

Configuring An SKO, BII, Or AAI

MODULE: Catalog

INTRODUCTION

This process will show you how you can configure Sets, Kits, and Outfits (SKO), Basic Issue Items (BII), or Additional Authorized Items (AAI).

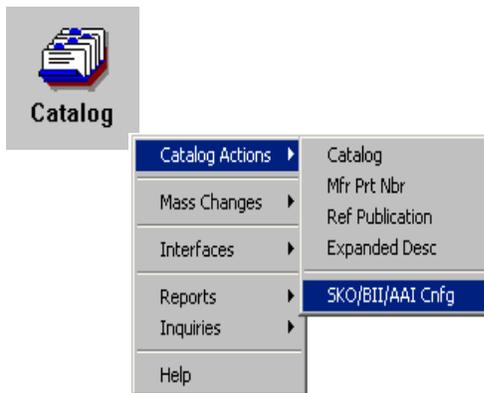
PREREQUISITES

The main item will need to be cataloged. The configuration items do not need to be cataloged.

Make sure that when you catalog the item, you indicate the appropriate Reference Code. If the Reference Code is N/A, DPAS will not allow you to configure your SKO/BII/AAI.

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 **SKO/BII/AAI** from the program list.



STEP 1:

- a. **Stock Nbr:** Enter the stock number of the end item.
- b. **Cnfg Stock Nbr:** Enter the stock number of the configured item.
- c. **Cnfg Sub Stock Nbr:** If the Configured Stock Number has already been established, enter the Configuration Sub Stock Number.

d. Click **OK**.



HINT!

Before you can add the **Configuration Sub Stock Number**, the **Configuration Stock Number** must first be configured on the SKO Table.

The Configuration Stock Number and Configuration Sub Stock Numbers of an SKO do not need to be cataloged.

STEP 2:

- a. **Publication Key:** Assign a key to identify the publication. This field is mandatory unless the Reference Code on the Catalog table equals "OT".
- b. **Publication Title:** Enter the title of the publication. This field is mandatory if a Publication Key was entered, otherwise, leave blank.
- c. **Publication Dt:** Enter the actual date of the referenced publication (format is YYYYMMDD). This field is mandatory if a Publication Key is entered, otherwise, leave blank.
- d. **To Cnfg Stock Nbr:** If you are changing the Configuration Stock Number, enter the **NEW** stock number. Its ID Nbr Ind must equal the ID Nbr Ind of the Cnfg Stock Nbr.
- e. **To Cnfg Sub Stock Nbr:** If you are changing the Configuration Sub Stock Number, enter the new stock number. Its ID Nbr Ind must equal the ID Nbr Ind of the Cnfg Sub Stock Nbr.
- f. **Aut Qty:** Enter the quantity authorized.
- g. **Cnfg Type:** Select the type of configuration.

Configuration Types	
A	Additional Authorized Item
B	Basic Issue Item
C	Component

- h. **UI:** Select how the item was issued.
- i. **ARC:** Select if the asset is expendable, non-expendable, or durable.
- j. **CIIC:** Select the classification of the asset.
- k. **Id Nbr Ind:** If the Configuration record entered is bulk managed (Catalog Mgt Cd equals "B", or Configuration Id Nbr equals "N"), this field will be left blank. If serial managed (Catalog Mgt Cd equals "A", or Configuration Id Nbr Ind equals "Y"), a "check" will be displayed.



NOTE:

If the configuration record entered is on the Catalog Table, this field will be retrieved and disabled. If there is not a catalog record, but a record exists on the SKO/BII/AAI Configuration Table, the Id Nbr Ind will be retrieved and the field will not be disabled.

- l. **Generic Nomen:** Enter a description of the item. The Generic Nomen displayed will be that of the lowest level listed (i.e., if the Cnfg Sub Stock Nbr exists that Generic Nomen will be displayed; otherwise, the Cnfg Stock Nbr Generic Nomen will be displayed).
- m. Click **Add**.

If you want to add a **Configuration Sub Stock Number**, when the Key Data screen is returned, enter the configuration stock number **AND** the configuration sub stock number.

The Transaction Processed dialog box will be displayed.

- n. Click **OK**.

You will be returned to the Key Data screen.

- o. Click **Exit**.

Changing a Configuration Record

1. On the Key Data screen, enter the Stock Number of the configured item.
2. Click **OK**.
3. Make the necessary change(s).
4. Click **Change**.

