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Introduction To The Catalog

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

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

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

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

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

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

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

Querying The Catalog

MODULE: Catalog

INTRODUCTION

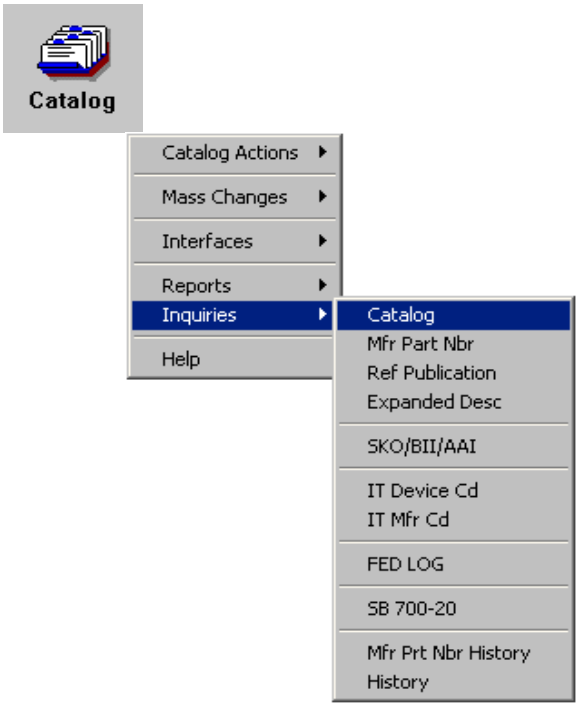
This section outlines the procedures for querying the system and requesting a new catalog number for items that have not been pre-established. This section shows the user how to query DPAS to determine if an item is located in the DPAS Catalog Table. An item should be verified against the DPAS Catalog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

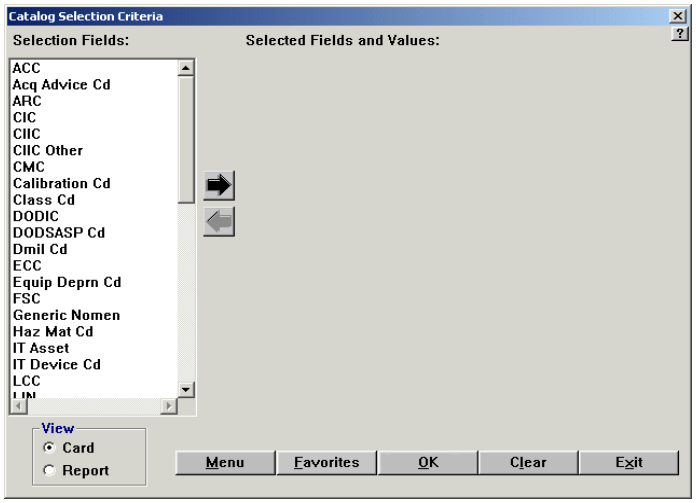
PREREQUISITES

None

STEPS TO PERFORM ACTION

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





STEP 1:

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

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

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

HINTS!

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

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

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

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

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

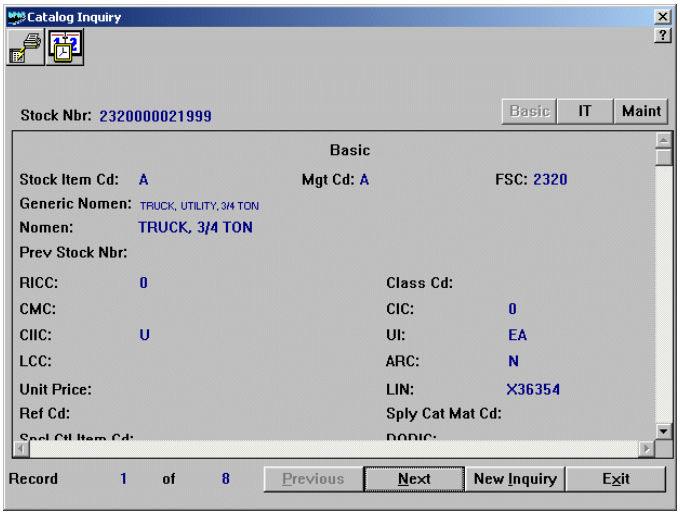
There is a maximum of 10 data elements that you can select to narrow your query.

Wildcard Searches

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

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

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

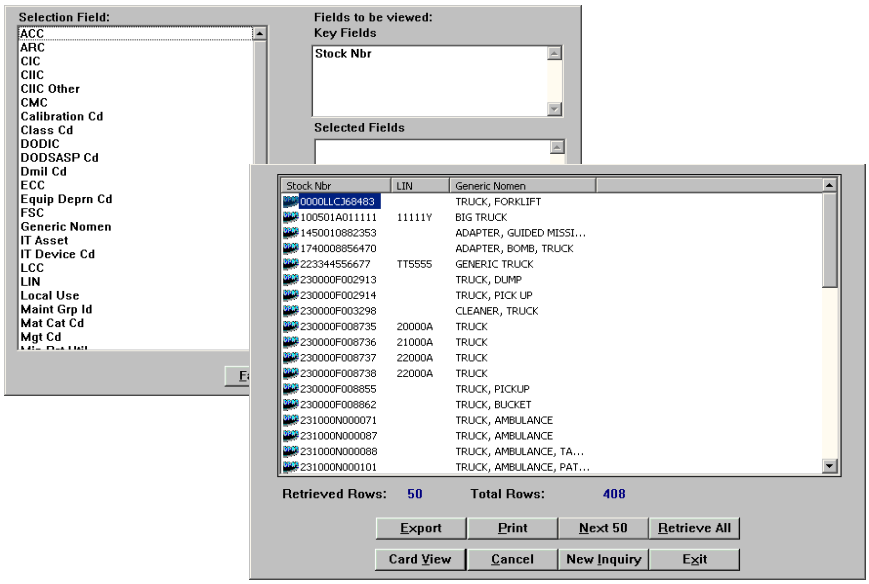


Card View Format

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

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

Report View Format



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

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

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

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

More Tool Buttons

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

Menu	Displays system inquiry menus.
OK	Displays ***everything*** on a particular table.
Clear	Clears any data you have entered into a window.
Cancel	Exits out of the process without submitting any information for processing.
Favorites	Allows you to save the inquiry as a favorite.

Report Format Tool Buttons

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

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

Querying The SB 700-20

MODULE: Catalog

INTRODUCTION

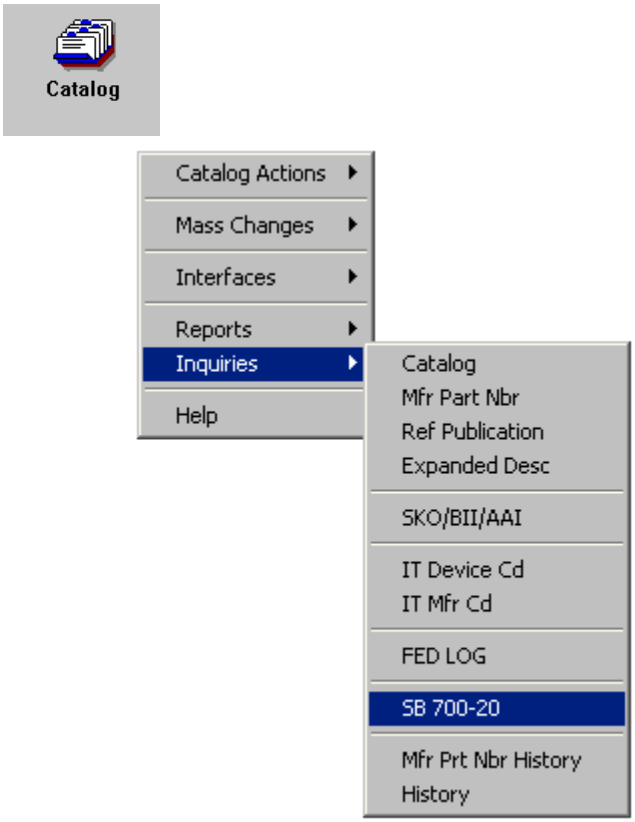
This section shows the user how to query SB 700-20 in DPAS.

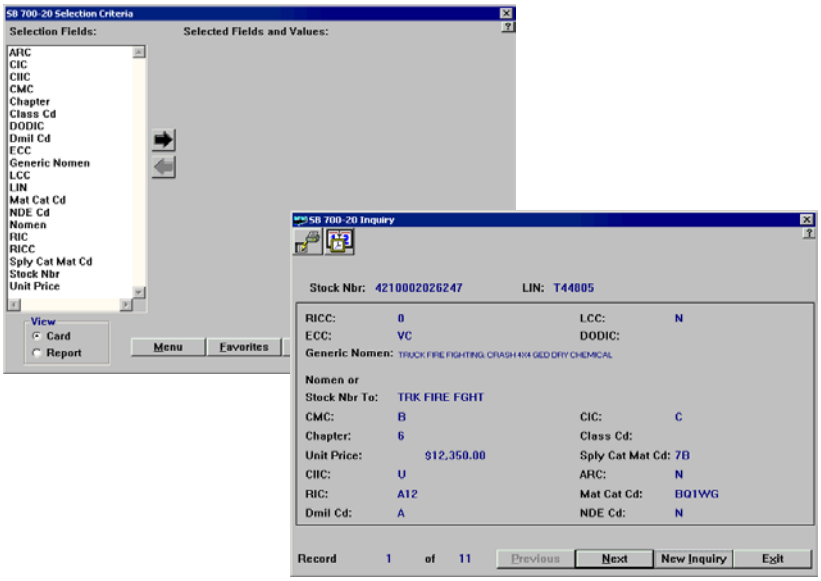
PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Catalog** icon, or select **Catalog** from the menu bar.
2. Select **Inquiries** from the program group.
3. Select **SB 700-20** from the program list.





STEP:

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

Querying The FED LOG

MODULE: Catalog

INTRODUCTION

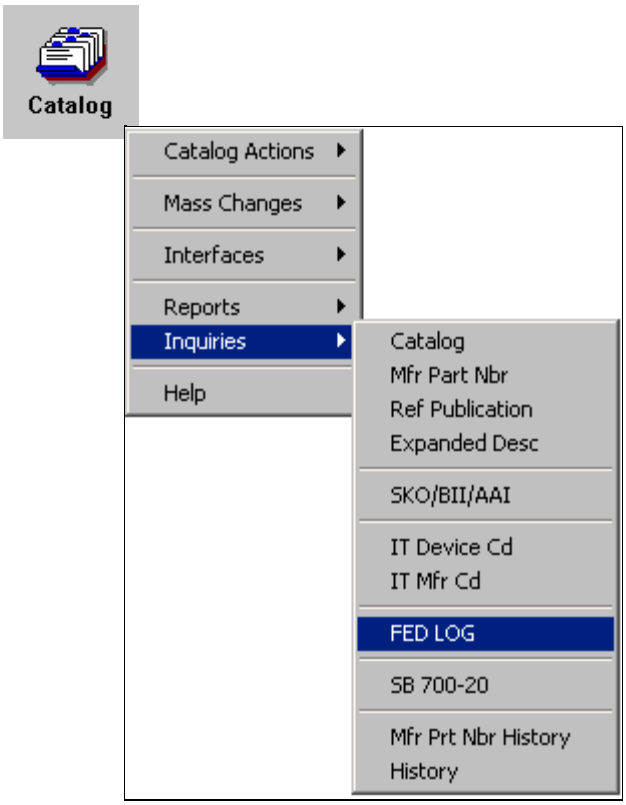
This section outlines the procedures for querying the FEDLOG table.

PREREQUISITES

None

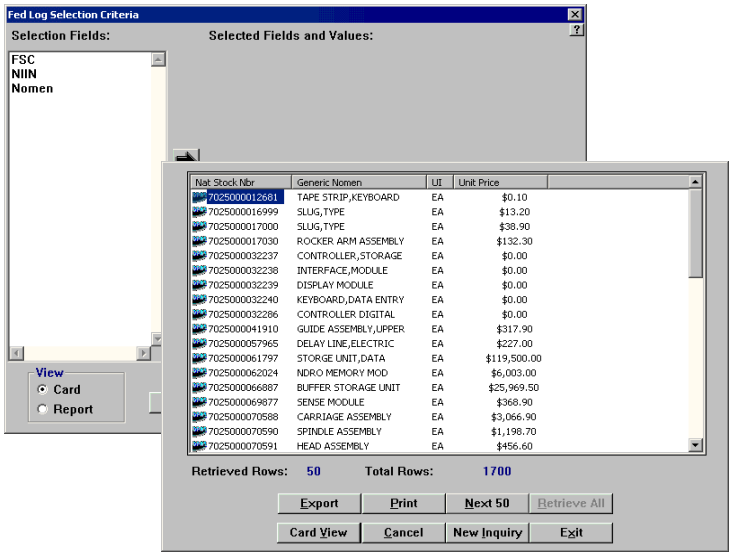
STEPS TO PERFORM ACTION

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



STEP:

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



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

Adding A Catalog Record

MODULE: Catalog

INTRODUCTION

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

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

OBJECTIVES

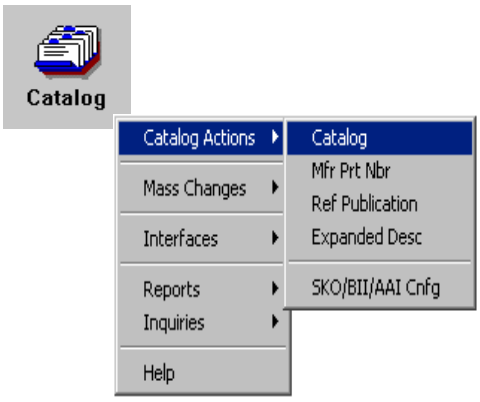
None

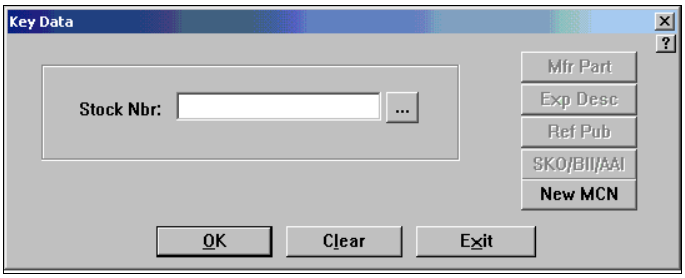
PREREQUISITES

None

STEPS TO PERFORM ACTION

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





STEP 1:

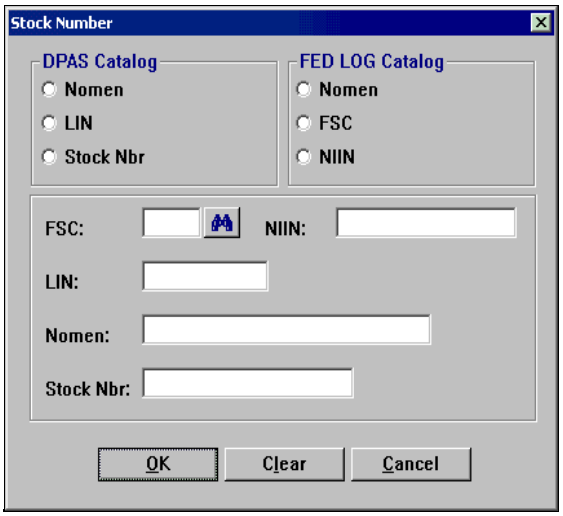
- Click the browse button to search for the stock number either on the Catalog Table or on FED LOG.

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

STEP 2:

Catalog Group Boxes:

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

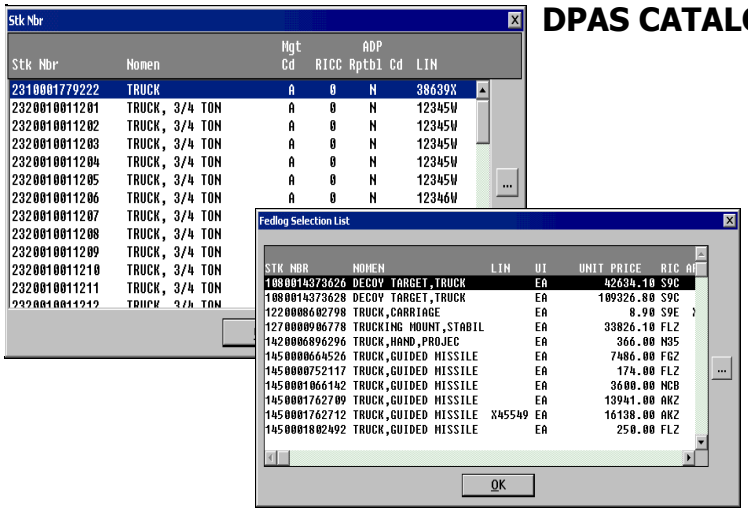


DPAS Catalog	FED LOG Catalog
Nomen: Will allow you to search for a particular Nomenclature and will allow for wildcard searches	**Nomen:** Same as DPAS Catalog
LIN: Will allow you to search by LIN.	**FSC:** Will allow you to search for a particular Federal Supply Class. If you click on the binoculars,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

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

STEP 3:

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



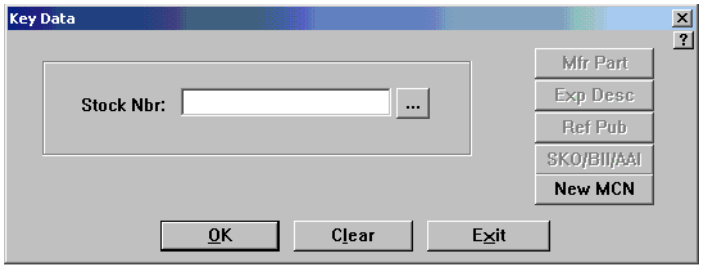
DPAS CATALOG

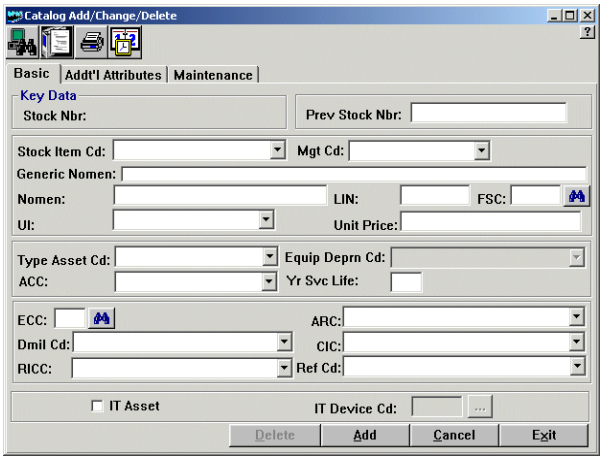
FEDLOG CATALOG

a. Select the item you want to catalog.
b. Click **OK**.

STEP 4:

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





STEP 5:

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

ENTERING LINS IN DPAS:

There are 2 ways to enter a LIN in DPAS:

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

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

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

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

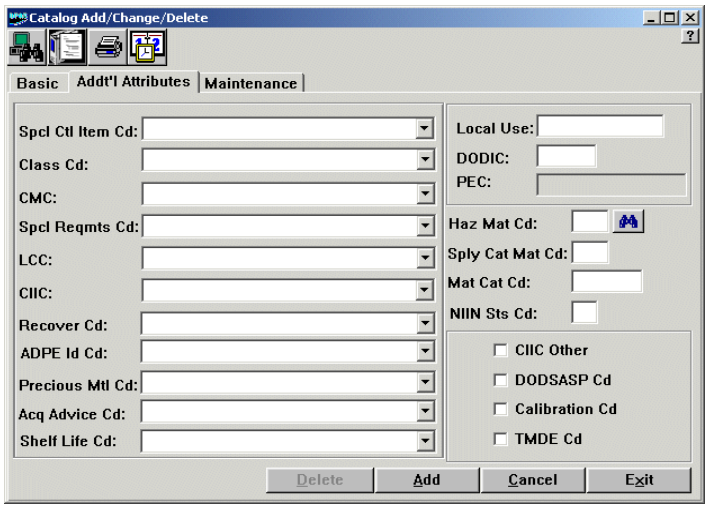
i. **Type Asset Cd:** Select the type of asset. Refer to **References** for the appropriate codes.
j. **ACC:** Select the appropriate Asset Control Code. Refer to **References** for the appropriate codes.
k. **Equip Deprn Cd:** This field is only accessible if you selected an ACC of L, N, or T. Refer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

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

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

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

STEP 6:



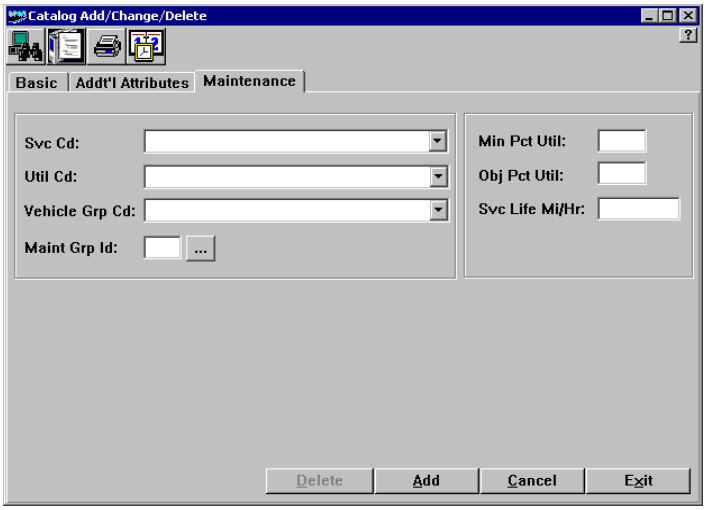
The fields on this page are not mandatory entry fields. However, your Activity may require you to input these fields for certain types of equipment.

