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Adding TDA Paragraph Numbers

MODULE: Authorizations

INTRODUCTION

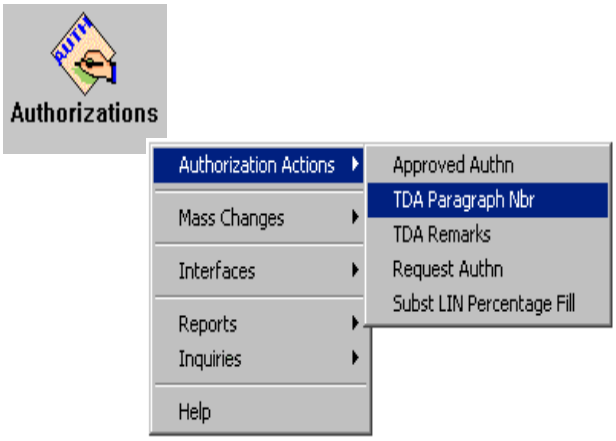
This process is used to establish a table of TDA Paragraph Numbers that is used to populate the drop-down list in the Approved Authorizations Add/Change/Delete process.

PREREQUISITES

None

STEPS TO PERFORM ACTION

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



HINT!
This is an optional process but it is recommended if the Authorizations are being tracked at the Hand Receipt Holder level. This allows you to choose the TDA Paragraph Number from the Drop Down List on the Authorization Screen. If the Description of the TDA Paragraph Number contains the Hand Receipt Holder number, it makes it easier to choose the correct value for the Authorization.

STEP 1:

a. **UIC:** Enter or browse for your UIC.
b. **TDA Para Nbr:** Enter the TDA Paragraph Number you are adding.
c. Click **OK**.

STEP 2:

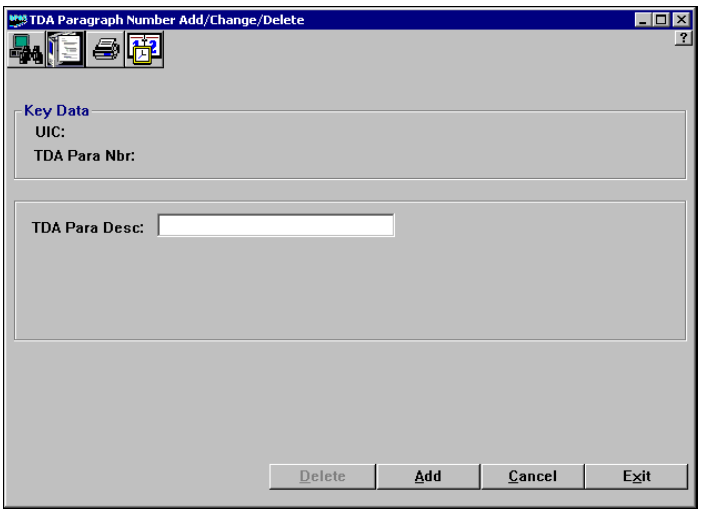
a. **TDA Para Desc:** Enter the description of the TDA Paragraph Number.
b. Click **Add**.

The Transaction Processed dialog box will be displayed.

c. Click **OK**.

You will be returned to the Key Data screen.

d. Click **Exit**.



HINT!
It may be beneficial to indicate your Hand Receipt Holder Number in the description.

Changing the TDA Paragraph Description

1. On the Key Data screen, enter or browse for your UIC.
2. Enter or browse for the TDA Paragraph Number that you wish to change.
3. Click **OK**.
4. Make the necessary change to the TDA Para Desc.
5. Click **Change**.

Deleting the TDA Paragraph Description

1. On the Key Data screen, enter or browse for your UIC.
2. Enter or browse for the TDA Paragraph Number that you wish to delete.
3. Click **OK**.
4. Click **Delete**.

Adding TDA Remarks

MODULE: Authorizations

INTRODUCTION

This process is used to establish new TDA Remarks for Hand Receipt Holders.

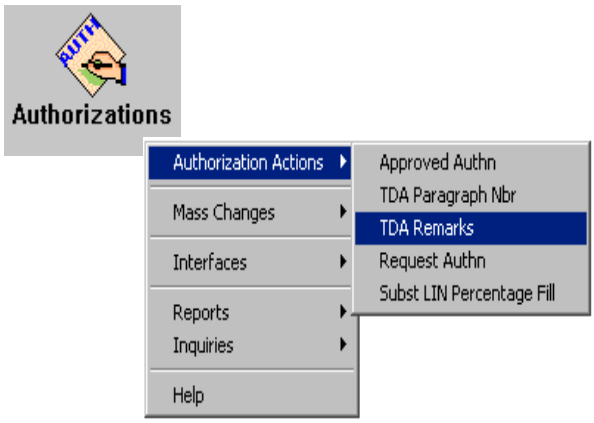
This process allows you to add, change, or delete a remark to the Authorization Table.

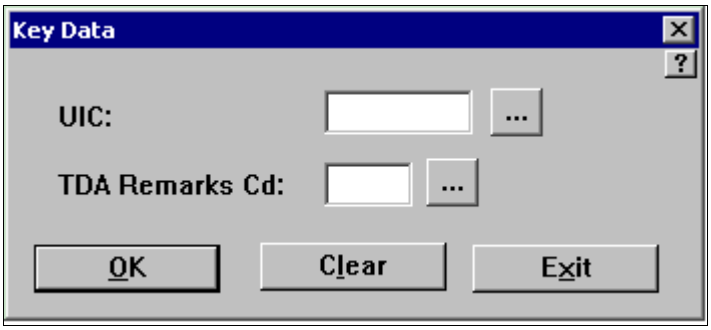
PREREQUISITES

None

STEPS TO PERFORM ACTION

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

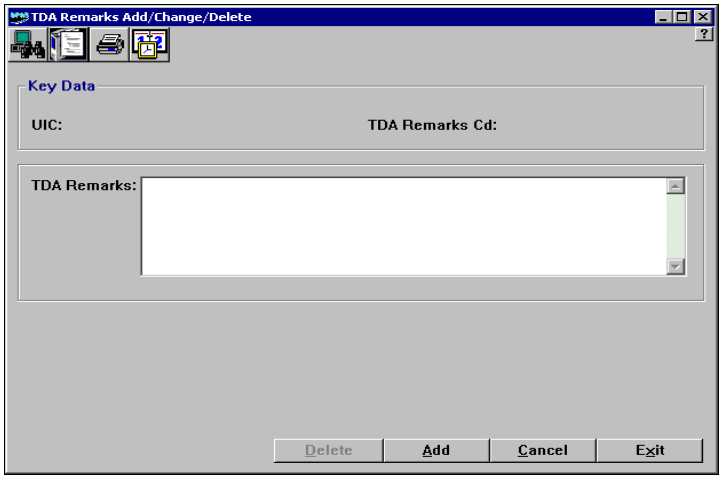




STEP 1:

a. **UIC:** Enter or browse for your UIC.
b. **TDA Remarks Cd:** Enter the TDA Remark Code you are adding.
c. Click **OK**.

STEP 2:



a. **TDA Remarks:** Enter the TDA Remark.
b. Click **Add**.

The Transaction Processed dialog box will be displayed.

c. Click **OK**.

You will be returned to the Key Data screen.

d. Click **Exit**.

Changing the TDA Remarks

1. On the Key Data screen, enter or browse for your UIC.
2. Enter or browse for the TDA Remarks Code you will be changing.
3. Click **OK**.
4. Make the necessary change to the TDA Remark.
5. Click **Change**.

Deleting the TDA Remarks

1. On the Key Data screen, enter or browse for your UIC.
2. Enter or browse for the TDA Remarks Code you will be deleting.
3. Click **OK**.
4. Click **Delete**.

Adding A New Hand Receipt Holder And/Or Sub

MODULE: Hand Receipt

INTRODUCTION

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

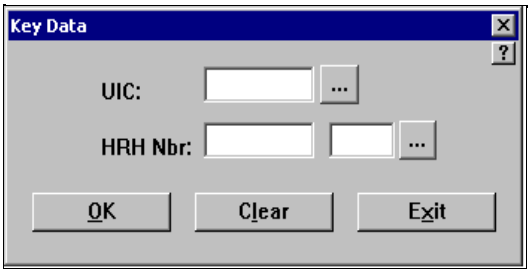
If you are using the Authorization Module and are tracking the Authorizations down to the Hand Receipt Holder level, you must enter a TDA Paragraph Number. This TDA Paragraph Number must be unique, it cannot be on any other Hand Receipt Holder. If you are building a Sub Hand Receipt Holder you must leave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

PREREQUISITES

None

STEPS TO PERFORM ACTION

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

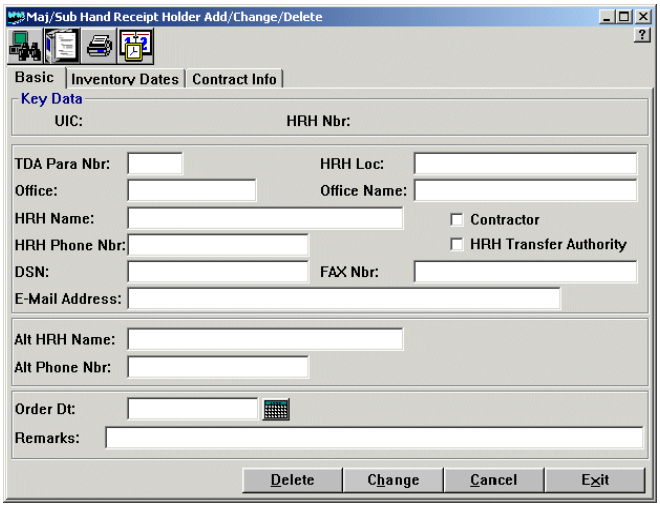


STEP 1:

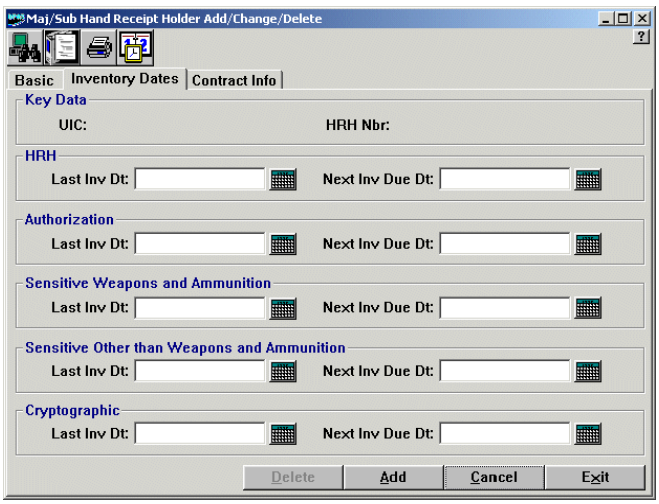
a. **UIC:** Enter or browse for your UIC.
b. **HRH Nbr:** In the first block, enter the **NEW** HRH Nbr you are adding (between 1-6 alphanumeric characters). Leave the second block blank.
c. Click **OK**.

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

STEP 2:



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

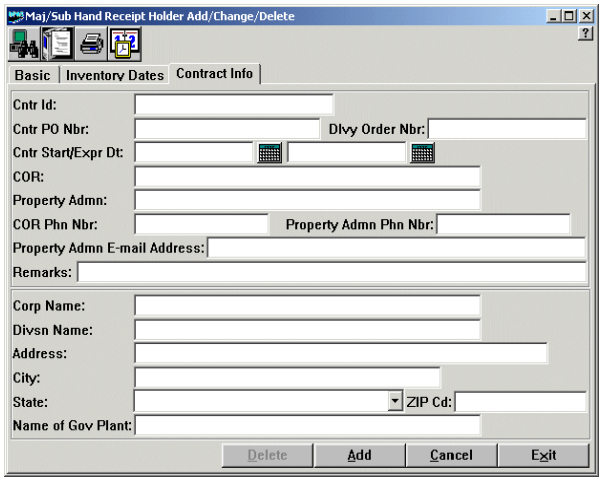


STEP 3:

a. **Inventory Dates:** When a new HRH is created, the dates are automatically generated. The current date is displayed in the **Last Inv Dt** and the **Next Inv Due Dt** will display the date the next inventory is due based on your service's policy. For example, if you are Army, it will populate with one year out. If you are Navy, it will populate with three years out. These dates can be changed.

b. Click the **Contract Info** tab (only if the hand receipt holder is a contractor; otherwise, click **Add**).

STEP 4:



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

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

The Transaction Processed dialog box will be displayed.

r. Click **OK**.

You will be returned to the Key Data screen.

s. Click **Exit**.

Adding a Sub Hand Receipt Holder

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

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

HINTS!

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

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

Changing Major/Sub Hand Receipt Holder Information

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

Deleting a Major/Sub Hand Receipt Holder

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

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

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

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

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

Prerequisites:

References: Reference in the manual Chapter Two

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

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

Given:

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

Class Discussion: Q & A

Adding Multiple Items To The Property Book

MODULE: Hand Receipt

INTRODUCTION

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

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

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

PREREQUISITES

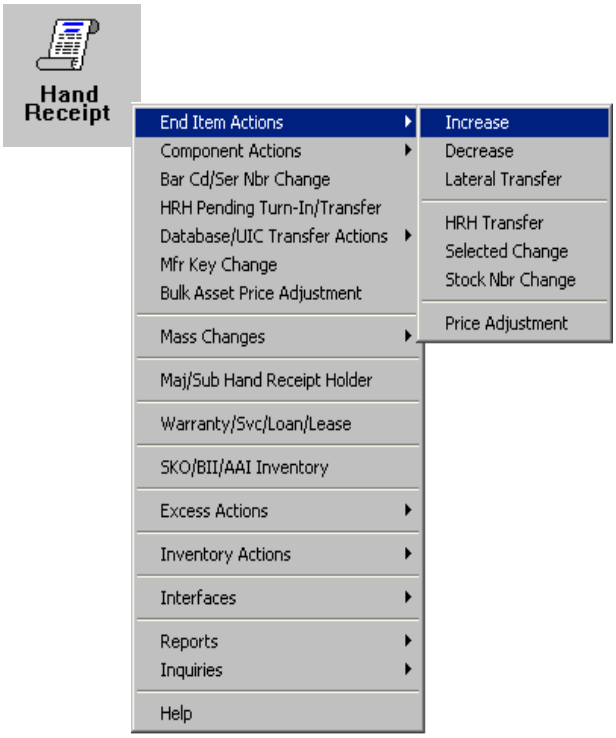
If your Activity uses Authorizations, an authorization record must exist for the items you are adding. The procedures for this can be found in Chapter One, **Adding Authorizations**.

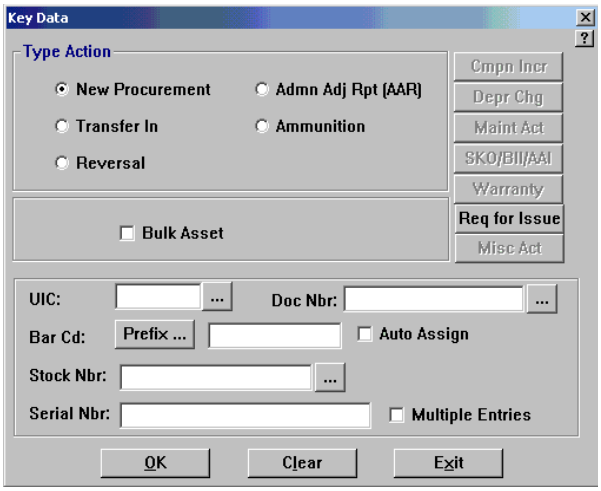
If your Activity uses Document Register, a document number must exist for the items you are adding. The procedures for this can be found in Chapter One, **Requesting A Document Number**.

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

STEPS TO PERFORM ACTION

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





STEP 1:

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

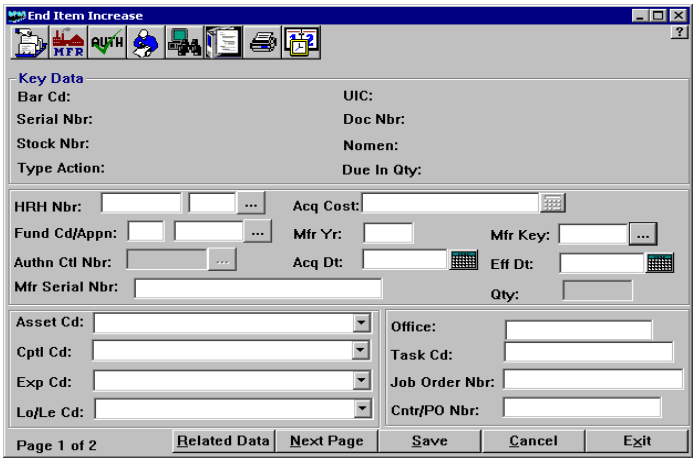
- **New Procurement** - New purchase
- **Transfer In** - Item is being transferred in from another Activity.
- **Reversal** - This is an "undo". If the item was removed erroneously, an increase reversal would be used to add it back on the property book. Keep in mind that you **MUST** use the document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

b. **Bulk Asset:** Do not check this box.
c. **UIC:** Enter or browse for your UIC. You can set User Defaults to automatically display this field.
d. **Doc Nbr:** Enter or browse for the Document Number for the asset.
e. **Bar Cd:** If your Activity bar codes assets, enter a bar code for the item. If not, leave this field blank.

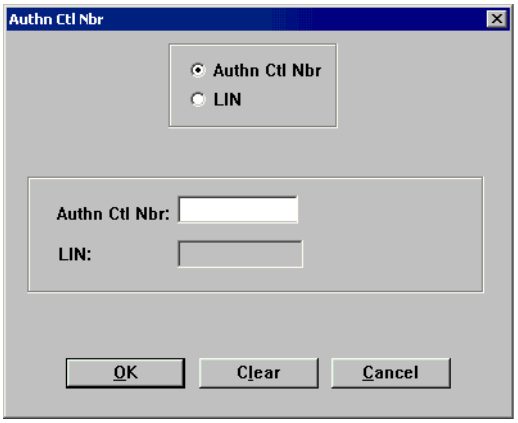
- **Prefix...:** If your Activity bar codes assets, you can establish prefixes to use to have DPAS automatically assign your bar codes. Prefixes are established in the **Utilities** module. If you clicked on the Prefix button, the Auto Assign check box is automatically checked. You cannot let DPAS auto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

f. **Stock Nbr:** Enter or browse for the stock number of the item.
g. **Serial Nbr:** Enter the serial number of the item.
h. Check the **Multiple Entries** check box.
i. Click **OK**.

STEP 2:



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



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

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

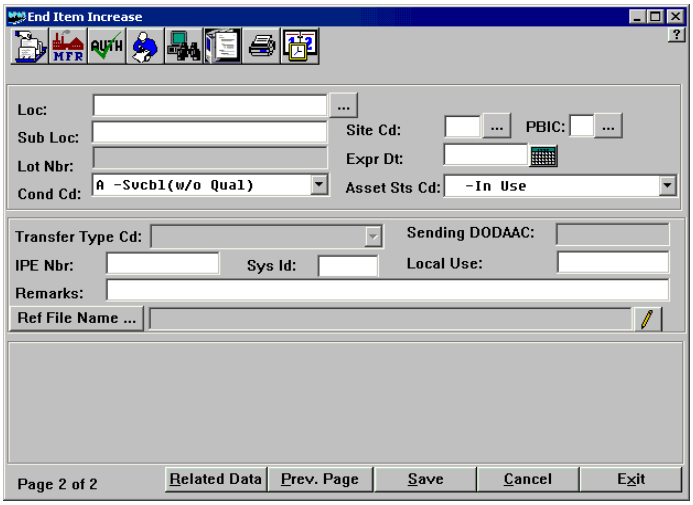
If you selected to search by the LIN, you must enter at least one position of the LIN.

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

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

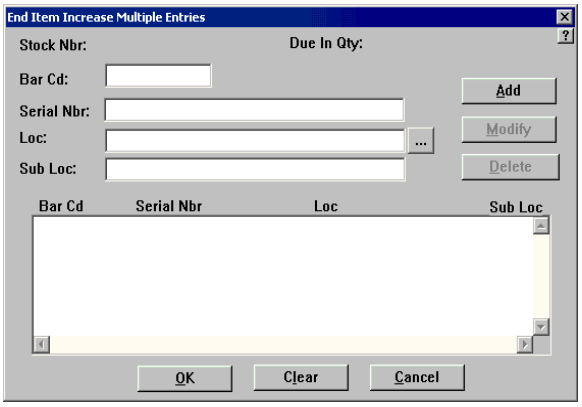
i. **Mfr Serial Nbr:** Enter the manufacturer's serial number. This is normally used for mobile and production and service item. This could be used for a vehicle's VIN.
j. **Qty:** This field is not accessible for serially-managed items.
k. **Asset Cd:** Select the appropriate asset code. The default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

STEP 3:



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

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

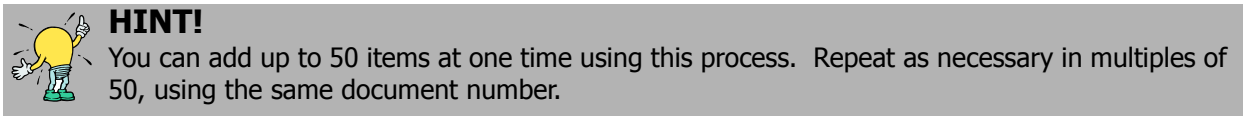


STEP 4:

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

Repeat steps a through d for each item.

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



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

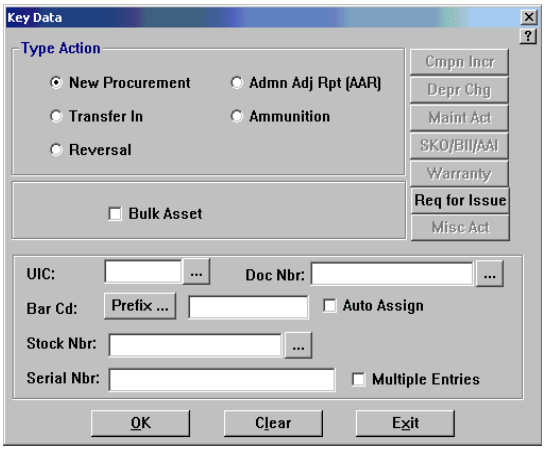
Modifying a Record

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

Deleting a Record

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

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



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

Practical Exercise: Adding Multiple Assets to the Property Book

Title: Adding Multiple Assets to the Property Book

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

Prerequisites:

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

References: Reference in the manual Chapter Two

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

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

Given:

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

Class Discussion: Q & A

Changing Information About An End Item

MODULE: Hand Receipt

INTRODUCTION

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

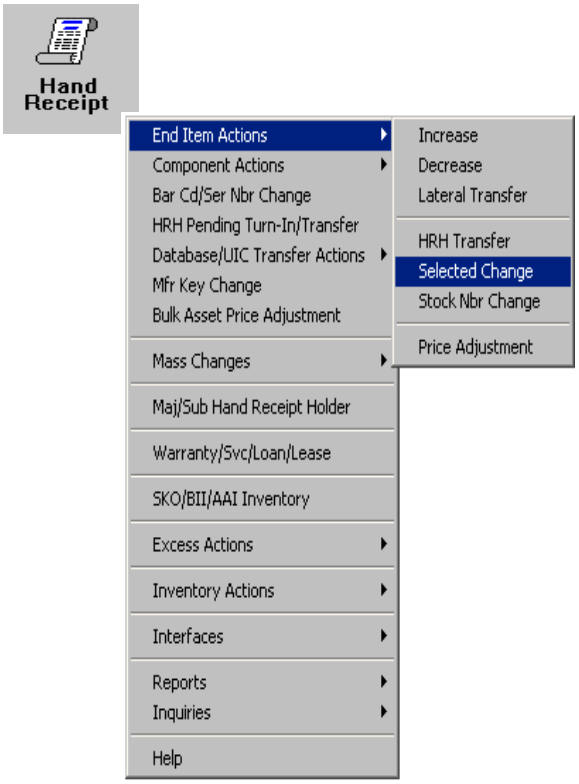
Once the transaction is processed, a Financial, Supply, UIT/CBS-X, and/or DoDSASP transaction will be produced, if necessary.

PREREQUISITES

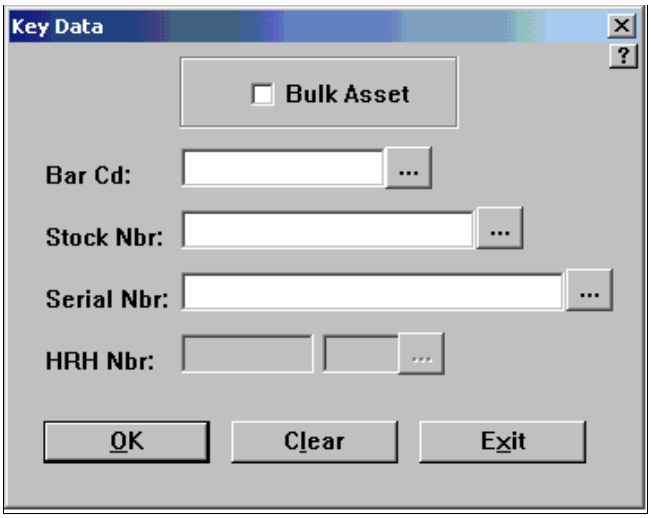
None

STEPS TO PERFORM ACTION

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



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



STEP 1:

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

f. Click **OK**.

STEP 2:

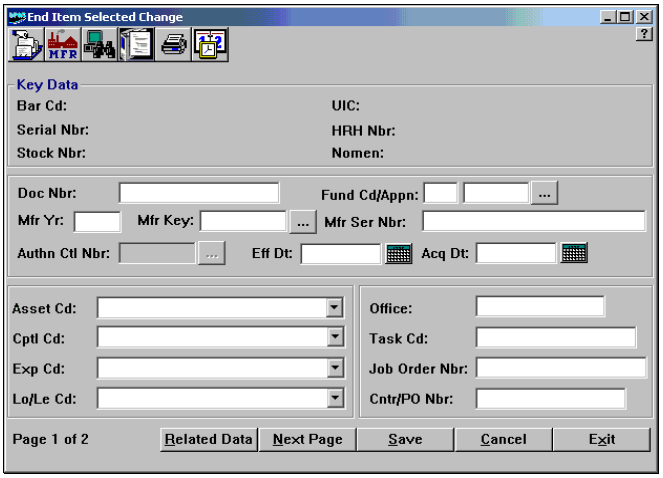
a. All the information that was used when you added the item is displayed. You can change any of the **available** fields. You may need to click **Next Page** to display other fields.
b. Click **Save**.

The Transaction Processed dialog box will be displayed.

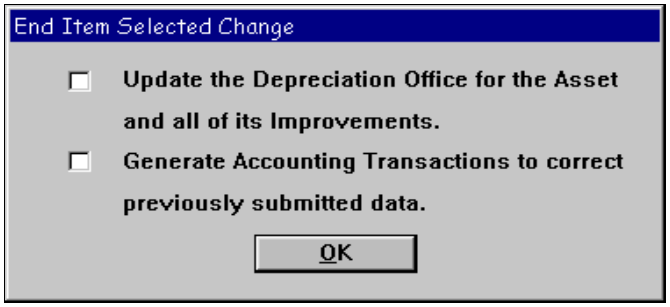
c. Click **OK**.

You will be returned to the Key Data screen.

d. Click **Exit**.



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



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

Practical Exercise: Manufacturer Key/End Item Selected Change

Title: Manufacturer Key/End Item Selected Change

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

Prerequisites:

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

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

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

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

Given:

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

Class Discussion: Q & A

Adding Miscellaneous Document Numbers

MODULE: Document Register

INTRODUCTION

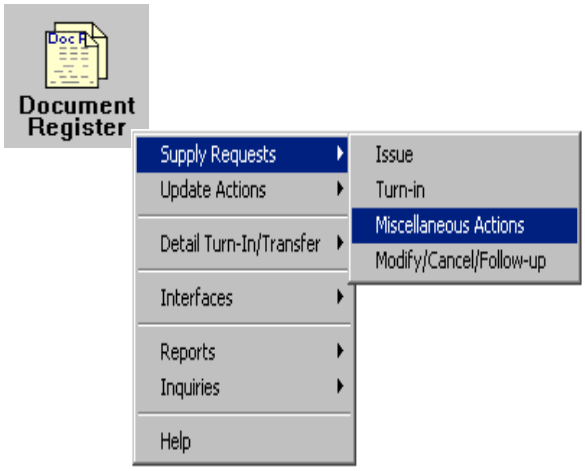
The following procedures outline the process for obtaining miscellaneous type document numbers. These numbers include AARs, Transfers, Serial Number Changes, etc.

