Chapter One Table of Contents

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Hand Receipt Holder Functions Overview

MODULE: Hand Receipt Holder

There are only a small number of functions available to users within the Hand Receipt Holder Module. It was created in addition to the Hand Receipt (Property Book) portion of the program to provide limited management to equipment within the system. Property Book Officers may elect to grant Responsible Officers/Custodians (personnel financially responsible or have signed for property/equipment) access to this module rather than the Hand Receipt. This would limit those users to only property for which they are responsible versus access to all items in the Property Book. As a result, Responsible Officers/Custodians may not affect Property Book balances, only initiate actions for approval/disapproval by the Property Book Officer. The following procedures are available in the Hand Receipt Holder Module based on the level of authority granted by Property Book Officer:

Levels of Authorization for Hand Receipt Holders

First Level Authority

- ❑ Create Sub Hand Receipt Holder within Major Hand Receipt
- ❑ Assign Property to Sub Hand Receipt Holder
- ❑ Change location of assigned property
- ❑ Inventory Management
- ❑ Reports – Printing Hand Receipt Report
- ❑ Inquiry

Second Level Authority **New Authority

- ❑ Create Sub Hand Receipt Holder within Major Hand Receipt
- ❑ Assign Property to Sub Hand Receipt Holder
- ❑ Change location of assigned property
- ❑ Inventory Management
- ❑ Reports
- ❑ Inquiry

**Request Turn in property to PBO
**Request Transfer out of property to PBO

Third Level of Authority **New Authority

- ❑ Create Sub Hand Receipt Holder within Major Hand Receipt
- ❑ Assign Property to Sub Hand Receipt Holder
- ❑ Change location of assigned property
- ❑ Request Turn in of property
- ❑ Request Transfer out of property
- ❑ Inventory Management
- ❑ Reports
- ❑ Inquiry

**Transfer In without PBO approval

PREREQUISITES

Responsible Officers/Custodians must be granted access to the UIC and Major Hand Receipt Holder in the DPAS Security Module.

A ***Major*** Hand Receipt Holder must be established prior to the creation of a ***Sub*** Hand Receipt Holder.

HRH Transfer Authority - Property Book Officer granting appropriate authorization level to perform Turn-in/Transfer requests and/or Transfer In (see **Adding a Major or Sub Hand Receipt Holder**).

Creating A Sub Hand Receipt Holder

MODULE: Hand Receipt Holder

INTRODUCTION

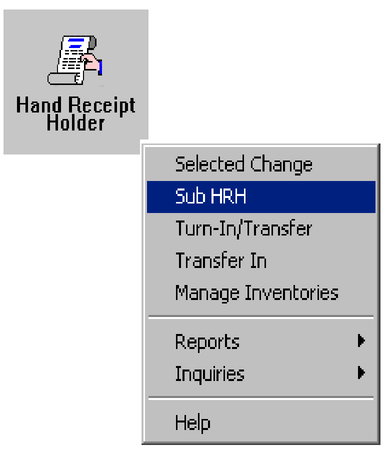
The Hand Receipt Holder Number (HRH) is a locally assigned number used to identify an individual responsible for assets. The first six positions (1st box) identify the Major (or primary) HRH. The last three (2nd box) are used to distinguish a Sub (secondary) HRH. For example, a Property Book Officer/Custodian may want to assign responsibility of an asset to a Sub by adding additional digits in the second box to the major. The PBO' s HRH Number (major) could be 1402. The Sub HRH (secondary) could be 1402 01. The next Sub HRH Holder could be established as 1402 02, and so on. Major HRH Holders must be established *first* in order to create a Sub Hand Receipt Holder, and security access for UIC/HRH Holder must be granted prior to this transaction.

PREREQUISITES

You must have Security access to the Major HRH number for which you are creating the sub-HRH

STEPS TO PERFORM ACTION

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



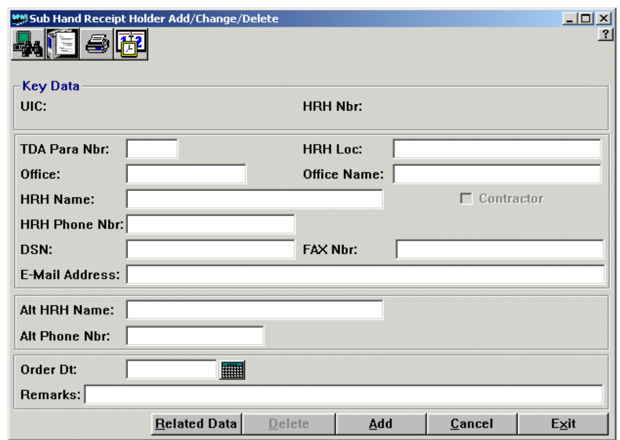
STEP 1:

a. **UIC:** Enter or browse for the UIC.
b. **Major HRH Nbr (1st box):** Enter or browse for your major hand receipt holder number.
c. **Sub HRH Nbr (2nd box):** Enter the **NEW** sub hand receipt holder number.

NOTES:
Add 1 to 3 alphanumeric characters in the second box to create a ***New*** sub hand receipt holder.

To **Change** Sub Hand Receipt Holder Information or to **Delete** a Sub HRH from the system, type in the entire existing number. If a Sub HRH is being deleted, all assets assigned to the Sub must first be transferred or turned in prior to a deletion. DPAS will not allow individuals to be removed from the system with items still assigned to them.