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

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

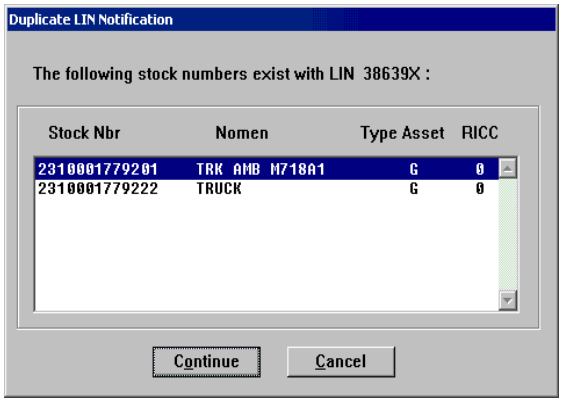
If you are not using the Maintenance and Utilization module in DPAS, you can click the **Add** button to catalog your item. Otherwise, continue with the next step.

STEP 7:



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

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



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

The Transaction Processed dialog box will be displayed.

j. Click **OK**.

You will be returned to the Key Data screen.

k. Click **Exit**.

Changing Information on a Catalog Record

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

Deleting a Catalog Record

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

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

Practical Exercise: Adding Catalog Records

Title: Adding Catalog Records

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

Prerequisites: Access to Catalog Module

References: Reference in the Chapter One

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

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

Given:

For Army (Replace **XX** with your Student Number)	**For Marine Corps**
• Locally purchased Graphic Computer (LIN **XX**209N Stock Number 702500X5022**XX** Price $1,500.00)	• Locally purchased Graphic Computer (Nomen CPU: Z-STATION, LIN 70209N, Price $2,575.00)
• Locally purchased Cargo Truck (LIN **XX**496T Stock Number 23200147113**XX** Capital asset price $125,000.00)	• Locally purchased Cargo Truck (Stock Number 1730014659518, LIN 99999N, Capital asset price $285,167.00)

For All Other Agencies
• Locally purchased Graphic Computer (Stock Number 702500X5022**XX** Price $1,500.00)
• Locally purchased Cargo Truck (Stock Number 23200147113**XX** Capital asset price $125,000.00)

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

Class Discussion: Q & A

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

MODULE: Catalog

INTRODUCTION

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

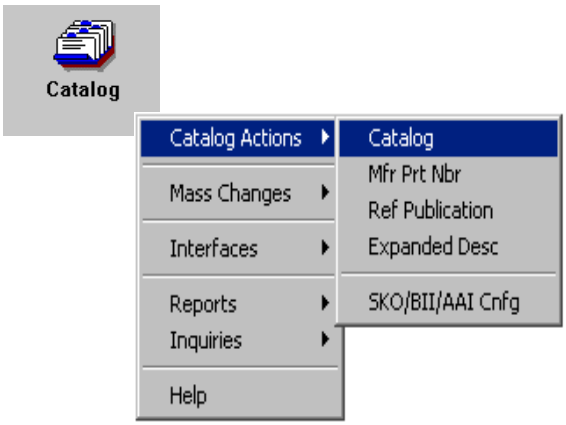
An MCN is thirteen positions long. The format for an MCN is that the first six (6) positions are numeric and are broken down into this format: the first four (4) positions are the Federal Supply Class (FSC), the next two (2) positions are the National Codification Bureau (NCB) code, the next three (3)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

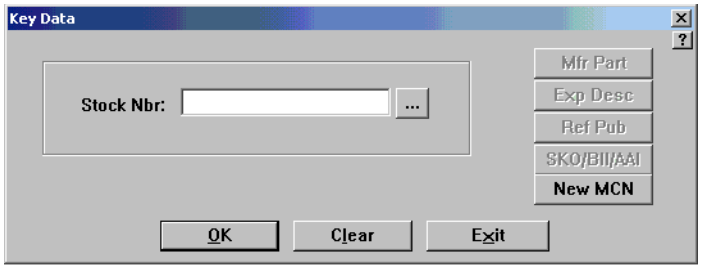
PREREQUISITES

None

STEPS TO PERFORM ACTION

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



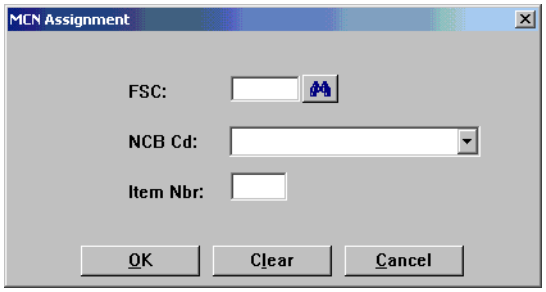


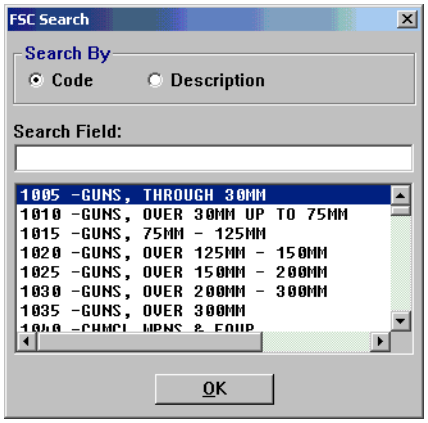
STEP 1:

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

STEP 2:

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



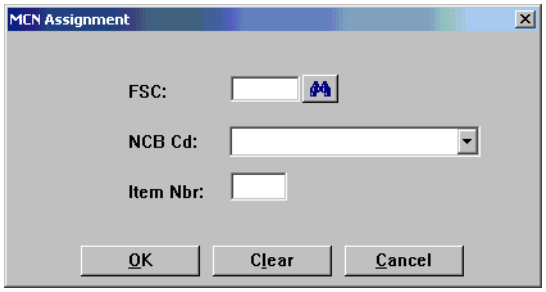


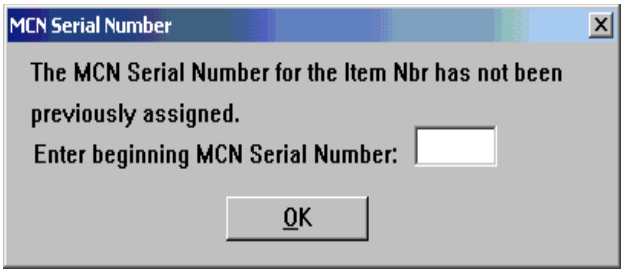
STEP 3:

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

STEP 4:

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





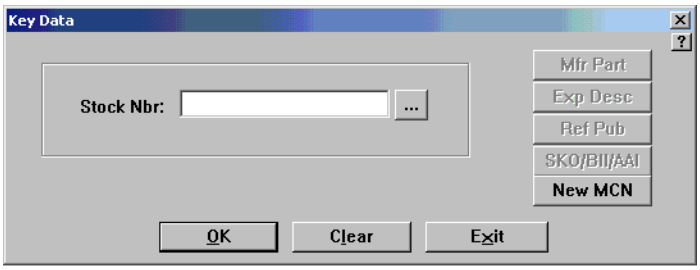
STEP 5:

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

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

STEP 6:

- Click **OK**.



STEP 7:

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

Changing Information on an MCN Record

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

Deleting an MCN Record

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

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

Adding A Manufacturer Key

MODULE: Catalog

INTRODUCTION

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

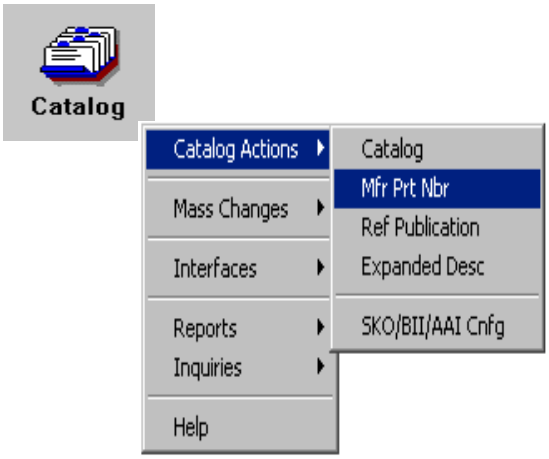
The Manufacturer's Model/Part Number Table provides a central reference to the CAGE code, part number/model number, and manufacturer's name. IT Mfr Cd is available for update when the IT Asset on the Catalog Table equals "Y".

PREREQUISITES

The Stock Number must exist on the Catalog Table.

STEPS TO PERFORM ACTION

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



STEP 1:

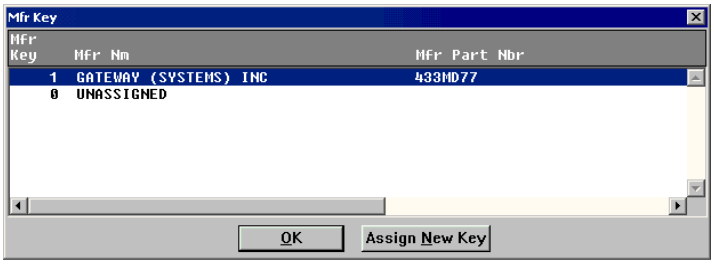
a. **Stock Nbr:** Enter the stock number for which you are adding a manufacturer key.
b. **Mfr Key:** Click on the browse button to display any manufacturer's that may have previously been established.

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

STEP 2:

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

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



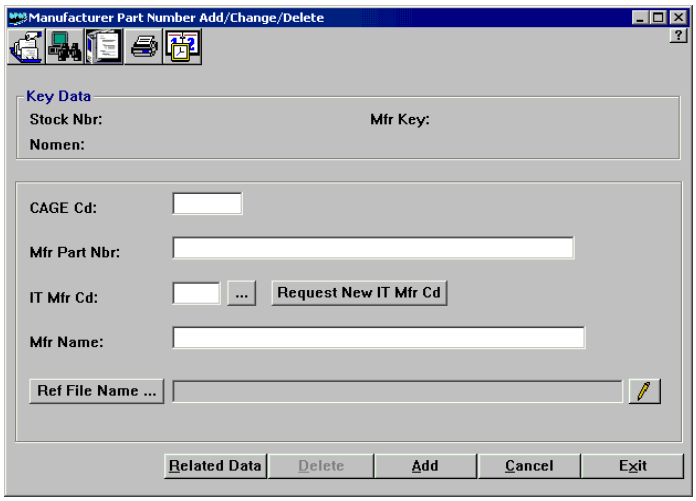
STEP 3:

The next available manufacturer key is displayed.

- Click **OK**.

STEP 4:

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



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

HINTS!

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

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

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

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

  DLU Dell Computer Corporation
  DH8 Dellware

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

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

The Transaction Processed dialog box will be displayed.

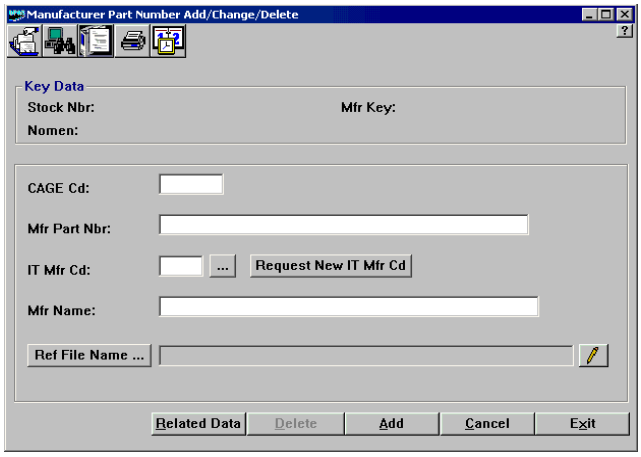
h. Click **OK**.

You will be returned to the Key Data screen.

i. Click **Exit**.

Requesting A New IT Manufacturer Code

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



STEP 1:

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

STEP 2:

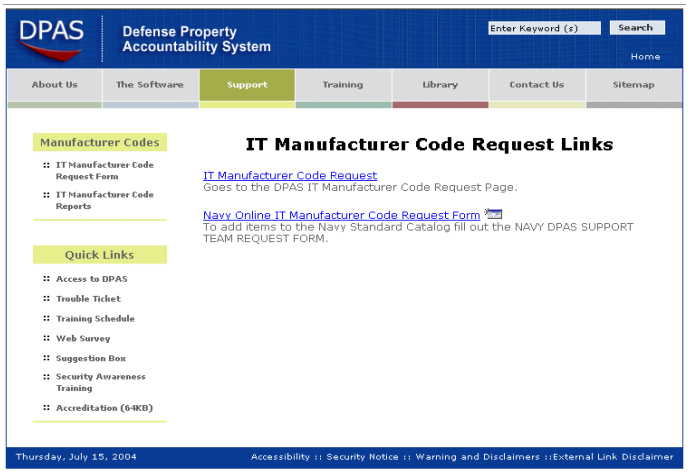
You will be taken to the DPAS Home Page.

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

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

If you are a Navy Activity:

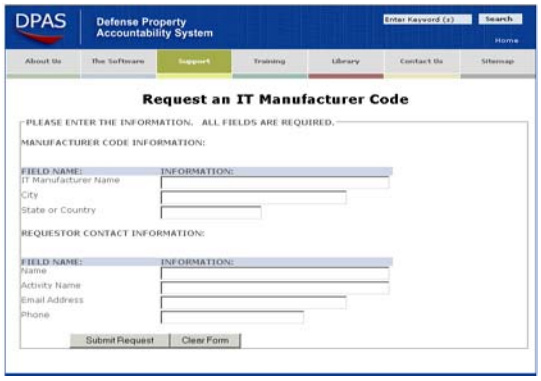
- Click on **Navy Online IT Manufacturer Code Request Form**.



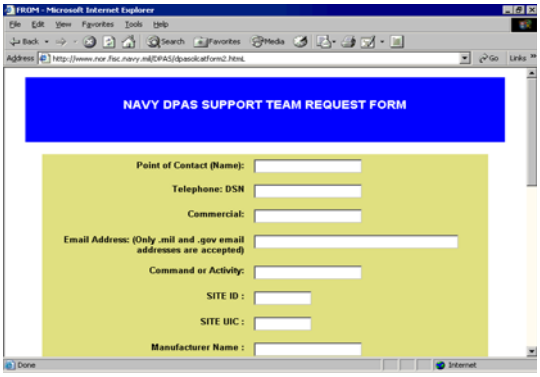
STEP 3:

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

For Non-Navy Activities:



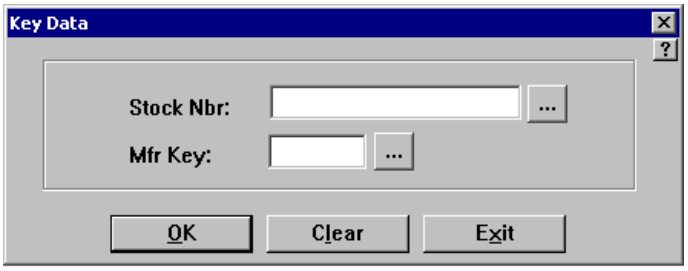
For Navy Activities:



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

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

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



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

Changing Mfr Keys

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

Deleting Mfr Keys

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

Adding Expanded Descriptions

MODULE: Catalog

INTRODUCTION

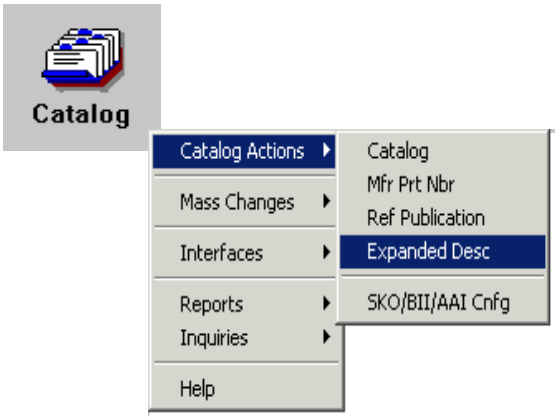
This screen is used to add, change and delete item description information (250 characters) to a specific Stock Nbr. One description per Stock Nbr can be added and will apply to all items on the Serial Hand Receipt Table and Component Hand Receipt Table for that Stock Nbr.

PREREQUISITES

The Stock Number must exist on the Catalog Table.

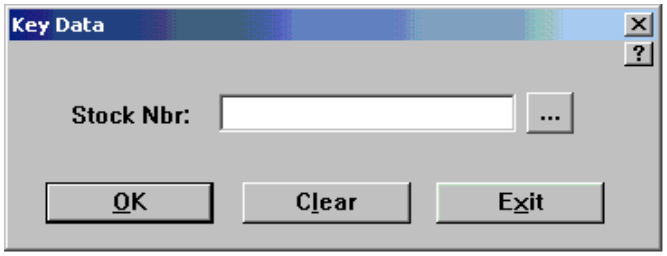
STEPS TO PERFORM ACTION

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

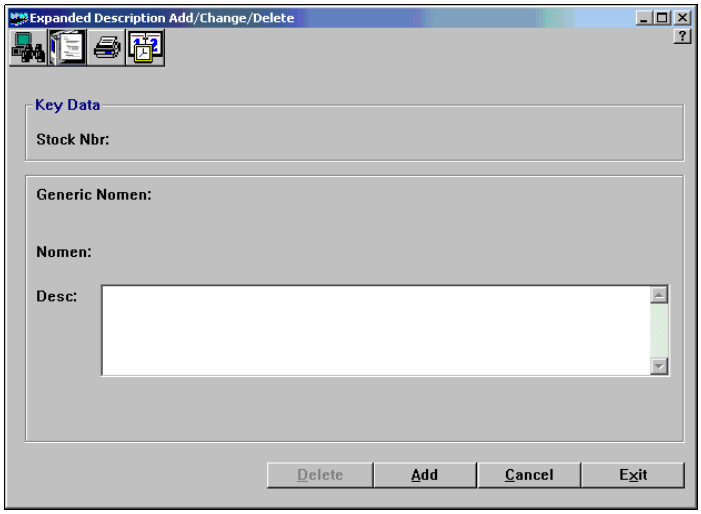


STEP 1:

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



STEP 2:



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

You are returned to the Key Data screen.

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

Changing Expanded Descriptions

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

Deleting Expanded Descriptions

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

Adding Reference Publication Information

MODULE: Catalog

INTRODUCTION

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

OBJECTIVES

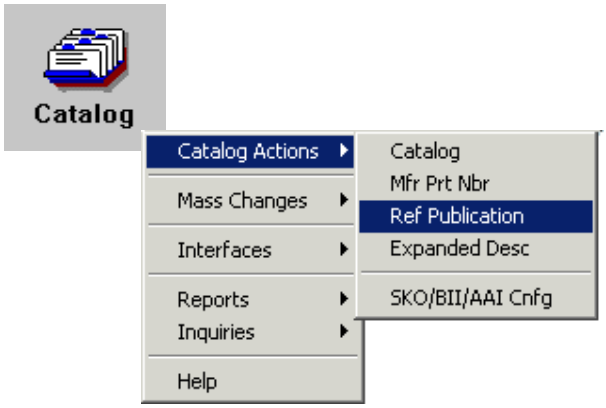
None

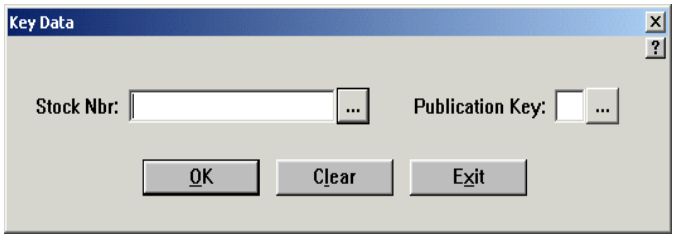
PREREQUISITES

The Stock Number must exist on the Catalog Table.

