

DPAS BASIC PLUS TRAINING MANUAL

- I. The DPAS Basic Plus Training Manual is changed as follows:
Remove pages listed below and insert revised pages.

<u>Remove Old</u>	<u>Insert New</u>
MASTER TABLE OF CONTENTS i thru vi	Same
NAVIGATING DPAS 31 thru 32	Same
CHAPTER ONE i thru ii 53 thru 54 59 thru 62 69 thru 70 79 thru 80 87 thru 88 93 thru 94 109 thru 112	Same Same Same Same Same Same Same Same
CHAPTER TWO 203 thru 204 243 thru 244 329 thru 330	Same Same Same
CHAPTER FIVE 421 thru 422	Same
CHAPTER NINE --- ---	i thru ii 574.1 thru 574.40

II. **SIGNIFICANT CHANGES**

Revision represents new changes/corrections.

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FINAL EXERCISES

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Displaying The Message Of The Day

INTRODUCTION

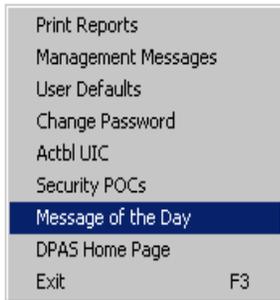
When you first log onto DPAS, the "Message of the Day" is displayed. All too often, users will click the **OK** button without reading the messages. This process will show you how to redisplay the "Message of the Day".

PREREQUISITES

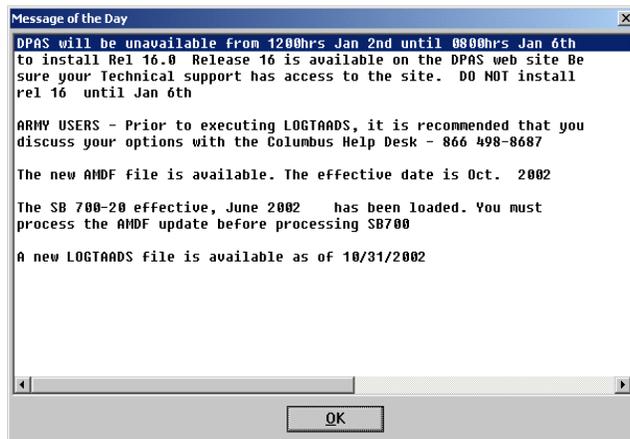
None

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

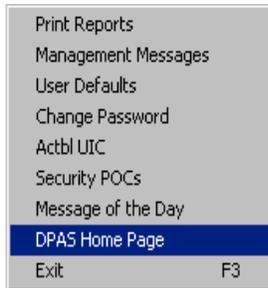
DPAS Home Page while logged onto DPAS.

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>**.

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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.

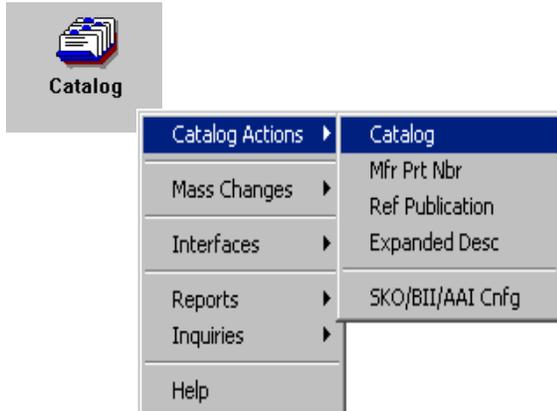
An MCN is thirteen positions long. The format for an MCN is that the first six (6) positions are numeric and are broken down into this format: the first four (4) positions are the Federal Supply Class (FSC), the next two (2) positions are the National Codification Bureau (NCB) code, the next three (3) 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.



- a. **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.

- b. **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.
- c. **Ref File Name:** By clicking on this button, you will be able to attach a file, picture, etc., to the item.
- d. If you click on the pencil button, this will display any existing files for that Stock Nbr.
- 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**.

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.

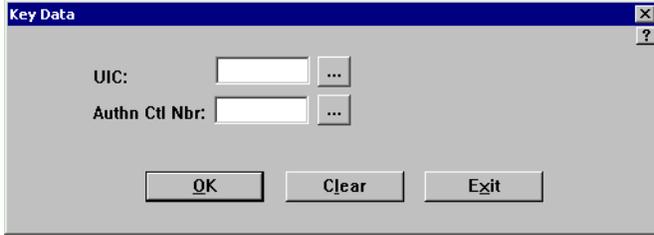
- Click **Exit** to return to the DPAS Main Menu.

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**.



Key Data

UIC: ...

Authn Ctl Nbr: ...

OK Clear Exit

STEP 1:

- UIC:** Enter or browse for your UIC.
- Authn Ctl Nbr:** If adding a new authorization, leave this field blank.
- Click **OK**.



HINT!

If you click the browse button, you can search for an existing authorization control number (for a change or delete) by AUTHN CTL NBR or LIN.

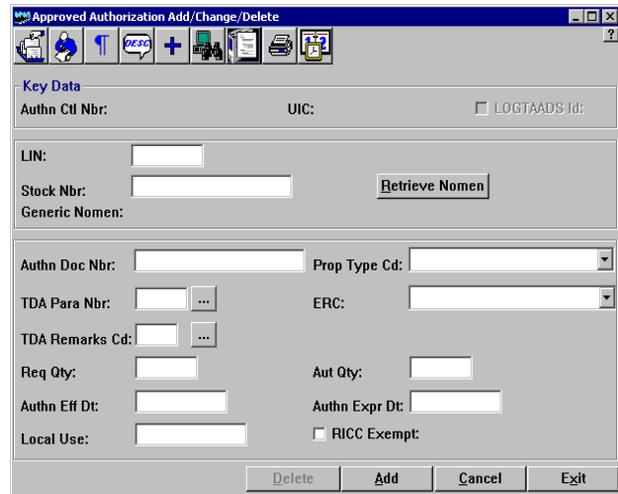
STEP 2:

- LIN/Stock Nbr:** If your Activity authorizes assets by a LIN, enter the Line Item Number.

If your Activity authorizes assets by the Stock Nbr, enter the Stock Nbr.

You **CANNOT** enter both a LIN and a Stock Nbr.

- Click the **Retrieve Nomen** button.
- Authn Doc Nbr:** Enter the type of document that authorizes you to have the asset (for example, your TDA, CTA 50-909, CTA 50-900, Letter, etc.)



Approved Authorization Add/Change/Delete

Key Data

Authn Ctl Nbr: UIC: LOGTAADS Id:

LIN:

Stock Nbr: Retrieve Nomen

Generic Nomen:

Authn Doc Nbr: Prop Type Cd:

TDA Para Nbr: ... ERC:

TDA Remarks Cd: ...

Req Qty: Aut Qty:

Authn Eff Dt: Authn Expr Dt:

Local Use: RICC Exempt:

Delete Add Cancel Exit



HINT!

