.
- 2. Click **OK**.
- 3. Make the necessary change(s).
- 4. Click **Change**.

Deleting Report/Forms Messages

- 1. Enter or browse for the **Msg Id** you are deleting.
- 2. Click **OK**.
- 3. Click **Delete**.

Practical Exercise: Report and Forms Messages

Title: Report and Forms Messages

Objective: At the completion of this exercise the student should demonstrate a capacity to create messages that will print either on reports and/or turn in/transfer forms.

Prerequisites:

References: Reference in the manual Chapter Seven

Scenario: Your office turns in a lot of hazardous materials. In order to turn these items in to the appropriate disposal activity, your DD Form 1348, DA Form 2765, and/or DA Form 3161 must contain a message that the item(s) you turn in must indicate that the item contains hazardous chemicals.

Instructions: Use the knowledge that you have gained from Chapter Seven to create a message that will appear on the appropriate forms for when you remove hazardous materials from the Property Book.

Given:

Summary: Verify your results by running the appropriate inquiries and reports

Class Discussion: Q & A

Creating Transfer Codes

MODULE: Utilities

INTRODUCTION

This process will allow you to create unique Transfer Codes, which identify specific types of transfer or turn-in actions.

For example, your activity may create a Transfer code to be used for all DRMO turn ins, or a separate code to be used only for transfers between UICs.

PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Utilities** icon, or select **Utilities** from the menu bar.
2. Select **Master Table Maint** from the program group.
3. Select **Transfer Cd** from the program list.



STEP 1:

- a. **Transfer Cd:** Enter a code to describe the type of transfer or turn in being processed.
- b. Click **OK**.

STEP 2:

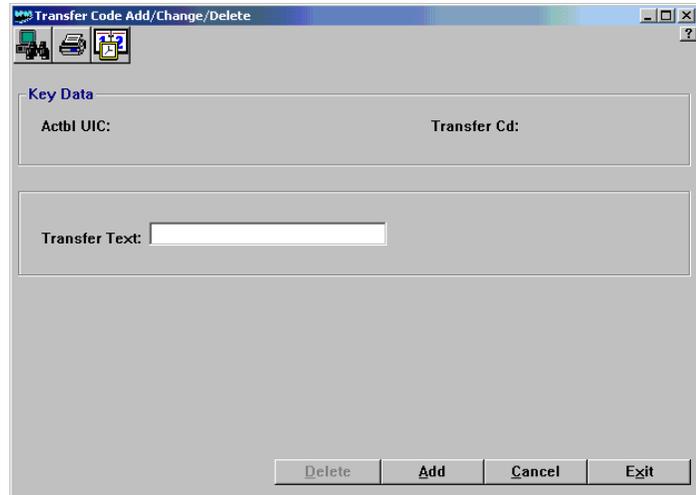
- a. **Transfer Text:** This is a use defined narrative associated with transferring an item.
- b. Click **Add**.

The Transaction Processed dialog box will be displayed.

- c. Click **OK**.

You will be returned to the Key Data screen.

- d. Click **Exit**.



Changing Transfer Codes

- 1. Enter or browse for the **Transfer Cd** you are changing.
- 2. Click **OK**.
- 3. Make the necessary change(s).
- 4. Click **Change**.

Deleting Transfer Codes

- 1. Enter or browse for the **Transfer Cd** you are deleting.
- 2. Click **OK**.
- 3. Click **Delete**.

Creating Destination Identification Codes

MODULE: Utilities

INTRODUCTION

The Destination Identification code is a user-defined field that identifies the destination (Activity) of a turned-in or transferred asset. Each Database (Site ID) will generate these codes for specific destinations. This code is established on the Destination Table and the user can add new codes, as well as update or delete existing codes.

This code will generally be an organization's acronym, e.g., Naval Air Station - Pensacola may be shown as NAS Pensacola, others may be USPFO, DRMO-Pensacola, etc.

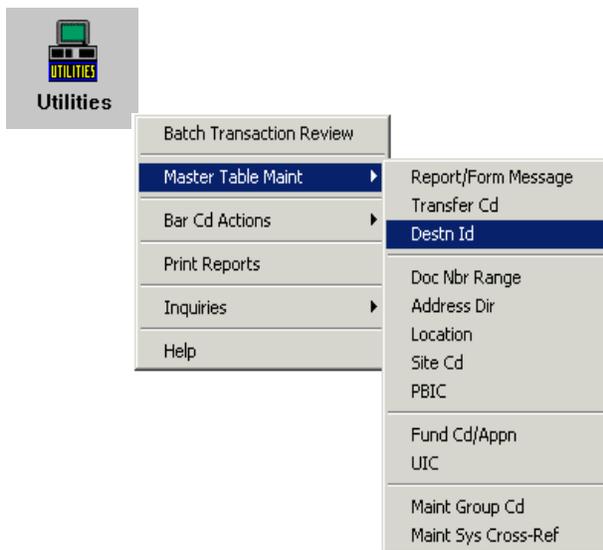
This process provides DFAS the ability to update the general ledger transactions for capital asset property that is transferred or turned in between Government agencies.

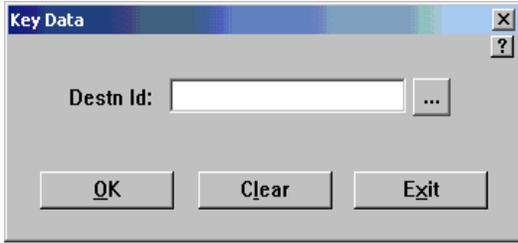
PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Utilities** icon, or select **Utilities** from the menu bar.
2. Select **Master Table Maint** from the program group.
3. Select **Destn Id** from the program list.





The 'Key Data' dialog box features a title bar with 'Key Data' and standard window controls. It contains a text input field labeled 'Destn Id:' followed by a browse button ('...'). Below the input field are three buttons: 'OK', 'Clear', and 'Exit'.

STEP 1:

- Destn Id:** Enter the destination identification. This is a user defined field that identifies the destination of a turned-in asset.
- Click **OK**.

STEP 2:

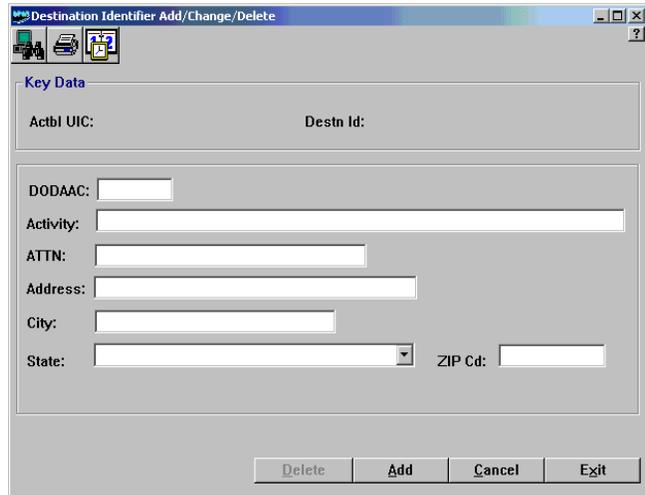
- Enter the location information for the Activity. This information is used to create the "shipping document".
- Click **Add**.

The Transaction Processed dialog box will be displayed.

- Click **OK**.

You will be returned to the Key Data screen.

- Click **Exit**.



The 'Destination Identifier Add/Change/Delete' dialog box has a title bar with the same text and window controls. It contains a 'Key Data' section with 'Actbl UIC:' and 'Destn Id:' labels. Below this are several input fields: 'DODAAC:', 'Activity:', 'ATTN:', 'Address:', 'City:', 'State:' (a dropdown menu), and 'ZIP Cd:'. At the bottom, there are four buttons: 'Delete', 'Add', 'Cancel', and 'Exit'.

Changing Destination Identification Codes

- Enter or browse for the **Destn Cd** you are changing.
- Click **OK**.
- Make the necessary change(s).
- Click **Change**.

Deleting Destination Identification Codes

- Enter or browse for the **Destn Cd** you are deleting.
- Click **OK**.
- Click **Delete**.

Creating Blocks Of Document Numbers

MODULE: Utilities

INTRODUCTION

This process provides the interactive update, delete or establishment of a block of serial numbers to be used in creating the last four digits of a DPAS document number. These blocks are used for assigning a specific number sequence to document numbers. Document Number Range is specified to particular UIC or type of document request, e.g., Non-expendables, Expendables, IT, Ammunition, etc. This process also allows changes to be made to an existing Document Number Range record. The system checks the Document Number Range Table to preclude any overlapping of serial numbers.

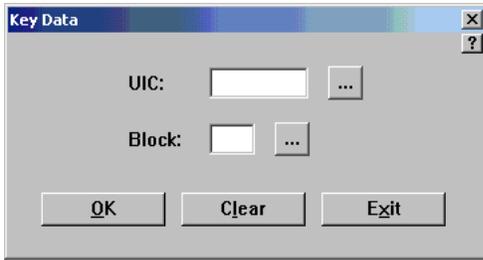
PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Utilities** icon, or select **Utilities** from the menu bar.
2. Select **Master Table Maint** from the program group.
3. Select **Doc Nbr Range** from the program list.



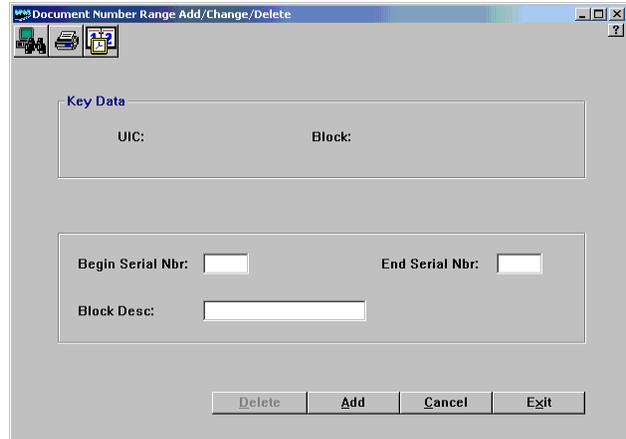


STEP 1:

- a. **UIC:** Enter or browse for the UIC.
- b. **Block:** This field is used to establish, by UIC, a numeric range of document numbers. It is used daily to assign the serial number when processing an Automated Document Number Assignment.
- c. Click **OK**.

STEP 2:

- a. **Begin Serial Nbr:** Enter the *first* number used for the automatic assignment of a document number range.
- b. **End Serial Nbr:** Enter the *last* number used for the automatic assignment of a document number range.
- c. **Block Desc:** Enter a descriptive narrative of the two-position block number. It is used to identify specific Document Register processes.
- d. Click **Add**.



The Transaction Processed dialog box will be displayed.

- e. Click **OK**.

You will be returned to the Key Data screen.

- f. Click **Exit**.

Changing Document Number Blocks

- 1. Enter or browse for the **UIC**.
- 2. Enter or browse for the block number you are changing.
- 3. Click **OK**.
- 4. Make the necessary change(s).
- 5. Click **Change**.

Deleting Document Number Blocks

- 1. Enter or browse for the **UIC**.
- 2. Enter or browse for the block number you are deleting.
- 3. Click **OK**.
- 4. Click **Delete**.

Adding Address Keys To The Address Directory

MODULE: Utilities

INTRODUCTION

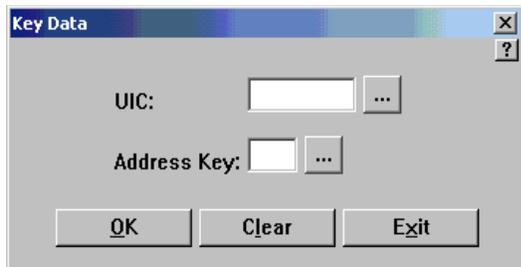
This process provides instructions on how to establish an address directory in DPAS. The directory is used as a central reference for excess reporting. Each activity reporting assets as excess must have a valid entry in the DPAS Address Directory. The Activity must also define a holding location where assets will be stored while waiting for the excess process to be completed (used when Excessing In Place).

PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Utilities** icon, or select **Utilities** from the menu bar.
2. Select **Master Table Maint** from the program group.
3. Select **Address Dir** from the program list.



STEP 1:

- a. **UIC:** Enter or browse for your UIC.
- b. **Address Key:** Enter a user defined key. You may use any alphanumeric combination. Each address entry in the directory must be assigned a *unique* key.
- c. Click **OK**.

STEP 2:

- a. Enter the Contact information for the reporting Activity.
- b. Click **Next Page**.

STEP 3:

- a. Enter Holding Location information.
- b. Click **Add**.

The Transaction Processed dialog box will be displayed.

- c. Click **OK**.

You will be returned to the Key Data screen.

- d. Click **Exit**.

Changing Address Keys

1. Enter or browse for the **UIC**.
2. Enter or browse for the address key you are changing.

If you clicked on the Address Key browse button, this window will display any keys that have been previously established. If you entered a key in the Address Key, then this window will not be displayed.

3. Click **OK**.
4. Make the necessary change(s).
5. Click **Change**.

Deleting Address Keys

1. Enter or browse for the **UIC**.
2. Enter or browse for the address key you are deleting.
3. Click **OK**.
4. Click **Delete**.

Address Key	Activity Name
01	DOD DSCM

Practical Exercise: Address Keys

Title: Address Directory

Objective: At the completion of this exercise the student should demonstrate a capacity to create an address key for items that will be reported as excess.

Prerequisites:

References: Reference in the manual Chapter Seven

Scenario: You need to set up a new address key using your Activity.

Instructions: Using the knowledge that you have gained from Chapter Seven, create a **complete** address key using your own Activity.

Given:

Summary: Verify your results by running the appropriate inquiries and reports

Class Discussion: Q & A

Creating New Locations

MODULE: Utilities

INTRODUCTION

This process is used to build and standardize the different inventory locations for your assets.

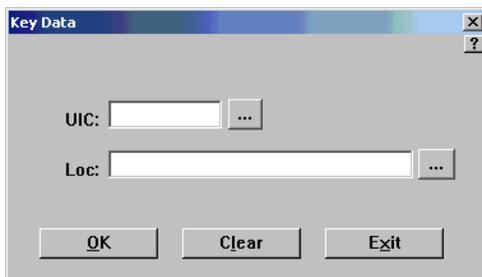
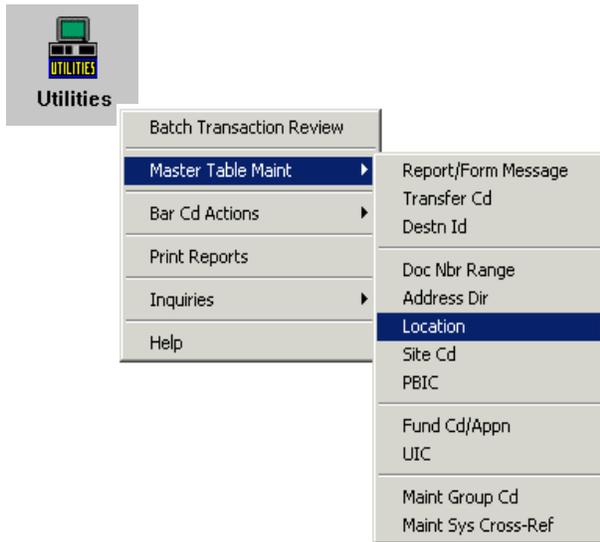
When designing your location format, take into consideration that if you are using Portable Data Collection Devices (PDCDs), not all special characters are available for input on the PDCD (e.g., there is no # on the Symbol scanner). If you created location labels that you would scan, you would have no problem but if the labels were not printed, there is no way for you to key that value into the PDCD.

PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Utilities** icon, or select **Utilities** from the menu bar.
2. Select **Master Table Maint** from the program group.
3. Select **Location** from the program list.



STEP 1:

- a. **UIC:** Enter or browse for your UIC.
- b. **Loc:** Enter a new location.
- c. Click **OK**.

STEP 2:

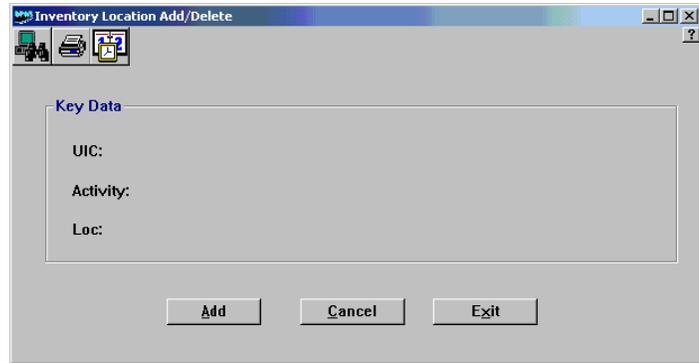
- a. Review the information that is displayed.
- b. If the data displayed is correct, click **Add**; otherwise, click **Cancel**.

The Transaction Processed dialog box will be displayed.

- c. Click **OK**.

You will be returned to the Key Data screen.

- d. Click **Exit**.



Deleting Locations

In order for the delete to process, there can be no assets assigned to the location you are deleting.

1. Enter or browse for the **UIC**.
2. Enter or browse for the location you are deleting.
3. Click **OK**.
4. Click **Delete**.

Practical Exercise: Adding New Locations and/or Sub Locations

Title: Adding New Locations and/or Sub Locations

Objective: At the completion of this exercise the student should demonstrate a capacity to create new locations and/or sub locations.

Prerequisites:

References: Reference in the manual Chapter Seven

Scenario: Your organization has just built a new 7-story office building. You will need to create a new location and/or sub location into DPAS because you will have new property that will be assigned to that new location.

Instructions: Use the knowledge that you have gained from Chapter Seven to create a new location. You will need to determine what should be in the location field and what should be in the sub location field.

Given: The property will be assigned to Building 73, Floor 2, Cubicle 2C-107

Summary: Verify your results by running the appropriate inquiries and reports

Class Discussion: Q & A

Adding Site Codes

MODULE: Utilities

INTRODUCTION

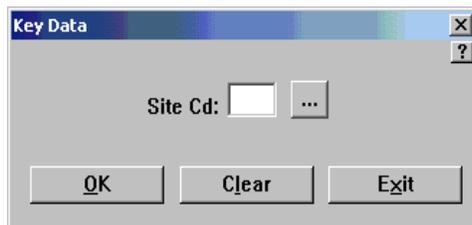
The Site Code is used to identify a storage location for assets not in use within the command. For example, a snowplow may show a normal use location of "garage 12", but in the summer, it may be stored in "storage depot 15". The SITE CD identifies the off season storage area. This process allows the user to interactively add, change, or delete records on the Equipment Site Code Table.

PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Utilities** icon, or select **Utilities** from the menu bar.
2. Select **Master Table Maint** from the program group.
3. Select **Site Cd** from the program list.



STEP 1:

- a. **Site Cd:** Enter the user defined site code.
- b. Click **OK**.

STEP 2:

- a. **Site Text:** Enter the name of the storage location for the asset.
- b. Click **Add**.

The Transaction Processed dialog box will be displayed.

- c. Click **OK**.

You will be returned to the Key Data screen.

- d. Click **Exit**.

Changing Site Codes

1. Enter or browse for the site code you are changing.
2. Click **OK**.
3. Make the necessary change.
4. Click **Change**.

Deleting Site Codes

1. Enter or browse for the site code you are deleting.
2. Click **OK**.
3. Click **Delete**.

Adding Property Book Identification Codes

MODULE: Utilities



CAUTION!!!

DO NOT use this process to establish Authorization data.

INTRODUCTION

The PBIC (Property Book Identification Code) categorizes the type of property listed on a property book or hand receipt account. It is a user defined description to group assets together for special programs, projects or other requirements. For example, assets can be identified as 'I' – Installation, or 'O' - Organizational. This process allows the user to interactively add/change/delete records on the Property Book Identification Table. When a PBIC is added to an End Item Serial/Bulk or Component Serial/Bulk Asset, the system will check the Property Book Identification Code Table to ensure only valid PBICs are being used. Navy users can use this code to identify pilferable items (P).

PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Utilities** icon, or select **Utilities** from the menu bar.
2. Select **Master Table Maint** from the program group.
3. Select **PBIC** from the program list.





STEP 1:

- a. **PBIC:** Enter the user defined property book identification code.
- b. Click **OK**.

STEP 2:

DPAS will return the PBIC Add/Change Delete Screen.

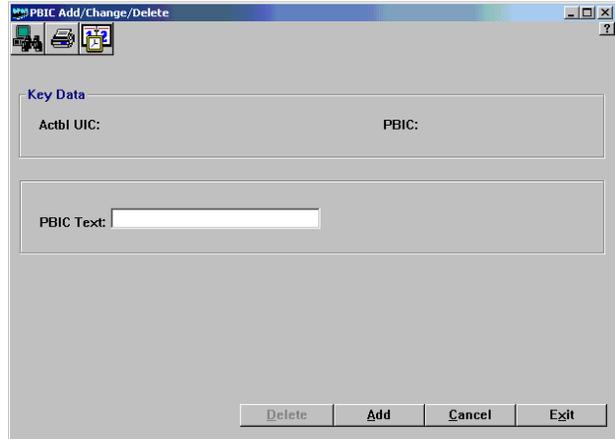
- a. **PBIC Text:** Enter a user defined description to group assets together.
- b. Click **Add**.

The Transaction Processed dialog box will be displayed.

- c. Click **OK**.

You will be returned to the Key Data screen.

- d. Click **Exit**.



Changing PBIC Codes

- 1. Enter or browse for the PBIC code you are changing.
- 2. Click **OK**.
- 3. Make the necessary change.
- 4. Click **Change**.

Deleting PBIC Codes

- 1. Enter or browse for the PBIC code you are deleting.
- 2. Click **OK**.
- 3. Click **Delete**.

Establishing Fund Codes And/Or Appropriation Allotment Serial Numbers

MODULE: Utilities

INTRODUCTION

The purpose of this process is to provide for the interactive establishment or deletion of a Fund Cd and/or Appn record for each Unit Identification Code established on the Unit Identification Table. Fund Codes are **mandatory** in DPAS.



NOTE:

Appropriation Allotment Serial Numbers are defined by the supporting Budget Office to identify a subdivision of funds within an appropriation. Depending upon the requirements of the accounting system that supports your activity, this code may or may not be a requirement. The Appn Allot Ser Nbr is a subset of Appn. Use only in conjunction with a Fund Code.

This will allow you to add or delete appropriation allotment serial numbers or fund codes for each UIC with the Financial Indicator Code of A-Z or 0-9.

It also allows for change of the Type Fund Id to identify whether an organization is a General Fund or Working Capital Activity.

PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Utilities** icon, or select **Utilities** from the menu bar.
2. Select **Master Table Maint** from the program group.
3. Select **Fund Cd/Appn** from the program list.



STEP 1:

- a. **UIC:** Enter or browse for the UIC.
- b. **Fund Cd/Appn:** In the first box, enter a 2-position fund code. If applicable to your Activity, enter a 5-position appropriation allotment serial number.
- c. Click **OK**.

HINT!  If the Acct Sys Cd was set to B (for DBMS) or E (E-Biz), you must load an Appn Allotment Ser Nbr. If your Acct Sys Cd does not equal B or E, the field can be left blank.

STEP 2:

- a. **Type Fund Id:** Select the applicable code.

Type Fund Identification	
D	Defense Working Capital Funds
O	Other

- b. Click **Add**.

The Transaction Processed dialog box will be displayed.

- c. Click **OK**.

You will be returned to the Key Data screen.

- d. Click **Exit**.

Changing Fund Codes/Appropriation Allotment Serial Numbers

The Type Fund Id cannot be changed if there are assets in the system for the UIC and Fund Cd/Appn combination.

1. Enter or browse for your UIC.
2. Enter or browse for the fund code and/or appropriation allotment serial number you are changing.
3. Click **OK**.
4. Make the necessary change.
5. Click **Change**.

Deleting Fund Codes/Appropriation Allotment Serial Numbers

The Fund Cd/Appn cannot be deleted if there are assets in the system for the UIC and Fund Cd/Appn combination.

1. Enter or browse for your UIC.
2. Enter or browse for the fund code and/or appropriation allotment serial number you are deleting.
3. Click **OK**.
4. Click **Delete**.

Adding A New UIC

MODULE: Utilities

INTRODUCTION

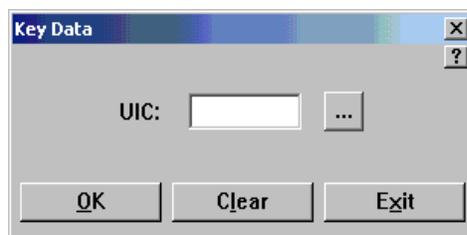
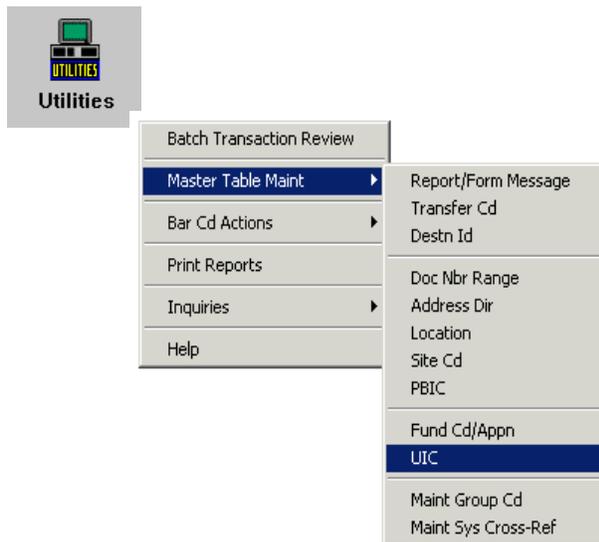
This process provides the capability of adding a new UIC, changing data for an existing UIC, or deleting the UIC record. The UIC plays an important role in the daily processing of hand receipt and document register transactions. It is used to capture the Activity Code for accounting interface, the Installation Code for UIT processing, the DoDAAC, and a variety of IT reporting codes. Accurate input is required when establishing or changing the UIC information due to the interfaces with other systems.

PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Utilities** icon, or select **Utilities** from the menu bar.
2. Select **Master Table Maint** from the program group.
3. Select **UIC** from the program list.



STEP 1:

- a. **UIC:** Enter a new UIC.
- b. Click **OK**.

STEP 2:

- a. **UIC Status:** Select whether the UIC is active or inactive. If you are changing the status of an existing UIC, there can be no assets or due-ins for the UIC. If there are, you will receive a message indicating that there are assets or due-ins.
- b. **Authn Tracking:** Select the appropriate option to designate if your Activity will track authorized items (using the Authorizations module). If the first position of the UIC begins with "W" (Army UIC), this field will be defaulted to **Yes** and cannot be changed. If the first position of the UIC is other than "W", this field will be defaulted to **No** but can be changed only during the Add process.

- c. **Unique Item Tracking:** This field designates if an Activity will track CBS-X/UIT information. Categories of data reported include DoDSASP, CCISP and CBS-X. This sets the interface with LOGSA. If the first position of the UIC is 'W', this selection is defaulted to **Yes** on an Add transaction, but can be changed if necessary. If the first position of the UIC is other than 'W', this selection is defaulted to **No** on an Add transaction, but can be changed if necessary.
- d. **Activity Name:** Enter the name of the Activity. At least one character must be entered in this field.
- e. **Activity Cd:** Enter the Activity Code. The first two positions must be filled; the remaining two positions are optional.
- f. **Svcg Activity Cd:** Enter the Servicing Activity Code. The first two positions must be filled; the remaining two positions are optional.
- g. **Bar Cd Mandatory:** Check this box if using bar codes for your Activity is mandatory.
- h. **Office Name:** Enter the name of the office. At least one character must be entered in this field.
- i. **Installation Cd:** Enter the installation code that identifies a unit for UIT. The first two positions must be filled; the remaining two positions are optional.
- j. **Armed Svc Cd:** Select the appropriate code that identifies your service.

Armed Service Codes			
A	Army Forces	M	Marine Forces
C	Coast Guard	N	Navy Forces
F	Air Force	O	Other

- k. **DODAAC:** Enter your DODAAC.
- l. **Process Id:** Select the appropriate code to identify and address unique Service/Agency processing actions.

Process Identification Codes	
A	Army
D	DECA
O	Other

- m. **Major Cmd Cd:** Identify you Major Command or Agency of assignment for units and administrative structure.
- n. **Acct Sys Cd:** Select which accounting system (if any) to which your Activity interfaces.
- o. **Excess Sys Cd:** Select if you are interfacing with DRMS.

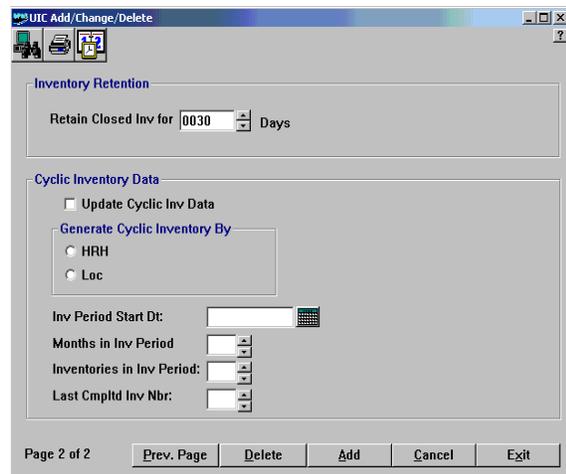
Accounting Systems Codes				Excess Systems Codes	
A	SIFS	H	SABRS	N/	No interface in place
B	DBMS	I	SOMARDS	Y	Excess In Place, Memorandum of Agreement
C	FAMIS	J	STARS	N	Excess In Place, no Memorandum of Agreement
D	DWAS	K	LMP		
E	e-Biz	Y	No Interface, Retain Records		
G	WAAS	Z	No Interface, Delete Record		

- p. **RP Sys Cd:** Select which real property system, if any, to which your Activity interfaces.

Real Property Systems Code	
A	IFS
B	PRIDE

- q. **Sply Sys Cd:** This code is set the accountable UIC and indicates which supply system you will interface.
- r. Click **Next Page**.

STEP 3:



- a. **Retain Closed Inv for ## Days:** This is used to tell DPAS how long to keep past inventories on the system. The date will be defaulted to 30 days but you can set it as high as 1095 days (or 3 years).

Cyclic Inventory Data Group Box:

- b. **Update Cyclic Inv Data:** Check this box to update the information pertaining to the cyclic inventory.
- c. **Generate Cyclic Inventory By:** Indicates if you are going to run your cyclic inventory by either HRH or by Location.
- d. **Inv Period Start Dt:** This is the date you would like your inventory to start. This date cannot be a future date but it can be a past date (if the past date does not exceed past 3 years).
- e. **Months in Inv Period:** This is how many months the inventory will go for. DPAS will put the following defaults: Army-12 months; Reserves-18 months; and all others-36 months. If desired, this field can be changed.

- f. **Inventories in Inv Period:** This is the number of inventories in a particular inventory period. You will have to figure the math as to how many inventories you want to complete in the inventory period. For example, if you would like to do 4 inventories over 36 months, you would enter 4 inventories.
- g. **Last Completed Inv Nbr:** This is how many inventories that have already been completed. This is mostly used if you have completed some of your inventories and you switch to a cyclic inventory in the middle of the inventory process. This number can be changed at any time.
- h. Click **Add**.

The Transaction Processed dialog box will be displayed.

- i. Click **OK**.

You will be returned to the Key Data screen.

- j. Click **Exit**.

Changing UIC Information

You must have security access to the UIC you are changing. This process cannot be used to change an existing UIC to another UIC. Use the **UIC/Activity Name Mass Change** process for that purpose if the UIC To does not exist in DPAS, or the **Mass Lateral Transfer/UIC Merge** if the UIC To currently exists in DPAS.

1. Enter or browse for the UIC you are changing.
2. Click **OK**.
3. Make the necessary change(s).
4. Click **Change**.

Deleting UICs

You must have security access to the UIC you are deleting. There can be no assets on hand or due-in for the UIC you are deleting.

1. Enter or browse for the UIC you are deleting.
2. Click **OK**.
3. Click **Delete**.

Identifying Different Maintenance Groups

MODULE: Utilities

INTRODUCTION

This process provides the capability of adding new Maintenance Group Codes. These codes group different types of maintenance items (i.e., GSA Vehicles, MTOE, etc.).

PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Utilities** icon, or select **Utilities** from the menu bar.
2. Select **Master Table Maint** from the program group.
3. Select **Maint Group Cd** from the program list.



STEP 1:

- a. **Maint Grp Id:** Enter an identification for your maintenance group.
- b. Click **OK**.

STEP 2:

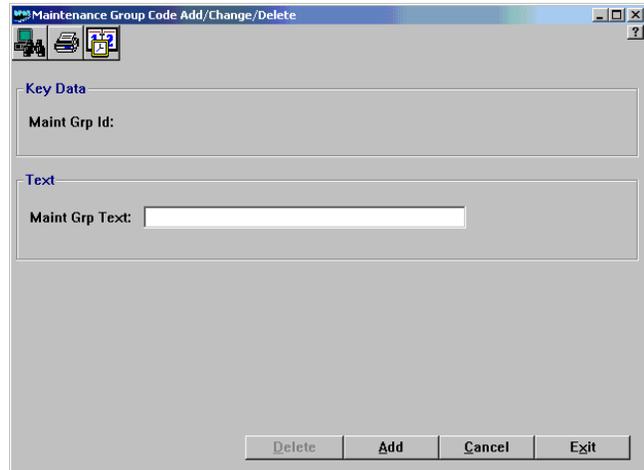
- a. **Maint Grp Text:** Enter the description of the maintenance group.
- b. Click **Add**.

The Transaction Processed dialog box will be displayed.

- c. Click **OK**.

You will be returned to the Key Data screen.

- d. Click **Exit**.



The screenshot shows a software dialog box titled "Maintenance Group Code Add/Change/Delete". It has a standard Windows-style title bar with minimize, maximize, and close buttons. The dialog is divided into two sections: "Key Data" and "Text". In the "Key Data" section, there is a label "Maint Grp Id:" followed by a text input field. In the "Text" section, there is a label "Maint Grp Text:" followed by a text input field. At the bottom of the dialog, there are four buttons: "Delete", "Add", "Cancel", and "Exit".

Changing Maintenance Groups

1. Enter or browse for the maintenance group you are changing.
2. Click **OK**.
3. Make the necessary change(s).
4. Click **Change**.

Deleting Maintenance Groups

1. Enter or browse for the maintenance group you are deleting.
2. Click **OK**.
3. Click **Delete**.

Cross Referencing Maintenance Systems

MODULE: Utilities

INTRODUCTION

This process provides the capability of cross referencing maintenance systems.

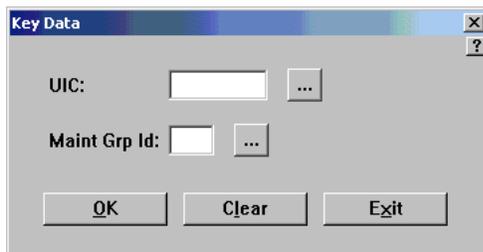
PREREQUISITES

Maint Grp Id must be entered or selected from the Key Data Dialog Box (blank or space is a valid entry or selection).

The Intrf Sys Cd and Intrf Site Id must be established on the Interface Site Control Table.

STEPS TO PERFORM ACTION

1. Select the **Utilities** icon, or select **Utilities** from the menu bar.
2. Select **Master Table Maint** from the program group.
3. Select **Maint Sys Cross-Ref** from the program list.



STEP 1:

- a. **UIC:** Enter or browse for your UIC.
- b. **Maint Grp Id:** Enter the maintenance group that you are cross referencing.
- c. Click **OK**.

STEP 2:

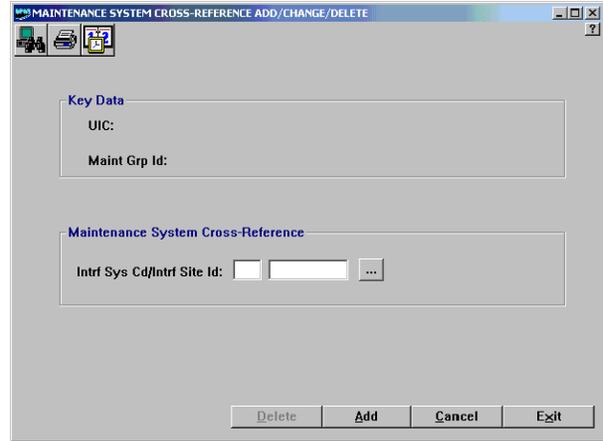
- a. **Intrf Sys Cd/Intrf Site Id:** In the first box, enter a code that identifies the interface system. In the second box, enter a code that identifies the maintenance system site.
- b. Click **Add**.