STEPS TO PERFORM ACTION

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



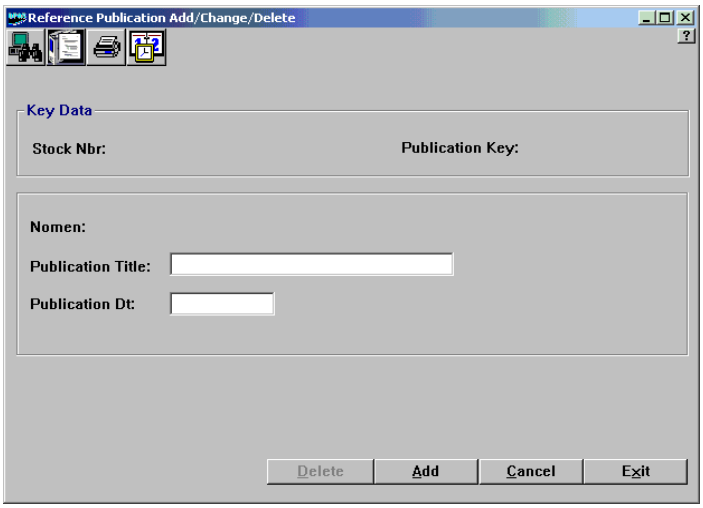


STEP 1:

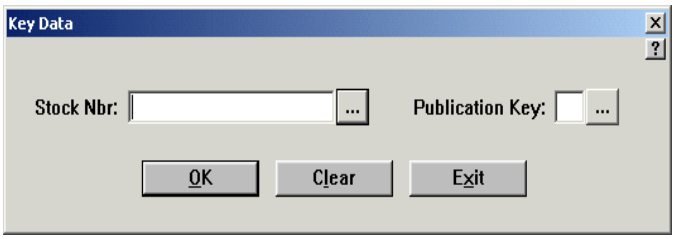
a. **Stock Nbr:** Enter the Stock Nbr for which you are adding the publication.
b. **Publication Key:** Enter a numeric key (from 1 to 9).
c. Click **OK**.

STEP 2:

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



You are returned to the Key Data screen.



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

Changing Reference Publications

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

Deleting Reference Publications

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

Introduction To Authorizations

This module is used to track the allowances for assets and to provide a link between the on-hand item and the authorization for the item. The use of the Authorization Process is optional for some users, but if your Activity uses it, an Authorization must be built for each asset.

An Authorization can be built against a Line Item Number (LIN) or a Stock Number. The LIN or Stock Number must exist on the Catalog before the Authorization can be built.

DPAS validates the structure of the Authorization Document Number to ensure it is in accordance to regulations. Therefore, if the authorization is to be a TDA authorization, the Authorization Document Number must follow the format of TDA + Two Characters + UIC. The two characters are the Command Designator of the site (TC, FC, etc). There is also an edit between the Authorization Document Number and the Property Type Code. If the Authorization Document Number begins with TDA, the Property Type Code will be a 4, TDA. If the Authorization Document Number is CTA 50-900, the Property Type Code will be a 2. If the Authorization Document Number begins with MTE, the Property Type Code will be an 8. The edit also eliminates values from the Property Type Code. If the Authorization Document Number does not begin with TDA, then the Property Type Code cannot be a 4.

When an Authorization is built, it is assigned an Authorization Control Number. This is a system-generated value that identifies the Authorization. In all other modules of DPAS, the Authorization Control Number will be used to tie the Asset to the Authorization.

To identify an asset as a Substitute for an Officially Authorized Asset you build the Authorization for the Officially Authorized Asset. Then place the Authorization Control Number from the Officially Authorized Asset on the Substitute Asset. The Substitute Asset (LIN) does not have an Authorization Record built. It attaches to the Authorization of the Officially Authorized Asset.

There is an interface to the Army LOGTAADS that allows the user to download their Authorization data. The Authorization data can be Imported to the database for viewing purposes only or the user can have the Interface update the Authorization automatically. There should be extreme caution taken before the automatic update of the Authorizations is used. If the LOGTAADS data does not match the Authorizations that are present in DPAS the interface will create records. These records may be duplicates of Authorizations already built but one data element does not match exactly.

Adding Authorizations

MODULE: Authorizations

INTRODUCTION

This module is used to establish allowances for assets and to provide a link between the on-hand item and the authorization for obtaining that item.

This module allows the user to add, change, or delete a record to the ***Authorization Table***. DPAS validates authorization entries to ensure they are consistent with business processes. Authorization identification is perpetuated through DPAS via the authorization control number. The authorization process provides the capability to process adds, changes, deletes, and mass changes.

PREREQUISITES

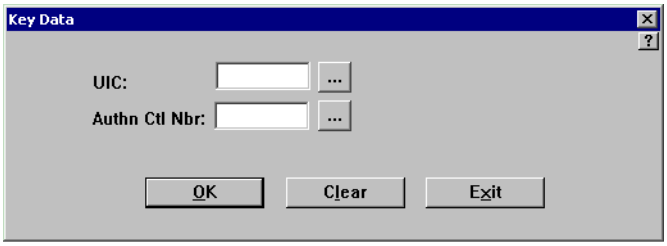
Before proceeding with this task, the user must review and become familiar with their Activity's directives. In addition, the user shall obtain authorizations from the Commanding General/ Commanding Officer or his/her appointed Personal Property Manager before performing any DPAS operations.

STEPS TO PERFORM ACTION

1. Select the **Authorizations** icon, or select **Authn** from the menu bar.
2. Select **Authorization Actions** from the Authorizations program group.
3. Select **Approved Authn** from the Authorization Actions program list.

consistent

HINT!
The authorization process must be completed prior to adding the item to the property book.



STEP 1:

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

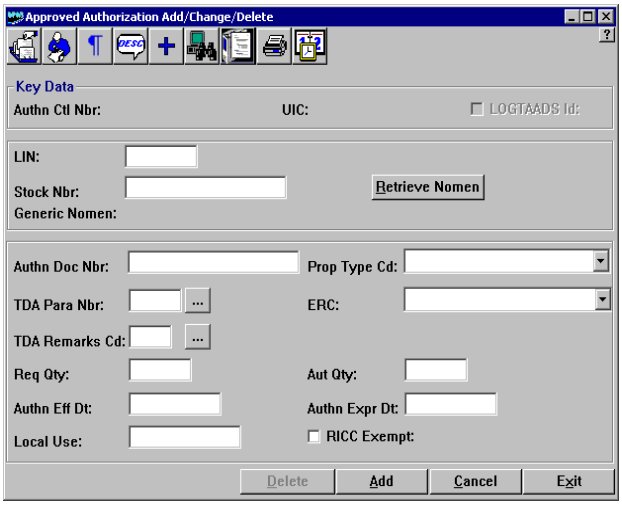
STEP 2:

a. **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.

b. Click the **Retrieve Nomen** button.
c. **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.)



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.

d. **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

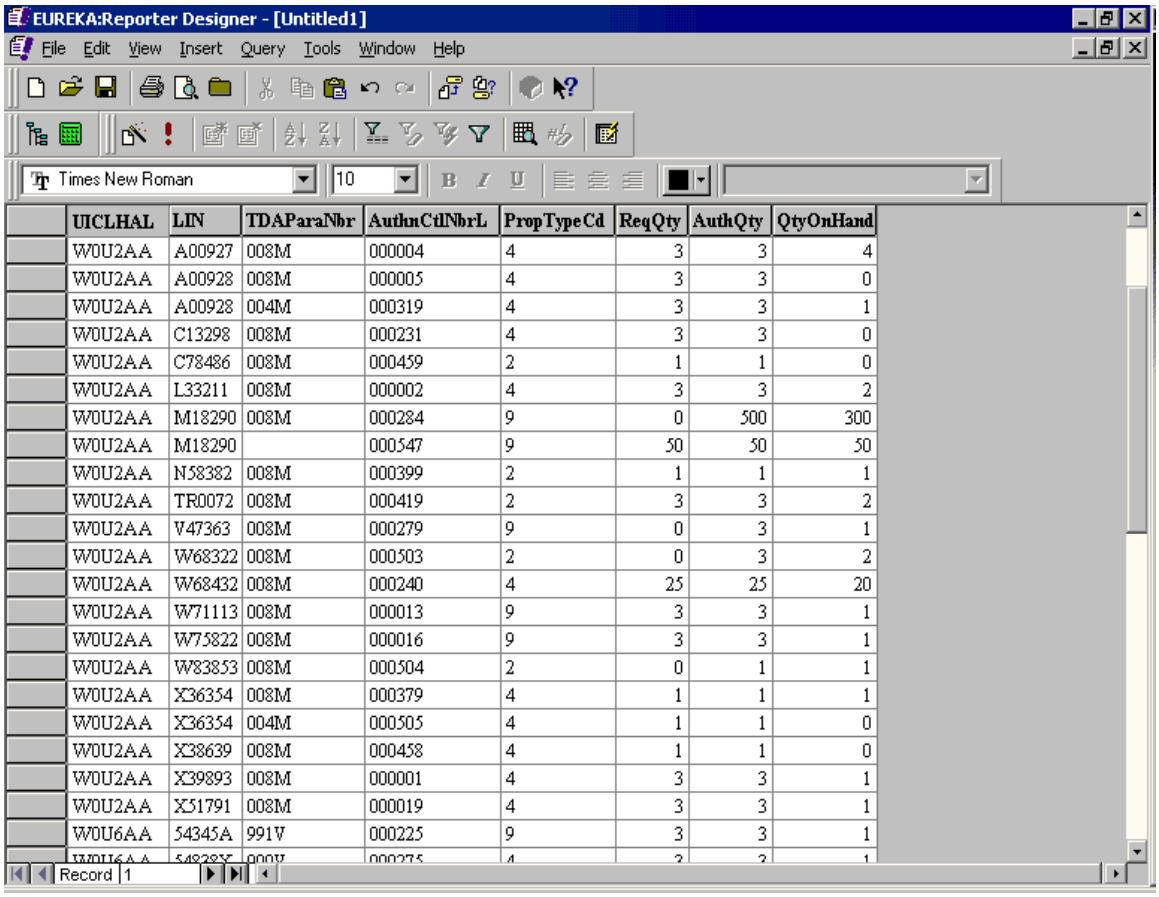
Before you can delete an authorization, you will need to make sure that there are no assets on hand with that particular authorization nor can there be any existing due in quantities for that authorization.

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**.

Authorizations Report

MODULE: Ad Hoc Reports

Below is an example of a report listing of Authorizations, generated with *Eureka*, which we will learn later. It is sorted by UIC and LIN.



UICLHAL	LIN	TDAParaNbr	AuthnCtlNbrL	PropTypeCd	ReqQty	AuthQty	QtyOnHand
W0U2AA	A00927	008M	000004	4	3	3	4
W0U2AA	A00928	008M	000005	4	3	3	0
W0U2AA	A00928	004M	000319	4	3	3	1
W0U2AA	C13298	008M	000231	4	3	3	0
W0U2AA	C78486	008M	000459	2	1	1	0
W0U2AA	L33211	008M	000002	4	3	3	2
W0U2AA	M18290	008M	000284	9	0	500	300
W0U2AA	M18290		000547	9	50	50	50
W0U2AA	N58382	008M	000399	2	1	1	1
W0U2AA	TR0072	008M	000419	2	3	3	2
W0U2AA	V47363	008M	000279	9	0	3	1
W0U2AA	W68322	008M	000503	2	0	3	2
W0U2AA	W68432	008M	000240	4	25	25	20
W0U2AA	W71113	008M	000013	9	3	3	1
W0U2AA	W75822	008M	000016	9	3	3	1
W0U2AA	W83853	008M	000504	2	0	1	1
W0U2AA	X36354	008M	000379	4	1	1	1
W0U2AA	X36354	004M	000505	4	1	1	0
W0U2AA	X38639	008M	000458	4	1	1	0
W0U2AA	X39893	008M	000001	4	3	3	1
W0U2AA	X51791	008M	000019	4	3	3	1
W0U6AA	54345A	991V	000225	9	3	3	1

Practical Exercise: Adding Authorizations

Title: Adding Authorizations

Objectives: At the completion of this practical exercise you will be able to add authorizations to your assigned hand receipt holders TDA Paragraph Number.

Prerequisites: Access to Authorization 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**
Locally purchased Graphic Computer • (LIN **XX**209N)	• Locally purchased Graphic Computer (LIN 70209N)
• Locally purchased Cargo Truck (LIN **XX**496T)	• Locally purchased Cargo Truck (LIN 99999N)

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

Class Discussion: Q & A

Introduction To The Document Register

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

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

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

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

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

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

Requesting A Document Number

MODULE: Document Register

INTRODUCTION

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

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

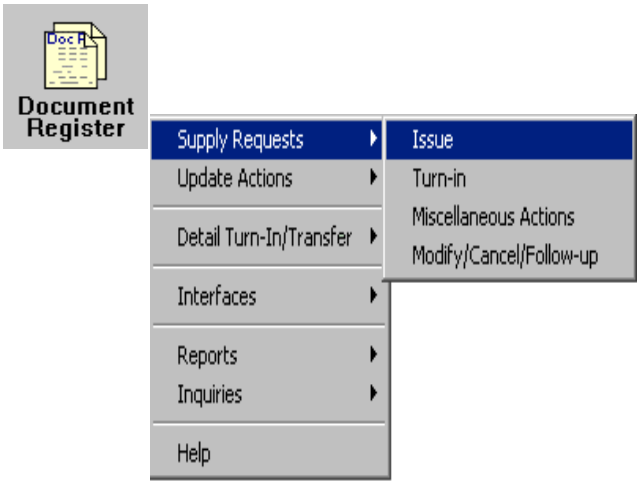
PREREQUISITES

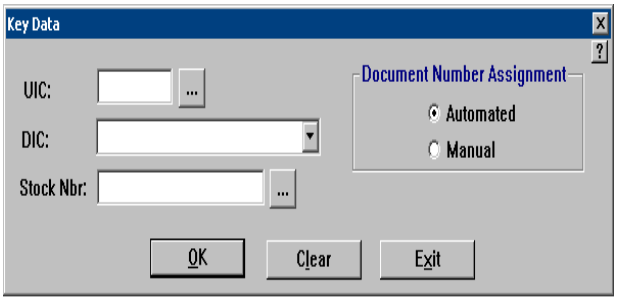
Before the DPAS Automated Document Number Assignment feature can be used, the document number range and associated Block must be established on the Document Number Range table. This table is located in the DPAS Utilities Module.

STEPS TO PERFORM ACTION

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

.





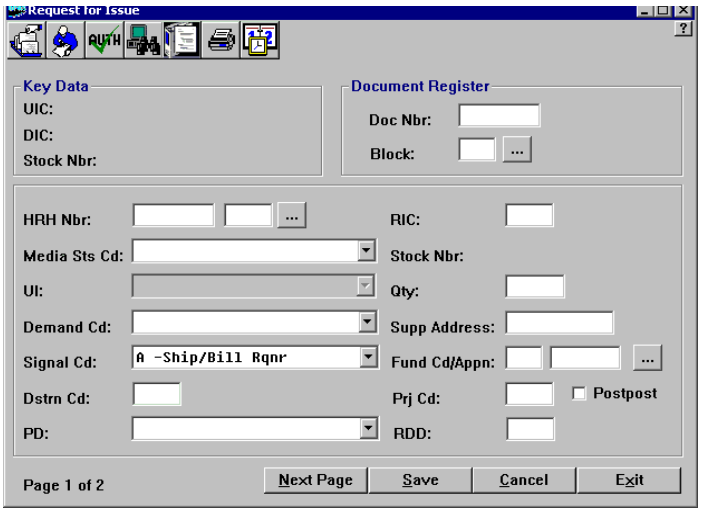
STEP 1:

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

STEP 2:

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

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

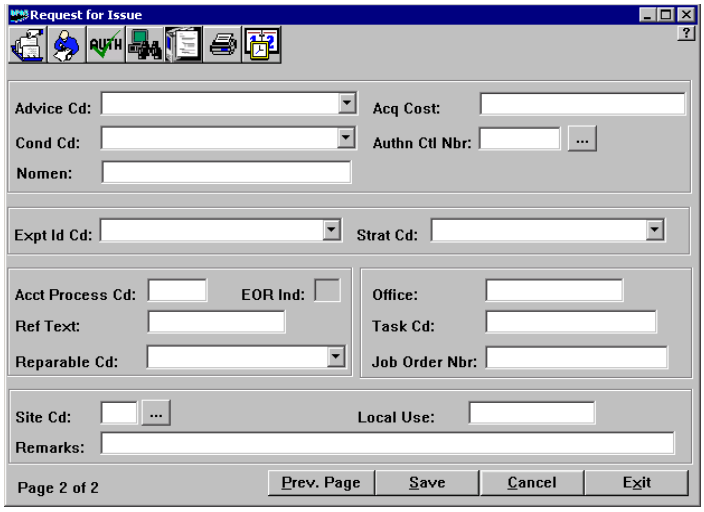


b. **Block:** Click the browse button to display the blocks of document numbers for assignment.

HINTS!

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

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



STEP 3:

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

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

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

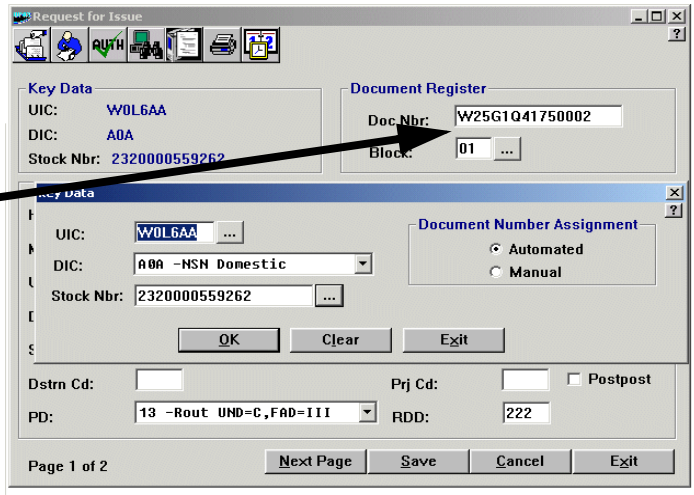
If you had DPAS generate an **automated** document number, notice that after you process the transaction that the document number is displayed. You may have to move the Key Data screen to see the document number.

The Transaction Processed dialog box will be displayed.

s. Click **OK**.

You will be returned to the Key Data screen.

Notice that the Document Number is assigned.



t. Click **Exit**.

Practical Exercise: Request for Issue

Title: Create a Request for Issue Document

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

Prerequisites: Access to Document Register module

References: Reference in the Chapter One

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

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

Given:

For Army (Replace **XX** with your Student Number)	**For Marine Corps**
• Locally purchased Graphic Computer (LIN **XX**209N)	• Locally purchased Graphic Computer (LIN 70209N)
• Locally purchased Cargo Truck (LIN **XX**496T)	• Locally purchased Cargo Truck (LIN 99999N)

For All Other Agencies
• Locally purchased Graphic Computer
• Locally purchased Cargo Truck

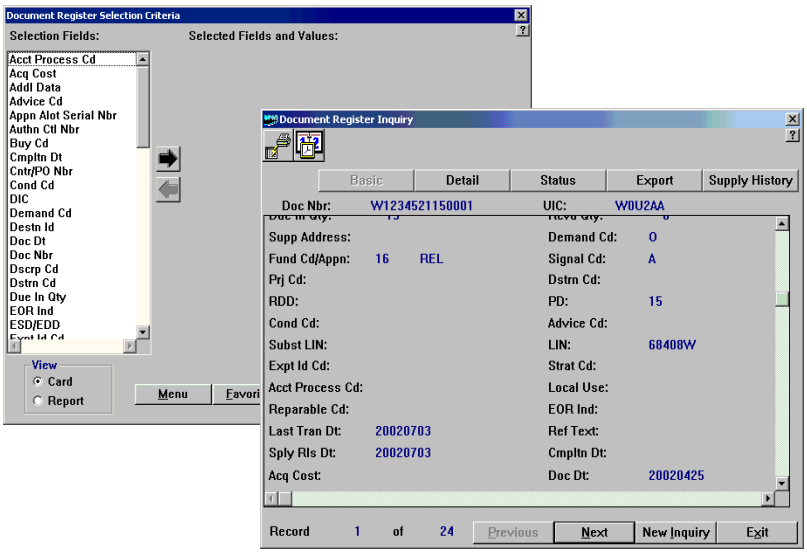
Summary: Verify your results by running the appropriate inquiries and reports

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)**.