STEP 2:



a. **TDA Para Nbr:** Enter the TDA Paragraph Number, if applicable.
b. **HRH Loc:** Enter the location of the sub hand receipt holder.
c. **Office:** Enter the office of the sub hand receipt holder.
d. **Office Name:** Enter the office name of the sub hand receipt holder.
e. **HRH Name:** Enter the name of the sub hand receipt holder.
f. **Contractor:** If the major hand receipt holder is a Contractor, this box will display checked. This field is not accessible to the hand receipt holder.
g. **HRH Phone Nbr:** Enter the phone number of the sub hand receipt holder.
h. **DSN:** Enter the DSN phone number of the sub hand receipt holder, if available.
i. **FAX Nbr:** Enter the FAX phone number of the sub hand receipt holder, if available.
j. **E-Mail Address:** Enter the e-mail address of the sub hand receipt holder, if available.
k. **Alt HRH Name:** If there is an alternate sub hand receipt holder, enter that name in this field.
l. **Alt Phone Nbr:** If there is an alternate sub hand receipt holder, enter the phone number in this field.
m. **Order Dt:** Enter the date the sub hand receipt order was effective. You can also click on the calendar button and select the date rather than entering it in the field.
n. **Remarks:** Enter any remarks, if desired.
o. Click **Add**.

The Transaction Processed dialog box will be displayed.

p. Click **OK**.

You will be returned to the Key Data screen.

q. Click **Exit**.

Making Selected Changes

MODULE: Hand Receipt Holder

INTRODUCTION

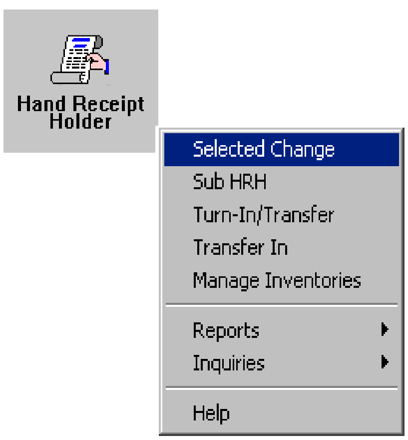
The Selected Changes function of the Hand Receipt Holder Module was created to provide users a quick and easy way to make **two** changes concerning an asset; 1) where the asset is located, and 2) to a Sub Hand Receipt Holder within the Major Hand Receipt Holders account. A local use field is also available for the activities use such as a department or budget office that will be tied to the end item or component. Other changes such as price adjustments, stock number/serial number/bar code changes, as well as adding or removing items from the property book are performed within the Hand Receipt Module (Property Book).

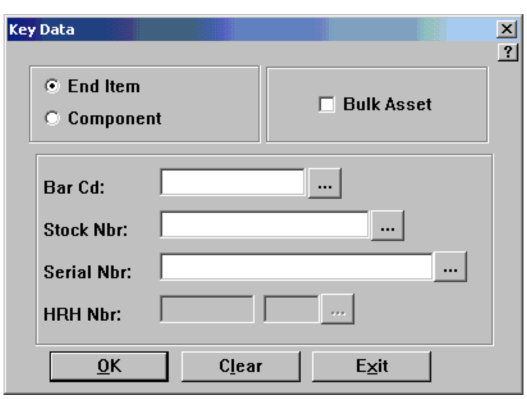
PREREQUISITES

You must have Security access to the Major HRH number for which you are making changes.

STEPS TO PERFORM ACTION

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

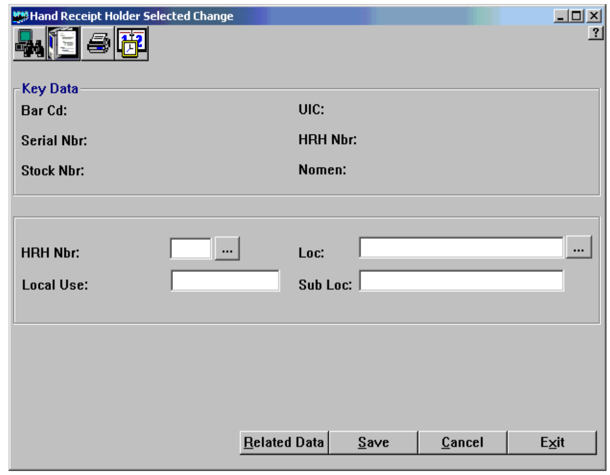




STEP 1: Select type of item

a. Select if the item is an **End Item** or a **Component**.
b. **Bulk Asset:** Check this box if the item is bulk managed.
c. **Bar Cd:** If your Activity uses bar codes, enter the bar code of the item. Proceed to step f.
d. **Stock Nbr:** If your Activity does not use bar codes, enter or browse for the stock number of the item.
e. **Serial Nbr:** If your Activity does not use bar codes, enter or browse for the serial number of the item. This field is not accessible for bulk managed items.
f. **HRH Nbr:** If the item is bulk managed, enter the hand receipt holder.

STEP 2: Identify the item



a. **HRH Nbr:** If you are assigning this asset to the **Sub HRH**, enter or browse for the sub hand receipt holder number.
b. **Loc:** If you are changing the location of the asset, enter or browse for the new location.
c. **Local Use:** If you are changing the local use field, enter your change.
d. **Sub Loc:** If you are changing the sub location of the asset, enter the new sub location.
e. Click **Save**.

The Transaction Processed dialog box will be displayed.

f. Click **OK**.

You will be returned to the Key Data screen.

g. Click **Exit**.

NOTES:
The **Related Data** feature displays the following information about the asset:

ACC Code, Asset Code, Authn Ctl Nbr, ECC Code, Fund Code, Lo/Lease Code, PBIC Code, Qty, and Svc Code.