The Transaction Processed dialog box will be displayed.

- c. Click **OK**.

You will be returned to the Key Data screen.

- d. Click **Exit**.



Changing Cross References

- 1. Enter or browse for the UIC.
- 2. Enter or browse for the cross reference you are changing.
- 3. Click **OK**.
- 4. Make the necessary change(s).
- 5. Click **Change**.

Deleting Cross References

- 1. Enter or browse for the UIC.
- 2. Enter or browse for the cross references you are deleting.
- 3. Click **OK**.
- 4. Click **Delete**.

Setting Up Bar Code Prefixes

MODULE: Utilities

INTRODUCTION

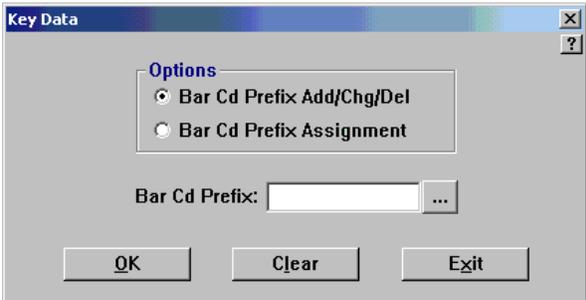
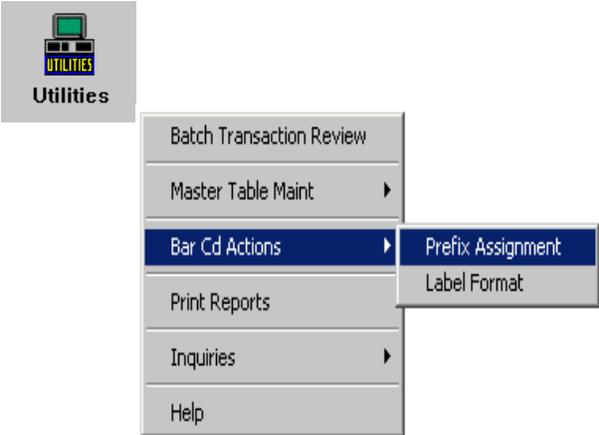
This process provides the capability of establishing prefixes for your bar codes. Setting up these prefixes will allow you to have DPAS automatically assign your bar codes.

PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Utilities** icon, or select **Utilities** from the menu bar.
2. Select **Bar Cd Actions** from the program group.
3. Select **Prefix Assignment** from the program list.



STEP 1:

- a. **Options:** Select the appropriate option.

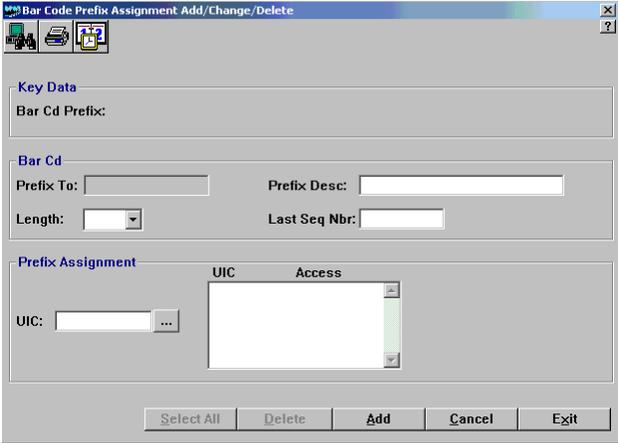
Options	
Bar Cd Prefix Add/Chg/Del	Allows for the creation, modification, or deletion of a Bar Code prefix or the detail of the record.
Bar Cd Prefix Assignment	Allows you to assign UIC permissions to use a selected prefix.

- b. **Bar Cd Prefix:** Enter the prefix for your bar codes.
- c. Click **OK**.

STEP 2:

Bar Cd Group Box:

 **HINT!** All the fields in the **Bar Cd Group Box** will be for display only if you selected **Bar Cd Prefix Assignment** from the Key Data screen.



- a. **Prefix To:** This field is only available for a change action. If changing the prefix, enter the prefix to which you are changing.
- b. **Prefix Desc:** Enter a brief title explaining the use of the prefix.
- c. **Length:** Select the total number of position of you bar code.
- d. **Last Seq Nbr:** Enter the last sequence number assigned by the system for a bar code. Leading zeroes will not be displayed. The number of positions cannot exceed the bar code length.

Prefix Assignment Group Box:

 **HINT!** The fields in this group box will be available for input if establishing a new Bar Cd Prefix or if the Bar Cd Prefix Assignment radio button was selected on the Key Data screen.

- e. **UIC:** Enter or browse for the UIC that has permission to use this prefix.
- f. Click **Add**. The authorized UIC(s) will be displayed in the Authorized UIC List Box.

The Transaction Processed dialog box will be displayed.

- g. Click **OK**.

You will be returned to the process screen.

- h. If you want to authorize another UIC for your prefix, repeat steps 2e through 2g. When you are done, click **Exit**.

Changing Bar Code Prefixes

1. Select the radio button **Bar Cd Prefix Add/Chg/Del**.
2. Enter or browse for the prefix you are changing.
3. Click **OK**.
4. Make the necessary change(s).
5. Click **Change**.

Deleting Bar Code Prefixes

- 1. Select the radio button **Bar Cd Prefix Add/Chg/Del**.
- 2. Enter or browse for the prefix you are deleting.
- 3. Click **OK**.
- 4. Click **Delete**.

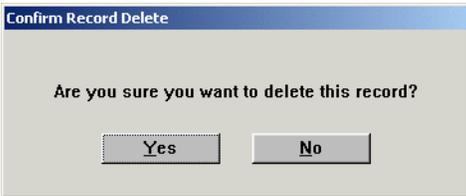
Deleting Bar Code Prefix Assignment

If you want to delete a UICs that is authorized to use the bar code prefix:

- 1. Select the radio button **Bar Cd Prefix Assignment**.
- 2. Enter or browse for the prefix you are changing.
- 3. Click **OK**.
- 4. Highlight the UIC in the Authorized UIC List Box.
- 5. Click **Delete**.

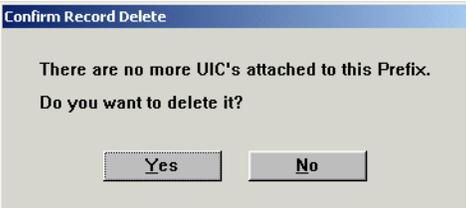
The following dialog box is displayed:

- 6. If you want to delete the record, click **Yes**; otherwise, click **No**.



If there are no more UICs for the prefix, the following dialog box will be displayed:

- 7. Click **Yes** to continue with the delete process; otherwise, click **No**.



Practical Exercise: Bar Code Prefixes

Title: Creating Bar Code Prefixes

Objective: At the completion of this exercise the student should demonstrate a capacity to create messages that will print either on reports and/or turn in/transfer forms.

Prerequisites:

References: Reference in the manual Chapter Seven

Scenario: Your office has decided to purchase a brand new Intermec Easy Coder 3400 Bar Code printer so that you can print bar code labels for all of your assets. You will have DPAS automatically generate the new bar codes for you. But in order to do this, you need to create the prefix(es) for your labels. Your supervisor wants all the bar code labels to begin with your UIC minus the first character. To differentiate items that are capital and non-capital, your supervisor wants the 5th position to have an alpha character that determines capital from non-capital. Your bar code labels will be 10 positions long.

Instructions: Use the knowledge that you have gained from Chapter Seven to create bar code prefixes for your bar code labels.

Given:

Summary: Verify your results by running the appropriate inquiries and reports

Class Discussion: Q & A

Formatting Bar Code Labels

MODULE: Utilities

INTRODUCTION

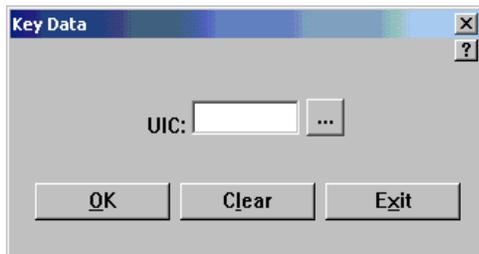
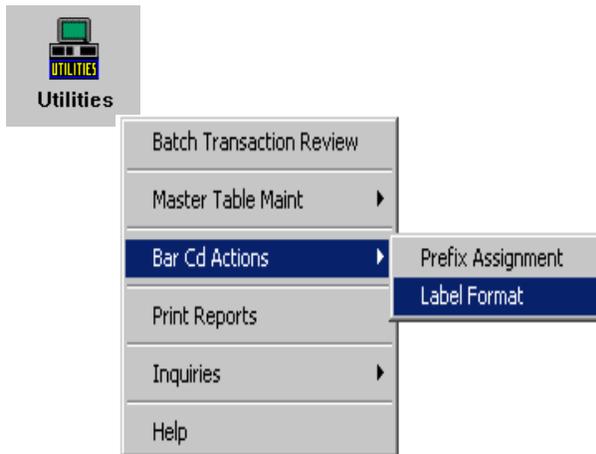
This process provides the capability of formatting your bar code labels.

PREREQUISITES

Must have a DPAS compatible bar code label printer set as one of your printers.

STEPS TO PERFORM ACTION

1. Select the **Utilities** icon, or select **Utilities** from the menu bar.
2. Select **Bar Cd Actions** from the program group.
3. Select **Label Format** from the program list.



STEP 1:

- a. **UIC:** Enter or browse for the UIC.
- b. Click **OK**.

STEP 2:

- a. **Choose Label Size:** Select the size of your bar code labels.

Bar Code Label Sizes	
A	1.50 x 0.50
B	1.00 x 2.00
C	2.00 x 1.25
D	3.00 x 1.00



- b. Select what information you want to include on your bar code label. The size of the label will affect how much information you can include on the label.

HINT!  Positioning of data element fields on the label will depend on the label size chosen and combination of elements selected. Printer font will be pre-determined for each format.

Sample Group Box: An image of the bar code label will be displayed as it is being designed. The image will change when a different label size is selected, or when data fields are added or subtracted.

- c. **Update all authorized UICs with this format:** Check this box if you want to update all authorized UICs with your desired format.
- d. If you want to print a test label, click on the **Print Test Label** button.
- e. Click **Save**.

The Transaction Processed dialog box will be displayed.

- f. Click **OK**.

You will be returned to the Key Data screen.

- g. Click **Exit**.

Practical Exercise: Formatting Bar Code Labels

Title: Bar Code Label Format

Objective: At the completion of this exercise the student should demonstrate a capacity to format bar code labels.

Prerequisites:

References: Reference in the manual Chapter Seven

Scenario: Now that you have established all your bar code labels, you need to print them. But in order to print your labels, you need to format them. The label size that came with your printer is 2.00 x 1.25. Your supervisor wants your organization, serial number of the item, and the HRH Nbr to print on each label.

Instructions: Use the knowledge that you have gained from Chapter Seven to format your bar code labels.

Given:

Summary: Verify your results by running the appropriate inquiries and reports

Class Discussion: Q & A

Printing Bar Code Labels

MODULE: Hand Receipt

INTRODUCTION

This process will show you how to print off bar code labels in DPAS.

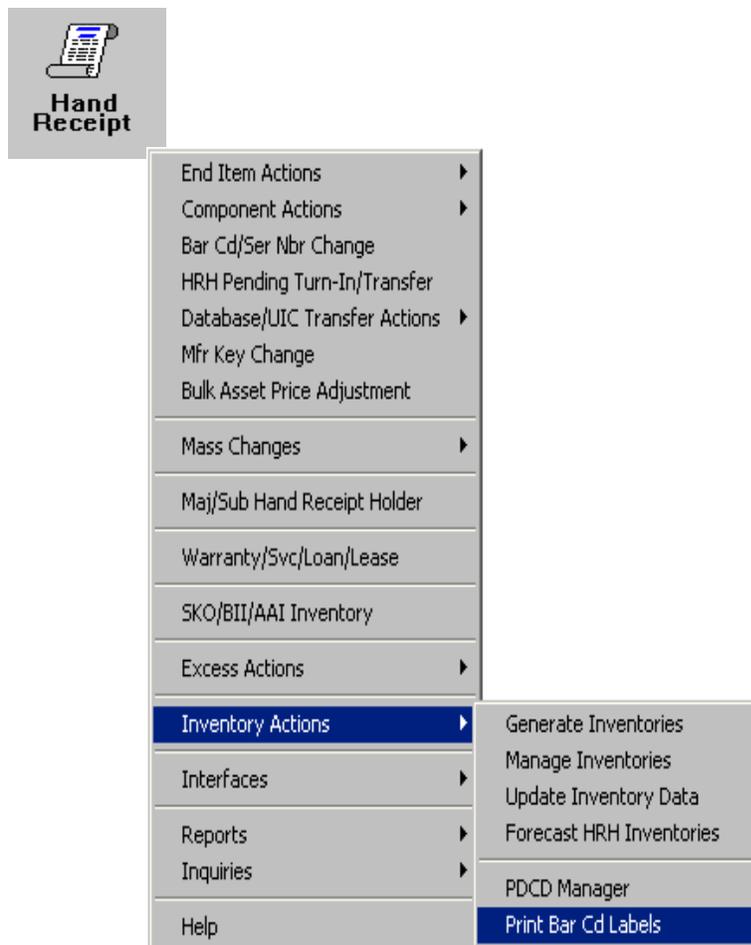
PREREQUISITES

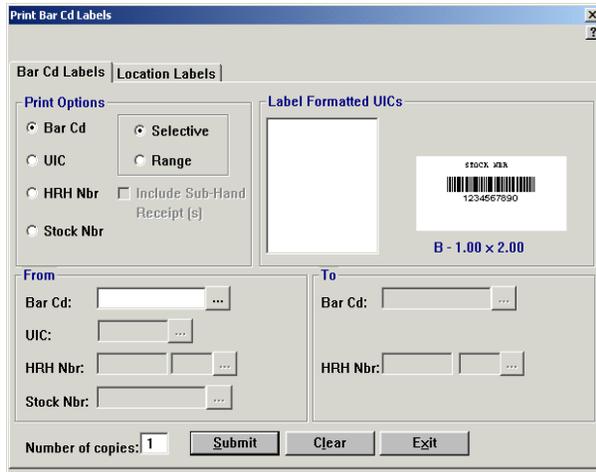
You will need to have a bar code printer. DPAS supports the INTERMEC and ZEBRA printers.

In order to print bar code labels, the user must establish a label format for each UIC that will be utilized. This process cannot be used if there are no label formats created.

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Inventory Actions** from the program group.
3. Select **Print Bar Cd Labels** from the program list.





STEP 1:

- a. **Print Options:** Select how you want the bar codes to print.

Print Options	
Bar Cd	The user can request a label for a single asset or labels for assets within a bar code range.
UIC	The user can request labels for assets under a specific UIC.
HRH Nbr	The user can request labels for assets under a specific HRH Nbr or within a range of HRH Nbrs under a UIC. The user can also print labels for all Sub HRH Nbr assets under each Major.
Stock Nbr	The user can request labels for assets under a specific Stock Nbr.
Location	The user can request labels for assets under a specific location or within a range of locations.

- b. If you want to print a particular bar code, select the radio button **Selective**. If you want to print a range of bar codes, select the radio button **Range**.
- c. **Label Format:** Select the appropriate label format. This window will display only those UICs that have label formats created through the Bar Code Label Format process. The transaction UIC must have a bar code label format.

From Group Box:

- d. **Bar Cd:** If your print option was **Bar Cd**, enter the bar you want to print.
- e. **UIC:** If your print option was **UIC**, enter or browse for the UIC.
- f. **HRH Nbr:** If your print option was **HRH Nbr**, enter or browse for the HRH Nbr.
- g. **Stock Nbr:** If your print option was **Stock Nbr**, enter or browse for the Stock Nbr.

To Group Box:

This group box is only available if you selected to print a range. If you did not select to print a range, proceed to step j.

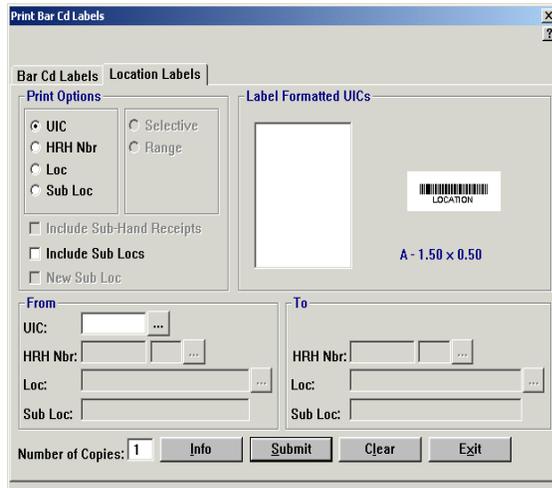
- h. **Bar Cd:** Enter the last bar code in the range.
- i. **HRH Nbr:** Enter the last HRH Nbr in the range.
- j. **Number of copies:** Enter the number of copies of labels you want to print.
- k. Click **Submit**.

The Transaction Processed dialog box will be displayed.

- l. Click **OK**.
- m. Click **Exit**.

Printing Location Labels

1. From the **Bar Cd Labels**, click on the **Location Labels** tab.



2. **Print Options:** Select the appropriate option.

Print Options	
UIC	Allows you to print location labels for the entire UIC.
HRH Nbr	Allows you to print location labels for the entire HRH Nbr or a range of HRH Nbrs.
Loc	Allows you to print labels for a specific location or a range of locations.
Sub Loc	Allows you to print a labels for a specific sub location or a range of sub locations.
Selective	Select this radio button if you want to print a location label for a single location or sub location, or labels for all unique locations under a specific HRH Nbr. This option is disabled for the UIC Print Option.
Range	Select this radio button if you want to print location labels for all assets within a HRH Nbr, Location, or Sub Location range. One location label will be printed for each unique location.

- Label Format:** Select the appropriate label format. This window will display only those UICs that have label formats created through the Bar Code Label Format process. The transaction UIC must have a bar code label format.
- Include Sub-Hand Receipts:** If you want to include sub hand receipts, check this box (only available if you selected the HRH Nbr print option).
- Include Sub Locs:** If you want to include sub locations, check this box (not available if you selected the Sub Loc print option).
- New Sub Loc:** If you want to print a label for a new sub location that is not in DPAS, check this box (only available if you selected the Sub Loc print option).

From Group Box:

- UIC:** Enter or browse for the UIC for which you are printing labels.
- HRH Nbr:** Enter or browse for the HRH Nbr and/or sub HRH Nbr for which you are printing labels (only available if you selected HRH Nbr print option).
- Loc:** Enter or browse for the location for which you are printing labels (only available if you selected the Loc or Sub Loc print option).
- Sub Loc:** Enter the sub location for which you are printing labels (only available if you selected the Sub Loc print option).

To Group Box (this group box is only available if you chose to print a Range):

11. **HRH Nbr:** Enter the ending HRH Nbr for your range.
12. **Loc:** Enter the ending location for your range.
13. **Sub Loc:** Enter the ending sub location for your range.
14. **Number of copies:** Enter the number of copies of labels you want to print.
15. Click **Submit**.

The Transaction Processed dialog box will be displayed.

16. Click **OK**.
17. Click **Exit**.

Setting Bar Code Prefix Defaults

INTRODUCTION

The DPAS User Defaults screen allows you to enter and store commonly used information.

Information stored in the User Defaults screen will be used to populate DPAS data fields in various DPAS processes.

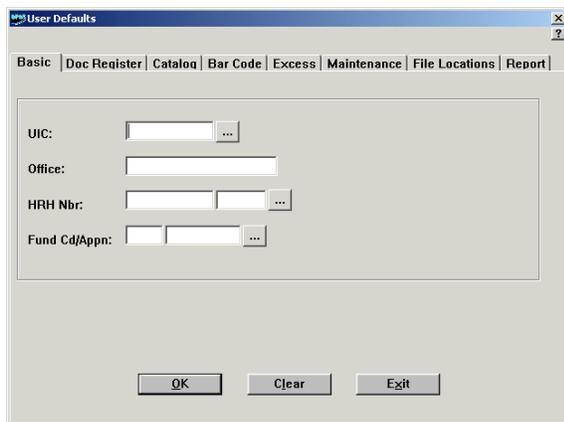
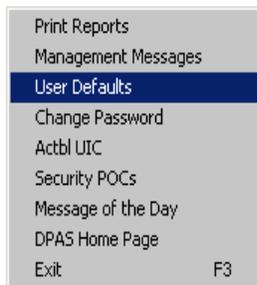
In this process, we will be setting the default to display our bar code prefix.

PREREQUISITES

A bar code prefix must be established.

STEPS TO PERFORM ACTION

1. Select **F**ile from the menu bar.
2. Select **U**ser **D**efaults from the program group.



STEP 1:

- Click on the **Bar Code** tab.

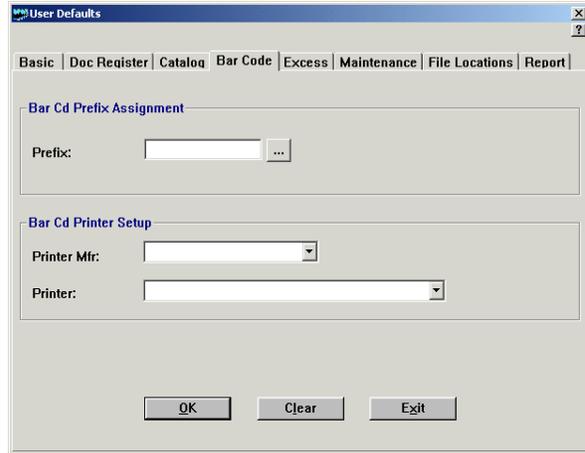
STEP 2:

- a. **Prefix:** Browse to display all the established bar code prefixes. Select the prefix you want to be made as the default value.
- b. **Printer Mfr:** If you have a bar code printer, select the appropriate manufacturer.
- c. **Printer:** Click on the list box to display a list of all your printers. Select the appropriate printer for your bar code printer.
- d. Click **OK**.

The Transaction Processed dialog box will be displayed.

- e. Click **OK**.

You will be returned to the DPAS Main Menu.



Running Monthly Depreciation

MODULE: Accounting

INTRODUCTION

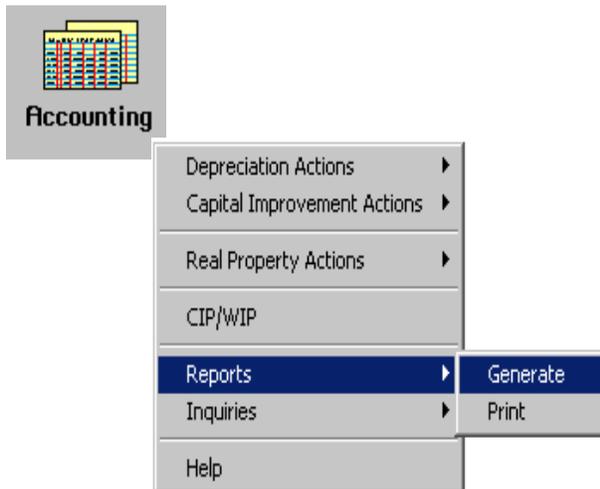
This process provides the capability to run the monthly depreciation.

PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Accounting** icon, or select **Accounting** from the menu bar.
2. Select **Reports** from the program group.
3. Select **Generate** from the program list.

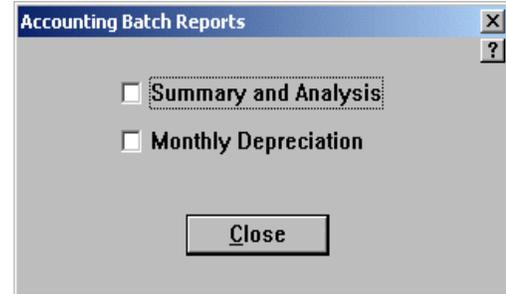


STEP 1:

- Click on **Batch Rpts**.

STEP 2:

- Select **Monthly Depreciation**.

**STEP 3:**

a. **Type:**

One Time: Select this option if you want to run depreciation for a specific date. The date, shown beside **Next Deprn Dt Due** is the next date that you can schedule your batch depreciation cycle. If you do not execute your depreciation cycles on a monthly basis, this date could be several months before the current month and year. For example, if the current month is May, and you have not executed your depreciation since January, the next 'month' due will show as February. You have two options if this is the case. You can schedule each month (using this example) from February to May, or simply request May's depreciation cycle and let the program automatically 'catch you up' to the current month. You cannot execute the same month twice.

Schedule: Select this option if you want to schedule when this report is to be run. By choosing the Schedule radio button, you can choose one day for the report to be run each month by selecting a day from the 20th of the current month to the 3rd of the next month from the Day of Month drop down list box. You cannot change the schedule date in the month in which depreciation has already been executed. However, you can change the schedule day once the next month has begun. In addition, you may choose 'Last' from the drop down list box to run the report on the last day of every month. This schedule will continue to exist until changed or overwritten by a One Time selection. Selection of One Time will overwrite an existing Schedule.

- b. **One Report, All UICs:** If you want the report to run for all UICs associated with the Accountable UIC, check this box.
- c. **Individual UIC Reports:** If you want the report run for each specific UIC, check this box.

**HINT!**

You can also select both options, if desired.

- d. **Deprn Process Day:** If you chose to schedule this report, select the day you want the report to be run.



HINT!

The Depreciation Process Day can be scheduled from the 20th of the current month to the 3rd of the next month.

- e. **Deprn Dt (YYYYMM):** For a one time run, enter the depreciation date.



NOTE:

When the depreciation cycle runs for the month of September, depending on which option you selected, one of these reports will be created (DPTN161A) Fiscal Year to Date Report Actbl or (DPTN162A) Fiscal Year to Date Report UIC. The Fiscal Year to Date Report runs at fiscal year end showing your fiscal year end amounts. A hard copy report will automatically be generated. The first depreciation cycle after the month of September, program DPTN1701 clears out all the fiscal year cost amounts.

- f. Click **Submit**.

The Transaction Sent for Batch Processing dialog box will be displayed.

- g. Click **OK**.

You will be returned to the Batch Reports screen.

- h. Click **Close**.

You are returned to the Online Reports screen.

- i. Click **Close**,

You are returned to the DPAS Main Menu.

Security Education, Training, and Awareness Plan

All DPAS personnel receive annual security awareness training. DPAS personnel who are part of the Implementation and Training Team receive an Anti-Terrorism Briefing. Users of DPAS receive this Security Awareness Guide, which explains appropriate measures to safeguard the system.

Each agency and service employing DPAS has the responsibility to ensure that their personnel comply with the DPAS Security Awareness Guide and receive annual security awareness training as well as any required technical training as needed.

Preface

This document prescribes the security policy and associated security requirements applicable to the DPAS. It applies to DPAS implementations and defines the rules governing the protection of DPAS data, services, resources, and security services associated with DPAS applications and processes. The implementation and operation of the DPAS must support the complete and consistent enforcement of this security policy.

This security document defines a minimum set of rules to be enforced for the protection of data, services, and resources under DPAS cognizance. Local security authorities may apply more stringent rules or constraints, while not degrading the DPAS security posture and maintaining consistency with the minimum essential required security rules identified in this DPAS Security Policy.

The guidelines described in this document provide a set of good practices related to the use of password-based user authentication mechanisms in automatic data processing systems employed for processing non-classified sensitive information.

Continued security training and the introduction to security awareness for new employees are the responsibility of the local site. Security refresher training should also be required when personnel assume new or different duty responsibilities, when significant configuration changes occur that affect security or when different threats or new vulnerabilities are identified.

Application security training is given in DPAS User Training Basic and Basic Plus courses and is provided upon request. This training addresses topics such as security set up, roles and responsibilities and segregation of duties.

Security Awareness

EXECUTIVE SUMMARY

Office of Management and Budget (OMB) Circular A-130, *Management of Federal Information Resources*, Appendix III, Security of Federal Automated Systems, requires that Federal agencies provide an adequate level of security for all agency Automated Information Systems (AIS) to assure that automated systems operate effectively and accurately, that the appropriate physical, personnel, administrative, and technical controls are implemented, and to assure continuous operation of automated systems that support critical agency functions. DoD Instruction 8500.2, *Information Assurance (IA) Implementation*, and DoD 8510.1-M, *Application Manual, Department of Defense Information Technology Security Certification and Accreditation Process (DITSCAP)* provides the mandatory, minimum AIS security requirements which must be enforced.

DPAS is dependent upon AISs and computer resources to perform its mission. To protect these resources, DoDI 8500.2 and DoD 8510.1-M mandate the implementation of an AIS security program. The requirements of the AIS security program are to develop an AIS security plan, perform security testing, and prepare a certification package. This Security Awareness Guide (SAG) is part of the DPAS security program documentation.

INTRODUCTION

The purpose of this Security Awareness Guide (SAG) is to explain how the security features of the DPAS work and to provide other user relevant security information. This will allow users to consistently and effectively protect their information. The SAG is written for the users of the DPAS application and will provide users with the necessary security information to correctly use the protection features provided by the system. This SAG will give users the appropriate security information that is required to enter the DPAS system and securely process information.

SYSTEM SECURITY OVERVIEW

All data processed and transmitted via the DPAS has been categorized as being sensitive unclassified. The purpose of determining the types of sensitivity of data to be processed is to assist in the selection of appropriate protection services and mechanisms. All Government information requires some level of protection of confidentiality, integrity, and availability. Information that an adversary places value on will require some kind of security protection. Data identified as Sensitive But Unclassified (SBU) must be provided protection at the C2 level of protection.

Data Protection Objectives

The two major objectives for protecting data processed by the DPAS are to (a) ensure that data is protected from unauthorized modification and disclosure during preparation and transmission of DPAS information and (b) ensure data integrity is provided during transmission.

Risks. A Risk assessment for the DPAS system has been completed. The findings of this risk assessment have been used in selecting and implementing the security measures for the DPAS. Risks to the security of DPAS can be divided into those which arise from potential malicious action, from accidents or improper procedures, and from loss of assurance that the system can function as designed and provide the requisite protection.

Risks from malicious action include:

- Unauthorized origination of transactions;
- Intentional alteration of transaction contents after origination;
- False claim of transaction loss between sending and receipt;
- Attacks on the key management infrastructure;
- Unauthorized receipt, interception, copying or viewing of sensitive information; and
- Malicious software replacement or database corruption.

Risks from accidents or improper procedures include:

- Inadvertent or other unauthorized origination of DPAS data;
- Real transaction loss or mistaken claims of transaction loss;
- Mistaken claims about times of transaction events;
- Accidental software replacement or database corruption; and
- Natural disasters.

Threats and Vulnerabilities. DPAS is vulnerable to many threats that can inflict various types of damage resulting in significant data/information losses. Damage can range from errors that will effect the database integrity to fires that can destroy the entire computer center. Losses can stem from actions of supposedly trusted employees defrauding a system, from outside hackers, or from careless data entry clerks. The effects that threats can have on the DPAS varies considerably with some affecting the confidentiality or integrity of data while others affect the availability of a system.

Listed below are some of the threats that could affect the DPAS environment.

1. **Errors and Omissions.** These are errors and omissions caused by data entry clerks or by all types of users who create and edit data.
2. **Fraud and Theft.** The exploitation for both fraud and theft by “automating” traditional methods of fraud and by using new automated methods.
3. **Employee Sabotage.** Exploitation of the DPAS by employees.
4. **Malicious Hackers.** Sometimes called crackers; this term refers to those who break into computers without authorization for the purpose of doing some type of damage to the application or system. This term can include both insiders and outsiders.
5. **Espionage.** The act of gathering proprietary data/information from private companies or the government for the purpose of aiding another company. Companies or governments can perpetuate these intrusions.
6. **Malicious Code.** This term refers to viruses, worms, Trojan Horses, logic bombs, and other uninvited software.

7. **Foreign Government Espionage.** Threats posed by foreign government intelligence services. Foreign intelligence services may target unclassified systems to further their intelligence missions.
8. **Threats to Personal Privacy.** The accumulation of vast amounts of electronic information about individuals by governments, credit bureaus, and private companies, combined with the ability of computers to monitor, process, and aggregate large amounts of information about individuals have created a threat to individual privacy.
9. **Loss of Physical and Infrastructure Support.** Loss of supporting infrastructure includes power failures, loss of communications, water outages and leaks, sewer problems, lack of transportation services, fire, flood, civil unrest, and strikes.

User Protection Guidelines. It is a user's responsibility to protect sensitive government information. Users should always be cognizant that sensitive and mission-critical information requires protection from disclosure, alteration, and loss. Information protection guidelines are listed below:

- **Protection of Equipment.** Users must keep food, drink, and electrical appliances away from their workstation and magnetic media (diskettes).
- **Protection of User Work Area.** Users should always be aware of who is in their area and challenge and assist personnel who do not belong in the area.
- **Protect Passwords.** Use only permitted passwords and do not share passwords with anyone; change passwords regularly.
- **Protection of Files.** Assign access protection to each sensitive file. Periodically review access privileges for each sensitive file.
- **Protection of Workstation When Unattended.** Users must always logout when leaving their terminals unattended or "lock workstations", requiring the entry of the password before the workstation can be used.
- **Protection Against Viruses.** Users must never bring unauthorized or personal software to work. Users must apply anti-virus updates as directed. Users must not open e-mail of a suspicious nature. Users must not open attachments if they are not work related or are from an unknown source.
- **Protection of Sensitive Magnetic Media.** All sensitive removable magnetic media and equipment must be locked up when not in use.
- **Protection Against Disaster.** Always have back-up programs, equipment and databases stored at an off-site location. Each user must store their work files in the "backup" directory and execute the back-up process regularly.

DPAS Users Will:

1. Access the DPAS only when formally authorized to do so and only for authorized purposes.
2. Not disclose, lend, or otherwise compromise their personal authenticators (passwords) and promptly report any suspected compromise of their or any other authenticator to their Terminal Area Security Officer (TASO) or Information Awareness Officer (IAO).

3. Be responsible for adhering to the DPAS Security Policy and DPAS Security Awareness Guide. Deliberate failure to obey security provisions of these policies may result in disciplinary action.
4. Use only Government-purchased or Government-approved software in the conduct of official Government business.
5. Notify the TASO or IAO when access to the DPAS is no longer required or has changed due to job reassignment or termination.
6. Attend the initial security training as coordinated by the TASO or IAO, prior to accessing the DPAS. Participate in the security awareness program and in the annual refresher security training provided by the DPAS.
7. Protect the DPAS data and resources from unauthorized disclosure, modification, or deletion.
8. Change their password when instructed by the system or security documentation.
9. Use anti-viral software installed on their system. Scan all software for viruses prior to initial use.
10. Not install or use privately owned, personally developed, public domain, or shareware software on the DPAS system.
11. Notify the TASO and/or the IAO of suspected or confirmed virus attacks.
12. Protect from unauthorized view the entry of their password or the display of sensitive unclassified data that resides on the workstation.
13. Comply with DoD and the DPAS security policies on the use of the Internet, downloading of files, and e-mail.
14. Not modify or change the hardware or software configuration of their workstation by adding unapproved hardware or software.
15. Not bypass any surge protection or power line conditioning devices installed on their system.
16. Address security questions to their supervisor, IAO, or TASO.

DPAS Security Protection Requirements. Users should assure that they always use the security features built into the DPAS system. Users should never attempt to bypass DPAS security features. If users believe that these security features are not adequate for the protection of sensitive but unclassified information, they should notify their Information System Security Officer (ISSO) or their TASO.

System Philosophy of Protection

The DPAS security controls require that each activity's data be stored in a uniquely identified database. Access to the DPAS icons and programs are restricted according to the user's specific property accountability duties and their "need to know". Each user requiring DPAS access will be provided a unique logon ID, password, and a database/site ID name(s). DPAS is divided into the following applications: Document Register, Authorization, Catalog, Accounting, Hand Receipt, Hand Receipt Holder, Maintenance and Utilization, Inquiries, Ad Hoc Reports, Utilities, and Security modules. Within each application are related programs that support the related business function of the applications. Some programs provide update and delete functions/operations, while other programs provide read only functions. DPAS has been determined to contain only sensitive-unclassified data.