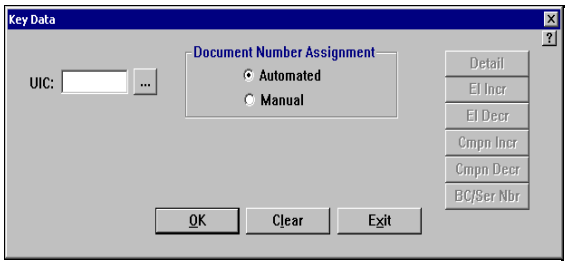
PREREQUISITES

None

STEPS TO PERFORM ACTION

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





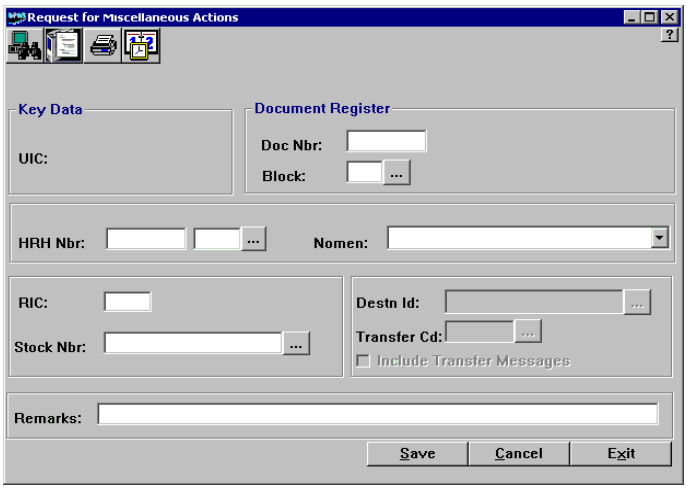
STEP 1:

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

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

c. Click **OK**.

STEP 2:



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

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

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

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

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

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

The Transaction Processed dialog box will be displayed.

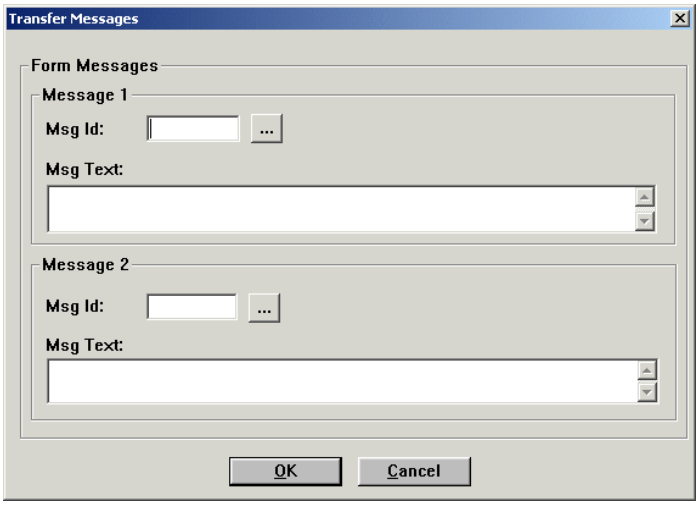
n. Click **OK**.

You will be returned to the Key Data screen.

o. Click **Exit**.

INCLUDE TRANSFER MESSAGES

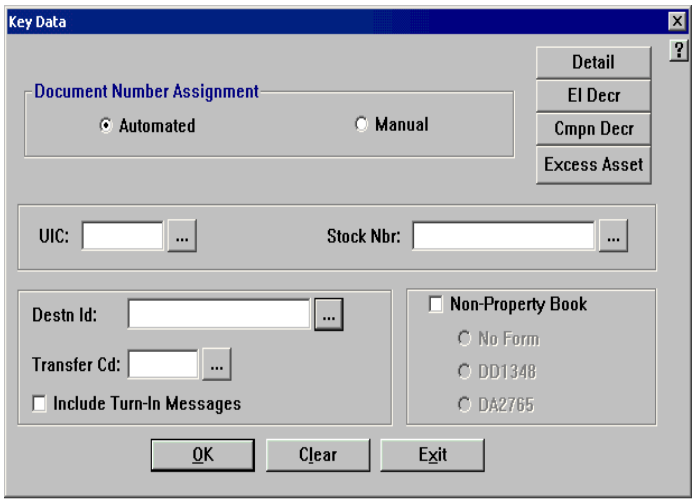
If you checked the **Include Transfer Messages** check box, you will have the ability to include two user defined messages. The following is an example of this screen:



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

STEP 3:

- Click **OK**.



Changing The Stock Number Of An End Item

MODULE: Hand Receipt

INTRODUCTION

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

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

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

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

PREREQUISITES

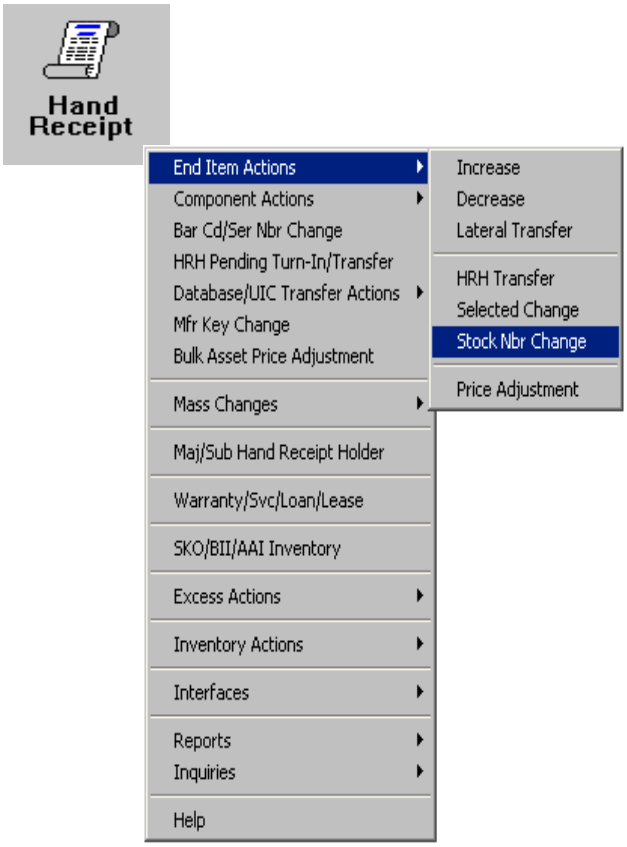
If your Activity uses the Document Register, you will need to obtain an **AAR** document number. Refer to **Add Miscellaneous Document Numbers** for information on obtaining AAR document numbers.

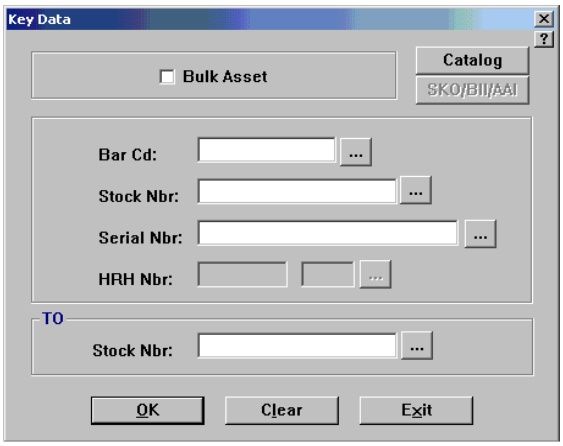
The stock number that you are changing to must also be cataloged.

STEPS TO PERFORM ACTION

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

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

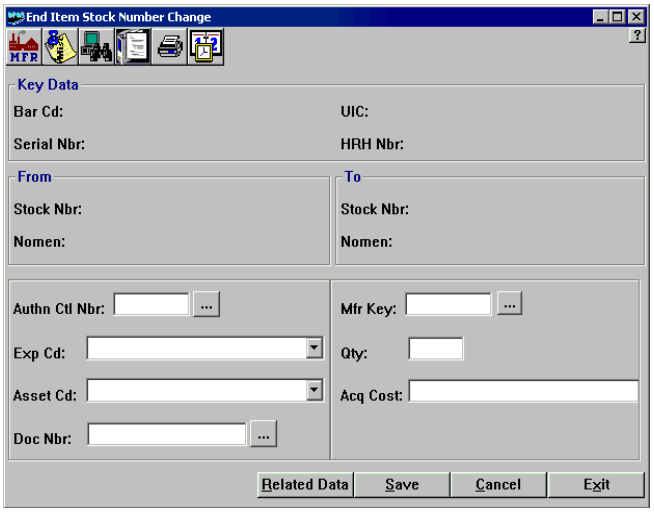




STEP 1:

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

STEP 2:



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

a. If any of the accessible fields need changed, you will need to do that here.
b. **Doc Nbr:** If your Activity requires a document number, enter or browse for the document number. If you have not obtained an **AAR** document number, click on the at the top of the screen to jump to the Request for Miscellaneous Actions process.
c. **Mfr Key:** It is a good idea to delete the Mfr Key and display the keys for the new stock number as these may be different from the previous stock number.
d. **Qty:** For bulk managed items, enter the quantity. This field is not accessible for serially managed items.
e. **Acq Cost:** This field is not accessible.
f. Click **Save**.

The Transaction Processed dialog box will be displayed.

g. Click **OK**.

You will be returned to the Key Data screen.

h. Click **Exit**.

Practical Exercise: Stock Number Change

Title: Stock Number Change

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

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

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

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

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

Given:

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

Class Discussion: Q & A

Changing The Price Of An End Item

MODULE: Hand Receipt

INTRODUCTION

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

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

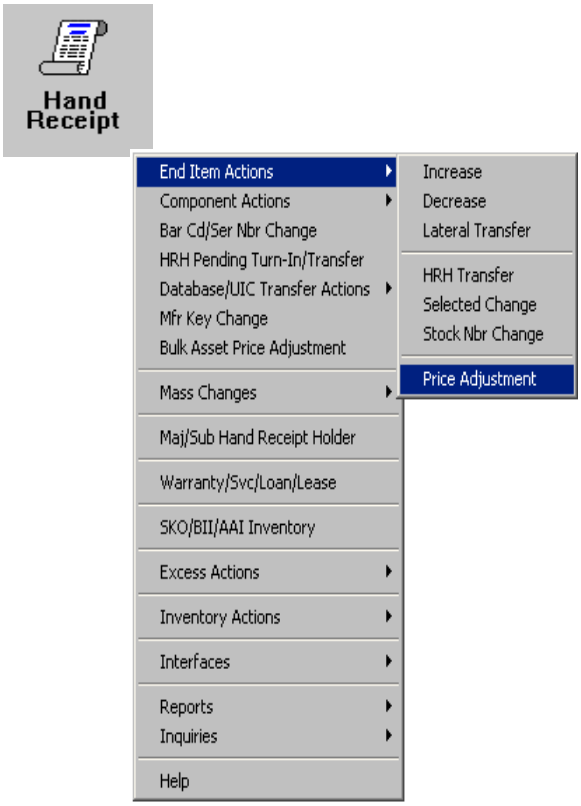
A financial transaction will be produced automatically based on the information entered.

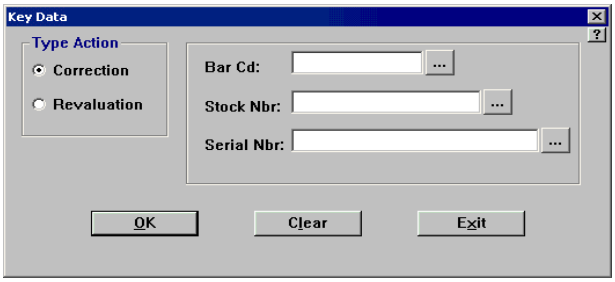
PREREQUISITES

None

STEPS TO PERFORM ACTION

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





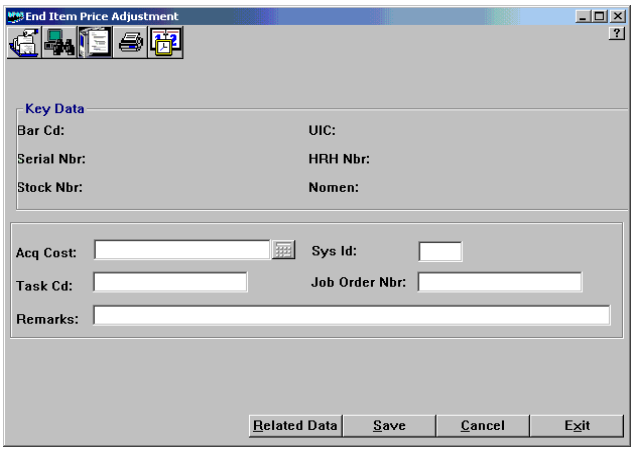
STEP 1:

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

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

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

STEP 2:



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

The Transaction Processed dialog box will be displayed.

g. Click **OK**.

You will be returned to the Key Data screen.

h. Click **Exit**.

Capital/Non-Capital Funds

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

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

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

b. Click **OK**.

Practical Exercise: End Item Price Adjustment

Title: Price Adjustment

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

Prerequisites:

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

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

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

Given:

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

Class Discussion: Q & A

Adding/Changing A Bar Code

MODULE: Hand Receipt

INTRODUCTION

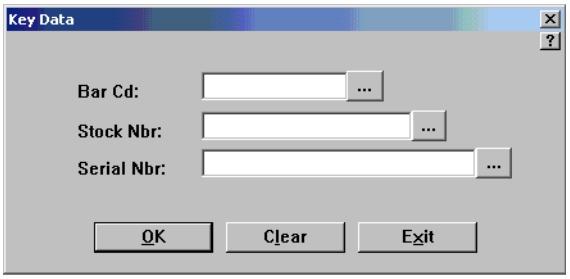
To change a Bar Code of an existing record, the user enters the Bar Code of the asset that needs to be changed. To add a Bar Code to an item that did not have a bar code previously, the user will need to enter the Stock Number/Serial Number of the asset.

PREREQUISITES

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

STEPS TO PERFORM ACTION

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

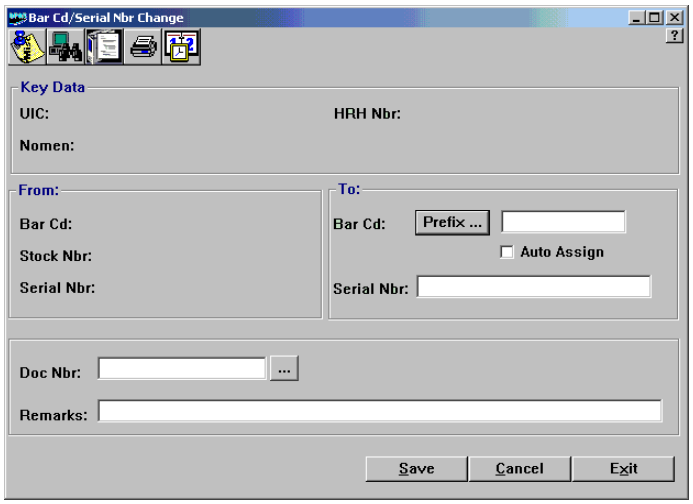


STEP 1:

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

d. Click **OK**.

STEP 2:



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

The Transaction Processed dialog box will be displayed.

f. Click **OK**.

You will be returned to the Key Data screen.

g. Click **Exit**.

Practical Exercise: Bar Code Change

Title: Bar Code Change

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

Prerequisites:

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

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

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

Given:

Stock Number 3610-01-129-7764

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

Class Discussion: Q & A

Changing The Serial Number

MODULE: Hand Receipt

INTRODUCTION

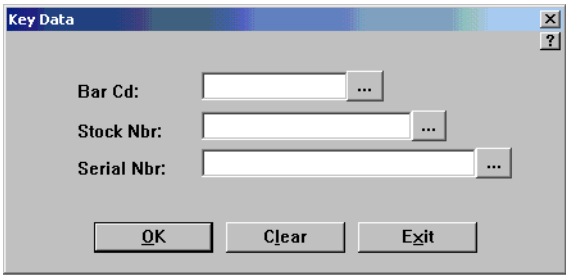
To change the Serial Number, the user enters the Bar Code or the Stock Number/Serial Number of the asset that needs to be changed. If the Document Register is being used, the Document Number can be built using the Miscellaneous Actions Jump Button via the tool bar.

PREREQUISITES

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

STEPS TO PERFORM ACTION

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

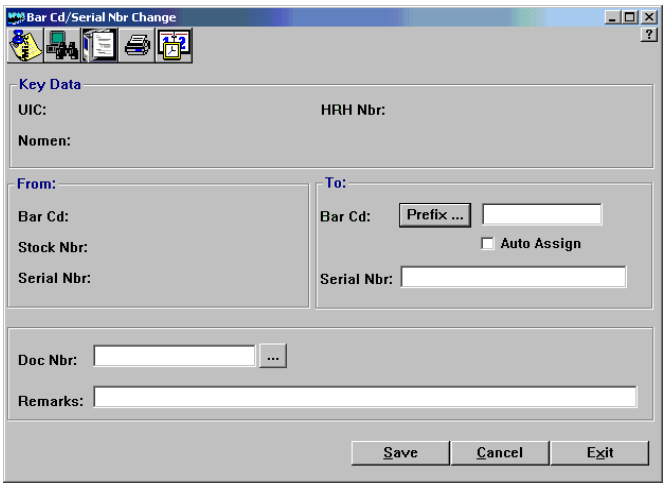


STEP 1:

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

d. Click **OK**.

STEP 2:



a. **To Bar Cd:** Do not change this field.
b. **Serial Nbr:** Enter the **NEW** serial number of the asset.
c. **Doc Nbr:** If your Activity uses the Document Register, you can browse for the appropriate document number. If you did not obtain one prior to entering this process, click on from the tool bars at the top of the screen to enter into the **Miscellaneous Document Number** process.
d. **Remarks:** If required by your Activity, enter a remark.
e. Click **Save**.

The Transaction Processed dialog box will be displayed.

f. Click **OK**.

You will be returned to the Key Data screen.

g. Click **Exit**.

Practical Exercise: Serial Number Change

Title: Serial Number Change

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

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

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

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

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

Given:

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

Class Discussion: Q & A

Adding Bulk Assets To The Property Book

MODULE: Hand Receipt

INTRODUCTION

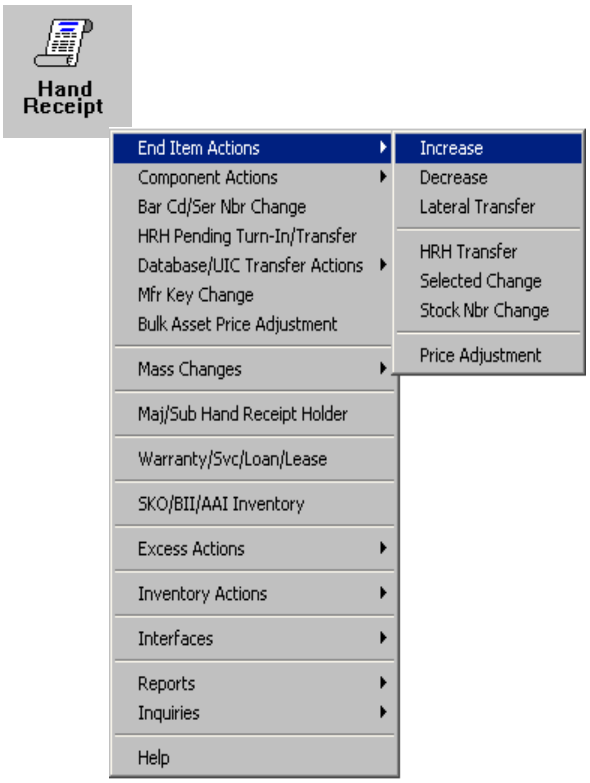
This process is used to add a bulk quantity of an asset to the Property Book. The Bulk Asset check box must be marked on the Key Data screen, which causes the serial number to be inaccessible and will generate a bulk bar code when the transaction is processed. NOTE: If the assets are lot managed, they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

PREREQUISITES

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

STEPS TO PERFORM ACTION

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



HINT!

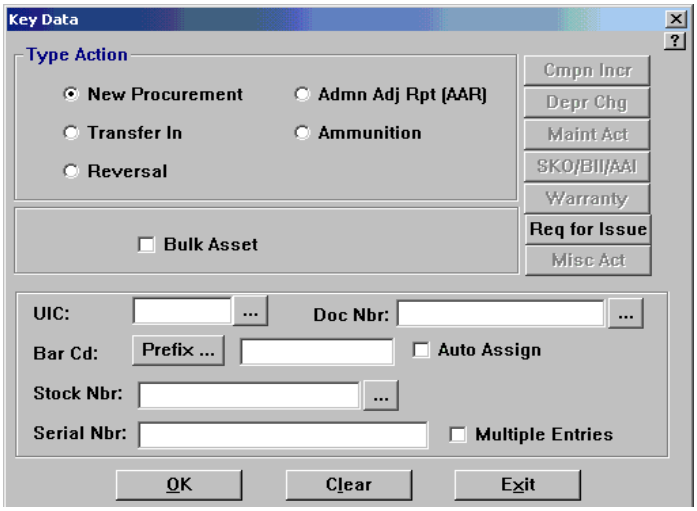
Even if your activity does not use bar codes, DPAS will still assign a bulk bar code to bulk managed items. You can use this number to access information about the bulk asset.

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

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

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

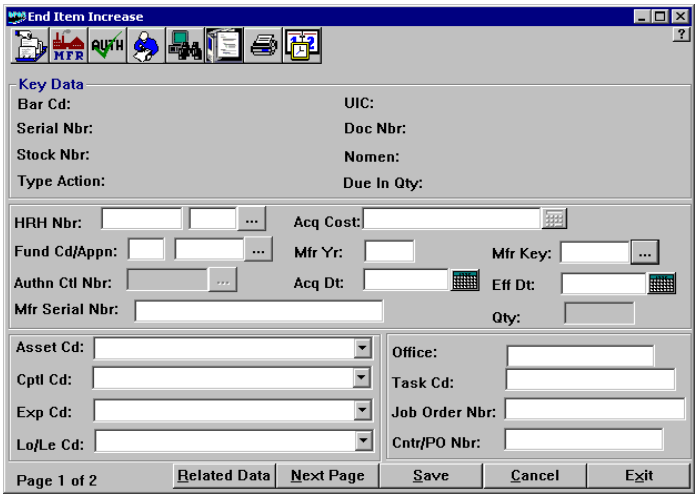
Corrective Action: To merge two bulk bar code numbers is to perform an End Item Selected Change and make the differing data elements the same.



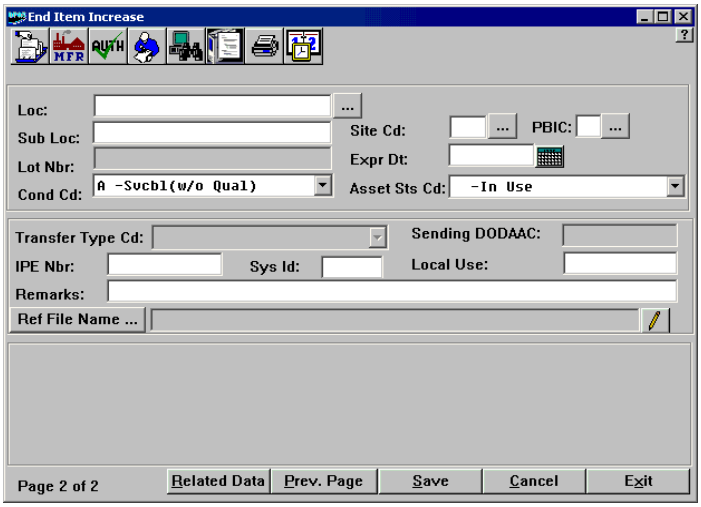
STEP 1:

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

STEP 2:



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



STEP 3:

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

The Transaction Processed dialog box will be displayed.

q. Click **OK**.

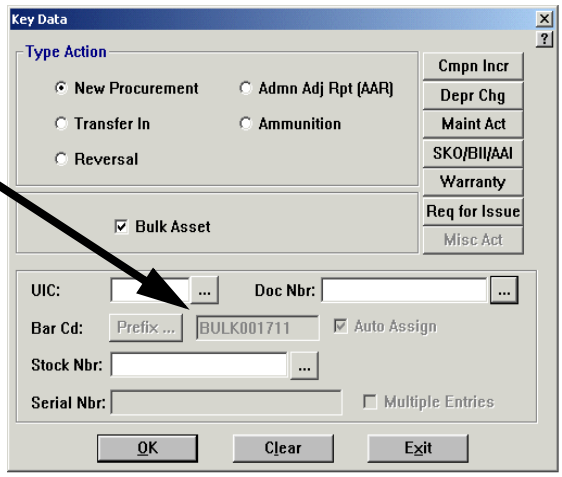
You will be returned to the Key Data screen.

r. Click **Exit**.

You are returned to the Key Data screen.

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

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



Practical Exercise: Adding Bulk Assets

Title: Adding Bulk Items

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

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

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

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

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

Given:

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

Class Discussion: Q & A

Changing The Price Of A Bulk Item

MODULE: Hand Receipt

INTRODUCTION

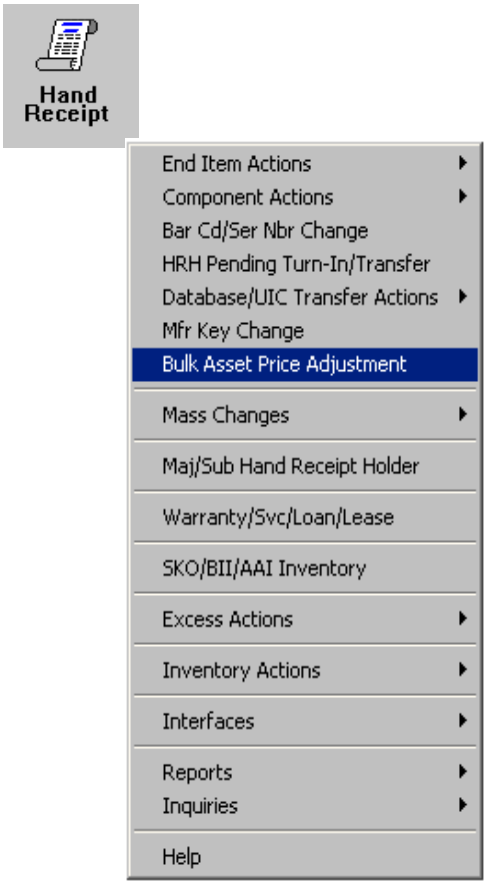
This process is used to change the Acquisition Cost of a bulk managed asset.

PREREQUISITES

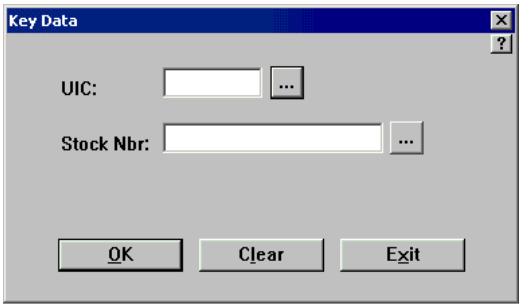
None

STEPS TO PERFORM ACTION

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



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



STEP 1:

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

STEP 2:

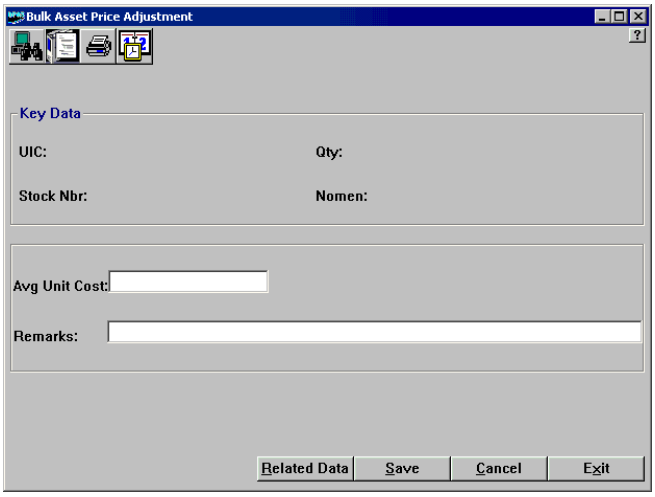
a. **Avg Unit Cost:** Change the average unit cost of the item.
b. **Remarks:** Enter a reason why you changed the price.
c. Click **Save**.

The Transaction Processed dialog box will be displayed.

d. Click **OK**.

You will be returned to the Key Data screen.

e. Click **Exit**.