If you enter **TDA** in the 1st 3-positions of the Authn Doc Nbr field (indicating that the authorization is TDA), then the Prop Type Cd will **automatically** be **4** and cannot be changed **AND** the ERC will be **B** and cannot be changed. If you enter **MTE** in the 1st 3-positions of the Authn Doc Nbr field (indicating that the authorization is MTOE) then the Prop Type Cd will **automatically** be **8** and cannot be changed **AND** the ERC will allow you to make an appropriate selection from the drop down list box. If you enter **CTA 50-900** in the Authn Doc Nbr field, then the Prop Type Cd will **automatically** be **2** and cannot be changed **AND** the ERC will not be accessible.

- Prop Type Cd:** Select the Property Type Code. This field will not be accessible for TDA, MTE, or CTA 50-900 assets. For those authorizations, DPAS will automatically enter a **4** for TDA assets, an **8** for MTE assets, and a **2** for CTA 50-900 assets. Refer to **References** for the appropriate codes.

-
- e. **TDA Para Nbr:** Enter the TDA Paragraph Number. If you are tracking authorizations down to the Hand Receipt Holder level, then the TDA Paragraph Number is **MANDATORY** on all authorizations records regardless of the type of authorization (TDA, CTA, LTR, etc.). The TDA Paragraph Number must be unique for each Hand Receipt Holder. The TDA Paragraph Number used for the authorization must match the TDA Paragraph Number on the Hand Receipt Holder record.

If you want to track the Authorizations at the UIC Level, then leave the TDA Paragraph Number blank on the Authorization records and on the Hand Receipt Holder records.

If you click on the browse button, any TDA Paragraph Number that you built in the **Authorization** module will be displayed.

- f. **ERC:** Enter the Equipment Readiness Code. This field is only accessible for MTE assets. Refer to **References** for the appropriate codes.
- g. **TDA Remarks Cd:** If applicable to your Activity, enter or browse for the TDA Remarks Code. If the item is not TDA, leave this field blank. TDA Remarks Codes are built in the **Authorization** module.
- h. **Req Qty:** Enter the **minimum** essential quantity required. This field is only required for TDA assets; otherwise, leave blank for all other types of property.
- i. **Aut Qty:** Enter the **approved** quantity.
- j. **Authn Eff Dt:** If applicable to your Activity, enter the date the Authorization became effective.
- k. **Authn Expr Dt:** If applicable to your Activity, enter the date the Authorization expires.
- l. **Local Use:** This is a free field to be used at your Activity's discretion.
- m. **RICC Exempt:** If your Activity reports Unique Item Tracking and the authorized item is exempt from UIT reporting, check this box.
- n. Click **Add**.

The Transaction Processed dialog box will be displayed.

- o. Click **OK**.

You will be returned to the Key Data screen.

- p. Click **Exit**.

Changing Authorizations

1. Enter your UIC on the Key Data screen.
2. Enter the Authorization Control Number you wish to change, or click the browse button to search for the authorization and select it.
3. Click **OK**.
4. Make the necessary change.
5. Click **Change**.

Deleting Authorizations

Before you can delete an authorization, you will need to make sure that there are no assets on hand with that particular authorization nor can there be any existing due in quantities for that authorization.

1. Enter your UIC on the Key Data screen.
2. Enter the Authorization Control Number you wish to delete, or click the browse button to search for the authorization and select it.
3. Click **OK**.
4. Click **Delete**.

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

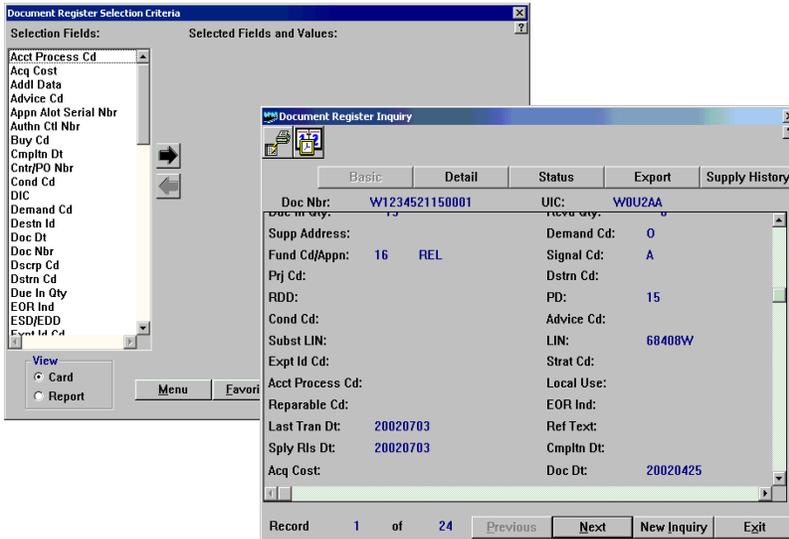
Summary: Verify your results by running the appropriate inquiries and reports

Class Discussion: Q & A

Document Register Inquiry

MODULE: Document Register

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



- a. Scroll down the **Selection Fields** to select **UIC**.
- b. Leave the operator set to **equal to (=)**.
- c. Enter your **UIC**.
- d. 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)**.

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.

LESS THAN

GREATER THAN

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.

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

Options Group Box:

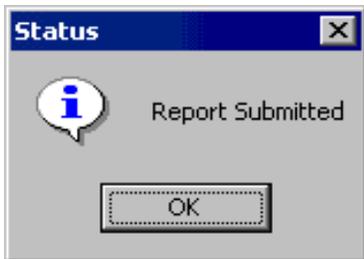
- a. If desired, select an option.

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.

- b. **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.
- c. Click **Submit**.

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

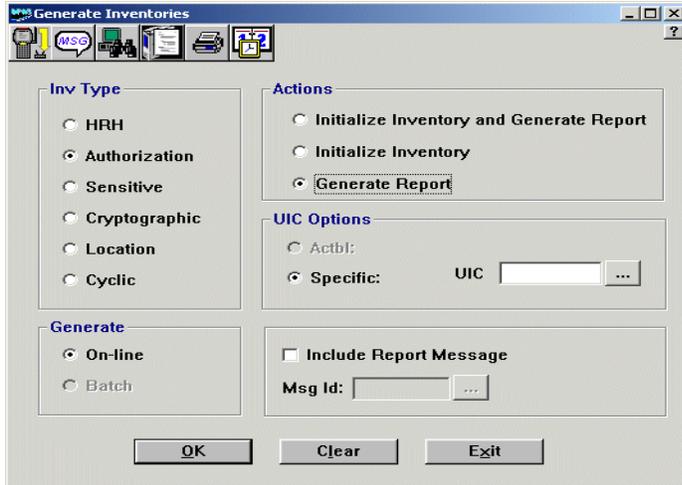
The following dialog box is displayed:



- d. Click **OK**.