Requesting Permission To Turn-In An Asset

MODULE: Hand Receipt Holder

INTRODUCTION

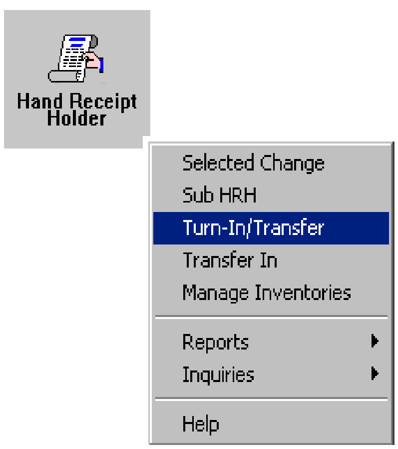
The Turn-In function of the Hand Receipt Holder Module allows a Major/Sub Hand Receipt Holder to request permission to turn-in an end item record (Serial or Bulk). Turn-In actions will have an option to allow for pick-up notification when assets are available for receipt. The Request for Turn-in process also includes the capability to request the turn-in of non-property book items. Non-Property Book items are those the user wishes to track for auditing purposes but not record in their property book. When Non-Property Book items are input, the process may require Manufacturer data and, in some instances, Catalog data to ensure the PBO has sufficient data to process the request.

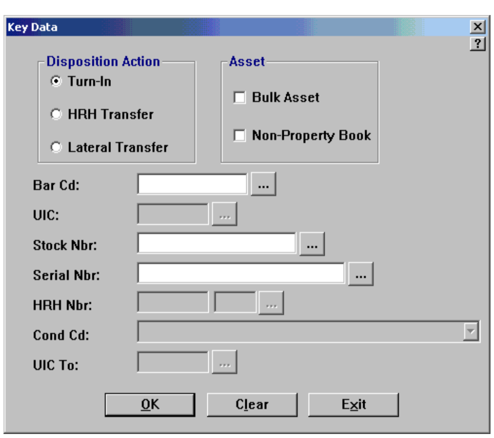
PREREQUISITES

Major HRH number must have Second Level Authority in the security program module

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt Holde**r icon, or select **HRH** from the menu bar.
2. Select **Turn-In/Transfe**r from the program group.





STEP 1:

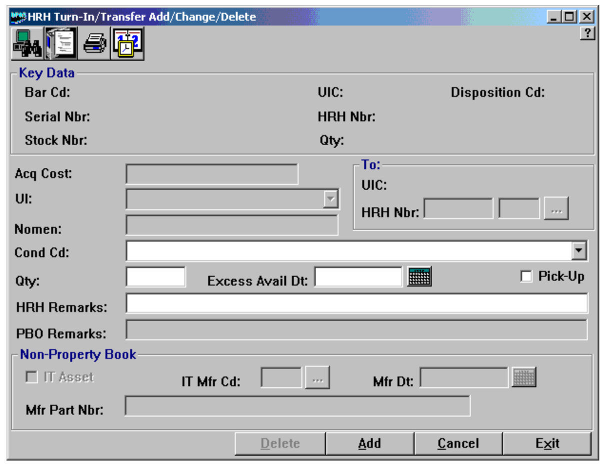
a. **Disposition Action:** Accept the default **Turn-In**.
b. **Asset:** Indicate if the asset is bulk or non-property.
c. **Bar Cd:** If your Activity uses bar codes, enter the bar code of the item. **Proceed to step f.**
d. **Stock Nbr:** If your Activity does not use bar codes, enter or browse for the stock number of the item.
e. **Serial Nbr:** If your Activity does not use bar codes, enter or browse for the serial number of the item. This field is not accessible for bulk managed items.
f. **HRH Nbr:** If the item is bulk managed or non-property, enter the hand receipt holder.

g. **Cond Cd:** If the item bulk managed, select the condition of the asset.

HINT!
UIC To will always be grayed out for a **Turn-In** action.

h. Click **OK**.

STEP 2:



a. **Acq Cost:** For Non-Property items, enter the cost of the item.
b. **UI:** For Non-Property items, select the unit of issue for the item.
c. **Nomen:** For Non-Property items, enter the description of the item.
d. **HRH Nbr To:** This field is only accessible if you are transferring the item to another HRH.
e. **Cond Cd:** Select the appropriate condition of the item.
f. **Qty:** Enter the quantity for bulk managed items.
g. **Excess Avail Dt:** Enter the date the item is available from excess. You can also click on the calendar button to select the appropriate date.
h. **Pick-Up:** Check this box if requesting the item be picked up.
i. **HRH Remarks:** You may enter any remarks in this field for the PBO.
j. **PBO Remarks:** This field will display any PBO Remarks. It is not accessible for the HRH.

Non-Property Book: This group box is only accessible for non-property items and these fields are mandatory.

k. **IT Asset:** If the item is non-property IT, then check this box.
l. **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.
m. **Mfr Dt:** Enter the date the item was manufactured. You can also click on the calendar to select the appropriate date.
n. **Mfr Part Nbr:** Enter the manufacturer's part number or model number.
o. Click **Add**.

The Transaction Processed dialog box will be displayed.

p. Click **OK**.

You will be returned to the Key Data screen.

q. Click **Exit**.

NOTE:
The request is now available to the Approving Officer in the Pending queue seen in the Hand Receipt.

Transferring An Asset to Another Hand Receipt Holder

MODULE: Hand Receipt Holder

INTRODUCTION

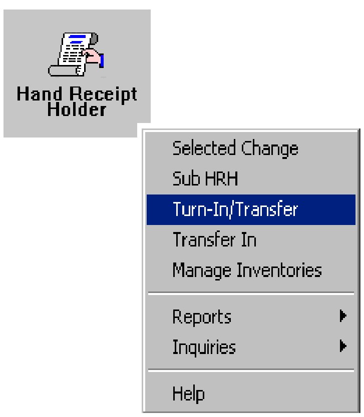
The Transfer/Turn In function of the Hand Receipt Holder Module allows a hand receipt holder to transfer an end item record (Serial or Bulk) to another hand receipt holder within the same UIC. If a serial record has components, those records will also be updated. The process will write transactions to the Detail Turn-In/Transfer Table, for review by the Property Book Officer (PBO) and approval/dis-approval when required.