The data contained in the unique DPAS database is owned by the applicable DoD organization and therefore is the responsibility of the DoD organization to insure the accuracy and integrity of the data being maintained. DPAS was designed to operate in a client-server Windows based environment, with the server executing under UNIX. The DPAS includes real time updates, and utilizes the features of CINCOM's SUPRA database management system and Eureka Client commercial software. DPAS resides at the Defense Enterprise Computing Center-Ogden (DECC-O) in Utah. All users of the system are required to have a unique logon ID and password to sign on to the DPAS. Password rules and user's responsibilities are detailed in the Security Related Commands for Using DPAS section of this manual

Security Officials

The Security Administrator. The Security Administrator is a person designated at DECC-O to establish user accounts to access DPAS. This user has a UNIX login and is responsible for managing the UNIX environment that DPAS exists in. This person designated at the DECC-O establishes user accounts (logon IDs, passwords, database ID) to access DPAS.

If an Accountable UIC Security Officer or a Database Security Officer is assigned at a site, he/she can also establish DPAS user accounts. However, they are only allowed to establish accounts for their assigned accountable UICs or Databases respectively. If a site does not have an assigned Site Security Officer, the site will be required to request access from the Security Administrator for all users needing access to DPAS in the normal performance of their assigned duties. The Security Administrator will also be responsible for removing users from the system who no longer need access, reset passwords, and serve as the focal point for any security related matters that may affect the users ability to access DPAS. The Security Administrator accomplishes these tasks by accessing DPAS with a special security login that will only give him/her the Security module. See **Security Responsibility** Table for security responsibilities.

Information Assurance Officer (IAO). This user, if assigned, will reside at the site and may also be referred to as a Site Security Officer. This user cannot add or delete any system users. This user can change the name, phone number, e-mail address, password and suspension date for an end-user with the same accountable UIC. This user can change name, phone number and e-mail address for another site/database-level security user. This user can modify the DPAS module and program access profiles for end-users. This user cannot add or delete users. The IAO accomplishes these tasks by accessing the DPAS with a special security login that will give him/her only access to the Security module. This user's DPAS Security account must be established by the Security Administrator at DECC-O.

Site Security Officer. Term used throughout this document to refer to the Accountable UIC Site Security Officer, and the Database Site Security Officer. In some cases, this may also be the Information Assurance Officer (IAO) or the Terminal Area Security Officer (TASO). The Accountable UIC Site Security Officer is a person designated at the users site or agency. This user cannot add, modify, or delete any end-users with the same accountable UIC. This user can modify the DPAS module and program access profiles for the end users. The Site Security Officer accomplishes these tasks by accessing DPAS with a special security login that will give him/her only access to the security module. The Database Site Security Officer is a person designated at the user's site or agency that can add, modify, or delete any end-users to their database at the agency. This user's DPAS Security account must be established by the Security Administrator at DECC-O.

User Security Responsibilities

All DPAS users are responsible for the accuracy and integrity of the data residing on the site's database. Some users will have the responsibility for adding, updating, and deleting data in the database, whereas others may only be able to read the data. Engaging in experimentation with the DPAS programs is discouraged. Events that alter data in the database are subject to audit. Each user will be provided a unique logon ID and password, as well as a site database name, and a list of the DPAS icons and programs that can be accessed. It is the responsibility of the user to safeguard their logon ID and password against accidental disclosure to persons not authorized to access DPAS. *It is the responsibility of the Security Administrator and/or the Site Security Officers to ensure that they use the Discretionary Access Features built into the DPAS system. At no time should users be given access to processes they have not been authorized to use.*

USING DPAS

The following outlines the security features for using DPAS. If problems logging on to DPAS are experienced, contact the designated Site Security Officers (e.g., IAO, Database Site Security Officer, Accountable UIC Site Security Officer, Terminal Area Security Officer) or the Security Administrator (DECC-O), or Help Desk Columbus for assistance.

- a. The user's immediate supervisor must request DPAS access. A DPAS logon ID, password, and site ID/database name will be requested from the Site Security Officer or Security Administrator. The Site Security Officer or the Security Administrator at DECC-O will connect the logon ID to the required icons and programs, and provide the logon ID; password, site ID/database name, and a list of the icons and programs as assigned to the user.
- b. The DPAS Desktop displays all of the icons and programs that are available within DPAS. Access to the icons and programs depend upon the assigned duties. If an icon or program is not authorized, it will be grayed out.
- c. The security provided by a password-protected system depends on the passwords being kept secret at all times. Thus, a password is vulnerable to compromise whenever it is used, stored, or even known. In a password-based authentication mechanism implemented on an ADP system, passwords are vulnerable to compromise due to poor security habits by users. This guide prescribes steps to be taken to minimize the vulnerability of passwords in this circumstance.

The following rules apply to all users accessing DPAS:

(1) **Keep Passwords Confidential**

- **DO NOT SHARE** logon ID and/or password
- **DO NOT** write it down or discuss it¹
- **DO NOT** recycle previously used passwords
- **DO NOT** attempt to change the password more than once a week. After one week, passwords may be changed as often as desired, it is not necessary to wait until the expiration date
- **DO NOT** create a password that is the reverse of your logon ID.
- Select a password known only to you
- Memorize the password

1. DoD Password Management Guidelines CSC-STD-002-85

(2) **Be Careful, Conscientious and Responsible**

- When signing on to DPAS
- When updating information

(3) **Be Data Security Conscious**

- Protect your password from disclosure
- Prevent against its misuse
- Protect the integrity of the data
- Do not use common dictionary words
- Do not use your name or any part of your name, etc.
- Use a minimum of 8 and a maximum of 12 alphanumeric characters in length and must contain 2 of the following 3: a capital letter, a numeric or special character (only @, #, \$, underscore). However, the first position cannot be an underscore

(4) **Do...**

- Follow established logon procedures carefully
- Be diligent when entering/inputting information/data

(5) **Don't**

- Reveal, disclose or share your logon ID/password/access privileges
- Leave terminal unattended when logged on
- Engage in system experimentation

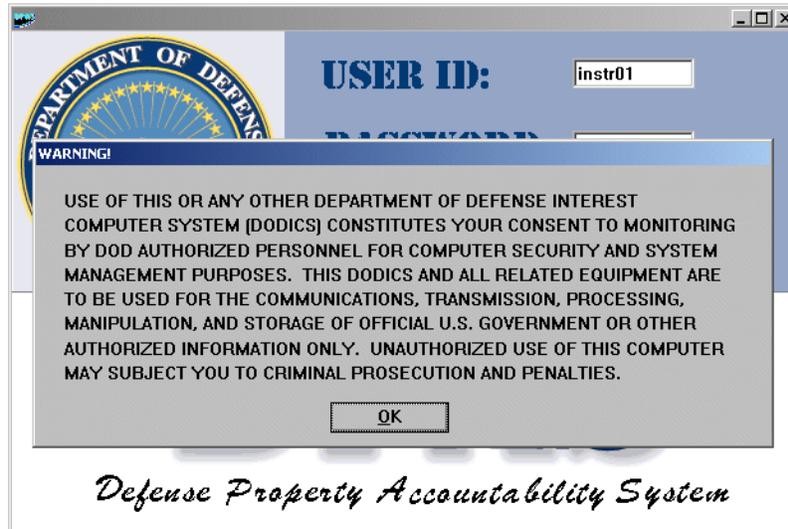
Security Related Commands for Using DPAS

The following sections will provide step-by-step instruction on how to log on to DPAS, change passwords, log off, explain error messages and their causes, explain the access controls, and audit trails. Since the intent of this document is to educate and guide the user to the proper ways of utilizing security controls, "how to" information for data manipulation is not addressed, but is covered in the DPAS Users Manual.

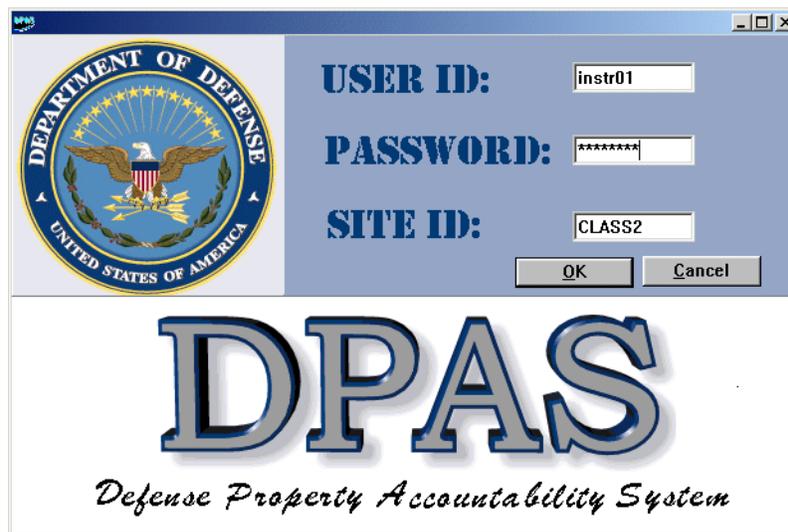
User Identification and Authentication. To gain access to DPAS, each user must be established with a unique logon ID, initial password, and site ID/database name. The Site Security Officers or Security Administrator at DECC-O will establish these items if no Site Security Officer exist at the site. This process will connect the logon ID to the required DPAS icons and programs. The Site Security Officer will provide a package to include the logon ID, initial password, site ID/database name, Network address, a list of icons and programs assigned, and the Security Awareness Guide to each DPAS user.

Logging on to DPAS. To gain access to DPAS:

1. Click on the DPAS Icon from your desktop. You will be presented with the following screen, which means you have a successful connection. Click **OK**.



2. At the LOGIN Screen, type the assigned **user ID** and press the **TAB** key.
3. Type the assigned **password**, then **TAB**. Type the Site ID, then press the **ENTER** key or click **OK**. An error message will be displayed if the user ID, password, or site ID/database name is incorrect. Correct the entry. Click **OK**.



After three (3) unsuccessful attempts, a message will be displayed that says your account has been disabled. ***The password may need to be reset; follow local procedures for having the password reset.***

**NOTE:**

The password received with the LOGON ID is known as the initial password. This password must be changed in accordance with the rules in **User Security Responsibilities** prior to proceeding with DPAS. See **Password Change Procedures**. Anytime the password has been reset, it must be changed to something known only by the user. Passwords may be changed weekly if desired.

4. If the logon is successful, the DPAS Screen will be displayed.
5. The DPAS Main Menu and Desktop will be displayed. Select the desired icons by clicking on the appropriate icon, choosing from the drop down menu, or choosing the icon from the desktop.
6. If access is allowed, the corresponding program menu will be displayed. Select the desired program by clicking on your choice. If access to the module is not permitted, the icon will be grayed out. In addition, if access to certain programs within that module is not permitted, they will not appear on the drop down menu.

Password Change Procedures

1. Sign on to DPAS with LOGON ID, password, and Site ID.
2. From the DPAS Main Menu, select FILE/CHANGE USERS PASSWORD.
3. The screen will return with "Old Password". Type in the name of the old password. TAB to the "New Password" input box.
4. At the "New Password" input box, enter a new, personally derived password. Press the TAB key.
5. At the "New Password" input box, re-enter the new password. Press the ENTER key or click the SUBMIT button. This will verify the new password.
6. The DPAS Main Menu will be redisplayed. If the password change is successful, a message will appear that says "password change successful".
7. Error messages will be displayed if the NEW PASSWORD violates any of the rules outlined in **User Security Responsibilities**. The "New Password" prompt will be redisplayed.
8. After three (3) unsuccessful attempts, your account will be disabled.

Password Policies

1. The DPAS Security Administrator at the DECC-OD or the Site Security Officer will assign temporary passwords at the time end-user accounts are created.
2. End-users will be permitted to change their passwords at will, within the bounds of the restrictions identified, herein.

3. End-users will be required to change their passwords every 90 days.
4. Passwords must be changed any time they are compromised, possibly compromised, forgotten, or appear on a document.
5. End-users must wait five (5) days before changing their passwords again, without Security Administrator assistance.
6. Passwords will be a minimum of 8 and a maximum of 12 alphanumeric characters in length, must contain 2 of the following 3: a capital letter, a numeric or special character (only @, #, \$, &, underscore). However, the first position cannot be an underscore.
7. Passwords will not contain any part of the end-users login ID, first name, last name, telephone number or e-mail address.
8. Passwords will not contain consecutively repeating characters.
9. DPAS will not permit end-users to reuse a password used within the last ten (10) password changes.
10. All passwords transmitted between DPAS client and server will be encrypted.

Logging Off of DPAS

To log off from a DPAS session:

1. From a program, click on CANCEL.
2. From the Main Menu, choose the red EXIT DPAS icon.

I&A Errors and Their Causes

While accessing DPAS, errors may occur at login time or during the session. The following table provides a list of error messages, a possible cause for the error, and recommended solutions.

I&A Error	Possible Cause and Recommended Solution
Login incorrect	The assigned logon ID was typed incorrectly, or the password is not valid. Retype the logon ID at the prompt (do not backspace), and the password at the Password input box. Press RETURN key.
Database – xxxxxxxx-does not exist	The site ID/database name is incorrect. Enter the correct site ID/database name.
Invalid Entry	DPAS did not understand the entry. Re-enter the data.
User Id: xxxxxxxx Access to this program not authorized	User is not authorized to access the selected program or icons. Press RETURN to verify correctness of the program or icons being selected and re-try entry.

Discretionary Access Controls

The ability to access DPAS icons and programs is controlled by the very nature of the duties assigned to the user. Access controls to read, update/delete is controlled at the program level. If the user has access to the program, then the user will be able to perform the actions associated with the program. The Information System Security Policy was developed to provide guidance to supervisors, Site Security Officers, and data owners for controlling accesses. The policy details by user class (i.e., Supply Clerk, Property Book Officer, Accountant, etc.) the icons and programs those positions are expected to access and maintain. While it is realized that some sites may only have a couple of users carrying out the responsibilities for property book management, DPAS is flexible enough to separate the duties among the user community regardless of the size. The DPAS Security icon provides to the Site Security Officer the ability to assign icons and programs to the user in a real-time environment.

Audit Trails

All changes to assets that change the database are subject to audit. Before and after images are maintained in a history file. The history file is accessible to users from the Inquiries icons from the DPAS Main Menu. This feature would allow a user to double check their work, or allow for tracking changes to an asset in the system. The DECC-O Security Administrator also has access to shell scripts to track user access events on the system.

Granting Security Access For A UIC

MODULE: Security

INTRODUCTION

This screen will allow your local Security Officer to add or delete an individual's login access for a specific UIC(s) and/or HRH Nbr(s) within an Accountable UIC group. Before your security officer can perform this function, the System Security Officer must assign the user a login ID to an Accountable UIC.

Your login ID can be assigned to multiple Accountable UICs, but you can only process transactions for the selected Accountable UIC.

Your DPAS Database Security Officer or Accountable UIC Security Officer can establish Accountable UICs on the database.

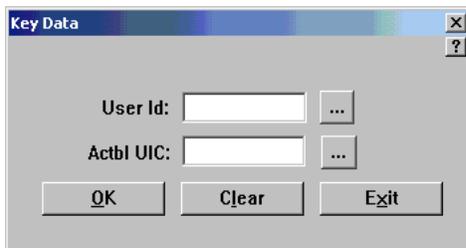
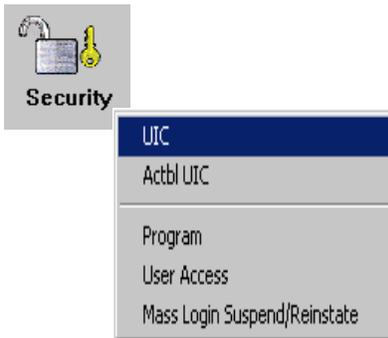
Once the Accountable UICs are established, your TASO/ISSO has the ability to add or delete login access to an Accountable UIC and add or delete login access to individual UICs for update purposes.

PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Security** icon, or select **Security** from the menu bar.
2. Select **UIC** from the program group.



STEP 1:

- a. **User Id:** Enter or browse for the user's DPAS login.
- b. **Actbl UIC:** Enter or browse for the accountable UIC.
- c. Click **OK**.

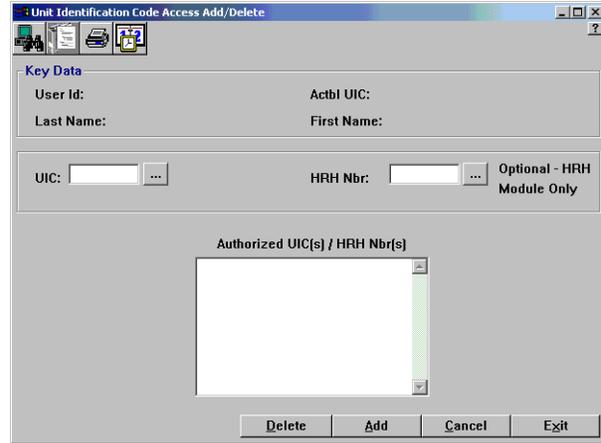
STEP 2:

- a. **UIC:** Enter or browse for the UIC(s) to which access is to be added. You can multi-select UICs.

CTRL+Click will let you randomly select UICs.
SHIFT+Click will let you select UICs consecutively (they must be in order).

- b. Click **Add**.

The UIC(s) will be added in the **Authorized UIC(s)/HRH Nbr(s)** window.



The Transaction Processed dialog box will be displayed.

- c. Click **OK**.
- d. Click **Exit**.

You are returned to the DPAS Main Menu.

Removing Access to UICs

1. Enter or browse for the user's DPAS login.
2. Enter or browse for the accountable UIC.
3. Click **OK**.
4. Enter or browse for the UIC(s) to be deleted. You can multi-select UIC(s).
5. Click **Delete**.

Granting Security Access For Hand Receipt Holders Only

MODULE: Security

INTRODUCTION

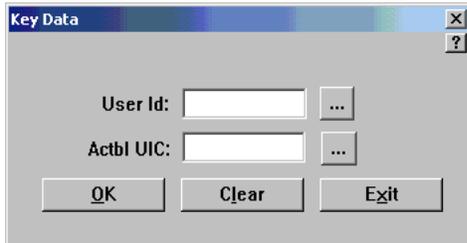
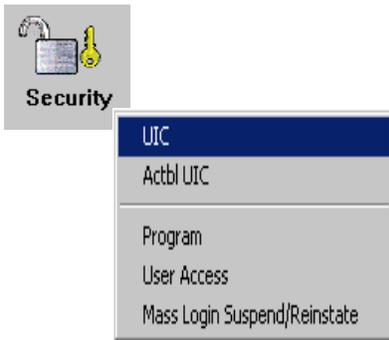
This process will show how to grant users access to the Hand Receipt Holder Module only.

PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Security** icon, or select **Security** from the menu bar.
2. Select **UIC** from the program group.



STEP 1:

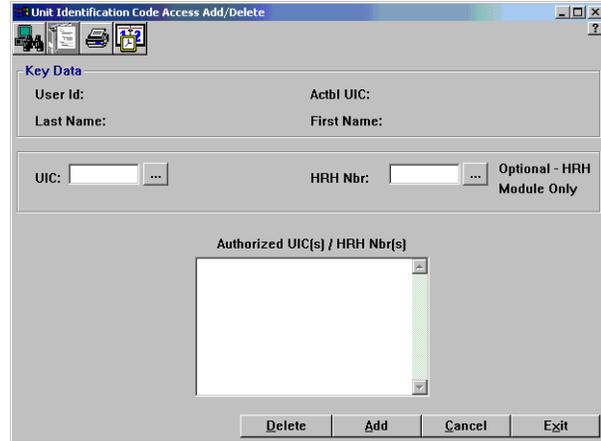
- a. **User Id:** Enter or browse for the user's DPAS login.
- b. **Actbl UIC:** Enter or browse for the accountable UIC.
- c. Click **OK**.

STEP 2:

- a. **UIC:** Enter or browse for the UIC to which the HRH Nbr is assigned.
- b. **HRH Nbr:** Enter or browse for the HRH Nbr to which the user will have access. You can multi-select HRH Nbrs.

CTRL+Click will let you randomly select HRH Nbrs.

SHIFT+Click will let you select HRH Nbrs consecutively (they must be in order).



- c. Click **Add**.

The UIC(s)/HRH Nbrs will be added in the **Authorized UIC(s)/HRH Nbr(s)** window.

The Transaction Processed dialog box will be displayed.

- d. Click **OK**.
- e. Click **Exit**.

You are returned to the DPAS Main Menu.



HINT!

If the user is to have access to the **Hand Receipt** module, then Security access for the HRH Nbr is not necessary. However, if the user is to have access to the **Hand Receipt Holder** module *only*, then it is necessary to grant Security access to his HRH Nbr.

Removing Access to HRH Nbrs

1. Enter or browse for the user's DPAS login.
2. Enter or browse for the accountable UIC.
3. Click **OK**.
4. Enter or browse for the HRH Nbr(s) to be deleted. You can multi-select HRH Nbrs.
5. Click **Delete**.

Assigning Multiple Accountable UICs To A User

MODULE: Security

INTRODUCTION

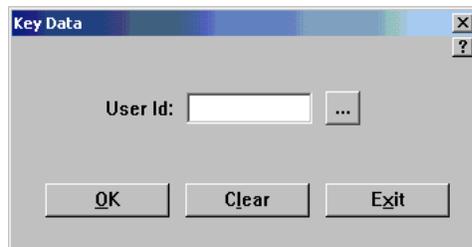
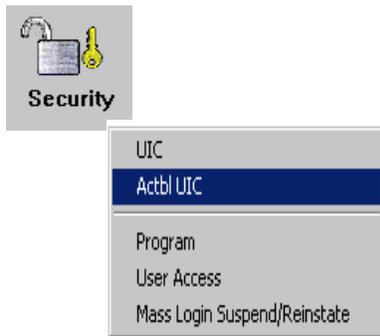
This process allows the ISSO the capability to assign users to multiple accountable UICs **after** DECC-O has established the Accountable UIC.

PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Security** icon, or select **Security** from the menu bar.
2. Select **Actbl UIC** from the program group.



STEP 1:

- a. **User Id:** Enter or browse for the user's DPAS log in id.
- b. Click **OK**.

STEP 2:

- a. **Actbl UIC:** Enter or browse for the Accountable UIC to which access is being given. You can multi-select UICs.

CTRL+Click will let you randomly select UICs.

SHIFT+Click will let you select UICs consecutively (they must be in order).

- b. Click **Add**.

The Actbl UIC(s) will be added in the **Authorized Actbl UIC(s)** window.

The Transaction Processed dialog box will be displayed.

- c. Click **OK**.
- d. Click **Exit**.

You are returned to the DPAS Main Menu.



Removing Access to Accountable UIC(s)

1. Enter or browse for the user's DPAS login.
2. Click **OK**.
3. Enter or browse for the Actbl UIC(s) to be deleted. You can multi-select Actbl UICs.
4. Click **Delete**.

Modifying DPAS Program Access

MODULE: Security

INTRODUCTION

The purpose of this screen is to display the user's current permissions and provides the DPAS Coordinator the capability to change these permissions based on the user's requirements.

It also allows an ISSO the capability to copy a user's profile to other users.

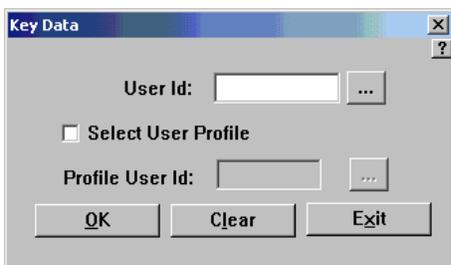
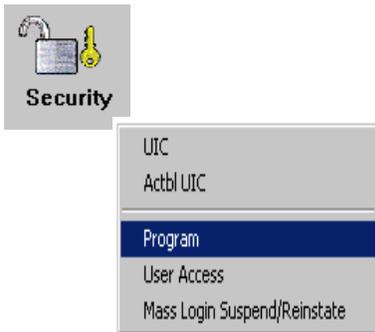
You will need to go into this process anytime there is a major release with new processes. DPAS does not give the users access to new processes.

PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Security** icon, or select **Security** from the menu bar.
2. Select **Program** from the program group.



STEP 1:

- a. **User Id:** Enter or browse for the user's DPAS login.
- b. **Select User Profile:** Check this box if you want to use the profile from another user.
- c. **Profile User Id:** If you checked the above box, enter or browse for the user id whose profile you will be using.
- d. Click **OK**.

STEP 2:

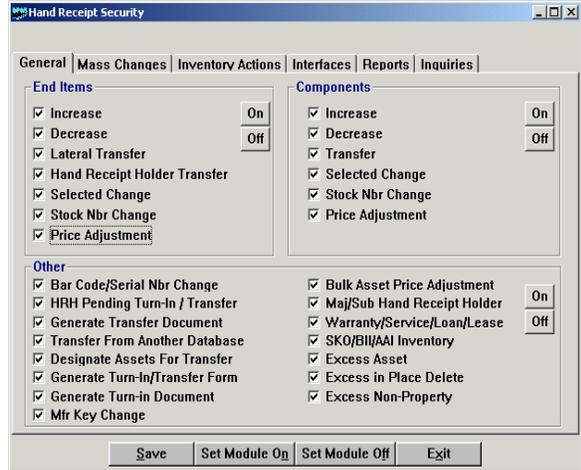
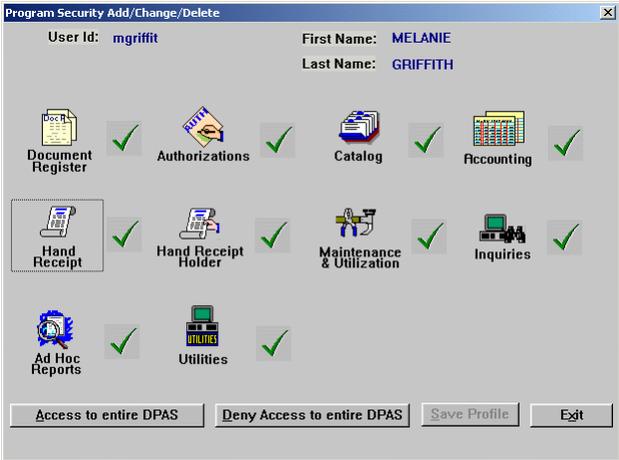
- a. Notice that the user's **User Id, First Name,** and **Last Name** is displayed.
- b. Select the process to which you will be changing access.

HINT!

 The **Green Check** reflects which modules the user currently has permissions.

Access to entire DPAS will give the user access to all processes.

Deny Access to entire DPAS will deny the user access to all processes.



STEP 3:

- a. **Check/uncheck** individually to grant/deny access to a specific process.
- b. Click on the tabs to display available menus with the module.
- c. Use the **On/Off** buttons to grant/deny permissions to each of the defined group boxes.

HINT!

 **Set Module On** will grant access to all processes within that module.

Set Module Off will deny access to all processes within that module.

Modifying DPAS User Access

MODULE: Security

INTRODUCTION

The purpose of this screen is to display the user's 1) current personal information, along with 2) a) database, b) report and c) inquiry access, and to provide 3) the DPAS Coordinator the capability to reset passwords.



HINT!

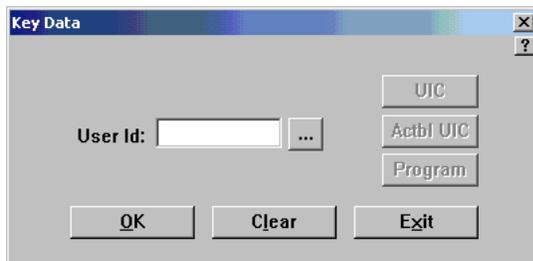
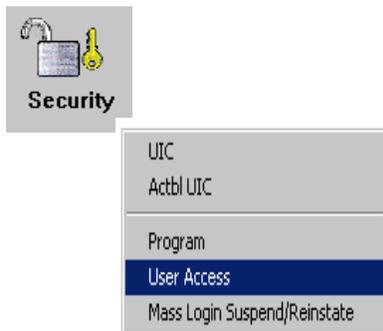
If a user tries to access DPAS and the login fails 3 times, DPAS will suspend the user's password. The ISSO will need to go into this process to reset the password.

PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Security** icon, or select **Security** from the menu bar.
2. Select **User Access** from the program group.



STEP 1:

- a. **User Id:** Enter or browse for the user's login.
- b. Click **OK**.

STEP 2:

- a. The **Inquiry Access**, **Rpt/Inv Access**, and **Security Privileges** group boxes are preset according to the users accesses level.
- b. **Actbl UIC:** This field is preset.
- c. **User Access Id:** These are locally assigned characters that uniquely identify a specific user.
- d. **Last Name:** This is the last name of the user.
- e. **First Name:** This is the first name of the user.
- f. **Middle Initial:** This is the middle initial of the user.
- g. **Phone Nbr:** This is the phone number of the user.
- h. **E-Mail Address:** This is the e-mail address of the user.

HINT!  The **User Access Id**, **Last Name**, **First Name**, **Middle Initial**, **Phone Number** and **E-Mail Address** will tie records processed by the **User Id**.

- i. **Password:** The ISSO can type in a temporary **Password** for the user, or leave blank. The ISSO will use this field to reset a user's password.
- j. **Password Expr Dt:** This displays the date when the current password expired.
- k. **Suspension Dt:** This is the date User Id was suspended for security violation, inactivity, etc.
- l. **Reinstate Dt:** This is the date that a user who is currently suspended will be reinstated.
- m. **Remarks:** Enter any remarks, if desired.
- n. Click **Change**.

The Transaction Processed dialog box will be displayed.

- o. Click **OK**.

You will be returned to the Key Data screen.

- p. Click **Exit**.

Mass Login Suspend/Reinstate

MODULE: Security

INTRODUCTION

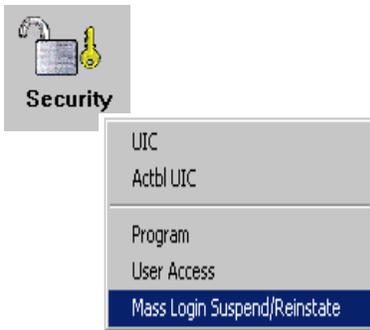
The purpose of this process is to allow users with security permission to suspend or reinstate users within DPAS. This process will allow the selected action to be taken either singularly or in mass. This process will update the Suspend and/or Reinstatement dates on the User Access Security table. This process will also add information to the Security History table, detailing all actions taken.

PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Security** icon, or select **Security** from the menu bar.
2. Select **User Access** from the program group.



STEP 1:

- a. **Type Action:** Select the appropriate type of action.

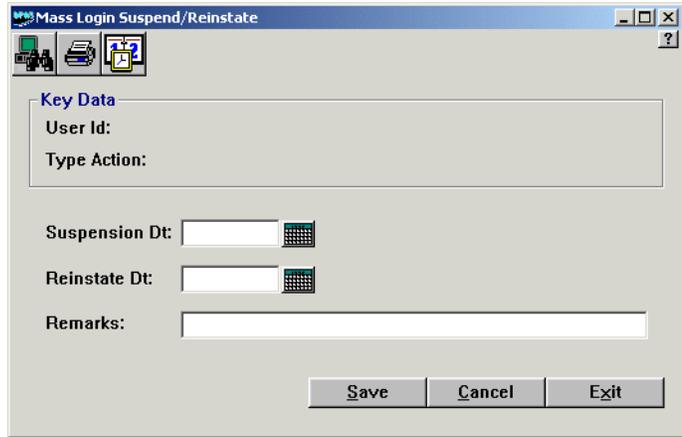
Type Action	
Suspend	Click this button to perform the suspension from DPAS for the selected users.
Reinstate	Click this button to perform the reinstatement to DPAS for the selected users.

- b. **Include Security Officers:** This checkbox indicates whether users at the same level of security are to be included in the action to be taken. Blank indicates do not include, checked indicates to include.

- c. **User Id:** This field is initially populated with the User Id from User Defaults. You may change this by entering a value in the field. The User Id must exist on the User Access Security table. In addition, only those users at a lower security level will be displayed unless the Include Security Officers checkbox is selected. In that case, users at the same security level will be displayed. Under no conditions can you suspend/reinstate users that are at a higher security level. The security levels are defined as follows, from the highest security level to the lowest security level: Database Security Officer, Accountable UIC Security Officer, ISSO (Information System Security Officer), None.
- d. Click **OK**.

STEP 2:

- a. **Suspension Dt:** This field is mandatory when the Type Action is "Suspend" and is not available when the Type Action is "Reinstate". The Suspension Date for the User ID selected will be initially displayed in this field, unless multiple users were selected; in that case the field will contain a value of 0. Enter or use the calendar button to select the date that the selected User IDs will be suspended. Date must be equal to or greater than the current system date.



- b. **Reinstate Dt:** This field is mandatory when the Type Action is "Reinstate" and optional when the Type Action is "Suspend". The Reinstate Date for the User ID selected will be initially displayed in this field, unless multiple users were selected; in that case, the field will contain a value of 0. Enter or use the calendar button to select the date that the selected User IDs will be reinstated. Date must be equal to or greater than the current system date. When a Suspension Date of other than 0 is entered, the Reinstate Date must also be greater than the Suspension Date.
- c. **Remarks:** This field is mandatory. Remarks must be entered detailing the reason for the action.
- d. Click **Save**.

The Transaction Processed dialog box will be displayed.

- e. Click **OK**.

You will be returned to the Key Data screen.

- f. Click **Exit**.

Terms and Definitions

Audit Trail. A chronological record of system activities that is sufficient to enable the reconstruction, reviewing, and examination of the sequence of environments and activities surrounding or leading to an operation, a procedure, or an event in a transaction from its inception to final results.

Authentication. Verification of a user, device, or entity in an AIS prior to allowing access to the system resource.

Authorization. Granting access rights to users, processes, and programs by responsible administrator.

Automated Information System (AIS). An assembly of computer hardware, software and/or firmware configured to collect, create, communicate, disseminate, process, store, and/or control data or information.

AIS Security. Measures and controls that protect an AIS against denial of service and unauthorized (accidental or intentional) disclosure, modification, or destruction of AISs and data. AIS security includes consideration of all hardware and/or software functions.

Availability. The state when AIS resources are in the place needed by the user at the time the user needs them and in the form the user requires.

Communications Security. A combination of technical measures designed to protect confidentially, integrity and availability of information while being transmitted on a telecommunications system. Communications Security includes crypt security, transmission security, and physical security of communications security material and information.

Confidentiality. An aspect of security that deals with the restriction of information to only those who are authorized to use it and have legitimate "need-to-know".

Controlled Access Protection. Access control through logon procedures, audit of security-relevant events, and resource isolation.

Database Name. A unique name assigned to an activity's physical database.

Data Confidentiality. Data confidentiality provides the protection of information from unauthorized disclosure.

Data Integrity. The state that exists when computerized data is the same as the source documents and has not been exposed to accidental or malicious alteration or destruction.

Denial of Service. Any action that prevents any part of an AIS from functioning in accordance with its intended purpose.

Discretionary Access Control (DAC). A means of restricting access to AIS information (object) based on the identity and need to know of the user, process and/or group.

Designated Approving Authority (DAA). The official who has the authority to decide on accepting the security safeguards prescribed for an AIS or the official who may be responsible for issuing an accreditation statement that records the decision to accept those safeguards.

DPAS. Defense Property Accountability System. DPAS provides a standardized database management system to assure the accountability of an activity's property.

Hand Receipt Holder. Person(s) designated in writing and located at the field operating unit level having physical custody and control over property. This person is responsible for keeping the property records for their area of responsibility, taking and maintaining inventories, informing the property office of all new items of accountable property acquired as well as old items of accountable property to be excessed or removed.

Help Desk. The Help Desk resides at the Program Management Support Office (PMSO) DFAS Columbus and is a 24-hour, 7 day a week support service for the DPAS users. The Help Desk is responsible for recording and tracking the status of DPAS user problems as well as resolving DPAS user problems. See Appendix B for security responsibilities.

Icons. A term used to identify a function within DPAS (e.g., Document Register, Authorization, Catalog, etc.). Synonymous with "compartment". Users having a specific "need to know" will be assigned to multiple icons/compartments depending on their duties.

Identification. The process that enable recognition of a user or process by a system.

Information System Security Officer (IAO). The person responsible to the DAA for ensuring that security is provided for and implemented throughout the life cycle of an AIS.

Local Area Network (LAN). A collection of computing and communications devices connected via a common transmission media and deployed in a small geographic area such as an office, building, or campus.

Logon ID. A unique 6 to 8 character identifier assigned to the user.

Password. A unique 8 to 12 character identifier known only to the user, when used in combination with the logon ID, will allow the user to sign on to the DPAS.

Physical Security. The application of physical barriers and control procedures as preventive measures against threats to AIS resources, information, and facilities.