You can now print or view your Hand Receipt Report.

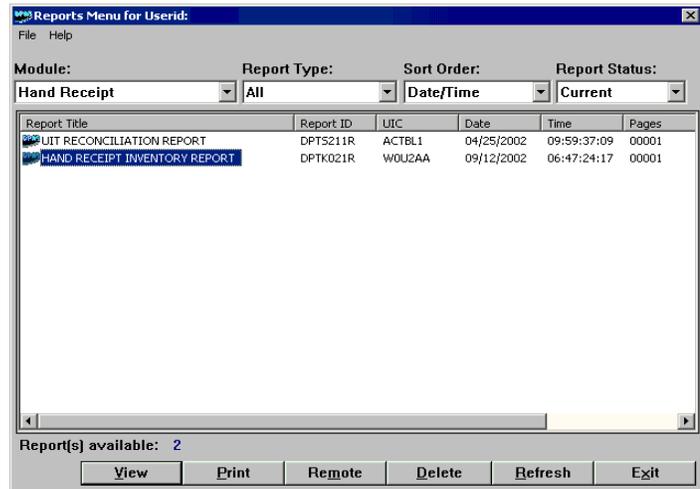
STEP 3:



- 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.

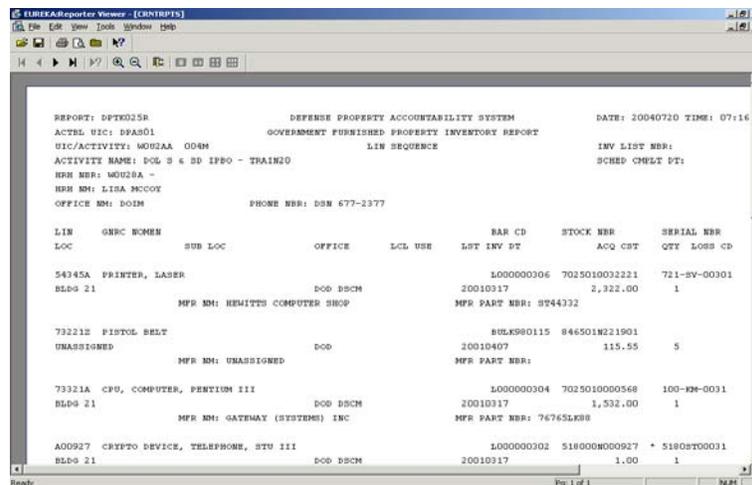
```

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    16
23456    FILTER,GUN DRIVE
MFR YR: 2002 MFR NM: UNASSIGNED    MFR PART NBR:
DFAS     1005000012676    BUILDING 25    1 EA  20020723    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    721-SV-00301
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

Generating A Transfer And/Or Turn-In Form

MODULE: Hand Receipt

INTRODUCTION

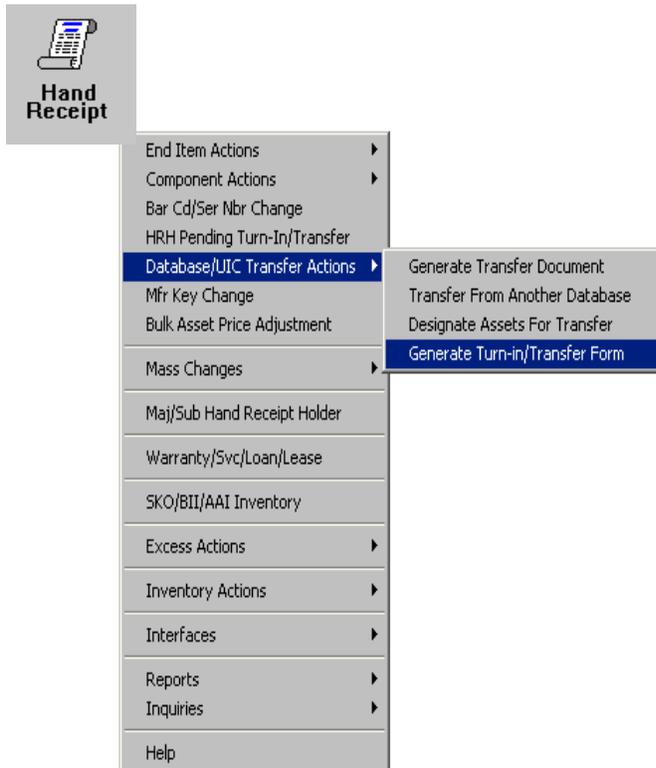
This section outlines the procedures to generate transfer/turn-in forms in DPAS.

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**.

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:

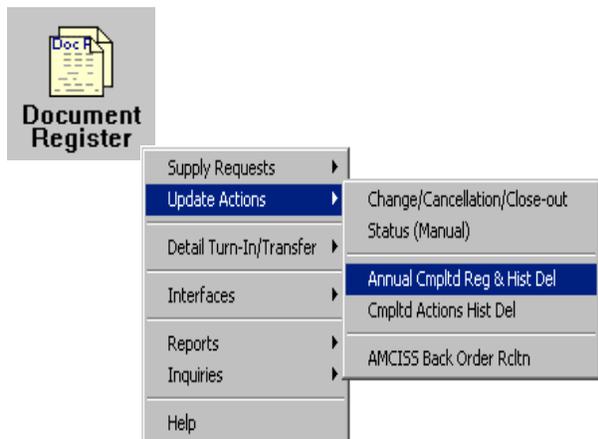
This report should be retained for future reference.

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**.

Processing CBS-X And UIT

MODULE: Hand Receipt

INTRODUCTION

The DPAS system generates extended records to report both CBS-X and UIT at once, on extended transaction records. These records are processed nightly during the batch processing for all CBS-X and UIT transactions. The first 80 columns contain the CBS-X transaction and the extended portion of the transaction contains each serial number that applies. For example, if the quantity on the CBS-X transaction is 10, there will usually be 10 serial numbers after the first 80 columns.

The DPAS property book officer (PBO) is considered to be the UIT Serialization Officer and he/she should ensure the UIT Central Registry has the correct POC information (name, phone, fax, email, mailing address, and reporting UIC).

UIT management is now conducted by regions. Contact Denise Pittman at DSN 897-0615 (or Commercial 256-313-0615) or Bill Chaplow at DSN 645-0541 (or Commercial 256-955-0541) to get the POC for your region.

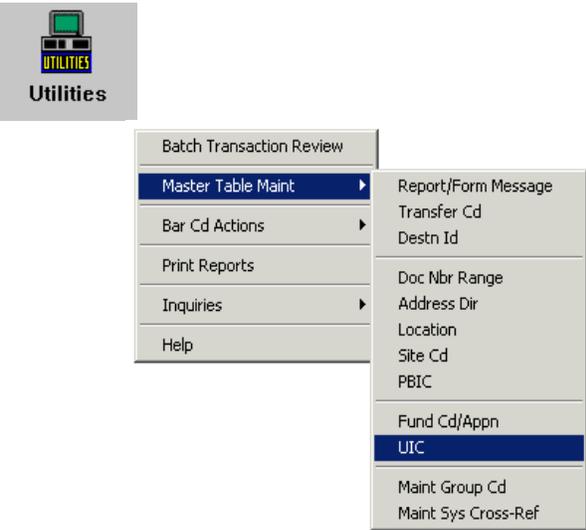
Your CBS-X contact is Kevin Fitzsimmons (kevin.fitzsimmon@logsa.army.mil DSN 645-0526 (or Commercial (256) 955-0526)).