PREREQUISITES

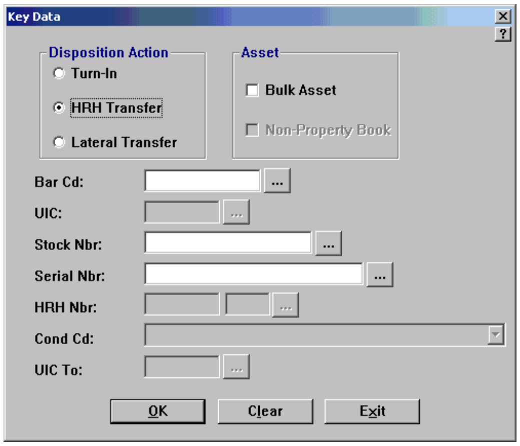
You must have Security access to the Major HRH

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt Holder** icon, or select **HRH** from the menu bar.
2. Select **Turn-In/Transfer** from the program group.

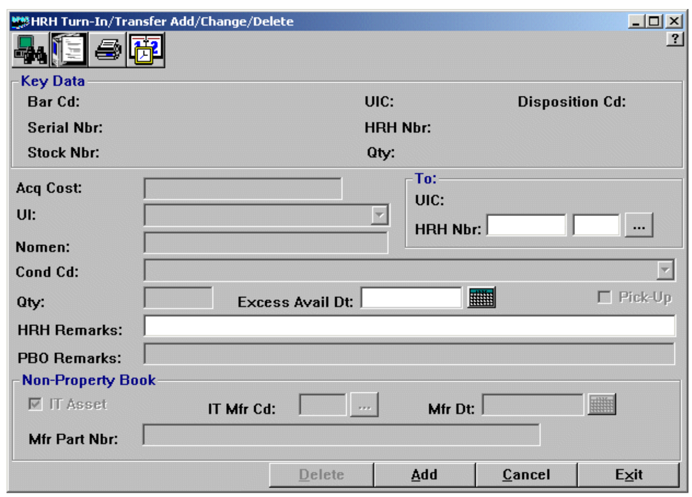


STEP 1:



a. **Disposition Action:** Select **HRH Transfer**.
b. **Asset:** Indicate if the asset is bulk. Non-Property is not accessible for HRH transfers.
c. **Bar Cd:** If your Activity uses bar codes, enter the bar code of the item. **Proceed to step f.**
d. **Stock Nbr:** If your Activity does not use bar codes, enter or browse for the stock number of the item.
e. **Serial Nbr:** If your Activity does not use bar codes, enter or browse for the serial number of the item. This field is not accessible for bulk managed items.
f. **HRH Nbr:** If the item is bulk managed or Non-Property, enter the hand receipt holder.
g. **Cond Cd:** This field is not accessible for HRH transfers.
h. Click **OK**.

STEP 2:



a. **Acq Cost:** This field is displayed and cannot be changed.
b. **UI:** This field is displayed and cannot be changed.
c. **Nomen:** This field is displayed and cannot be changed.
d. **HRH Nbr To:** Enter or browse for the hand receipt holder to which you are transferring the item.
e. **Cond Cd:** This field is not accessible.
f. **Qty:** Enter the quantity for bulk managed items.
g. **Excess Avail Dt:** Enter the date the item is available from excess. You can also click on the calendar button to select the appropriate date.
h. **Pick-Up:** This field is not accessible.
i. **HRH Remarks:** You may enter any remarks in this field for the PBO.
j. **PBO Remarks:** This field will display any PBO Remarks. It is not accessible for the HRH.
k. **Non-Property Book Group Box:** The fields in this group box are not accessible.
l. Click **Add**.

The Transaction Processed dialog box will be displayed.

m. Click **OK**.

You will be returned to the Key Data screen.

n. Click **Exit**.

NOTE:
Once the transaction is processed, the request will be available to the Approving Officer for approval/ disapproval as seen in **Hand Receipt**.

Transferring An Asset To Another UIC On The Same Database (Lateral Transfer)

MODULE: Hand Receipt Holder

INTRODUCTION

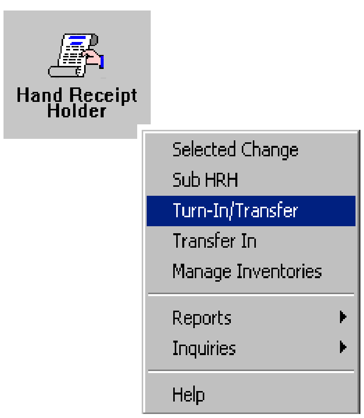
The Lateral Transfer function of the Hand Receipt Holder Module allows a hand receipt holder to request permission to transfer an asset to another UIC within the same data base. If an asset has component assets attached, those records will also be updated. The process will write transactions to the Detail Turn-In/Transfer Table, for review by the Property Book Officer (PBO) and approval/disapproval when required.

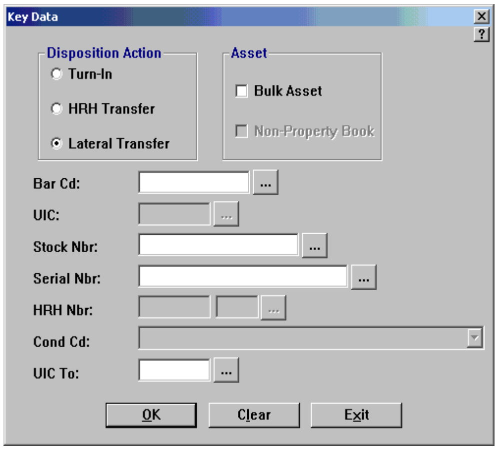
PREREQUISITES

You must have Security access to the Major HRH number

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt Holder** icon, or select **HRH** from the menu bar.
2. Select **Turn-In/Transfer** from the program group.