Removing Bulk Assets From The Property Book

MODULE: Hand Receipt

INTRODUCTION

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

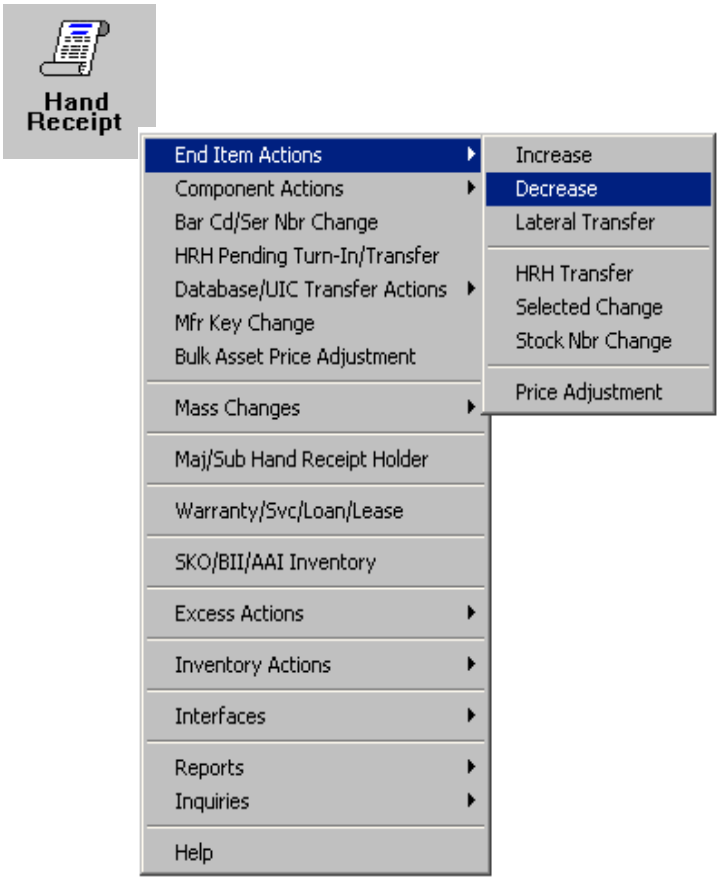
PREREQUISITES

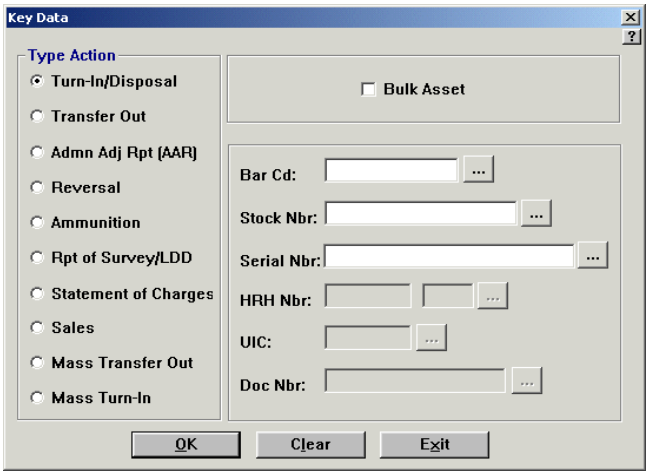
A Destination Identification code will need to be established. The Property Book Officer usually establishes these codes. This process can be found in Chapter Seven, **Create Destination Identification Codes**.

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

STEPS TO PERFORM ACTION

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

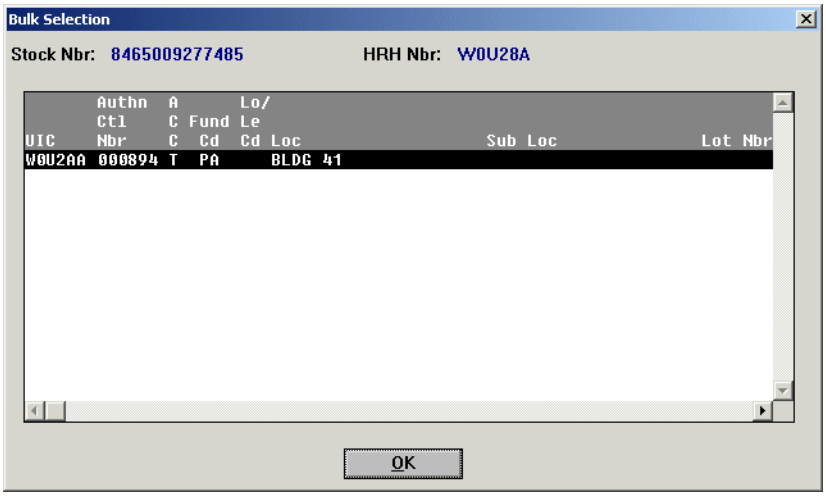




STEP 1:

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

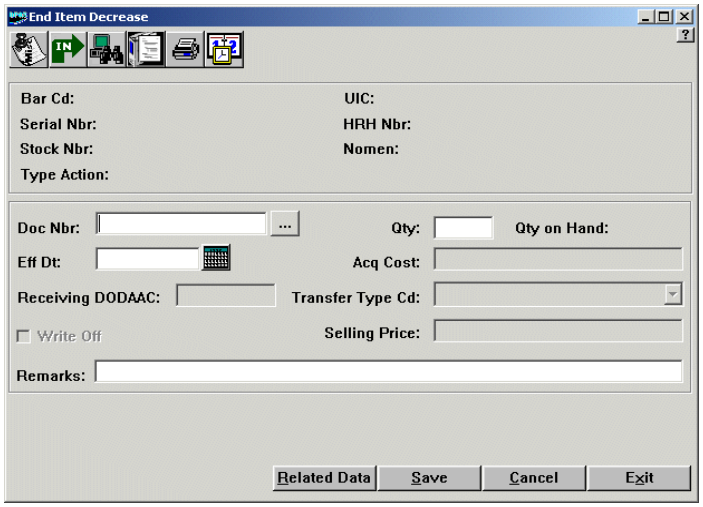
If you enter **just** the Stock Number and Hand Receipt Holder number you will need to select from the Bulk Selection screen which asset you want to decrease and click **OK**. Below is an example of this screen.



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

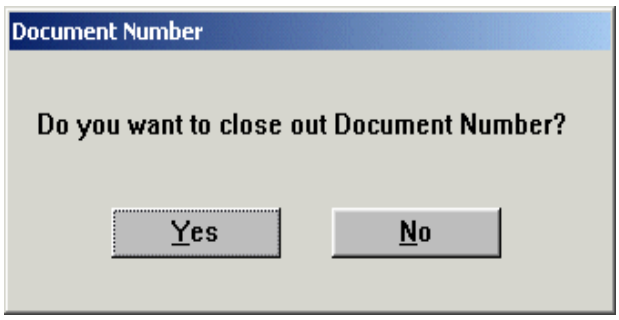
STEP 2:

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



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

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



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

The Transaction Processed dialog box will be displayed.

l. Click **OK**.

You will be returned to the Key Data screen.

m. Click **Exit**.

Substituting Items

MODULE: Hand Receipt

INTRODUCTION

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.

PREREQUISITES

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

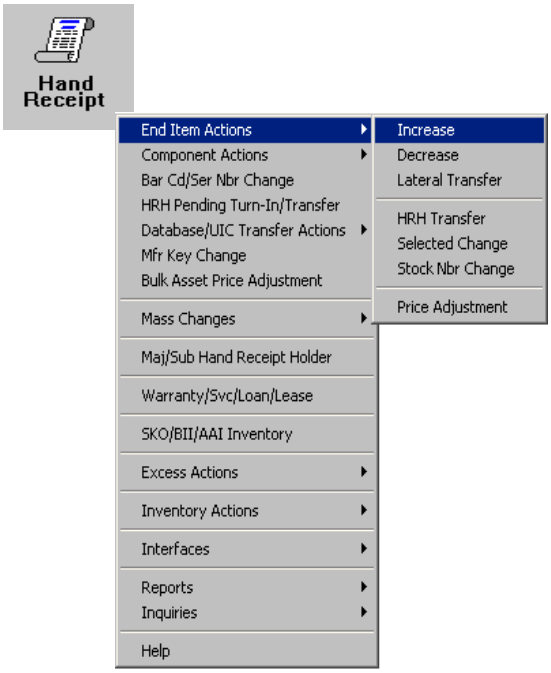
If your Activity uses the Document Register, you will need to obtain a document number for the item. Refer to Chapter One, **Requesting A Document Number**.

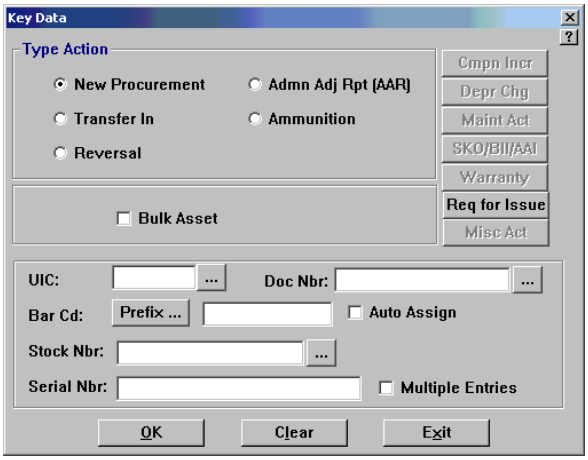
If you are auto assigning your bar codes, a bar code prefix will need to be established. The Property Book Officer usually establishes these codes. This process can be found in Chapter Seven.

The item that you are substituting must be cataloged. Refer to Chapter One, **Adding A Catalog Record**.

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.





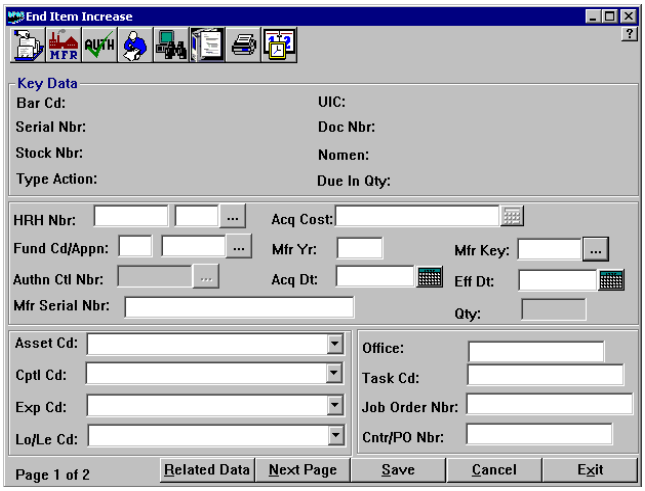
STEP 1:

a. **Type Action:** Select the appropriate action.
b. **Bulk Asset:** If the item you are substituting is bulk, check this box.
c. **UIC:** Enter or browse for the UIC.
d. **Doc Nbr:** Enter or browse for the document number for the asset.
e. **Bar Cd:** If your Activity uses bar codes, enter the bar code of the asset. If you do not use bar codes, proceed to step f.

   If you want DPAS to auto assign the bar code, click on the **Prefix** button and select the user defined prefix.

f. **Stock Nbr:** Enter the stock number of the asset.
g. **Serial Nbr:** Enter the serial number of the asset. This field is not accessible for bulk managed items.
h. Click **OK**.

STEP 2:



a. **HRH Nbr:** Enter or browse for the appropriate hand receipt holder number.
b. **Acq Cost:** Enter the actual cost of the asset.
c. **Fund Cd/Appn:** Enter or browse for the appropriate fund code and/or appropriation allotment serial number.
d. **Mfr Yr:** This field defaults to the current year. If the item was not manufactured during this year, change the year.
e. **Mfr Key:** Enter or browse for the appropriate key.
f. **Authn Ctl Nbr:** Enter or browse for the Authorization Control Number of the **AUTHORIZED** asset.

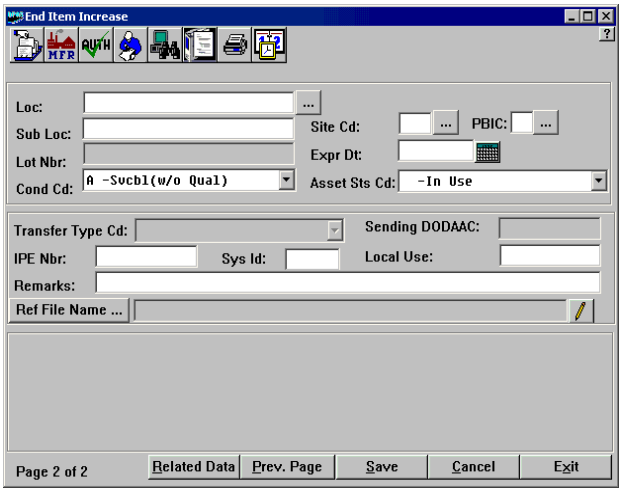
CAUTION!!!

This is **MANDATORY!!!** In order to get the substituted item, you **MUST** enter the Authorization Control Number of the authorized item.

g. **Acq Dt:** Enter the date the asset was bought. Policy varies by Agency.
h. **Eff Dt:** Enter the date the hand receipt holder signed for the asset. Policy varies by Agency.
i. **Mfr Serial Nbr:** Enter the manufacturer's serial number.
j. **Qty:** For bulk items, enter the number of items you are adding. Defauts to **1** for serial assets.
k. **Asset Cd:** Select the appropriate asset code if different from the default. This field defaults to **K-Equipment**.
l. **Cptl Cd:** Select the appropriate capitalization code if different from the default. This field defaults to **-N/A**.
m. **Exp Cd:** Select the appropriate expense code if different from the default. This field defaults to **1-Funded**.

n. **Lo/Le Cd:** Select the appropriate loan/lease code if different from the default. This field defaults to **NA -Government Owned**.
o. **Office:** Enter your office or code. Policy varies by Agency.
p. **Task Cd:** For capital assets, enter the task code given to you by your Finance Office.
q. **Job Order Nbr:** For capital assets, enter the job order number given to you by your Finance Office.
r. **Cntr/PO Nbr:** If you are tracking contract and purchase orders, enter that here.
s. Click **Next Page**.

STEP 3:



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

The Transaction Processed dialog box is displayed.

q. Click **OK**.

You are returned to the Key Data screen.

r. Click **Exit**.

Below is an example of the Authorization Hand Receipt Report

```
REPORT: DPTK032R                    DEFENSE PROPERTY ACCOUNTABILITY SYSTEM          DATE:  20040128 TIME: 07:47 PAGE:     8
ACTBL UIC:  DPA301                 AUTHORIZATION INVENTORY REPORT BY HRH NBR
UIC/ACTIVITY:  W0U2AA 004M                                                          INV LIST NBR:
ACTIVITY NAME: DOL S & SD IPBO - TRAIN20                                            SCHED CMPLT DT:
PROP TYPE: TDA PROPERTY
LIN RANGE:         -
HRH NBR: W0U28A -
                                                                                                                    D
                                                                                                                    O
                                                                                                                    D
                                                                                                              S C R S
                                                                                                     L E  C C C I I A
AUT LIN  SUB LIN   GENERIC NOMEN                          AUTH DOC       SITE  DUE IN    REQ   AUTH    O/H       C C  M I I I C S
STK NBR         UI NOMEN                                  DOC NBR        CD    STATUS                    DI      C C  C C C C C P
                                   TOTAL ACQ COST
-----------------------------------------------------------------------------------------------------------------------------------
X35354           TRUCK,  UTILITY, 3/4 TON                 TDAZSW0U2AA                    2      2      3

2320000021999   EA TRUCK, 3/4 TON                                                                          VR   0   U 0
                                          $28,222.00

                                                   LOSS SITE
HRH NBR     BAR CD        SER NBR/LOT NBR      QTY   CD   CD          ITEM ACQ COST MFR PART NBR                        MFR NAME
---------- ----------     ---------------      ----- --   --  -------------------- ---------------------------------- ---------------
W0U28A-     53282120      53[illegible]W-020     1                     $28,222.00                                       UNASSIGNED

        X40968

2320000508890   EA TRK CGO LWB W/W M813                                                                   B    K C   U 2

                                                   LOSS SITE
HRH NBR     BAR CD        SER[illegible]R/LOT NBR      QTY   CD   CD          ITEM ACQ COST MFR PART NBR                        MFR NAME
---------- ----------     ---------------      ----- --   --  -------------------- ---------------------------------- ---------------
W0U28A-                   4T199FG109             1                     $36,091.00                                       UNASSIGNED

        X61705

2320010[illegible]063   EA TRUCK UTILITY: 4X4 39                                                                  N    K C   U 0
                                          $36,091.00
```

This is the authorized item

Notice that the sub LINs are displayed after the authorized LIN and they are indented.

Practical Exercise: Substitute LIN #1

Title: Substitute LIN #1

Objectives: At the completion of this case study the student should demonstrate a capacity to perform the necessary actions to substitute one LIN for another.

Prerequisites:

Requirements:

References: Reference in the manual Chapter Two, **Substitute Items**.

Scenario: Your TDA document states that you have authorizations for three forklifts. You have one on hand and you are awaiting shipment for the other two. The other two have now been delivered. The forklift you originally requisitioned was discontinued, so they sent you a substitute: forklifts that are gas pt 6500.

Instructions: Perform the necessary actions in DPAS to substitute the new LIN number for the existing LIN.

Given:

Original LIN	X51791
New LIN	X58382

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

Class Discussion: Q & A

Practical Exercise: Substitute LIN #2

Title: Substitute LIN #2

Objectives: At the completion of this case study the student should demonstrate a capacity to perform the necessary actions to substitute one LIN for another.

Prerequisites:

References: Reference in the manual Chapter Two, **Substitute Items**.

Scenario: You are a new property book officer that is new to DPAS. You are fairly confident that you understand the processes in the system, however, after printing your hand receipt you notice that you have mistakenly substituted a copier for a lathe.

Instructions: Perform the necessary actions in DPAS to fix your mistake.

Given:

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

Class Discussion: Q & A

Substitute LIN Percentage Fill

MODULE: Authorizations

INTRODUCTION

The purpose of this process is to provide for the interactive establishment, update, or deletion of substitute line item number percentage fill records in the Subline Item Number Table. The user utilizes the Subline Item Number Table to submit or revise asset percent fill rates on authorized substitute line item numbers, in-lieu of line item numbers, and non-type classified items. The percent rates will be used in the calculations of the Equipment On-Hand ratings for the Equipment Readiness Report.

PREREQUISITES

The Parent UIC must exist on the UIC Table.

The Authorization Tracking selection of the Parent UIC on the UIC Table must be **Yes**.

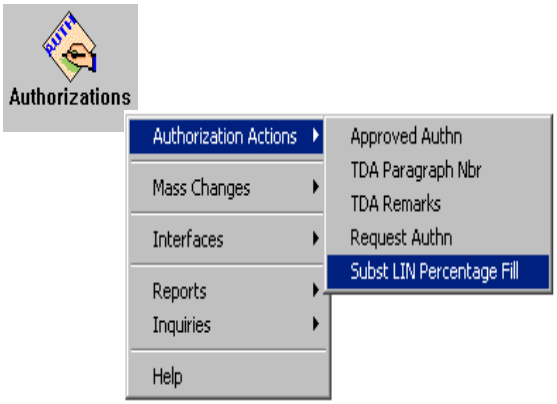
Access to the Parent UIC must be authorized.

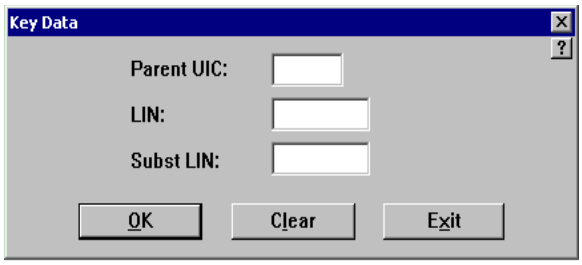
The Authorized LIN must be cataloged.

The Substitute LIN must be cataloged.

STEPS TO PERFORM ACTION

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





STEP 1:

a. **Parent UIC:** Enter the parent UIC (usually this is the first four positions of the UIC).
b. **LIN:** Enter the LIN you are substituting.
c. **Subst LIN:** Enter the **NEW** LIN.
d. Click **OK**.

STEP 2:

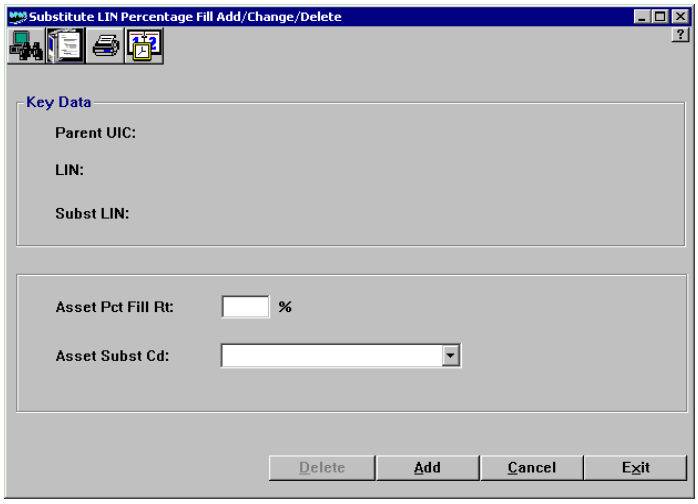
a. **Asset Pct Fill Rt:** Enter the adjusted quantity of fill for the required MTOE/ TDA LIN.
b. **Asset Subst Cd:** Select the appropriate Asset Substitute Code. Refer to **References** for appropriate codes.
c. Click **Add**.

The Transaction Processed dialog box is displayed.

d. Click **OK**.

You are returned to the Key Data screen.

e. Click **Exit**.



Transferring An Item From One HRH To Another

MODULE: Hand Receipt

INTRODUCTION

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

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

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

PREREQUISITES

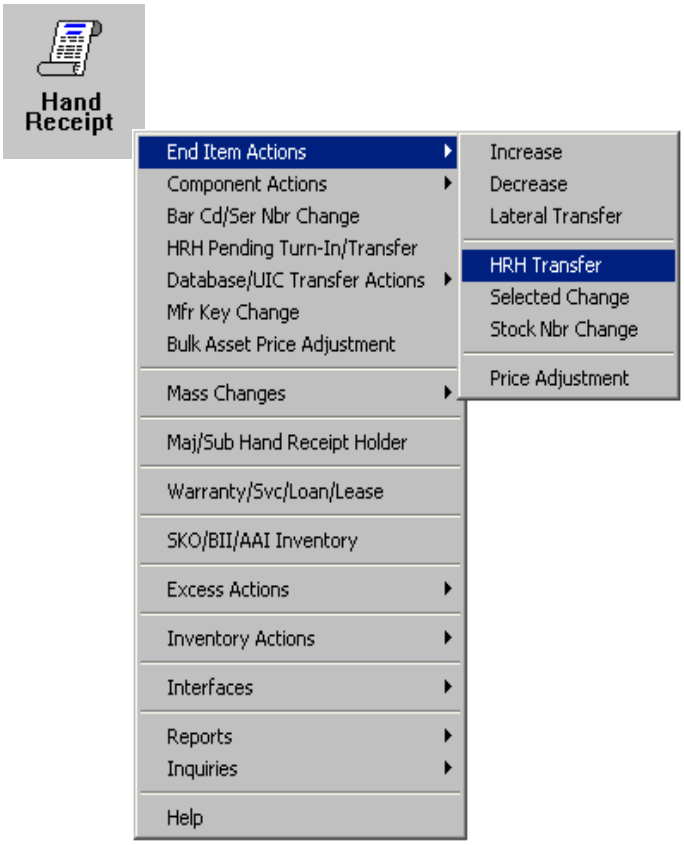
For Activities that use Authorizations, you will need to make sure that an Authorization exists for the gaining Hand Receipt Holder. Perform an Approved Authorization query to make sure this authorization exists. If an Authorization does not exist for the gaining Hand Receipt Holder, you will need to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

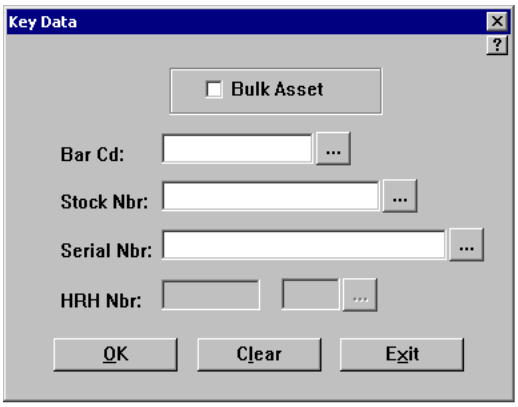
For Activities that require a document number for transfers between hand receipt holder, you can generate a document number from this process.

STEPS TO PERFORM ACTION

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

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

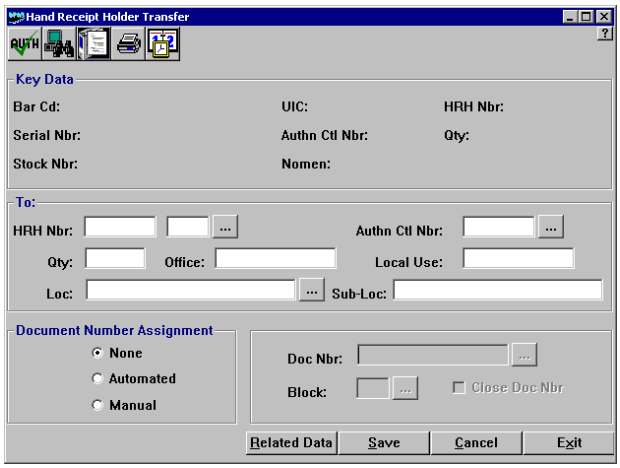




STEP 1:

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

STEP 2:



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

The Transaction Processed dialog box is displayed.

m. Click **OK**.

You are returned to the Key Data screen.

n. Click **Exit**.

Practical Exercise: Hand Receipt Holder Transfer

Title: HRH Transfer

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

Prerequisites:

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

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

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

Given:

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

Class Discussion: Q & A

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

MODULE: Hand Receipt

INTRODUCTION

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

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

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

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

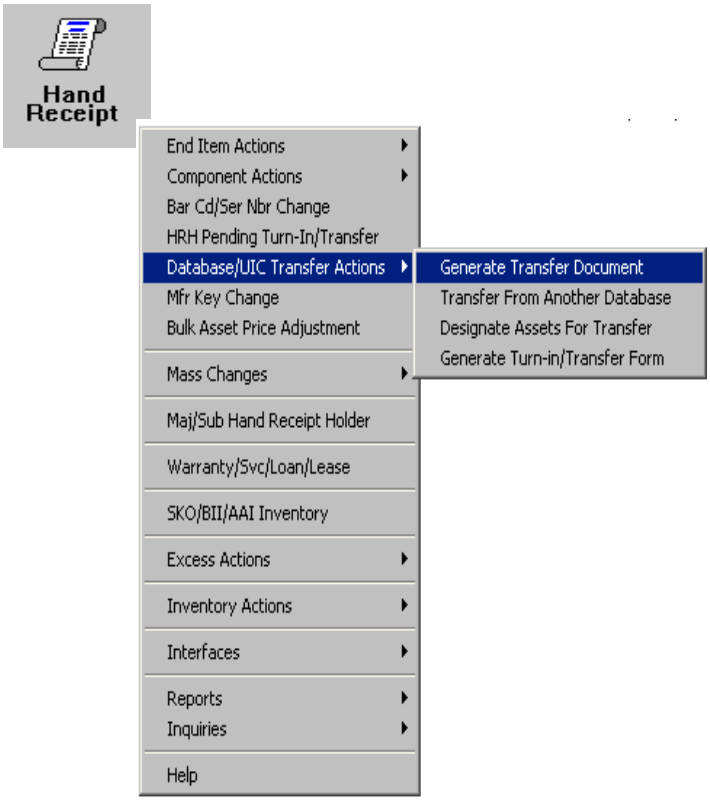
Processing a Lateral Transfer Decrease on the Losing UIC and a Lateral Transfer Increase on the Gaining UIC can also complete this transfer. This is not recommended because this requires all of the information to be reentered by the gaining UIC. Using the above process allows the gaining UIC to receive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

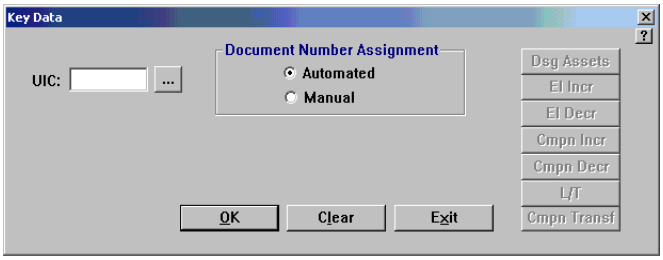
PREREQUISITES

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

STEPS TO PERFORM ACTION

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

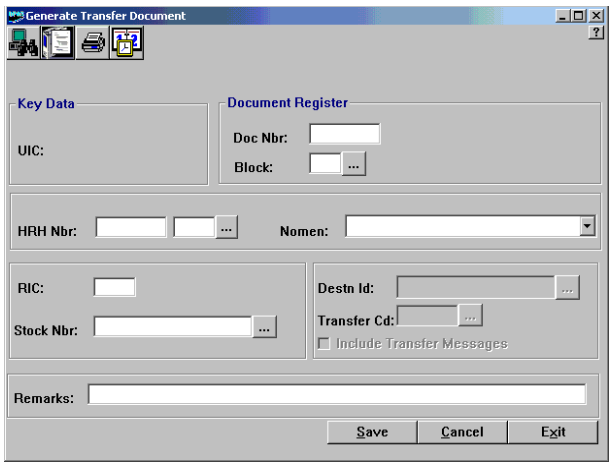




STEP 1:

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

STEP 2:



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

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

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

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

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

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

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

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

l. Click **OK**.