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.



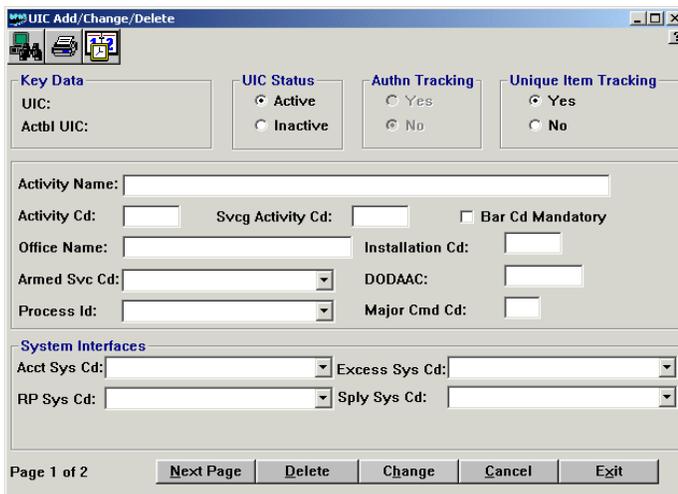


STEP 1:

- a. **UIC:** Enter or browse for the UIC you wish to modify.
- b. Click **OK**.

STEP 2:

- a. **Unique Item Tracking:** Make sure that the radio button is set to **Yes**.
- b. Click **Change**.



HINT!

Find the **Installation Code** block on the right side of the screen. In most cases the change consists of dropping the alpha character and leaving a two position numeric code.

If the Unique Item Tracking radio button is set to **No** you will also want to change it to **Yes**.

Linda Kil may instruct you to do a UIT reconciliation. By initiating a new reconciliation, you are creating a new baseline for UIT reporting at LOGSA.

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**.



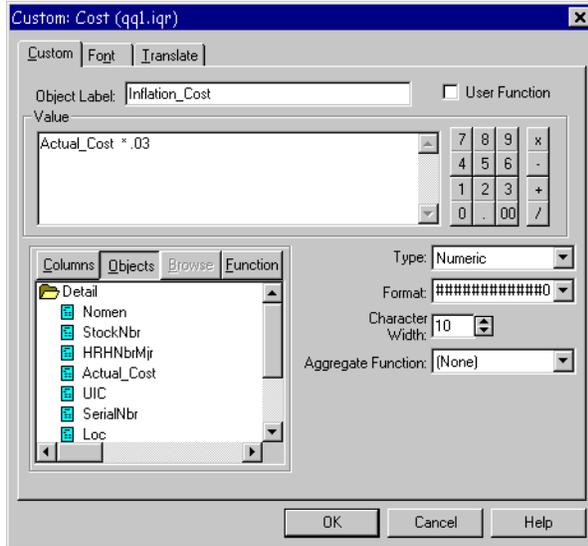
The HRH Nbr Mjr field is moved to the left-most position and there is a fine blue line separating the frozen column with the unfrozen columns.

- 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:

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

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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 excessed 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

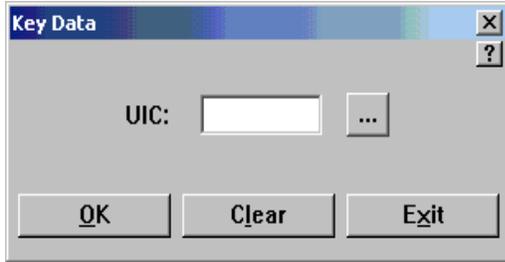
Before a Command can interface with the disposal activity, the System Administrator at DECC-Dayton must insert the necessary information into the Interface Control table.

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.

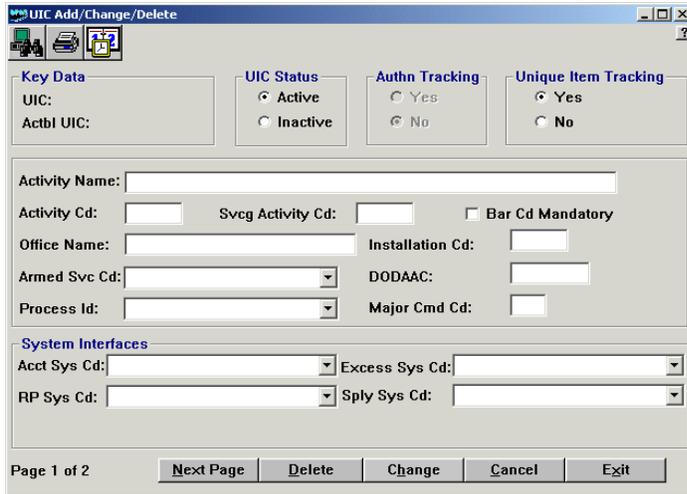




The 'Key Data' dialog box contains a text input field labeled 'UIC:' followed by a browse button (...). At the bottom, there are three buttons: 'OK', 'Clear', and 'Exit'.

STEP 1:

- a. **UIC:** Enter or browse for your UIC.
- b. Click **OK**.