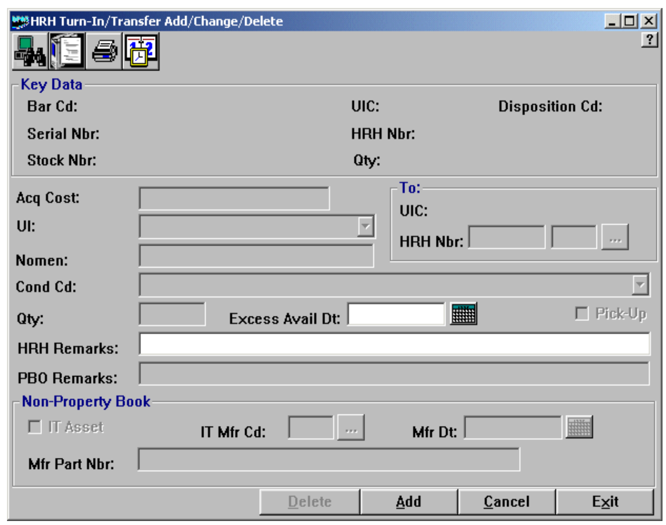




STEP 1:

a. **Disposition Action:** Select **Lateral Transfer.**
b. **Asset:** Indicate if the asset is bulk. Non-property is not accessible for lateral transfers.
c. **Bar Cd:** If your Activity uses bar codes, enter the bar code of the item. Proceed to step f.
d. **Stock Nbr:** If your Activity does not use bar codes, enter or browse for the stock number of the item.
e. **Serial Nbr:** If your Activity does not use bar codes, enter or browse for the serial number of the item. This field is not accessible for bulk managed items.
f. **HRH Nbr:** If the item is bulk managed, enter the hand receipt holder.
g. **Cond Cd:** This field is not accessible for lateral transfers.
h. **UIC To:** Enter or browse for the UIC to which the asset being transferred.
i. Click **OK**.

STEP 2:



a. **Acq Cost:** This field is displayed and cannot be changed.
b. **UI:** This field is displayed and cannot be changed.
c. **Nomen:** This field is displayed and cannot be changed.
d. **HRH Nbr To:** This field is not accessible.
e. **Cond Cd:** This field is not accessible.
f. **Qty:** Enter the quantity for bulk managed items.
g. **Excess Avail Dt:** Enter the date the item is available from excess. You can also click on the calendar button to select the appropriate date.
h. **Pick-Up:** This check box is not accessible.
i. **HRH Remarks:** You may enter any remarks in this field for the PBO.
j. **PBO Remarks:** This field will display any PBO Remarks. It is not accessible for the HRH.
k. **Non-Property Book Group Box:** The fields in this group box are not accessible.
l. Click **Add**.

The Transaction Processed dialog box will be displayed.

m. Click **OK**.

You will be returned to the Key Data screen.

n. Click **Exit**.

NOTE:
Once the transaction is processed, the request will be available to the Approving Officer for approval/ disapproval as seen in **Hand Receipt**.

Transferring-In An Asset

MODULE: Hand Receipt Holder

INTRODUCTION

The Transfer-In function of the Hand Receipt Holder Module provides users the capability to accept an asset transferred from another Hand Receipt Holder. An Options Group Box on the Key Data screen permits the option of entering a specific HRH Number or requesting all HRH Numbers under the user's Accountable UIC. The program will retrieve all corresponding records, and display them in a list box.

In the processing window the user will select a record from the list box. Once chosen, the record's UIC, HRH Number To and Qty fields will be displayed and disabled. The user will then have to enter an Authorization Control Number, Office and Location. Assigning a Document Number is optional. If for some reason the user does not want to receive the transfer, select the Transfer Disapproved radio button and enter the explanation in the HRH Remarks field (HRH Remarks is optional if not disapproved).

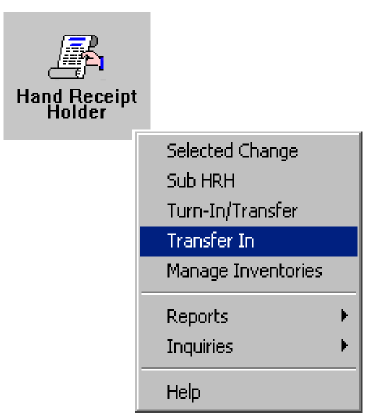
PREREQUISITES

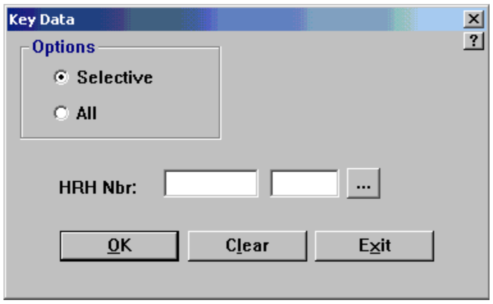
If your Activity uses Authorizations, an authorization record must exist for the asset that you will be transferring in.

You must have Third Level Authority to the Major HRH number

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt Holder** icon, or select **HRH** from the menu bar.
2. Select **Transfer-In** from the program group.

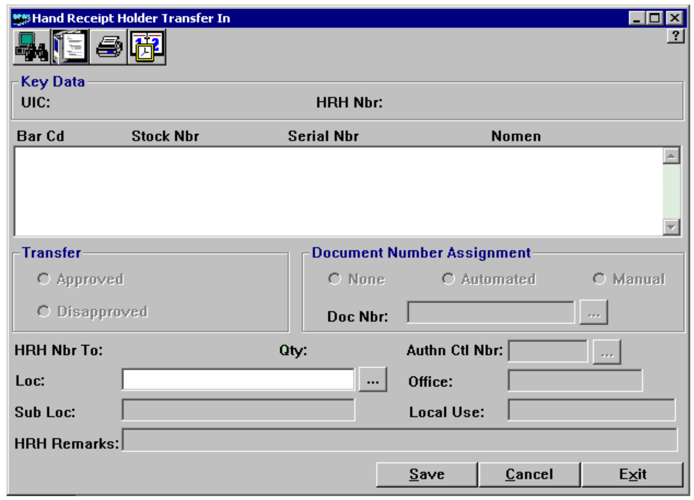




STEP 1:

a. **Options:** Select **Selective** if you wish to retrieve records for a specific HRH Nbr. Select **All** if you wish to retrieve records for every HRH Nbr under user's Actbl UIC.
b. **HRH Nbr:** If your option was **Selective**, enter or browse for the HRH Nbr. If your option was **All**, this field is not accessible.
c. Click **OK**.