Programs. A term used to identify functions within icons (i.e., within Document Register is Request for Issue, Request for Miscellaneous Actions, etc.) Users responsible for creating the Document Register may have access to any/or all of the programs within the icons as determined by their duties.

Property. Anything that may be owned. Property includes real property and personal property.

Property Accountability. Property accountability includes responsibilities for such tasks as tracking the movement of assets, recording changes in physical condition, and verification of physical counts. Property managers exercise this responsibility and maintain proper control over an organization's assets through record keeping, effective policies and procedures and appropriate security controls.

Property, Plant and Equipment. Tangible assets, including land, that meet the following criteria:

- They have estimated useful lives of 2 years or more
- They are not intended for sale in the ordinary course of operations; and
- They have been acquired or constructed with the intention of being used, or being available for use by the entity.

Reliability. The quality of producing the same results each time the same procedure and products are used, usually implying dependable equipment and bug-free processing routines.

Safeguards. An implementation of technology or techniques to protect confidentiality, integrity, and availability.

Security Policy. The set of laws, rules, practices, and procedures, which regulate how an organization manages, protects, and distributes sensitive information and AIS.

Sensitive Information. Any information, the loss, misuse, or unauthorized access to or modification of which could adversely affect the conduct of business or the privacy to which individuals are entitled under section 552a or Title 5, United States Code (Privacy Act).

Site ID. Term used interchangeable with database name.

System Administrator. The person responsible for the installation, operation, maintenance, and performance of the DPAS Servers.

User. A person or process authorized to access and interact directly with a computer system.

Wide Area Network (WAN). A collection of computing and communications devices, including LANs, connected via a variety of transmission media, including telephone lines and other public networks, across a broad geographic area.

Security Responsibility Table

- * Site Security Officer (site) – IAO, Act UIC, Officer, DB Sec Officer
- ** Personal Information – name, phone number, e-mail address
- ^ The IAO can only assign UIC to users that have the same UIC as his/hers

TASK	SA (DECC-D)	Help Desk (DECC-O)	SecA (DECC-O)	DBA (DECC-O)	IAO (Site)		Act UIC Officer (Site)		DB Sec Officer (Site)		End User
					Same UIC	Diff UIC	Same UIC	Diff UIC	Same UIC	Diff UIC	
1. Establish a *Site Security Officer's Account.			X								
2. Establish End User's Accounts (assigns Login/ Passwords).			X				X		X	X	
3. Resets Passwords.		X	X		X		X		X	X	
4. Reactivates End User Login Accounts		X	X		X		X		X	X	
5. Reactivates *Site Security Officers Login Accounts		X	X								
6. Change End User's **personal information.			X		X		X		X	X	
7. Change a *Site Security Officer's **personal information.			X		X		X		X	X	
8. Change End User's UIC permissions.			X		X^		X		X	X	
9. Add, Change *Site Security Officer's module/program permissions.			X		X		X		X	X	
10. Add, Change End User's module/program permissions.			X		X		X		X	X	
11. Change Password Every 90 days.											X

SA – System Administrator Officer
 SecA (DECC-O) – Security Administrator at DISA Ogden
 DBA (DECC-O) – Database Administrator at DISA Ogden

IAO – Information System Security; resident site at site
 Act UIC Officer – Accountable UIC Officer; resident at site
 DB Sec Officer – Database Security Officer; resident at site

Security Personnel Access Status

Access Status	SA (DECC-D)	SecA (DECC-O)	DBA (DECC-O)	IAO (Site)	Act UIC Officer (Site)	DB Sec Officer (Site)	End User
1. Has a UNIX account	X		X				
2. Has access to CRON processes	X		X				
3. Has access to auditing/accounting data	X		X				X
4. Can Startup and shutdown processes	X		X				
5. Has a DPAS account				X	X	X	X

Introduction To DAISY

What is DAISY? DAISY is the **D**RMS **A**utomated **I**nformation **S**ystem. It is the system used for the disposal of excess assets.

This section provides detailed information on reporting excess assets. Resources that are being reported to the disposal activity are assets that are excess to the Command's requirements. DPAS provides a means for these excess assets to be reported electronically to the disposal activity. The user designates the excess assets by using the DPAS excess process. There are two different excess processes: one of the excess processes will handle property book assets, while the other will handle non-property book assets. The excess process can be accessed from the Supply Requests Turn-In Key Data screen by selecting the Excess Actions jump button upon the completion of the Turn-In process. When the Non-Property Book checkbox is not selected, the process will jump to the Excess Asset process. When the Non-Property Book checkbox is selected, the process will jump to the Excess Non-Property process. Either one of these two processes may also be started by selecting their respective option from the Excess Actions option in the Hand Receipt module.

**NOTE:**

Not all Command sites are reporting excess assets to a disposal activity. At those sites, the user will still have the option to print the form at the time of turn-in or to generate the form through the Detail Turn-in/Transfer process. See Document Register for more information.

Currently, the disposal activity for Command sites that are reporting excess assets is the Defense Reutilization and Marketing Office (DRMO). At DRMO, DAISY has been designated as the system for redistribution or disposal of resources, including Information Technology (IT) (or ADP) resources previously handled by the Defense Information Technology Management System (DITMS).

There are two types of transactions sent by the Command. The EXCESS transaction is sent by the Command to inform the disposal activity that an asset is available for redistribution. A Document Identifier Code (DIC) of "AS3" is assigned to the EXCESS transactions. The PRENOTIFICATION (Potential Excess) transaction is sent by the Command to inform the disposal activity that an asset will become available for redistribution at some point in the future. While the Prenotification transaction is not a mandatory transaction, it does allow the disposal activity to prepare with work planning when and if large quantities of property are arriving at the site. It also helps to ensure that the proper paper work is generated when items are turned in.

**NOTE:**

PRENOTIFICATION transactions cannot be created for bulk assets.

A DIC of "AE1" is assigned to the PRENOTIFICATION transactions. When reporting an asset for redistribution for either EXCESS or PRENOTIFICATION, the transaction code in the record will be set to "A".

The Command is allowed to designate assets to other organizations or designees, but must receive approval to transfer these excess items. This request must be identified during the initial excess process. With the current release, only donations to school organizations can be designated in the DPAS excess process.

The Command is allowed to withdraw an asset provided the disposal activity has not informed the Command that the asset has been accepted as excess. A withdraw transaction can be sent for either the EXCESS or the PRENOTIFICATION transaction type. When requesting the withdrawal of an asset for redistribution, the same DIC is used as on the original transaction, but the transaction code in the record will be set to "D".

**NOTE:**

At the current time, the disposal activity will not be able to handle Change transactions. Therefore, to change information for an asset marked as excess, the asset will need to be withdrawn. Then the user will need to perform the excess or prenotification process again, correcting the asset information. In the future, the Command will be allowed to change either the quantity exceeded or the condition code of the asset provided the disposal activity has not informed the Command that the asset has been accepted as excess. A change transaction can be sent for either EXCESS or PRENOTIFICATION transactions. When changing the above information for an asset marked as excess, the transaction code in the record will be set to "C".

When the Command has an agreement with the servicing disposal activity, the asset may be marked as "Excess" but remain at the Command site until redistribution. This will be known as "Excess in Place". Any assets that reside in DPAS will be removed from the DPAS property books, but will remain the responsibility of the Command where the asset is located.

In addition to the EXCESS and PRENOTIFICATION transactions, DPAS will send an ACKNOWLEDGEMENT record to the disposal activity to verify the correctness of a file and/or transaction within a file. If the file is correct, a summary ACKNOWLEDGEMENT will be sent informing the disposal activity of the file's correctness. If the file is not correct, or if there are any problems with any of the detail transactions within the file, a separate ACKNOWLEDGEMENT record will be sent for each incorrect transaction. A DIC of 'AFX' is assigned to the ACKNOWLEDGEMENT transactions.

DPAS will combine all assets (excess and prenotifications) from all DPAS sites and build a single file to send to the disposal activity, although Property Book items and Non-Property Book items will not be sent in the same file. While it is anticipated that DPAS will send at least one file to one disposal site (DAISY) once a day, DPAS has the capability to send multiple files a day to multiple disposal activities or sites.

DPAS will be receiving transactions from the disposal activity. When the disposal activity has accepted the asset marked as excess, a RETURN NOTIFICATION (RN) transaction will be received by the Command. If the quantity on the RN matches the quantity on the EXCESS transaction sent, and the item exists on the DPAS property book, the item will be automatically dropped from the property book. Under the condition where the asset is marked for "Excess In Place", the item will remain on the Asset Redistribution table until the item is physically removed using the Excess in Place Delete process. When the asset is not marked as "Excess in Place", the item is automatically removed from the Asset Redistribution table. A DIC of "XR1" identifies the transaction as a RN.

DPAS will receive Disposal Activity (DA) Site Information transactions from the disposal activity. A DIC of "POC" will identify these transactions. Information in these transactions will be stored to the Disposal Activity table. When performing the excess process, the user has the capability to select the correct Disposal Activity Site from the table.

DPAS will receive Computers for Learning (CFL) transactions from the disposal activity. A DIC of "K12" will identify these transactions. Information in these transactions will be stored to the Disposal Designee Code table. When performing the excess process, the user has the capability to select the proper Disposal Designee site from the table.

In addition to the RN, DA and CFL transactions, DPAS will receive an ACKNOWLEDGEMENT record from the disposal activity to verify the correctness of a file and/or transaction within a file. If the file is correct, a summary ACKNOWLEDGEMENT will be received informing DPAS of the file's correctness; the error code value on the record will be equal to "00". If the file is not correct, or if there are any problems with any of the detail transactions within the file, a separate ACKNOWLEDGEMENT record will be received for each incorrect transaction; the error code value on the record will not be equal to "00" and the error value on the record will contain text detailing the problem. A DIC of "AFX" will identify these transactions.

DAISY Interface Benefits

1. DoD has more descriptive information available to be able to better describe the assets that are available, thus the Department should obtain greater redistribution. Prior to the interface, all DRMS had was the description printed on the DD Form 1348. Today they have nomenclature, utilization data, device code descriptors, manufacturer, part number, etc.
2. Reduces DRMS workload. Most of the data is fed to their system electronically. All you need to do is enter the Document Nbr and Qty.
3. You no longer must hold IT assets awaiting disposition instructions. When you have excess assets, you can take it to the DRMS. DRMS will hold the assets for the required screening period.
4. One Excess/Redistribution Process. There is only one process for redistribution that the you must understand whereas before you had to deal with IT assets differently than non-IT assets.
5. Reduction in System Costs. Savings to the Department by eliminating the DoD IT system (DITMS) and eliminates the cost of feeder systems maintaining multiple interfaces to support excessing/redistribution.
6. Savings to the DoD with the "Excess In Place" feature. Eliminates 1st Destination Transportation costs to the DRMO where feasible.
7. DRMO Workload Forecasting Pre-Notification feature provides "earlier" screening of assets that will become excess and assists DRMO with workload forecasting when used.
8. Increased Asset Control. With the interface, there is not an end to end business process that maintains visibility of the asset as it moves from one system to another from one holder to another.
9. Reduces keyboard input. DPAS user no longer must perform Decrease Actions. They are electronically fed to DPAS from DAISY based upon the receipt input by the DRMO personnel.

How the process works

1. You must use the UIC A/C/D process (Utilities Module) to activate the interface. Each UIC must be activated separately. You can choose between: Interface with Excess In Place Agreement, Interface with no Excess In Place Agreement.

**NOTE:**

The Excess In Place agreement is between the user and DRMS that permits the user to "Hold" assets that DRMS has taken ownership of, but will be continued to be managed by the DPAS user until DRMS determines final disposition.

2. Once the interface is activated, the Request for Turn-In process will make the Document Identifier Code (DIC) equal to "A5J DRMO Turn-In" available to the user as a selection for printing of DD Form 1348 that will be forwarded to DRMS.

3. You will identify excess 'stuff'.
 - a. **Is it Information Technology (IT) equipment?** DRMS currently defines IT as anything with an Federal Supply Group (FSG) equal to 70.



NOTE:

This is subject to change. DRMS may go to FSC level sometime in the future.

- If the FSG not equal to 70, No School Designation is permitted.
 - If the FSG equals 70, items can be considered for Designation for the CFL (Computers for Learning)
- b. **Is there a signed Excess In Place Agreement?**
 - If no, you can only excess to DRMO
 - If yes, you must determine whether to Excess In Place or Turn-In to DRMO.
4. If you are using Excess Actions (Hand Receipt Module), you report the asset as excess to DRMO.
 - a. If Excess In Place is authorized and you if you desire, you can check the Excess In Place box.
 - b. If Excess In Place is not authorized the Check Box will be disabled.
 - c. If asset has an FSG equal to 70, you can designate the asset for possible school donation.
 - d. If asset does not have an FSG equal to 70, you should not attempt a designation.
 - e. If asset is available today, you will perform Excess.
 - f. If the asset will not be available for some time, you should perform a Pre-Notification action at which sometime in the future you will need to update the Excess status when the asset actually is available.
 5. You generate a DD Form 1348 via DPAS when the asset is reported as excess.



NOTE:

If the action was a Pre-Notification, no DD Form 1348 should be printed.

6. If asset was reported as Excess and a DD Form1348 was generated:
 - a. If "Excessed In Place", fax/mail the form to the designated DRMS site for acceptance.
 - b. If "Excessed at DRMO", take the asset and DD Form 1348 to the DRMO location for acceptance.

7. If the asset was "Excessed In Place", go to Step 8.
 - a. Designated for School and was approved, DRMO will forward via FAX/Mail an issuing DD Form 1348 advising the DPAS user to contact the school for Pick-up. When the school picks up the asset(s), you will need to have them sign the form and then fax/mail the form back to the DRMO as verification that their asset(s) has been shipped.
 - b. DRMO authorizing shipment to another DoD entity or other approved redistribution activity. DRMO will forward via FAX/Mail an issuing DD Form 1348 advising the DPAS user to ship the asset to this address. The DD Form 1348 will contain a fund cite for the shipping costs to be charged to.
8. The DPAS User involvement is complete.

**NOTES:**

Step 6 will result in a transaction being sent from DAISY to DPAS to remove the asset from the DPAS user accounts. You do not have to perform any Decrease Action for End Items or Components that were excessed with the End Item (Bulk items must be manually decreased).

Step 7, If Excess In Place, the asset will remain visible to the user of the assets they are holding for DRMS. When the asset is shipped to the school or to another activity as a result of the DD Form 1348 from DRMS, you will need to perform a "Excess In Place Delete" action for the assets shipped.

Who should the DRMS person contact if they are not familiar with the process?

1. Have the DRMO person contact his/her Customer Service Representative.
2. Have them contact George Gray, DRMS @ george.gray@dla.mil, DSN 932-7320.

Setting Up DPAS To Report To DAISY

INTRODUCTION

Resources that are being reported to the disposal activity are assets that are excess to the Command's requirements. DPAS provides a means for these excess assets to be reported electronically to the disposal activity. The user will designate the excess assets by using the DPAS excess process. There are two different excess processes; one of the excess processes will handle property book assets, the other will handle non-property book assets.

The Excess System Code for the UIC must be set to reflect the interface. This process will show you how to change this code.

PREREQUISITES

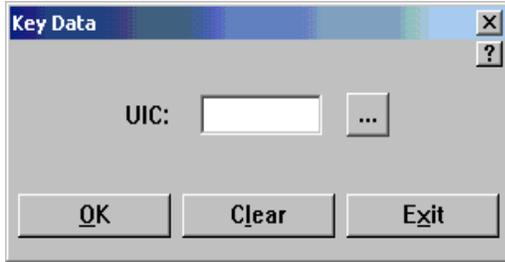
Before a Command can interface with the disposal activity, the System Administrator at DECC-Dayton must insert the necessary information into the Interface Control table.

Address Keys must be established in the Utilities module.

STEPS TO PERFORM ACTION

1. Select the **Utilities** icon, or select **Utilities** from the menu bar.
2. Select **Master Table Maint** from the program group.
3. Select **UIC** from the program list.

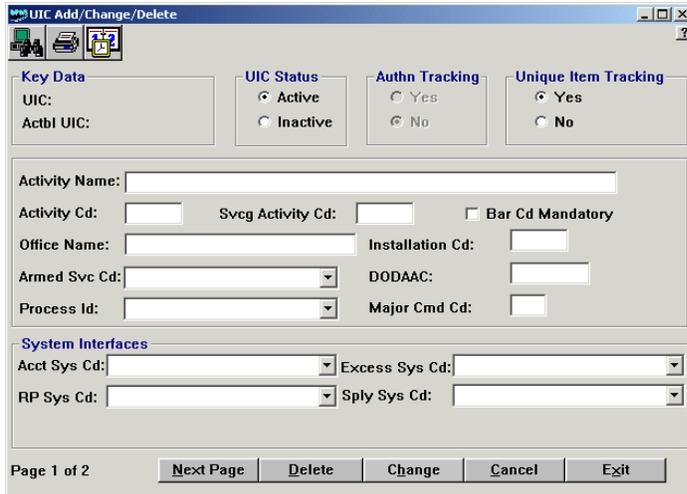




The 'Key Data' dialog box contains a text input field labeled 'UIC:' followed by a small button with three dots. At the bottom, there are three buttons: 'OK', 'Clear', and 'Exit'.

STEP 1:

- a. **UIC:** Enter or browse for your UIC.
- b. Click **OK**.



The 'UIC Add/Change/Delete' dialog box has several sections:

- Key Data:** UIC: [text box], Actbl UIC: [text box]
- UIC Status:** Active, Inactive
- Authn Tracking:** Yes, No
- Unique Item Tracking:** Yes, No
- Activity Name:** [text box]
- Activity Cd:** [text box], **Sveg Activity Cd:** [text box], Bar Cd Mandatory
- Office Name:** [text box], **Installation Cd:** [text box]
- Armed Svc Cd:** [dropdown], **DODAAC:** [text box]
- Process Id:** [dropdown], **Major Cmd Cd:** [text box]
- System Interfaces:**
 - Acct Sys Cd:** [dropdown], **Excess Sys Cd:** [dropdown]
 - RP Sys Cd:** [dropdown], **Sply Sys Cd:** [dropdown]

 At the bottom, it says 'Page 1 of 2' and has buttons for 'Next Page', 'Delete', 'Change', 'Cancel', and 'Exit'.

STEP 2:

- a. **Excess Sys Cd:**
 - If you have a Memorandum of Agreement (MOA) to Excess in Place with your disposal activity, select **Y**.
 - If you do not have a Memorandum of Agreement (MOA) to Excess in Place with your disposal activity, select **N**.
 - If you do not excess assets to a disposal activity, select **N/A**.
- b. Click **Change**.

Prenotifying DRMS Of Excess Property

INTRODUCTION

When the Command has advance knowledge that an asset is to be marked as excess, the Command can send a **PRENOTIFICATION** transaction to the disposal activity. This will allow the disposal activity to advertise that the item will be coming available for use.

Though this is not a mandatory transaction, it does allow the disposal activity to prepare with work planning when and if large quantities of property are arriving at the site. It also helps to ensure that the proper paper work is generated when items are turned in.

When you create a prenotification transaction for an asset, a record is written to the Asset Redistribution table, with the status code on that asset set to "PR" (Prenotification Ready to Send). An Excess Item Number is created for the record, while the Document Number is blank. An "ADD" transaction, with a DIC of "AE1" is inserted into the Excess Import Interface Table for submission to the disposal activity.

After the prenotification transaction is forwarded to the disposal activity via the Export process, the status code is updated to "PX" (Prenotification Exported). When DPAS receives the Acknowledgement record from the disposal activity during the Import process, and the error code value is equal to "00", the status code is updated to "RP" (Prenotification Acknowledged). Should DPAS receive an Acknowledgement record where the error code value is not equal to "00", the status code is updated to "RR" (Record Rejected). When you correct the rejected record, the status code will be reset to "PR" and the process will start again.



NOTE:

Prenotification transactions cannot be created for bulk assets or for assets already in an excess or prenotification status.

PREREQUISITES

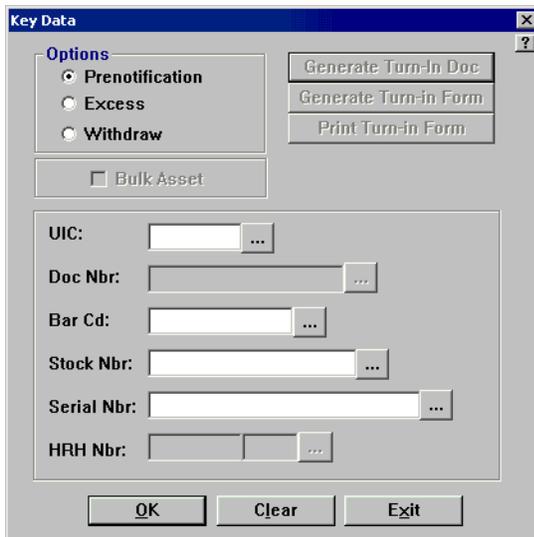
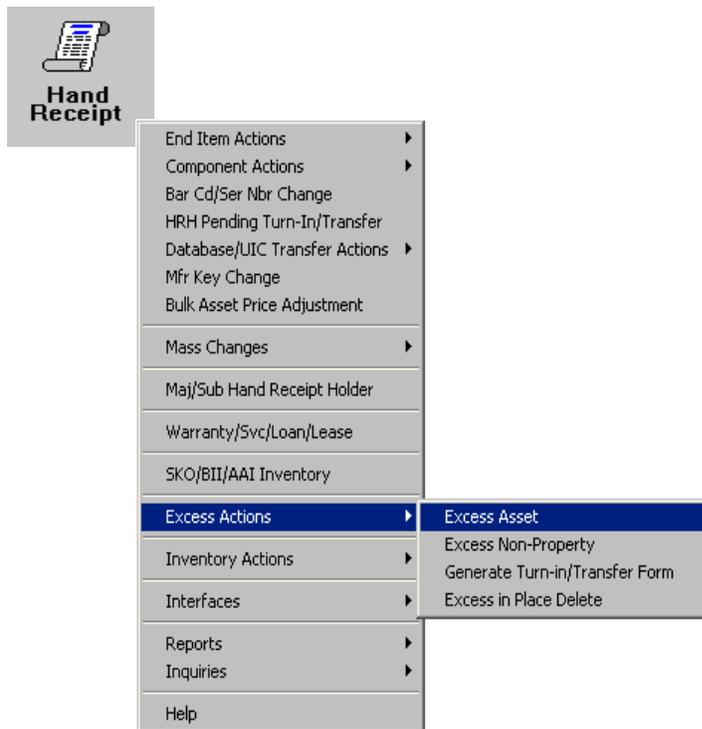
Before a Command can interface with the disposal activity, the System Administrator at DECC-Dayton must insert the necessary information into the Interface Control table.

Address Keys must be established in the Utilities module.

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Excess Actions** option from the program group.

3. Select **Excess Asset** from the program list.

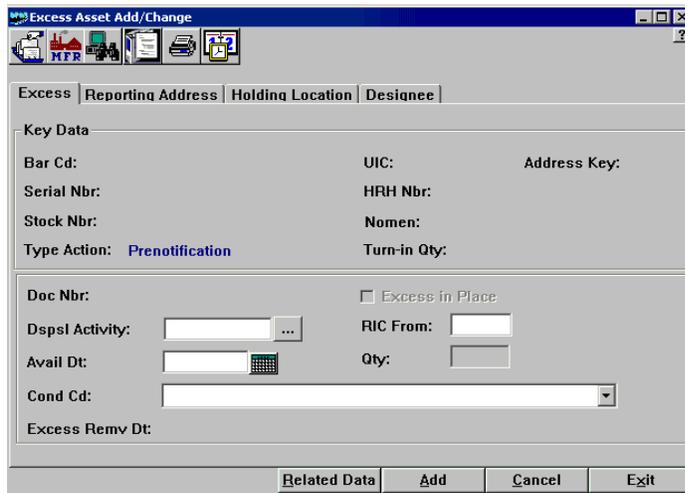


STEP 1:

- a. **Options:** Accept the default **Prenotification**.
- b. **Bulk Asset:** This field is not accessible.
- c. **UIC:** Enter or browse for your UIC.
- d. **Doc Nbr:** This field is not accessible.
- e. **Bar Cd:** If your Activity uses bar codes, enter or browse for the bar code of the asset. **Proceed to step i.**
- f. **Stock Nbr:** If your Activity does not use bar codes, enter or browse for the stock number of the asset.
- g. **Serial Nbr:** If your Activity does not use bar codes, enter or browse for the serial number of the asset.
- h. **HRH Nbr:** This field is not accessible.
- i. Click **OK**.

STEP 2:

- Highlight the address of the reporting activity.
- Click **OK**.

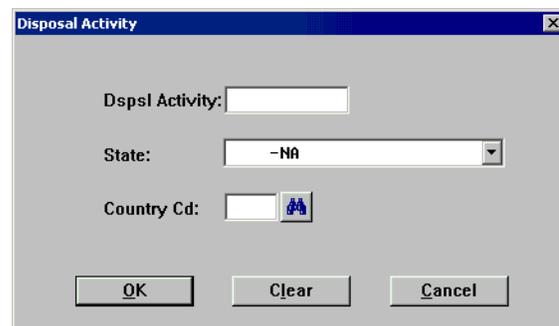


STEP 3:

- Dpspl Activity:** Click the browse button to browse for the DoDAAC of the disposal activity.

STEP 4:

- Dpspl Activity:** If you know the DoDAAC of the disposal activity, you may enter it (but it must be on the Excess Site Table). If you do not know the DoDAAC of the disposal activity, leave this field blank and search by the state.
- State:** Click on the state list box to search by state.
- Country Cd:** Click on the binoculars if you wish to search by the country.
- Click **OK**.



STEP 5 (Excess Tab):

- RIC From:** Enter the Routing Identifier Code of the activity reporting the property as excess.
- Avail Dt:** The default for the availability date is the current system date, but you can change this to the date the item will become available.
- Cond Cd:** Select the appropriate condition of the item.
- Select the **Designee Tab**.

STEP 6 (Designee Tab):

- Designee Cd:** Click on the browse button to display the valid Designee codes.

STEP 7:

- Designee Cd:** If you know the Designee Code, you can enter it here. This code must match a desingee code on the Disposal Designee Code Table.
- City:** If you know the exact city, you can enter it here.
- State:** Browse for the state where the asset will be designated.
- Click **OK**.

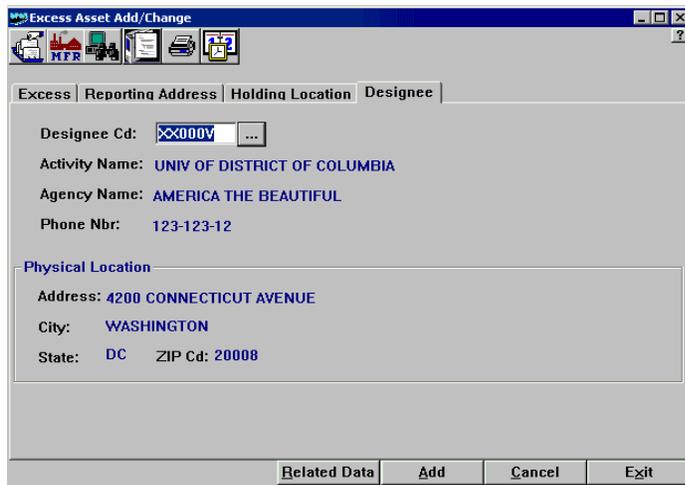
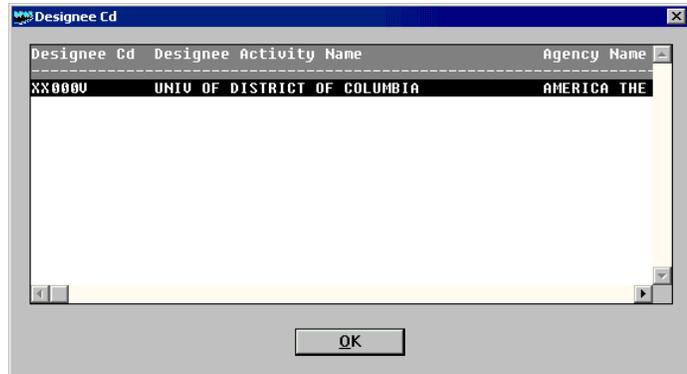


HINT!

You **DO NOT** have to enter data in each of the above data fields. This is a search process to search by designee codes, by a specific city, or by state.

STEP 8:

- a. Select the appropriate designee.
- b. Click **OK**.



STEP 9:

- a. Click **Add**.

The Transaction Processed dialog box will be displayed.

- b. Click **OK**.

You will be returned to the Key Data screen.

- c. Click **Exit**.

Changing Information on a Prenotification Record

1. Enter the Bar Cd **OR** the Stock Nbr on the Key Data screen for the item you are changing.
2. Click **OK**.
3. Make the necessary change(s).
4. Click **Change**.

Excessing Property Using The DAISY Interface

INTRODUCTION

The purpose of the Excess Asset process is to allow you to create or withdraw assets designated as "prenotification" or as "excess" to a disposal activity. This process will add or update data on the Asset Redistribution Table and the Asset Redistribution History Table. The process will automatically update the Excess Action Code on the Serial Hand Receipt Table, the Component Hand Receipt Table, the Bulk Hand Receipt Table or the Transaction History Table.

When you create an excess transaction for an asset and a prenotification transaction was not previously created for that asset, a record is written to the Asset Redistribution table, with an Excess Item Number created for that record. If the prenotification transaction had been previously created for that asset, the status code is updated for that asset. In either case, the status code is set to "ER" (Excess Ready to Send), a Disposal Turn-In Document Number is created, and an "Add" transaction with a DIC of "AS3" is inserted into the Excess Import Interface table for submission to the disposal activity.

After the excess transaction is forwarded to the disposal activity via the Export process, the status code is updated to "EX" (Excess Exported). When DPAS receives the Acknowledgement record from the disposal activity during the Import process, and the error code value is equal to "00", the status code is updated to "RE" (Excess Acknowledged). Should DPAS receive an Acknowledgement record where the error code is not equal to "00", the status code is updated to "RR" (Record Rejected). When you correct the rejected record, the status code will be reset to "ER" and the process will start again.

When DPAS receives the RN record, which indicates acceptance of the asset by the disposal activity, and the quantity being accepted is not equal to the quantity submitted, the status code will be set to "ES" (Excess Suspended). You will need to contact the disposal activity to take care of the discrepancy. If the quantities match, the status code will be set to "EP" (Excess in Place) for those assets being excess in place or "EC" (Excess Complete) for those assets not excess in place. All assets, other than non-property assets, marked as "EP" or "EC" are automatically dropped from the Serial Hand Receipt or the Component Hand Receipt table. Assets marked as "EC" are removed from the Asset Redistribution table after all reports have been generated. Assets with a status code of "EP" are not removed from the Asset Redistribution table until the asset is physically removed from the site. At that point, you will remove the asset from the Asset Redistribution table by using the Excess in Place Delete process. Non-property bulk assets whose quantities match will have their status code set to "EC", while all other type of bulk assets will have their status code set to "ES".

Excess transactions cannot be created for assets already in an excess status.

PREREQUISITES

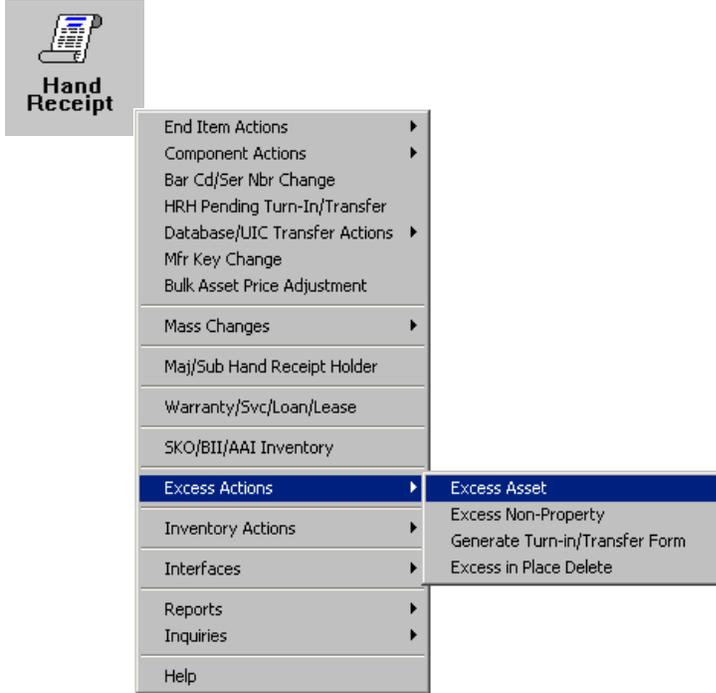
Before a Command can interface with the disposal activity, the System Administrator at DECC-Dayton must insert the necessary information into the Interface Control table.

You will need to have a Turn-In Document Number. This will be demonstrated in this exercise.

Address Keys must be established in the Utilities module.

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Excess Actions** option from the program group.
3. Select **Excess Asset** from the program list.



STEP 1:

- Options:** Select **Excess**.
- Bulk Asset:** If the asset(s) you are excessing is bulk managed, check this box.
- UIC:** Enter or browse for the UIC that is reporting the material as excess.
- Doc Nbr:** Do not enter anything in this field. It will be filled in when you generate the turn-in document number.
- Bar Cd:** Do not enter anything in this field.
- Stock Nbr:** Enter or browse for the stock number of the asset you are excessing.
- Leave the remaining fields blank.
- Click on the **Generate Turn-In Doc** button in the upper right-hand side of this screen.



NOTE:

You can generate a turn-in document from the Excess Asset or Excess Non-Property process by selecting the **Generate Turn-In Doc** button on that processes' Key Data screen. Once the turn-in process has been completed, you are returned to the Excess Asset or Excess Non-Property process.

An asset cannot be excessed before it has been designated for turn-in.

STEP 2:

- Document Number Assignment:** Select the appropriate Document Number Assignment.

- Automated:** DPAS will generate a document number automatically.
- Manual:** This is a user-defined document number.

- UIC:** This field is displayed from the Excess Key Data screen.
- Stock Nbr:** This field is displayed from the Excess Key Data screen.
- Destn Id:** Click on the browse button to display the Destination Identification Codes.
- Transfer Cd:** Click on the browse button to display the Transfer Codes.
- Include Turn-In Messages:** If you want to include any transfer messages that you have previously established, check this box.
- Click **OK**.

STEP 3:

- a. **Doc Nbr:** If your Activity interfaces with SARSS-O **AND** you selected **Auto-mated** document number assignment, this field will be displayed with the unit's DoDAAC.

If you selected **Manual** document number assignment, enter your document number here.

- b. **Block:** For automated document number assignments, enter or browse to display the blocks of document numbers.



NOTE:

The Supply Requests Turn-In process will use the Document Identifier Code (DIC) of "A5J" to indicate the assets to be excessed through this interface. When creating the Document Number, it is imperative that the first six position of the Document Number is a valid Department of Defense Activity Address Code (DoDAAC) within the Department of Defense Activity Address File (DoDAAF). Transaction containing an invalid DoDAAC will be rejected by the Disposal Activity.

- c. **RIC:** Enter the Routing Identifier Code.
- d. **Media Sts Cd:** Select the appropriate Media Status Code. Refer to **References** for the appropriate codes.
- e. **HRH Nbr:** Enter or browse for the Major and/or Sub Hand Receipt Holder.
- f. **Qty:** Enter the quantity you are turning in.
- g. **Supp Address:** If applicable, enter a Supplemental Address for the asset you are turning in.
- h. **Fund Cd/Appn:** Enter or browse for the appropriate Fund Code and/or Appropriation Allotment Serial Number.
- i. **Signal Cd:** Select the appropriate Signal Code. Refer to **References** for the appropriate codes.
- j. **Acq Cost:** Enter the actual cost of the asset.
- k. **Cond Cd:** Select the appropriate Condition Code of the asset. Refer to **References** for the appropriate codes.
- l. **Local Use:** This is a free field. You can enter any applicable local information.
- m. **Remarks:** Enter a justification of why the asset is being turned in.
- n. **Addl Data:** Enter any additional information.
- o. Click **Save**.

The Transaction Processed dialog box will be displayed.

- p. Click **OK**.

You will be returned to the Excess Key Data screen and your Document Number will be displayed.

STEP 4:

- a. **Bar Cd:** If your Activity uses bar codes, enter or browse for the bar code of the asset you are excessing. **Proceed to step c.**
- b. **Serial Nbr:** Enter or browse for the serial number of the asset you are excessing. If your Activity uses bar codes and you entered a bar code, the serial number will be displayed.
- c. Click **OK**.