The 'UIC Add/Change/Delete' dialog box is divided into several sections. The 'Key Data' section includes 'UIC:' and 'Actbl UIC:' fields. The 'UIC Status' section has radio buttons for 'Active' (selected) and 'Inactive'. The 'Authn Tracking' section has radio buttons for 'Yes' and 'No' (selected). The 'Unique Item Tracking' section has radio buttons for 'Yes' and 'No' (selected). Below these are fields for 'Activity Name:', 'Activity Cd:', 'Sveg Activity Cd:', 'Bar Cd Mandatory' (checkbox), 'Office Name:', 'Installation Cd:', 'Armed Svc Cd:', 'DODAAC:', 'Process Id:', and 'Major Cmd Cd:'. The 'System Interfaces' section includes dropdown menus for 'Acct Sys Cd:', 'Excess Sys Cd:', 'RP Sys Cd:', and 'Sply Sys Cd:'. At the bottom, there are buttons for 'Next Page', 'Delete', 'Change', 'Cancel', and 'Exit'. The text 'Page 1 of 2' is visible in the bottom left corner.

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

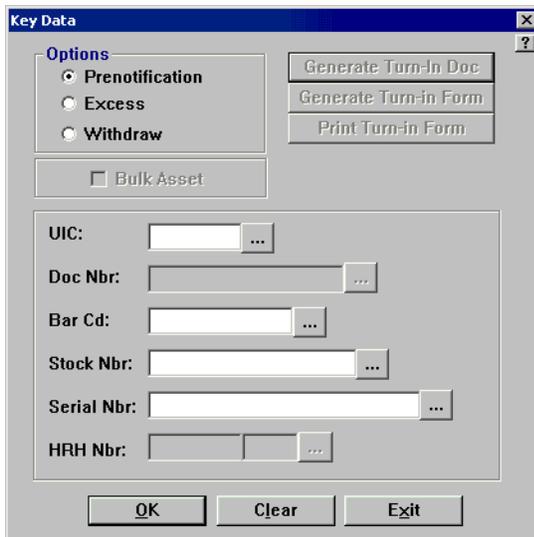
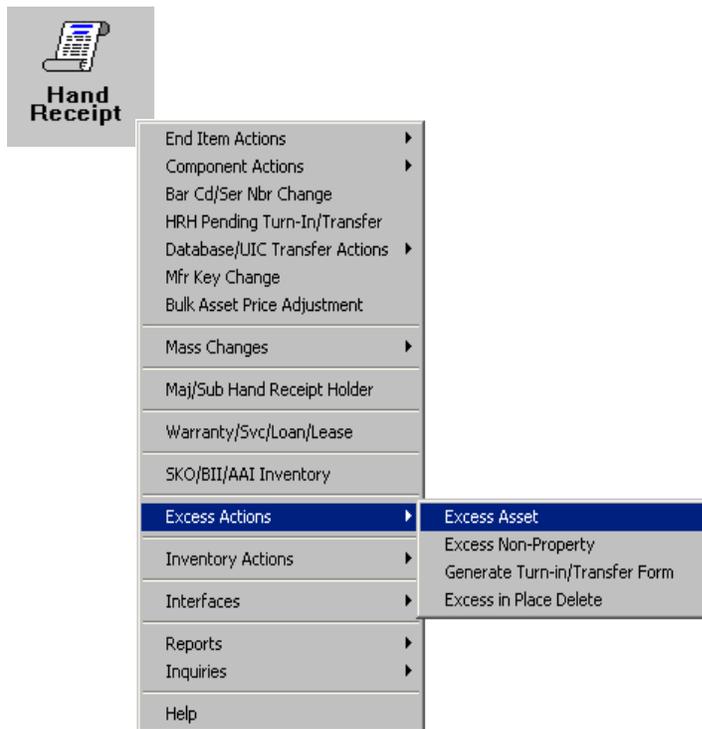
Before a Command can interface with the disposal activity, the System Administrator at DECC-Dayton must insert the necessary information into the Interface Control table.

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.

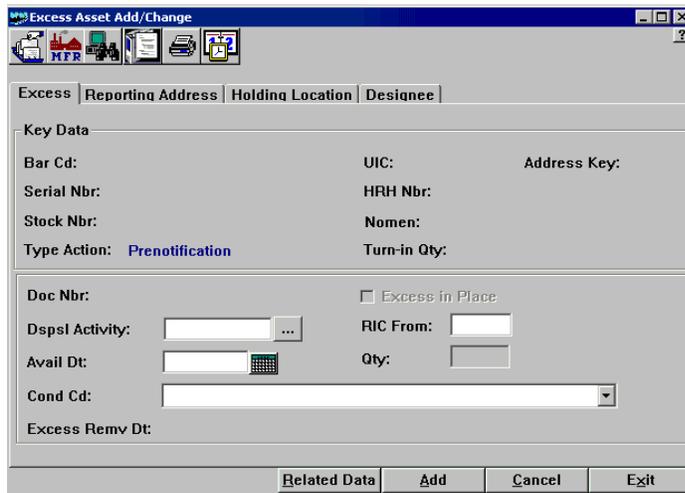
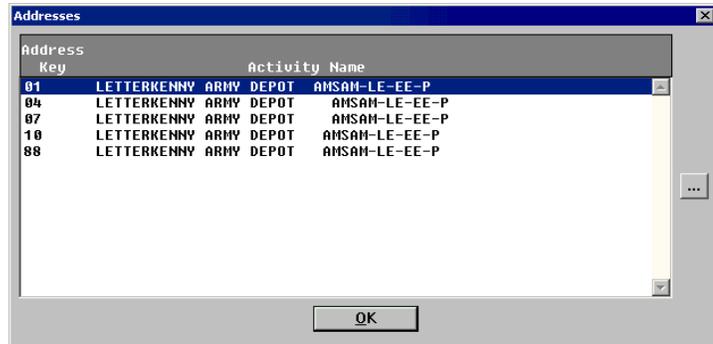


STEP 1:

- 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**.

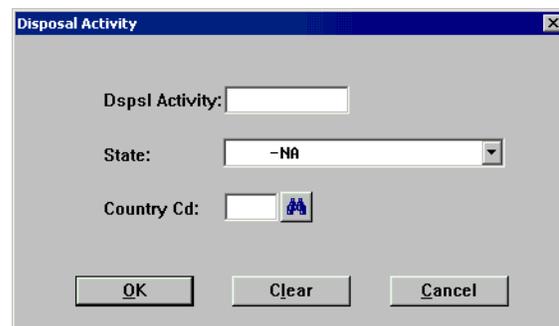


STEP 3:

- 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**.

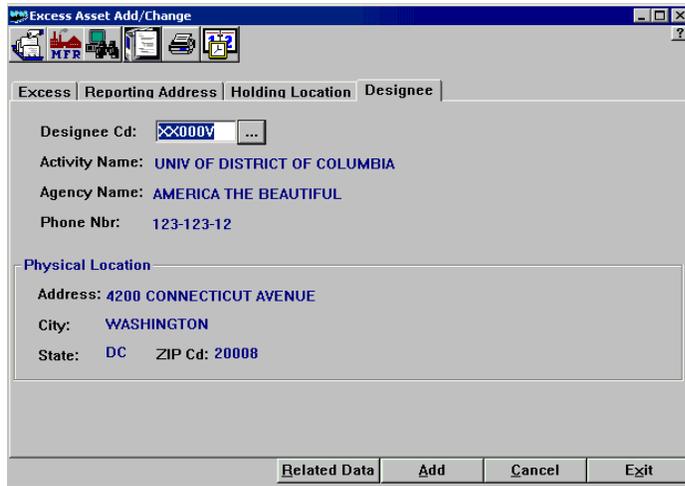
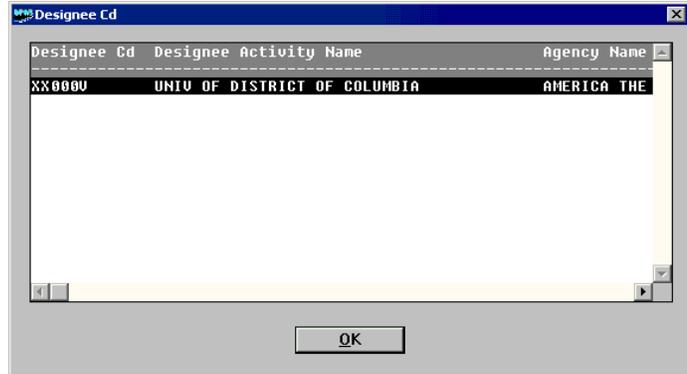


HINT!

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:

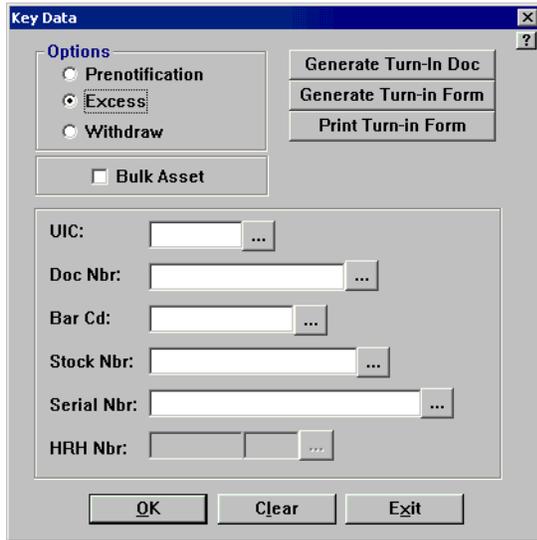
- a. Select the appropriate designee.
- b. Click **OK**.

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.
- Buttons:** OK, Clear, and Exit at the bottom.

STEP 1:

- Click on **Generate Turn-in Form**.

STEP 2:

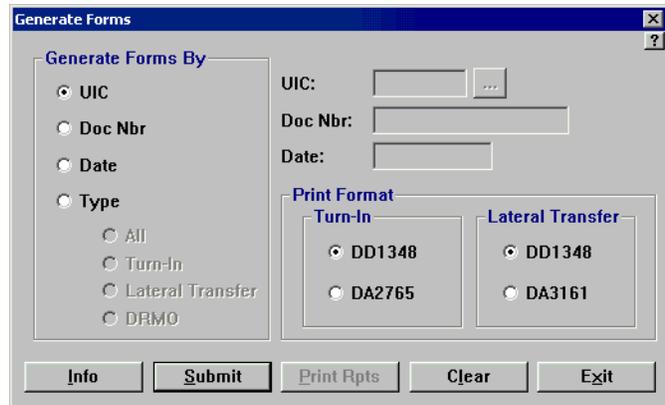
- Click **Submit**.

The Transaction Processed dialog box will be displayed.

- Click **OK**.

You will be returned to the Generate Forms screen.

- Click **Exit**.

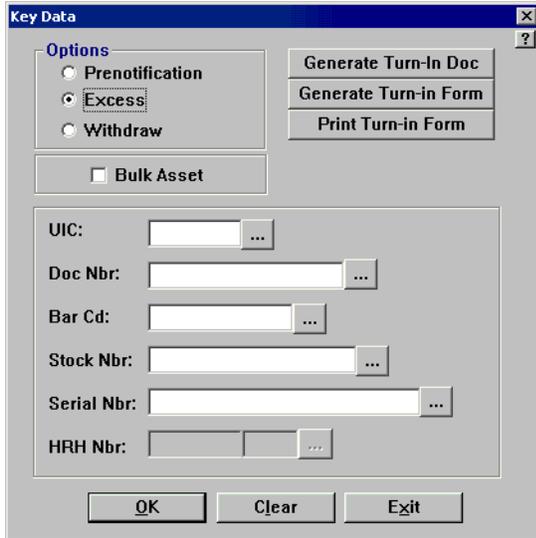


The Generate Forms dialog box contains the following elements:

- Generate Forms By:** Radio buttons for UIC (selected), Doc Nbr, Date, and Type.
- Type:** 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.