All valid configuration records, and corresponding inventory records, will be updated on the SKO/BII/AII Configuration and Inventory Tables. A history record will be written to the SKO/BII/AII Configuration History Table with a "C" in Process Action Cd.

Deleting a Configuration Record

1. On the Key Data screen, enter the Stock Number of the configured item.
2. Click **OK**.
3. Click **Delete**.

Depending on the Key Data entered, a "Yes/No" message box will appear asking if you want to delete either (1) the entire configuration and inventory, (2) the Cnfg Stock Nbr or (3) the Cnfg Sub Stock Nbr. If "Yes" is clicked, a Confirm Record Delete `Yes/No' box will ask you a second time if you're sure you want to delete. If "Yes" is clicked again, a "Transaction Processed" dialog box is displayed. Click OK to continue processing. A history record will be written to the SKO/BII/AII Configuration History Table with a "D" in Process Action Cd.

Adding An Initial SKO, BII, Or AAI To The Property Book

MODULE: Hand Receipt

INTRODUCTION

Once you have configured your SKO/BII/AAI, you will be able to add it to your property book.

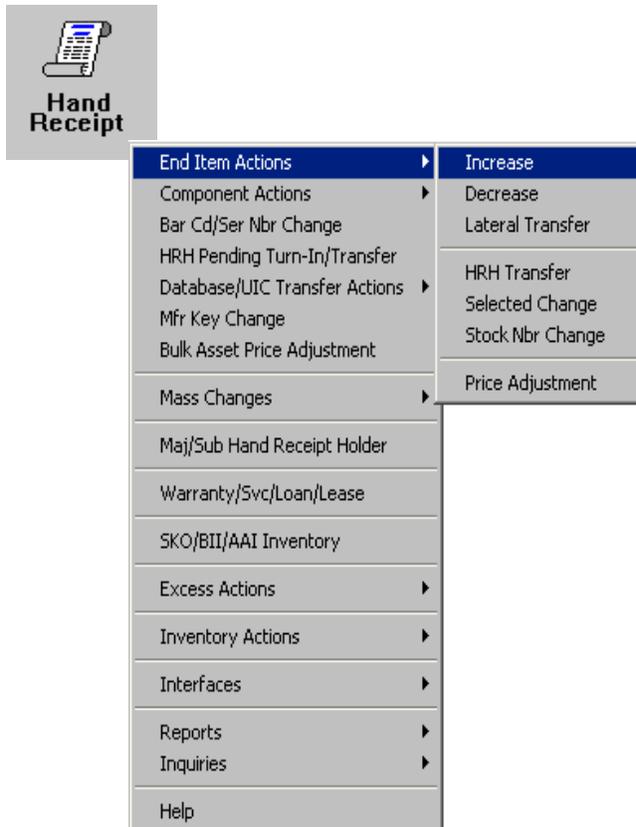
PREREQUISITES

If your Activity uses the Document Register and/or the Authorizations, you will first need to obtain the appropriate information.

If auto assigning your bar code labels, then the Bar Code prefix will need to be set up.

STEPS TO PERFORM ACTION

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



STEP 1:

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

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

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

STEP 2:

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

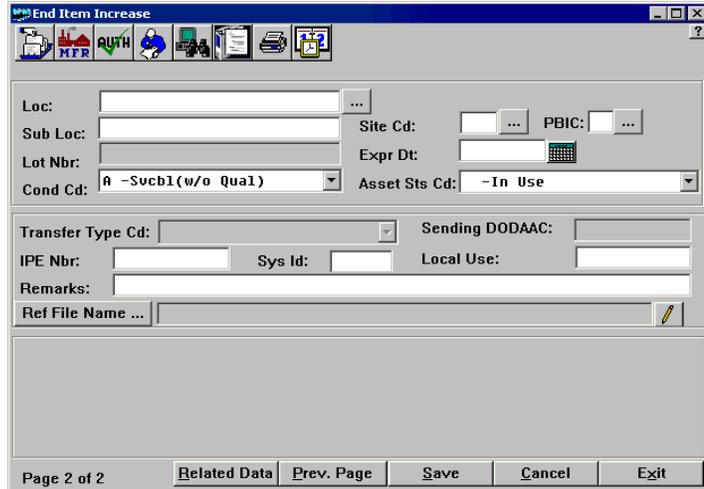
If you selected to search by the LIN, you must enter at least one position of the LIN.