Running A Report Of Open Supply Actions

MODULE: Document Register

INTRODUCTION

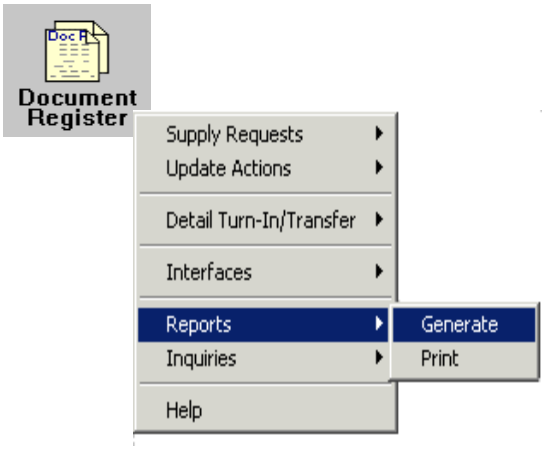
The following steps will demonstrate how to generate the Open Supply Actions report in DPAS.

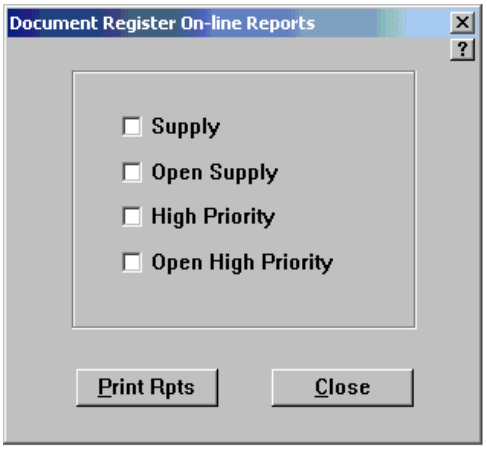
PREREQUISITES

None

STEPS TO PERFORM ACTION

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

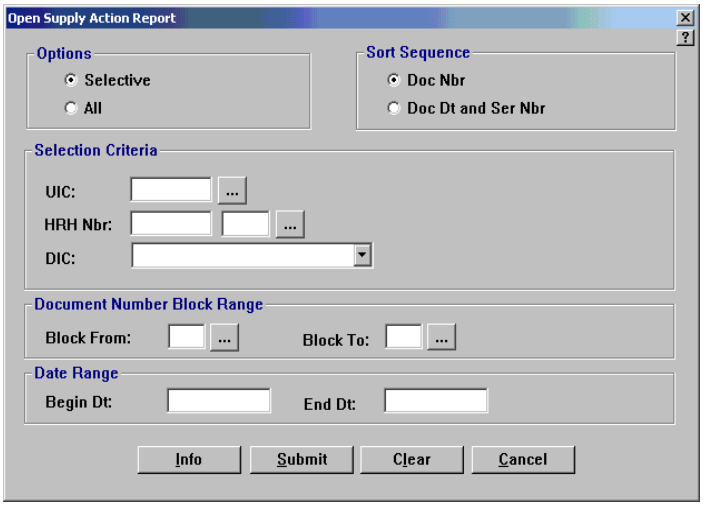




STEP 1:

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

STEP 2:



a. **Options Group Box:** Select the appropriate option.

- **Selective:** Allows you to select a UIC, HRH Nbr, and DIC.
- **All:** Allows you to only select the DIC.

b. **Sort Sequence Group Box:** Select how you want your report sorted.

Selection Criteria Group Box:

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

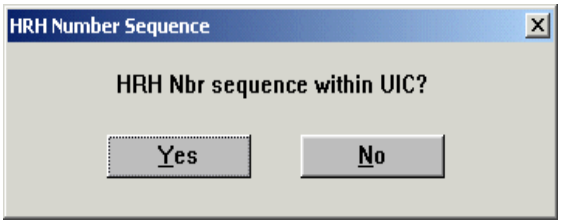
Document Number Block Range Group Box (Optional):

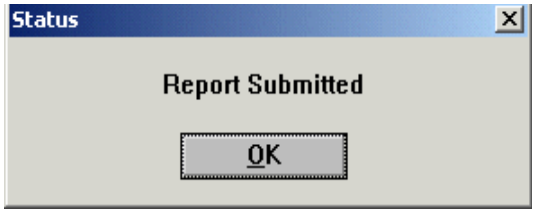
f. **Block From:** Enter the beginning block number.
g. **Block To:** Enter the ending block number.

Date Range Group Box (Optional):

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

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





STEP 3:

- Click **OK**.

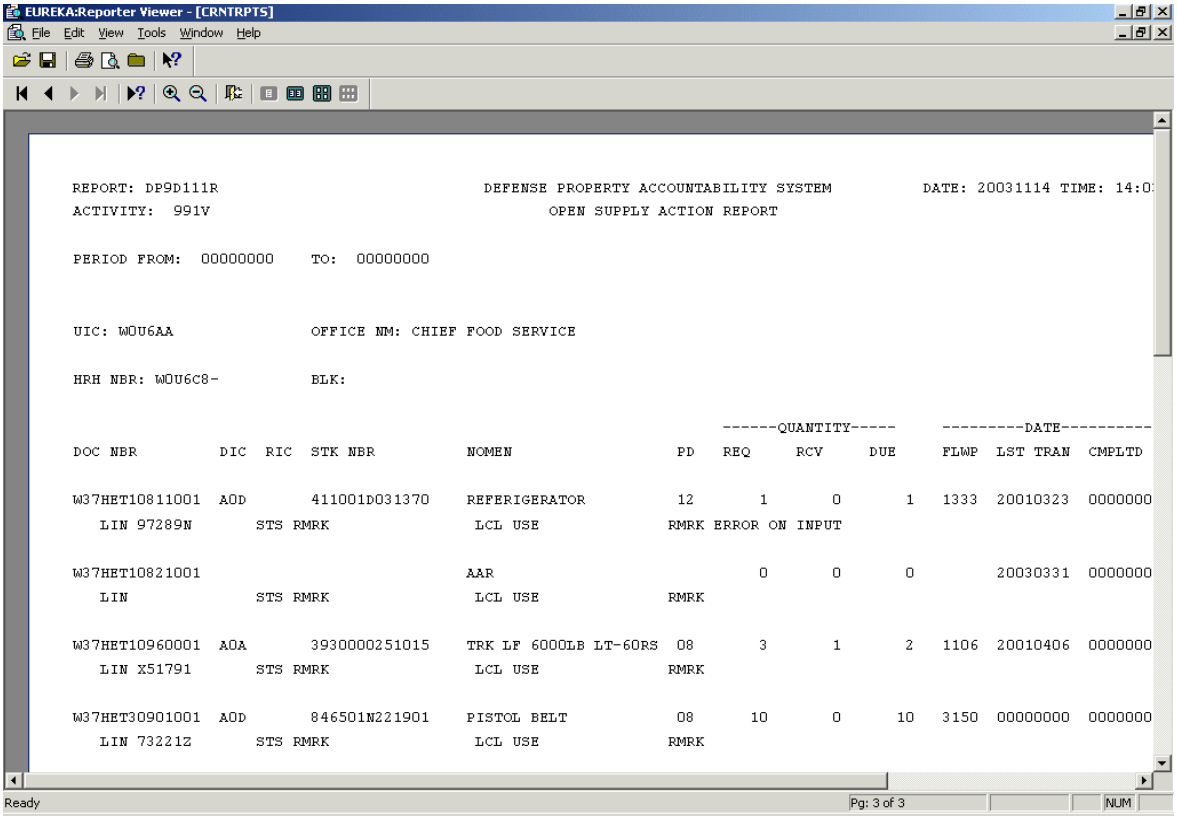
You can now print or view your Open Supply Action Report. When you submit the report, DPAS will return you to the **On-Line Document Register Reports**.

STEP 4:

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

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

Below is an example of this report:




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

PERIOD FROM:  00000000    TO:  00000000


UIC: W0U6AA               OFFICE NM: CHIEF FOOD SERVICE

HRH NBR: W0U6C8-          BLK:

                                                                  ------QUANTITY-----     ---------DATE----------
DOC NBR         DIC  RIC  STK NBR          NOMEN                  PD   REQ     RCV     DUE     FLWP  LST TRAN  CMPLTD

W37HET10811001  A0D       411001D031370    REFERIGERATOR          12     1       0       1    1333  20010323  0000000
   LIN 97289N       STS RMRK               LCL USE              RMRK ERROR ON INPUT

W37HET10821001                             AAR                           0       0       0          20030331  0000000
   LIN              STS RMRK               LCL USE              RMRK

W37HET10960001  A0A       3930000251015    TRK LF 6000LB LT-60RS  08     3       1       2    1106  20010406  0000000
   LIN X51791       STS RMRK               LCL USE              RMRK