- Buttons:** Info, Submit, Print Rpts, Clear, and Exit at the bottom.

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:

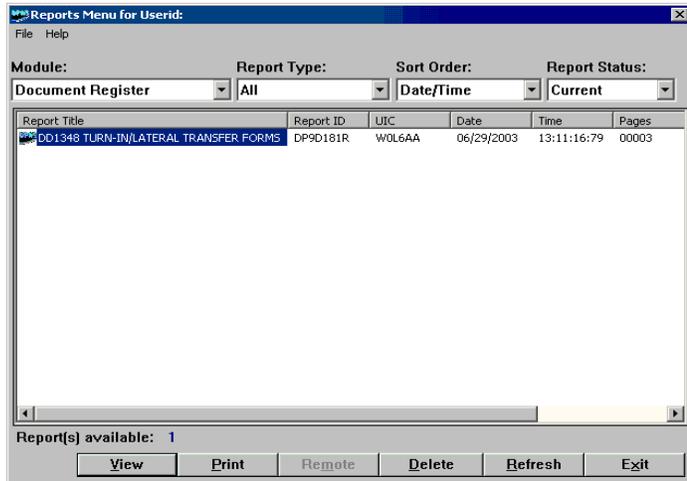
- Options:** Radio buttons for 'Prenotification', 'Excess' (selected), and 'Withdraw'. A checkbox for 'Bulk Asset' is also present.
- Buttons:** 'Generate Turn-In Doc', 'Generate Turn-in Form', and 'Print Turn-in Form'.
- Fields:** Input fields for 'UIC:', 'Doc Nbr:', 'Bar Cd:', 'Stock Nbr:', 'Serial Nbr:', and 'HRH Nbr:', each with a search icon (...).
- Footer:** 'OK', 'Clear', and 'Exit' buttons.

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:

Z3A 999		EA 00001	H	1532.00	1532.00	W33BSV
1. DOC DATE: 04-20 2. PRICE: 1532.00 3. UNIT WEIGHT: 15.12 4. WEIGHT: 22944.96 5. VOLUME: 0.00 6. VALUE: 1532.00 7. NO. OF COMPS: 1 8. TOTAL WEIGHT: 22944.96 9. RECEIVED BY:		10. GET NO: 11. UP NO: 12. UNIT WEIGHT: 15.12 13. WEIGHT CLASSIFICATION: 14. WEIGHT: 22944.96 15. ITEM DESCRIPTION: COMPUTER, PENTIUM III 16. FR CONT: 17. NO CONT: 18. TOTAL WEIGHT: 22944.96 19. RECEIVED BY:		20. REPORT BY: 21. DATE:		

Ship To:
 DFAS-EUROPE
 MARK HILL
 100322 DUNHILL RD
 LONDON, UNKIN 45345

Ready Pg: 1 of 2 NUM

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

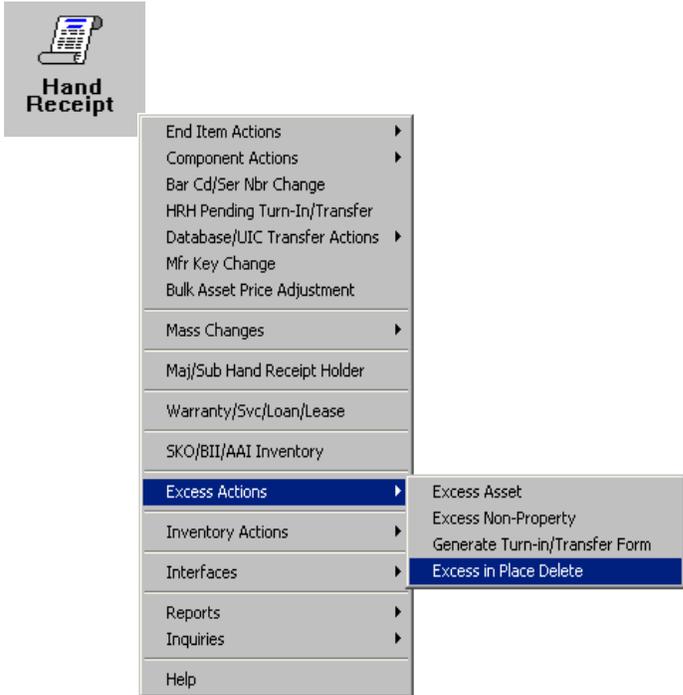
The purpose of this program is to allow for the deletion of excess in place asset(s) that have been turned in to Defense Reutilization and Marketing Office (DRMO) and have been reissued/sold by DRMO. These assets were entered on this table utilizing the Excess Asset or Excess Non-Property program and 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.

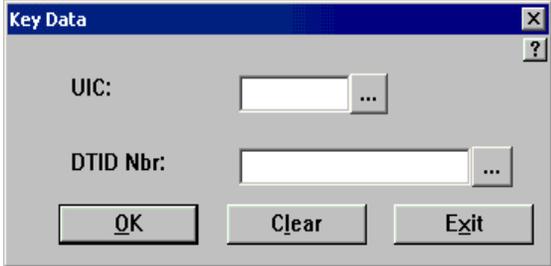
PREREQUISITES

- 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.





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.



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.

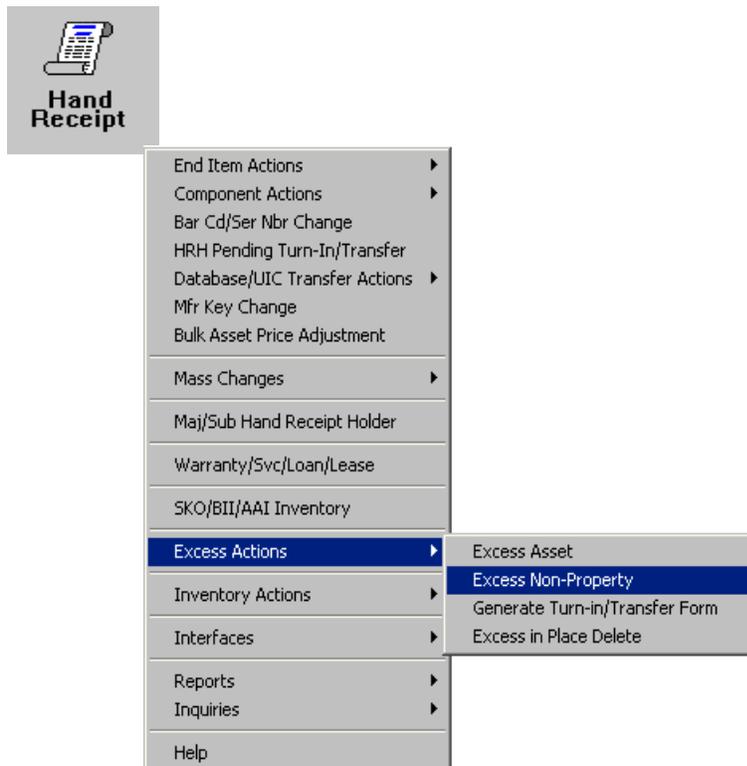
PREREQUISITES

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.



STEP 1:

- a. **Options:** Accept the default of **Prenotification**.
- b. **IT Asset:** Check this box if the asset is IT equipment.