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

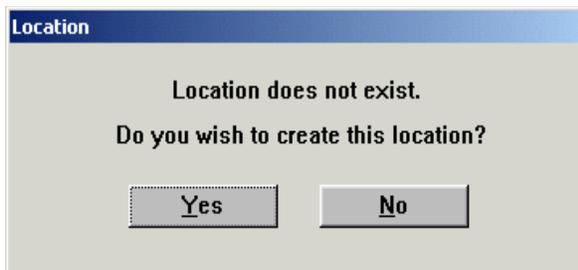
- g. **Acq Dt:** Enter the date the asset was purchased. Policy varies by Agency.
- h. **Eff Dt:** Enter the date the property book officer/representative signed for the asset. For real property this is the date facility or improvement accepted. Policy varies by Agency.
- i. **Mfr Serial Nbr:** Enter 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.
- m. **Exp Cd:** Select if the depreciation for the item is funded or not funded. The default is **1 - Funded**.
- n. **Lo/Le Cd:** If the item is in on loan or leased, select the appropriate code. The default is **N/A - Government Owned**. Refer to **References** for appropriate codes.
- o. **Office:** Enter the Office. Policy varies by Agency. Refer to DPAS Help for Agency guidance.
- p. **Task Cd:** Enter the task code of the item. This field is **MANDATORY** for capital assets.
- q. **Job Order Nbr:** Enter the Job Order number that is assigned by your Finance office. This field is **MANDATORY** for capital assets.
- r. **Cntr/PO Nbr:** Enter the Contract or Purchase Order number for the item.
- s. Click **Next Page**.

STEP 3:

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



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

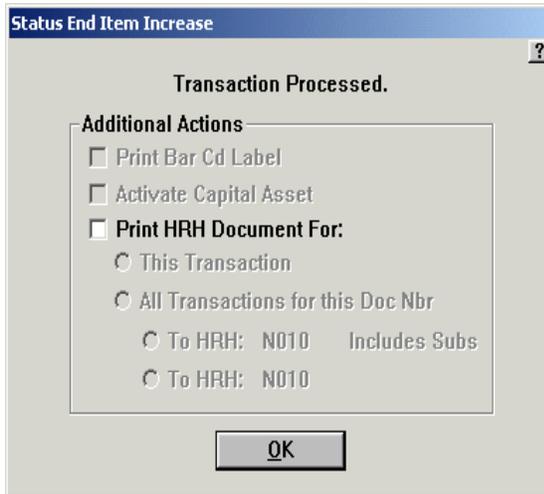


If you want to create this new location, click **Yes**; otherwise, click **No**.

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

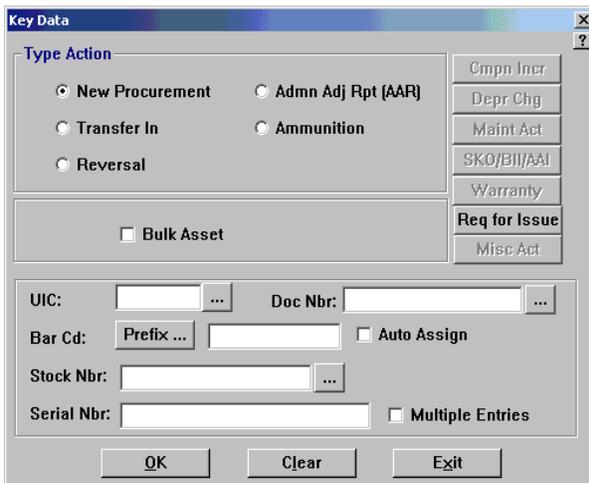


When you click **Save**, the following dialog box will be displayed:



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

You are returned to the Key Data screen.



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

Adding An SKO, BII, Or AAI To The Property Book

MODULE: Hand Receipt

INTRODUCTION

This process provides for the interactive establishment or update of a component, Basic Issue Item (BII), or Additional Authorized Item (AAI) within a Set, Kit, or Outfit (SKO) on the SKO/BII/AAI Inventory record. The initial SKO/BII/AAI inventory records are established through the End Item Increase, SKO/BII/AAI Configuration Add/Change/Delete, and End Item Stock Number Change programs if the Ref Cd on Stock Number does not equal spaces.

The records with an Id Nbr Ind of "Y", in the SKO/BII/AAI Configuration Table, will be established with "00000" in the Qty data field and the records with an Id Nbr Ind of "N" will be established with Qty equal to Aut Qty (in the SKO/BII/AAI Configuration Table) for the Inventory Stock Number/Inventory Sub Stock Number in the SKO/BII/AAI Inventory Table.