HINT!

If you are excessing multiple items within the same Stock Number, you can multi-select the serial numbers.

Key Data

Options

Prenotification
 Excess
 Withdraw

Bulk Asset

Generate Turn-In Doc
 Generate Turn-in Form
 Print Turn-in Form

UIC: W0U2AA ...
 Doc Nbr: W33BSV41941001 ...
 Bar Cd: ...
 Stock Nbr: 7025000001952 ...
 Serial Nbr: ...
 HRH Nbr: W0U28A ...

OK Clear Exit

Addresses

Address Key	Activity Name
01	LETTERKENNY ARMY DEPOT ANSAM-LE-EE-P
04	LETTERKENNY ARMY DEPOT ANSAM-LE-EE-P
07	LETTERKENNY ARMY DEPOT ANSAM-LE-EE-P
10	LETTERKENNY ARMY DEPOT ANSAM-LE-EE-P
88	LETTERKENNY ARMY DEPOT ANSAM-LE-EE-P

OK

STEP 5:

- a. Select the address key for the Activity reporting the material as excess.
- b. Click **OK**.

STEP 6 (Excess Tab):

- **Dpspl Activity:** Click the browse button for the disposal activity's DoDAAC.

Excess Asset Add/Change

Excess | Reporting Address | Holding Location | Designee

Key Data

Bar Cd: UIC: Address Key:
 Serial Nbr: HRH Nbr:
 Stock Nbr: Nomen:
 Type Action: Excess Turn-in Qty:

Doc Nbr: Excess in Place
 Dpspl Activity: RIC From:
 Avail Dt: Qty: 1
 Cond Cd:
 Excess Remv Dt:

Related Data Add Cancel Exit

STEP 7:

- a. **Dpspl Activity:** If you know the DoDAAC of the Disposal Activity, you may enter it (but it must be on the Excess Site Table).
- b. **State:** If you wish to search by state, click on the drop down list and select the state for which you are searching.
- c. **Country Cd:** If you wish to search by country, click on the binoculars and select the country for which you are searching.

d. Click **OK**.

STEP 8 (Excess Tab):

- a. **RIC From:** Enter the Routing Identifier Code of the Activity reporting the property as excess.
- b. **Avail Dt:** The default for the availability date is the current system date. You can change this to the date the item will become available.
- c. **Cond Cd:** Select the appropriate condition of the item.
- d. Select the **Designee** tab.

STEP 9 (Designee Tab):

- **Designee Cd:** Click on the browse button to display the valid Designee codes.

STEP 10:

- a. **Designee Cd:** If you know the Designee Code, you can enter it here. This code must match a designee code on the Disposal Designee Code Table.
- b. **City:** If you know the exact city, you can enter it here.
- c. **State:** Browse for the stat where the asset will be designated.
- d. Click **OK**.



HINT!

You **DO NOT** have to enter data in each of the above data fields. This is a search process to search by designee codes, by specific city, or by state.

Designee Cd	Designee Activity Name	Agency Name
XX000U	UNIV OF DISTRICT OF COLUMBIA	AMERICA THE

STEP 11:

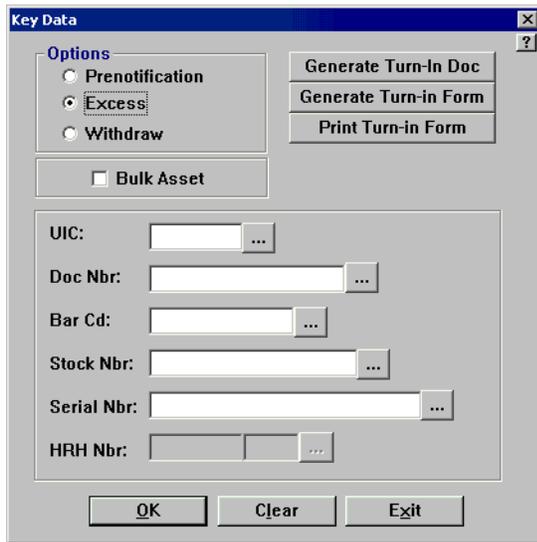
- a. Select the appropriate designee.
- b. Click **OK**.

STEP 12:

- Click **Add**.

You are returned to the Excess Key Data screen. You can now generate the DD Form 1348-1.

Generating a Turn-In Form



The Key Data dialog box contains the following elements:

- Options:** Radio buttons for Prenotification, Excess (selected), and Withdraw.
- Buttons:** Generate Turn-In Doc, Generate Turn-in Form, and Print Turn-in Form.
- Bulk Asset:** A checkbox that is currently unchecked.
- Fields:** Input fields for UIC, Doc Nbr, Bar Cd, Stock Nbr, Serial Nbr, and HRH Nbr, each with a dropdown arrow.
- Bottom Buttons:** OK, Clear, and Exit.

STEP 1:

- Click on **Generate Turn-in Form**.

STEP 2:

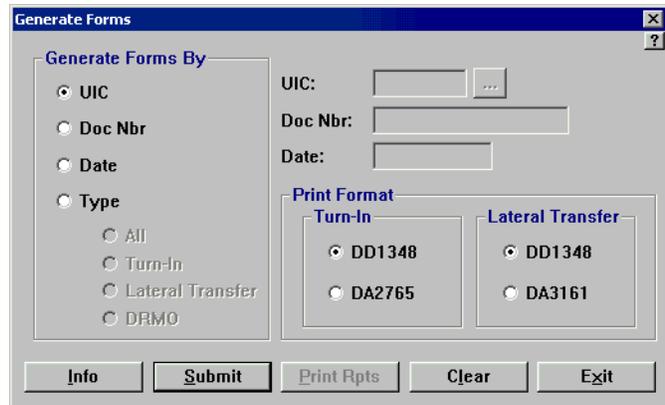
- Click **Submit**.

The Transaction Processed dialog box will be displayed.

- Click **OK**.

You will be returned to the Generate Forms screen.

- Click **Exit**.

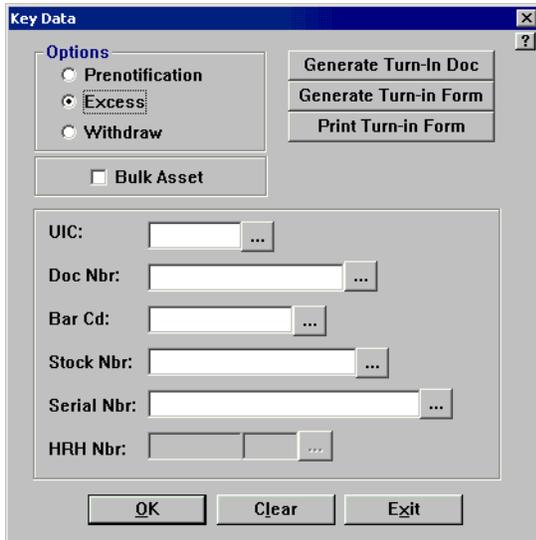


The Generate Forms dialog box contains the following elements:

- Generate Forms By:** Radio buttons for UIC (selected), Doc Nbr, Date, and Type.
- Type Sub-options:** Radio buttons for All, Turn-In, Lateral Transfer, and DRMO.
- Fields:** Input fields for UIC, Doc Nbr, and Date.
- Print Format:** Two columns of radio buttons:
 - Turn-In:** DD1348 (selected) and DA2765.
 - Lateral Transfer:** DD1348 and DA3161.
- Bottom Buttons:** Info, Submit, Print Rpts, Clear, and Exit.

Printing the Turn-In Form

Once you have generated the Turn-In Form, you can now print it.



The 'Key Data' dialog box contains the following elements:

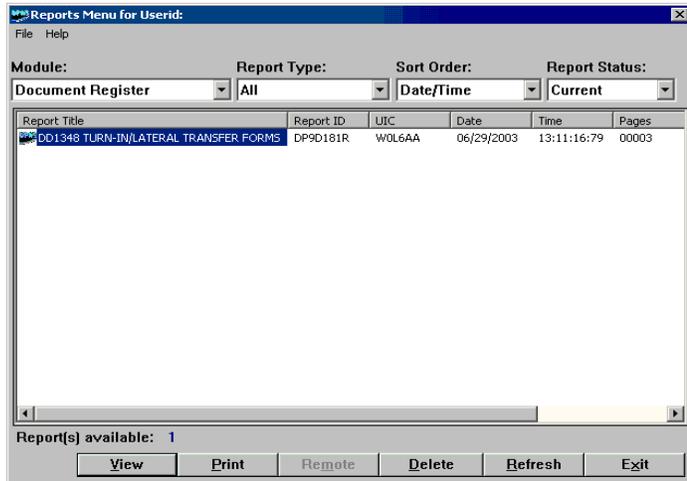
- Options:**
 - Pnotification
 - Excess
 - Withdraw
- Bulk Asset
- Buttons:** Generate Turn-In Doc, Generate Turn-in Form, Print Turn-in Form
- Fields:** UIC, Doc Nbr, Bar Cd, Stock Nbr, Serial Nbr, HRH Nbr (each with a search icon)
- Bottom Buttons:** OK, Clear, Exit

STEP 1:

- Click **Print Turn-in Form**.

STEP 2:

- Select the **DD1348 TURN-IN/TRANSFER FORMS** report.
- Click **View**.



The 'Reports Menu for Userid' dialog box displays the following information:

- Module:** Document Register
- Report Type:** All
- Sort Order:** Date/Time
- Report Status:** Current

Report Title	Report ID	UIC	Date	Time	Pages
DD1348 TURN-IN/LATERAL TRANSFER FORMS	DP9D181R	W0L6AA	06/29/2003	13:11:16:79	00003

Report(s) available: 1

Buttons: View, Print, Remote, Delete, Refresh, Exit

Below is an example of the DD Form 1348-1:

The screenshot displays the EUREKA Reporter Viewer interface for a DD Form 1348-1. The window title is "EUREKA:Reporter Viewer - [FORM1348]". The form contains the following data:

1. ITEM NO.	2. QUANTITY	3. UNIT	4. PRICE PER UNIT	5. TOTAL PRICE	6. ITEM NAME
Z3A 999	EA	00001		1532.00	W33BSV
7. DOC DATE			8. MARK	9. PAY DATE	
04020					
10. ITEM CLASSIFICATION					
COMPUTER, PENTIUM III					
11. ARCHIVED BY					
12. REPORT BY					

Ship To:
 DFAS-EUROPE
 MARK HILL
 100322 DUNHILL RD
 LONDON, UNKIN 45345

The status bar at the bottom shows "Ready" and "Pg: 1 of 2".

Excess Export Process

The Excess Actions Export Status Report process retrieves summary and detail processing information from the Excess Import Interface table and the Asset Redistribution table. The process will build a fixed-length, format file; the records within the file will consist of "Add", "Delete" and/or Acknowledgement records. The Export Interface System Administrator Report is generated. Once the report is completed, the Excess Import Interface table is updated by deleting the summary rows, and the Asset Redistribution table is updated by deleting the detail rows where the status code was "EC" or "WR". For records on the Asset Redistribution table where the status code is "PR", the status code is changed to "PX"; for those records whose status code is "ER", the status code is changed to "EX".

Excess Import Process

The Excess Actions Parser process will convert the variable-length, pipe-sign delimited file format used by the disposal activity into a fixed-length standard file format for use by DPAS.

The Excess Actions Import process will verify the file layout of the files being imported to DPAS. These verifications include the existence of a header and trailer record, the matching of the DPAS site identification to the Interface Control table, the valid record count on the trailer record, and the matching of the information on the header and trailer records.

The Excess Actions Import Update process will insert summary and detail transactions to the Excess Import Interface table. When a file is rejected, a summary record is inserted into the Excess Import Interface table with a Process Status Code of "FR" (File Rejected) and the appropriate error message. This process will check the file sequence number on the Interface Control table for the site. When the file is out of sequence, a summary record is inserted into the Excess Import Interface table with a Process Status Code of "FS" (File Suspended). A file that is not rejected or suspended will have a summary record inserted into the Excess Import Interface table with a Process Status Code of "FP" (File Ready for Processing); in addition, each detail transaction is inserted into the Excess Import Interface table with the same Process Status Code. Summary rows will contain a "99999999" as the DPAS Database Id.

The Excess Actions Transaction Update process will match the turn-in document number and quantity sent by the disposal activity with the original turn-in document number and quantity sent by the Command. When an exact match is made, the process will check the excess in place indicator on the transaction sent by the disposal activity. If the excess in place indicator is equal to "Y", the Process Status Code is updated to "EP" (Excess In Place) on the Asset Redistribution table. If the excess in place indicator is not equal to "Y", the process will call the End Item Decrease process to remove the end item, and will then delete the transaction from the Asset Redistribution table.

The Excess Actions Import Status Report process will retrieve summary file import information from the Excess Import Interface table. It will build counts of summary rows that resulted from the completion of the Excess Actions Import and Excess Actions Import Update processes. A four-part report is generated for use by the DPAS System Administrator. Part one is a "Processing Summary" report, part two is a "Files Rejected Summary" report, part three is a "Files Suspended Summary" report and part four is a "Files Processed Summary" report.

Excess In Place Delete

INTRODUCTION

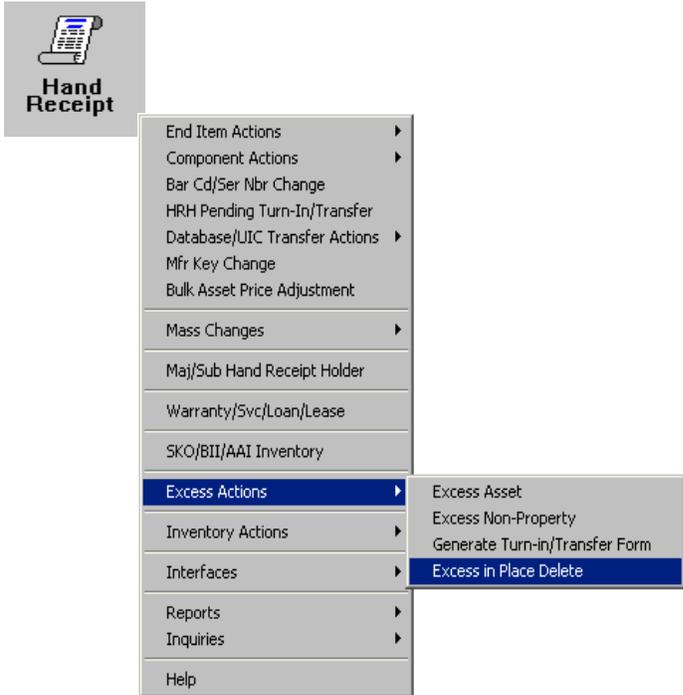
The purpose of this program is to allow for the deletion of excess in place asset(s) that have been turned in to Defense Reutilization and Marketing Office (DRMO) and have been reissued/sold by DRMO. These assets were entered on this table utilizing the Excess Asset or Excess Non-Property program and identified as Excess In Place. In order to excess in place assets, there must be a Memorandum of Agreement (MOA) between the Defense Reutilization and Marketing Service (DRMS), Defense Reutilization and Marketing Office (DRMO) and the command, activity, or agency. Upon completion of this screen, the asset(s) are dropped and a history record is written to the Asset Redistribution History Table for each asset affected by the delete action.

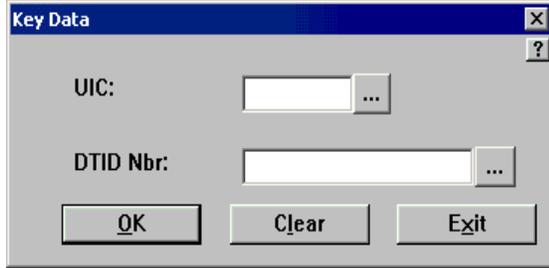
PREREQUISITES

- UIC must exist on the Unit Identification Table.
- Access must be authorized to the UIC of the asset.
- Asset(s) must be on Asset Redistribution Table and identified as excess in place.

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Excess Actions** option from the program group.
3. Select **Excess In Place Delete** from the program list.





The 'Key Data' dialog box contains two input fields: 'UIC:' and 'DTID Nbr:'. Each field has a text box followed by a browse button (three dots). At the bottom, there are three buttons: 'OK', 'Clear', and 'Exit'.

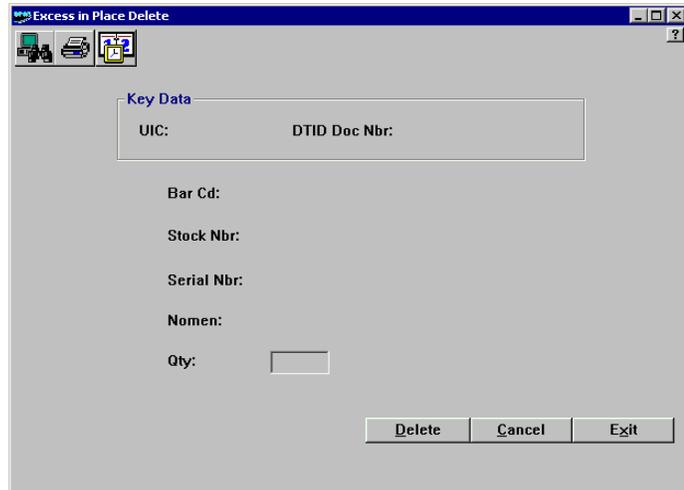
STEP 1:

- a. **UIC:** Enter or browse for your UIC.
- b. **DTID Nbr:** Enter or browse for the Disposal Turn-In Document Number.
- c. Click **OK**.

STEP 2:

- a. **Qty:** This field is only accessible for bulk assets. If the asset is bulk, enter the quantity.
- b. Click **Delete**.

 **NOTE:**
If you selected more than one bar code in the Selection Screen, MULTISELCT will be displayed in the bar code field to alert you that more than one row was selected for deletion.



The 'Excess in Place Delete' dialog box features a 'Key Data' section with a large text box containing 'UIC:' and 'DTID Doc Nbr:'. Below this are fields for 'Bar Cd:', 'Stock Nbr:', 'Serial Nbr:', 'Nomen:', and 'Qty:'. The 'Qty:' field has a small text box. At the bottom right, there are three buttons: 'Delete', 'Cancel', and 'Exit'.

Prenotifying DRMO of Excess Non-Property Assets

INTRODUCTION

The purpose of this process is to allow the user to create a prenotification transaction that will be sent to a disposal activity.

An excess Item Nbr is generated for each prenotification transaction. The prenotification transaction is written to the Asset Redistribution Table and to the Asset Redistribution History Table.

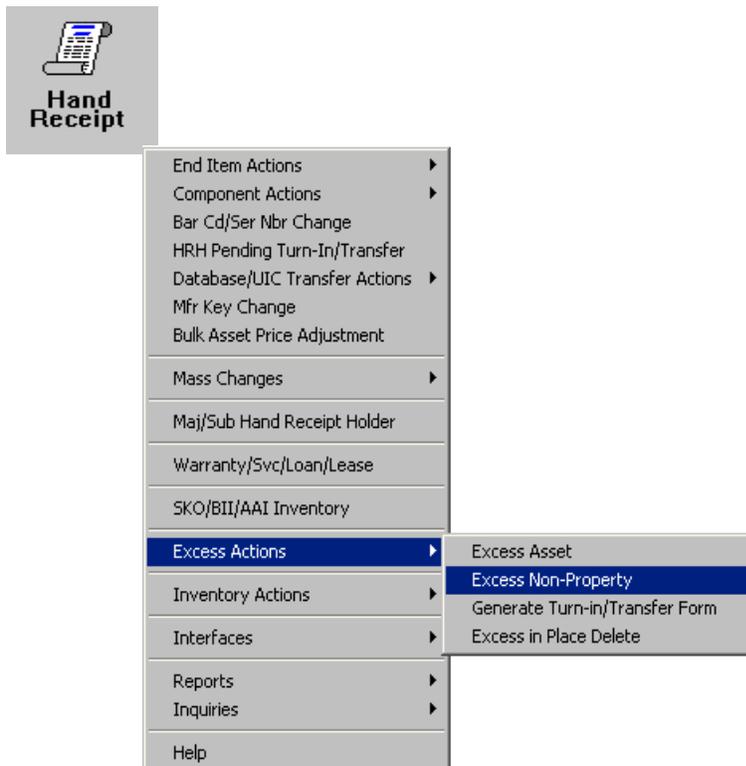
PREREQUISITES

Before a Command can interface with the disposal activity, the System Administrator at DECC-Dayton must insert the necessary information into the Interface Control table.

Address Keys must be established in the Utilities module.

STEPS TO PERFORM ACTION

1. Select the **Utilities** icon, or select **Utilities** from the menu bar.
2. Select **Master Table Maint** from the program group.
3. Select **UIC** from the program list.



Key Data

Options

Prenotification
 Excess
 Withdraw

IT Asset Bulk Asset

Generate Turn-In Doc
 Print Turn-in Form

UIC: [] ...
 Doc Nbr: [] ...
 Bar Cd: []
 Stock Nbr: [] FSC: [] ...
 Serial Nbr: []
 HRH Nbr: [] [] ...
 IT Device Cd: [] ... Address Key: [] ...

OK Clear Exit

STEP 1:

- Options:** Accept the default of **Prenotification**.
- IT Asset:** Check this box if the asset is IT equipment.

NOTE:
 A prenotification cannot be created for a bulk asset.

- Bulk Asset:** This field is not accessible.
- UIC:** Enter or browse for your UIC.
- Bar Cd:** If the asset has a bar code, enter the bar code.
- Stock Nbr:** Enter the stock number of the asset.
- FSC:** Browse for the Federal Supply Class and select the appropriate FSC for the asset.
- Serial Nbr:** Enter the serial number of the asset. This field is not accessible for bulk assets.
- HRH Nbr:** Enter or browse for the Major and/or Sub Hand Receipt Holder.
- IT Device Cd:** If you checked **IT Asset**, enter or browse for the IT Device Code of the asset.
- Address Key:** Browse for the Address Key for the Activity that is reporting the excess asset.

STEP 2:

- Highlight the appropriate address key.
- Click **OK**.

You are returned to the Excess Non-Property Key Data screen.

- Click **OK**.

Addresses

Address Key	Activity Name
01	LETTERKENNY ARMY DEPOT ANSAH-LE-EE-P
04	LETTERKENNY ARMY DEPOT ANSAH-LE-EE-P
07	LETTERKENNY ARMY DEPOT ANSAH-LE-EE-P
10	LETTERKENNY ARMY DEPOT ANSAH-LE-EE-P
88	LETTERKENNY ARMY DEPOT ANSAH-LE-EE-P

OK

Excess Non-Property Add/Change

Excess | Reporting Address | Holding Location | Designee

Key Data

Bar Cd: [] UIC: [] ...
 Serial Nbr: [] Doc Nbr: [] ...
 Stock Nbr: [] IT Device Cd: [] ...

Type Action:

Nomen: [] IT Mfr Cd: [] ...
 Mfr Part Nbr: []
 Dmil Cd: [] Mfr Dt: [] ...
 Cond Cd: []
 Acq Cost: [] Qty: []
 Dspsl Activity: [] Avail Dt: [] ...
 RIC From: [] Excess in Place

Related Data Add Cancel Exit

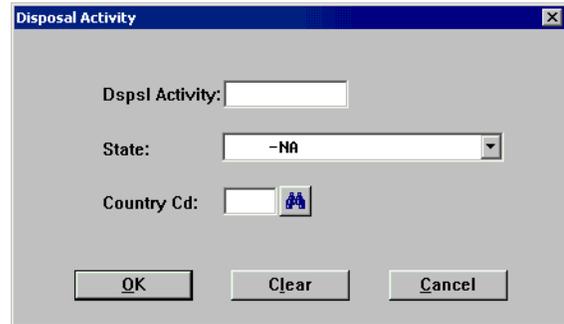
STEP 3:

- Nomen:** Enter the description of the item.
- IT Mfr Cd:** If the item is IT equipment, browse and select the appropriate manufacturer of the item.
- Mfr Part Nbr:** Enter the part number or model number of the item.
- Dmil Cd:** If applicable, select the appropriate Demilitarization Code.
- Mfr Dt:** Enter (or use the calendar button) the date the asset was manufactured.
- Cond Cd:** Select the appropriate Condition Code of the item.

- g. **Acq Cost:** If known, enter an Acquisition Cost of the item.
- h. **Dpspl Activity:** Click the browse button to browse for the applicable disposal activities.

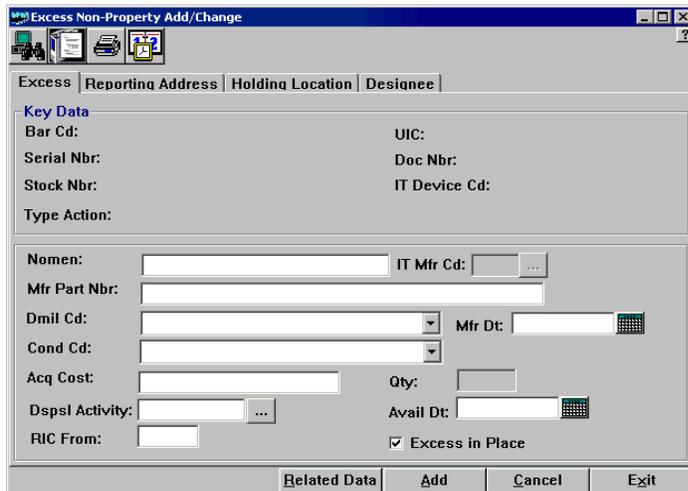
STEP 4:

- a. **Dpspl Activity:** If you know the DoDAAC of the Disposal Activity, you may enter it (but it must be on the Excess Site Table).
- b. **State:** If you wish to search for the DoDAAC of your Disposal Activity, click on the drop down list box and select the state for which you are searching.
- c. **Country Cd:** If you wish to search by country, click on the binoculars and select the country for which you are searching.
- d. Click **OK**.



STEP 5:

- a. **Avail Dt:** Enter the date the asset will be available.
- b. **RIC From:** Enter your Activity's Routing Identifier Code.
- c. **Excess in Place:** If you have a Memorandum of Agreement with your DRMO to Excess in Place, check this box.
- d. You can click on the other tabs to display/change reporting and holding information.



Tabs	
Reporting Address	Click on this tab to change information of the reporting activity.
Holding Location	Click on this tab to change information of the holding location of the asset.
Designee	Click on this tab to enter information for items that are to be donated as Computers For Learning (CFL). Refer to Prenotifying DRMS of Excess Property for steps to designate CFL.

- e. Click **Add**.

The Transaction Processed dialog box will be displayed.

- f. Click **OK**.

You will be returned to the Key Data screen.

- g. Click **Exit**.

Excessing Non-Property Assets

INTRODUCTION

The purpose of this process is to allow the user to enter an Excess transaction that will be sent to a disposal activity.

PREREQUISITES

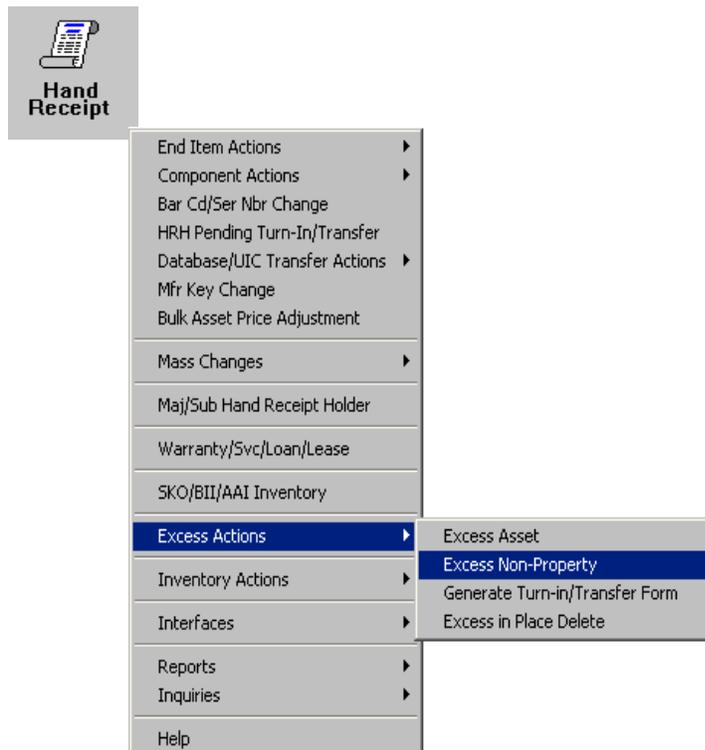
Before a Command can interface with the disposal activity, the System Administrator at DECC-Dayton must insert the necessary information into the Interface Control table.

You will need to have a Turn-In Document Number. This will be demonstrated in this exercise.

Address Keys must be established in the Utilities module.

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Excess Actions** option from the program group.
3. Select **Excess Non-Property** from the program list.



STEP 1:

- a. **Options:** Select **Excess**.
- b. **IT Asset:** Check this box if the item is IT equipment.
- c. **Bulk Asset:** Check this box if the item is bulk managed. This field will not be accessible if you checked the IT Asset box.
- d. **UIC:** Enter or browse for your UIC.
- e. **Doc Nbr:** Leave this field blank; it will fill in later.
- f. **Bar Cd:** Leave this field blank at this time.
- g. **Stock Nbr:** Enter the Stock Number of the item you are excessing.
- h. Leave the remaining fields blank.
- i. Click on **Generate Turn-In Doc** button.

 **NOTE:** You can generate a turn-in document from the Excess Asset or Excess Non-Property process by selecting the Generate Turn-In Doc button on that processes' Key Data screen. Once the turn-in process has been completed, you are returned to the Excess Asset or Excess Non-Property process.

An asset cannot be excessed before it has been designated for turn-in.

STEP 2:

- a. **Document Number Assignment:** Select the appropriate Document Number Assignment.
 - **Automated:** DPAS will generate a document number automatically.
 - **Manual:** This is a user-defined document number.
- b. **UIC:** This field is displayed from the Excess Key Data screen.
- c. **Stock Nbr:** This field is displayed from the Excess Key Data screen.
- d. **Destn Id:** Click on the browse button to display the Destination Identification Codes.
- e. **Transfer Cd:** Click on the browse button to display the Transfer Codes.
- f. **Include Turn-In Messages:** If you want to include any transfer messages that you have previously established, check this box.
- g. Click **OK**.

STEP 3:

- a. **Doc Nbr:** If your Activity interfaces with SARSS-O **AND** you selected **Auto-mated** document number assignment, this field will be displayed with the unit's DoDAAC.

If you selected **Manual** document number assignment, enter your document number here.

- b. **Block:** For automated document number assignments, enter or browse to display the blocks of document numbers.

**NOTE:**

The Supply Requests Turn-In process will use the Document Identifier Code (DIC) of "A5J" to indicate the assets to be excessed through this interface. When creating the Document Number, it is imperative that the first six position of the Document Number is a valid Department of Defense Activity Address Code (DoDAAC) within the Department of Defense Activity Address File (DoDAAF). Transaction containing an invalid DoDAAC will be rejected by the Disposal Activity.

- c. **RIC:** Enter the Routing Identifier Code.
- d. **Media Sts Cd:** Select the appropriate Media Status Code. Refer to **References** for the appropriate codes.
- e. **HRH Nbr:** Enter or browse for the Major and/or Sub Hand Receipt Holder.
- f. **Qty:** Enter the quantity you are turning in.
- g. **Supp Address:** If applicable, enter a Supplemental Address for the asset you are turning in.
- h. **Fund Cd/Appn:** Enter or browse for the appropriate Fund Code and/or Appropriation Allotment Serial Number.
- i. **Signal Cd:** Select the appropriate Signal Code. Refer to **References** for the appropriate codes.
- j. **Acq Cost:** Enter the actual cost of the asset.
- k. **Cond Cd:** Select the appropriate Condition Code of the asset. Refer to **References** for the appropriate codes.
- l. **Local Use:** This is a free field. You can enter any applicable local information.
- m. **Remarks:** Enter a justification of why the asset is being turned in.
- n. **Addl Data:** Enter any additional information.
- o. Click **Save**.

The Transaction Processed dialog box will be displayed.

- p. Click **OK**.

You will be returned to the Excess Key Data screen and your Document Number will be displayed.

STEP 4:

- a. **Bar Cd:** If your Activity uses bar codes, enter or browse for the bar code of the asset you are excessing. **Proceed to step c.**
- b. **Serial Nbr:** Enter or browse for the serial number of the asset you are excessing. If your Activity uses bar codes and you entered a bar code, the serial number will be displayed.
- c. **Address Key:** Click on the browse button to display the appropriate Address Keys.

The 'Key Data' dialog box contains the following elements:

- Options:** Radio buttons for 'Prenotification', 'Excess' (selected), and 'Withdraw'.
- Buttons:** 'Generate Turn-In Doc', 'Generate Turn-in Form', and 'Print Turn-in Form'.
- Asset Types:** Checkboxes for 'IT Asset' and 'Bulk Asset'.
- Fields:** UIC, Doc Nbr, Bar Cd, Stock Nbr, Serial Nbr, HRH Nbr, IT Device Cd, and Address Key, each with a browse button (...).
- Other:** An 'FSC' field with a small icon.
- Bottom Buttons:** 'OK', 'Clear', and 'Exit'.

Address Key	Activity Name	Address
01	LETTERKENNY ARMY DEPOT	ANSAM-LE-EE-P
04	LETTERKENNY ARMY DEPOT	ANSAM-LE-EE-P
07	LETTERKENNY ARMY DEPOT	ANSAM-LE-EE-P
10	LETTERKENNY ARMY DEPOT	ANSAM-LE-EE-P
88	LETTERKENNY ARMY DEPOT	ANSAM-LE-EE-P

The dialog box includes an 'OK' button at the bottom.

STEP 5:

- a. Select the address key for the Activity reporting the material as excess.
- b. Click **OK**.

You are returned to the Key Data screen.

- c. Click **OK**.

STEP 6 (Excess Tab):

- **Dpspl Activity:** Click the browse button for the disposal activity's DoDAAC.

The 'Excess Asset Add/Change' dialog box features the following components:

- Tabs:** 'Excess' (selected), 'Reporting Address', 'Holding Location', and 'Designee'.
- Key Data Section:** Fields for Bar Cd, Serial Nbr, Stock Nbr, UIC, Address Key, HRH Nbr, Nomen, and Turn-in Qty.
- Type Action:** A dropdown menu currently set to 'Excess'.
- Doc Nbr:** A field with a browse button (...).
- Dpspl Activity:** A field with a browse button (...).
- Avail Dt:** A date field with a calendar icon.
- Cond Cd:** A dropdown menu.
- Excess Remv Dt:** A field.
- Options:** Checkboxes for 'Excess in Place' and 'RIC From'.
- Qty:** A field with the value '1'.
- Bottom Buttons:** 'Related Data', 'Add', 'Cancel', and 'Exit'.

STEP 7:

- a. **Dpspl Activity:** If you know the DoDAAC of the Disposal Activity, you may enter it (but it must be on the Excess Site Table).
- b. **State:** If you wish to search by state, click on the drop down list and select the state for which you are searching.
- c. **Country Cd:** If you wish to search by country, click on the binoculars and select the country for which you are searching.

d. Click **OK**.

STEP 8 (Excess Tab):

- a. **RIC From:** Enter the Routing Identifier Code of the Activity reporting the property as excess.
- b. **Avail Dt:** The default for the availability date is the current system date. You can change this to the date the item will become available.
- c. **Cond Cd:** Select the appropriate condition of the item.
- d. Select the **Designee** tab.

STEP 9 (Designee Tab):

- **Designee Cd:** Click on the browse button to display the valid Designee codes.

STEP 10:

- a. **Designee Cd:** If you know the Designee Code, you can enter it here. This code must match a designee code on the Disposal Designee Code Table.
- b. **City:** If you know the exact city, you can enter it here.
- c. **State:** Browse for the state where the asset will be designated.
- d. Click **OK**.



HINT!

You **DO NOT** have to enter data in each of the above data fields. This is a search process to search by designee codes, by specific city, or by state.

Designee Cd	Designee Activity Name	Agency Name
XX000U	UNIV OF DISTRICT OF COLUMBIA	AMERICA THE

STEP 11:

- a. Select the appropriate designee.
- b. Click **OK**.

STEP 12:

- Click **Add**.

You are returned to the Excess Key Data screen. You can now generate the DD Form 1348-1.

Printing the Turn-In Form

You can now print the Turn-In Form.