NOTE: A prenotification cannot be created for a bulk asset.

- c. **Bulk Asset:** This field is not accessible.
- d. **UIC:** Enter or browse for your UIC.
- e. **Bar Cd:** If the asset has a bar code, enter the bar code.
- f. **Stock Nbr:** Enter the stock number of the asset.
- g. **FSC:** Browse for the Federal Supply Class and select the appropriate FSC for the asset.
- h. **Serial Nbr:** Enter the serial number of the asset. This field is not accessible for bulk assets.
- i. **HRH Nbr:** Enter or browse for the Major and/or Sub Hand Receipt Holder.
- j. **IT Device Cd:** If you checked **IT Asset**, enter or browse for the IT Device Code of the asset.
- k. **Address Key:** Browse for the Address Key for the Activity that is reporting the excess asset.

STEP 2:

- a. Highlight the appropriate address key.
- b. Click **OK**.

You are returned to the Excess Non-Property Key Data screen.

- c. Click **OK**.

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

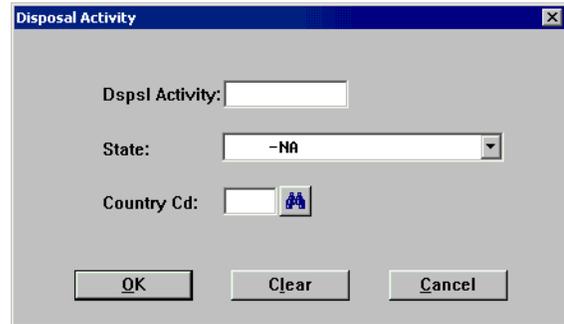
STEP 3:

- a. **Nomen:** Enter the description of the item.
- b. **IT Mfr Cd:** If the item is IT equipment, browse and select the appropriate manufacturer of the item.
- c. **Mfr Part Nbr:** Enter the part number or model number of the item.
- d. **Dmil Cd:** If applicable, select the appropriate Demilitarization Code.
- e. **Mfr Dt:** Enter (or use the calendar button) the date the asset was manufactured.
- f. **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.

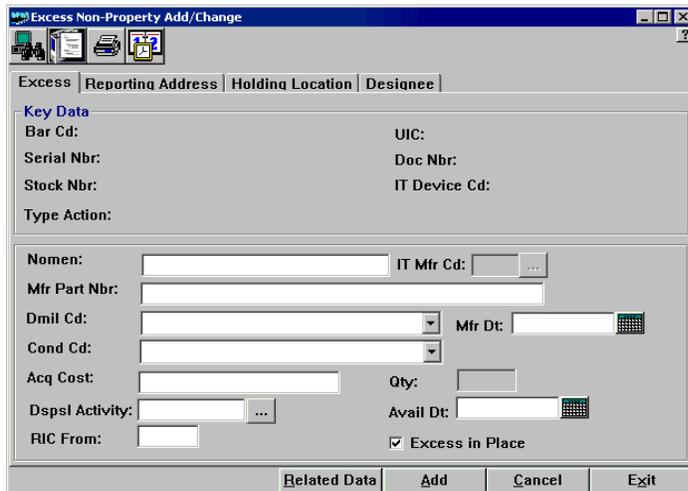
STEP 4:

- 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

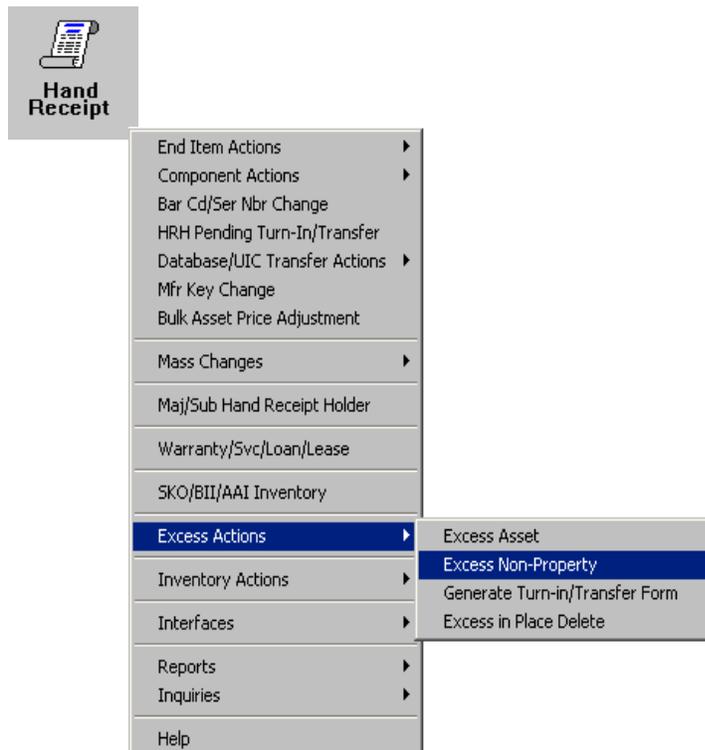
Before a Command can interface with the disposal activity, the System Administrator at DECC-Dayton must insert the necessary information into the Interface Control table.

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 **Automated** 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: [] FSC: []
 - Serial Nbr: []
 - HRH Nbr: [] [] ...
 - IT Device Cd: [] ...
 - Address Key: [] ...
- Bottom Buttons:** 'OK', 'Clear', and 'Exit'.

Address Key	Activity Name	Address