If this program is executed from the End Item Increase or End Item Stock Number Change program the records identified with an Inventory Account Quantity = 00000 on the SKO/BII/AAI Inventory Table for the Stock Nbr, Serial Nbr, UIC, and HRH Nbr identified in screen, will be automatically displayed record by record for the user to add/change identification number, quantity, document number (shortage if applicable), and Remark.

When the program is executed from the DPAS Hand Receipt Menu, the user must enter End Item Stock Nbr, End Item Serial Nbr, UIC, HRH Nbr, Inv Stock Nbr, Inv Sub Stock Nbr, and Id Nbr of record adding/changing. If the user does not want to update the record displayed on screen, they should click Next or if they want to view the previous record displayed click Previous. Next and Previous will only be enabled if user is executing the program from the End Item Increase or End Item Stock Number Change program.

If the user is short a component, BII, or AAI asset, the user has the option of annotating the requisition document number of the shortage in the document number field. This will assure the customer the asset(s) has been placed on order, and will help the reconciliation process.

PREREQUISITES

Stock Nbr must exist on the Catalog Table with Ref Cd not equal to spaces.

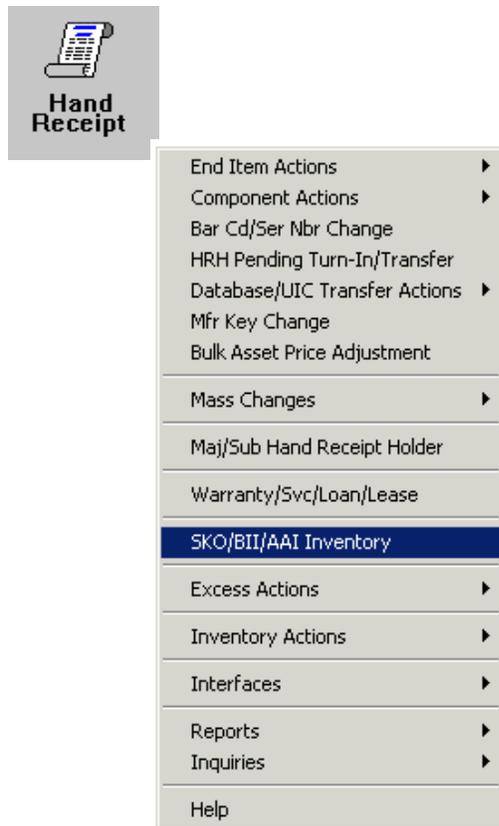
Stock Nbr/Serial Nbr must exist on the Serial Hand Receipt Table.

Stock Nbr/Inv Stock Nbr must exist on the SKO/BII/AAI Configuration Table.

Stock Nbr/Inv Stock Nbr/Inv Sub Stock Nbr must exist on the SKO/BII/AAI Configuration Table.

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **SKO/BII/AAI Inventory** from the program group.



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

- End Item** section:
 - Stock Nbr:
 - Serial Nbr:
- SKO/BII/AAI** section:
 - Inv Stock Nbr:
 - Id Nbr:
 - Inv Sub Stock Nbr:
- Buttons: OK, Clear, Exit, SKO Cnfg

STEP 1:

- a. **Stock Nbr:** Enter the stock number of the end item.
- b. **Serial Nbr:** Enter the serial number of the end item.
- c. **Inv Stock Nbr:** Enter the Inv Stock Nbr of the component, BII, or AAI. The Stock Nbr/Inv Stock Nbr must be on the SKO/BII/AAI Configuration Table or an error message is displayed.
- d. **Id Nbr:** Enter the Id Nbr (serial, registration, or lot number) of the component, BII, or AAI. If the Id Nbr Ind equals "Y" on the SKO/BII/AAI Configuration Table and the quantity is greater than zero in screen, then the Id Nbr is mandatory.
- e. **Inv Sub Stock Nbr:** Enter the Inv Sub Stock Nbr of the component, BII, or AAI. The Stock Nbr/Inv Stock Nbr/Inv Sub Stock Nbr must be on the SKO/BII/AAI Configuration Table or an error message is displayed.

- f. Click **OK**.



HINT!

You can also access this process from the End Item Increase Key Data screen. If you enter through that process, the Stock Number and Serial Number for the end item will be displayed and cannot be changed.