W37HET30901001  A0D       846501N221901    PISTOL BELT            08    10       0      10    3150  00000000  0000000
   LIN 73221Z       STS RMRK               LCL USE              RMRK
```

Introduction To Hand Receipt

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

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

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

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

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

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

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

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

Adding Items To The Property Book

MODULE: Hand Receipt

INTRODUCTION

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

PREREQUISITES

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

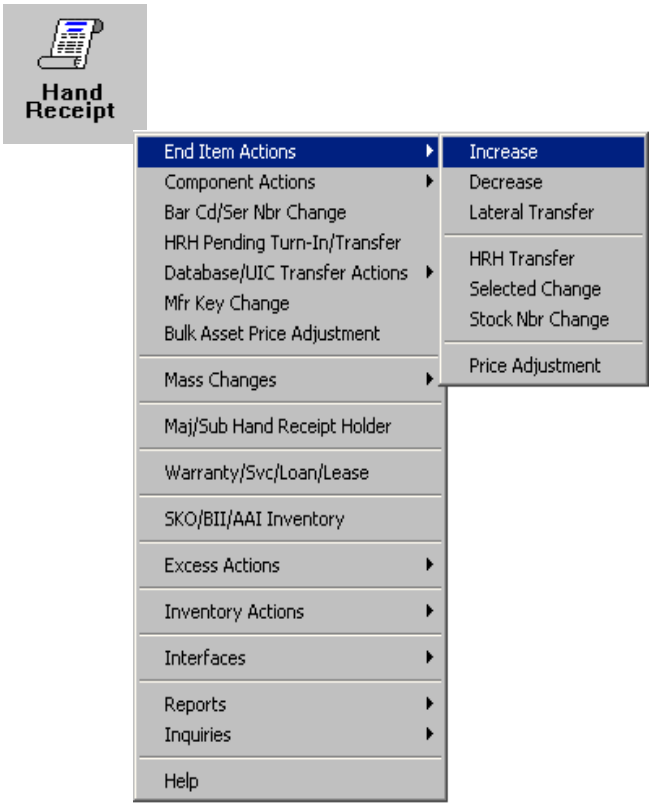
If your Activity uses the Authorizations, you will need to have an authorization for the item. Refer to Chapter One, **Adding Authorizations**.

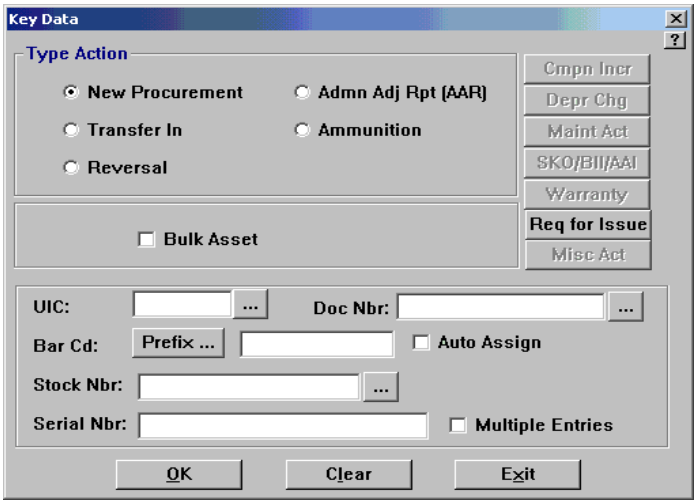
If your Activity uses the Document Register, you will need to obtain a document number for the item. Refer to Chapter One, **Requesting A Document Number**.

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

STEPS TO PERFORM ACTION

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





STEP 1:

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

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

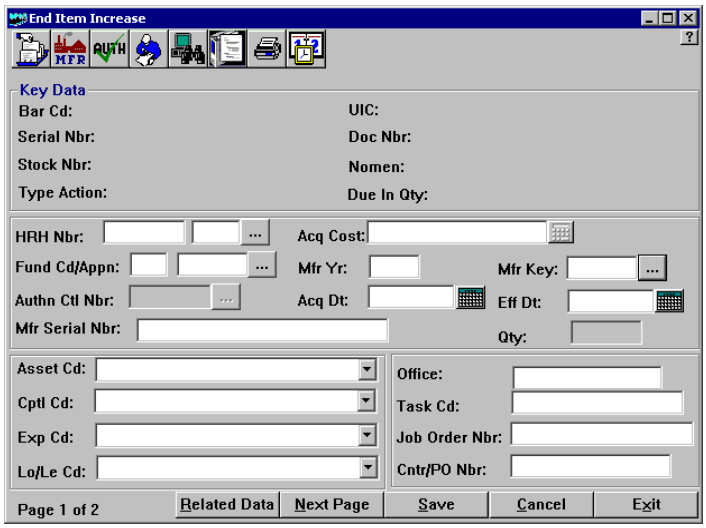
b. **Bulk Asset:** Check this box if the asset is bulk managed. In order to use the Bulk Asset check box, the item must be cataloged with a Management Code of B (bulk managed).
c. **UIC:** Enter or browse for your UIC. You can set User Defaults to automatically display this field).
d. **Doc Nbr:** Enter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

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

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

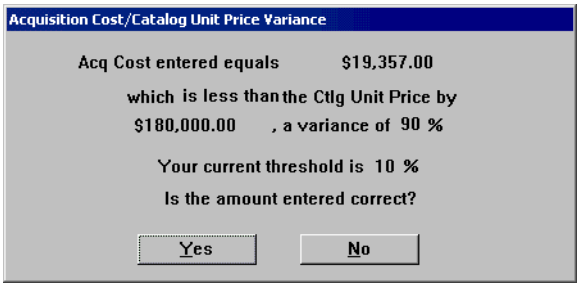
STEP 2:

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

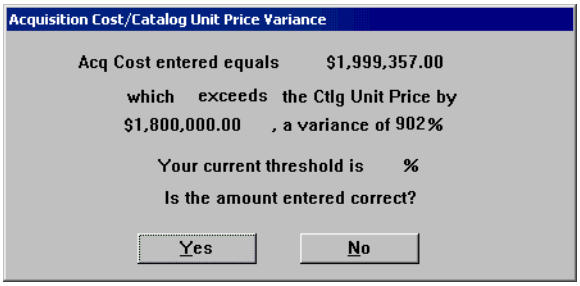


If the Acquisition Cost is less than or greater than the Unit Price on the Catalog by a set percentage (the default is 10 percent), the following warning dialog boxes will be displayed respectively upon processing the transaction. You will be able to accept the cost or cancel it to make a change to the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

LESS THAN

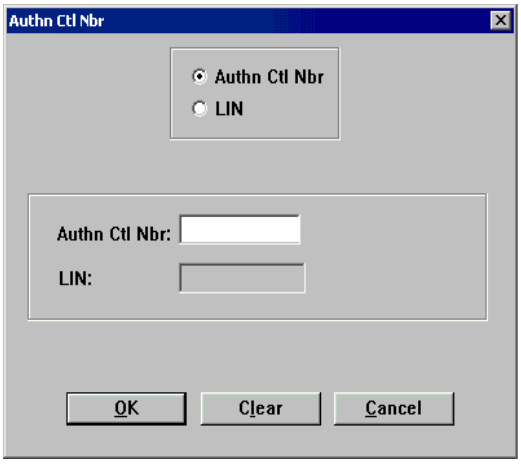


GREATER THAN



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.

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

About Task Codes and Job Order Numbers:

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

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

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

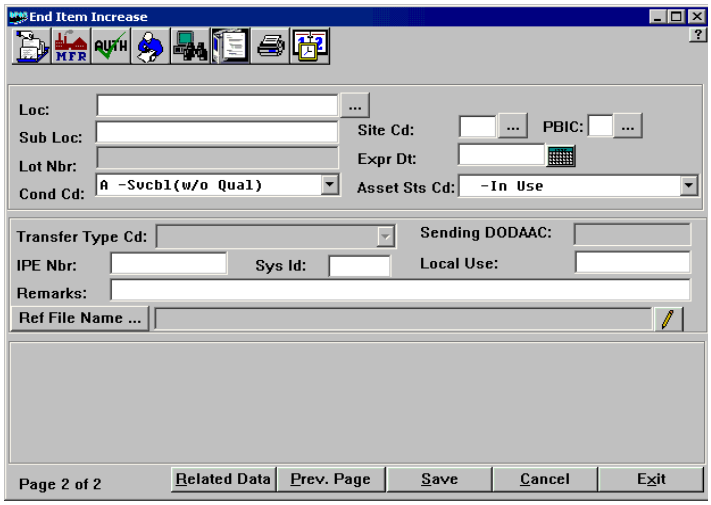
Procurement	De-installation
Transportation and Shipping	Maintenance
Installation	Disposal

NOTES:

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

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

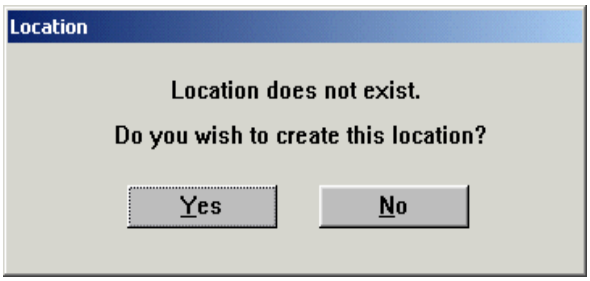
STEP 3:



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

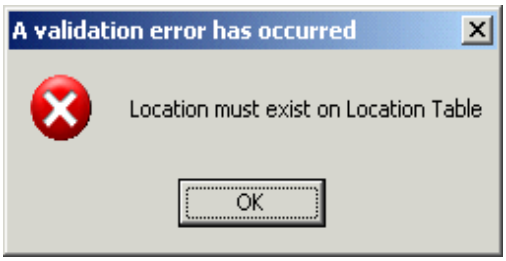
j. **Sending DoDAAC:** If the asset is being transferred in, enter the losing Activity's DoDAAC.
k. **IPE Nbr:** Enter the Industrial Plant Equipment number, if used.
l. **Sys Id:** Enter the user-defined system identification number, if used.
m. **Local Use:** This is a free field.
n. **Remarks:** Enter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

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

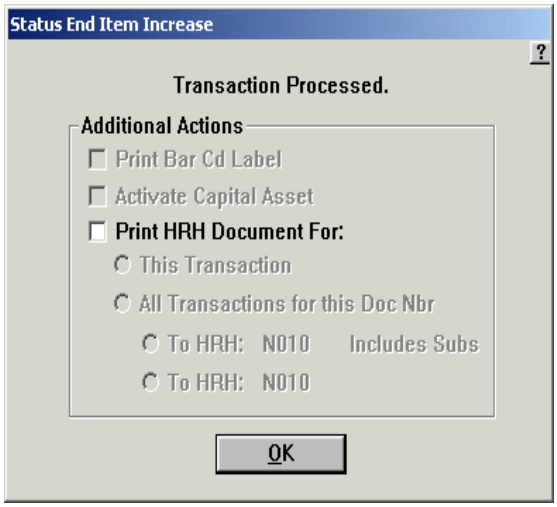


If you want to create this new location, click **Yes**; otherwise, click **No**.

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



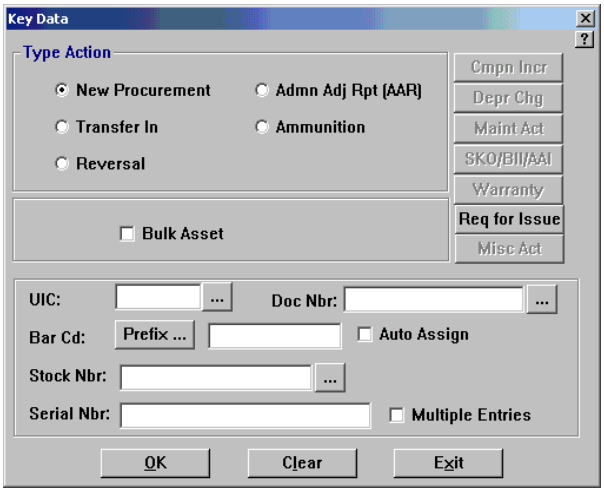
When you click **Save**, the following dialog box will be displayed:



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

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

You are returned to the Key Data screen.



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

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

Click Cmpn Incr to add component items to this asset.

Click Depr Chg to add or update depreciation information for capital assets.

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

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

Click SKO/BII/AAI to configure the asset as a set, kit or outfit.

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

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

Click [Misc Act] 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 [Clear] to clear the data from the screen or to add another asset to the property book.

Click [Exit] 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**
• Locally purchased Graphic Computer (Stock Number 702500X5022**XX** Price $1,350.00)	• Locally purchased Graphic Computer (Stock Number 702500X502259, Price $2,685.00)
• Locally purchased Cargo Truck (Stock Number 23200147113**XX** Capital asset price $135,000.00)	• Locally purchased Cargo Truck (Stock Number 1730014659518, Capital asset price $280,167.00)

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

Class Discussion: Q & A

Introduction To Accounting

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

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

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

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

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

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

Activating Depreciation For A Capital Asset

MODULE: Accounting

INTRODUCTION

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

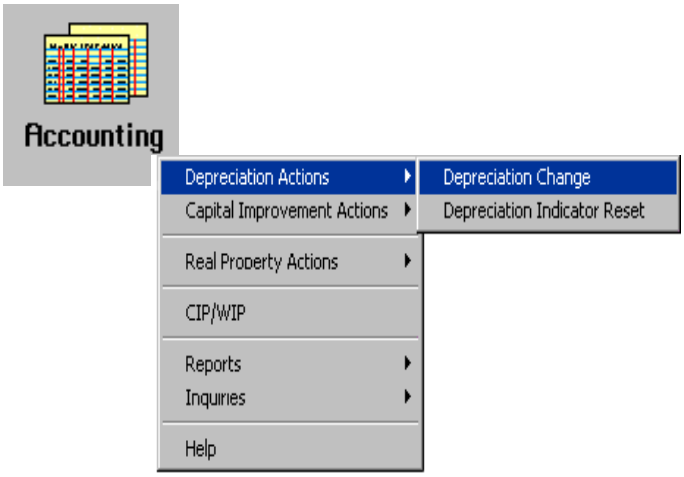
PREREQUISITES

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

STEPS TO PERFORM ACTION

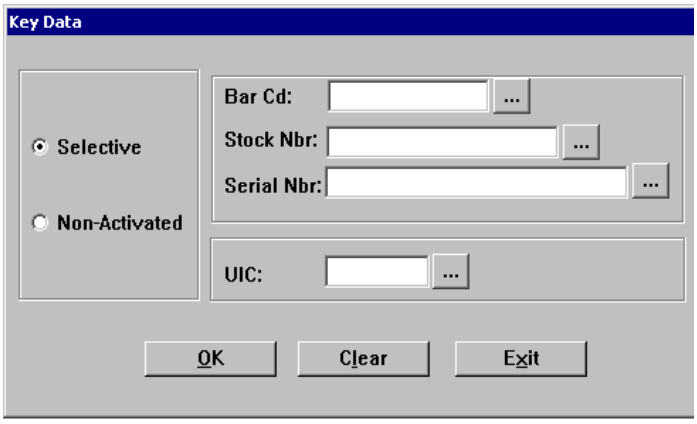
To Activate an Item for Depreciation from the End Item Increase Key Data screen, use the following steps:

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



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

STEP 1:



a. Select the appropriate option:

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

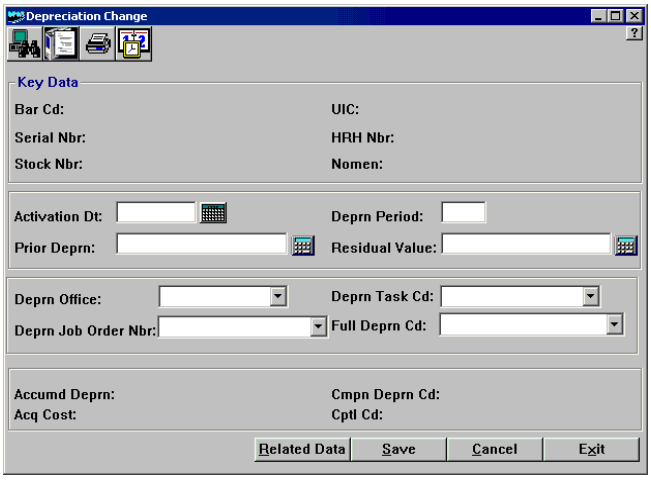
Non-Activated: Select this radio button to display a list of all the capital assets that have not yet been activated for depreciation. If you select this, you will be able to select the specific record you wish to activate for your UIC.

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

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

c. **UIC:** Enter or browse for your UIC.
d. Click **OK**.

STEP 2:



a. **Activation Dt:** Enter the Activation Date in YYYYMMDD format (or use the calendar button to select the appropriate date).
b. **Deprn Period:** If the Depreciation Period is to be other than what is displayed, then change the period to reflect the depreciation period in months.
c. **Prior Deprn:** If the asset is a new procurement, this field is not accessible. If the asset is transferred in, then enter any Prior Depreciation for the item.
d. **Residual Value:** If applicable to your Activity, enter the residual value (or salvage/junk value) for the item.
e. **Deprn Office:** Enter the office where depreciation expenses are charged (based on local policies).
f. **Deprn Task Cd:** Enter the depreciation task code that is assigned by your Finance and Accounting office.
g. **Deprn Job Order Nbr:** Enter the job order number or code where depreciation expenses are charged.

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

HINTS!

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

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

i. Click **Save**.

The Transaction Processed dialog box will be displayed.

j. Click **OK**.

You will be returned to the Key Data screen.

k. Click **Exit**.

Practical Exercise: Activating A Capital Asset

Title: Activate a Capital Asset for Depreciation

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

Prerequisites: Access to the Accounting Module.

References: Reference in the Chapter One

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

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

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

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

Class Discussion: Q & A

Adding Warranty/Service Information

MODULE: Hand Receipt/Maintenance & Utilization

INTRODUCTION

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

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

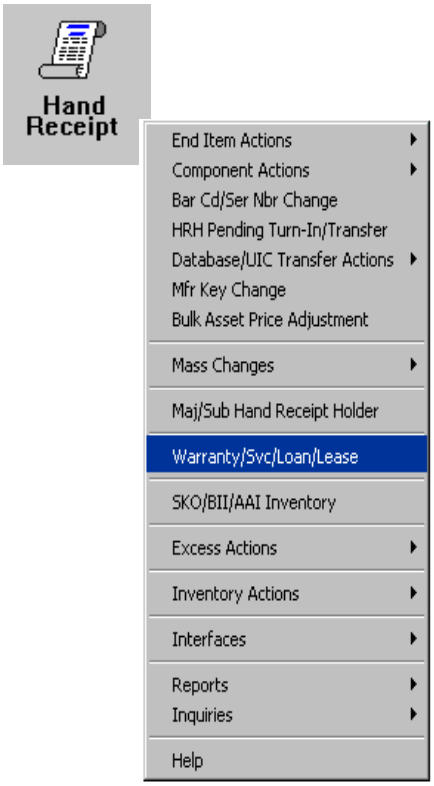
PREREQUISITES

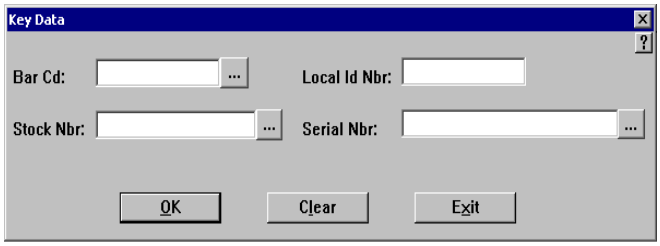
None

STEPS TO PERFORM ACTION

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

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





STEP 1:

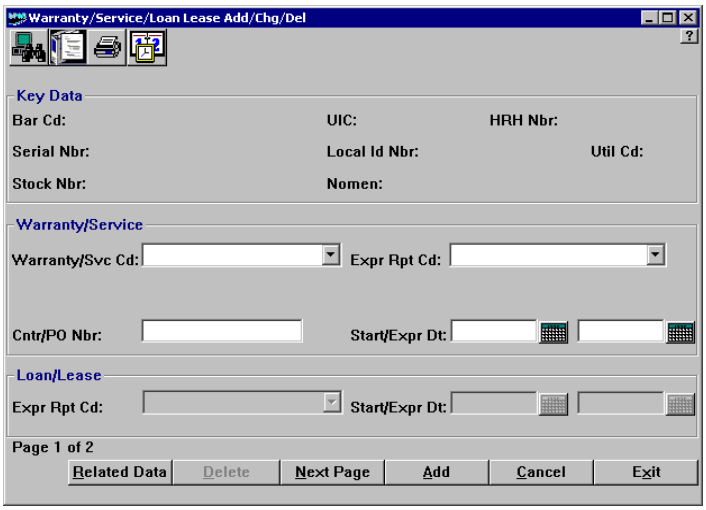
a. **Bar Cd:** If your Activity uses bar codes, enter the bar code of the asset, otherwise:

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

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

c. Click **OK**.

STEP 2:



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

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

b. **Expr Rpt Cd:** Click on the drop down list button. Select the appropriate number of days in advance of the warranty/ service agreement expiration date that an asset will appear on the Warranty/ Service/Loan/Lease Report.

c. **Warranty Hrs/Miles:** This field will only display if the asset has been cataloged with a Utilization Code of **hours** or **miles**. In such a case, enter the number of warranty miles or hours.

d. **Cntr/PO Nbr:** Enter the contract or purchase order number, if available.

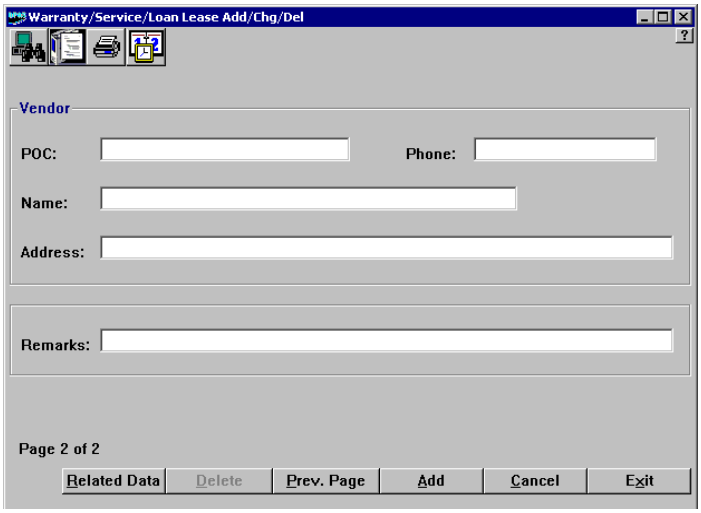
e. **Start/Expr Dt:** In the first box, enter the date the warranty or service started for the asset. In the second box, enter the date the warranty or service is to end for the asset.

Loan Lease Group Box:

f. **Expr Rpt Cd:** Click on the drop down list button. Select the appropriate number of days in advance of the loan/lease agreement expiration date that an asset will appear on the Warranty/ Service/Loan/ Lease Report.

g. **Start/Expr Dt:** In the first box, enter the date the loan or lease started for the asset. In the second box, enter the date the loan or lease is to end for the asset.

h. Click **Next Page**.



STEP 3:

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

The Transaction Processed dialog box will be displayed.

g. Click **OK**.

You will be returned to the Key Data screen.

h. Click **Exit**.

Changing Warranty Information

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

Deleting a Catalog Record

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

Generating A Hand Receipt Report By Authorization

MODULE: Hand Receipt

INTRODUCTION

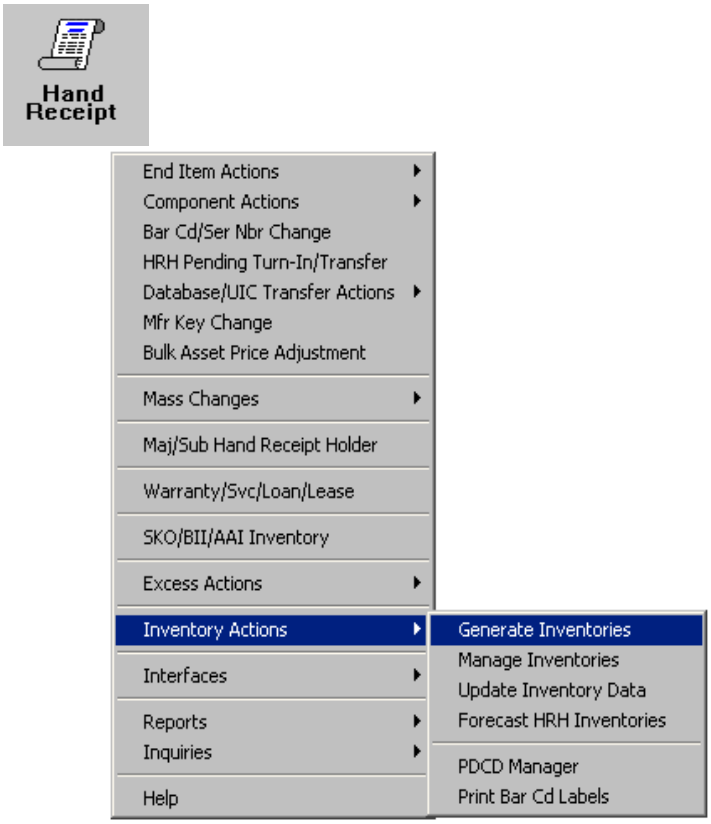
This section will demonstrate how to generate a Hand Receipt report by Authorization.

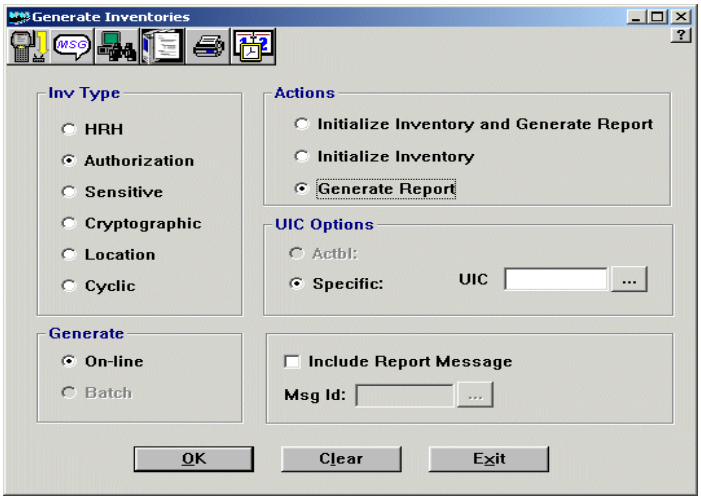
PREREQUISITES

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:

Inv Type Group Box:

a. Select **Authorizations**.

Actions Group Box:

b. Select **Generate Report**.

UIC Options Group Box:

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

Generate Group Box:

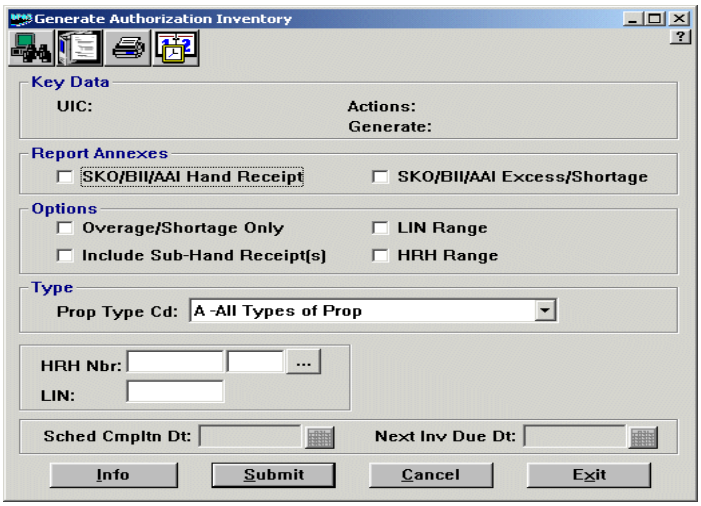
d. Select whether you want this report to run On-line (immediately) or in the Batch (overnight) process. If your property book is large, it may be a good idea to run this process in Batch so not to degrade the system.
e. If you want to include a Report Message, check this box.
f. **Msg Id:** If you chose to include a report message, browse for the message you wish to include. These messages are built in the **Utilities** module.
g. Click **OK**.

STEP 2:

Report Annexes Group Box:

a. If desired, select a report annex report.

Report Type	
SKO/BII/AAI Hand Receipt	Check if you want a hand report listing of your SKOs, BIIs, and AAIs.
SKO/BII/AAI Excess/Short-age	Check if you want an excess and shortage report of your SKOs, BIIs, and AAIs.



Options Group Box:

b. If desired, select an option.

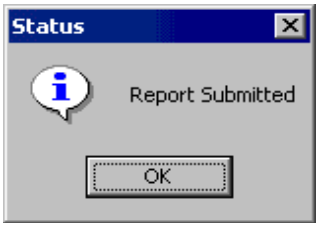
Option Type	
Overage/Shortage Only	The Authorization Hand Receipt Report automatically generates an Overage/Shortage Annex (UIC/ DPTD223R, HRH/DPTD224R) as part of the basic hand receipt report. If the user desires the Overage/ Shortage only, then this box is checked.
Include Sub-Hand Receipt(s)	Select this check box if you want to request a range of Major HRH Nbrs with all of its Subs included (this can also be used with the HRH Range). The screen Sub HRH Nbr input field will be deactivated when this check box is selected.
LIN Range	This check box will allow the specific pulling of the Authorization Hand Receipt Report by a specified Line Item Number (LIN) range. This range is used primarily for Special/Cyclic inventories.
HRH Range	Select this check box if you want to request a range of Major HRH Nbrs. If you also want to include Subs, select the "Include Sub-Hand Receipt(s)" check box. The screen HRH Nbr input field will be deactivated when a HRH Range is entered.

Type Group Box:

c. Click on the drop down list box to display the Property Type Codes. DPAS defaults to **A-All Types of Property**. Refer to **Adding Authorizations** for a description of the Property Type codes.
d. **HRH Nbr:** Enter the Hand Receipt Holder for which you are generating this report. If you selected HRH Range in the Options group box, you will be prompted to enter the beginning HRH Nbr and the ending HRH Nbr.
e. **LIN:** If you want a listing of a specific LIN for your HRH Nbr, enter that LIN. If you selected LIN Range in the Options group box, you will be prompted to enter the beginning LIN and the ending LIN.
f. Click **Submit**.

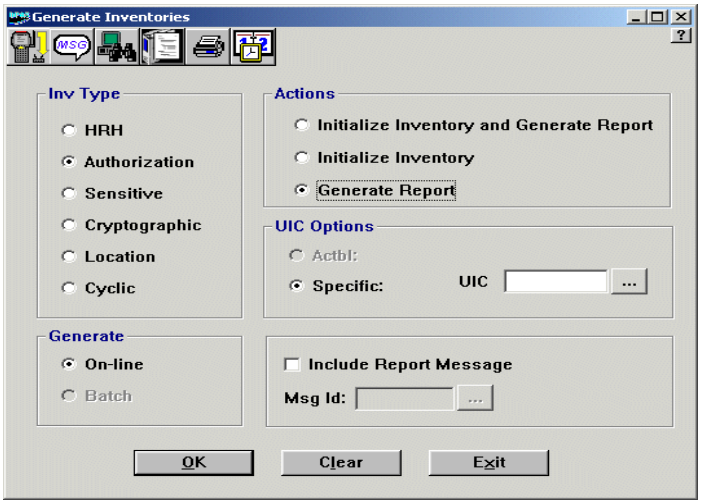
The Sched Cmpltn Dt and Next Inv Due Dt are only available if you are generating an inventory.

The following dialog box is displayed:



g. Click **OK**.

You can now print or view your Hand Receipt Report.

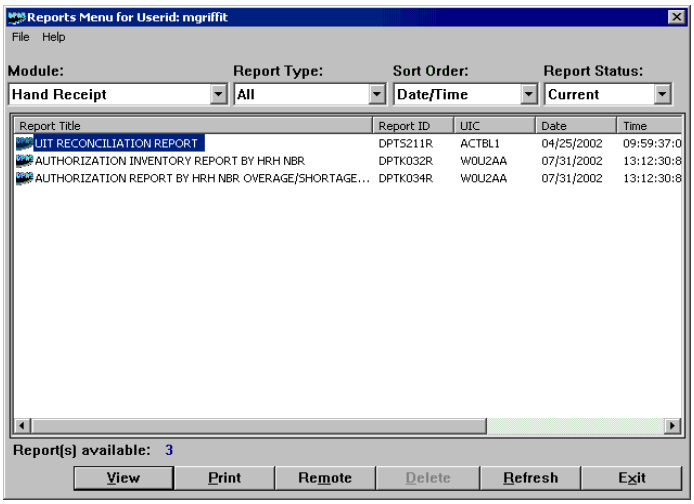


STEP 3:

- Click on the from the tool bar.

STEP 4:

a. Select the **Authorization Inventory Report by HRH Nbr** report.
b. Click **View**.



Below is a sample of the **Authorization Inventory Report By HRH Nbr:**