You will be returned to the Key Data screen.

m. Click **Exit**.

Designating The Assets For A UIC Transfer (Losing Organization)

INTRODUCTION

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

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

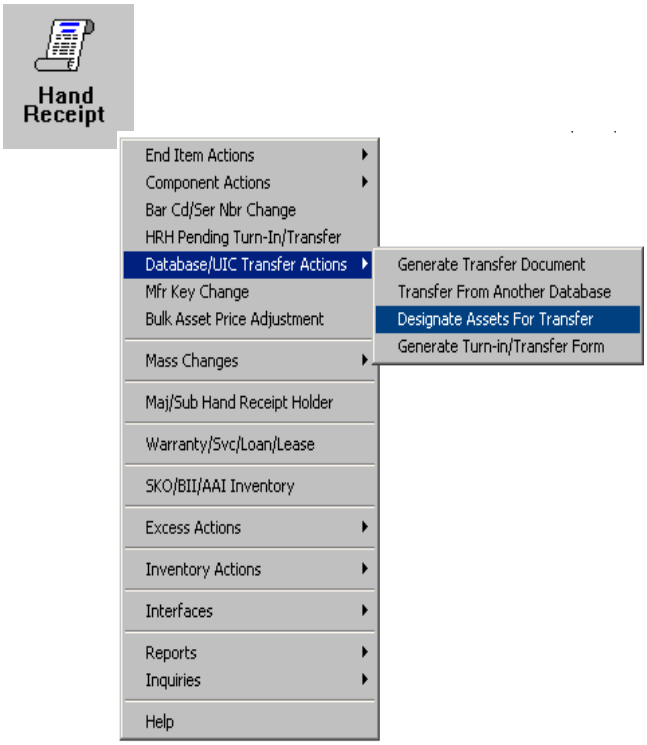
You can jump to this process from the Generate Transfer Document Key Data screen once you have obtained the document number by clicking the **Dsg Assets** button. This will bring your UIC and Document Number over so you would not have to look it up.

PREREQUISITES

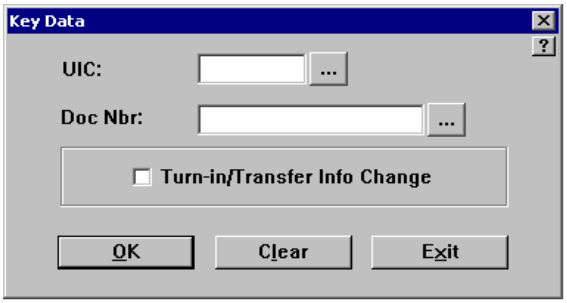
None

STEPS TO PERFORM ACTION

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



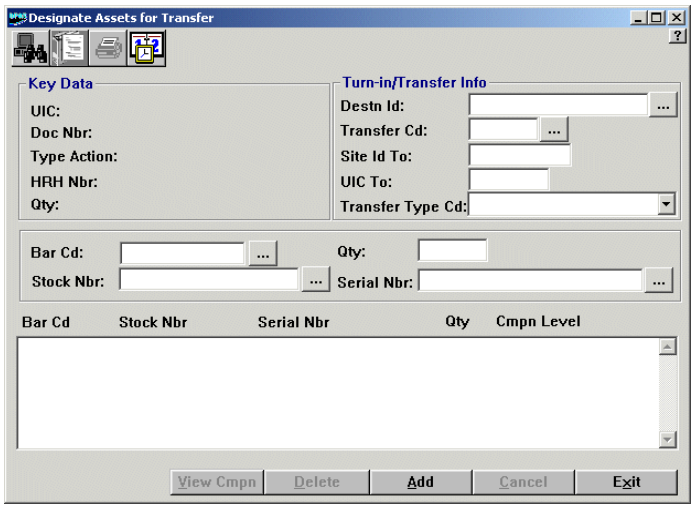
HINT!
You can also use the **Document Register>Detail Turn-In/Transfer> Generate Forms**.



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

HINT!

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

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

The Transaction Processed screen is displayed.

k. Click **OK**.

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

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

HINT!

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

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

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

You will be returned to the Key Data screen.

Generating A Transfer And/Or Turn-In Form

MODULE: Hand Receipt

INTRODUCTION

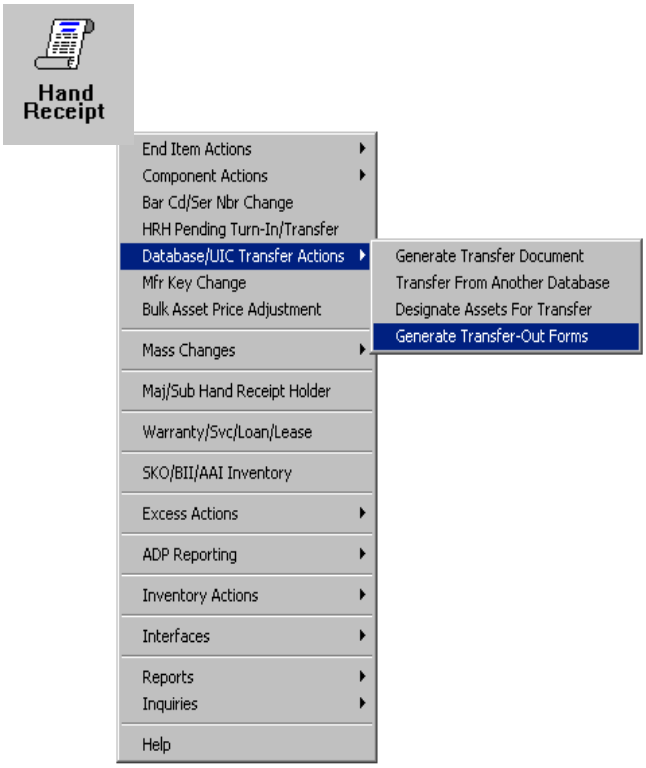
This section outlines the procedures to generate transfer/turn-in forms in DPAS.

PREREQUISITES

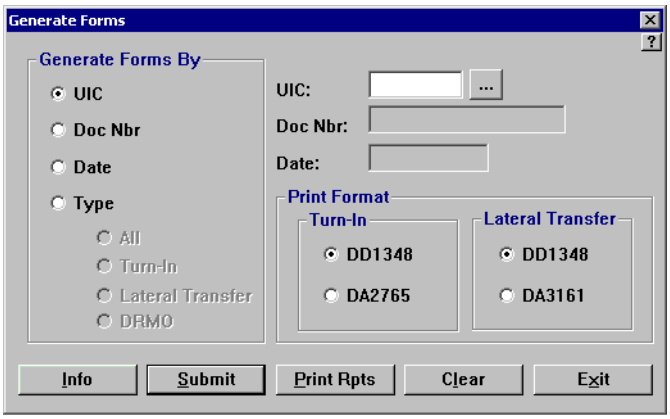
Assets must exist on the Detail Table.

STEPS TO PERFORM ACTION

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



HINT!
Transfer Forms can also be generated using the Document Register module.



STEP 1:

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

Generate Forms By	
UIC	Select this for a particular UIC.
Doc Nbr	Select this for a particular document number.
Date	Select this for a particular date.
Type	**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.

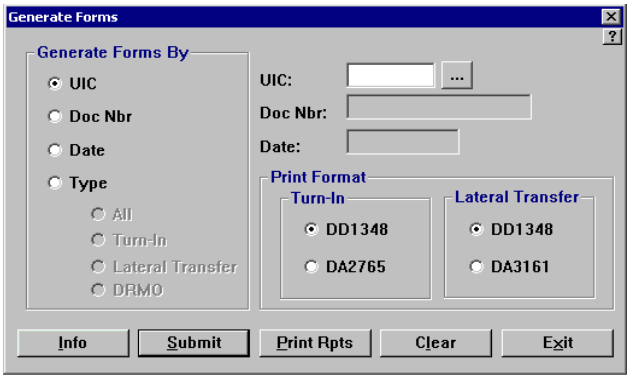
b. **UIC:** If you are generating the forms by **UIC**, enter the UIC. Otherwise, this field will not be accessible.
c. **Doc Nbr:** If you are generating the forms by **Doc Nbr**, enter the document number. Otherwise, this field will not be accessible.
d. **Date:** If you are generating the forms by **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**.

The Transaction Processed dialog box is displayed.

i. Click **OK**.

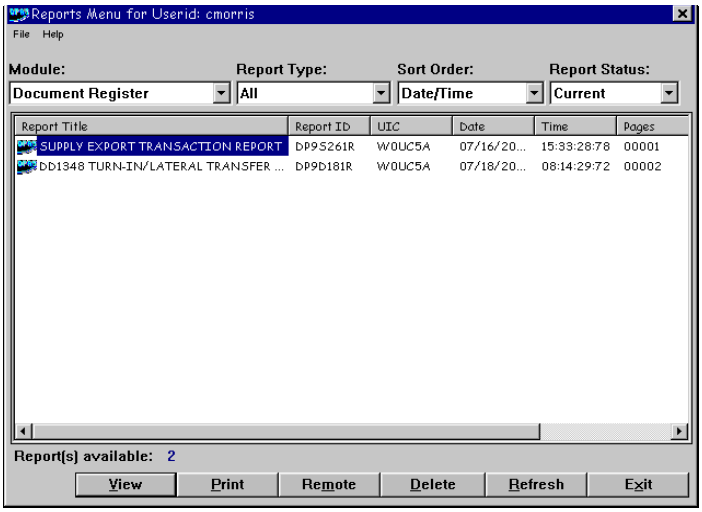


STEP 3:

- 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:

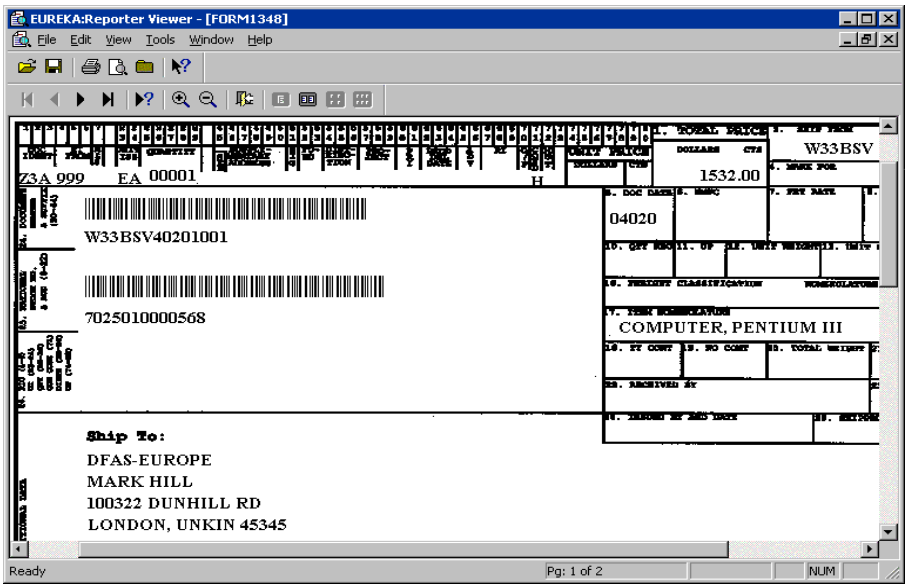


Figure 1 - DD 1348-1

Below is an example of the DA Form 2765:

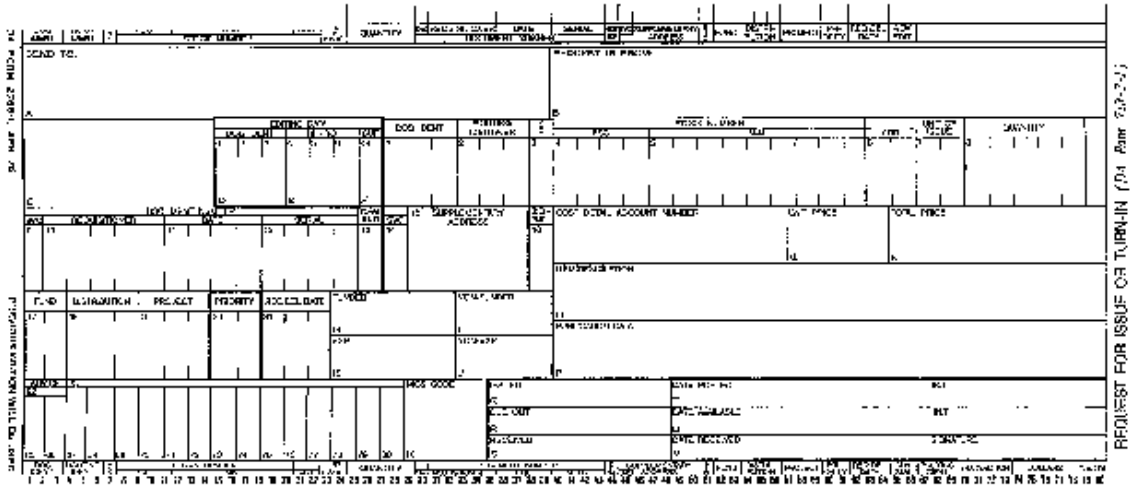
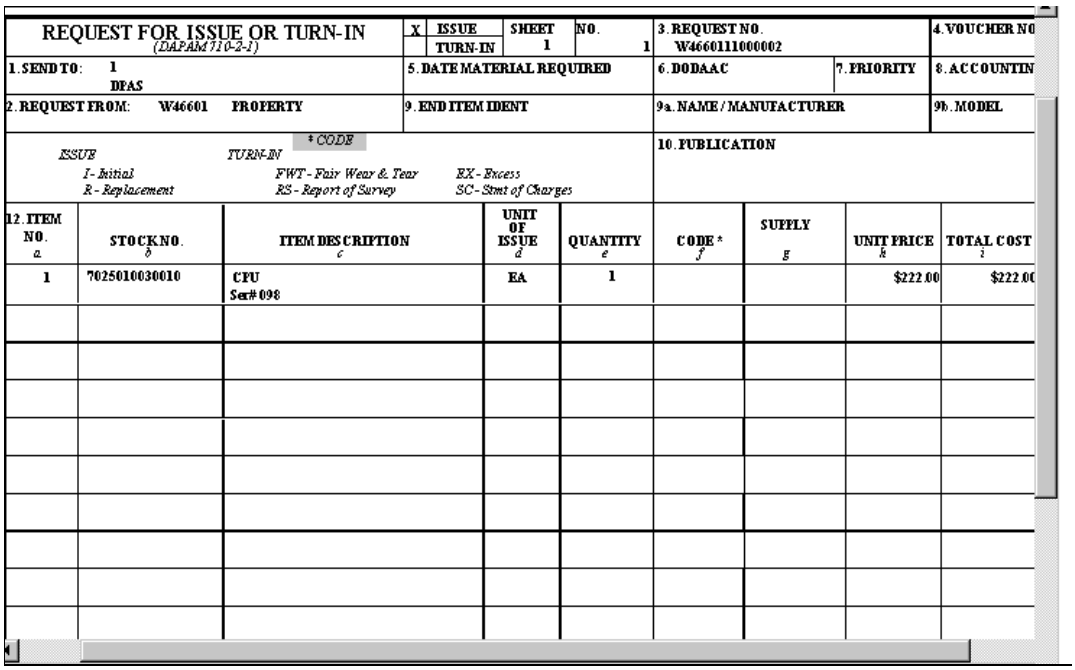


Figure 2 – DA Form 2765

Below is an example of a DA Form 3161:



REQUEST FOR ISSUE OR TURN-IN (DAPAM 710-2-1)	X	ISSUE / TURN-IN	SHEET 1	NO. 1	3. REQUEST NO. W46601111000002		4. VOUCHER NO
1. SEND TO: 1 DPAS		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

Reviewing Management Messages (Gaining Organization)

MODULE: Inquiries

INTRODUCTION

There are two ways that you can check to find out if someone has designated an asset(s) to be transferred to you. You can check the **Management Messages** or you can perform a **Detail Turn-In/Transfer** inquiry from the Document Register.

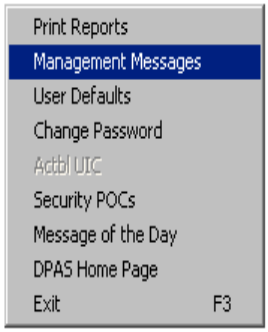
The first process will be described here, but you can determine which one you will prefer. Keep in mind that the inquiry will not show any of the Additional Text Messages the Sending UIC added to the Message, so the Management Messages Process will be the more accurate method.

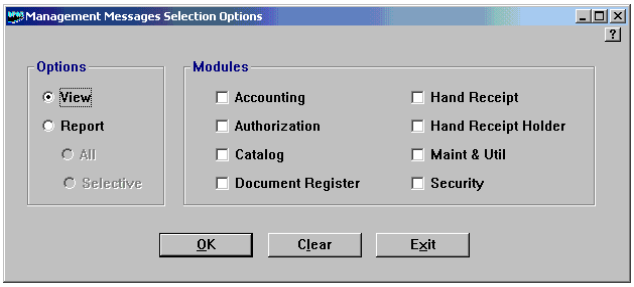
PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select **File** from the DPAS Main Menu.
2. Select **Management Messages** from the program group.





STEP 1:

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

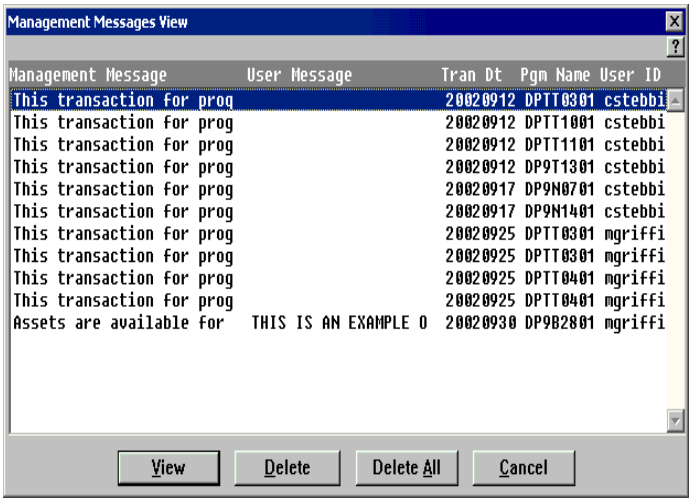
Options	
View	Allows you to view messages for the module(s) you select.
Report	
All	Generates a report of all the management messages.
Selective	Select the specific module(s) you wish to generate a report.

b. **Module:** Select the module(s) you want to view/report. If you select **Report All**, all modules will be automatically checked.

c. Click **OK**.

STEP 2:

- You can now review any of the management messages that were sent to your UIC either by double clicking the appropriate message or highlighting the message and clicking **View**.



Now that you know what the asset(s) is that is being transferred to you, you will need to obtain a **Lateral Transfer** document number.

Detail Turn-In/Transfer Inquiry (Gaining Organization)

MODULE: Inquiries

INTRODUCTION

There are two ways that you can check to find out if someone has designated an asset(s) to be transferred to you. You can check the **Management Messages** or you can perform a **Detail Turn-In/Transfer** inquiry from the Document Register.

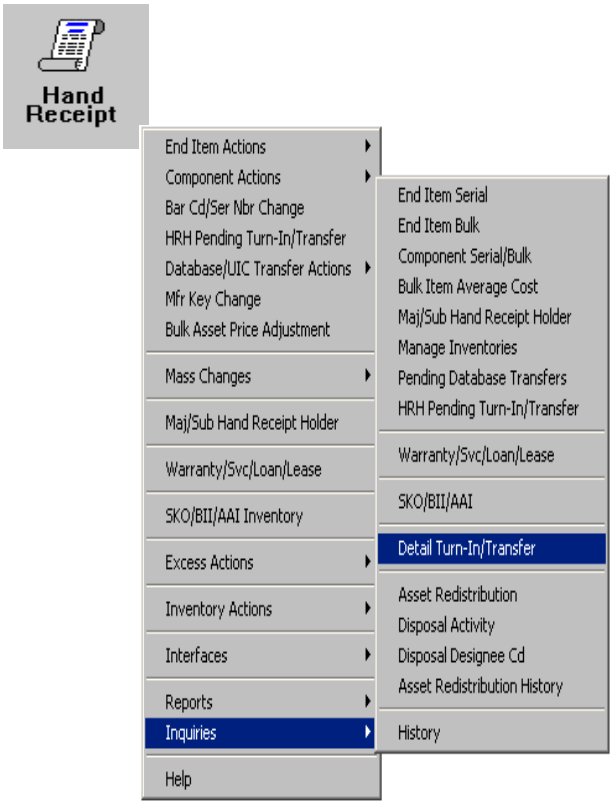
The second process will be described here, but you can determine which one you will prefer. Keep in mind that this inquiry will not show any of the Additional Text Messages the Sending UIC added to the Message, so the Management Messages Process will be the more accurate method.

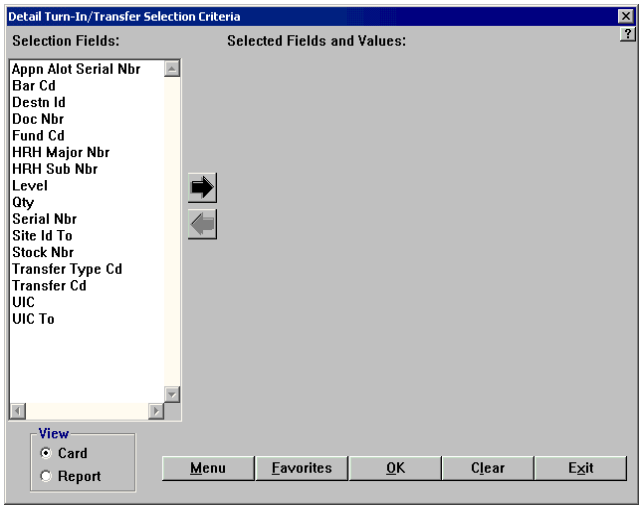
PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Inquiries** from the program group.
3. Select **Detail Turn-In/Transfer** from the program list.



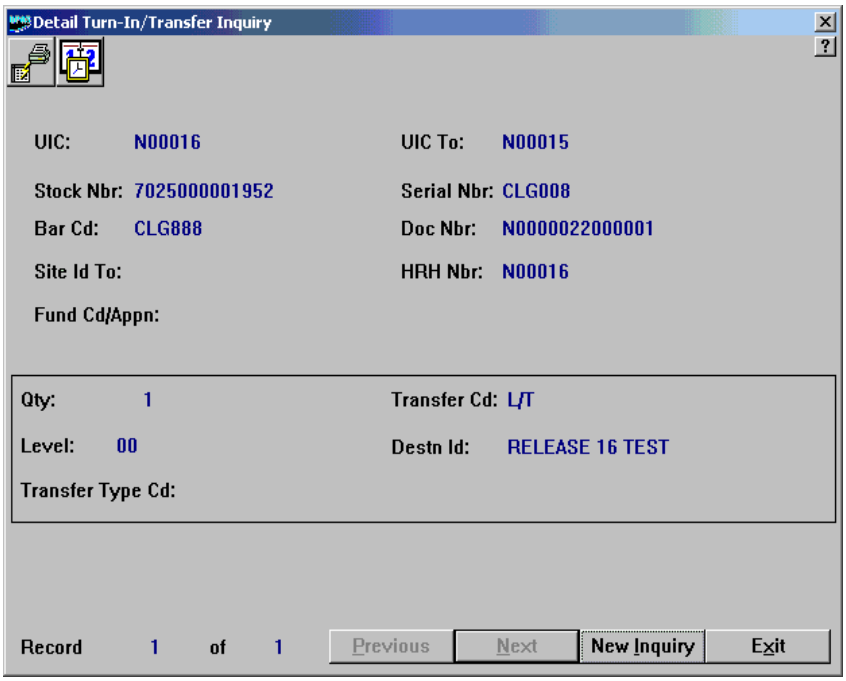


STEPS:

a. **Selection Fields:** Double click on the **UIC To** field to bring over to the right.
b. **UIC To:** Enter your UIC. When someone is transferring an asset to you, your UIC will appear in this field.
c. Click **OK**.

This is an example of what your query screen may look like.

This query will detail the UIC that the asset is coming from, stock number, serial number, bar code, and the losing UIC's document number (which you will need when you pick the asset up).



Transfer In An Asset (Gaining Organization)

MODULE: Hand Receipt

INTRODUCTION

This process is used to receive assets that are being transferred to your UIC from another UIC, on the same DPAS database, and that have been designated for transfer using the Designate Assets for Transfer process under the Losing UIC.

The Gaining UIC can view the Management Messages to receive the information on the assets that are being transferred.

If the Document Register is being used, a Lateral Transfer Document must be built prior to processing the transfer. Under the Document Register Module this would be a Miscellaneous Action and the Nomen would be a Lateral Transfer by Assets.

If using the Authorization Module, ensure an Authorization is built for the Hand Receipt Holder(s) that will receive the assets. There is no Authorization Jump Button on the Lateral Transfer Screen so this will need to be done before entering the screen to process the transfer.

The Gaining UIC will enter the Document Number of the Losing UIC. This can be viewed on the Management Message or the paperwork for the transfer. Most of the data fields will then be filled from the Losing UIC information. Review all of the data and change any fields that are necessary. If the asset is a Capital Asset, the user will be prompted to enter the Office, Task Code and Job Order Number that the Depreciation Expense will be charged against in the Financial System.

Once the transaction is processed, the asset will be removed from the Losing UIC. A Financial, UIT/CBS-X, and/or DoDSASP transaction will be produced, if necessary.

PREREQUISITES

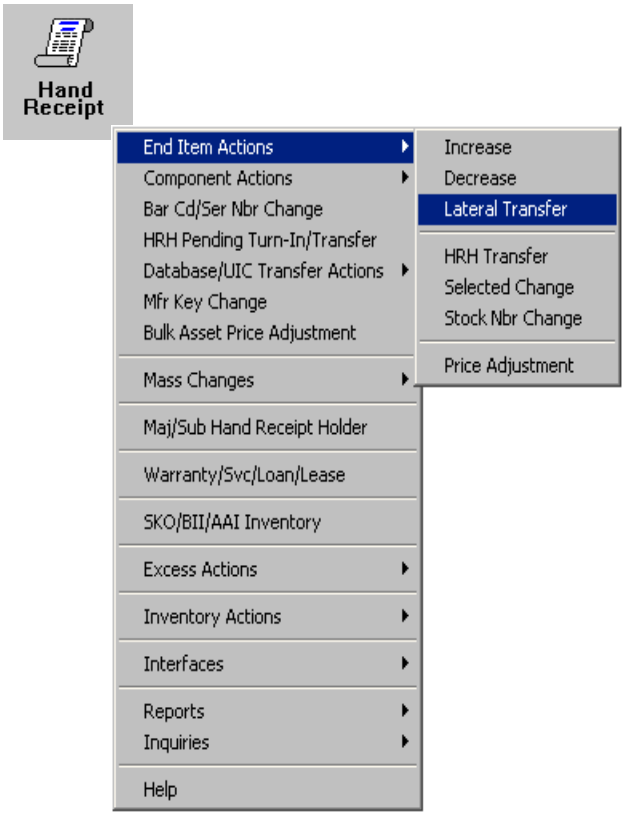
Review either the Management Messages or perform a Detail Turn-In/Transfer inquiry.

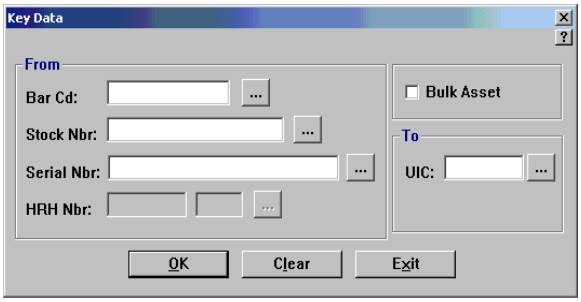
For Activities that use Authorizations, you will need to make sure that an Authorization exists for the gaining Hand Receipt Holder. This can be done doing an Approved Authorization query. If an Authorization does not exist for the gaining Hand Receipt Holder, you will need to establish one using the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

If your Activity uses the Document Register, you will need to obtain a **Lateral Transfer By Assets** document number. Refer to **Add Miscellaneous Document Numbers** for more information on this process.