STEP 2:



a. In the window, a list of items awaiting transfer will be displayed (record by record). Select the item to be transferred in by double-clicking on it.
b. **Transfer:** Select to approve or disapprove the transfer in.
c. **Document Number Assignment:** Select the appropriate document number assignment. Select **None** if no document number is required for this action, select **Automated** if you wish DPAS to automatically assign your document number, or select **Manual** if you wish to manually enter your document number.
d. **Doc Nbr:** If you selected **Automated**, click the browse button to display a valid document number. If you selected **Manual**, enter a valid 13-position document number. This field will not be accessible if you selected the assignment of **None**.
e. **Authn Ctl Nbr:** If your Activity uses the Authorizations, enter or browse for the appropriate authorization for the asset.
f. **Loc:** Enter or browse for the location of the asset.
g. **Office:** Enter the office to which the asset is assigned.
h. **Sub Loc:** Enter the sub location of the asset, if desired.
i. **Local Use:** Enter a user defined local use comment, if desired.
j. Click **Save**.

Generating A Hand Receipt Report By HRH Nbr

MODULE: Hand Receipt

INTRODUCTION

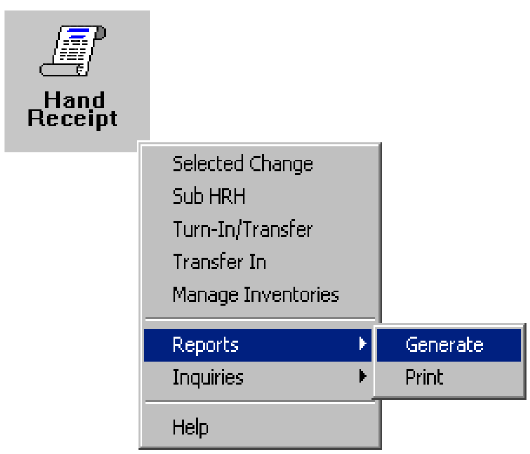
This section will demonstrate how to generate a Hand Receipt report by HRH Nbr.

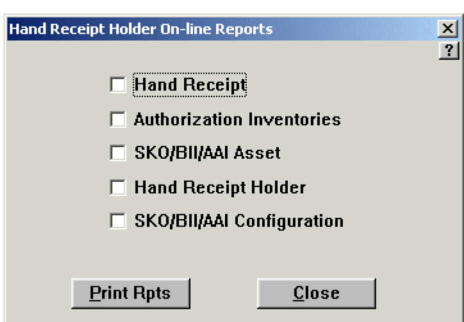
PREREQUISITES

None

STEPS TO PERFORM ACTION

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



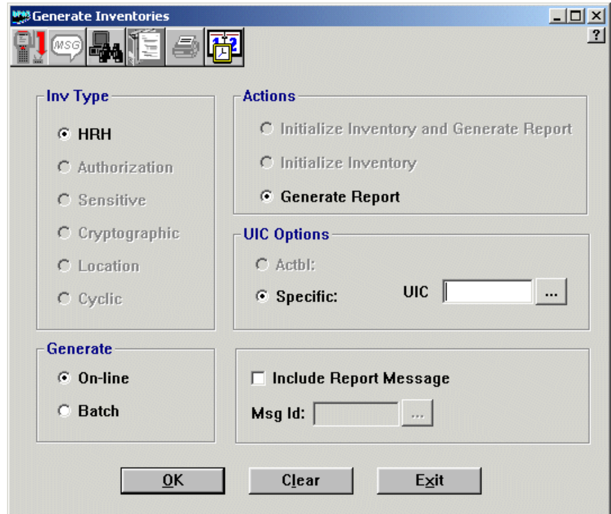


STEP 1:

- Select **Hand Receipt**.

STEP 2:

Inventory Type Group Box:



a. Accept the default **HRH**.

Actions Group Box:

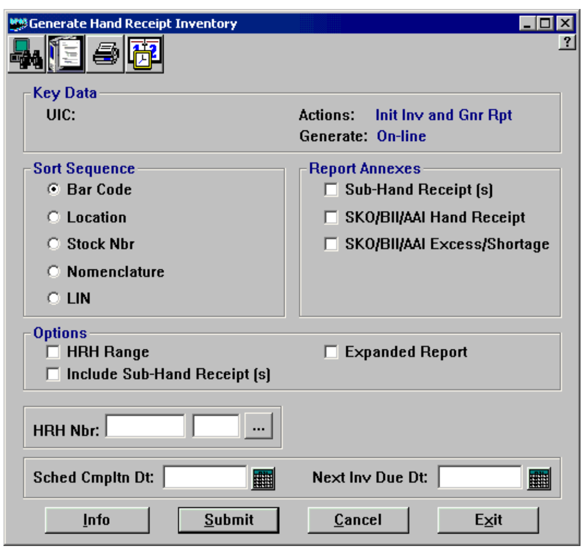
b. Select **Generate Report**.

Generate Group Box:

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

UIC Options Group Box:

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



STEP 3:

Sort Sequence Group Box:

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

Report Annexes Group Box:

b. If desired, select a report annex report.

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

Options Group Box:

c. If desired, select an option.