```
REPORT: DPTK032R                    DEFENSE PROPERTY ACCOUNTABILITY SYSTEM          DATE:  20
ACTBL UIC:  ACTBL1                 AUTHORIZATION INVENTORY REPORT BY HRH NBR
UIC/ACTIVITY:  W0U2AA 1232                                                          INV LIST :
ACTIVITY NAME: RLSE 16 TEST                                                         SCHED CMP
PROP TYPE: INSTL PROPERTY (STATION PROPERTY)
LIN RANGE:        -
HRH NBR: W0U2AA -


PROP TYPE: INSTL PROPERTY (STATION PROPERTY)

AUT LIN  SUB LIN   GENERIC NOMEN                          AUTH DOC       SITE  DUE IN    REQ
STK NBR         UI NOMEN                                  DOC NBR        CD    STATUS
                                          TOTAL ACQ COST
-----------------------------------------------------------------------------------------
W0U2AA-                 FG45453                 1                  $600,000.00              ___

7025000320001   EA MONITOR
                                             $118,870.00

                                                LOSS SITE
HRH NBR    BAR CD       SER NBR/LOT NBR      QTY   CD  CD          ITEM ACQ COST MFR PART NBR
---------- ----------   ---------------      ----- --  --  --------------------- --------------
W0U2AA-                 23123212                1                    $34,534.00 1232-M        ___
W0U2AA-                 234567                  1                    $53,453.00 1232-M
W0U2AA-                 544565                  1                     $5,345.00 1232-M
W0U2AA-                 546464                  1                     $7,868.00 1232-M
```

Generating A Hand Receipt Report By HRH Nbr

MODULE: Hand Receipt

INTRODUCTION

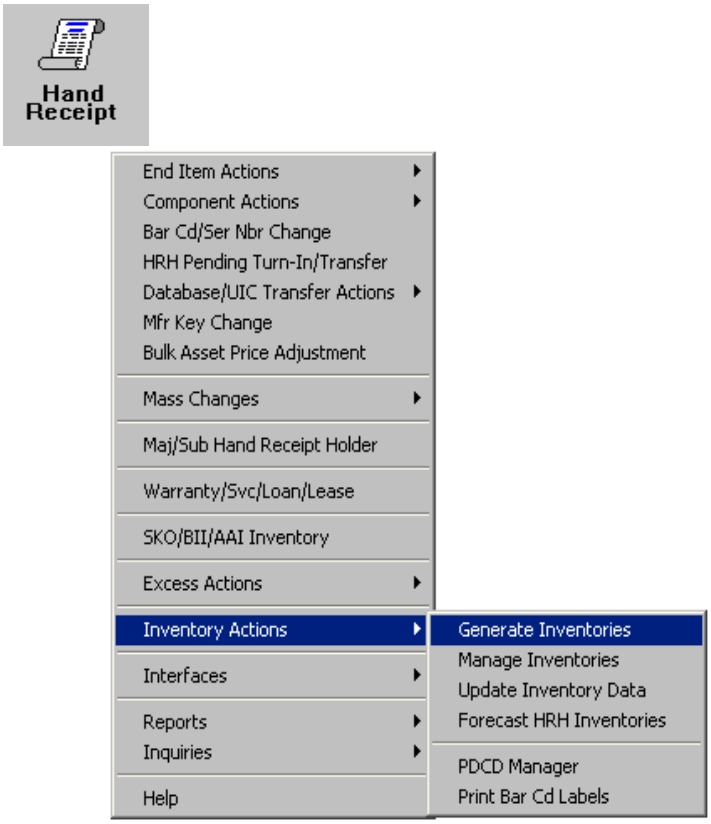
This section will demonstrate how to generate a Hand Receipt report by HRH Nbr.

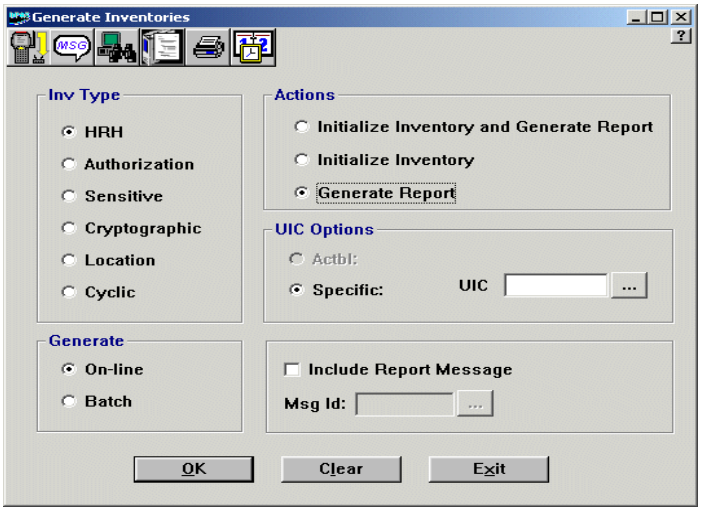
PREREQUISITES

None

STEPS TO PERFORM ACTION

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





STEP 1:

Inventory Type Group Box:

a. Accept the default **HRH**.

Actions Group Box:

b. Select **Generate Report**.

Generate Group Box:

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

UIC Options Group Box:

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

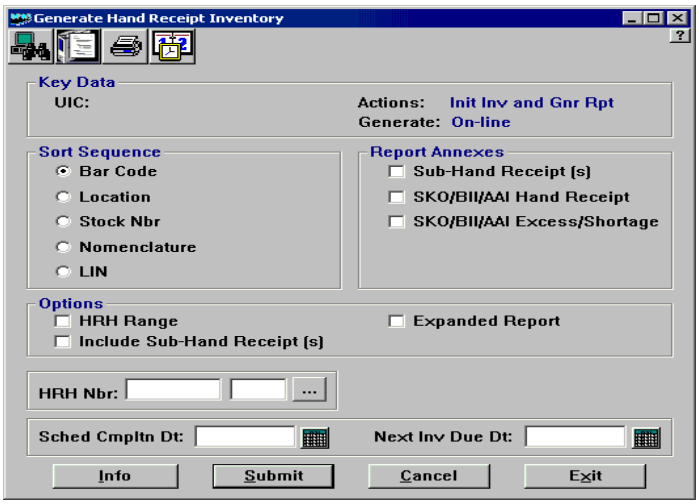
STEP 2:

Sort Sequence Group Box:

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

Report Annexes Group Box:

b. If desired, select a report annex report.



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

Options Group Box:

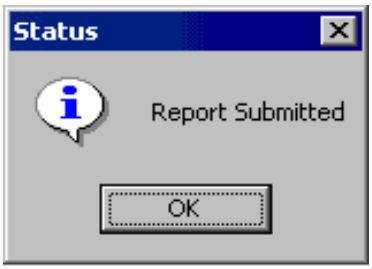
c. If desired, select an option.

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

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

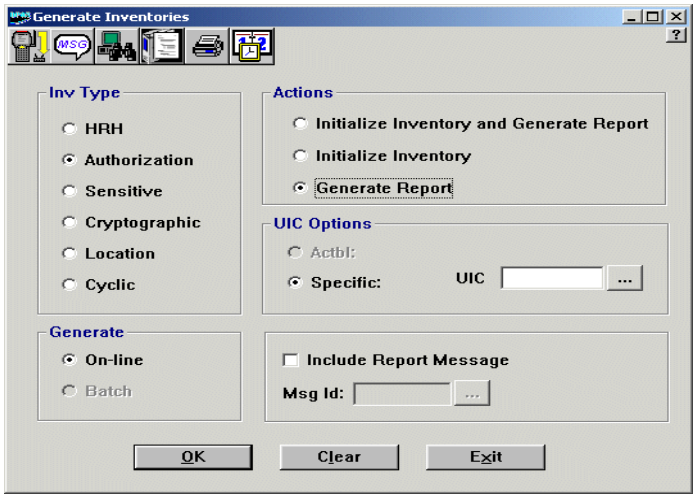
The Sched Cmpltn Dt and Next Inv Due Dt are only available if you are generating an inventory.

The following dialog box is displayed:



f. Click **OK**.

You can now print or view your Hand Receipt Report.

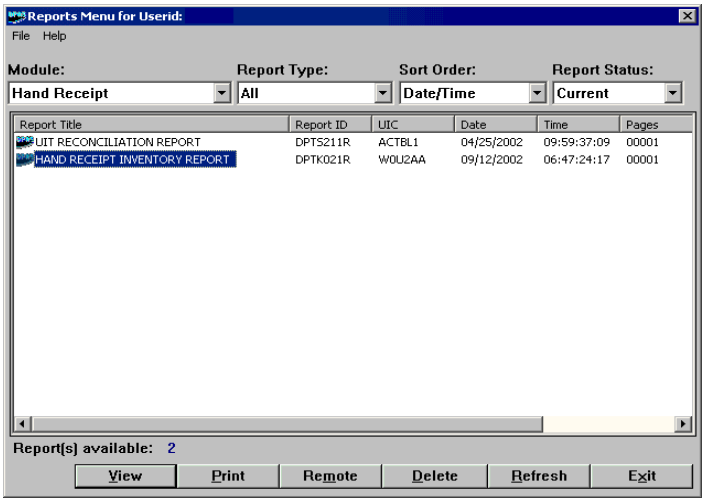


STEP 3:

- Click on the from the tool bar.

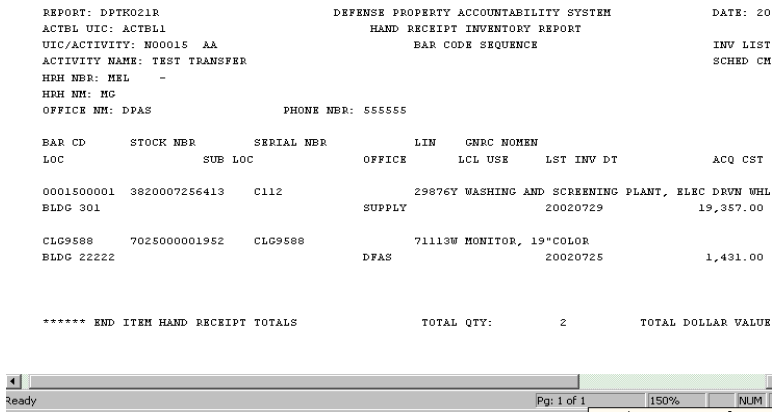
STEP 4:

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**.



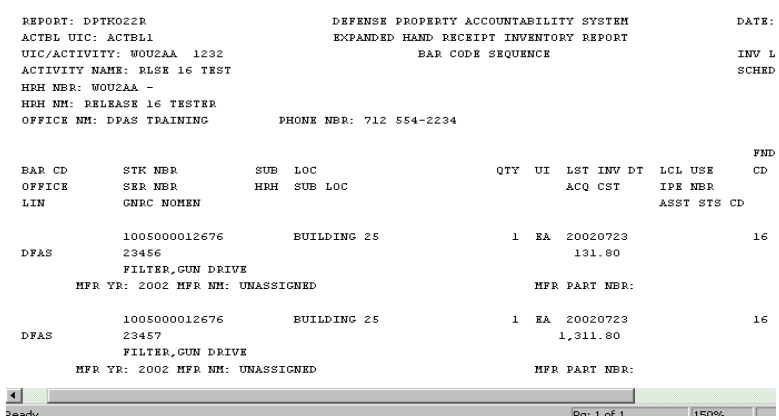
NOTE ABOUT THE GFP INVENTORY REPORT:
If a Hand Receipt inventory report is requested and the Hand Receipt Holder is a contractor, a Government Furnished Property (GFP) Inventory report is generated.
One of four versions of the Government Furnished Property (GFP) report is created. For On-line actions 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).

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.



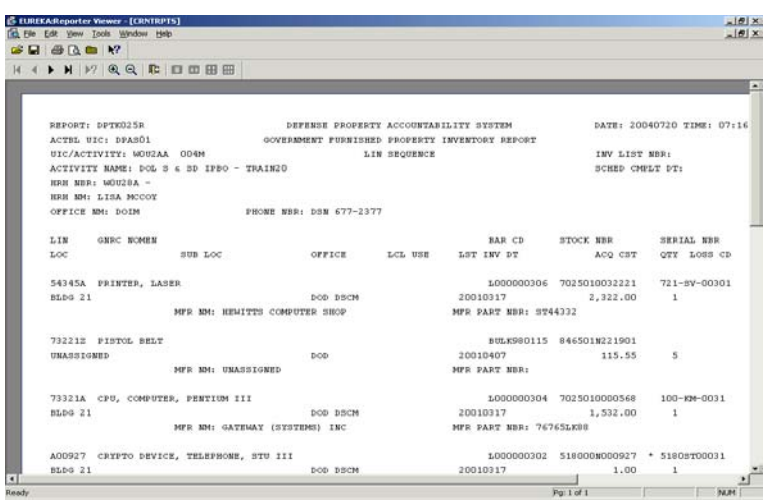
```
REPORT: DPTK021R                        DEFENSE PROPERTY ACCOUNTABILITY SYSTEM              DATE: 20
ACTBL UIC: ACTBL1                            HAND RECEIPT INVENTORY REPORT
UIC/ACTIVITY: N00015  AA                          BAR CODE SEQUENCE                        INV LIST
ACTIVITY NAME: TEST TRANSFER                                                               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
```

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:
```

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: W0U2AA  004M                        LIN SEQUENCE                             INV LIST NBR:
ACTIVITY NAME: DOL S & SD IPBO - TRAIN20                                                   SCHED CMPLT DT:
HRH NBR: W0U28A -
HRH NM: LISA MCCOY
OFFICE NM: DOIM                  PHONE NBR: DSN 677-2377

LIN     GNRC NOMEN                                                  BAR CD      STOCK NBR        SERIAL NBR
LOC                  SUB LOC               OFFICE       LCL USE     LST INV DT             ACQ CST    QTY  LOSS CD

54345A  PRINTER, LASER                                              L000000306  7025010032221    721-SV-00301
BLDG 21                                   DOD DSCM                  20010317             2,322.00      1
                     MFR NM: HEWITTS COMPUTER SHOP                  MFR PART NBR: ST44332

73221Z  PISTOL BELT                                                 BULK980115  846501N221901
UNASSIGNED                                DOD                       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: 76765LK88

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

Practical Exercise: Generate a Hand Receipt

Title: Create a Hand Receipt Report

Objectives: Generate a Hand Receipt Report by Authorizations

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

References: Reference in the Chapter One

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

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

Given: Hand Receipt Holder number given by Instructor.

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

Class Discussion: Q & A

Introduction To Turn-Ins

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

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

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

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

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

Obtaining A Turn-In Document Number

MODULE: Document Register

INTRODUCTION

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

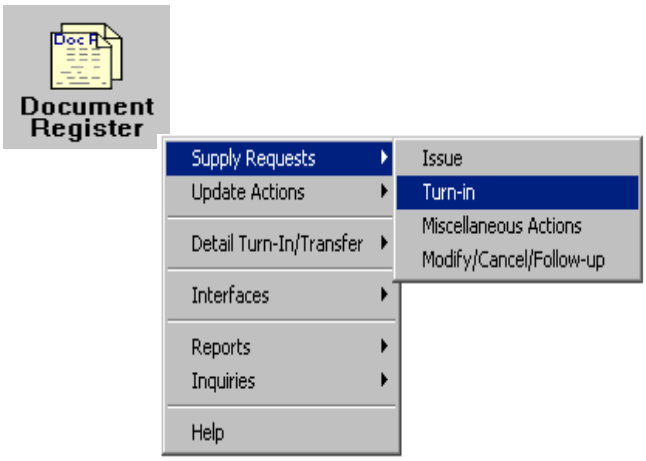
PREREQUISITES

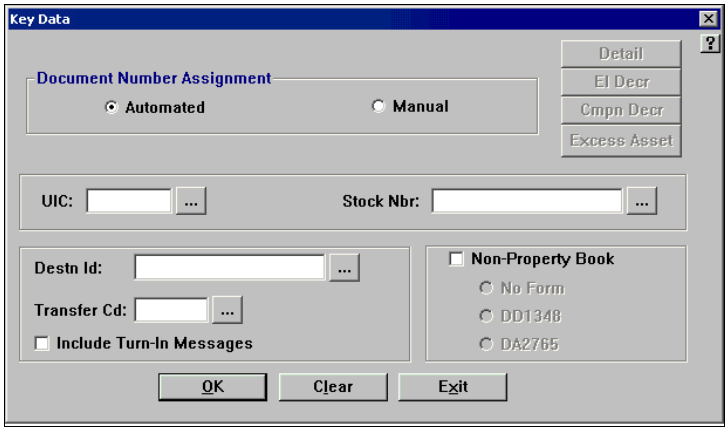
A Destination Identification code will need to be established. The Property Book Officer usually establishes these codes. This process can be found in Chapter Seven, **Create Destination Identification Codes**.

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

STEPS TO PERFORM ACTION

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





STEP 1:

Document Register Assignment Group Box:

a. Select the appropriate Document Number assignment.

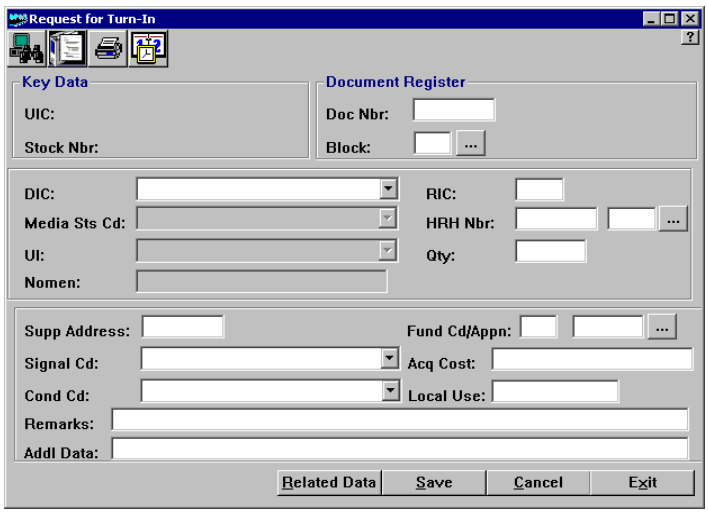
Assignment	
Automated	DPAS will automatically generate a document number once the transaction is processed.
Manual	This is a user defined document number that must be entered into the document number field by the user. **The Julian date cannot be equal to or greater than the current Julian date.**

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

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

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

STEP 2:



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

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

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

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

The Transaction Processed dialog box will be displayed.

r. Click **OK**.

You will be returned to the Key Data screen.

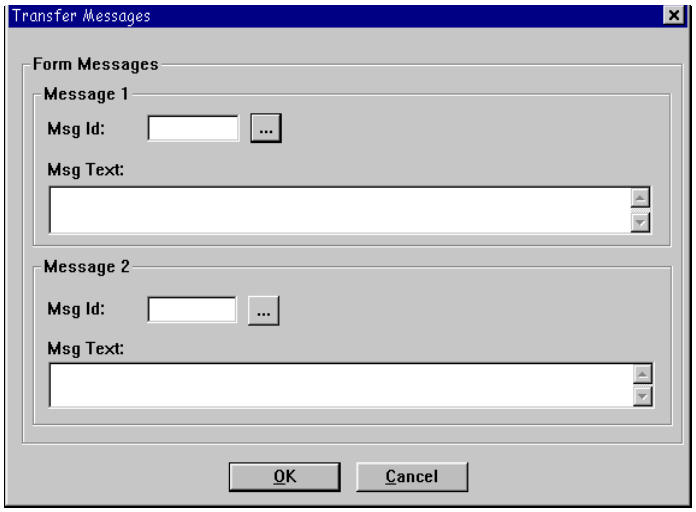
s. Click **Exit**.