STEP 2:

- a. **Id Nbr:** Enter the Id Nbr (serial, registration, or lot number) of the component, BII, or AAI. If the Id Nbr Ind equals "Y" on the SKO/BII/AAI Configuration Table and the Qty on the screen is greater than zero, then the Id Nbr is mandatory. If the Stock Nbr/Inv Stock Nbr/Inv Sub Stock Nbr/Id Nbr already exist on the SKO/BII/AAI Inventory Table, an error message will be displayed.
- b. **Qty:** Enter the Qty (received/inventoried) of the component, BII, or AAI. If the Qty equals zero, then spaces will be automatically moved to Id Nbr data field.
- c. **Doc Nbr:** Enter the document number of the shortage requisition for component, BII, or AAI. The Doc Nbr does not have to be on the Document Register Table. The only edit on the field is if the user's Process Id on the Unit Identification Table is equal to an "O". The document number can be from 1 to 14 positions; otherwise, the document number must be 14 positions.
- d. **Remarks:** Use this field for additional comments.
- e. Click **Change**.

The Transaction Processed dialog box will be displayed.

- f. Click **OK**.

You will be returned to the Key Data screen.

- g. Click **Exit**.

Practical Exercise: Configure an SKO Asset #1

Title: Configure An SKO Asset #1

Objectives: At the completion of this case study, the student should demonstrate a capacity to configure an SKO asset.

Prerequisites: The item has to currently be on the catalog. If your activity uses authorizations and documents numbers, these must also be established prior to adding this item to your property book.

Scenario: You just learned that the maintenance shop has received a new tool kit in their department.

Instructions: Perform the necessary actions in DPAS to add the tool kit and its associated items to the property book. Replace "XX" in the stock number with your train number.

Given:

Item #1		Item #2	
Stock Nbr:	5180-00-177-70XX (NSN)	Cnfg Stk Nbr:	5120-00-189-79XX
Nomen:	Kit, Tool, General Automotive	Publication Key:	3
LIN:	W33004	Publication Title:	Manual, Technical, Socket Set
UI:	Kit	Publication Date:	20000101
CIIC:	M	Configuration Type:	CMPN
		UI:	EA
		ARC:	Durable
		CIIC:	M
		Nomen:	Set, Socket, Metric
		Id Nbr Ind:	Do not check

Item #3		Item #4	
Cnfg Stk Nbr:	51200018979XX	Cnfg Sub Stock Nbr:	5120-00-002-84XX
Cnfg Sub-Stk Nbr:	5120-00-002-84XX	Aut Qty:	1
Publication Key:	3	Cnfg Type:	BII
Pub.Title:	Manual, Technical, Socket Set	UI:	EA
Publication Date:	20000101	ARC:	Durable
Authorized Qty:	1	CIIC:	Hand Tools & Shop Equip
Configuration Type:	CMPN	Id Nbr Ind:	Do not check
UI:	EA	Generic Nomen:	Socket, 11mm
ARC:	Durable		
CIIC:	M		
Generic Nomen:	Socket, 13mm		
Id Nbr Ind:	Do not check		

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

Class Discussion: Q & A

Practical Exercise: Configure an SKO Asset #2

Title: Configure An SKO Asset #2

Objectives: At the completion of this case study the student should demonstrate a capacity to configure an SKO asset.

Prerequisites: The item has to currently be on the catalog. If your activity uses authorizations and document numbers, these must also be established prior to adding this item to your property book.

References: Reference page 1.

Scenario: Your DPW office has just received a new cement washer for their department.

Instructions: Perform the necessary actions in DPAS to add the cement washer and its associated items to the property book. Replace "XX" in the stock number with your train number.

Given:

Item #1	Item #2	Item #3
Cnfg Stk Nbr: 38200072564XX (NSN)	Cnfg Sub Stock Nbr: 39100072577XX	Cnfg Stock Nbr: 61150013391XX
Nomen: Washing & Screening Elec 75 TPH	Publication Key: 2	Cnfg Sub Stock Nbr
LIN: Y29876	Publication Title: SC-3820-98-E08	Publication Key: 2
UI: Kit	Publication Date: 20000901	Publication Title: SC-3820-98-E08
CIIC: M	Configuration Type: CMPN	Publication Date: 20000901
	CIIC: M	Configuration Type: CMPN
	ARC: Durable	CIIC: M
	Nomen: Conveyor Belt	ARC: Durable
	UI: EA	Generic Nomen: Generator
	Id Nbr Ind: Do not check	UI: EA
		Id Nbr Ind: Do not check

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

Class Discussion: Q & A