The 'Key Data' dialog box contains the following elements:

- Options:** Radio buttons for 'Prenotification', 'Excess' (selected), and 'Withdraw'.
- Buttons:** 'Generate Turn-In Doc' and 'Print Turn-in Form'.
- Asset Types:** Checkboxes for 'IT Asset' and 'Bulk Asset'.
- Fields:**
 - UIC: W0U2AA
 - Doc Nbr: W33BSV41951001
 - Bar Cd: (empty)
 - Stock Nbr: 2320001234567, FSC: 2320
 - Serial Nbr: 21441
 - HRH Nbr: W0U28A
 - IT Device Cd: (empty), Address Key: 01
- Bottom Buttons:** 'OK', 'Clear', and 'Exit'.

STEP 1:

- Click **Print Turn-in Form**.

STEP 2:

This is an example of the printer dialog box. This may not be the **exact same screen** that you will see on your computer.

- Make sure that the information on your printer dialog box is correct and click **OK**.

The 'Print' dialog box contains the following elements:

- Printer:** Name: \\DFAS_TREE\cco-pq-hp8k-b21f2cc98, Status: Ready, Type: HP LaserJet 8000 Series PCL, Where: \\DFAS_TREE\cco-pq-hp8k-b21f2cc98.
- Print range:** Radio buttons for 'All' (selected), 'Pages from: 1 to: ', and 'Selection'.
- Copies:** Number of copies: 1, Collate checkbox (checked).
- Bottom Buttons:** 'OK' and 'Cancel'.

Below is an example of the DD Form 1348-1:

EUREKA:Reporter Viewer - [FORM1348]

File Edit View Tools Window Help

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 1532.00
 04020
 COMPUTER, PENTIUM III
 100322 DUNHILL RD
 LONDON, UNKIN 45345

1. ITEM NUMBER
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 3. UNIT PRICE
 4. TOTAL PRICE
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 100. UNIT WEIGHT

Ship To:
 DFAS-EUROPE
 MARK HILL
 100322 DUNHILL RD
 LONDON, UNKIN 45345

Ready Pg: 1 of 2 NUM

Tables

EXCESS IMPORT INTERFACE TABLE		ASSET REDISTRIBUTION TABLE	
FP	File row ready for processing.	PR	Prenotification transaction ready to send.
FR	File row rejected.	PX	Prenotification transaction sent to disposal activity (AE1 sent).
FS	File row suspended.	RP	Prenotification transaction acknowledged by disposal activity (AFX received - no errors).
RP	Transaction row ready for processing.	ER	Excess transaction ready to send.
PR	Transaction row processed and reported.	EX	Excess transaction sent to disposal activity (AS3 sent).
PX	Transaction row ready for delete.	RE	Excess transaction acknowledged by disposal activity (AFX received).
		EC	Excess transaction accepted by disposal activity and item not Excess In Place (XR1 received - qty matched - not Excess In Place).
		ES	Excess transaction accepted by disposal activity but suspended within DPAS (XR1 received - qty mismatch or bulk asset).
		EP	Excess transaction accepted by disposal activity and item is Excess In Place (ZR1 received - qty matched - Excess In Place).
		RR	Transaction rejected by disposal activity (AFX received - errors exist).
		WR	Withdraw transaction ready to send.

Practical Exercise: Final Group Exercise #1

Title: Group Study

Objective: At the completion of this case study the group should demonstrate a capacity to perform the actions in DPAS necessary to take a group of assets from cradle to grave.

Prerequisites:

Requirements: The group will be required to complete all transactions, which will be presented and explained to the class at the completion of the study.

References: Reference in the manual phase one/phase two/phase three.

Policies/Procedures: Follow the correct policies and procedures of your activity or command.

Scenario: You have received a new requirement for 9 new IT assets and 6 new NON-IT assets for 3 newly assigned Hand Receipt Holders. Accounts for these Hand Receipt Holders have not been previously established and the assets they have requested have never been procured prior to this requirement.

Instructions: Make the appropriate entries in DPAS to take these requisitioned items from cradle to grave.

Given: The assets you have requisitioned and received are as follows:

3 CPU's	\$2,600.00 each
3 Monitors	\$600.00 each
3 Servers	\$133,000.00 each (purchased with capital funds)
3 Vehicles	\$17,388.00 each
3 Copiers	\$4,500.00 each (leased equipment)

Summary: You must show that you have completed one each of the following actions on your assets by running the appropriate report or inquiry.

Hand Receipt Holder Transfer	Serial Number Change
Activating An Asset For Depreciation	Set Up Warranty Information On The Server
Location Change	Set Up Lease Information On The Copiers
Price Adjustment	Reporting An Asset For Excess
Stock Number Change	Processing A Turn-In Action
Bar Code Change	Processing A Transfer Out Action

Class Discussion: Q & A

Practical Exercise: Final Group Exercise #2

Title: Group Study

Objective: At the completion of this case study the group should demonstrate a capacity to perform the actions in DPAS necessary to take a group of assets from cradle to grave.

Prerequisites: The items must be on the catalog prior to adding the items to the property book.

Requirements: The group will be required to complete all, which will be presented and explained to the class at the completion of the study.

References: Reference in the manual phase one/phase two/phase three.

Policies/Procedures: Follow the correct policies and procedures of your activity and/or command.

Scenario: You have received a new requirement for 9 new IT assets and 8 new NON-IT assets from 3 newly assigned Hand Receipt Holders. Accounts for these Hand Receipt Holders have not been previously established and the assets they have requested have never been procured prior to this requirement.

Instructions: Make the appropriate entries in DPAS to take these requisitioned items from cradle to grave.

Given: The assets you have requisitioned and received are as follows:

3 CPU's	\$2,600.00 each
3 Monitors	\$600.00 each
3 Servers	\$133,000.00 each (purchased with capital funds)
3 Cars	\$21,388.00 each (leased)
3 Copiers	\$4,500.00 each (leased equipment)
1 Pallet Lift	\$1,503.00 each
1 Electric Floodlight	\$1,532.00 each

Summary: You must show that you have completed one each of the following actions on your assets by running the appropriate report or inquiry.

Hand Receipt Holder Transfer	Serial Number Change
Activating An Asset For Depreciation	Set Up Warranty Information On The Server
Location Change	Set Up Lease Information On The Copiers
Price Adjustment	Reporting An Asset For Excess
Stock Number Change	Processing A Turn-In Action
Bar Code Change	Processing A Transfer Out Action

Class Discussion: Q & A

Reference Codes

ACQUISITION ADVICE CODES

Acquisition Advice Codes	
A	Service Regulated
B	ICP Regulated
C	Service Managed
D	DoD IMM Stocked and Issued
E	Other Service Managed
F	Fabricate or Assemble
G	GSA Integrated Materiel Manager
H	Direct Delete Under Control Contract
I	Direct Order From Control Contract
J	Not Stocked Long Lead Time
L	Local Purchase

ADPE IDENTIFICATION CODES

ADPE Id Codes	
0	No ADP Components
1	Analog CPUs
2	Digital CPUs
3	Hybrid CPUs
4	ADP Input/Output Storage Devices
5	ADP Accessorial Equipment
6	Punched Card Equipment
7	ADP Supply and Support Equipment
8	ADP Components
9	Contains Embedded ADPE

ADVICE CODES

Advice Codes			
1A	Quantity Exceeds Requisition Objectives	1K	Rtrn Comp Major Item
1B	Quantity Exceeds Requisition Objectives	2A	Item Not Locally Obtainable
1C	Fill Do Not Backorder	2B	Requisitioned Item Only
1J	Fill Do Not Substitute	2C	Do Not Backorder
Other codes are available as needed. Use the pick list to display appropriate selections			

ASSET CODES

Asset Codes	
A	Internal Use Software
B	Buildings, Improvements, and Renovations
C	Construction In Progress
D	Land and Land Rights
E	Improvements to Land
G	Assets under capital lease
H	Leasehold improvements
K	Equipment
Refer to Annex Z of the DPAS On-Line Help for more codes and definitions.	

ASSET CONTROL CODES

ACC Codes	
I	Intangibles
J	IPE Equipment
K	IT Equipment
L	IT Software
M	IT Other
N	Medical Equipment
P	Commercial Vehicles
S	Office Equipment
T	Other Equipment

ASSET CONTROL CODES AND ASSET CODES (REAL PROPERTY)

Asset Control Codes		Asset Codes			
Q	Minor Construction	B	Buildings, Improvements, and Renovations	N	Other Natural Resources
R	Major Construction	D	Land & Land Rights	Y	Other General PP&E
V	Other Natural Resources	G	Assets Under Capital Lease	S	Other Structures & Facilities
		H	Leasehold Improvement		

ASSET SUBSTITUTE CODES

Asset Substitute Codes	
N	Non-type classified items
I	In-lieu-of
S	Authorized Substitute

BUY CODES

Buy Codes			
Blank	N/A	T	Army
B	Other DOD agencies	U	DLA
J	DRMO (Defense Reutilization & Marketing Office)	V	GSA
S	Local Procurement		

CLASSIFICATION CODES

Classification Codes	
C	Contingency
E	Exempt
L	Limited procurement
N	Nontype classified
O	Obsolete
P	Low-rate production
S	Standard
Click on the pick list to display additional codes.	

COMMODITY MANAGEMENT CODES

Commodity Management Codes	
A	Chief of Staff, Army.
B	U.S. Army Aviation and Troop Command - ground forces support materiel (other support materiel).
C	Office of the Surgeon General, U.S. Army Medical Materiel Agency - medical/dental material.
D	U.S. Army Armament Munitions and Chemical Command (AMCCOM) - Single manager ammunitions.
E	U.S. Army Aviation and Troop Command - general supplies (DLA/GSA items).
F	U.S. Army Support Activity, Philadelphia - clothing, textile, and nonmedical toiletries (DLA/GSA items).
Click on the pick list to display additional codes.	

CONDITION CODES

Condition Codes			
A	Serviceable (without Qualifications)	E	Unserviceable (limited restoration)
B	Serviceable (with Qualifications)	F	Unserviceable (reparable)
C	Serviceable (priority issue)	G	Unserviceable – Incomplete
D	Serviceable (test/modification)	H	Unserviceable
Other codes are available as needed. Use the pick list to display appropriate selections. Refer to Annex ZA of the DPAS On-Line Help for other codes and definitions.			

CONTROLLED INVENTORY ITEM CODES

Controlled Inventory Item Codes					
Classified Items		Sensitive Items		Pilferable Items	
A	Confidential - formerly restricted data.	N	Firearms.	I	Aircraft engine equipment and parts.
B	Confidential - restricted data.	P	Ammunition and explosives.	J	Pilferable Item - Pilferage codes may be designated by the coding activity to items coded U (unclassified) by recording the item to J.
C	Confidential	Q	Items that are a drug or other controlled substance identified as a Schedule III, IV, or V item, per the Controlled Substance Act of 1970. Also includes other items requiring vault storage.	M	Handtools and shop equipment.
D	Confidential - cryptologic	R	Precious metals, a drug, or other controlled substance identified as a Schedule I or II item, per the Controlled Substance Act of 1970. Also includes other items requiring vault storage.	V	Individual clothing and equipment.
E	Secret - cryptologic	1	Highest Sensitivity (Category I) - non-nuclear missiles and rockets in a ready-to-fire configuration.	W	Office machines.
F	Top Secret - cryptologic	2	High Sensitivity (Category II) - Arms, ammunition, and explosives.	X	Photographic equipment and supplies.
G	Secret - formerly restricted data	3	Moderate Sensitivity (Category III) - Arms, ammunition, and explosives.	Y	Communications/electronic equipment and parts.
H	Secret - restricted data	4	Low Sensitivity (Category IV) - Arms, ammunition, and explosives. Sensitive	Z	Vehicular equipment and parts.
Click on the pick list to review additional Classified and/or Sensitive Item codes					

DEMAND CODES

Demand Codes	
I	Inactivated Item Demand
N	Nonrecurring Demand
O	No Demand
P	Nonrecurring Demand for special program requirements.
R	Recurring demand

DEMILITARIZATION CODES

Demilitarization Codes			
A	Non-munitions list item (MLI)- demilitarization not required.	G	MLI-demilitarization required-ammunition, explosives, and other dangerous articles (AEDA). Demilitarization and, if required, declassification and removal of sensitive markings or information, will be accomplished prior to physical transfer to a Defense Reutilization and Marketing Office (DRMO). This code will be used for all AEDA items including those that also require declassification and removal of sensitive markings or information.
B	MLI – demilitarization not required.	P	MLI (security classified item)--declassification, and any other required demilitarization, and removal of any sensitive markings or information will be accomplished prior to accountability or physical transfer to a DRMO. This code will not be assigned to AEDA items.
C	MLI-remove or demilitarize installed key points outlined in DoD 4160.21-M-1 or lethal parts, components, and accessories.	Q	Strategic list item (SLI)--Demilitarization not required. SLI are non-MLI and are identified and licensed by the Department of Commerce through the Export Administration Regulations (EAR), 15 CFR, and indicated on the Commerce Control List (CCL), Part 799.1. Each CCL entry is preceded by a 5-digit Export Control Classification number (ECCN) and those ECCNs ending in the letter "A" or "B" are defined by DoD as SLI. These items are subject to Import Certification and Delivery Verification (IC/DV) control and other Trade Security Controls at disposition.
D	MLI-demilitarize by mutilation (total destruction of item and components) by melting, cutting, tearing, scratching, crushing, breaking, punching, neutralizing, etc. (As an alternative, burial or deep water dumping may be used when authorized by the DoD Demilitarization officer.)	G	MLI-demilitarization required-ammunition, explosives, and other dangerous articles (AEDA). Demilitarization and, if required, declassification and removal of sensitive markings or information, will be accomplished prior to physical transfer to a Defense Reutilization and Marketing Office (DRMO). This code will be used for all AEDA items including those that also require declassification and removal of sensitive markings or information.
E	MLI-demilitarization instructions to be furnished by the DoD Demilitarization Program Office.	P	MLI (security classified item)--declassification, and any other required demilitarization, and removal of any sensitive markings or information will be accomplished prior to accountability or physical transfer to a DRMO. This code will not be assigned to AEDA items.
F	MLI-demilitarization instructions to be furnished by item/technical manager.		

DESCRIPTION CODES

Description Codes			
G	Wrong Item	P	Overage
M	Damaged Item	R	Duplicate Shipment
N	Shortage	S	Duplicate Pseudo-Receipt

DOCUMENT IDENTIFIER CODES

AMCISS INTERFACES	
Z0A	NSN
Z0B	Mfr Code/Part Nbr
Z0D	Other (MCN)
Z0E	Exception

SARSS-O/BOSS/CORAS/DMLS/DAAS INTERFACES	
A01	NSN Overseas
A02	PN Overseas
A04	Other Overseas
A05	Exception Data Overseas
A07	Overseas Requirement
A0A	NSN Domestic
A0B	PN Domestic
A0D	Other Domestic
A0E	Exception Data Domestic

Turn-In Document Identification Codes	
A5J	DRMO Turn-In (ONLY USED IF INTERFACING WITH DRMO)
Z3A	Turn-In

Modification/Cancellation/Follow-Up Document Identifier Codes							
Modification		Cancellation		Follow-Up			
ZM/AM	Modification	ZC1/AC1	Cancel from Requisitioner	ZF1/AF1	Follow-Up from Requisitioner	AK2	Follow-Up to Prev Cancelled Requisition
		ZC2/AC2	Cancel from Supplementary Address	ZF2/AF2	Follow-Up from Supplementary Address	AK3	Follow-Up to Prev Cancelled Requisition
		AC3	Cancel from Activity (rp 54)	AF3	Follow-Up from Activity (rp 54)	AK4	Follow-Up to Prev Cancelled Requisition
		AC4	Cancel from Activity (rp 55)	AF4	Follow-Up from Activity (rp 55)	AK5	Follow-Up to Prev Cancelled Requisition
		AC5	Cancel from Activity (rp 56)	AF5	Follow-Up from Activity (rp 56)	AT	No receipt of Status
				AFC	Follow-Up for Improvement EDD	TM1	Follow-Up for Shipment Status
				AK1	Follow-Up to Prev Cancelled Requisition		

EQUIPMENT CATEGORY CODES

The following is a list of the **Major** categories of the ECC. Click on the Binoculars to search for the actual code.

Equipment Category Codes									
A	Aircraft	F	Tanks	L	Floating Equipment	Q	Support Equipment	V	Non-Tactical Wheel Vehicle (Commercial Design)
B	Air Defense Systems	G	Combat Vehicles	M	Railway Equipment	R	Ammunition And Ammunition Equipment	W	Furniture And Appliances
C	Missile Systems Land Combat	H	Tactical Vehicles	N	Construction Equipment	S	Installations Depot Peculiar Service Equipment	X	Office Equipment
D	Artillery Weapons	J	Communication And Electronic Equipment	O	Medical And Dental Equipment	T	Machine Tools	Y	Tools Not Classified Elsewhere
E	Small Arms	K	Electronic Test Equipment	P	Materiel Handling Equipment	U	Shop Support Equipment	Z	Equipment Not Listed Elsewhere

EQUIPMENT DEPRECIATION CODES

Equipment Deprn Codes	
If the ACC is L (IT Software), these are the applicable codes:	
1	Commercial Software
2	Internally Developed Software
If the ACC is N (Medical Equipment), these are the applicable codes:	
1	High Tech Medical
2	Other Medical
If the ACC is T (Other Equipment), these are the applicable codes:	
1	Electronic General Equipment (500KW)
2	Printers/Publication/Duplicating Equipment
3	Radio/Broadcast Equipment
4	Steam Equipment (12.5 + K)
5	RDT&E
6	Telecommunications
7	Water Transportation Equipment
8	Other

EQUIPMENT READINESS CODES

Equipment Readiness Codes	
A	Primary Weapon/Equipment
B	Auxiliary Equipment
C	Administrative Support Equipment
M	Multi Equipment Ready Code

ERROR EXPLANATION CODES

Error Explanation Codes					
Blank	N/A	AG	DoDAAC not Authorized	DB	Reject with CA Status
AD	Reject with CS Status	AN	Reject with CA Status	ND	Reject with CA Status
AE	Reject with CD Status	AP	Reject with CA Status	NE	Reject with CA Status
AF	Reject with CA Status	CX	Reject with CA Status	PR	Reject with CA Status

EXPENDITURE IDENTIFICIATION CODES

Expenditure Identification Codes	
B	General Supplies
K	Mag tape and disk packs/hardware-computers
L	Maint parts for ITE/hardware
M	Other IT supplies
N	Medical supplies and equipment
<p>Other codes are available as needed. Use the pick list to display appropriate selections. Refer to Annex ZA of the DPAS On-Line Help for other codes and definitions</p>	

FULL DEPRECIATION CODES

Full Depreciation Code	
Blank	Not fully depreciated
F	Fully depreciated (you cannot change the value to F; this is system generated)
S	Stop depreciation (may only be chosen if Asset Sts Cd = 'N Asset not in use' on the asset record)

HERITAGE ASSET CODES

Heritage Asset Codes					
0	Wildlife Preserves	5	Cemetery & Archeological Sites	A	Multi Use Buildings
1	Buildings	6	Indian Tribe Burial Ground	B	Multi Use Structures
2	Structures	7	Land, Mission	C	Multi Use Monuments & Memorials
3	Monuments & Memorials	8	Land, Other	D	Multi Use Land
4	Battlefields	9	Museums	E	Multi Use Museums

LOAN/LEASE CODES

Loan/Lease Codes	
Blank	Government owned. Asset is on Hand Receipt to Government personnel. Also applicable to capital leases (Lease to own, Asset Cd='G').
C	Government Furnished Property (GFP) in possession of a contractor in accordance with the Federal Acquisition Regulation.
G	Long term (greater than one year) GSA lease of non-vehicular equipment (Information Technology, Real Estate, Furniture etc. Applies to operating leases only.
L	In On loan from another Government activity.
M	Out On loan to another Government activity.
N	In On loan from a Non-Government activity.
P	Long term (greater than one year) GSA lease of vehicular equipment under a service or agency memoranda of agreement. Applies to operating leases only.
R	Leased or rented property from a commercial source other than GSA (Vehicular and non-vehicular). Applies to operating leases only.
T	Short term (not to exceed a year) GSA lease of vehicular and non-vehicular assets. Applies to operating leases only.

LOGISTICS CONTROL CODES

Logistics Control Codes			
A	Must be Procurable	P	Low-Rate Internal Production
B	In Lieu of LCC-A	R	Not In SB 700-20
D	Developmental	S	Contingency and Training
F	Mission Essential	T	Limited Production – Test
N	Not Separately Type Classified	U	U – Limited Production - Urgent
O	Obsolete	P	Low-Rate Internal Production

MEDIA STATUS CODES

Media Status Codes	
0	No status to requisitioner or SUPADD. 100% supply status and shipment status by data pattern (AUTODIN) to the activity designated by a significant entry in rp 54.
1	Reserved
2	Exception, supply statuses to requisitioner in rp 30-35 by data patter (AUTODIN).
3	Exception, supply status to requisitioner in rp 30-35 by readable document (mailed).
4	Exception, supply status to SUPADD in rp 45-50 by data patterns (AUTODIN).
5	Exception, supply status to SUPADD in 45-50 by readable document.
6, 7	Reserved.
8	100 percent supply status and shipment status to activity indicated in rp 54 by data pattern (AUTODIN). Do not provide status to any other status eligible recipient under any other circumstances. (For use only by SICAs on transactions for nonconsumable items.)
9	Not Used
A	100 percent supply status and shipment status to requisitioner on GSA Form 10050.
B	100 percent supply status to requisitioner in rp 30-35 by data patter (AUTODIN).
C	100 percent supply status to requisitioner in rp 30-35 by readable document (mailed).
Other codes are available as needed. Use the pick list for appropriate selection. Also, refer to the DPAS Help, Annex Z of the DPAS On-Line Help for definition of the valid codes.	

PRECIOUS METAL CODES

Precious Metal Codes	
A	Does not Contain Precious Metal
C	Has Two or More Precious Metals
G	Contains Gold
P	Has Platinum Family Metals
S	Contains Silver
U	Precious Metals Type is Unknown
V	Precious Metals Type Varies

PRIORITY DESIGNATOR CODES

Priority Designator Codes			
01	Emergency UND=A, FAD=I	09	Routine UND=B, FAD=IV
02	Emergency UND=A, FAD=II	10	Routine UND=B, FAD=V
03	Emergency UND=A, FAD=III	11	Routine UND=C, FAD=I
04	High Priority UND=B, FAD=	12	Routine UND=C, FAD=III
05	High Priority UND=B, FAD=II	13	Routine UND=C, FAD=III
06	High Priority UND=B, FAD=III	14	Routine UND=C, FAD=IV
07	High Priority UND=A, FAD=IV	15	Routine UND=C, FAD=V
08	High Priority UND=A, FAD=V		

PROPERTY TYPE CODES

Property Type Codes			
0	Medical components	5	Basic load (class V)
1	Basic load (class I)	6	Lease rental equipment
3	Basic load (class II)	7	Installation reserve equipment
4	TDA property	9	Installation property (Non Deployable)

REAL PROPERTY CATEGORY CODES

Real Property Category Codes			
111	Runway	123	Fuel Disp/Land
112	Taxiway	124	Oper Fuel Storage
113	Apron	125	Fuel/DOL Lines
116	Other Aflid Pvmt	126	Fuel Disp/Otr
121	Fuel Disp/Aircraft	131	Comms Buildings
122	Fuel Disp/Marine	132	Comms/Other
Click the pick list to display additional codes.			

REAL PROPERTY FACILITY CONDITON CODES

Real Property Facility Condition Codes			
A	Serviceable-Excellent (a facility that is normally less than five years old).	I	Functionally Inadequate (a facility that is serviceable (condition code equals A or B), but not suited functionally to match the unit, organization, or mission for which it is being used).
B	Serviceable-Fair (a facility that is over five years in age and requires only routine maintenance to maintain its condition).	N	Physically Non-serviceableNon-usable facility
C	Serviceable-Poor (a usable facility, but one that requires major renovation and/or maintenance beyond that of a routine job order).		

REAL PROPERTY TYPE CAPACITY CODES

Real Property Type Capacity Codes					
BD	Hospital beds normal capacity	FP	Firing points	MI	Miles, statute
BG	Building	GA	Gallons, capacity	MN	Men
BL	Barrels, capacity	GM	Gallons per minute, capacity	OU	Operating units
BX	Boxes	HP	Horse power	PN	Persons, design capacity
CF	Cubic feet capacity per hour	KG	Thousand gallons per day, capacity	SE	Seats
CM	Cubic meters	KV	Kilovolt-amperes, capacity (KVA)	SN	Stations
CY	Cubic yards	KW	Kilowatts, capacity	ST	Stalls
EA	Each	LF	Linear feet	TN	Tons
FA	Family unit	LN	Lanes	VE	Vehicles
FB	Feet of berthing	MB	Million british thermal units		

RECOVERABILITY CODES

Recoverability Codes	
A	Identifies assets that require special procedures in disposal. Reasons this code is assigned include precious metals content, high cost, materiel in short supply or hazardous materiel. Check manuals and directives for instructions.
D	Reparable item. When repair is beyond lower level (below depot) maintenance capability, request disposition instructions from the wholesale level. Disposal authority is at the wholesale level.
F	Reparable item. If condemned or uneconomically repairable, then disposal authority is at DS level.
H	Reparable item. If condemned or uneconomically repairable, then disposal authority is at GS level.
L	Reparable item. The disposal authority for these items is at the wholesale or wholesale- approved special repair activity level.
O	Reparable item. If condemned or uneconomically repairable, then disposal authority is at DS level.
Z	Non-reparable item. This is a non-reparable item. When unserviceable, the lowest level authorized to dispose of the item is the DS level.

REFERENCE CODES

Reference Codes	
SC	Supply Catalog
TM	Technical Manual
OT	Other

REPARABLE CODES

Reparable Codes	
a	No turn in will be made because request is for addition to or an increase in PLL/shop stock level.
b	No turn in will be made because like item was lost or destroyed.
c	Turn in of the item will be accomplished after the receipt and installation of the serviceable item being requested (e.g., the container used to issue the serviceable will be used to retrograde the unserviceable).
d	Turn in of like item will be made after completion of the investigation releases the item.

REPORTABLE ITEM CONTROL CODES

Reportable Item Control Codes	
0	Not reportable under UIT, SIMS-X, or Serial Number Tracking Systems.
2	Selected TOE/MTOE/TDA/MTDA/CTA/JTA authorized items (including NSN of generic family), and unauthorized and obsolete items designated by commodity managers for management under unique item tracking (UIT). This category includes major items on which data are required for the Army Materiel Plan. It also includes selected type classified secondary items and repair parts that require special control by commodity managers due to their importance and criticality. This category requires no serial number tracking.
8	Army managed items selected and designated by AMC MSC for intensive management under the Selected Item Management System - Expanded (SIMS-x) per AR 710-1. Does not require serial number tracking.
A	Same as RICC 2 and requires Serial Number Tracking for supply visibility.
B	Same as RICC 2 and requires Serial Number Tracking for maintenance data.
C	Same as RICC 2 and requires Serial Number Tracking for both supply visibility and maintenance data.
D	Same as RICC 8 except requires Serial Number Tracking for supply visibility.
E	Same as RICC 8 except requires Serial Number Tracking for maintenance data.
F	Same as RICC 8 except requires Serial Number Tracking for both supply visibility and maintenance data.

SHELF LIFE CODES

Shelf Life Codes									
0	Non-deteriorative	7	36 months	E	5 months	L	21 months	T	84 months
1	3 months	8	48 months	F	6 months	M	24 months	U	96 months
2	6 months	9	60 months	G	9 months	N	27 months	V	Variable Shelf-Life periods
3	9 months	A	1 month	H	12 months	P	30 months	W	120 months
4	12 months	B	2 months	I	72 months	Q	36 months	X	Medical items, parachutes, etc.
5	18 months	C	3 months	J	15 months	R	48 months	Y	180 months
6	24 months	D	4 months	K	18 months	S	60 months	Z	240 months

SHIPMENT CODES

Shipment Codes			
2	Government Watercraft	6	Military Official Mail (MOM)
3	Roll/On Roll/Off Service	7	Express Mail
4	Armed Forces Courier Service	8	Pipeline
5	Surf-Small Package Carrier	9	Local Develop by Government or Commercial Truck
Click on the pick list to display additional Shipment Codes.			

SIGNAL CODES

Signal Codes	
A	Ship/Bill Requisitioner
B	Ship Requisitioner/Bill Supplementary Address
C	Ship Requisitioner/Bill Activity
D	Ship Requisitioner/Free Issue
J	Ship Supplementary Address/Bill Requisitioner
K	Ship/Bill Supplementary Address
L	Ship Supplementary Address/Bill Activity
M	Ship Supplementary Address/Free Issue
W	Intraservice Use Only
X	Intraservice Use Only

SPECIAL CONTROL ITEM CODES

Special Control Item Codes	
0	Items which do not need any special controls.
1	Regulated item.
2	Principal item.
3	Sensitive item.
4	Regulated and Principal item.
5	Sensitive and Regulated item.

SPECIAL REQUIREMENTS CODES

Special Requirements Codes	
4	Item managed by an Army National Inventory Control Point for another service. The Army is not the user of the item.
5	Defense Industrial Plant Equipment item.
6	Nuclear Special, Non-DNA cataloged it
8	Item managed by the Army as the DOD single manager. This item is a conventional ammunition item not used by the Army.
9	Item managed by the Defense Nuclear Agency. This is an item of nuclear ordinance materiel.
A	Defense Logistics Agency Commercial item.
B	Item made by the blind.
C	General Services Administration Commercial item.
D	Defense Logistics Agency supply schedule item.
Click on the pick list to display additional codes.	

STRATIFICATION CODES

Stratification Codes	
A	Stocked Items
B	Indirect maintenance
C	Special maint project
M	Reported excess
S	Customer owned
Other codes are available as needed. Use the pick list to display appropriate selections. Refer to Annex ZA of the DPAS On-Line Help for other codes and definitions	

TRANSFER TYPE CODES

Transfer Type Codes	
1	Within Service-Inside Fund. If transfer has occurred between the same service and same fund. For example, transfer from Navy general funds to Navy general funds or Navy working capital funds to Navy working capital funds.
2	Within Service-Outside Fund. If transfer has occurred between the same service but different funds. For example, transfer from Navy general funds to Navy working capital funds or Navy working capital funds to Navy general funds.
3	Within DoD-Inside Fund. If transfer has occurred between the different services but same fund. For example, transfer from Army general funds to Navy general funds or Army working capital funds to Navy working capital funds.
4	Within DoD-Outside Fund. If transfer has occurred between the different services and different funds. For example, transfer from Army general funds to Navy working capital funds or Army working capital funds to Navy general funds.
5	Within Federal Government. Received from or transferred to a Federal Agency but outside of DoD.
6	Outside Government. Received from or transferred to a Non-Federal Agency.

TYPE ASSET CODES

Type Asset Codes	
G	General Property Plant & Equipment
H	Heritage (historical)
N	National Defense PP&E

UTILIZATION CODES

Utilization Codes			
1	Mission essential-miles.	B	Days/hours
2	Mission essential-hours.	C	CTA.
3	Mission essential days/miles.	H	Hours.
4	Mission essential days/hours.	M	Miles.
A	Days/miles.	W	Walk-thru.

Financial and Accounting Management Information System (FAMIS) Interface File Layout

1. Detail Record

ATTRIBUTE	POSITION	TYPE
Function Code	1-4	4 A/N
Maintenance Code	5	1 A
Activity Code	6-9	4 A/N
Accounting Reporting Number	10-29	20 A/N
Fund Code	30-31	2 A/N
Appropriation Allotment Serial Number	32-36	5 A/N
Office	37-47	11 A/N
Task Code	48-61	14 A/N
Object Class Code	62-67	6 N
Dollar Amount	68-81	14N2
Within/Outside Government Code	82	1 A mandatory space
Job Order Number	83-97	15 A/N
Asset Code	98-99	2 A/N
Effective Date	100-107	8 N
Transaction Date	108-115	8 N
Servicing Activity Code	116-119	4 A/N
Register Document Number	120-133	14 A/N
Quantity	134-138	5 N
Unit of Issue	139-140	2 A/N
Unit Identification Code	141-146	6 A/N
Asset Control Code	147	1 A/N
Filler	148-200	Mandatory spaces

Financial and Accounting Management Information System (FAMIS) Interface File Layout

2. Header Record.

DESCRIPTION	POSITION	DPAS ATTRIBUTE
Literal 'TEXTHD U 2'	1-10	
Literal 'FAMIS DPAS'	11-21	
Blank (spaces)	22-27	
As of Date (YYMMDD)	28-33	
Blank (spaces)	34	
Message Number '001'	35-37	
Blank (spaces)	38-46	
From Address - Sending Site	47-52	Unit Identification Code
Blank (spaces)	53-58	
Julian Date of Transmission	59-61	
Blank (spaces)	62-63	
To Address - Receiving System	64-66	Literal `XXX`
Blank (spaces)	67-74	
Prior Sequence Number	75-77	
Current Sequence Number	78-80	
Filler	81-200	

3. Trailer Record.

DESCRIPTION	POSITION	
Literal 'TEXTTR	1-10	
Literal 'FAMIS DPAS '	11-21	
Blank (spaces)	22-27	
As of Date (YYMMDD)	28-33	
Blank (space)	34	
Message Number - '001'	35-37	
Blank (space)	38	
Record Count	39-44	Excludes TEXTHD and TEXTTR
Blank (space)	45	
Total Dollar Amount (net)	46-59	
Filler (spaces)	60-77	
Current Sequence Number	78-80	
Filler (spaces)	81-200	

E-Biz Interface File Layout

1)Detail Record - Function Codes X800-X829

<u>ATTRIBUTE</u>	<u>POSITION</u>	<u>TYPE</u>
Function Code	1-4	4 A/N
Maintenance Code	5	1 A
Activity Code	6-9	4 A/N
Accounting Reporting Number	10-29	20 A/N
Fund Code	30-31	2 A/N
Appropriation Allotment Serial Number	32-36	5 A/N
Office	37-47	11 A/N
Task Code	48-61	14 A/N
Object Class Code	62-67	6 N
Dollar Amount	68-82	15 N2
Transfer Type Code	83	1 N
Job Order Number	84-98	15 A/N
Asset Code	99-100	2 A/N
Effective Date	101-108	8 N
Transaction Date	109-116	8 N
Servicing Activity Code	117-120	4 A/N
Register Document Number	120-135	15 A/N
UIC	136-141	6 A/N
Obligating Document Number*	142-159	18 A/N
Contract/Purchase Order (PINN)	160-181	22 A/N
SPIIN/Delivery Order*	182-194	13 A/N
CLIN*	195-198	4 A/N
SubCLIN	199-200	2 A/N
Expense Code	201	1 N
Customer Identifier	202-207	6 A/N
Accounting System Code	208	1 A/N
Filler	209-225	17 A/N

*Denotes field for future use

2)Detail Record - Function Codes X888 (Reconciliation Control Totals).

ATTRIBUTE	POSITION	TYPE
Function Code	1-4	4 A/N
UIC	5-10	6 A/N
Activity Code	11-14	4 A/N
Fund Code	15-16	2 A/N
Appn Allot Serial Nbr	17-21	5 A/N
Asset Code	22-23	2 A/N
Total Acquisition Cost	24-40	17N2
Total Accumulated Deprn	41-57	17 N2
Transaction Date YYYYMMDD	58-65	8N
Filler (spaces)	66-225	

3)Header Record.

DESCRIPTION	POSITION	DPAS ATTRIBUTE
Literal 'TEXTHD U 2'	1-10	
Literal 'e-Biz DPAS'	11-21	Literal 'e-Biz DPAS'
Receiving and Sending Systems		
Blank (spaces)	22-27	
As of Date (YYMMDD)	28-33	
Blank (space)	34	
Message Number '001'	35-37	
Filler (spaces)	38-46	
From Address - Sending Site	47-52	UIC
Filler (spaces)	53-58	
Julian Date of Transmission	59-61	
Blank (spaces)	62-74	
Prior Sequence Number System	75-77	
Current Sequence Number	78-80	
Filler (spaces)	81-225	

4)Trailer Record.