01	LETTERKENNY ARMY DEPOT	ANSAN-LE-EE-P
04	LETTERKENNY ARMY DEPOT	ANSAN-LE-EE-P
07	LETTERKENNY ARMY DEPOT	ANSAN-LE-EE-P
10	LETTERKENNY ARMY DEPOT	ANSAN-LE-EE-P
88	LETTERKENNY ARMY DEPOT	ANSAN-LE-EE-P

Buttons: 'OK'

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 sections:

- Tabs:** 'Excess' (selected), '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: []
- Additional Fields:**
 - Doc Nbr: [] Excess in Place
 - Dpspl Activity: [] ... RIC From: []
 - Avail Dt: [] Qty: [1]
 - Cond Cd: []
 - Excess Remv Dt: []
- Bottom Buttons:** 'Related Data', 'Add', 'Cancel', 'Exit'.

STEP 7:

- Dpspl Activity:** If you know the DoDAAC of the Disposal Activity, you may enter it (but it must be on the Excess Site Table).
- State:** If you wish to search by state, click on the drop down list and select the state for which you are searching.
- 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):

- 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. 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 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**.

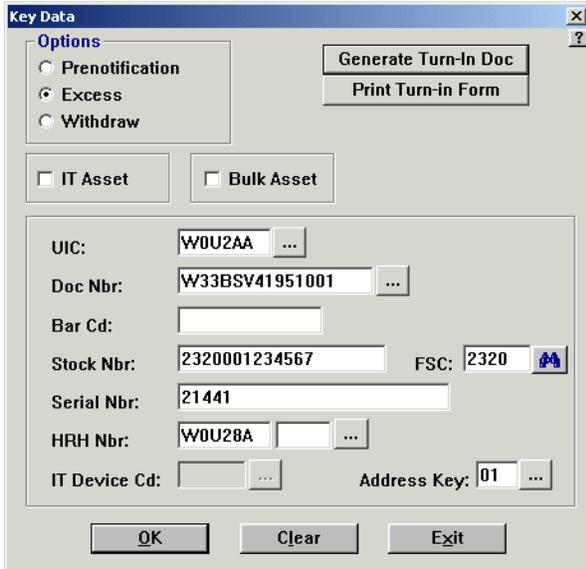
STEP 12:

- 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'.

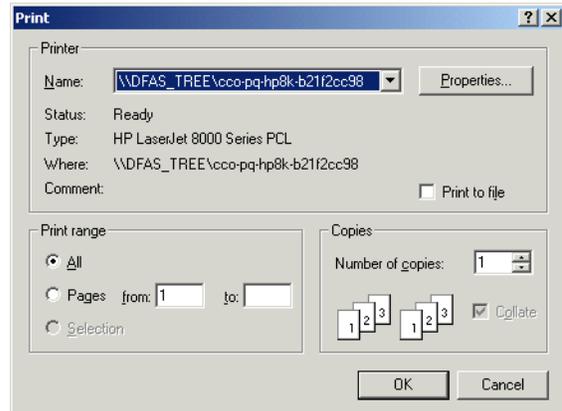
STEP 1:

- 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:

The screenshot shows a software window titled "EUREKA:Reporter Viewer - [FORM1348]". The main content is a DD Form 1348-1. The form is divided into several sections:

- Header:** Includes item number "W33BSV", quantity "1532.00", and price "1532.00".
- Barcode Section:** Contains two barcodes with associated numbers: "W33BSV40201001" and "7025010000568".
- Description Section:** Labeled "COMPUTER, PENTIUM III".
- Shipping Information:** A "Ship To:" section with the address: "DFAS-EUROPE, MARK HILL, 100322 DUNHILL RD, LONDON, UNKIN 45345".
- Form Fields:** Various numbered fields (1-14) for administrative tracking, including "DOC DATE", "PRY DATE", "CLASSIFICATION", and "RECEIVED BY".

The status bar at the bottom of the window shows "Ready" and "Pg: 1 of 2".

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.