STEPS TO PERFORM ACTION

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





STEP 1:

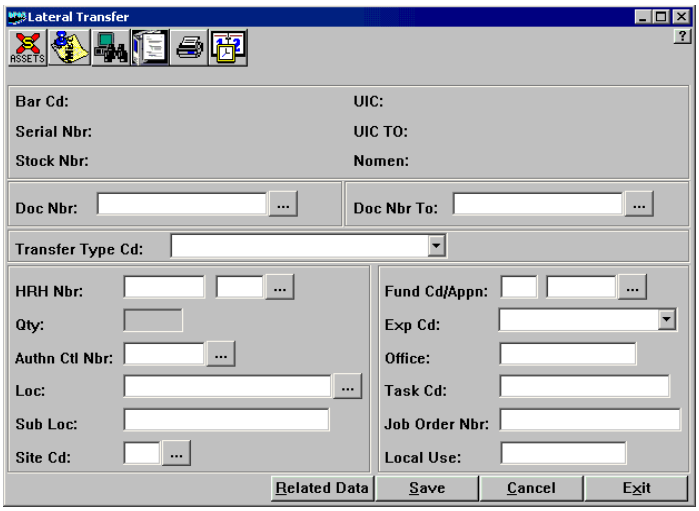
From Group Box:

a. **Bar Cd:** If your Activity uses bar codes, enter or browse for the bar code of the asset. **Proceed to step d**.
b. **Stock Nbr:** If your Activity does not use bar codes, enter or browse for the stock number of the asset.
c. **Serial Nbr:** If your Activity does not use bar codes, enter or browse for the serial number of the asset.
d. **Bulk Asset:** Check this box if the asset is bulk managed.
e. **HRH Nbr:** This field is only accessible if the asset is bulk managed. It is mandatory only if you entered the stock number.

To Group Box:

f. **UIC:** Enter or browse for the UIC the asset is being assigned.
g. Click **OK**.

STEP 2:



a. **Doc Nbr:** Enter or browse for the losing UIC's document number.
b. **Doc Nbr To:** Enter or browse for **your** document number.
c. **Transfer Type Cd:** Select the appropriate transfer type code.
d. **HRH Nbr:** Enter or browse for the hand receipt holder for which the asset is being assigned.
e. **Qty:** For bulk managed assets, enter the number of items being transferred.
f. **Authn Ctl Nbr:** If your Activity requires Authorizations, enter or browse for the authorization for the asset.
g. **Loc:** Enter or browse for the location of the item.
h. **Sub Loc:** If desired, enter the sub location of the asset.
i. **Site Cd:** If desired, enter or browse for the site code.
j. **Fund Cd/Appn:** Enter or browse for the appropriate fund code and/or appropriation allotment serial number.
k. **Exp Cd:** Select the appropriate expense code.
l. **Office:** Enter the office/code where the asset is assigned.
m. **Task Cd:** For capital assets, enter the task code given to you by your Finance Office.
n. **Job Order Nbr:** For capital assets, enter the job order number given to you by your Finance Office.
o. **Local Use:** This is a "free" field.
p. Click **Save**.

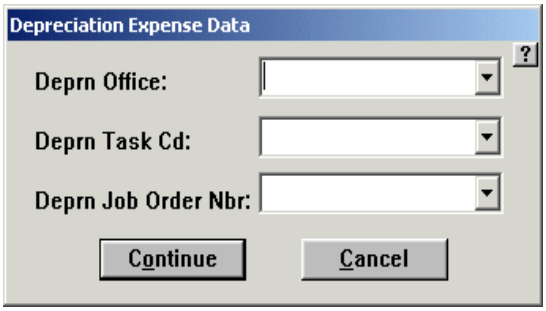
The Transaction Processed dialog box will be displayed.

q. Click **OK**.

You will be returned to the Key Data screen.

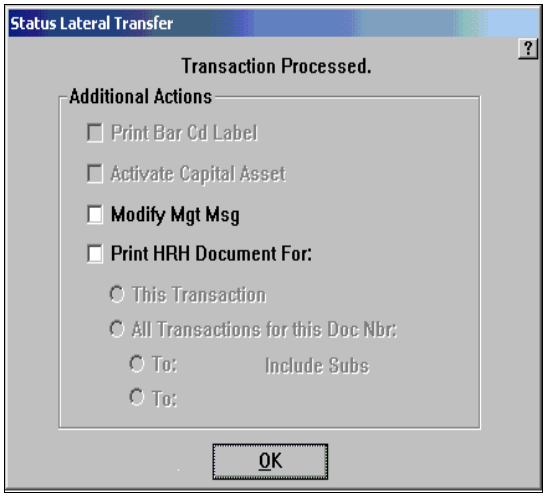
r. Click **Exit**.

If the item is **Capital**, the following dialog box is displayed:



a. **Deprn Office:** Enter the office where depreciation expenses are being charged.
b. **Deprn Task Cd:** Enter the task code where depreciation expenses are being charged.
c. **Deprn Job Order Nbr:** Enter the job order number where depreciation expenses are being charged.
d. Click **Continue**.

Once you have transferred the asset, DPAS will allow the gaining organization to generate a message to send back to the losing organization.



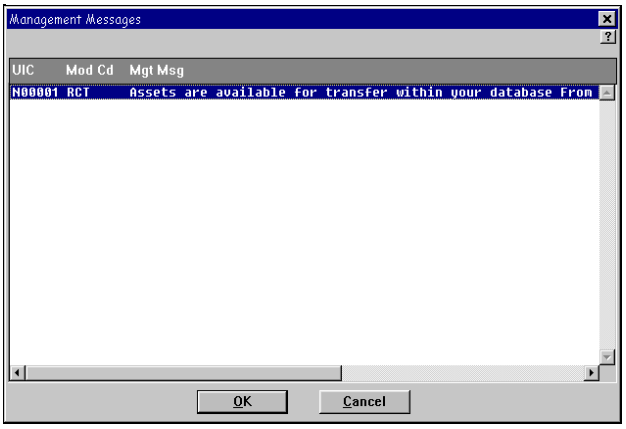
- If you check **Modify Mgt Msg**, DPAS will allow you to add your own text to the user message text field.
- If you click OK, then DPAS will produce a generic management message and then return you back to the **Lateral Transfer Key Data** screen.
- Click Exit to exit from this process.

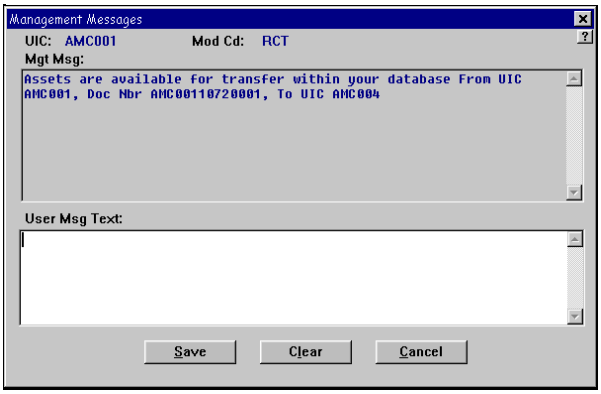
STEP 3:

USER MANAGEMENT MESSAGE:

If you checked **Modify Mgt Msg**, the following screen is displayed:

- Click **OK**.





STEP 4:

a. **User Msg Text:** Enter you own message.
b. Click **Save**.

The Transaction Processed dialog box will be displayed.

c. Click **OK**.

You will be returned to the Key Data screen.

d. Click **Exit**.

Practical Exercise: UIC to UIC Transfer

Title: Transfer Between Two UICs

Objectives: At the completion of this case study the student should demonstrate a capacity to perform a lateral transfer action between two UICs on the same database.

Prerequisites: If the gaining UIC does not have security access to the losing agency's UIC, then the losing agency will need to designate the item for pick-up using the designate assets for transfer process.

References: Reference in the manual Chapter Two, Transfer an End Item from My UIC to Another UIC on the Same Database.

Scenario: The commander has finally gotten around to reading his overage/shortage report. What he has discovered is that your property book has an overage of one piece of property; he also discovered that another property book on the same database has a shortage of one piece of property. This must be rectified before the next inventory.

Instructions: Make the appropriate entries in DPAS to perform a transfer to another property book and generate a transfer document.

Given:

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

Class Discussion: Q & A

Transferring Assets To Another Database (Losing Organization)

MODULE: Hand Receipt

INTRODUCTION

This process is used to designate one or more assets for transfer to another DPAS connected activity, which is NOT in the same DPAS database (SITE ID) as the losing activity.

In order to use this process, both the LOSING and GAINING UICs must be using DPAS for property accountability.

This process is NOT used to transfer assets to another Hand Receipt Holder in the same UIC, or to transfer assets to another UIC in the same DPAS database as the losing activity.

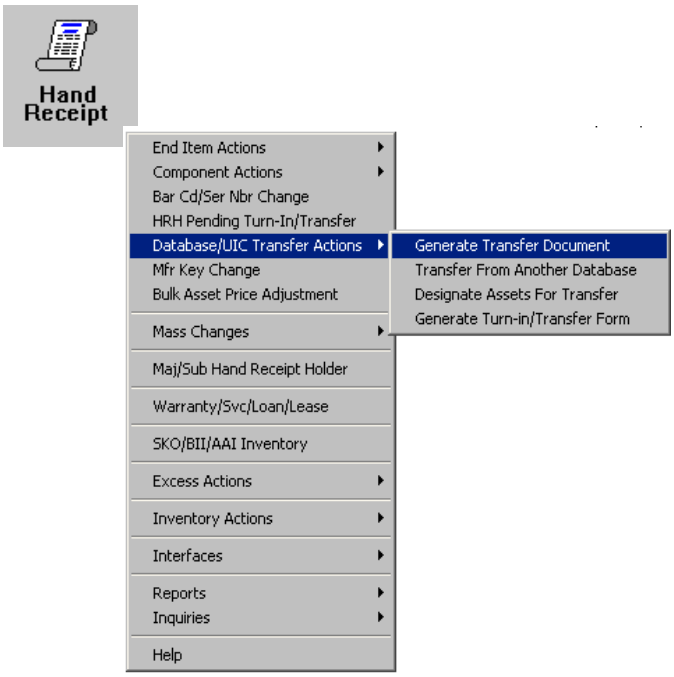
PREREQUISITES

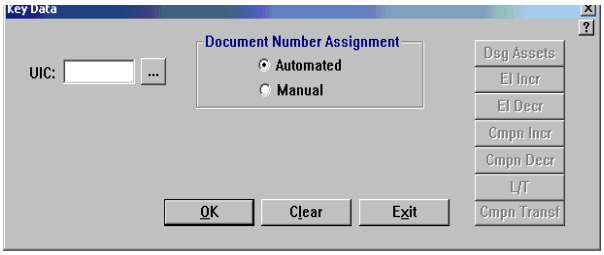
A Transfer document is required for this process even if your activity does NOT use the DPAS Document Register module. The document number will be used to identify the specific set of assets being transferred. Refer to **Add Miscellaneous Document Numbers** for more information on this process.

The next part of this process will allow you to designate one or more assets to be transferred to the gaining activity.

STEPS TO PERFORM ACTION

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

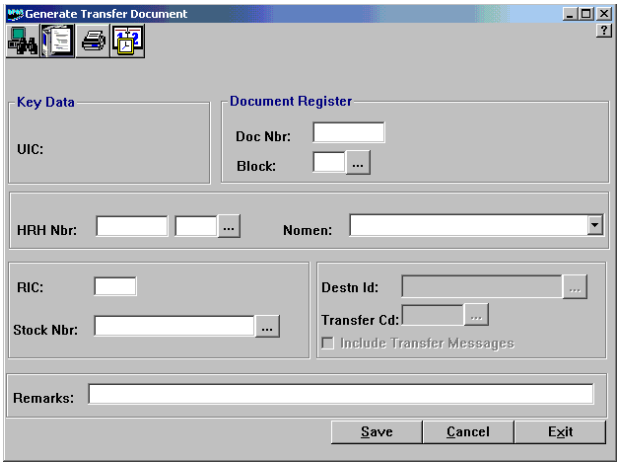




STEP 1:

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

STEP 2:



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

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

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

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

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

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

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

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

l. Click **OK**.

You will be returned to the Key Data screen.

m. Click **Exit**.

Accepting A Transfer From Another Database (Gaining Organization)

MODULE: Hand Receipt

INTRODUCTION

Use this process to accept assets that have been transferred to your activity from another activity when the losing activity is NOT in the same DPAS database (SITE-ID).

Assets are available for acceptance approximately 24 hours after the transfer has been initiated by the losing Activity.

DPAS will generate a report of assets pending transfer during the nightly batch cycle.

This report can be viewed or printed by clicking on the word FILE in the DPAS Menu bar, and selecting PRINT REPORTS. The report will be titled Database Transfer Status Report. Assets waiting to be accepted will be listed on part one of the report.

PREREQUISITES

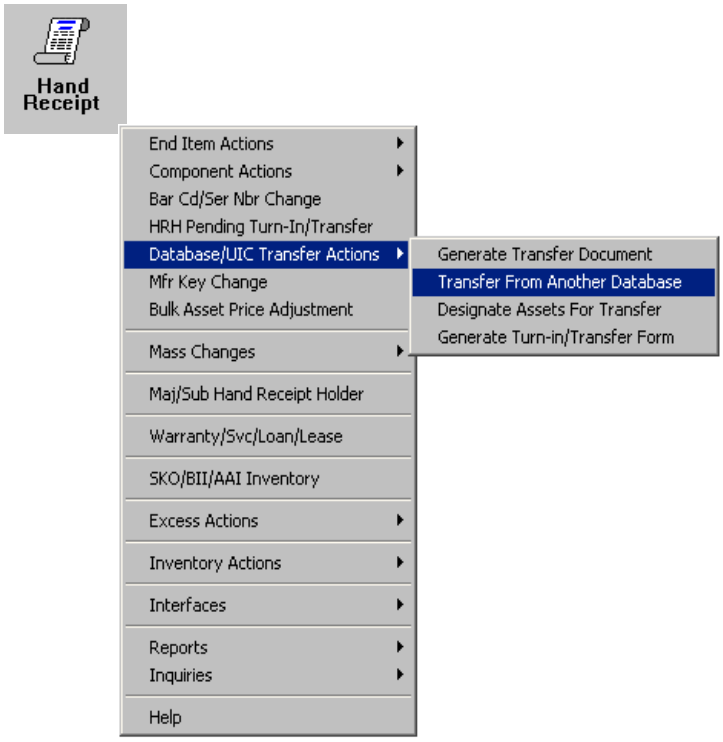
None

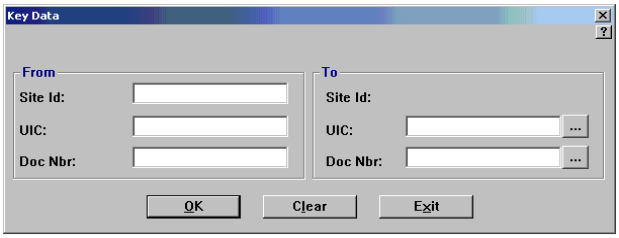
NOTE:
For each asset being transferred in, this process will:

- Place each asset on the hand receipt if a catalog record for the asset already exists on the gaining activity's database. Otherwise, the catalog record must be built.
- Transfer any ACCUMULATED depreciation from the losing activity to the PRIOR depreciation table for the gaining activity.

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

3. Select **Transfer From Another Database** from the program list.





STEP 1:

From Group Box:

a. **Site Id:** Enter the Site Id (database) from which the asset(s) is being transferred.
b. **UIC:** Enter the sending Activity's UIC.
c. **Doc Nbr:** Enter sending Activity's document number.

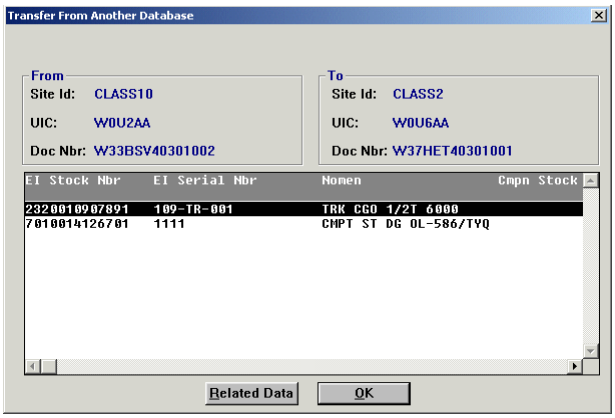
To Group Box:

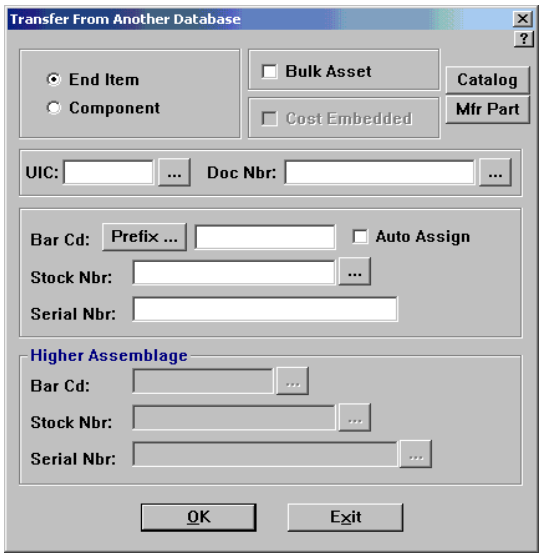
d. **UIC:** Enter or browse for the UIC for which the asset(s) is being assigned.
e. **Doc Nbr:** Enter or browse for your document number.
f. Click **OK**.

NOTE:
The above information will be found on the Database Transfer Status report, in Part 1, Assets Pending Transfer In.

STEP 2:

a. To accept an asset, highlight the asset you wish to transfer in. You do not have to accept all the items.
b. Click **OK**.





STEP 3:

a. Select if the item is an **End Item** or a **Component**.
b. **Bulk Asset:** Check this box if the asset bulk managed.
c. **Cost Embedded:** For component items, check this box if the cost of the component is embedded into the cost of the end item.
d. **UIC:** This field is displayed.
e. **Doc Nbr:** This field is displayed.
f. **Bar Cd:** If your Activity bar codes assets, enter a bar code for the item. If not, leave this field blank.

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

g. **Stock Nbr:** You can accept the stock number that was assigned by the losing Activity, or you can enter or browse for the stock number you wish to assign to the item.
h. **Serial Nbr:** This field is displayed, but can be changed, if necessary.

If the item is **NOT** a component, proceed to Step 4.

Higher Assemblage Group Box:

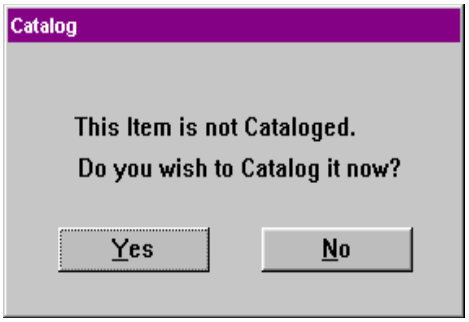
i. **Bar Cd:** If your Activity uses bar codes, enter the bar code of the higher assemblage.
j. **Stock Nbr:** Enter the stock number of the higher assemblage.
k. **Serial Nbr:** Enter the serial number of the higher assemblage.
l. Click **OK**.

NOTE:
The Bar Code, Stock Number and Serial Number are displayed from the Excess database. Once the asset(s) is picked up by the gaining database and the nightly batch process is performed, the asset(s) is automatically dropped from the Excess database as well as the losing database. If the asset(s) is not picked up by the gaining database, the asset(s) will remain on the Excess database as well as your own database for thirty days; at which point, the asset(s) will be dropped from the Excess database.

On this screen you may elect to change the bar code assigned to the asset, or keep the bar code that was assigned to the asset by the losing activity.

You will now be able to complete the transfer action.

If no catalog record exists in the gaining database for the asset, DPAS will return the following message:

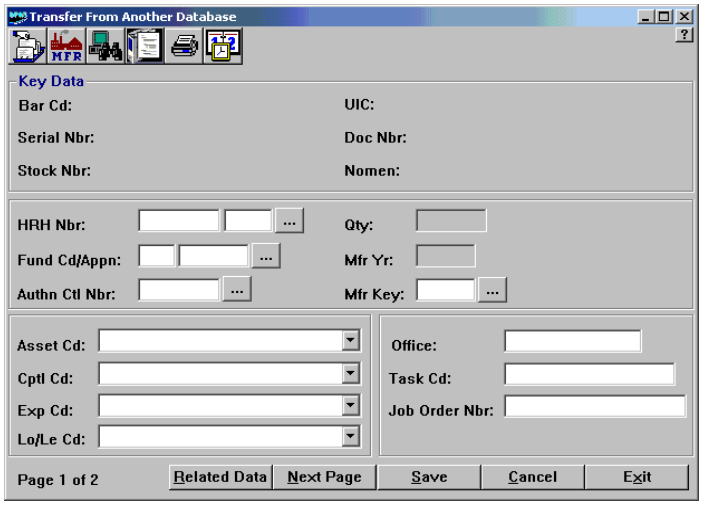


- If you want to catalog the asset, click **Yes**.

If you click **No**, the process will be terminated, and you will not be able to complete the transfer!

You will be able to return to the process and complete the transfer action only after the asset(s) have been added to the DPAS catalog.

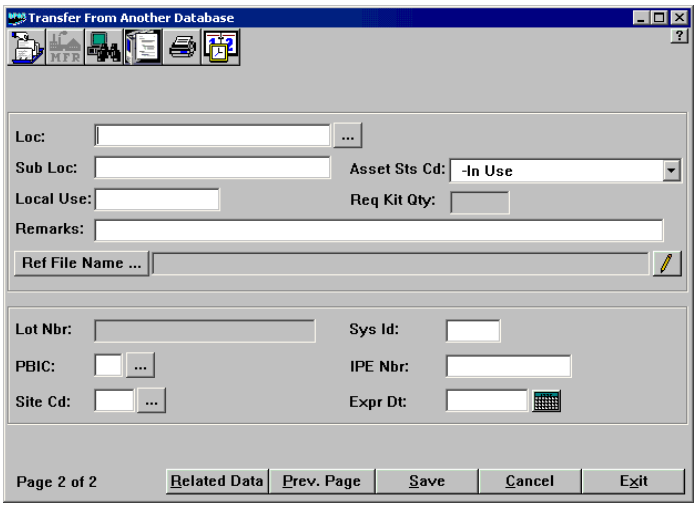
STEP 4:



a. **HRH Nbr:** Enter or browse for the hand receipt holder that will be responsible for the asset.
b. **Qty:** For bulk managed items, enter the quantity you are transferring in. This field defaults to **1** for serially managed items.
c. **Fund Cd:** Enter or browse for the fund code and/or appropriation allotment serial number.
d. **Mfr Yr:** This field is displayed and cannot be changed.
e. **Authn Ctl Nbr:** Enter or browse for the authorization control number.
f. **Mfr Key:** Enter or browse for the manufacturer's key. This is only mandatory for IT assets.
g. **Asset Cd:** Select the appropriate asset code. The default is **K-Equipment**.

h. **Cptl Cd:** If there is an exception to capitalization, you can change it from the default of **N/A**. But normally, this code will not need to be changed.
i. **Exp Cd:** Select if the depreciation for the item is funded or not funded. The default is **1 - Funded**.
j. **Lo/Le Cd:** If the item is in on loan or leased, select the appropriate code. The default is **N/A - Government Owned**.
k. **Office:** Enter the Office. Policy varies by Agency.
l. **Task Cd:** Enter the task code of the item. This field is **MANDATORY** for capital assets.
m. **Job Order Nbr:** Enter the Job Order number that is assigned by your Finance office. This field is **MANDATORY** for capital assets.
n. Click **Next Page**.

STEP 5:



a. **Loc:** Enter or browse for the physical location of the item. This field is **MANDATORY**. These fields are established in the **Utilities** module.
b. **Sub Loc:** Enter a sub location of the asset, if desired.
c. **Asset Sts Cd:** Enter the status of ths item. Valid codes are: **Inbound, Layaway, Not In Use, Outbound** and the default is **In Use**.
d. **Local Use:** This is a "free" field.
e. **Req Kit Qty:** Enter the number required for the kit, if desired.
f. **Remarks:** Enter any remarks required.
g. **Ref File Name...:** Click this button if you want to attach any reference files to the item (i.e., Word documents, pictures, videos, etc.).
h. **Lot Nbr:** For bulk items, enter the lot number assigned.
i. **Sys Id:** Enter the user-defined system identification number, if used.
j. **PBIC:** Enter or browse for the property book identification code. These codes are established in the **Utilities** module.
k. **IPE Nbr:** Enter the Industrial Plant Equipment number, if used.
l. **Site Cd:** Enter or browse for the asset's storage location. These codes are established in the **Utilities** module.
m. **Expr Dt:** Enter the expiration date for time when asset is no longer considered usable for its intended purpose, or when the authority to operate the asset ends.
n. Click **Save**.

The Transaction Processed dialog box will be displayed.

o. Click **OK**.

You will be returned to the Key Data screen.

p. Click **Exit**.

Reversing An Increase Action

MODULE: Hand Receipt

INTRODUCTION

When an asset is added to the Property Book in error, a Reversal Transaction is used to remove it. Since this is a Decrease action, the **End Item Actions > Decrease** will be used with a Type Action Code of a Reversal.

If the Document Register is being used, this transaction does not require a new Document Number. Use the Document Number from the original increase transaction in the decrease process. This will tie the action to the Document Number and show that an error was made and corrected with the Reversal.

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

NOTE:
You cannot use this process to reverse a reversal action.

PREREQUISITES

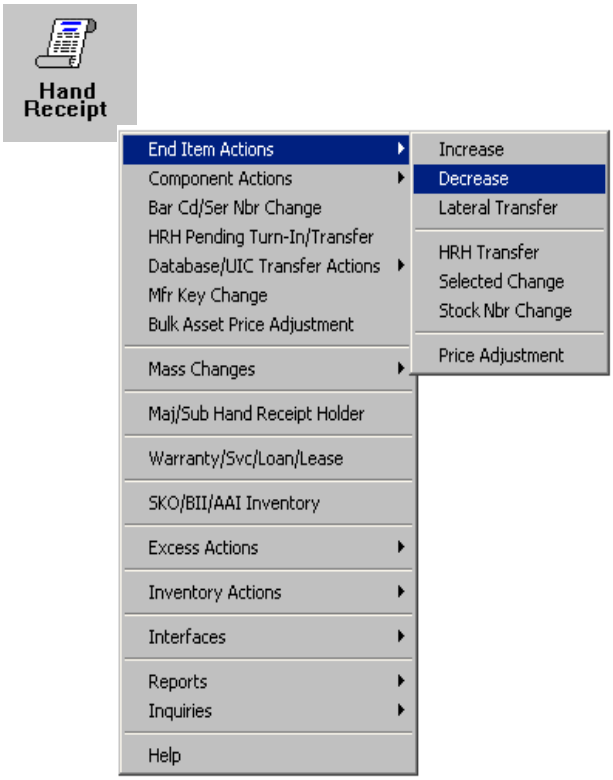
The record must exist on the history table as being received prior to performing this process.

You will also need the document number from the History Table for the item.