DESCRIPTION	POSITION	DPAS ATTRIBUTE
Literal `TEXTTR `	1-10	
Literal `e-Biz DPAS`	11-21	Literal `e-Biz DPAS`
Receiving and Sending Systems		
Blank (spaces)	22-27	
As of Date (YYMMDD)	28-33	
Blank (space)	34	
Message Number - `001`	35-37	
Blank (space)	38	
Record Count (Exclude TEXTHD and TEXTTR)	39-44	
Blank (space)	45	
Total Dollar Amount (does not include control totals)	46-62	
Total Dollar Amount (net) Sign	63	
Filler (spaces)	64-77	
Current Sequence Number	78-80	
Filler (spaces)	81-225	

Defense Working Capital Fund Accounting System (DWAS) Interface File Layout

1)Detail Record - Function Codes X800-X829.

<u>ATTRIBUTE</u>	<u>POSITION</u>	<u>TYPE</u>
Function Code	1-4	4 A/N
Maintenance Code	5	1 A
Activity Code	6-9	4 A/N
Accounting Reporting Number	10-29	20 A/N
Fund Code	30-31	2 A/N
Appropriation Allotment Serial Number	32-36	5 A/N
Office	37-47	11 A/N
Task Code	48-61	14 A/N
Object Class Code	62-67	6 N
Dollar Amount	68-82	15 N2
Transfer Type Code	83	1 N
Job Order Number	84-98	15 A/N
Asset Code	99-100	2 A/N
Effective Date	101-108	8 N
Transaction Date	109-116	8 N
Servicing Activity Code	117-120	4 A/N
Register Document Number	121-135	15 A/N
UIC	136-141	6 A/N
Obligating Document Number*	142-159	18 A/N
PINN/Contract Purchase Order Number	160-181	22 A/N
SPIIN/Delivery Order*	182-194	13 A/N
CLIN*	195-198	4 A/N
SubCLIN*	199-200	2 A/N
Expense Code	201	1 N
Trading Partner Number*	202-210	9 A/N
Stock Number	211-225	15 A/N

Defense Working Capital Fund Accounting System (DWAS) Interface File Layout

ATTRIBUTE	POSITION	TYPE
Serial Number	226-245	20 A/N
Asset Control Code	246	1 A/N
UID*	247-324	78 A/N
Filler	325	1

*Denotes field for future use

2) Detail Record – Function Code X850 (Depreciation Correction Record Type).

ATTRIBUTE	POSITION	TYPE
Function Code	1-4	4 A/N
Maintenance Code	5	1 A
Activity Code	6-9	4 A/N
Accounting Report Number	10-29	20 A/N
Filler	30-36	7 A/N
Office	37-47	11 A/N
Task Code	48-61	14 A/N
Filler	62-83	22 A/N
Job Order Number	84-98	15 A/N
Filler	99-100	2 A/N
Effective Date	101-108	8 N
Transaction Date	109-116	8 N
Spaces	117-135	19
UIC	136-141	6 A/N
Spaces	142-207	66 A/N
Stock Number	208-222	15 A/N
Serial Number	223-242	20 A/N
Filler	243-325	83

Defense Working Capital Fund Accounting System (DWAS) Interface File Layout

3) Detail Record – Function Codes X888 (Reconciliation Control Totals.

ATTRIBUTE	POSITION	TYPE
Function Code	1-4	4 A/N
UIC	5-10	6 A/N
Activity Code	11-14	4 A/N
Fund Code	15-16	2 A/N
Appn Allot Serial Nbr	17-21	5 A/N
Asset Code	22-23	2 A/N
Total Acquisition Cost	24-40	17 N2
Total Accumulated Deprn	41-57	17 N2
Transaction Date	58-65	8 N
Filler (spaces)	66-325	260

4)Header Record.

ATTRIBUTE	POSITION	TYPE
Literal 'TEXTHD'	1-6	6 A/N
Filler (spaces)	7-10	4
Literal 'DWAS DPAS'	11-19	9 A
Filler (spaces)	20-27	8
As of Date	28-33	6 Date YYMMDD
Filler (space)	34	1
Message Number	35-37	3 N
Filler (spaces)	38-46	9
From Address –Sending Site	47-52	6 A/N
Filler (spaces)	53-58	6
Julian Date of Transmission	59-61	3 N
Filler (spaces)	62-74	2
Prior Sequence Number	75-77	3 N
Current Sequence Number	78-80	3 N
Filler (spaces)	81-325	245

Defense Working Capital Fund Accounting System (DWAS) Interface File Layout

5)Trailer Record.

<u>ATTRIBUTE</u>	<u>POSITION</u>	<u>TYPE</u>
Literal 'TEXTTR'	1-6	6 A
Filler (spaces)	7-10	4
Literal 'DWAS DPAS'	11-19	9 A
Filler (spaces)	20-27	8
As of Date (YYMMDD)	28-33	6 Date, YYMMDD
Filler (space)	34	1
Message Number	35-37	3 N
Filler (space)	38	1
Record Count	39-44	6 N
Filler (space)	45	1
Total Dollar Amount (exclude X888 Detail Records)	46-62	17 N2
Total Dollar Amount (net) Sign	63	1 A
Filler (spaces)	64-77	14
Current Sequence Number	78-80	3 N
Filler (spaces)	81-325	245

Logistics Modernization Program (LMP) Interface Detail Records

The detailed records on parts I-VI of the report reflect the same accounting transactions that are automatically passed to the LMP for automatic general ledger updating. Refer to Annex Y for report format.

- a. FTACS are used by LMP to post the appropriate General Ledger Accounts (GLACS) in the financial database. FTACS are assigned based on information in the DPAS database and assigned to the "ZGC" and "ZG5" transactions. The logic to assign FTACS follows (refer to Annex L of the DPAS On-Line Help for detailed definitions of the data elements):

1) FTACS assigned to the "ZG5" summary depreciation transaction (function code = X805):

- a) The following codes are assigned to capital assets generating funded depreciation (expense code = 1).

FTAC	ASSET CD	DESCRIPTION
4571	B	Depreciation Expense – Buildings & Structures Funded (Org Code 4)
4572	B	Depreciation Expense – Buildings & Structures Funded (Org Code 2)
4573	B	Depreciation Expense – Buildings & Structures Funded (Org Code 1)
4574	S	Depreciation Expense – Other Structures & Facilities Funded (Org Cd 4)
4575	S	Depreciation Expense – Other Structures & Facilities Funded (Org Cd 2)
4576	S	Depreciation Expense – Other Structures & Facilities Funded (Org Cd 1)
4550	K, T	Depreciation Expense – Equipment – Funded (Org Code 4)
4551	K, T	Depreciation Expense – Equipment – Funded (Org Code 2)
4552	K, T	Depreciation Expense – Equipment – Funded (Org Code 1)
4556	G	Depreciation Expense – Assets Under Capital Lease Funded (Org Cd 4)
4557	G	Depreciation Expense – Assets Under Capital Lease Funded (Org Cd 2)
4558	G	Depreciation Expense – Assets Under Capital Lease Funded (Org Cd 1)
4559	H	Amortization Expense – Leasehold Improvements Funded (Org Cd 4)
4561	H	Amortization Expense – Leasehold Improvements Funded (Org Cd 1)
4553	A	Amortization IT Software – Funded (Org Code 4)
4554	A	Amortization IT Software – Funded (Org Code 2)
4555	A	Amortization IT Software – Funded (Org Code 1)
4562	Y	Amortization Expense – Other Assets Funded (Org Cd 4)
4563	Y	Amortization Expense – Other Assets Funded (Org Cd 2)
4564	Y	Amortization Expense – Other Assets Funded (Org Cd 1)

Logistics Modernization Program (LMP) Interface Detail Records

- b) The following codes are assigned to capital assets generating unfunded depreciation (expense code = 2).

<u>FTAC</u>	<u>ASSET CD</u>	<u>DESCRIPTION</u>
4580	B	Depreciation Expense - Buildings & Structures - Unfunded
4581	S	Depreciation Expense- Other Structures & Facilities - Unfunded
4577	K,T	Depreciation Expense - Equipment - Unfunded
4579	G	Depreciation Expense- Assets Under Capital Lease - Unfunded
4582	H	Amortization Expense - Leasehold Improvements - Unfunded
4578	A	Amortization Expense - IT Software - Unfunded
4583	Y	Amortization Expense - Other Assets - Unfunded

- 2) FTACS assigned to the "ZGC" for Capitalization of Purchased Assets (function code X819):

<u>FTAC</u>	<u>ASSET CD</u>	<u>DESCRIPTION</u>
4440	B	Buildings & Structures
4442	S	Other Structures
4430	K, T	Equipment
4436	G	Assets Under Capital Lease
4444	H	Leasehold Improvements
4434	L	Information Technology
4448	Y	Intangible Assets

Logistics Modernization Program (LMP) Interface Detail Records

3) FTACS assigned to the "ZGC" for Transfer In of Capital Assets (function code X815):

<u>FTAC</u>	<u>ASSET_CD</u>	<u>DESCRIPTION</u>
4441	B	Buildings & Structures
4443	S	Other Structures
4431	K, T	Equipment
4437	G	Assets Under Capital Lease
4445	H	Leasehold Improvements
4435	A	Information Technology
4449	Y	Intangible Assets

4) FTACS assigned to the 'ZGC' for transfer in of Prior Depreciation (function code = X816). Exp Cd "1" = Funded. Exp Cd "2" = Unfunded:

<u>FTAC</u>	<u>ASSET_CD</u>	<u>DESCRIPTION</u>
4629	B	Accumulated Depreciation - Buildings - Unfunded
4636	S	Accumulated Depreciation - Other Structures & Facilities - Funded
4637	S	Accumulated Depreciation - Other Structures & Facilities - Unfunded
4624	K, T	Accumulated Depreciation - Equipment - Funded
4625	K, T	Accumulated Depreciation - Equipment - Unfunded
4630	G	Accumulated Depreciation - Assets Under Capital Lease - Funded
4631	G	Accumulated Depreciation - Assets Under Capital Lease - Unfunded
4632	H	Accumulated Depreciation - Leasehold Improvements - Funded
4633	H	Accumulated Depreciation - Leasehold Improvements - Unfunded
4626	A	Accumulated Amortization - IT Software - Funded
4627	A	Accumulated Amortization - IT Software - Unfunded
4638	Y	Accumulated Amortization - Intangibles - Funded
4639	Y	Accumulated Amortization - Intangibles - Unfunded

Logistics Modernization Program (LMP) Interface Detail Records

- 5) FTACS assigned to the "ZGC" for Equipment With Contractor/On Loan (function code = X803/X804) - Exp Cd "1" = Funded. Exp Cd "2" = Unfunded:

<u>FTAC</u>	<u>ASSET CD</u>	<u>DESCRIPTION</u>
4433	K,T	Equip with Cont, Test Agy, Def Ind Fac & Othrs – Unfnded (Lo/Le Cd = C)
4438	K,T	Equip Out on Loan – Funded (Lo/Le Cd = M)
4439	K,T	Equip Out on Loan – Unfunded (Lo/Le Cd = M)

- (6) FTACS assigned to the "ZGC" for assets turned in (function code = X817). Exp Cd "1" = Funded. Exp Cd "2" = Unfunded:

<u>FTAC</u>	<u>ASSET CD</u>	<u>DESCRIPTION</u>
4533	B	DISPOSAL OF BUILDINGS & STRUCTURES - FUNDED
4541	B	DISPOSAL OF BUILDINGS & STRUCTURES - UNFUNDED
4534	S	DISPOSAL OF OTHER STRUCTURES & FACILITIES - FUNDED
4542	S	DISPOSAL OF OTHER STRUCTURES & FACILITIES - UNFUNDED
4530	K,T	DISPOSAL OF EQUIPMENT - FUNDED
4538	K,T	DISPOSAL OF EQUIPMENT - UNFUNDED
4532	G	DISPOSAL OF ASSETS UNDER CAPITAL LEASE - FUNDED
4540	G	DISPOSAL OF ASSETS UNDER CAPITAL LEASE - UNFUNDED
4535	H	DISPOSAL OF LEASEHOLD IMPROVEMENTS - FUNDED
4543	H	DISPOSAL OF LEASEHOLD IMPROVEMENTS - UNFUNDED
4531	A	DISPOSAL OF IT SOFTWARE - FUNDED
4539	A	DISPOSAL OF IT SOFTWARE - UNFUNDED
4536	Y	DISPOSAL OF INTANGIBLE ASSETS - FUNDED

Logistics Modernization Program (LMP) Interface Detail Records

7) FTACS assigned to the "ZGC" for assets turned in with Accumulated Depreciation (function code X818). Exp Cd "1" = Funded. Exp Cd "2" = Unfunded:

<u>ETAC</u>	<u>ASSET CD</u>	<u>DESCRIPTION</u>
4659	B	DSPSL OF ACCUMULATED DEPRN – BUILDINGS & STRUCTURES - FUNDED
4667	B	DSPSL OF ACCUMULATED DEPRN – BUILDINGS & STRUCTURES- UNFUNDED
4660	S	DSPSL OF ACCUMULATED DEPRN – OTHR BLDGS & FACILITIES - FUNDED
4668	S	DSPSL OF ACCUMULATED DEPRN – OTHR BLDGS & FACILITIES - UNFUNDED
4656	K,T	DSPSL OF ACCUMULATED DEPRN – EQUIPMENT FUNDED
4664	K,T	DSPSL OF ACCUMULATED DEPRN – EQUIPMENT UNFUNDED
4658	G	DSPSL OF ACCUMD AMORITIZATION ASSET UNDER CAPITAL LEASE- FNDED
4666	G	DSPSL OF ACCUMD AMORITIZATION ASSET UNDER CPTL LEASE - UNFNDED
4661	H	DSPSL OF ACCUMD AMORITIZATION – LEASEHOLD IMPVMTS - FNDED
4669	H	DSPSL OF ACCUMD AMORITIZATION – LEASEHOLD IMPVMTS - UNFNDED
4657	A	DSPSL OF ACCUMD AMORITIZATION – IT FUNDED
4665	A	DSPSL OF ACCUMD AMORITIZATION – IT UNFUNDED
4662	Y	DSPSL OF ACCUMD AMORITIZATION – INTANGIBLE ASSETS - FUNDED

Logistics Modernization Program (LMP) Interface Detail Records

8) FTACS assigned to the "ZGC" for Other Gains (function code X821). Exp Cd "1" = Funded. Exp Cd "2" = Unfunded:

<u>FTAC</u>	<u>ASSET CD</u>	<u>DESCRIPTION</u>
4312	K,T	DPAS – OTHER GAINS (ACQ COST AMT) – EQUIP - FUNDED
4313	K,T	DPAS – OTHER GAINS (ACQ COST AMT) – EQUIP - UNFUNDED
4310	G	DPAS – OTHR GAINS (ACQ COST AMT) ASSTS UNDER CPTL LEASE - FNDED
4311	G	DPAS – OTHR GAINS (ACQ COST AMT) ASSTS UNDER CPTL LEASE - UNFNDED
4308	A	DPAS – OTHR GAINS (ACQ COST AMT) IT SOFTWARE - FUNDED
4309	A	DPAS – OTHR GAINS (ACQ COST AMT) IT SOFTWARE - UNFUNDED
4314	Y	DPAS – OTHR GAINS (ACQ COST AMT) OTHER ASSETS - FUNDED
4315	Y	DPAS – OTHR GAINS (ACQ COST AMT) OTHER ASSETS - UNFUNDED

9) FTACS assigned to the "ZGC" for Transfer Out of Accumulated Depreciation on Other Gains (function code X827). Exp Cd "1" = Funded. Exp Cd "2" = Unfunded:

<u>FTAC</u>	<u>ASSET CD</u>	<u>DESCRIPTION</u>
4346	K, T	DPAS - TRANSFER OUT ACCUM DEPRECIATION OTHER GAINS - EQUIPMENT - FUNDED
4347	K, T	DPAS - TRANSFER OUT ACCUM DEPRECIATION OTHER GAINS - EQUIPMENT - UNFUNDED
4344	G	DPAS - TRNSFR OUT ACCUM DEPRN OTHER GAINS - ASSTS UNDR CPTL LEASE - FUNDED
4345	G	DPAS - TRNSFR OUT ACCUM DEPRN OTHR GAINS - ASSTS UNDR CPTL LEASE - UNFUNDED
4342	A	DPAS - TRNSFR OUT ACCUM DEPRN OTHER GAINS - IT SOFTWARE - FUNDED
4343	A	DPAS - TRNSFR OUT ACCUM DEPRN OTHER GAINS - IT SOFTWARE - UNFUNDED
4348	Y	DPAS - TRNSFR OUT ACCUM DEPREN OTHER GAINS - OTHER ASSETS - FUNDED
4349	Y	DPAS - TRNSFR OUT ACCUM DEPREN OTHER GAINS - OTHER ASSETS - UNFUNDED

Logistics Modernization Program (LMP) Interface Detail Records

10) FTACS assigned to the "ZGC" for Other Losses (function code = X822). Exp Cd "1" = Funded. Exp Cd "2" = Unfunded:

<u>FTAC</u>	<u>ASSET CD</u>	<u>DESCRIPTION</u>
4320	K, T	DPAS - OTHER LOSSES (ACQ COST AMT) - EQUIPMENT - FUNDED
4321	K, T	DPAS - OTHER LOSSES (ACQ COST AMT) - EQUIPMENT - FUNDED
4318	G	DPAS - OTHER LOSSES (ACQ COST AMT) - ASSTS UNDR CPTL LEASE - FUNDED
4319	G	DPAS - OTHER LOSSES (ACQ COST AMT) - ASSTS UNDER CPTL LEASE - UNFUNDED
4316	A	DPAS - OTHER LOSSES (ACQ COST AMT) - IT SOFTWARE - FUNDED
4317	A	DPAS - OTHER LOSSES (ACQ COST AMT) - IT SOFTWARE - UNFUNDED
4322	Y	DPAS - OTHER LOSSES (ACQ COST AMT) - OTHER ASSETS - FUNDED
4323	Y	DPAS - OTHER LOSSES (ACQ COST AMT) - OTHER ASSETS - UNFUNDED

11) FTACS assigned to the "ZGC" for Transfer Out of Accumulated Depreciation on Other Losses (function code = X820). Exp Cd "1" = Funded. Exp Cd "2" = Unfunded:

<u>FTAC</u>	<u>ASSET CD</u>	<u>DESCRIPTION</u>
4304	K, T	DPAS - TRNSFR OUT ACCUM DEPRN OTHER LOSS – EQUIP - FUNDED
4305	K, T	DPAS - TRNSFR OUT ACCUM DEPRN OTHER LOSS - EQUIP - UNFNDED
4300	A	DPAS - TRNSFR OUT ACCUM DEPRN OTHER LOSS - IT SOFTWARE - FUNDED
4301	A	DPAS - TRNSFR OUT ACCUM DEPRN OTHER LOSS - IT SOFTWARE - UNFNDED
4302	G	DPAS - TRNSFR OUT ACCUM DEPRN OTHER LOSS - ASSTS UNDR CPTL LEASE - FUNDED
4303	G	DPAS - TRNSFR OUT ACCUM DEPREN OTHER LOSS - ASSTS UNDR CPTL LEASE - UNFNDED
4306	Y	DPAS - TRNSFR OUT ACCUM DEPRN OTHER LOSS - OTHER ASSETS - FUNDED
4307	Y	DPAS - TRNSFR OUT ACCUM DEPRN OTHER LOSS - OTHER ASSETS - UNFNDED

Logistics Modernization Program (LMP) Interface Detail Records

12) FTACS assigned to the "ZGC" for Sale With Gain (function code = X823):

<u>FTAC</u>	<u>ASSET CD</u>	<u>DESCRIPTION</u>
4324	ALL	DPAS – SALE WITH A GAIN (SELLING PRICE) FEDERAL
4366	ALL	DPAS – SALE WITH A GAIN (SELLING PRICE) NON-FEDERAL

13) FTACS assigned to the "ZGC" for Gain on Disposition of Assets (function code = X825). Exp Cd "1" = Funded. Exp Cd "2" = Unfunded:

<u>FTAC</u>	<u>ASSET CD</u>	<u>DESCRIPTION</u>
4330	K, T	DPAS - GAIN ON DISPOSITION OF ASSETS (ACQ COST AMT) - EQUIPMENT - FUNDED
4331	K, T	DPAS - GAIN ON DISPOSITION OF ASSETS (ACQ COST AMT) - EQUIPMENT - UNFUNDED
4328	G	DPAS - GAIN DISPOSITION OF ASSETS (ACQ COST AMT) - ASSTS UNDR CPTL LEASE - FUNDED
4329	G	DPAS - GAIN DISPOSITION OF ASSETS (ACQ COST AMT) - ASSTS UNDR CPTL LEASE - UNFUNDED
4326	A	DPAS - GAIN ON DISPOSITION OF ASSETS (ACQ COST AMT) - IT SOFTWARE - FUNDED
4327	A	DPAS - GAIN ON DISPOSITION OF ASSETS (ACQ COST AMT) - IT SOFTWARE - UNFUNDED
4332	Y	DPAS - GAIN ON DISPOSITION OF ASSETS (ACQ COST AMT) - OTHER ASSETS - FUNDED
4333	Y	DPAS - GAIN ON DISPOSITION OF ASSETS (ACQ COST AMT) - OTHER ASSETS - UNFUNDED

Logistics Modernization Program (LMP) Interface Detail Records

14) FTACS assigned to the "ZGC" for Transfer Out of Accumulated Depreciation on Sale With Gain (function code = X828). Exp Cd "1" = Funded. Exp Cd "2" = Unfunded:

<u>FTAC</u>	<u>ASSET CD</u>	<u>DESCRIPTION</u>
4354	K, T	DPAS TRNSFR OUT ACCUM DEPRN ON SALE WITH GAIN – EQUIP - FUNDED
4355	K, T	DPAS TRNSFR OUT ACCUM DEPRN ON SALE WITH GAIN – EQUIP - UNFUNDED
4352	G	DPAS TRNSFR OUT ACCUM DEPRN ON SALE WITH GAIN – ASSTS UNDR CPTL LEASE - FNDED
4353	G	DPAS TRNSFR OUT ACCUM DEPRN ON SALE WITH GAIN – ASSTS UNDR CPTL LEASE - UNFND
4350	A	DPAS TRNSFR OUT ACCUM DEPRN ON SALE WITH GAIN – IT SOFTWARE - FUNDED
4351	A	DPAS TRNSFR OUT ACCUM DEPRN ON SALE WITH GAIN – IT SOFTWARE - UNFUNDED
4356	Y	DPAS TRNSFR OUT ACCUM DEPRN ON SALE WITH GAIN – OTHER ASSETS - FUNDED
4357	Y	DPAS TRNSFR OUT ACCUM DEPRN ON SALE WITH GAIN – OTHER ASSETS - UNFUNDED

15) FTACS assigned to the "ZGC" for Sale With Loss (function code X824):

<u>FTAC</u>	<u>ASSET CD</u>	<u>DESCRIPTION</u>
4325	ALL	DPAS – SALE WITH A LOSS (SELLING PRICE) - FEDERAL
4367	ALL	DPAS – SALE WITH A LOSS (SELLING PRICE) – NON FEDERAL

Logistics Modernization Program (LMP) Interface Detail Records

16) FTACS assigned to the "ZGC" for Loss on Disposition of Assets (function code = X826). Exp Cd "1" = Funded. Exp Cd "2" = Unfunded:

<u>FTAC</u>	<u>ASSET_CD</u>	<u>DESCRIPTION</u>
4338	K, T	DPAS – LOSS ON DSPSTN OF ASSTS (ACQ COST AMT) – EQUIP - FUNDED
4339	K, T	DPAS – LOSS ON DSPSTN OF ASSTS (ACQ COST AMT) – EQUIP - UNFUNDED
4336	G	DPAS – LOSS ON DSPSTN OF ASSTS (ACQ COST AMT) – ASSTS UNDR CPTL LEASE - FUNDED
4337	G	DPAS – LOSS ON DSPSTN OF ASSTS (ACQ COST AMT) – ASSTS UNDR CPTL LEASE - UNFND
4334	A	DPAS – LOSS ON DSPSTN OF ASSTS (ACQ COST AMT) – IT SOFTWARE - FUNDED
4335	A	DPAS – LOSS ON DSPSTN OF ASSTS (ACQ COST AMT) – IT SOFTWARE - UNFUNDED
4340	Y	DPAS – LOSS ON DSPSTN OF ASSTS (ACQ COST AMT) – OTHR ASSTS - FUNDED
4341	Y	DPAS – LOSS ON DSPSTN OF ASSTS (ACQ COST AMT) – OTHR ASSTS - UNFUNDED

17) FTACS assigned to the "ZGC" for Transfer Out of Accumulated Depreciation on Sale With Gain (function code = X829). Exp Cd "1" = Funded. Exp Cd "2" = Unfunded:

<u>FTAC</u>	<u>ASSET_CD</u>	<u>DESCRIPTION</u>
4362	K,T	DPAS – TRNSFR OUT ACCUM DEPRN ON SALE WITH LOSS – EQUIP-FUNDED
4363	K,T	DPAS – TRNSFR OUT ACCUM DEPRN ON SALE WITH LOSS – EQUIP-UNFUNDED
4360	G	DPAS – TRNSFR OUT ACCUM DEPRN ON SALE WITH LOSS – ASSTS UNDR CPTL LEASE - FND
4361	G	DPAS – TRNSFR OUT ACCUM DEPRN ON SALE WITH LOSS – ASSTS UNDR CPTL LEASE - UNFND
4358	A	DPAS – TRNSFR OUT ACCUM DEPRN ON SALE WITH LOSS – IT SOFTWARE - FUNDED
4359	A	DPAS – TRNSFR OUT ACCUM DEPRN ON SALE WITH LOSS – IT SOFTWARE - UNFUNDED
4364	Y	DPAS – TRNSFR OUT ACCUM DEPRN ON SALE WITH LOSS – OTHER ASSETS - FUNDED
4365	Y	DPAS – TRNSFR OUT ACCUM DEPRN ON SALE WITH LOSS – OTHER ASSETS - UNFUNDED

Logistics Modernization Program (LMP) Interface Detail Records

d. The DPAS Interface transaction layouts are as follows. ZIR, ZG5, and ZGC data contained in these transactions are extracted from the Accounting Interface Table and formatted to LMP Interface requirements.

(1) "ZIR" Depreciation Expense Transaction.

ATTRIBUTE	POSITION	TYPE
Document Identifier (ZIR)	1-3	3 A
SPACES	4-6	3 A
DEPOT ACTIVITY CODE	7	1 A/N
SPACES	8-25	18 A
OFFICE (WORK CENTER)	26-30	5 A/N
DEPRECIATION WORK CODE (D)	31	1 A/N
ASSET CODE	32-33	2 A/N
SPACES	34	1 A/N
EOR (OBJECT CLASS CODE)	35-38	4 A/N
SPACES	39-42	4 A
SERIAL NUMBERS (LAST 8 POSITIONS)	43-51	8 A/N
MAINTENANCE CODE	51	1 A
DOLLAR AMOUNT	52-61	10 N
EXPENSE CODE	62	1 A/N
BLOCK TICKET NUMBER	63-66	4 A/N
SPACES	67-74	8 A
ORDINAL DATE	75-79	5 N
SPACES	80-90	11 A
DEPOT CODE	91	1 A/N
SPACES	92-117	28 A
ACCOUNTING REPORT NUMBER	118-131	14 A/N

Logistics Modernization Program (LMP) Interface Detail Records

(2) "ZG5" Summary Accumulated Depreciation.

ATTRIBUTE	POSITION	TYPE
DOCUMENT IDENTIFIER (ZG5)	1-3	3 A
DEPOT ACTIVITY CODE	4	1 A/N
CONSTANT '300000	5-10	6 N
BLOCK TICKET NUMBER	11-14	4 A/N
FTAC	15-18	4 N
SPACES	19-24	6 A
MAINTENANCE CODE	25	1 A
DOLLAR AMOUNT	26-37	12 N
ORDINAL DATE	38-42	5 N
EOR (OBJECT CLASS CODE)	43-46	4 A/N
SPACES	47-49	3 A
DOCUMENT NUMBER	50-57	8 A/N
SPACES	58-74	17 A/N
ACTION CODE	75	1 A/N
SPACES	76-90	15 A
DEPOT CODE	91	1 A/N
SPACES	92-119	28 A

Logistics Modernization Program (LMP) Interface Detail Records

(3) "ZGC" Capital Asset Adjustment Transaction.

ATTRIBUTE	POSITION	TYPE
DOCUMENT IDENTIFIER (ZGC)	1-3	3 A
DEPOT ACTIVITY	4	1 A/N
CONSTANT '300000'	5-10	6 N
BLOCK TICKET NUMBER	11-4	4 A/N
FTAC	15-18	4 N
MAINTENANCE CODE	19	1
DOLLAR AMOUNT	20-32	13 N
ORDINAL DATE	32-36	5 N
SPACES	37-43	7 N
DOCUMENT NUMBER	44-51	8 A/N
JOPCN	52-61	10 A/N
SPACES	62-68	7 A
ACTION CODE (G)	69	1 A/N
ACCOUNT REPORT NUMBER	70-89	20 A/N
DEPOT CODE	90	1 A/N
REGISTER DOCUMENT NUMBER	91-104	15 A/N
STOCK NUMBER	105-119	15 A/N

DPAS Inquiries

Catalog

CATALOG: This inquiry will retrieve descriptive information about an asset from the Catalog Table. The stock number identifies the asset.

MANUFACTURER PART NUMBER: This inquiry will retrieve all manufacturer data from the Manufacturer Part Table for a stock number. The capability is provided to retrieve the same information by entering the manufacturer key.

REFERENCE PUBLICATION: This inquiry will retrieve reference publication data from the Reference Publication Table or a stock number. Entering the reference publication key instead of the stock number retrieves the same information.

EXPANDED DESCRIPTION: This inquiry will retrieve expanded description information from the Expanded Description Table for a requested stock number.

SKO/BII/AAI CONFIGURATION: This inquiry will retrieve the configured data from the Master Configuration Table for components, basic issue items, or additional authorized items for an end item stock number. The generic nomenclature (**Generic Nomen**) displayed will be the lowest level listed.

IT DEVICE CODE: This inquiry provides the user with a display of descriptive information on the **ADP** Component Codes and **ADP** Component Names. This data resides on the **ADP** Component Table. User can enter either the **ADP Cmpn Cd** or the **ADP Cmpn Nm** to view record.

IT MANUFACTURER CODE: This inquiry will provide you with a display of descriptive information on the **ADP** Manufacturer Codes and associated information. User can enter either the **ADP Mfr Cd** or the **ADP Mfr Nm** to view record.

FED LOG: This inquiry displays catalog and requisitioning information residing on the interface table for the Federal Logistics Data. The user must enter an FSC (Federal Supply Class), NIIN (National Item Identification Number), or Nomen (Nomenclature) due to the voluminous amount of records on the FED LOG table.

SB 700-20: This inquiry will display catalog information residing on the interface table for the Supply Bulletin 700-20. This information identifies new items coming into the inventory and obsolete items being deleted.

MANUFACTURER PART NUMBER HISTORY: This inquiry retrieves all manufacturer history data from the Manufacturer's Model/Part Number History Table for a stock number. The capability is provided to retrieve the same information by entering the manufacturer key

Authorization

APPROVED AUTHORIZATION: This inquiry will display data residing in the data base on authorizations for a unit.

TDA PARAGRAPH NUMBER: This inquiry will display related description data associated with the **TDA Paragraph Number**.

TDA REMARKS: This inquiry will display description data from the database associated with the unit and the **TDA Remarks Code**.

LOGTAADS: This inquiry will display equipment authorization information from the **HQDA** approved The Army Authorization Documents System (**TAADS**) file that includes requirements and authorizations for the current and projected **TAADS**.

Document Register

DOCUMENT REGISTER: This inquiry is generated with two screens and provides all the information regarding a specific document number. Data includes quantity on order, quantity received, date posted, follow up information, stock number, line item number, and unit cost.

DOCUMENT REGISTER DETAIL: This inquiry will generate two screens and will provide all the information regarding a specific document number. Data includes quantity on order, quantity received, last transaction date, follow up information, stock number, line item number, and unit cost.

Hand Receipt

END ITEM SERIAL: This inquiry will retrieve the information requested from the Serial Hand Receipt Table.

END ITEM BULK: This inquiry will retrieve all bulk end items residing in the database. This **will not** include component items.

COMPONENT SERIAL/BULK: This inquiry will retrieve all component data associated with an end item. Information is retrieved and displayed by entering either the **Stock Nbr** or **Serial Nbr**. All levels of components are returned.

BULK ITEM AVERAGE COST: This inquiry will display information for the average cost of an item, either bulk or serially managed that is retrieved. If you enter the **Stock Nbr**, data for the average cost and quantity for bulk items or serial numbers for serially managed items are returned.

MAJ/SUB HAND RECEIPT HOLDER: This inquiry will display information about the Hand Receipt Holder.

MANAGE INVENTORIES: This inquiry retrieves information pertaining to all types of inventories generated within DPAS. The Inventory Modification Code (Inv Modfctn Cd) denotes whether or not a change has been made to an asset that is on an open inventory. A message will be printed on the Inventory Reports if the asset has been modified. The code values are: 'D' = details of the asset have changed, 'R' = asset has been removed, 'B' = assets have been removed and details have changed or Blank = no change to the inventory. The Inventory Creation Level (Inv Creatn Level) denotes whether the inventory was run at the Accountable Level = 'A', UIC Level = 'U', or Hand Receipt Level = 'H'.

PENDING DATABASE TRANSFERS: This inquiry provides the user with a detailed display of transactions that were added to the database transfer table. Once a record is retrieved, additional data for Catalog/Mfr, ADP, and Deprn can be accessed based upon the Site Id and the UIC for the original record being queried. Therefore you can only query on data that is on the excess database file. This inquiry is used to transfer assets between databases (example depot to depot or agency to agency).

HRH PENDING TURN-IN/TRANSFER: This inquiry provides the user with a detailed display of transactions that were added by the HRH Turn-In/Transfer Add/Change/Delete process to the Detail Turn-In/Transfer Table. If querying this table by Doc Nbr, only those records that were added through the HRH Turn-In/Transfer Add/Change/Delete process will be displayed. If you want to see all the records on the Detail Turn-In/Transfer table pertaining to a specific Doc Nbr, you must use the Doc Register Detail Turn-In/Transfer Inquiry.

WARRANTY/SVC/LOAN/LEASE: This inquiry will display specific management data pertaining to items of equipment under one of the following categories:

- Start/Expiration Dates on contracts
- Miles/Hours Utilized
- Vendor Data (to include a contract/purchase order number)

Such data is used to determine the economic status of equipment with regard to overhauling, modifying, or replacing.

SKO/BII/AAI: This inquiry will retrieve data from the Master Inventory Table, Master Configuration Table, and the Catalog Table for a configured end item stock number (**Stock Nbr**) that has on-hand assets for components, sets, kits, and outfits.

DETAIL TURN-IN/TRANSFER: This inquiry will generate two screens and will provide all the information regarding a specific document number. Data includes quantity on order, quantity received, last transaction date, follow up information, stock number, line item number, and unit cost.

ASSET REDISTRIBUTION: This inquiry will retrieve information on assets, excluding ADPE reported to be excess.

DISPOSAL ACTIVITY: This inquiry displays and retrieves information on all the Disposal Activities that are on the Disposal Activity Table. The data on this table is sent to DPAS via the DAISY Interface.

DISPOSAL DESIGNEE: This inquiry displays and retrieves information on all the Disposal Designee Codes that are on the Disposal Designee Code Table. The data on this table is sent to DPAS via the DAISY Interface.

ASSET REDISTRIBUTION HISTORY: This inquiry displays and retrieves history record information from the Asset Redistribution History Table. There are four categories of data; Basic, Catalog/Mfr, Excess, and Hldg/Rptg.

Hand Receipt Holder Inquiries

END ITEM SERIAL: See Hand Receipt Inquiries for definition.

END ITEM BULK: See Hand Receipt Inquires for definition.

COMPONENT SERIAL/BULK: See Hand Receipt Inquiries for definition.

SKO/BII/AAI: See Hand Receipt Inquiries for definition.

HRH PENDING TURN-IN/TRANSFER: See Hand Receipt Inquiries for definition.

ASSET REDISTRIBUTION: See Hand Receipt Inquiries for definition.

MAJ/SUB HAND RECEIPT HOLDER: See Hand Receipt Inquiries for definition.

CATALOG: See Catalog Inquiries for definition.

UNIT IDENTIFICATION CODE: See Utilities Inquiries for definition.

Accounting Inquiries

DEPRECIATION: This inquiry will provide key depreciation computation data for each capital asset. A single asset or a group of assets can be queried. Specific depreciation data elements may be queried depending on your input.