NOTICE!!

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

INCLUDE TRANSFER MESSAGES:

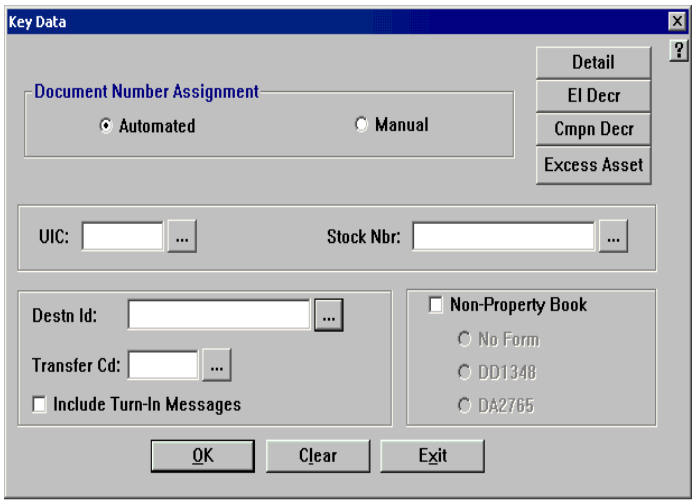
If you checked the **Include Transfer Messages** check box, you will have the ability to include two user defined messages. The following is an example of this screen:



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

STEP 3:

- Click **OK**.



Practical Exercise: Create A Turn-in Document

Title: Create a Turn-in Document

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

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

References: Reference in the manual Chapter One

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

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

Given: Hand Receipt by instructor

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

Class Discussion: Q & A

Designating An Asset To Turn-In/Transfer

MODULE: Hand Receipt/Document Register

INTRODUCTION

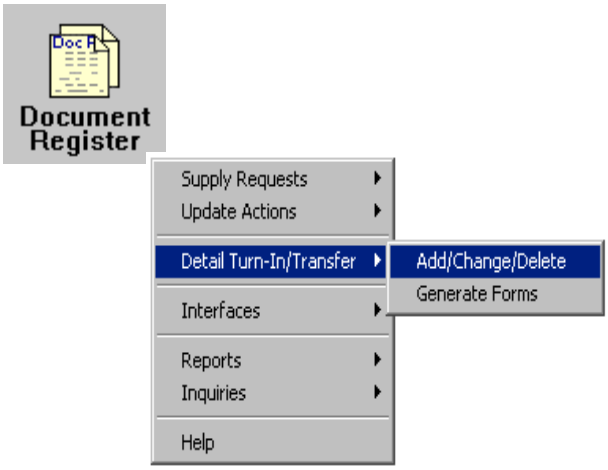
This process will show you how to designate an asset(s) to Turn-In/Transfer.

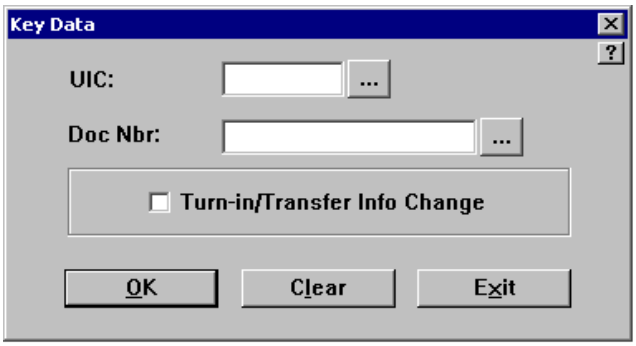
PREREQUISITES

None

STEPS TO PERFORM ACTION

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



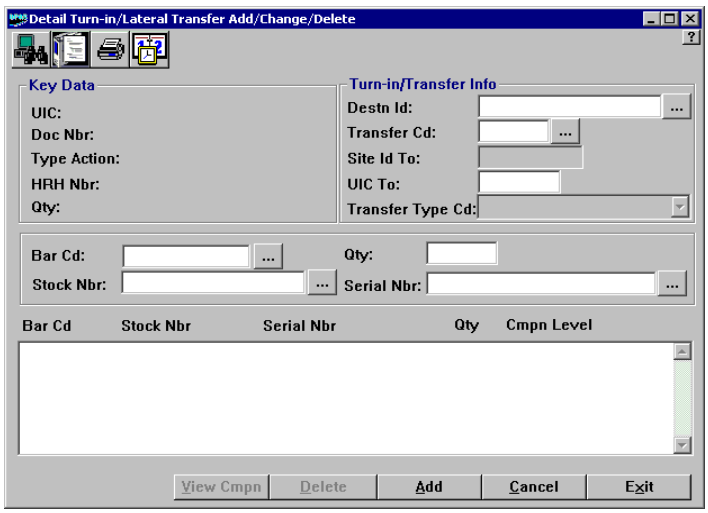


STEP 1:

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

d. Click **OK**.

STEP 2:



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

OR

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

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

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

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

You will be returned to the Key Data screen.

k. Click **Exit**.

Generating A Transfer And/Or Turn-In Form

MODULE: Document Register

INTRODUCTION

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

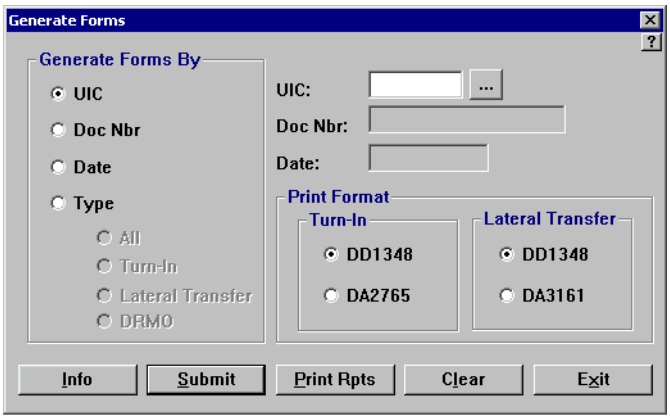
PREREQUISITES

Assets must exist on the Detail Table.

STEPS TO PERFORM ACTION

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

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



STEP 1:

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

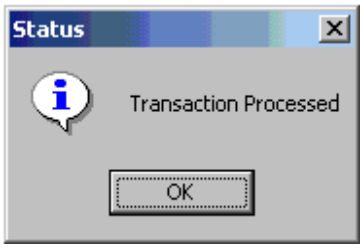
Generate Forms By	
UIC	Select this for a particular UIC.
Doc Nbr	Select this for a particular document number.
Date	Select this for a particular date.
Type	**All:** All Forms **Turn In:** Only turn in forms. **Lateral Transfer:** Only transfer forms. **DRMO:** Only DRMO turn-ins.

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

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

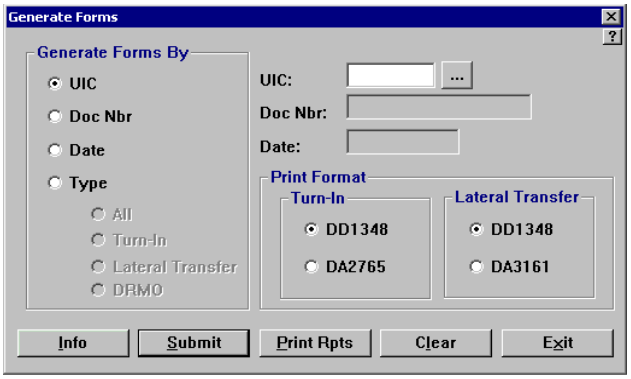
Print Format Group Box:

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



STEP 2:

- Click **OK**.

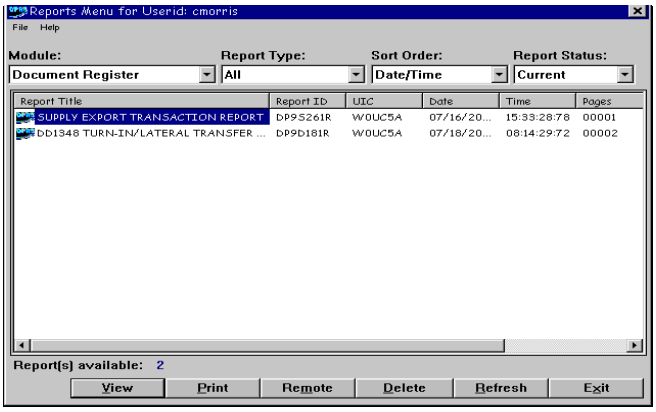


STEP 3:

- Click **Print Rpts**.

STEP 4:

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



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

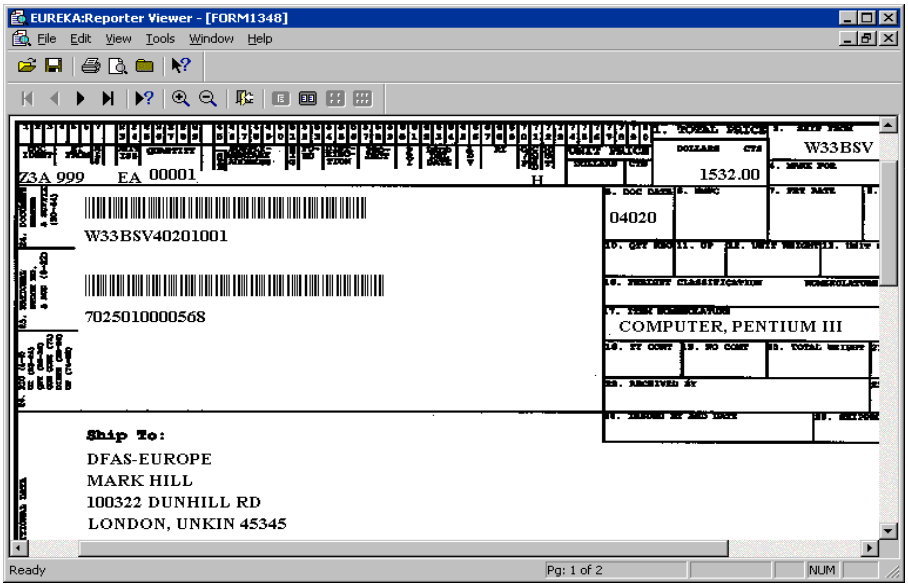


Figure 1 - DD 1348-1

Below is an example of the DA Form 2765:

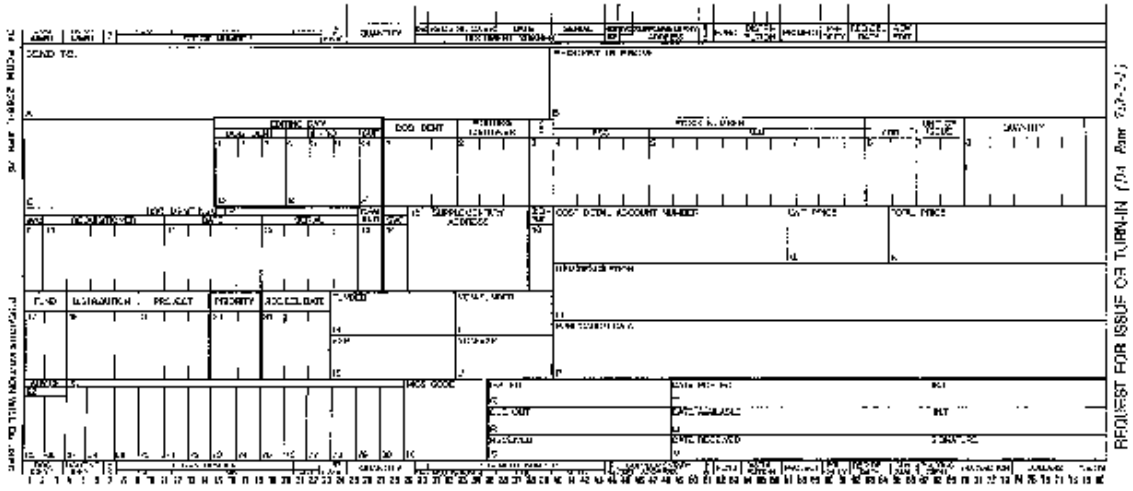
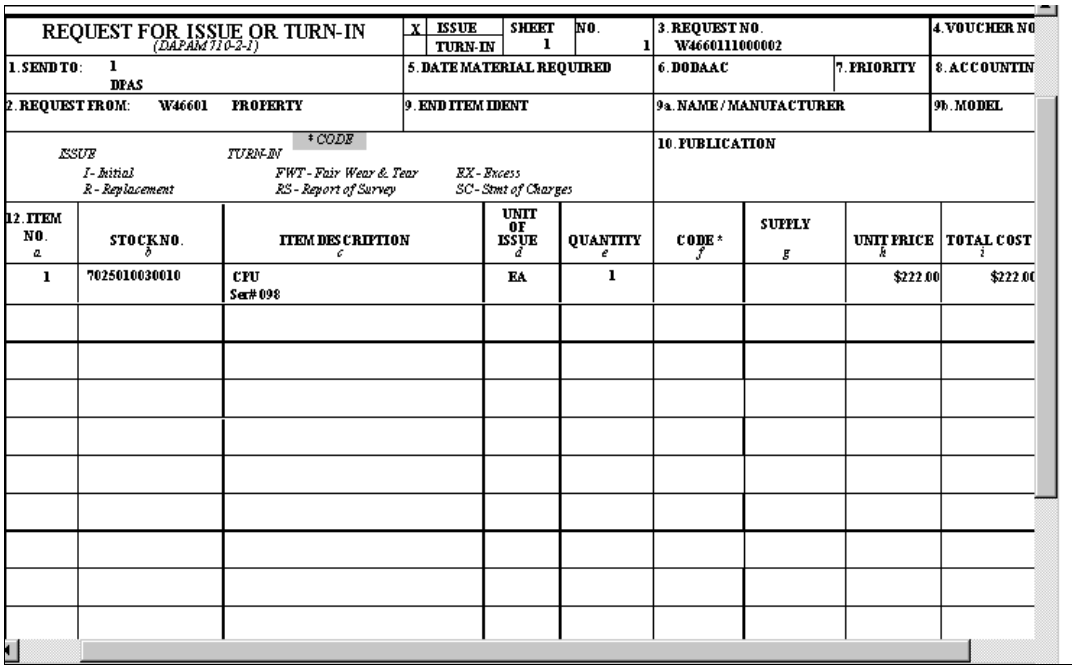


Figure 2 – DA Form 2765

Below is an example of a DA Form 3161:



REQUEST FOR ISSUE OR TURN-IN
(DAPAM 710-2-1)

X	ISSUE	SHEET	NO.
	TURN-IN	1	1

3. REQUEST NO. W4660111000002

4. VOUCHER NO

1. SEND TO: 1 DFAS

5. DATE MATERIAL REQUIRED

6. DODAAC

7. PRIORITY

8. ACCOUNTIN

2. REQUEST FROM: W46601 PROPERTY

9. END ITEM IDENT

9a. NAME / MANUFACTURER

9b. MODEL

* CODE

ISSUE
I - Initial
R - Replacement

TURN-IN
FWT - Fair Wear & Tear
RS - Report of Survey
EX - Excess
SC - Stmt of Charges

10. PUBLICATION

12. ITEM NO. a	STOCK NO. b	ITEM DESCRIPTION c	UNIT OF ISSUE d	QUANTITY e	CODE * f	SUPPLY g	UNIT PRICE h	TOTAL COST i
1	7025010030010	CPU Ser# 098	EA	1			$222.00	$222.00

Figure 3 – DA Form 3161

Introduction To Decreases

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

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

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

Removing An Asset From The Property Book

MODULE: Hand Receipt

INTRODUCTION

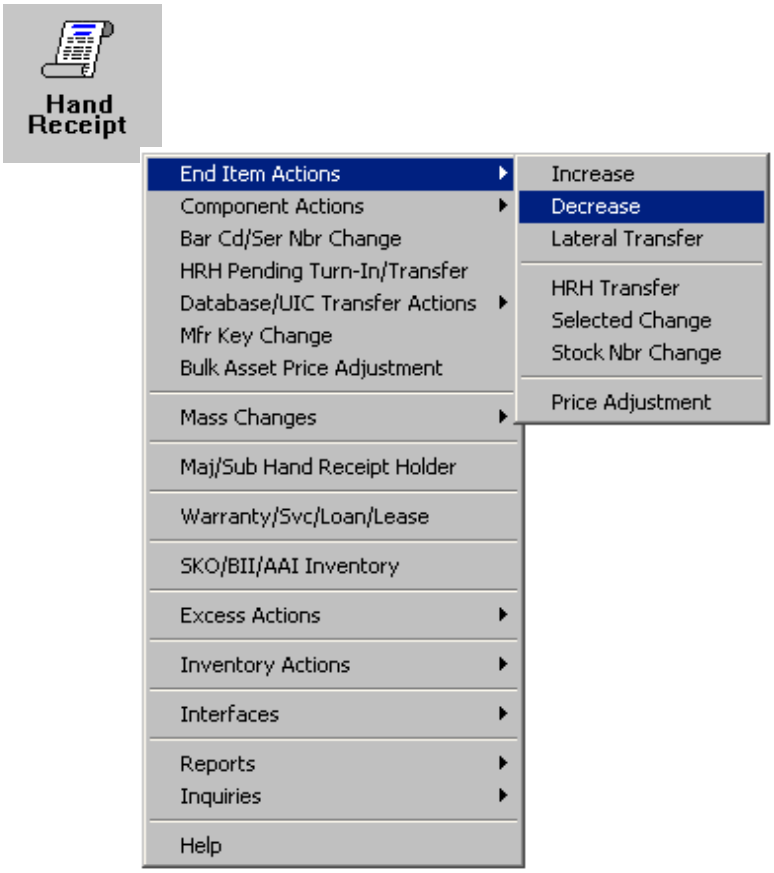
This process will show you how to remove an item from the property book/inventory.

PREREQUISITES

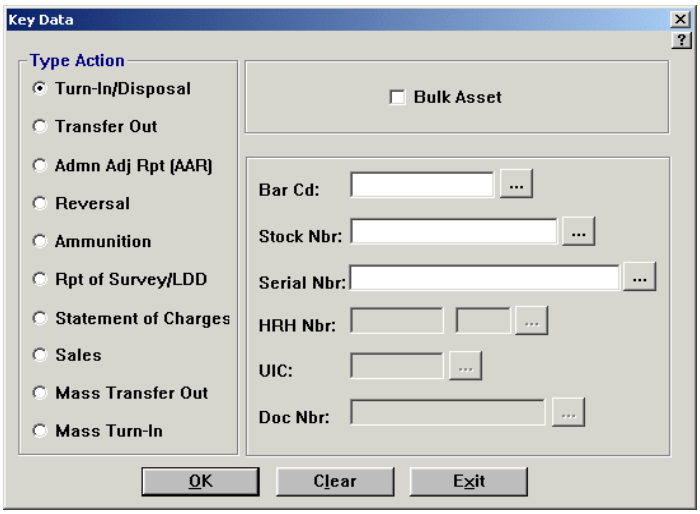
If your Activity is using the Document Register, you will need to obtain a document number for the type of action you will be removing the item from the property book (i.e., turn-in, transfer, etc.).

STEPS TO PERFORM ACTION

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



STEP 1:



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

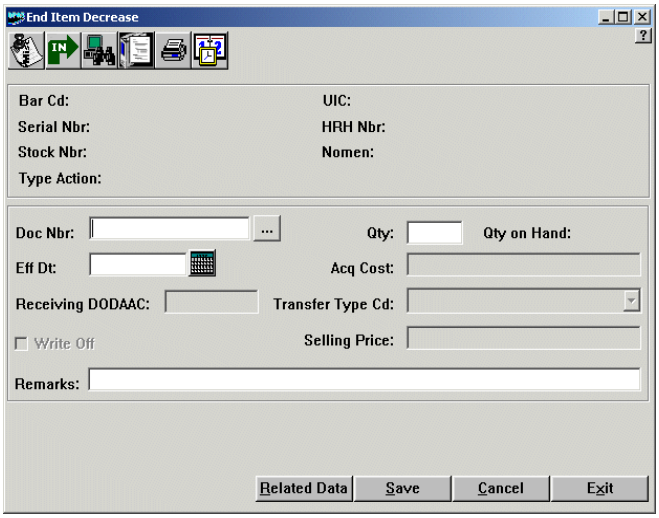
Type Action Codes	
Turn In/Disposal	Use this when turning an item in.
Transfer Out	Use this when transferring an asset,
Admn Adj Rpt (AAR)	Use this for corrections.
Reversal	Use this as an "undo" (example: you added an item to the property book in error).
Ammunition	Use this to remove ammunition.
Report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

Serially Managed Items	Bulk Managed Items
b. **Bulk Asset:** Do not check this box.	**Bulk Asset:** Check this box.
c. **Bar Cd:** If your Activity uses bar codes, enter the bar code of the item; otherwise, leave blank and proceed to step d.	**Bar Cd:** If you know the bulk bar code number, you can enter it; otherwise, click the browse button to search for the asset.