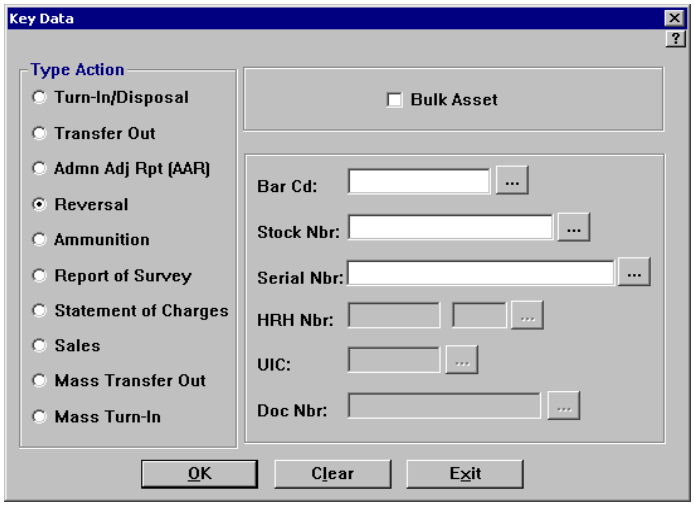
STEPS TO PERFORM ACTION

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

3. Select **Decrease** from the program list.



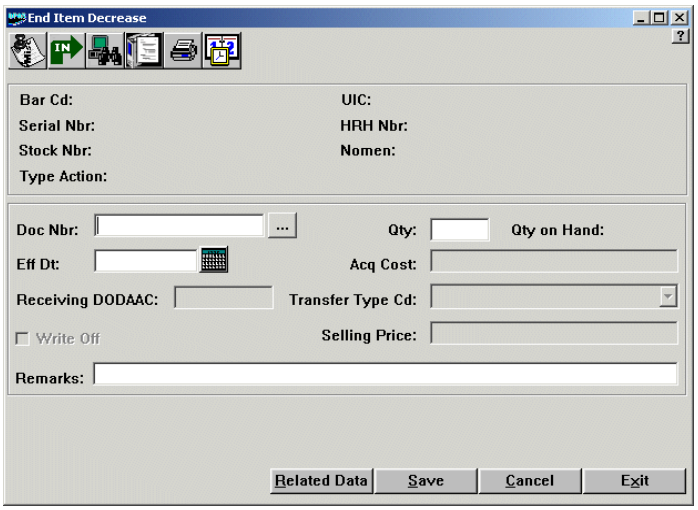
STEP 1:



a. **Type Action:** Select **Reversal**.
b. **Bulk Asset:** If the item is bulk, check this box.
c. **Bar Cd:** If your Activity uses bar codes, enter or browse for the bar code of the item. Proceed to step g.
d. **Stock Nbr:** If your Activity does not use bar codes, enter or browse for the stock number for the item for which you are changing the bar code.
e. **Serial Nbr:** If your Activity does not use bar codes, enter or browse for the serial number for the item for which you are changing the bar code.
f. **HRH Nbr:** If you entered only the stock number for a bulk item, you will need to enter or browse for the hand receipt holder number.

g. Click **OK**.

STEP 2:



a. **Doc Nbr:** Enter the document number that you used to add the asset to the property book.
b. **Qty:** For bulk items, enter the quantity that you want to reverse.
c. **Eff Dt:** This date is displayed with the date the hand receipt holder signed for the item. It can be changed, if necessary.
d. **Remarks:** Enter any remarks as required by your Activity.
e. Click **Save**.

The Transaction Processed dialog box will be displayed.

f. Click **OK**.

You will be returned to the Key Data screen.

g. Click **Exit**.

Reversing A Decrease Action

MODULE: Hand Receipt

INTRODUCTION

This process is used to reverse an item that may have been erroneously decreased off of the property book. Use the original document number from the decrease action in the increase process to correct the error.

NOTE:
You cannot use this process to reverse a reversal action.

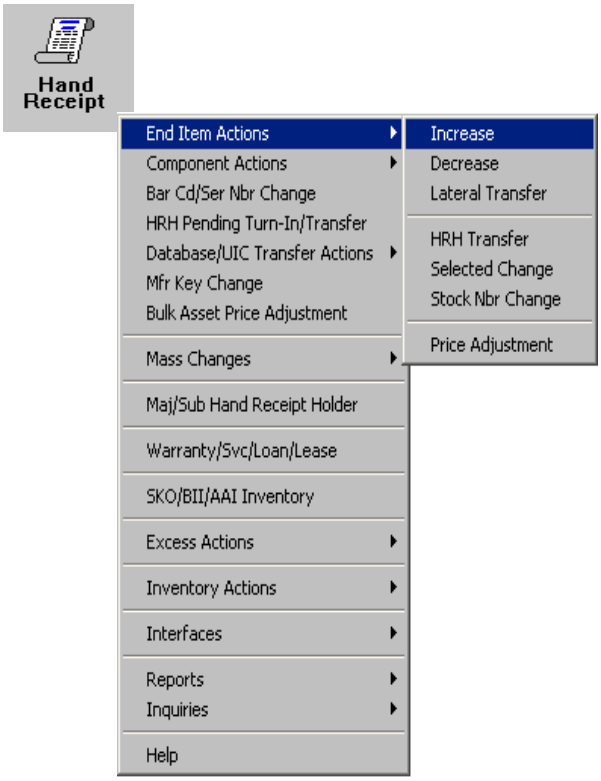
PREREQUISITES

The record must exist on the history table as being decreased prior to performing this process.

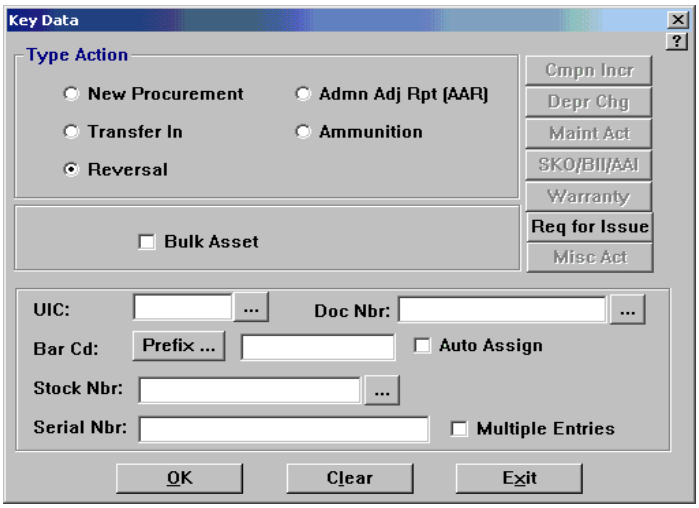
If you are auto assigning your bar codes, a bar code prefix will need to be established. The Property Book Officer usually establishes these codes. This process can be found in Chapter Seven.

STEPS TO PERFORM ACTION

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



STEP 1:



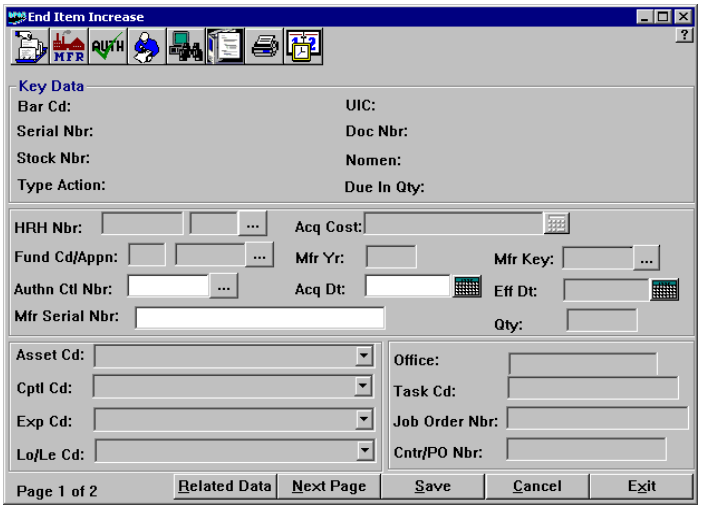
a. **Type Action:** Select **Reversal**.
b. **Bulk Asset:** If the item you are reversing is bulk managed, check this box.
c. **UIC:** Enter or browse for your UIC.
d. **Doc Nbr:** Enter the document number that was used when the item was removed from the property book.
e. **Bar Cd:** If your Activity uses bar codes, enter the bar code of the item. If you are having DPAS automatically assign bar codes for you and you have a prefix already assigned, click on the **Prefix...** button and select the appropriate prefix.

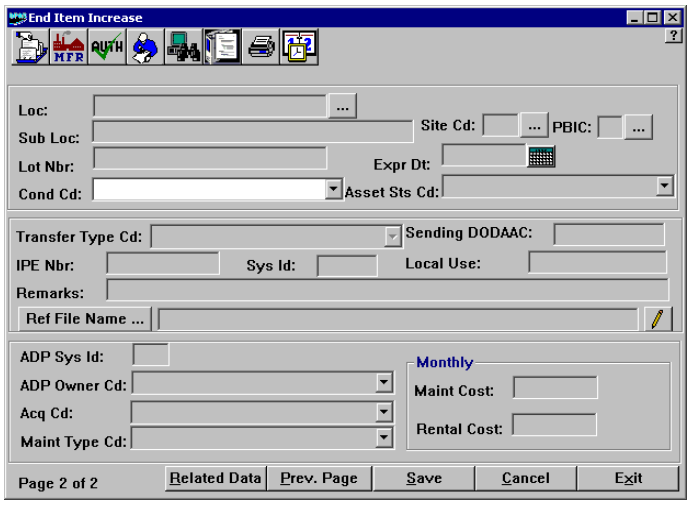
   If your Activity does not bar code, **proceed to step h**.

f. **Stock Nbr:** Enter the stock number of the asset.
g. **Serial Nbr:** Enter the serial number of the asset.
h. Click **OK**.

STEP 2:

a. The only fields that will be accessible on this page are the **Authn Ctrl Nbr** (if your Activity uses Authorizations), **Acq Dt**, and **Mfr Serial Nbr**. If you need to change any of the displayed fields, you can do that at this time.
b. Click **Next Page**.





STEP 3:

a. The only field that will be accessible on this page is the **Condition Cd**.
b. Click **Save**.

The Transaction Processed dialog box will be displayed.

c. Click **OK**.

You will be returned to the Key Data screen.

d. Click **Exit**.

Practical Exercise: Reversal Action

Title: Reversal Action

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

Prerequisites: A history record must be on DPAS prior to performing a reversal

References: Reference in the manual Chapter Two, Reverse an Increase Action.

Scenario: You have just taken over as the hand receipt holder for a person processing out. After printing the hand receipt, you realize that one too many STU III phones got posted to the property book.

Instructions: Perform a reversal action to take the extra phone off of your hand receipt.

Given:

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

Class Discussion: Q & A

Changing, Canceling, Or Closing Out A Document Number

MODULE: Document Register

INTRODUCTION

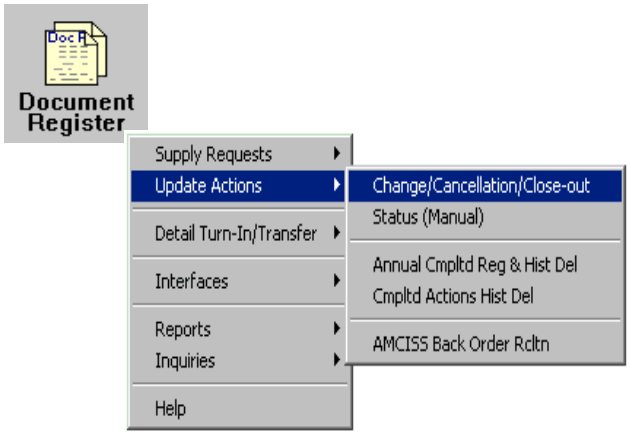
This section outlines the procedures for changing, canceling, or closing out a document number.

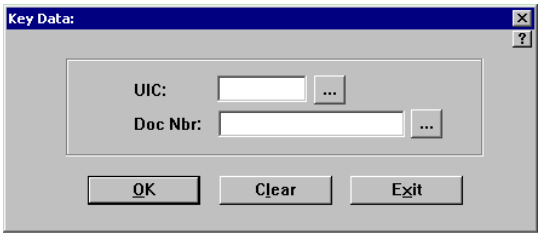
PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Document Register** icon, or select **Doc Reg** from the menu bar.
2. Select **Update Actions** from the program group.
3. Select **Change/Cancellation/Close-Out** from the program list.





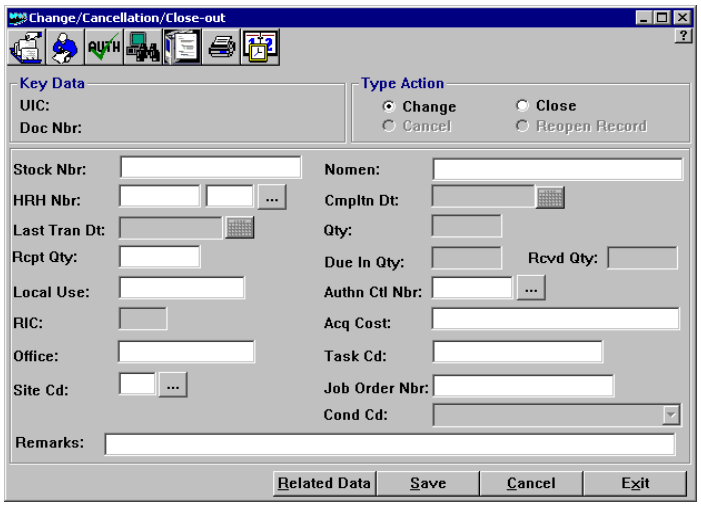
STEP 1:

a. **UIC:** Enter or browse for your UIC.
b. **Doc Nbr:** Enter or browse for the document number.
c. Click **OK**.

d. **Type Action:** Select the appropriate action you want to take.

Type Action Codes			
Change	**Cancel**	**Close**	**Reopen**
You can change any of the displayed fields.	DPAS will display the current date in the **Cmpltn Dt** field. You **MUST** enter a remark for this process.	You will be required to enter the **Cmpltn Dt**. The only field that can be changed is the **Nomen** field. The other fields on the screen will not be accessible.	You will be able to remove the **Cmpltn Dt** and the **Last Tran Dt**.

STEP 2:



a. Depending on the type action you selected, change the appropriate field(s), cancel the document number, or close-out the document number.
b. **Remark:** Enter a remark.
c. Click **Save**.

The Transaction Processed dialog box will be displayed.

d. Click **OK**.

You will be returned to the Key Data screen.

e. Click **Exit**.

Practical Exercise: Changing, Canceling, or Closing a Document Number

Title: Changing, Canceling, or Closing a Document Number

Objectives: At the completion of this exercise the student should demonstrate a capacity to change, cancel or close out a document number.

Prerequisites:

References: Reference in the manual Chapter Two

Scenario: One of the Document Numbers you created in Chapter One needs to be updated. If you used all of your document numbers, then close one of those documents. However, if all the document numbers were not used, cancel one of those document numbers.

Instructions: Use the knowledge that you have gained from Chapter Two to cancel a document number.

Given:

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

Class Discussion: Q & A

Manually Update Status

MODULE: Document Register

INTRODUCTION

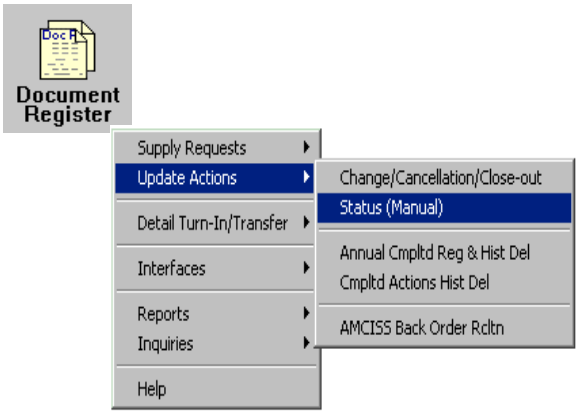
This section outlines the procedures for manually updating the status of a supply request. An example of why you would manually post status is if you purchased an item from a local vendor and they sent you status on your order. You may also get off-line status from your SSA which you will need to post manually.

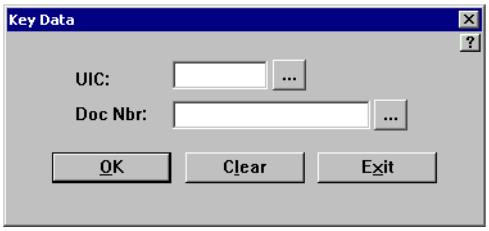
PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Document Register** icon, or select **Doc Reg** from the menu bar.
2. Select **Update Actions** from the program group.
3. Select **Status (Manual)** from the program list.

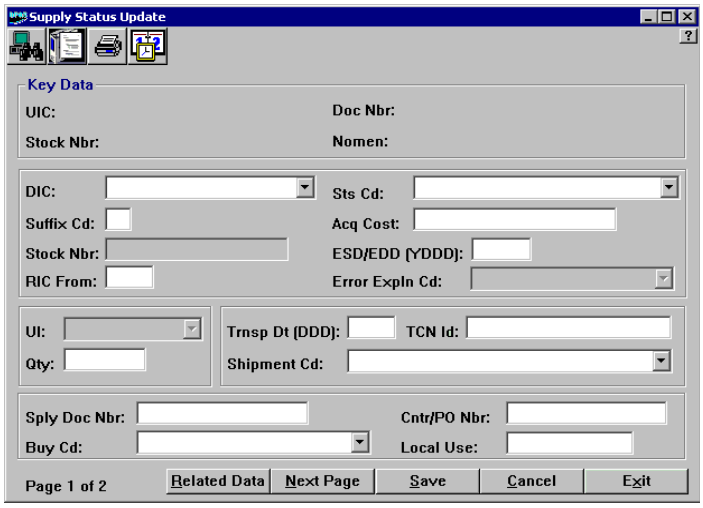




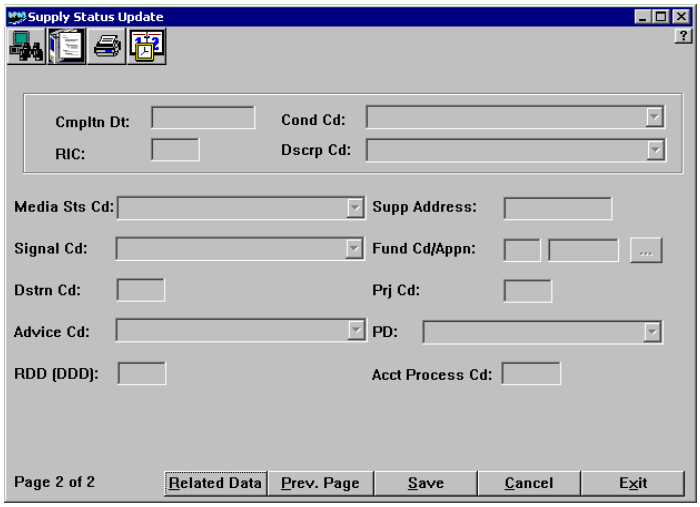
STEP 1:

a. **UIC:** Enter or browse for your UIC.
b. **Doc Nbr:** Enter or browse for the document number for which you are posting status.
c. Click **OK**.

STEP 2:



a. **DIC:** Select the appropriate Document Identification Code. Refer to the **References** chapter for definitions of the applicable codes.
b. **Sts Cd:** Select the appropriate status code. Refer to the **References** chapter for definitions of the applicable codes.
c. **Suffix Cd:** If this is a partial shipment, indicate here (if applicable).
d. **Acq Cost:** If the Acquisition Cost is different than what is displayed, enter the correct amount.
e. **Stock Nbr:** If applicable, enter the stock number.
f. **ESD/EDD:** If available, enter the estimated shipping date or estimated delivery date (Julian day).
g. **RIC From:** If applicable, enter the FROM Routing Identification Code.
h. **Error Expln Cd:** If the DIC was for Supply Status, select the applicable Error Explanation Code. This field is only accessible for SARSS-O users. Refer to **References** for appropriate codes.
i. **UI:** This field is displayed.
j. **Qty:** If you received a partial shipment, enter the quantity received.
k. **Trnsp Dt (DDD):** If available, enter the date the item is to transported (Julian day minus the year).
l. **TCN Id:** If available, enter the transportation control number.
m. **Shipment Cd:** Select the appropriate shipment code. Refer to **References** for appropriate codes.
n. **Sply Doc Nbr:** Enter the document number that was assigned by your SSA.
o. **Cntr/PO Nbr:** If available, enter the contract or purchase order number.
p. **Buy Cd:** Enter the source of supply. Refer to **References** for appropriate codes.
q. Click **Next Page**.



STEP 3:

If your DIC was a D6S, these fields will be available to you; otherwise, this entire page will be grayed out and you should click the **Save** button to process the transaction.

a. **Cmpltn Dt:** Enter the completion date.
b. **Cond Cd:** Enter the condition code of the asset.
c. **RIC:** If the routing identification code is different than the one displayed, you can change the code here.
d. **Dscrp Cd:** If there was a discrepancy in the shipment, select a description code that is appropriate.
e. Click **Save**.

The Transaction Processed dialog box will be displayed.

f. Click **OK**.

You will be returned to the Key Data screen.

g. Click **Exit**.

Modifying, Canceling, Or Following Up Actions Sent To The SSA

MODULE: Document Register

INTRODUCTION

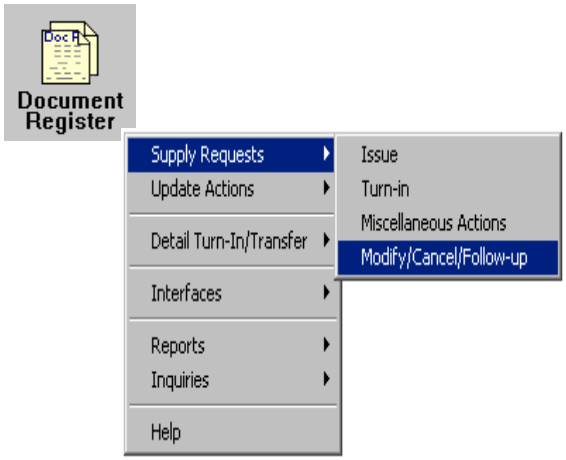
This section outlines the procedures for modifying, canceling, or following up of supply actions that were previously sent to the Supply Support Activity. These transactions are sent during the supply export process to your SSA.

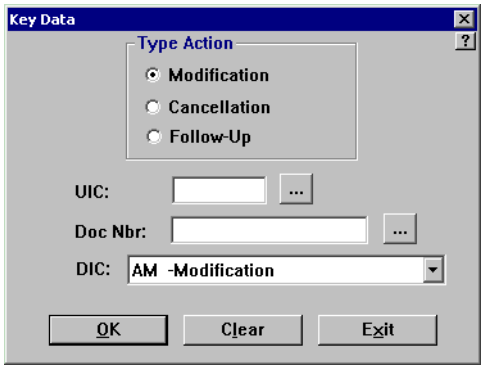
PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Document Register** icon, or select **Doc Reg** from the menu bar.
2. Select **Supply Requests** from the program group.
3. Select **Modify/Cancel/Follow-up** from the program list.





STEP 1:

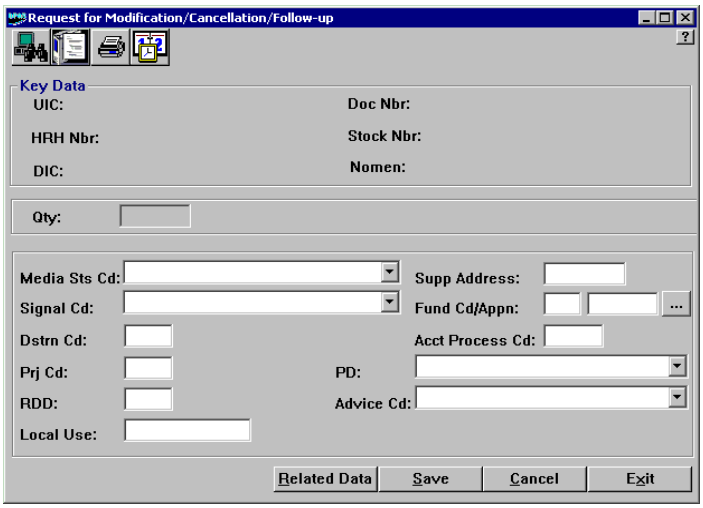
a. **Type Action:**

- **Modification:** Select this to modify your request.
- **Cancellation:** Select this to cancel your request.
- **Follow-Up:** Select this to follow-up on your request.

b. **UIC:** Enter or browse for your UIC.
c. **Doc Nbr:** Enter or browse for the document number.

d. **DIC:** Select the appropriate document identification code. This field is dependent upon the type action you selected.
e. Click **OK**.

STEP 2:



a. **Qty:** If you selected **Cancellation** or **Follow-up**, this is the ***only*** field available to update. **Proceed to step c.**
b. If you selected **Modification**, these are the ***only*** fields available to update.
c. Click **Save**.

The Transaction Processed dialog box will be displayed.

d. Click **OK**.

You will be returned to the Key Data screen.

e. Click **Exit**.

Practical Exercise: Modify, Cancel, or Follow Up a Document Number

Title: Modify, Cancel, or Follow Up a Document Number

Objectives: At the completion of this exercise the student should demonstrate a capacity to modify, cancel, or follow up a document number.

Prerequisites:

References: Reference in the manual Chapter Two

Scenario: You submitted a request to order a forklift. However, you need to cancel that request.

Instructions: Use the knowledge that you have gained from Chapter Two to cancel a document number that was submitted to your SSA.

Given:

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

Class Discussion: Q & A

Deleting The Document Register Completed Actions History

MODULE: Document Register

INTRODUCTION

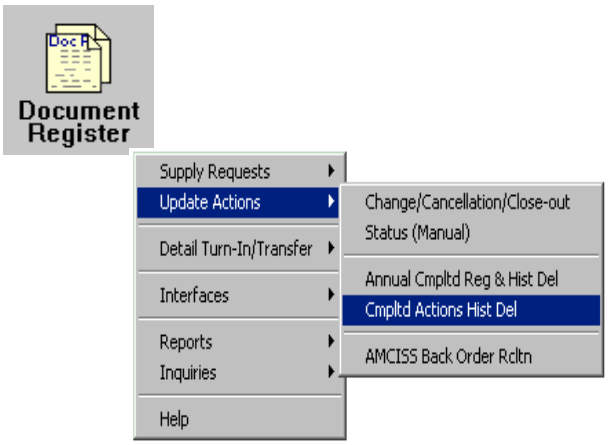
The purpose of this process is to delete supply transactions from the Supply Import and Interface History Tables when the Document Register records have been completed and no due-in quantities exist.

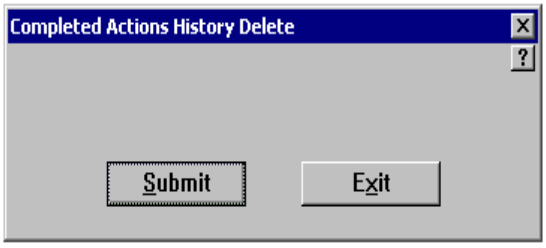
PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Document Register** icon, or select **Doc Reg** from the menu bar.
2. Select **Update Actions** from the program group.
3. Select **Cmpltd Actions Hist Del** from the program list.



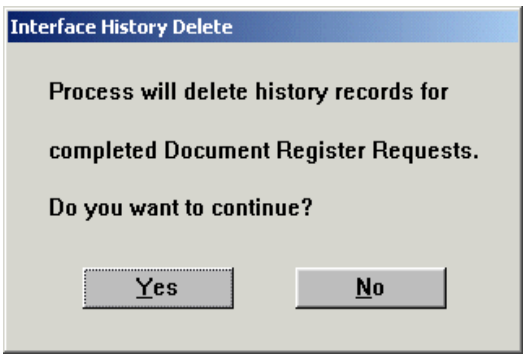


STEP 1:

- Click **Submit**.

STEP 2:

- If you want to continue, click **Yes**, otherwise, click **No**.



HINT!
Once the history is deleted, the data is then stored on a tape at DECC-D, Dayton, OH, and is kept for 5 years.

Annual Document Register And History Delete

MODULE: Document Register

INTRODUCTION

This section outlines the procedures for completing the document register.

The purpose of this process will allow you to select what type of delete you wish to execute. One-time will be the default. One-time selection will allow you to create a batch transaction for the next batch cycle. A transaction will be sent for batch processing when **Submit** has been clicked. The other option available will be Schedule. This option will allow you to schedule the delete of the document register records on an annual basis, at either fiscal or calendar yearend. With this selection, Last Performed Dt, As of Dt and Reg Del Type will be displayed data. Del Freqn will have a list box to choose from. Once batch has completed successfully for either One-time or Schedule option, the program executes the read of the Document Register Table and purges all supply actions that have been completed for more than two years with a due-in quantity of zero. This task will support both fiscal and calendar year document registers. A report is generated (DP9T121A) listing all document numbers in UIC, document date, and document number sequence that have been removed from the document register.

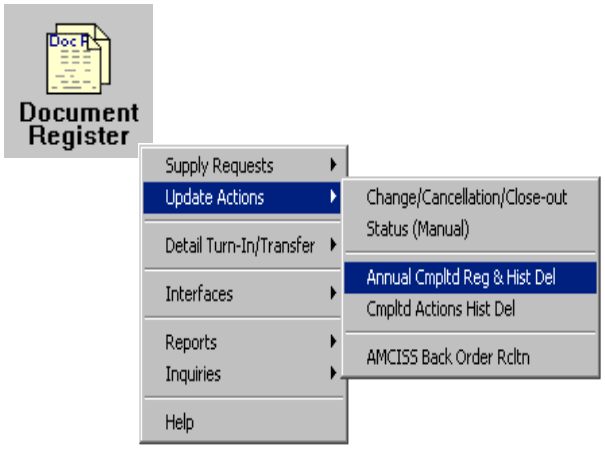
NOTE:
This report should be retained for future reference.