CAPITAL IMPROVEMENTS/ADDITIONAL COST: This inquiry will provide data regarding additional costs and improvement costs to capital assets. Information can be retrieved for a single asset, range of assets, or all capital assets.

REAL PROPERTY: This inquiry provides data regarding real property assets and improvements. The real property asset is identified with a Tran Cd of 'A' and the improvements to the real property asset are identified with a Tran Cd of 'I'.

REAL PROPERTY DEFERRED MAINTENANCE/CLEAN-UP: This inquiry provides data regarding Deferred Maintenance-condition assessment, Deferred Maintenance-life cycle cost forecast, and Clean-Up costs.

CONSTRUCTION IN PROGRESS/WORK IN PROCESS: This inquiry displays Construction in Progress (**CIP**) and Work in Process (**WIP**) information. The information displayed is manually entered in **DPAS** through the **CIP/WIP** input screen found in the Accounting module; it is **NOT** automatically entered into **DPAS** from any accounting system.

CAPITAL COST THRESHOLD: This inquiry will provide the Capital Cost Threshold criteria by effective date. The data displayed contains the effective date of the threshold change, the amount of the Capital Cost Threshold and the date the change was released.

FISCAL YEAR TO DATE: This inquiry will provide year-to-date accumulated depreciation data for all capital assets. You can control the range of assets by the input.

ACCOUNTING TRANSACTIONS: This inquiry will provide accounting transaction data created through system processing. The transactions are generated when a receipt, turn in, or change in the accounting status is made. These transactions are stored in the database until they are sent to the accounting system.

REAL PROPERTY TRANSACTIONS: This inquiry provides real property transaction data created through system processing. The transactions are generated through the Real Property A/C/D and Real Property Interface Program if the Real Property System Code is not equal to a space on the UIC in the Unit Identification Code Table. These transactions are written to the Real Property Export_Table and stored there until batch is executed, then the transactions are deleted.

REAL PROPERTY HISTORY: This inquiry provides real property history record data from the Real Property History Table. The transactions were generated through the Real Property A/C/D and Real Property Interface Program (if DPAS is interfaced with users Real Property System).

Maintenance & Utilization Inquiries

MAINTENANCE/UTILIZATION: The Basic inquiry is normally accessed using either the Local Id Nbr, Bar Cd, or Serial Nbr. Available information includes receipt date (Rcpt Date), user (User Office), all dispatch information, cumulative information from Trip Tickets/P&SE Forms, utilization criteria, delete/waiver code (Del/Wvr Cd), etc.

The Schedule inquiry provides scheduled maintenance information for a specific asset. Data displayed includes the scheduled frequencies in miles, hours, or days (Freqn Days and/or Freqn Mi/Hrs) for all preventive maintenance frequencies (A, S, Q, M, L), load test/ inspection of pressure devices (T), and oil analysis (O). Also displayed are the maintenance locations (Maint Loc), the PM Last Performed (PM Lst Perf), the Last Date each scheduled maintenance was done, and the last meter reading (Lst Mtr Rdng) for each scheduled maintenance. The end meter reading (End Mtr Rdng) from the last input Trip Ticket/ P&SE Form is displayed. The Cat Cd field lets you know if:

Cat Cd Maint Due/Work Order Status

- 1 Maint due, work order not generated.
- 2 Maint due, work order generated.
- 3 Maint past due, work order not generated.
- 4 Maint past due, work order generated.

The Maint inquiry lists all PM (Maint Type Cd = A, S, Q, M, L), Repair (Maint Type Cd = 1), and Breakdown (Maint Type Cd = 2) maintenance data for a specific asset. Data shown includes labor hours (Labor Hrs), labor cost (Labor Cost), material cost (Mat Cost), and number performed (Nbr Performed) for each of the above Maint Type Cds for the current year. Also displayed are the Monthly, Quarterly, Annual, and Total unavailable maintenance days (Unavail Maint Days) and unavailable supply days (Unavail Sply Days); the current End Mtr Rdng, and the Maint Total Cost (all types maintenance actions).

The Due inquiry lets you know what specific maintenance (A, S, Q, M, L, T, O) is due or past due for an asset as of the 'As of Dt' and 'As of Time' at the top of the list box. It displays the due date (Due Dt) or due miles/hours (Due Mi/Hr) for each scheduled category of maintenance for the assets matching the search criteria entered. If any category of maintenance is past due, the number of days (Past Due Days) or miles/hours past due (Past Due Mi/Hr) will also be displayed. The Maint Due (PM, LT, OA) lets you know what specific maintenance(s) is due.

The Util inquiry provides current year-to-date utilization information for a specific asset. Data shown includes Utilization Prime Shift (Util Prime Shift), Utilization Other Shift (Util Other Shift), Days Used, Days Idle, Fuel and Oil consumption for the current month, quarter, and year-to-date. The Init Cd (blank, P, T) is used to determine what Trip Tickets (Init Cd = T) and/or P&SE Forms (Init Cd = P) have not been entered into the system during the current reporting cycle. The under utilized code (Under Util Cd) field shows how many consecutive quarters (1-9) an asset has been under-utilized. This field will be reset to blank when an asset meets utilization criteria for the current quarter.

**NOTE:**

When you run the Request Trip Tickets and/or Request P&SE Forms option from the Maintenance and Utilization module, the Init Cd field will be repopulated with 'T' or 'P' for every item collecting utilization.

MAINTENANCE WORK ORDER: This inquiry is normally accessed using the Work Order Nbr, Local Id Nbr, Bar Cd, or Serial Nbr. Maintenance data displayed is from the Maintenance Register Table for generated work orders. Other frequently used ways to access this inquiry are by maintenance location (Maint Loc), submitted date (Submit Dt), and completed date (Cmpltd Dt) – or lack of a Cmpltd Dt. The list box displays all pertinent data for a specific work order. You can determine the status (i.e., open, completed, canceled, printed, not printed) of a specific work orders, or for all the work orders for a specific maintenance location (Maint Loc). You can also verify the accuracy of labor, material and unavailable day's information entered when the work order was completed and closed out in the system.

ESTIMATED MAINTENANCE HOURS: This inquiry is normally accessed by stock number (Stock Nbr). The list box displays the estimated number of hours (Est Maint Hrs) it will take to perform each maintenance category (A, S, Q, M, L, T, O) for a single asset with the displayed Stock Nbr.

UTILIZATION SUMMARY: Local Id Nbr, Bar Cd, or Serial Nbr normally accesses this inquiry. Utilization data from the Utilization Summary Table displayed is for the previous five quarters (excluding current quarter). Quarter 1 (Qtr1) is the most recently completed quarter, Quarter 2 (Qtr2) is the next most recent quarter, etc. Quarter 5 (Qtr5) is for the oldest quarter. When the next quarterly batch cycle is run, all data shifts down one quarter (i.e., Qtr1 becomes Qtr2, Qtr2 becomes Qtr3, etc.), and the quarter just completed becomes Qtr1. Data that was in Qtr5 drops from record.

An asset with a Del/Wvr Cd = D will remain in the Utilization Summary Table until it has five consecutive quarters with Del/Wvr Cd = D. When the next quarterly batch cycle is run, the entire record will drop from the Utilization Summary Table/Inquiry.

WARRANTY/SERVICE/LOAN/LEASE: This inquiry displays specific management data pertaining to items of equipment under one of the following categories: start/expiration dates on contracts, miles/hours utilized, and vendor data to include a contract/purchase order number. Such data is used to determine the economic status of equipment with regard to overhauling, modifying, or replacing.

DEFERRED MAINTENANCE/CLEAN-UP: See Accounting inquiries for definition.

Utilities Inquiries

TRANSFER CODE: This inquiry will display all applicable transfer codes for a particular **Actbl UIC**.

DESTINATION IDENTIFIER: This inquiry will display all applicable destination identifier codes for a particular **Actbl UIC**.

DOCUMENT NUMBER RANGE INQUIRY: The data displayed on this inquiry contains the Accountable Unit Identification Code with related data pertaining to blocks of document numbers assigned, block description, beginning and ending serial numbers and last document number assigned.

ADDRESS DIRECTORY: This inquiry will display address data information from the Address Directory Table.

LOCATION: This Inquiry displays locations for a specific UIC. All data from the Location Table can be retrieved.

SITE CODE: This inquiry provides **Site Cd** information by Accountable Unit Identification. The data displayed contains the Site Cd and the Description.

PROPERTY BOOK IDENTIFICATION CODE (PBIC): This inquiry will provide PBIC information by UIC. The data that is displayed contains the PBIC and the Description.

FUND CODE/APPN: This inquiry will display all applicable appropriation allotment serial numbers and fund codes for a particular unit.

UNIT IDENTIFICATION CODE: This inquiry will display authorization data relating to one or more units.

History Inquiries

You can access the History inquiry from any module in DPAS except for the Hand Receipt Holder module.

DPAS Reports

There are numerous **pre-programmed** reports available to **DPAS** users. There are reports available in every working module of **DPAS**. These pre-programmed reports are already set up and ready to request and then print. There are two types of pre-programmed reports: **Batch and On-line**.

Batch reports - are requested through most modules, but will not show up in the print queue until your site's batch processes have run. These reports need to be deleted from the print queue after you are done with them.

On-line reports - are requested through each module, executed in the background, and will appear in the print queue almost immediately. These reports need to be deleted from the print queue after you are done with them.

In addition to the pre-programmed reports, you have the ability to create your own reports using the Ad Hoc Reports module via IQ Objects.

Catalog Reports

MANUFACTURER: This report will list limited catalog data in manufacturer name/part/model number or manufacturer part/model number sequence. Information data fields required are manufacturer part/model number, name, stock number, and nomenclature.

CATALOG RECORDS AVAILABLE FOR DELETE: This report will list all stock numbers in the master table that have no on-hand quantities in the end item, component, and due-in files. This type of report is used to purge catalog records not required. This is listed in stock number sequence.

SKO/BII/AAI CONFIGURATION: This report will list either a specific end item stock number or all end item stock numbers from the Master Configuration Table, with corresponding configuration stock number/sub stock number records. Configuration type, configuration stock number, and configuration sub stock number will sort configuration records under the end item stock number.

Authorization Reports

TDA PARAGRAPH NUMBER AUTHORIZATIONS: This report lists the **TDA** Authorizations for the **UIC** entered in the screen (**Sequence: TDA Para Nbr, LIN/Stock Nbr, Authn Ctl Nbr**).

NON-TDA CAPITAL ASSETS: This report lists items on the Hand Receipt that have a depreciation code of **C, T, or U** which correspond to an authorization which is non-**TDA** (**Sequence: UIC, HRH Nbr, Generic Nomen, Stock Nbr**).

EQUIPMENT READINESS: The first option of this report lists authorized LINS/SUBLINS with an equipment readiness code of 'P', 'A', 'B', 'C' and the type of NBC/CDE for each Specific UIC under the Parent UIC entered in the window. The second option is to list authorized LINS/SUBLINS with an equipment readiness code of 'P', 'A', 'B', 'C' and the type of NBC/CDE for the Specific UIC selected or entered in the window (SEQUENCE: UIC, Auth Doc Nbr, LIN, SUBLIN). The equipment on-hand ratings are displayed. Unique considerations and aspects of the Equipment Readiness Report (ERR) are as follows:

Substitute Items. The Unit Commander has the discretion to substitute LINS for the authorized LINS. These are included in the Equipment On-hand (EOH) computations and displayed on the ERR. The items may be HQDA authorized substitutes, in-lieu-of (ILO) items, or MACOM non-type classified items (NTCI). The EOH computations to calculate the S-level rating may require a percentage fill rate for substitute LINS. The Subline Item Number Table holds the percentage fill rates for Substitute Items. Once it is determined that the deployable item is a substitute that requires a percentage fill rate, the Subst LIN Percentage Fill process under the Authorization Module, Authorization Actions would be utilized to add, change, or delete the percentage fill rate for the substitute. When the ERR process detects a substitute, the Subline Item Number Table is searched for a percentage fill rate for the item. If there is not a match, the assumption is that the item is being substituted on a one- for-one basis.

Equipment Readiness Code (ERC). The Equipment Readiness Report (ERR) provides separate parts for the LINS by ERC. When the authorized LIN has an ERC of 'M', the LIN contains authorization quantities for more than one ERC. The ERR will flag the LIN and notify the user with a notation on the report at the end of each specific UIC that they must identify the LIN with an ERC of A, P, B, or C by the Approved Authorization Add/Change/Delete process for it to be included in the EOH status.

Communication Security (COMSEC). COMSEC items are not part of the S-rating computations, but are tracked, counted and displayed on the report. The on-hand quantity and S-level rating columns are left blank. The Equipment Readiness table is a system table that will be populated with designated COMSEC LINS. They will be tracked and totaled at the bottom for Part 1 and Part 2 of the ERR along with Exempted items.

Exempt Items. Any deployable equipment that has not been designated as exempt from reporting by HQDA must be reported. The exempted LINS will be displayed on the report. The on-hand quantity and S-level rating columns are left blank. The Equipment Readiness table is a system table that will be populated with designated exempted items stored under the Armed Service Code. Army units that may be exempted from LINS listed in Appendix F of Army Regulation 220-1 may type NONEXEMPT in the Local Use field of the Authorization Add/Change/Delete screen as an override. If an Army unit has an authorized LIN that has been identified as being exempt but is not being processed as such, the DPAS user may type in EXEMPT in the Local Use field to process the LIN as exempt. Exempted LINS will be tracked and totaled at the bottom for Part 1 and Part 2 of the ERR along with COMSEC LINS.

Nuclear, Biological and Chemical (NBC)/Chemical Defense Equipment (CDE). NBC/CDE items are reported in only Part 3 of the ERR. The Equipment Readiness table is a system table that will be populated with designated NBC/CDE LINS. The ERR, Part 3, will categorize NBC/CDE equipment in the following categories: Mask, Det (Detector), Decon (Decontamination) IPE (Individual Protective Equipment), and RAD (Radiac).

Equipment Not on Site. DPAS has the Lo Le Cd to identify items on loan or lease. The user may input a Lo Le Cd of 'C - Government Furnished Equipment (GFE) provided to a contractor in accordance with the Federal Acquisition Regulation' or 'M - Out On loan to another Government activity or agency such as another installation or National Inventory Control Point' if the end or bulk item is not to be included in the EOH count. These items will be considered exceptions. The LIN will be identified as having exception items in the remarks column.

Due-In Quantities. The ERR will report due-in quantities for the authorized LIN by searching the Document Register table. The applicable document numbers, due-in quantities, unit of issue, and due-in dates will be displayed in the Remarks column. Due-in quantities will not be reported for COMSEC and Exempted LINs.

Remarks. The ERR displays a 64 character remarks column. The process will report due-in quantities from the Document Register table. Each LIN with due-in quantities will have a remarks row displaying the applicable document numbers, quantities, unit of issue, and due-in dates. Due-in quantities are not included in the EOH count and the S-level rating for the LIN. The report also identifies Pacing, COMSEC, Exempted LINs and Reporting Exceptions in the remarks.

Document Register Reports

SUPPLY: The Supply Actions report will provide a listing of all supply actions on the Document Register.

OPEN SUPPLY ACTIONS: The Open Supply Actions Report will provide a listing of all open supply actions on the Document Register.

HIGH PRIORITY: The High Priority report will provide a list of all high priority supply actions on the document register with a Priority Designator (PD) 01-08. This report will include requests processed from the date entered in the screen.

OPEN HIGH PRIORITY: The Open High Priority report will provide a list of all open high priority supply actions on the document register with a Priority Designator (PD) 01-08. This report will include requests processed from date entered in the screen.

Hand Receipt Reports

On-Line Reports

HAND RECEIPT HOLDER: This report will display all data associated with a hand receipt holder.

HAND RECEIPT HOLDER CONTRACT PROFILE: This report provides information pertinent to Hand Receipt Holders identified as contractors. The Cntr Id and Cntr/PO Nbr values will always be displayed for the Hand Receipt Holders.

INCREASE/DECREASE TRANSACTION: This report provides information regarding all transactions on a specific hand receipt for a specific period.

ASSET DISPOSITION: This report lists all assets for the Accountable UIC that have been turned-in during a specified period of time. This is listed in UIC, Transfer Cd, Stock Nbr, and Serial Nbr sequence.

Asset Summary Reports

ASSET SUMMARY REPORT BY UIC/STOCK NUMBER: This report will provide a summary of all assets by stock number for each **UIC/HRH Nbr**. HRH Nbr also displays an accumulated cost by HRH Nbr along with a computed AVG UN CST. Embedded components are displayed separately with the same costs displayed. This report is sequenced by **UIC, Stock Nbr, HRH Nbr** and will page break at the change of the **UIC**.

ASSET SUMMARY REPORT BY AUTHORIZATION: This report reflects information on assets authorized by PROP TYP CD/LIN/NSN. Selection is by Accountable UIC or Parent UIC. An overage/shortage annex is always provided or can be requested separately. This report will only be produced if utilizing authorizations and is intended for organizations operating under a TDA or MTOE.

IPE SUMMARY: This report will provide a list of Industrial Plant Equipment in the system database. This will be used as a reference of **IPE** on the property book and can be used as a reconciliation tool with the **IPE** center.

RICC ASSET: This report will display all Reportable Item Control Code 2, (A, B, C or Z) items on hand. These items require visibility at various command staff levels.

TMDE ASSET: This report will list all Test Measurement Diagnostic Equipment (**TMDE**) on the property book. In addition you can sort by **UIC/Stock Nbr** or **UIC/HRH Nbr**. This is produced to forward such information in transaction format to the **TMDE** headquarters.

SKO/BII/AAL ASSET: This report lists authorized and on-hand components, subcomponents, for end items or **SKOs** and additional authorized items, and basic issue items for end items. The report can be produced at the following levels: **UIC, UIC/HRH Nbr, UIC/HRH Nbr/Stock Nbr**, or **UIC/HRH Nbr/Stock Nbr/Serial Nbr** from the Hand Receipt Report menu, or at **UIC** level in conjunction with the Asset Authorization Detail Report, or at **UIC/HRH** level in conjunction with the on line Hand Receipt Report.

GFP ASSET DETAIL SUMMARY: This report provides a summary of all government furnished property for Unit Identification Codes (UIC) with Hand Receipt Holders identified as contractors. The user can select the report type by Accountable UIC or Specific UIC. This report can be further generated by Cntr Id and Cntr PO/Nbr. The report is sequenced by Stk Nbr. It will page break at change of UIC, Cntr Id, and Cntr PO/Nbr. Accumulated costs by UIC, Cntr Id, Cntr PO/Nbr and Dlv Order Nbrs are displayed. Components will be displayed underneath the serial item with a 'C' in the Cmpn Cd field. If a stock number is a bulk item, the acquisition cost will be the bulk quantity multiplied by the average unit cost. Embedded components are displayed with no acquisition costs and with 'Y' in the Cmpn Cost Cd field.

Batch Reports

IT ASSET: This report will identify automated data processing assets for the Unit Identification Code (**UIC**) and Hand Receipt Holder (**HRH**). The sequence for this report is in Hand Receipt Number sequence.

WARRANTY/SERVICE/LOAN/LEASE: These reports will provide status of items covered under warranty/ service/loan/lease agreements. The data computed for pending/expiration dates and/or miles/hours information. There are eight selections for segregated data and two selections for comprehensive data. These reports may obtain either **UIC/HRH Nbr** sequence, or **UIC/ Stock Nbr** sequence. The comprehensive reports, DP9N070R/DP9N075R, are in five parts, and contain all data displayed on the other eight selections. Reports DP9N074/DP9N079R contain pending/expired date and are in two parts: one for Warranty/Service data and one for Loan/Lease data.

Hand Receipt Holder Reports

HAND RECEIPT: This report will produce a complete hand receipt listing, including sub hand receipts. This is available in one of three sequences:

- Bar Code
- Location
- Nomenclature

SKO/BII/AAI ASSET: See Hand Receipt reports for description.

HAND RECEIPT HOLDER: See Hand Receipt reports for description.

SKO/BII/AAI CONFIGURATION: See Hand Receipt reports for description.

Accounting Reports

On-Line Reports

ACCOUNTING TRANSACTION REGISTER: This report will list all accounting transactions that were created by system processing. These transactions are generated when a receipt, turn in, or change in accounting status was made and is used for input to accounting systems. The transactions are stored in the database until sent to the accounting system. Only those transactions for which there is no automated Accounting System Interface will be listed.

CAPITAL ASSETS: This report will show all assets having met the capitalization criteria.

CAPITAL ASSETS IN TRANSIT: This report will identify all capital assets that are currently intransit. Selecting assets with the Intransit Code equal to I or O (inbound or outbound) identifies these.

CAPITAL ASSETS NOT IN USE: This report will display assets (meeting the capitalization criteria) that are currently not in use. These items are identified by having a **Cptl Cd** equal to **A**.

CONSTRUCTION IN PROGRESS/WORK IN PROCESS: This report shows Construction in Progress/Work in Process data sorted by Unit Identification Code and Document Number. A "Summary" section is printed for each Unit Identification Code showing accumulated totals by Asset Code (see **Annex O** of the **DPAS User Manual** for definitions of the Asset Codes) and the following asset categories: Land and Real Property, Equipment Other Than Industrial Plant Equipment, and Industrial Plant Equipment.

NATIONAL DEFENSE PP&E: This report identifies Weapons Systems and Real Property PP&E assets under the user's accountable UIC. Acquisition cost balances are displayed, along with 'Additions' and 'Deletions' costs dating back one year from the current system date. The report can be generated for National Defense PP&E Report Capital Assets or National Defense PP&E Report All Assets.

Collection-Type assets are identified on the Catalog Table with a Type Asset Code = 'N'. Non-collection-Type assets are identified on the Real Property Table with a Weapon Systems Support Code = 'A' or 'M'.

National Defense Property, Plant and Equipment (PP&E) possess at least one of the following characteristics related to the (1) use of the property and its (2) useful life. Characteristics related to (1) are that it: has no expected non-governmental alternative use; is held for use in the event of an emergency, a war, or a natural disaster; or, is used in a program for which there is no other comparable program (Federal or nonfederal) using similar PP&E. Characteristics related to (2) are that it: has an indeterminate or an unpredictable useful life because of the unusual manner in which it is used, improved, retired, modified, or maintained; or is at a very high risk of being destroyed during use or of premature obsolescence.

CFO ACCOUNTING STATEMENT: This report (DPTD291R) CFO Accounting Statement Report shows the net book value of capital assets by asset code at a specific point in time. User will select a beginning date and ending date for the time periods of the report. Beginning balances for each asset code will be taken from the CFO Accounting Extract table (LHSD) based upon what date is input in beginning balance date. All accounting activity after this beginning date and up to the ending date will be taken from the Accounting Interface Table (LHA4) and entered on the report by its respective type of transaction. All this activity will be added or subtracted to the Beginning Balance to compute an Ending Balance for the Asset Code. Following this, the ending balance for depreciation will be subtracted from the ending balance of the asset code to come up with a Net Book Value for each Asset Code. All the values for each asset code will be totaled and displayed on the report by UIC and Fund Cd/Appn. If user chooses Actbl UIC option, a grand total summary page will displayed at the end of the report.

CAPITAL ASSETS IN USE: This report will identify assets (meeting capitalization criteria) currently in use. These items selected have a **Cptl Cd** equal to blanks or **S**.

CAPITAL ASSET TRIAL BALANCE: This report will display the monthly depreciation expense totals by General Ledger Account Code (**GLAC**). Depreciation expenses are rolled up on both the summary and detail level. The "in the clear" asset category is also represented with each **GLAC**.

FISCAL YEAR TO DATE (DPTD081R): This report will provide a report on fiscal year to date accumulated depreciation for all capital assets (including improvements).

DEPRECIATION FORECAST REPORTS

DEPRECIATION FORECAST: This report will compute projected depreciation on a monthly, quarterly, and annual basis for the current fiscal year, and the next three fiscal years out. You can request the report to be run at the detail level only, at the summary level in the following formats: by **UIC** and **Office**; by **UIC** and **GLAC**; or by **Fund Cd/Appn**; or you can request the total report (detail and summaries). The summary format breaks out funded and unfunded depreciation and will also reflect capital asset receipts and turn-ins over the past 12 months. This includes improvements.

DETAIL BY ASSET: This report will show forecasted depreciation expense for each depreciating asset. Depreciation expense is forecasted for the current fiscal year, as well as the next three years. Additionally, the depreciation expense for each fiscal year is shown monthly, quarterly, and yearly.

SUMMARY BY UIC AND OFFICE: This report will show forecasted depreciation expense rolled up by **UIC** and **Office**. Depreciation expense is forecasted for the current fiscal year, as well as the next three fiscal years. The depreciation expense for each fiscal year is shown monthly, quarterly, and yearly. Additionally, the total cost of depreciating assets, received and/or turned-in over the past 12 months is shown.

SUMMARY BY UIC AND TYPE OF ASSET: This report will show both funded and unfunded forecasted depreciation expense, rolled up by **UIC**. Depreciation expense is forecasted for the current fiscal year, as well as the next three fiscal years. The depreciation expense for each fiscal year is shown monthly, quarterly, and yearly. The total cost of depreciating assets, received and/or turned-in over the past 12 months is shown. Additionally, the report will show a General Ledger Account Number (with description) with rolled up totals. These **GLACs** may not reflect the exact **GLACs** used in your accounting system.

SUMMARY BY FUND CODE/APPN: This report will show both funded and unfunded forecasted depreciation expense, rolled up by Fund Code and Appropriation Allotment Serial Number. Depreciation expense is forecasted for the current fiscal year, as well as the next three fiscal years. The depreciation expense for each fiscal year is shown monthly, quarterly, and yearly. The total cost of depreciating assets, received and/or turned-in over the past 12 months is shown.

DETAIL AND SUMMARY: This report is a combination of the Detail by Asset, Summary by UIC and Office, Summary by UIC and Type of Asset, and the Summary by Fund Code/Appn reports. This report will most likely generate a **large** number of pages when it is requested. It is recommended you select one of the other Depreciation Forecast reports to satisfy your information needs if possible.

REAL PROPERTY: This report lists all real property assets, both capital and non-capital. Improvements are also included on this report.

HERITAGE ASSET: This report identifies Collection-type and Non-collection-type Heritage Assets under the user's accountable UIC. Acquisition cost balances are displayed, along with 'Additions' and 'Deletions' costs dating back one year from the current system date. The report can be generated for Heritage Asset Report Capital Assets or Heritage Asset Report All Assets.

Collection-Type assets are identified on the Catalog Table with a Type Asset Code = 'H'. Non-collection Type assets are identified on the Real Property Table with a Heritage Asset Code = '1, 2, 3, 4, 5, 6, 7, or 8'.

Heritage assets are PP&E that possess one or more of the following characteristics: (1) historical or natural significance (2) cultural, educational or aesthetic value or (3) significant architectural characteristics.

Batch Reports

SUMMARY AND ANALYSIS: This is report that is run in three parts:

- **PART 1:** This will provide the total dollar value of the property book and total accumulation depreciation for a Defense Business Operating Fund (**DBOF**) Activity. The sequence for this report is by **UIC, ACC, and Lo/Le Cd**. Quantities and dollar values are shown by **Lo/Le Cd** and summarized at the **ACC** level.
- **PART 2:** This will provide the total dollar value of the property book for a non-Defense Business Operating Fund (**non-DBOF**) Activity in the same sequence and format as described above.
- **PART 3:** This will provide property book quantity and dollar value data by type equipment, **Stock Item Cd**, and property book management code (items serially/bulk managed).

MONTHLY DEPRECIATION: This report will produce a monthly listing of depreciation accounting for all items that have been capitalized by meeting the threshold. Identification of items that have fully depreciated, items requiring an activation date, items 80 percent depreciated, and items 50 percent depreciated are made in the report. A summary of the totals by **UIC** is also produced.

CAPITAL ASSET FYTD DEPRECIATION: This report is scheduled in **BATCH AUTOMATICALLY** when depreciation is executed for the month of September. There is **NO** batch request screen for this report. The report format is identical to Fiscal Year to Date Report.

This program will provide fiscal year to date accumulated depreciation for all capital assets. Also, records from Accounting History Table are deleted. The fiscal year dollar amounts from the Depreciation File and the Improvement/Additional Cost File are zeroed out.

Maintenance & Utilization Reports

On-Line Reports

MAINTENANCE WORK ORDER REGISTER: This report will provide information on all maintenance register records, both open and closed, that reside on the database. The major sequence of this report is maintenance center with you having the secondary option of local identification number or date.

MAINTENANCE WORK ORDER REGISTER - OPEN ACTIONS: This report will list only open maintenance register records. You will have the option to produce the report in (1) maintenance point, type maintenance, work order (2) single maintenance point, type maintenance, work order or (3) maintenance point, scheduled/unscheduled, work order.

MAINTENANCE WORK ORDER REGISTER - CLOSED ACTIONS: This report will provide a list of all completed maintenance register records. The sequence for this report is maintenance point, type maintenance, and work order. You will have the option to select a range of dates by entering beginning and ending completion dates to be listed.

MAINTENANCE SUMMARY: This quarterly report will provide a means to isolate and analyze the ratio of scheduled to nonscheduled maintenance, excessive scheduling of preventive maintenance based on breakdowns, excessive repair labor hours for number of maintenance actions, and excess material costs for number of maintenance actions. The sequence of this report is by UIC, ECC, LIN and STK NBR.

DELINQUENT MOBILE UTILIZATION: This report will list all mobile records where the trip tickets have not been received back from the user and/or not posted to the utilization record. It is important to generate this report after all utilization has been posted from the trip ticket, and BEFORE the request for new trip ticket printing is requested.

DELINQUENT P&SE UTILIZATION: This report will list information on all items that did not have the scheduled Production and Service Equipment completed. It is important to generate this report after all utilization has been posted from the PS&E form, and BEFORE the request for new PS&E form printing is requested.

MOBILE MASTER: The listing contains monthly, quarterly, and annual utilization data, service frequencies (miles, dates, hours), and last serviced.

P&SE MASTER: The listing contains information regarding all items identifying preventive maintenance. This list contains monthly, quarterly, and annual preventive maintenance data.

WALK THROUGH UTILIZATION: This is a report of equipment whose **UTIL CD** equals "W". This is equipment that is not practical or feasible to track utilization with hours or days. The Equipment Manager during equipment utilization walkthrough reviews (like an inspection) checks the utilization of this kind of equipment. You will have the option to select a single hand receipt or all hand receipts. The code of "W" suspends the printing of trip tickets or P&SE forms.

DISPATCH: This report will provide a list of each mobile dispatch record contained in the data base. The major sequence is motor pool number with you having the option for the secondary sequence of local identification number or serial number. All mobile items containing a dispatch code will be included on this report.

AVAILABILITY: This report will provide information reflecting current monthly utilization and maintenance data. Current quarter information is also available in this report. Summary by **ECC** is produced to reflect fleet utilization and maintenance totals.

COMMERCIAL DESIGN VEHICLE USAGE: This report is produced to satisfy regulations requiring identification of administrative usage of commercially designed vehicles. All items in the data base with this type code are compiled monthly in this report.

NTV COST, ACCOUNTING AND MANAGEMENT: This report is produced annually in compliance to regulations. It will list all non-tactical wheeled vehicles excluding loaned/leased. You will be required to complete the report by entering fuel cost, commercial shop cost, total direct/indirect cost, and cost per mile.

USA REGISTRATION NUMBER: This report is produced in compliance with regulations requiring an annual summary and identification of vehicles on the property book. The sequence of the report is UIC, SER NBR.

EQUIPMENT REPLACEMENT ANALYSIS & SUMMARY: This report provides replacement data for determining retention or retirement of equipment. It also lists detailed replacement data for items summarized by **ECC**. or **HRH** This report can be requested for all mobile equipment (selection M); all production and service equipment and service equipment (selection P); or for all serially managed end items on the property book (selection A).

MOBILE/P&SE SCHEDULE AND PAST DUE: This report will provide a list of mobile equipment with preventive maintenance, load testing service, and oil analysis service due, 30 days in advance of its due date, plus equipment past due for preventive maintenance.

WORKLOAD: This report will forecast the maintenance workload for 12 months from the current date (remainder of current month plus 11 months) based on the scheduled maintenance actions on the service table. It will show the number of scheduled maintenance actions by month and type of maintenance within each of the sequences of the report. There are two versions of the report:

1. **DP8D321R:** Mobile Equipment
2. **DP8D322R:** Production and Service Equipment.

Each report is broken into three parts:

- PART 1:** Maintenance Location/ECC sequence
- PART 2:** ECC/Maintenance Location sequence
- PART 3:** Month Sequence

If estimated hours were entered for each level of scheduled maintenance for each **STK NBR**, the hours associated with the maintenance actions will be displayed on the report, giving the man-hour impact for the maintenance location. The intent of this report is to show how the scheduled maintenance workload is distributed throughout the year. This will help identify where there may be an overload of maintenance work so that work or personnel can be shifted to meet the maintenance requirements.

Batch Reports

UTILIZATION BY USER: This report can be generated monthly or quarterly, either on-line or in the batch cycle through the Automatic Reports Generator option. The Monthly reports identify only Mobile and P&SE assets collecting utilization that are under- or over-utilized based on prescribed monthly standards. The Quarterly report lists all Mobile and P&SE assets collecting utilization. An indicator code identifies the under- or over-utilized assets based on prescribed quarterly standards. Both reports identify assets with maintenance downtime days greater than possible days (21/month or 63/quarter) or where base miles, hours, or days are zero. See Annex M, Paragraph M.5, Utilization Reporting, for a complete explanation of the prescribed monthly and/or quarterly standards.



NOTE:

The Min Pct Util and Obj Pct Util fields established in the Catalog Table or the Mobile/Production & Service Table are the determining factors in deciding when an asset is under- or over-utilized. The report sort sequence is by the LHAP User Office.

This report has 5 parts:

- **Part 1:** Non-Tactical Wheeled Vehicles (ECC, position 1 = V).
- **Part 2:** Mobile Assets (Svc Cd = M).
- **Part 3:** Production & Service Assets (Svc Cd = P).
- **Part 4:** Under-utilized Mobile Assets (Svc Cd = M and Under Util Cd > 0).
- **Part 5:** Under-utilized Production & Service Assets (Svc Cd = P and Under Util Cd > 0).

UTILIZATION BY ECC (MONTHLY): This report can be generated monthly or quarterly, either on-line or in the batch cycle through the Automatic Reports Generator option. The Monthly reports identify only Mobile and P&SE assets collecting utilization that are under- or over-utilized based on prescribed monthly standards. The Quarterly report lists all Mobile and P&SE assets that collect utilization. An indicator code identifies the under- or over-utilized assets based on prescribed quarterly standards. Both reports identify assets with maintenance downtime days greater than possible days (21/month or 63/quarter) or where base miles, hours, or days are zero. See Annex M, Paragraph M.5 Utilization Reporting, for a complete explanation of the prescribed monthly and/or quarterly standards.



NOTE:

The Min Pct Util and Obj Pct Util fields established in the Catalog Table or the Mobile/Production & Service Table are the determining factors in deciding when an asset is under- or over-utilized. The report sort sequence is by the Equipment Category Code (ECC).

This report has 3 parts:

- **Part 1:** Non-Tactical Wheeled Vehicles (ECC, position 1 = V).
- **Part 2:** Mobile Assets (Svc Cd = M).
- **Part 3:** Production & Service Assets (Svc Cd = P).

WARRANTY/SERVICE/LOAN/LEASE: These reports will provide status of items covered under warranty/service/loan/ lease agreements. Data is computed for pending/expiration dates and/or miles/hours information. There are eight selections for segregated data and two selections for comprehensive data. These reports may obtain either UIC/HRH NBR sequence, or UIC/STK NBR sequence. The comprehensive reports, DP9N070R/DP9N075R, and in five parts, and contain all data displayed on the other eight selections. Reports DP9N074R/DP9079R contain pending/ expired date and are in two parts, one for Warranty/Service data and one for Loan/Lease data.

AUTOMATIC REPORTS GENERATOR - MONTHLY, QTRLY, ANNUAL: The maintenance and utilization reports must be requested in prescribed, locally established timeframes. Monthly utilization reports Utilization by User Report Monthly or Utilization by ECC Report Monthly are automatically generated for monthly processing. Quarterly utilization reports Utilization by User Report Quarterly and Utilization by ECC Report Quarterly are automatically generated for quarterly and annual processing. In addition, utilization data collected during the selected reporting period will be reset to zero in preparation for collecting data in the next reporting period.