	Serially Managed Items	Bulk Managed Items
d.	**Stock Nbr:** If your Activity does not use bar codes, enter the stock number of the item. If you entered a bar code in step c, then leave this field blank.	**Stock Nbr:** If you entered a bulk bar code in step c, leave this field blank; otherwise, enter or browse for the stock number of the item.
e.	**Serial Nbr:** If your Activity does not use bar codes, enter the serial number of the item. If you entered a bar code in step c, then leave this field blank.	**Serial Nbr:** This field is not accessible for bulk items.
f.	**HRH Nbr:** This field is not accessible.	**HRH Nbr:** If you entered the Stock Nbr and not the Bar Code, you will need to enter the Hand Receipt Holder number.

g. Click **OK**.

STEP 2:



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

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

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

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

Here's what will occur, for an example:

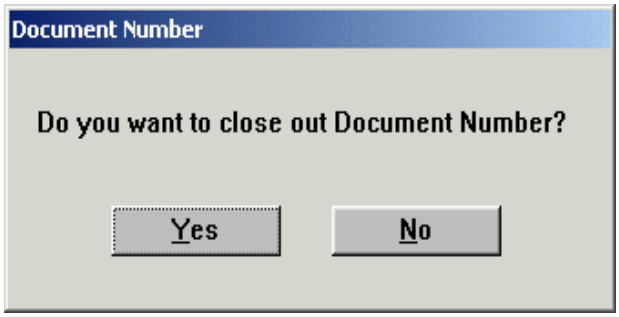
Asset Cost:	$200,000
Depreciation to Date:	$125,000
Current Book Value:	$ 75,000

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

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

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

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



The transaction is processed is displayed.

l. Click **OK**.

You are returned to the Key Data screen.

m. Click **Exit**.

Practical Exercise: End Item Decrease

Title: Process an end item decrease from hand receipt.

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

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

References: Reference in the Chapter One

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

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

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

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

Class Discussion: Q & A

Generating The Increase/Decrease Report

MODULE: Hand Receipt

INTRODUCTION

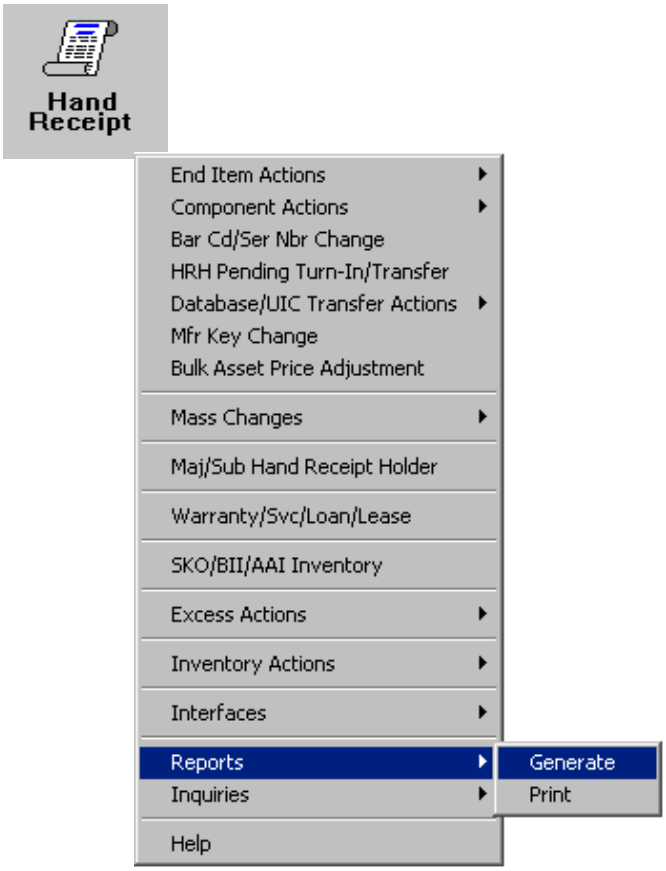
There may be times when you will need to run the Increase/Decrease report. This report will display all Increase and/or Decrease actions that occurred on a particular day. You can also generate this report for a particular time frame.

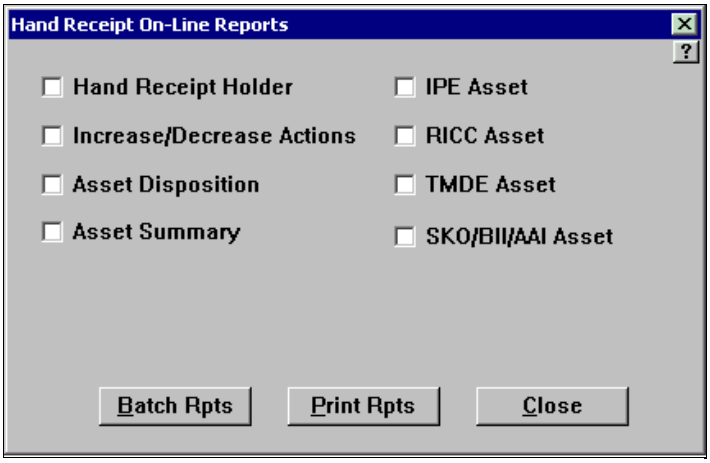
PREREQUISITES

None

STEPS TO PERFORM ACTION

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

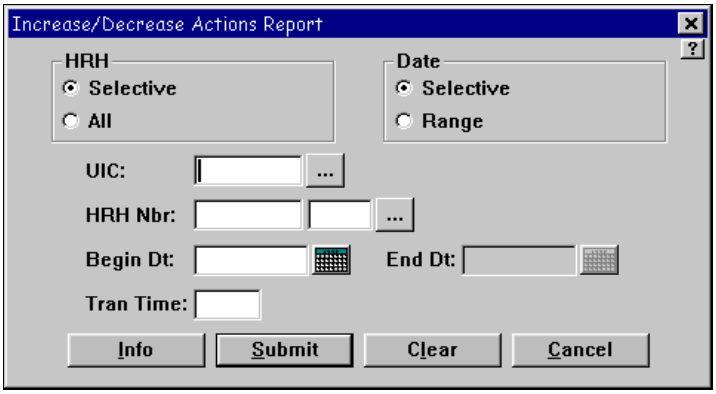




STEP 1:

- Select **Increase/Decrease Actions**.

STEP 2:



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

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

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

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

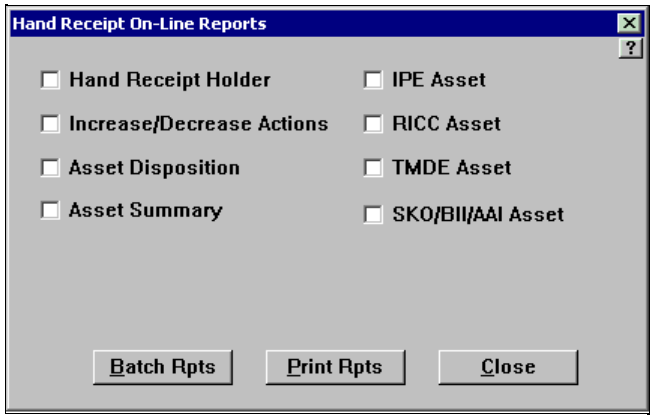
c. **UIC:** Enter or browse for the UIC.
d. **HRH Nbr:** Enter or browse for the HRH Nbr. If you selected **All** for the HRH, then this field will not be accessible.
e. **Begin Dt:** Enter the beginning date or use the calendar button to select the date. Date **must** be in YYYYMMDD format.
f. **End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

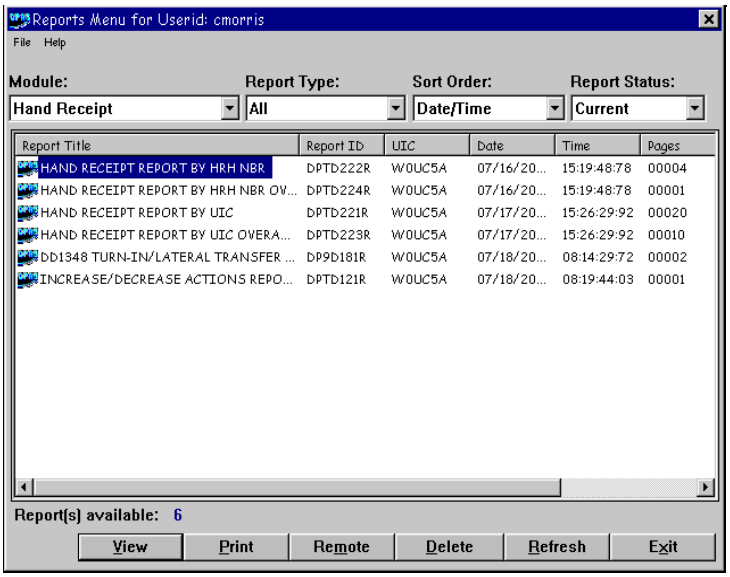
STEP 3:

- Click **OK**.

STEP 4:

- Click **Print Rpts**.



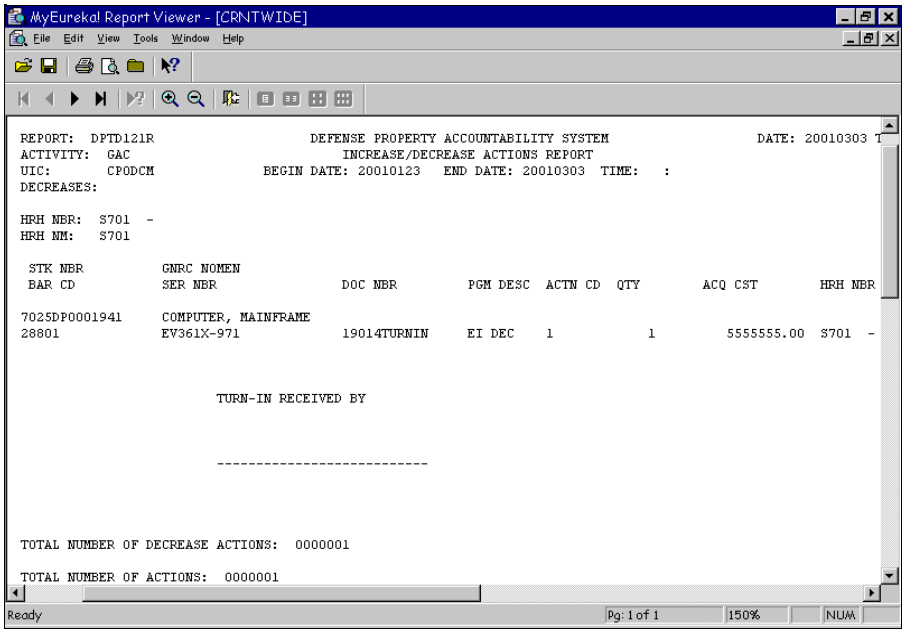


STEP 5:

a. Select the **Increase/Decrease Actions Report**.
b. Click **View**.

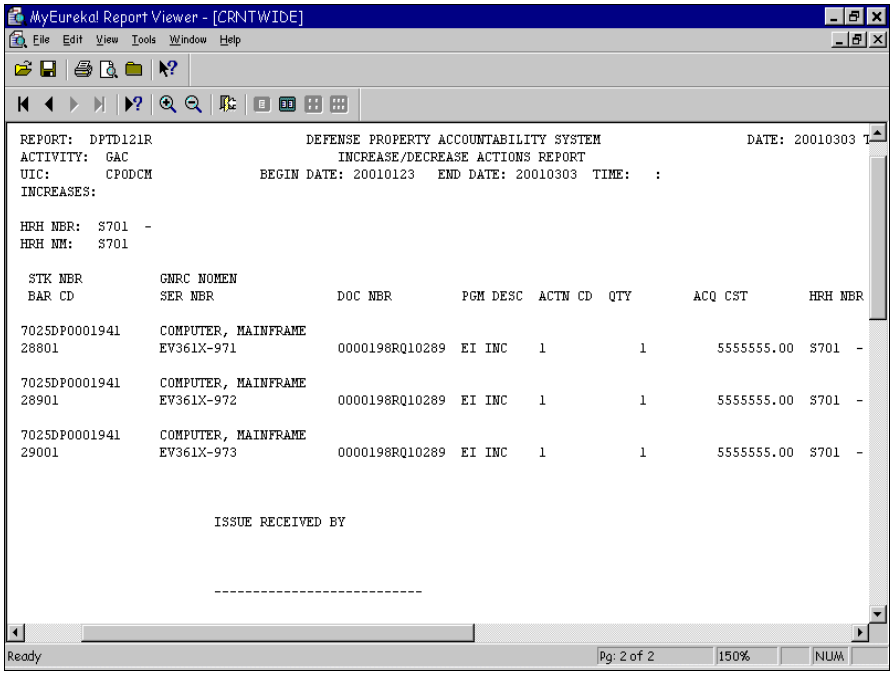
Below are examples of the Increase/Decrease report:

Decrease actions are displayed first:



```
REPORT:  DPTD121R                    DEFENSE PROPERTY ACCOUNTABILITY SYSTEM                    DATE: 20010303 T
ACTIVITY:  GAC                           INCREASE/DECREASE ACTIONS REPORT
UIC:       CPODCM              BEGIN DATE: 20010123   END DATE: 20010303  TIME:   :
DECREASES:

HRH NBR:  S701  -
HRH NM:   S701

 STK NBR          GNRC NOMEN
 BAR CD           SER NBR                DOC NBR         PGM DESC  ACTN CD  QTY        ACQ CST        HRH NBR

7025DP0001941     COMPUTER, MAINFRAME
28801             EV361X-971             19014TURNIN     EI DEC    1            1         5555555.00  S701  -


                       TURN-IN RECEIVED BY


                       ---------------------------


TOTAL NUMBER OF DECREASE ACTIONS:  0000001

TOTAL NUMBER OF ACTIONS:  0000001
```

Increase actions are displayed next:



```
REPORT:  DPTD121R                    DEFENSE PROPERTY ACCOUNTABILITY SYSTEM                    DATE: 20010303 T
ACTIVITY:  GAC                           INCREASE/DECREASE ACTIONS REPORT
UIC:       CPODCM              BEGIN DATE: 20010123   END DATE: 20010303  TIME:   :
INCREASES:

HRH NBR:  S701  -
HRH NM:   S701

 STK NBR          GNRC NOMEN
 BAR CD           SER NBR                DOC NBR         PGM DESC  ACTN CD  QTY        ACQ CST        HRH NBR

7025DP0001941     COMPUTER, MAINFRAME
28801             EV361X-971             0000198RQ10289  EI INC    1            1         5555555.00  S701  -

7025DP0001941     COMPUTER, MAINFRAME
28901             EV361X-972             0000198RQ10289  EI INC    1            1         5555555.00  S701  -

7025DP0001941     COMPUTER, MAINFRAME
29001             EV361X-973             0000198RQ10289  EI INC    1            1         5555555.00  S701  -


                       ISSUE RECEIVED BY


                       ---------------------------
```

Reviewing The History Inquiry

MODULE: Inquiries

INTRODUCTION

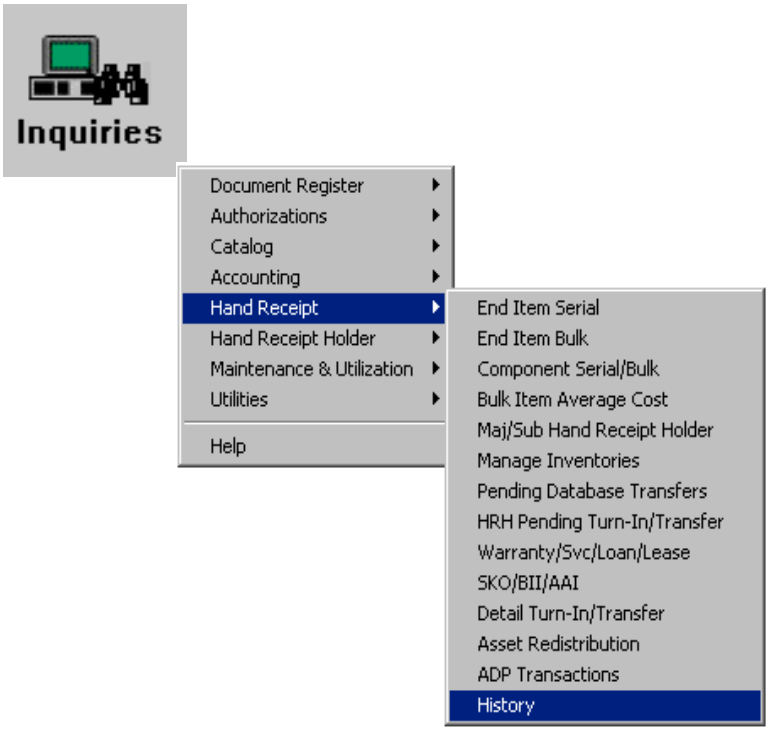
This section outlines the procedures for querying the DPAS History Table. DPAS will generate a history record from the time an asset is added to the property book and until the item is removed from the property book. This section shows the user how to query DPAS to review the history table.

PREREQUISITES

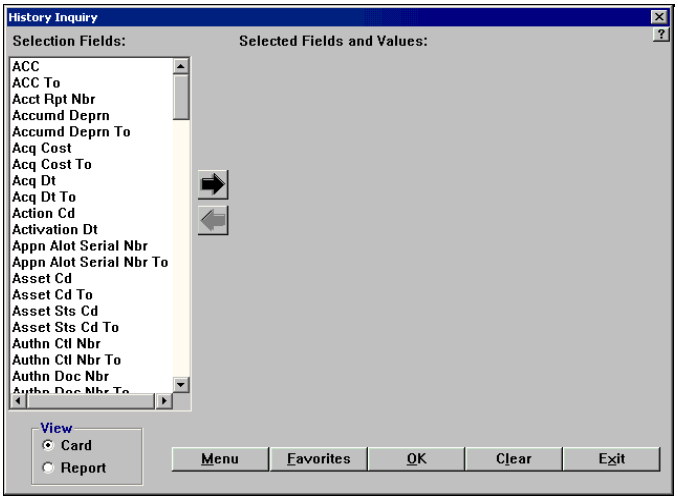
None

STEPS TO PERFORM ACTION

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



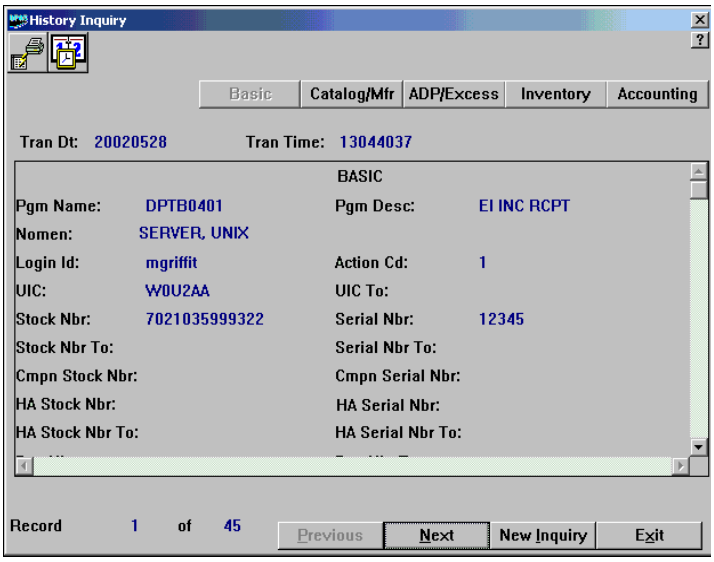
HINT!
You can access the History from other processes. For example, you could select Document Register, Authorizations, Catalog, Accounting, Maintenance & Utilization, or Utilities and still access the same History inquiry.



STEP:

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

Below is an example of the History Inquiry:

Important Fields:

Tran Dt: This is the date the transaction was posted.
Tran Time: This is the time the transaction was posted.
Pgm Desc: This field tells you the program description of what was done to the item. For example, this is an **End Item Increase Receipt** (or New Procurement). If the item were picked up as a transfer in, then this would be **EI INC L/T**.
Login Id: This is the DPAS User Id that processed the transaction.