PREREQUISITES

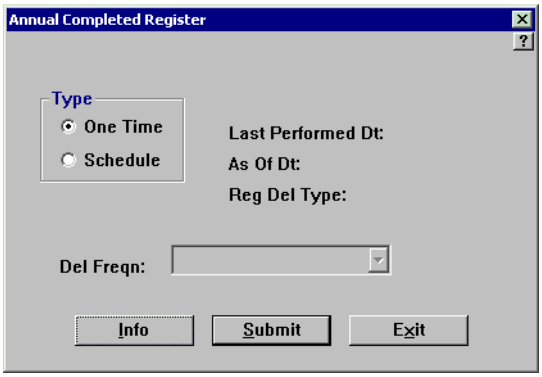
None

STEPS TO PERFORM ACTION

1. Select the **Document Register** icon, or select **Doc Reg** from the menu bar.
2. Select **Update Actions** from the program group.
3. Select **Annual Cmpltd Reg & Hist Del** from the program list.



STEPS:



a. **Type:**

- **One Time:** Select this option if you want a one-time selection.
- **Schedule:** Select this option if you want to schedule the delete of the document register records on an annual basis, at either fiscal or calendar year end.

b. **Del Freqn:** If you selected the type **Schedule**, then select the frequency for the delete. Refer to **References** for valid codes.

Delete Frequency Codes	
C	Annual (Calendar)
F	Annual (Fiscal)

c. Click **Submit**.

Practical Exercise: Found On Installation

Title: Found On Installation (FOI)

Objectives: At the completion of this case study the student should demonstrate a capacity to perform the necessary actions to post to the property book those items that were found on the installation.

Prerequisites: Authorizations and document records may need to be built

References: Reference Chapter One, Adding Items to the Property Book.

Scenario: You are the Property Officer/Property Manager and you have just conducted a 100% inventory in which you find 2 chemical alarms M8A1. These are serialized assets that are not on a property book. After further investigation you find that indeed these items do belong on your DPAS hand receipt.

Instructions: Perform the necessary actions in DPAS to post these items to the property book.

Given:

Stock Number	6665-01-105-5623
LIN	A32355

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

Class Discussion: Q & A

Practical Exercise: Ordering Consumable Items

Title: Ordering Consumable Items Using DPAS

Objectives: At the completion of this case study the student should demonstrate a capacity to perform the necessary actions to order consumable items using DPAS.

Prerequisites:

References: Reference in the manual Chapter One, **Requesting a Document Number**.

Scenario #1: The end of the fiscal year has arrived and you realize that your unit needs to complete the spending of the budget by ordering some consumable items. You have been asked to order some office supplies for your unit.

Instructions: Perform the necessary actions in DPAS to create documents to order the consumables that you need.

Given:

10 wall calendars	NSN 7510-01-450-5459
25 awards folders	NSN 7510-00-755-7077
15 (3) ring time management system	NSN 7530-01-458-3156
5 wall clocks	NSN 6645-01-342-5314

Scenario #2: The supply clerk has found a box with 10 new wall clocks in it, but you have already sent your supply export. Generate a cancellation action for your wall clock requisition.

Scenario #3: You have received 15 of your awards folders. Generate a D6S for a partial receipt of these items.

Scenario #4: You have received the wall calendars, (3) ring time management systems, and the remaining 10 awards folder. Close out the documents.

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

Class Discussion: Q & A

Practical Exercise: Report of Survey

Title: Report of Survey

Objectives: At the completion of this case study the student should demonstrate a capacity to perform a decrease action of the property book.

Prerequisites: The item has to currently be on the property book that is going to decrease it.

References: Reference in the manual Chapter One, **Removing an Asset from the Property Book**.

Scenario: The hand held computer that was issued to you a month ago has come up missing; after an exhausting search the item has been surveyed and your division officer has given you permission to remove it from the books.

Instructions: Perform the necessary actions to remove this hand held computer from your property book.

Given:

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

Class Discussion: Q & A

Adding Improvement Costs

MODULE: Accounting

INTRODUCTION

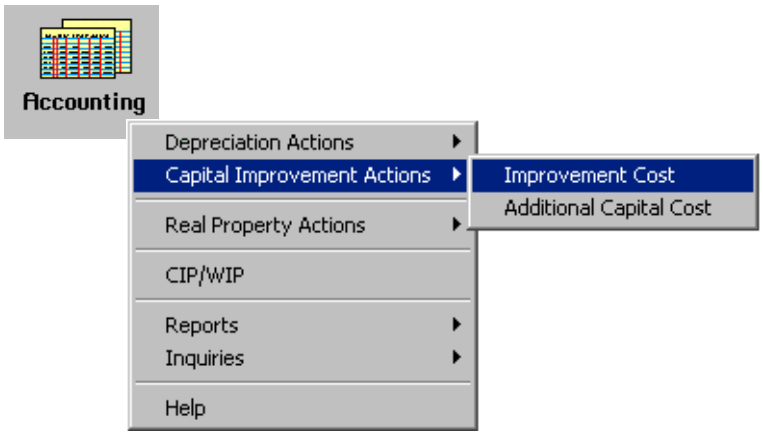
This section outlines the procedures for adding improvement costs to capital assets in DPAS.

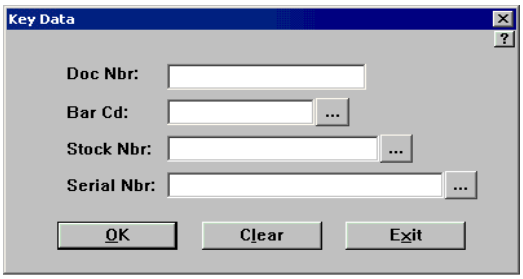
PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Accounting** icon, or select **Accounting** from the menu bar.
2. Select **Capital Improvement Actions** from the program group.
3. Select **Improvement Cost** from the program list.

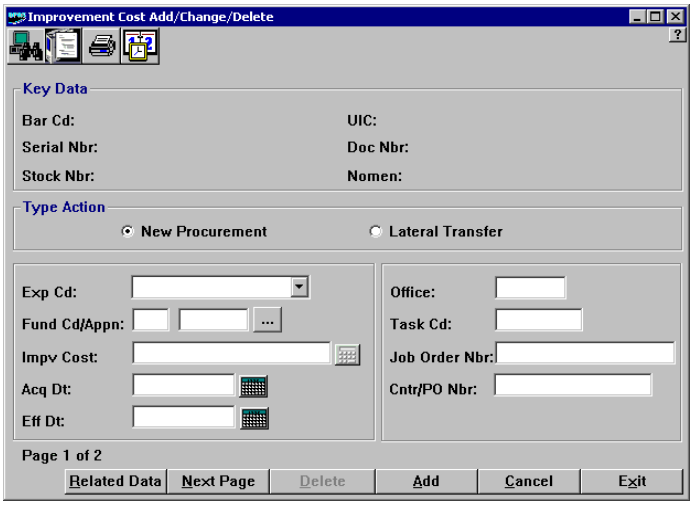




STEP 1:

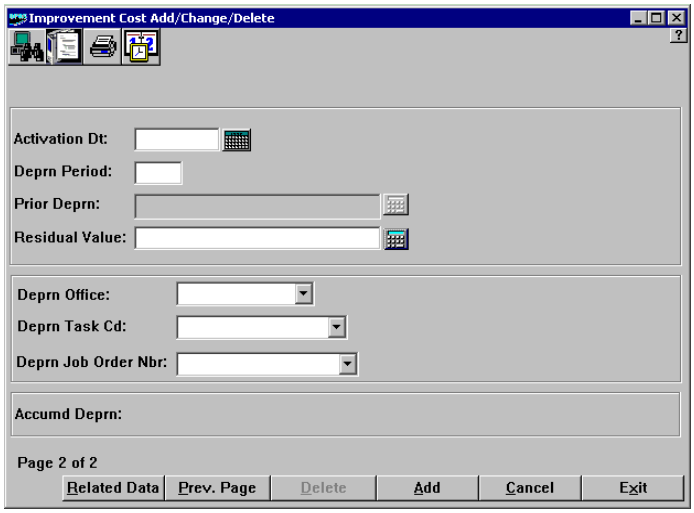
a. **Doc Nbr:** Enter the document number for the improvement. This will come from your Finance Office and cannot be found in the Document Register.
b. Click **OK**. This will open the bar code, stock number, and serial number fields.
c. **Bar Cd:** If your Activity uses bar codes, enter or browse for the bar code of the asset to which you are adding improvement costs. **Proceed to step f**.
d. **Stock Nbr:** If your Activity does not use bar codes, enter or browse for the stock number to which you are adding improvement costs.
e. **Serial Nbr:** If your Activity does not use bar codes, enter or browse for the serial number to which you are adding improvement costs.
f. Click **OK**.

STEP 2:



a. **Type Action:** Select if this action is a new procurement or a lateral transfer.
b. **Exp Cd:** This field is displayed and can be changed if necessary.
c. **Fund Cd/Appn:** This field is displayed and can be changed if necessary.
d. **Impv Cost:** Enter the amount of the improvement.
e. **Acq Dt:** The current date is displayed but can be changed to the date the improvement was put into use (YYYYMMDD format). You can click on the calendar button and select the appropriate date, if desired.
f. **Eff Dt:** The current date is displayed but can be changed to the date the HRH approved the improvement (YYYYMMDD format). You can click on the calendar button and select the appropriate date, if desired.
g. **Office:** Enter your office symbol, cost center number, or code.
h. **Task Cd:** If required, enter the task code for the improvement. This is obtained from your Finance Office.
i. **Job Order Nbr:** Enter the job order number for the improvement. This is obtained from your Finance Office.
j. **Cntr/PO Nbr:** Enter the contract or purchase order number, if desired.
k. Click **Next Page**.

STEP 3:



a. **Activation Dt:** The current date is displayed, but can be changed to the date the improvement was put into use.
b. **Deprn Period:** This field is displayed (in months), but can be changed if necessary.
c. **Prior Deprn:** If the improvement was transferred in, enter any prior depreciation that had incurred.
d. **Residual Value:** If available, enter the junk or salvage value of the improvement.
e. **Deprn Office:** Enter the office where depreciation expenses is charged.
f. **Deprn Task Cd:** Enter the task code where depreciation expenses is charged.
g. **Deprn Job Order Nbr:** Enter the job order number where depreciation expenses is charged.
h. Click **Add**.

The Transaction Processed dialog box will be displayed.

i. Click **OK**.

You will be returned to the Key Data screen.

j. Click **Exit**.

Adding Additional Capital Costs

MODULE: Accounting

INTRODUCTION

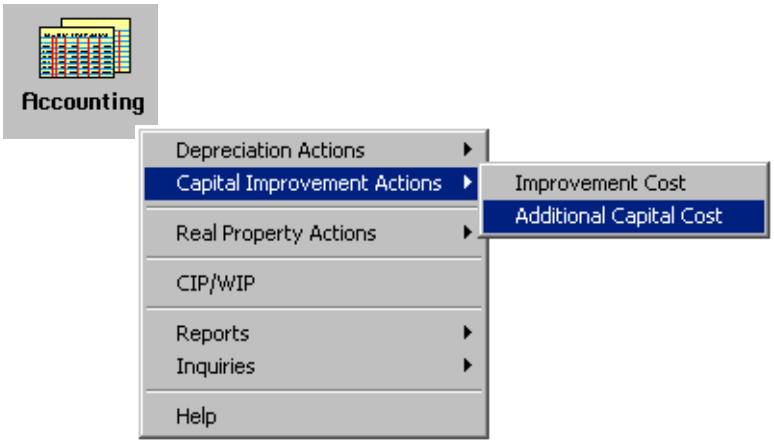
This section outlines the procedures for adding additional capital costs in DPAS.

PREREQUISITES

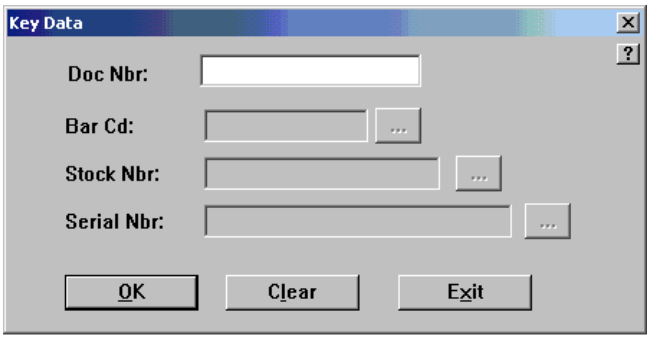
None

STEPS TO PERFORM ACTION

1. Select the **Accounting** icon, or select **Accounting** from the menu bar.
2. Select **Capital Improvement Actions** from the program group.
3. Select **Additional Capital Cost** from the program list.

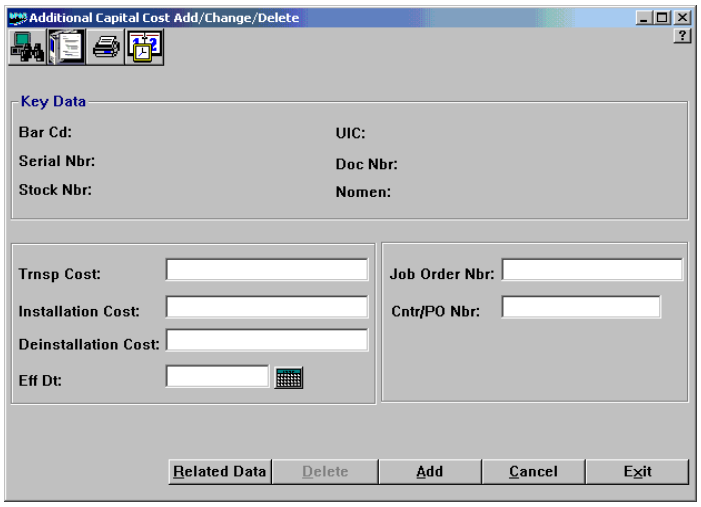


STEP 1:



a. **Doc Nbr:** Enter the document number for the improvement. This will come from your Finance Office and cannot be found in the Document Register.
b. Click **OK**. This will open the bar code, stock number, and serial number fields.
c. **Bar Cd:** If your Activity uses bar codes, enter or browse for the bar code of the asset to which you are adding improvement costs. **Proceed to step f**.
d. **Stock Nbr:** If your Activity does not use bar codes, enter or browse for the stock number to which you are adding improvement costs.
e. **Serial Nbr:** If your Activity does not use bar codes, enter or browse for the serial number to which you are adding improvement costs.
f. Click **OK**.

STEP 2:



a. **Trnsp Cost:** Enter any transportation costs.
b. **Installation Cost:** Enter any installation costs.
c. **Deinstallation Cost:** Enter any deinstallation costs.
d. **Eff Dt:** Enter the date of the costs.
e. **Job Order Nbr:** Enter the job order number.
f. **Cntr/PO Nbr:** Enter the contract or purchase order number, if desired.
g. Click **OK**.

The Transaction Processed dialog box will be displayed.

h. Click **OK**.

You will be returned to the Key Data screen.

i. Click **Exit**.

NOTE:
Your Finance and Accounting Office usually assigns the Job Order Number. This is the key element in this screen, especially for Working Capital Fund funded assets. The JOB ORD NBR must match the Capital Asset record on the Serial Hand Receipt Table, Component Hand Receipt Table or Improvement cost record.

Adding Real Property

MODULE: Accounting

INTRODUCTION

The purpose of this process is to provide for the interactive update or establishment of a real property asset/improvement. If the Real Property System Cd of the Unit Identification Code (UIC) is not equal to a space, you can only add Improvement records to DPAS and change Improvement records generated through DPAS. You can only view, not change data input to DPAS through the interfaced real property system. If the Real Property System Cd of the UIC is equal to a space, the user can add/change/delete Real Property Assets and add Improvement records. Mass change programs (UIC, Fund Cd/Appn, and Office) will change all the appropriate records regardless of IFS or DPAS generated, and write a record to the Real Property Export Table identifying the change required to the interfaced real property system. Assets identified as Heritage or Wpn Sys Sprt Cd will not depreciate or generate accounting transactions. Land (Asset Cd "D") will not depreciate, but if land is other than stewardship land and meets the capital criteria, system will generate accounting transactions.

PREREQUISITES

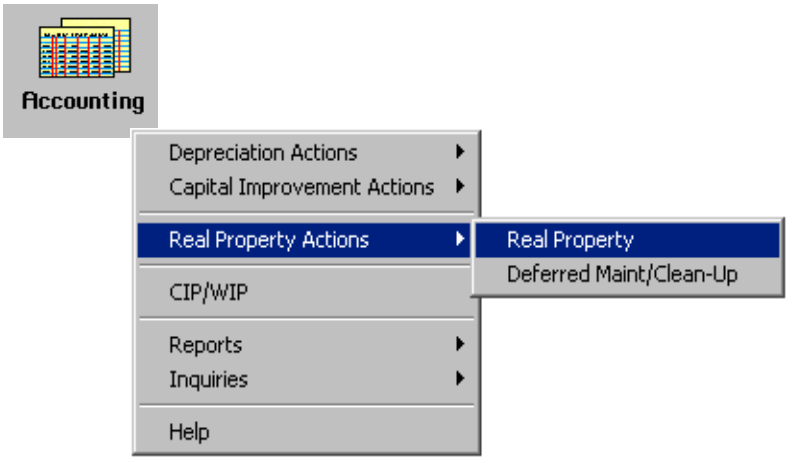
If DPAS is interfaced with your real property system, the Installation and Facility Number must exist in DPAS prior to user adding an Improvement record.

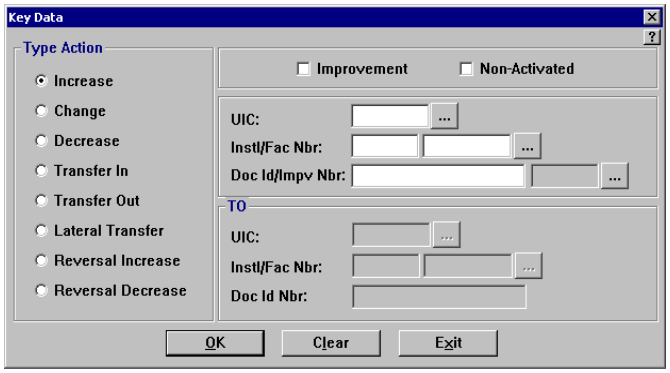
The Unit Identification Code record must be established.

A Fund Code/Appropriation Allotment Serial Number Table record must be established for the asset.

STEPS TO PERFORM ACTION

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





STEP 1:

a. **Type Action:** Select the action for adding the real property to the property book.
b. Select **Improvement** for an improvement to existing real property.

   Select **Non-Activated** if you want all the non-activated real property for your UIC.

   If neither of these options is applicable, do not check either of them.

c. **UIC:** Enter or browse for your UIC.
d. **Instl/Fac Nbr:** Enter or browse for the Installation and Facility Number.
e. **Doc Id/Impv Nbr:** Enter or browse for the Document Identification and Improvement Number.
f. Click **OK**.

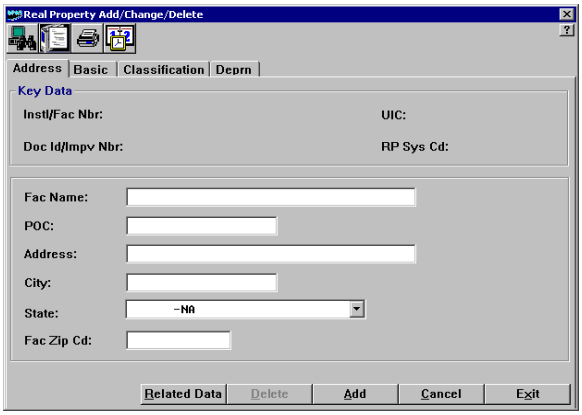
HINT!
When adding a new real property asset, the **Imprv Nbr** is not accessible.

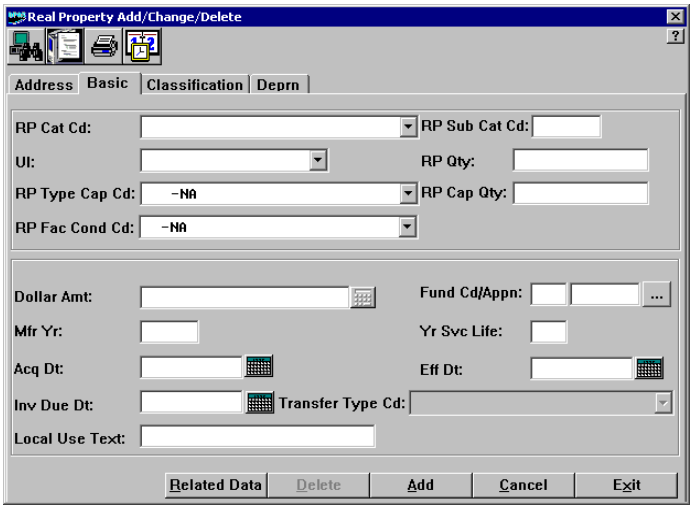
The **TO Group Box** is only accessible for **Lateral Transfer** type action codes. If you selected **Lateral Transfer**, you will need to:

a. **UIC:** Enter or browse for the UIC to where the real property asset is being transferred.
b. **Instl/Fac Nbr:** Enter or browse for the Installation and Facility Number.
c. **Doc Id Nbr:** Enter the Document Identification Number.
d. Click **OK**.

STEP 2 (Address Tab):

a. **Fac Name:** Enter the name of the facility.
b. **POC:** Enter the name of point of contact.
c. **Address:** Enter the street address of the facility.
d. **City:** Enter the city of the facility.
e. **State:** Select the state/country of the facility.
f. **Zip:** Enter the zip code of the facility.
g. Select the **Basic** tab.





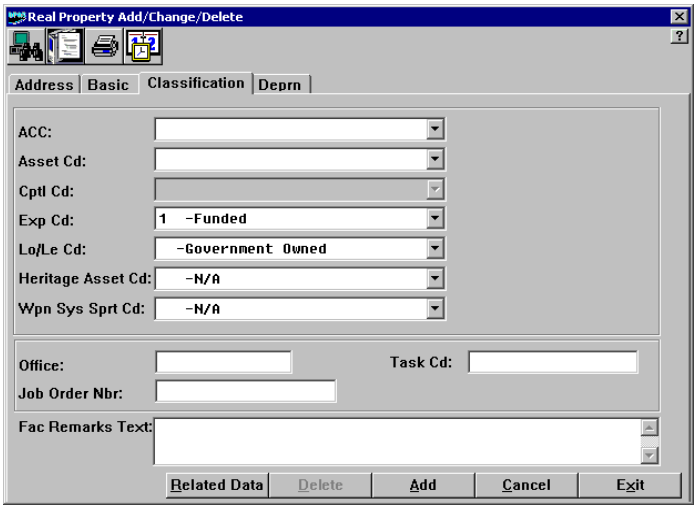
STEP 3 (Basic Tab):

a. **RP Cat Cd:** Select the real property code. Refer to **References** for appropriate codes.
b. **RP Sub Cat Cd:** Enter the real property sub category code.
c. **UI:** Select the Unit of Issue. These are not the same for personal property.

Unit of Issue			
AC	Acreage	**SF**	Square Feet
EA	Each	**SY**	Square Yards

d. **RP Qty:** Enter the real property quantity (should be based on UI).
e. **RP Type Cap Cd:** Select the type of capacity of the real property. Refer to **References** for appropriate codes.
f. **RP Cap Qty:** Enter the capacity quantity of the real property.
g. **RP Fac Cond Cd:** Enter the condition of the real property. Refer to **References** for appropriate codes.
h. **Acq Dt:** Enter the obligation date (YYYYMMDD format). You can also click the calendar button and select the applicable date.
i. **Eff Dt:** Enter the date the facility was accepted (YYYYMMDD format). You can also click the calendar button and select the applicable date.
j. **Inv Due Dt:** Enter the date when the next inventory is due (YYYYMMDD format). You can also click the calendar button and select the applicable date.
k. **Transfer Type Cd:** If the asset was a transfer in, enter the code that identifies the type of transfer. Refer to Chapter One, Adding Items To The Property Book for definitions of these codes.
l. **Local Use Text:** Enter any applicable local information.
m. Select the **Classification** tab.

STEP 4 (Classification Tab):



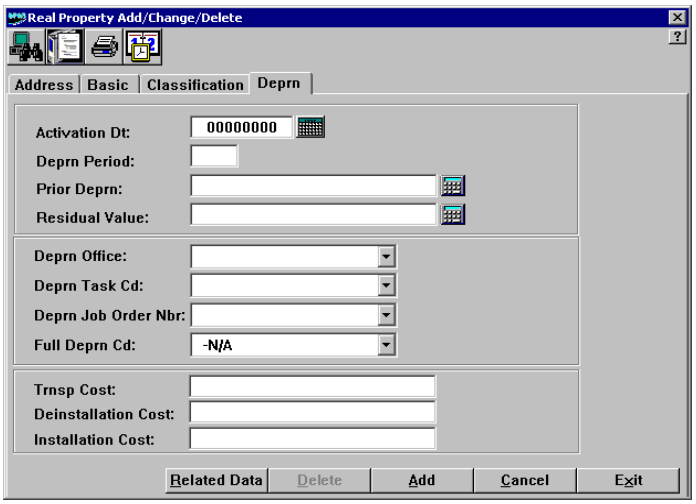
a. **ACC:** Select the accounting classification code. Refer to **References** for appropriate codes.
b. **Asset Cd:** Select the type of asset. Refer to **References** for appropriate codes.
c. **Cptl Cd:** Use the capitalization code for **exceptions** to normal capital asset processing. If no exceptions exist for this asset, accept the default value of **N/A**. Refer to **References** for appropriate codes.
d. **Exp Cd:** Select whether depreciation should be funded or unfunded.
e. **Lo/Le Cd:** If the item is on loan or lease, select the appropriate code. Refer to **References** for appropriate codes.
f. **Heritage Asset Cd:** If the asset is historical, select the appropriate code. Refer to **References** for appropriate codes.

g. **Wpn Sys Sprt Cd:** If the item is part of a weapon system, select the appropriate code. Refer to **References** for appropriate codes.

Weapon Systems Support Codes	
A	Ammunition
M	Missile Silo Active Use

h. **Office:** Enter your office symbol, cost center number, or code.
i. **Task Cd:** Enter the task code. This is normally obtained from your Finance Office.
j. **Job Order Nbr:** Enter the job order number. This is normally obtained from your Finance Office.
k. **Fac Remarks Text:** Enter any local information/reason for change.
l. Select the **Deprn** tab.

STEP 5 (Deprn Tab):



a. **Activation Dt:** Enter the date the facility was put into use (YYYYMMDD format). You can also click the calendar button and select the applicable date.
b. **Deprn Period:** Enter the period of depreciation in months.
c. **Prior Deprn:** If there is any prior depreciation, you can enter it here.
d. **Residual Value:** Enter the junk or salvage value, if applicable.
e. **Deprn Office:** Enter office symbol, cost center number, or code where depreciation expenses are charged.
f. **Deprn Task Cd:** Enter the task code where depreciation expenses are charged.
g. **Deprn Job Order Nbr:** Enter the job order number where depreciation expenses are charged.
h. **Full Deprn Cd:** If you are stopping depreciation on the asset, you can stop depreciation by changing this code to "S". A code of "S" may only be chosen if Asset Sts Cd equals "N - Asset not in use" on the asset record.
i. **Trnsp Cost:** If there are any transportation costs, enter the amount here.
j. **Deinstallation Cost:** If there are any deinstallation costs, enter the amount here.
k. **Installation Cost:** If there are any installation costs, enter the amount here.
l. Click **Add**.

The Transaction Processed dialog box will be displayed.

m. Click **OK**.

You will be returned to the Key Data screen.

n. Click **Exit**.

Changing Information for Real Property

a. **Type Action:** Select **Change**.
b. **UIC:** Enter or browse for your UIC.
c. **Instl/Fac Nbr:** Enter or browse for the installation and facility number.
d. **Doc Id/Imprv Nbr:** Enter or browse for the document identification and improvement number.
e. **TO Instl/Fac Nbr:** If you are changing the installation and facility number, enter the new number in this field.
f. Click **OK**.
g. Make any necessary changes.
h. Click **Change**.

Deleting Real Property

a. **Type Action:** Select **Decrease**.
b. **UIC:** Enter or browse for your UIC.
c. **Instl/Fac Nbr:** Enter or browse for the installation and facility number.
d. **Doc Id/Imprv Nbr:** Enter or browse for the document identification and improvement number.
e. Click **OK**.
f. Click **Delete**.