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

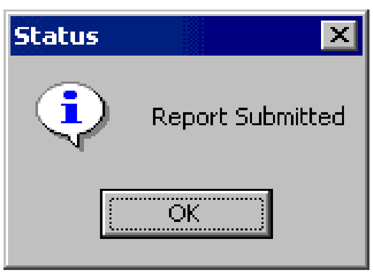
d. **HRH Nbr:** Enter the hand receipt holder for which you are generating this report. If you selected HRH Range in the Options group box, you will be prompted to enter the beginning HRH Nbr and the ending HRH Nbr.

HINT!
Remember...if you are generating a Hand Receipt Report for a range of Hand Receipt Holders, you **MUST** have Security access to **ALL** of the Hand Receipt Holders.

e. Click **Submit**.

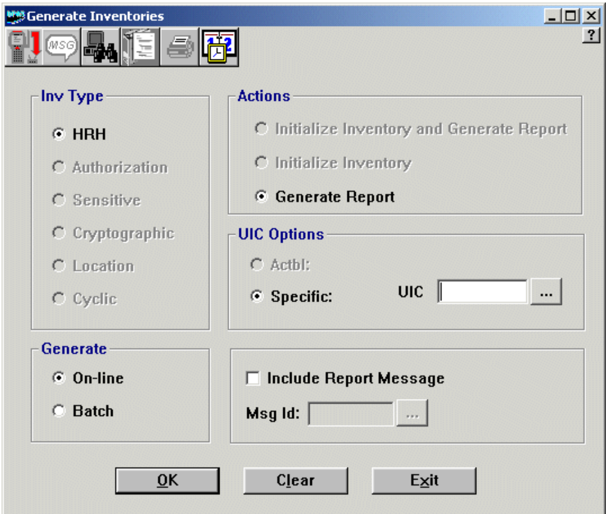
The Sched Cmpltn Dt and Next Inv Due Dt are not available.

The following dialog box is displayed:



f. Click **OK**.

You can now print or view your Hand Receipt Report.

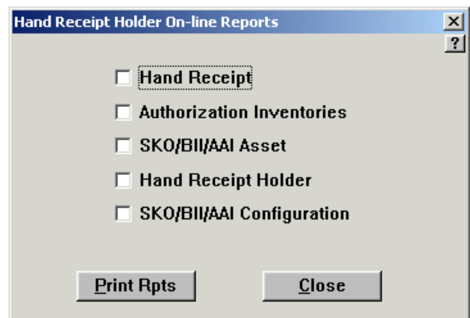


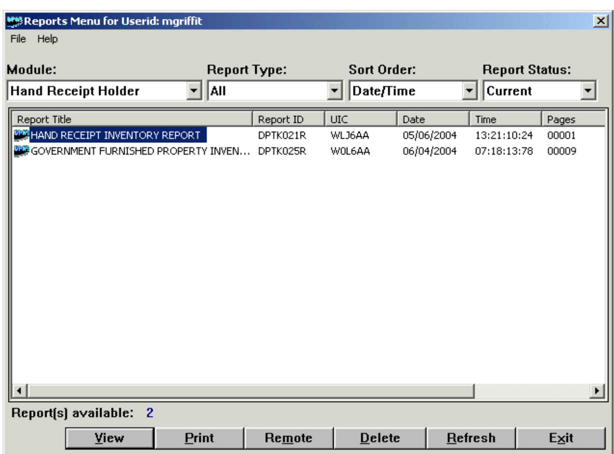
STEP 4:

- Click **Exit**.

STEP 5:

- Click on **Print Rpts**.





STEP 6:

a. 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**.

b. Click **View**.

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: MG
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, ELEC DRVN WHL
BLDG 301                                    SUPPLY                   20020729            19,357.00

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


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

Ready   Pg: 1 of 1   150%   NUM

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: W0U2AA  1232                     BAR CODE SEQUENCE                      INV L
ACTIVITY NAME: RLSE 16 TEST                                                           SCHED
HRH NBR: W0U2AA -
HRH NM: RELEASE 16 TESTER
OFFICE NM: DPAS TRAINING        PHONE NBR: 712 554-2234

                                                                                         FND
BAR CD       STK NBR          SUB  LOC                       QTY  UI  LST INV DT  LCL USE     CD
OFFICE       SER NBR          HRH  SUB LOC                            ACQ CST     IPE NBR
LIN          GNRC NOMEN                                                           ASST STS CD

             1005000012676        BUILDING 25                  1  EA  20020723               16
DFAS         23456                                                      131.80
             FILTER,GUN DRIVE
       MFR YR: 2002 MFR NM: UNASSIGNED                            MFR PART NBR:

             1005000012676        BUILDING 25                  1  EA  20020723               16
DFAS         23457                                                    1,311.80
             FILTER,GUN DRIVE
       MFR YR: 2002 MFR NM: UNASSIGNED                            MFR PART NBR:
```

Ready   Pg: 1 of 1   150%

HRH Process Example: Where HRHs Can Request Items for Turn-In/Transfer

Property Book Officer

- PBO creates a new Hand Receipt Holder with second level authority.
- Turn-in/Transfer process by Hand Receipt Holder

Hand Receipt Holder

- HRH module, HRH identifies items by requesting selected items for Turn-in/Transfer.

Property Book Officer

- PBO actions are reviewing HRH pending requests. During review of requested actions the PBO either approves or denies the requests. With approval the PBO assigns a document number. Then the item is held as a pending action for HRH to complete request.

Hand Receipt Holder

- HRH reviews HRH Inquiry "HRH Pending Turn-in/Transfer" for PBO approval.
- With Approval HRH goes to Hand Receipt Module to Database/UIC Transfer Action "Generate Turn-in Form" and print.
- HRH then completes the Turn-in/Transfer action and get signature on turn-in form.
- HRH would then send the Turn-in/Transfer form to the PBO.

Property Book Officer

- PBO would then complete the Turn-in/Transfer action by dropping the item from the property book.

Hand Receipt Holder Transfer Process for Bulk Assets

This process has three basic steps:

1. HRH request the transfer
2. PBO approves or disapproves transfer
3. Receiving HRH accepts the transfer in

Below is a basic step-by-step process of HRH transfer.

PREREQUISITES

HRH must have HRH Holder Transfer In Authority.

Hand Receipt Holder transfer to Hand Receipt or Sub Hand Receipt Holder:

1. Hand Receipt Holder Request Transfer

- HRH clicks on Hand Receipt Holder => Turn in/Transfer
- Select HRH Transfer and check Bulk Asset
- Enter Bulk Bar code and click OK
- Enter Hand Receipt and Sub in the TO: HRH Nbr
- Enter the Quantity to transfer
- Enter the Excess Avail Dt:
- Enter the HRH remarks
- Click on ADD

2. PBO Approval Action

- PBO goes to Hand Receipt Module
- Select HRH pending Turn in/Transfer
- Select the HRH Transfer Button
- Enter the UIC
- Click OK
- Select the requested transfer
- Click OK
- PBO can then Approve transfer
- Click Save.
- Click Exit

3. Hand Receipt Holder Receiving

- Go to Hand Receipt Holder Module
- Select Turn in/Transfer
- Select All in Key Data screen
- Click OK
- Select the Transfer in request and double click request
- Select Disapproval, if necessary
- Select Document Number method, if necessary
- Enter Authorization Control Number
- Enter Location and Office
- Enter Remarks
- Click Save

NOTE:

- PBO must perform the transfer in HRH for HRH without transfer authority.
- PBO can process the transfer by clicking on HRH Transfer Button on Right side of Hand Receipt Pending Turn-in /transfer screen
- PBO clicks OK
- Assign the Authorization Control Number, Office, Location, and Sub Location and document number if necessary.
- Click Save

Skill Builder: Hand Receipt Holder Functions and Processes

Objectives: This skill builder will allow you to:

- **Review Creating a Sub-Hand Receipt Holder**
- **Making Selected Changes**
- **Requesting Permission to Turn-In an Asset**
- **Transferring an Asset to Another Hand Receipt Holder**
- **Transferring an Asset to Another UIC**
- **Transferring-In an Asset**
- **Generating a Hand Receipt Report by HRH Number.**

Complete the following exercises (Select the correct or most appropriate answer):

1. The two selected changes that can be make in the Hand Receipt Holder Module are:

   a. Name and Phone Number of HRH and the Location of the Asset
   b. Location of Asset and Stock Number of the Asset
   c. Sub Hand Receipt Holder Number and Location/Sub Location of Asset
   d. Sub-Location of Asset and Nomenclature

2. When deleting a Sub-HRH, you first must accomplish the following:

   a. Obtain permission from the individual's supervisor
   b. Add the new Sub-HRH Number and verify the location of the assets
   c. Conduct an Inventory of all assets and assign a new Sub-HRH Number
   d. All assets assigned must be transferred or turned in prior to deletion

3. When requesting permission to turn-in an asset, both Property Book and Non-Property Book items may be requested for turn-in to the PBO/PPM. **(True or False)**

   True _______ False _______

4. Name four (4) data elements or entries that are mandatory on the Key Data Screen for the transfer of a Bulk Asset to another Hand Receipt Holder.

   a. Disposition Action, Non-Property Book Asset, Manufacturer Part Number and Excess Action Code
   b. HRH Remarks, Disposition Action, UIC and Bulk Asset
   c. Disposition Action, Stock Number, Serial Number, and HRH Number
   d. Disposition Action, Bulk Asset, HRH Number and Stock Number

5. To transfer a serial asset from one UIC to another UIC on the same database using the Hand Receipt Holder Module, some of the data elements needed include:

   a. Stock Number/Serial Number or Bar Code, UIC To, and Excess Available Date
   b. Stock Number/Serial Number or Bar Code, HRH Number of the Gaining UIC, and Disposition Code
   c. Bar Code, Excess Availability Date, and PBO Remarks
   d. PBO Remarks, UIC To, Stock Number and Bar Code

6. The only Inventory Type that is available to the Hand Receipt Holder and the only action that the Hand Receipt Holder can select when generating a Hand Receipt Report is:

    a. Location and Initialize and Generate Report
    b. HRH and Generate Report
    c. Location and Generate Report
    d. HRH and Initialize Inventory

7. When conducting a Transfer-In Of An Asset action, once a record is chosen, the record's UIC, HRH Nbr To and QTY fields will be displayed and disabled. The user will then have to enter an:

    a. Authorization Control Number (if your organization uses Authorizations), Office and Location
    b. UIC, HRH To Number and location
    c. Office and Location, UIC To, and HRH To Number
    d. Authorization Control Number, Office, Document Number, and sub-location

8. Once a transfer action is processed using the Hand Receipt Holder Module, the request will be available to the Approving Officer for approval/disapproval as seen in the:

    a. Authorization Module
    b. Document Register Module
    c. Hand Receipt Holder Module
    d. Hand Receipt Module

9. Since only asset location and asset responsibility can be changed in the Hand Receipt Holder Module, other changes such as price adjustments, stock number/bar code changes, as well as adding or removing items from the property book are performed within the:

    a. Catalog Module
    b. Authorization Module
    c. Hand Receipt Module (Property Book)
    d. Catalog Module and Authorization Module

10. In order for Major/Sub Hand Receipt Holders to perform transfers, the Property Book Officer must:

    a. Have access to the Major/Sub Hand Receipt Holder's Hand Receipt
    b. Obtain permission from the Major/Sub Hand Receipt Holder's supervisor
    c. Provide the Major/Sub Hand Receipt Holder with a letter of authorization
    d. Grant HRH Transfer Authority to the Major/Sub Hand Receipt Holder in the hand Receipt Module