Adding CIP/WIP

MODULE: Accounting

INTRODUCTION

The purpose of this process is to provide the capability to enter cost and other related data for Construction in Progress/Work in Process (CIP/WIP) projects. This data allows tracking of costs prior to the asset being placed into service.

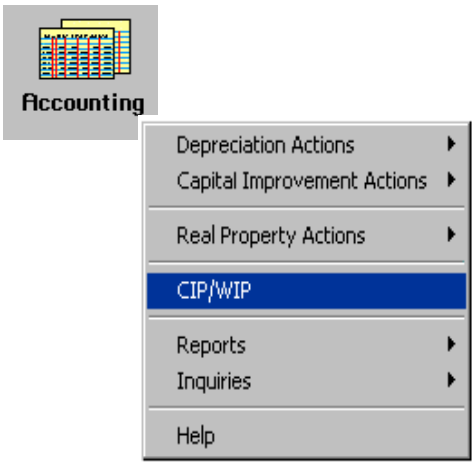
NOTE:
CIP/WIP data pertains to assets that are not yet placed into service. There is NO requirement to add an asset to the property book in order to enter CIP/WIP data.

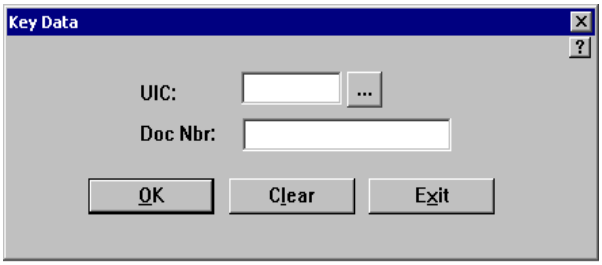
PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Accounting** icon, or select **Accounting** from the menu bar.
2. Select **CIP/WIP** from the program group.

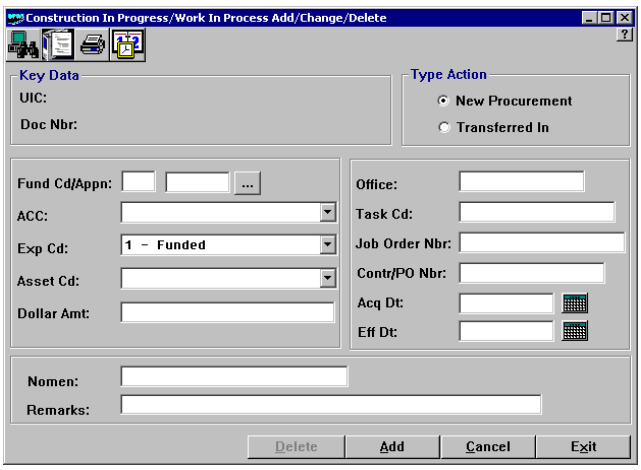




STEP 1:

a. **UIC:** Enter or browse for your UIC.
b. **Doc Nbr:** Enter the document number for the CIP/WIP. Your Finance Office usually supplies this number.
c. Click **OK**.

STEP 2:



a. **Type Action:** Select the appropriate action.
b. **Fund Cd/Appn:** Enter or browse for the appropriate fund code and/or appropriation allotment serial number.
c. **ACC:** Select the appropriate asset control code.
d. **Exp Cd:** Select if the depreciation for the CIP/WIP is funded or unfunded.
e. **Asset Cd:** Select the appropriate asset code.

Asset Codes	
C	Construction In Progress
W	Work In Process

f. **Dollar Amt:** Enter the dollar amount for the CIP/WIP.
g. **Office:** Enter your office, cost center number, or code.
h. **Task Cd:** Enter the task code.
i. **Job Order Nbr:** Enter the job order number.
j. **Contr/PO Nbr:** Enter the contract or purchase order number, if required.
k. **Acq Dt:** Enter the approval/obligation date (YYYYMMDD format). You can click on the calendar and select the appropriate date.
l. **Eff Dt:** Enter the date the CIP/WIP was accepted (YYYYMMDD format). You can click on the calendar and select the appropriate date.
m. **Nomen:** Enter the description of the CIP/WIP.
n. **Remarks:** Enter a remark, if required.
o. Click **OK**.

The Transaction Processed dialog box will be displayed.

p. Click **OK**.

You will be returned to the Key Data screen.

q. Click **Exit**.

Adding Deferred Maintenance Condition Assessment

MODULE: Accounting/Maintenance & Utilization

INTRODUCTION

This procedure is used to compile the estimates and costs involved when deferring maintenance and clean up.

Deferred Maintenance Condition Assessment is used to record project review dates as well as condition assessment costs.

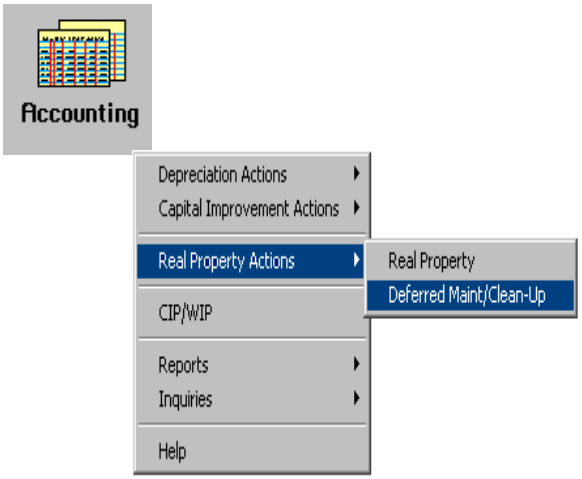
This process can also be generated through the Maintenance & Utilization module.

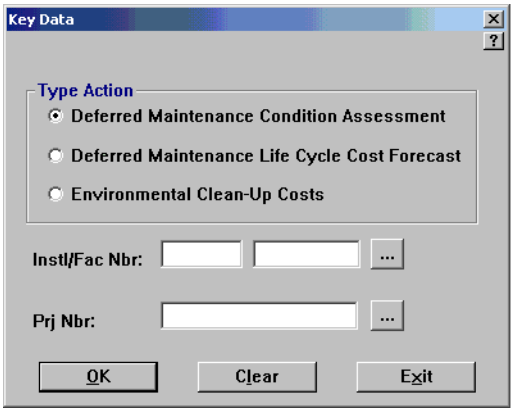
PREREQUISITES

The real property asset must already exist in DPAS.

STEPS TO PERFORM ACTION

1. Select the **Accounting** icon, or select **Accounting** from the menu bar.
2. Select **Real Property Actions** from the program group.
3. Select **Deferred Maint/Clean-Up** from the program list.

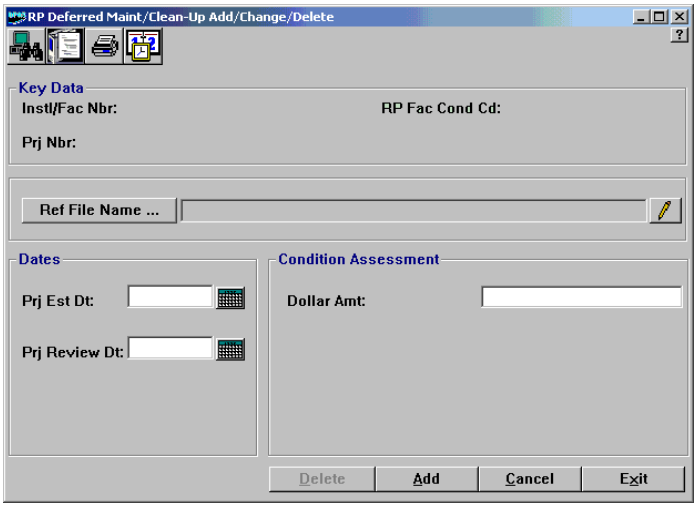




STEP 1:

a. **Type Action:** Select **Deferred Maintenance Condition Assessment**.
b. **Instl/Fac Nbr:** Enter or browse for the installation and facility number of the real property asset.
c. **Prj Nbr:** Enter you local project number for the asset. This number is used to identify and track the disposition (i.e., costs) of Deferred Maintenance and Environmental Clean-Up Projects.
d. Click **OK**.

STEP 2:



a. **Ref File Name...:** Click the button if you want to attach any reference files to the item (i.e., Word documents, pictures, videos, etc.)
b. **Prj Est Dt:** Enter the date the deferred maintenance or environmental clean-up cost estimation was performed (YYYYMMDD format). You can also click on the calendar button and select the applicable date.
c. **Prj Review Dt:** Enter the date the Asset Deferred Maintenance or Clean-Up Cost review was made (YYYYMMDD format). You can also click on the calendar button and select the applicable date.
d. **Dollar Amt:** Enter the dollar amount of the assessment.
e. Click **Add**.

The Transaction Processed dialog box will be displayed.

f. Click **OK**.

You will be returned to the Key Data screen.

g. Click **Exit**.

Changing Information for Deferred Maintenance Condition Assessment

a. **Type Action:** Accept the default **Deferred Maintenance Condition Assessment**.
b. On the Key Data screen, enter or browse for the installation and facility number for which you are changing.
c. On the Key Data screen, enter or browse for the project number for the installation and facility number for which you are changing.
d. Click **OK**.
e. Make the necessary change(s).
f. Click **Change**.

Deleting Deferred Maintenance Condition Assessment

a. **Type Action:** Accept the default **Deferred Maintenance Condition Assessment**.
b. On the Key Data screen, enter or browse for the installation and facility number for which you are changing.
c. On the Key Data screen, enter or browse for the project number for the installation and facility number for which you are changing.
d. Click **OK**.
e. Click **Delete**.

Adding Deferred Maintenance Life Cycle Forecast

MODULE: Accounting/Maintenance & Utilization

INTRODUCTION

This procedure is used to compile the estimates and costs involved when deferring maintenance and clean up.

Deferred Maintenance Life Cycle Forecast is used to record project review dates and maintenance forecast costs such as beginning balances, required costs, performed costs, and cost adjustments.

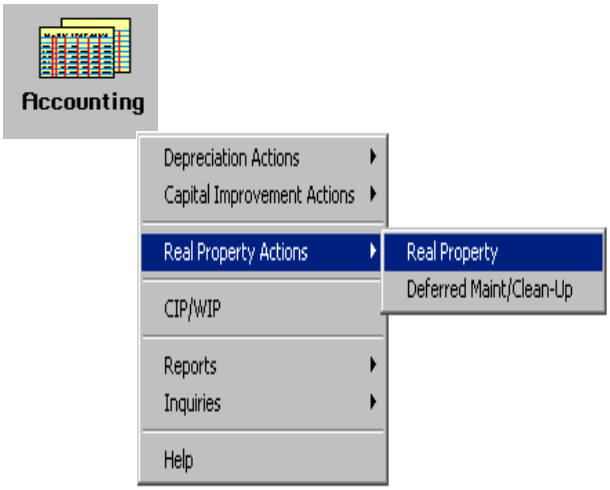
This process can also be generated through the Maintenance & Utilization module.

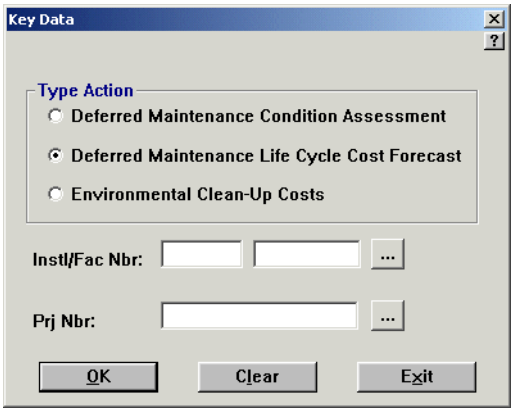
PREREQUISITES

The real property asset must already exist in DPAS.

STEPS TO PERFORM ACTION

1. Select the **Accounting** icon, or select **Accounting** from the menu bar.
2. Select **Real Property Actions** from the program group.
3. Select **Deferred Maint/Clean-Up** from the program list.

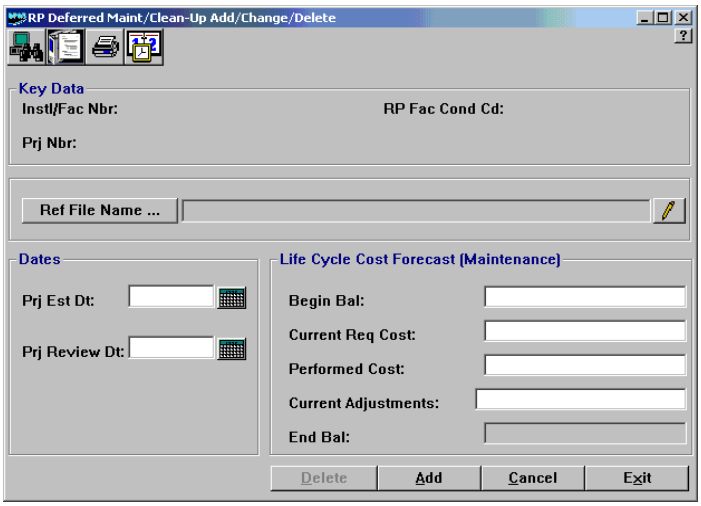




STEP 1:

a. **Type Action:** Select **Deferred Maintenance Life Cycle Forecast**.
b. **Instl/Fac Nbr:** Enter or browse for the installation and facility number of the real property asset.
c. **Prj Nbr:** Enter you local project number for the asset. This number is used to identify and track the disposition (i.e., costs) of Deferred Maintenance and Environmental Clean-Up Projects.
d. Click **OK**.

STEP 2:



a. **Prj Est Dt:** Enter the date the environmental clean-up cost estimation was performed (YYYYMMDD format). You can also click on the calendar button and select the applicable date.
b. **Prj Review Dt:** Enter the date the clean-up cost review was made.
c. **Begin Bal:** Enter the beginning balance of Deferred Maintenance or Clean-up Cost for the current period.
d. **Current Req Cost:** Enter the dollar amount of Deferred Maintenance or Environmental Clean-up required for the current period.
e. **Performed Cost:** Enter the dollar amount of Deferred Maintenance or Environmental Clean-up costs performed during the current period.
f. **Current Adjustments:** Enter the dollar amount of adjustments made to the Deferred Maintenance or Environmental Clean-up costs during the current period.

HINT!
DPAS automatically recalculates the Ending Balance for you.

The Transaction Processed dialog box will be displayed.

g. Click **OK**.

You will be returned to the Key Data screen.

h. Click **Exit**.

Changing Information for Deferred Maintenance Life Cycle Forecast

a. **Type Action:** Select **Deferred Maintenance Life Cycle Forecast**.
b. On the Key Data screen, enter or browse for the installation and facility number for which you are changing.
c. On the Key Data screen, enter or browse for the project number for the installation and facility number for which you are changing.
d. Click **OK**.
e. Make the necessary change(s).
f. Click **Change**.

Deleting Deferred Maintenance Life Cycle Forecast

a. **Type Action:** Select **Deferred Maintenance Life Cycle Forecast**.
b. On the Key Data screen, enter or browse for the installation and facility number for which you are changing.
c. On the Key Data screen, enter or browse for the project number for the installation and facility number for which you are changing.
d. Click **OK**.
e. Click **Delete**.

Adding Environmental Clean-Up Costs

MODULE: Accounting/Maintenance & Utilization

INTRODUCTION

This procedure is used to compile the estimates and costs involved when deferring maintenance and clean up.

Environmental clean-up costs are used to project review dates, clean-up cost estimates. In addition, the method or criteria used for estimating deferred maintenance or environmental clean-up costs are recorded.

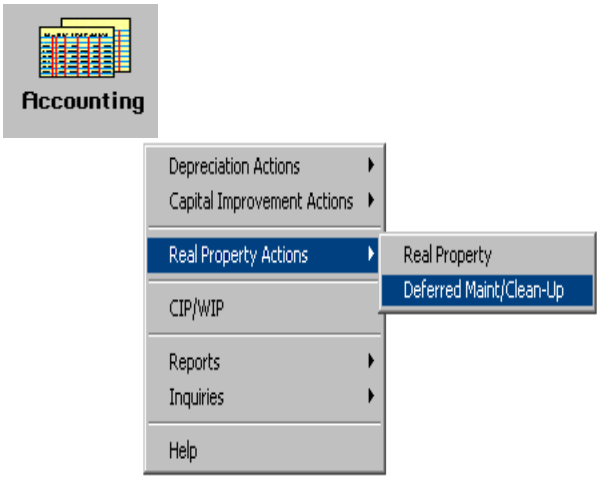
This process can also be generated through the Maintenance & Utilization module.

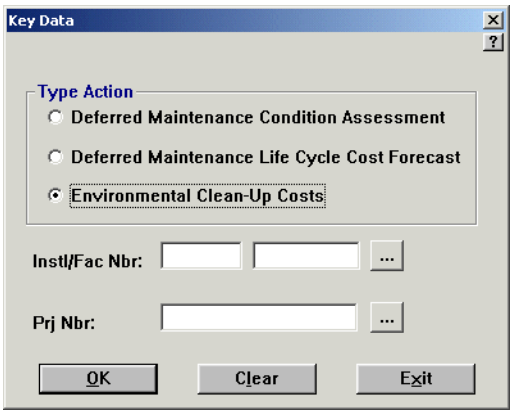
PREREQUISITES

The real property asset must already exist in DPAS.

STEPS TO PERFORM ACTION

1. Select the **Accounting** icon, or select **Accounting** from the menu bar.
2. Select **Real Property Actions** from the program group.
3. Select **Deferred Maint/Clean-Up** from the program list.

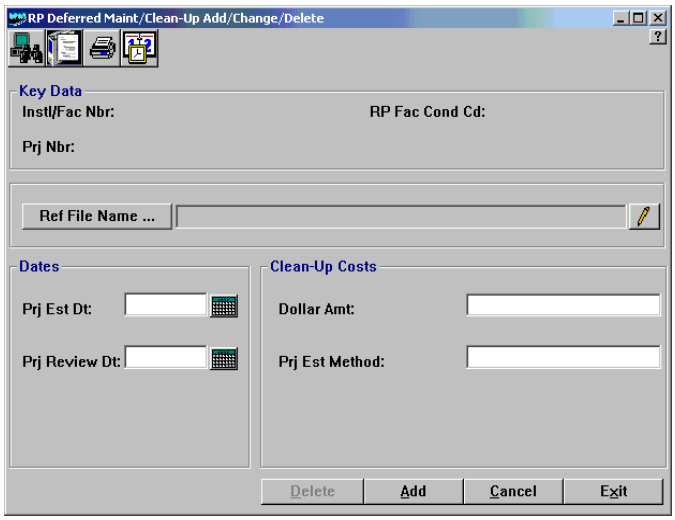




STEP 1:

a. **Type Action:** Select **Environmental Clean-Up Costs**.
b. **Instl/Fac Nbr:** Enter or browse for the installation and facility number.
c. **Prj Nbr:** Enter or browse for the project number.
d. Click **OK**.

STEP 2:



a. **Prj Est Dt:** Enter the date the clean-up costs estimation was performed. You can click on the calendar button and select the appropriate date.
b. **Prj Review Dt:** Enter the date the review was made. You can click on the calendar button and select the appropriate date.
c. **Dollar Amt:** Enter the total dollar amount for the clean-up costs.
d. **Prj Est Method:** Enter the method or criteria used for estimating the clean-up costs.
e. Click **Add**.

The Transacation Processed dialog box will be displayed.

f. Click **OK**.

You will be returned to the Key Data screen.

g. Click **Exit**.

Changing Information for Environmental Clean-Up Costs

a. **Type Action:** Select **Environmental Clean-Up Costs**.
b. On the Key Data screen, enter or browse for the installation and facility number for which you are changing.
c. On the Key Data screen, enter or browse for the project number for the installation and facility number for which you are changing.
d. Click **OK**.
e. Make the necessary change(s).
f. Click **Change**.

Deleting Environmental Clean-Up Costs

a. **Type Action:** Select **Environmental Clean-Up Costs**.
b. On the Key Data screen, enter or browse for the installation and facility number for which you are deleting.
c. On the Key Data screen, enter or browse for the project number for the installation and facility number for which you are deleting.
d. Click **OK**.
e. Click **Delete**.

Practical Exercise: End Item Increase/Activation of a Capital Asset

Title: End Item Increase - Activation Of A Capital Asset

Objectives: At the completion of this case study the student should demonstrate a capacity to perform the necessary actions to add capital items to the property book.

Prerequisites: If your activity uses authorizations and document numbers, these must be established prior to adding this item to your property book

References: Reference in the manual, Chapter One, **Adding Items to the Property Book** and **Activating Depreciation for a Capital Asset**.

Scenario: The information technology department has just purchased a new server. The item was purchased on a contract from Gateway. The comptroller has informed you that this purchase has been assigned to a specific task code and job order number. The acquisition price included a three-year complete parts and maintenance warranty beginning on today's date. There was a separate installation charge to install the equipment in the DOIM shop.

Instructions: Perform the necessary actions in DPAS to account for this item both physically and financially.

Given:

Server	$600,200.00
Contract Number	DJ010034 (if you do not use the document register use this as the document number)
Task Code	2001-474
Job Order Number	A57055909
Installation Cost	$4500.00

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

Class Discussion: Q & A

Changing The Stock Number In Mass

MODULE: Catalog

INTRODUCTION

This process is used to change every occurrence of a Stock Number on the DPAS Database to a new Stock Number or to change certain data fields on an existing Stock Number.

To change a Stock Number, the user enters the FROM (old) and TO (new) stock number on the Key Data screen and then completes the fields on the right hand side of the screen.

To change fields on an existing Stock Number, the user enters only the FROM Stock Number on the Key Data screen.

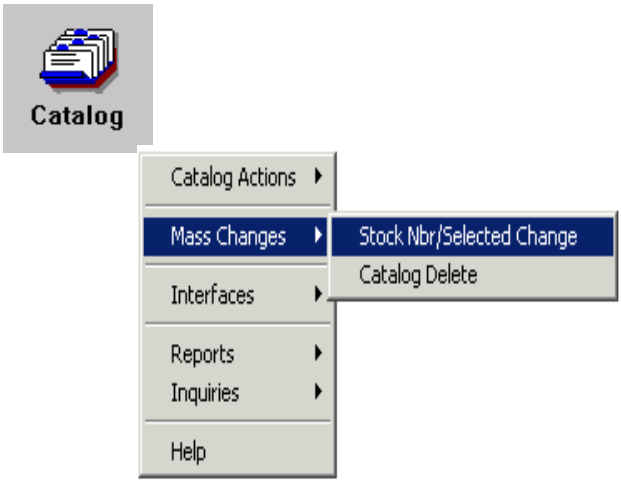
Once the transaction is processed, a Financial, UIT/CBS-X, and/or DoDSASP transaction will be produced, if necessary.

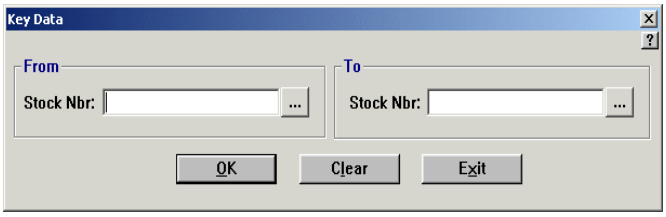
PREREQUISITES

Both Stock Numbers must be cataloged.

STEPS TO PERFORM ACTION

1. Select the **Catalog** icon, or select **Catalog** from the menu bar.
2. Select **Mass Changes** from the program group.
3. Select **Stock Nbr/Selected Change** from the program list.





STEP 1:

a. **From Stock Nbr:** Enter or browse for the stock number you are changing.
b. **To Stock Nbr:** Enter or browse for the **NEW** stock number.

HINT!
If you are changing the **Type Asset Cd, ACC, Equip Deprn Cd, Dmil Cd,** and/or **Mat Cat Cd** for a particular stock number, then you only need to enter the **From Stock Nbr**. These fields cannot be changed using the Catalog Add/Change/Delete process; they must be changed in this process.

c. Click **OK**.

STEP 2:

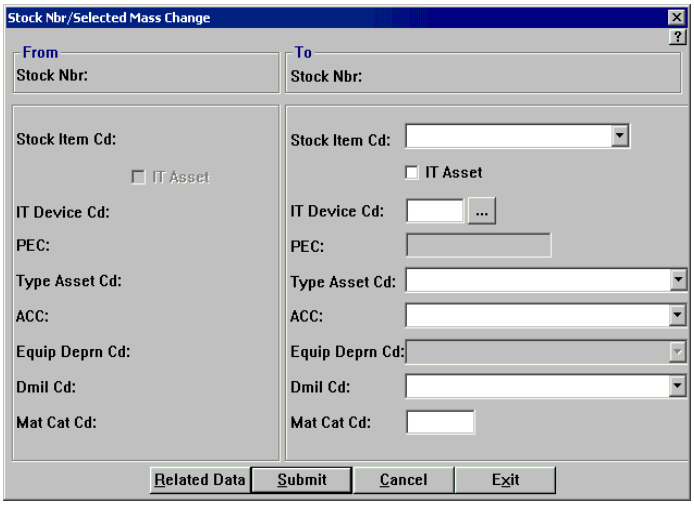
a. Change any applicable information for your stock number.
b. Click **Submit**.

The Transaction Processed dialog box will be displayed.

c. Click **OK**.

You will be returned to the Key Data screen.

d. Click **Exit**.



HINT!
Remember…this is a **BATCH** process and the change will not be in effect until the following day!

Removing Unwanted Stock Numbers In The Catalog

MODULE: Catalog

INTRODUCTION

This section outlines the procedures for deleting catalog records that have no due ins or property against them.

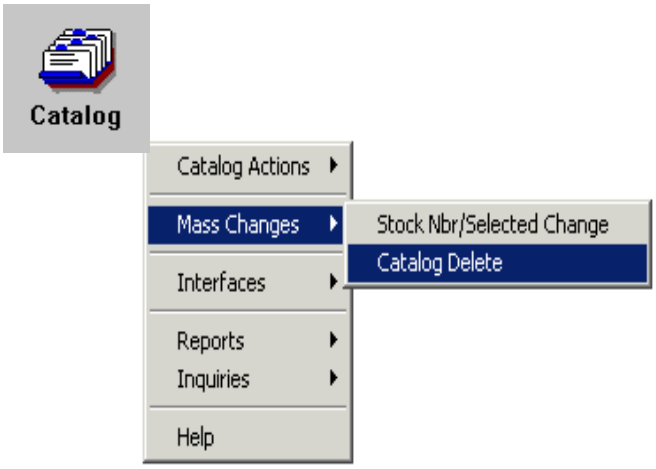
CAUTION!
This is **NOT** a batch process, so this will take effect immediately. Be careful when performing this process, because there is no undo. There is a report in the Catalog > Generate process that will show the records that will be deleted if this process in run. It is recommended to run this report first.

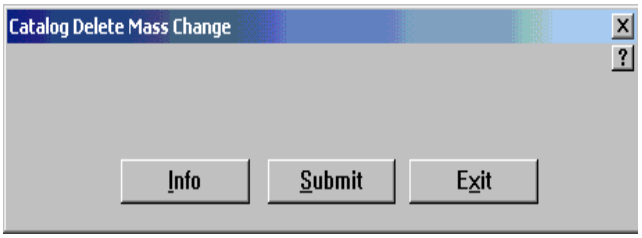
PREREQUISITES

None

STEPS TO PERFORM ACTION

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





STEP:

- Click **Submit**.

Mass Changing Manufacturer Keys

MODULE: Hand Receipt

CAUTION!
Use caution when using this process because all assets with alike stock numbers on the Hand Receipt tables that have the **From** manufacturer key will be changed to the **To** manufacturer key. If a mistake is made then you **MUST** revert to a one for one change by using the selected change programs.

INTRODUCTION

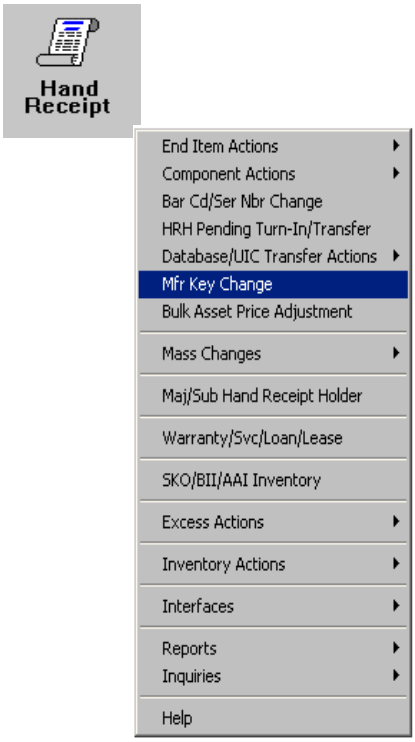
The purpose of this process is to generate a mass change of a manufacturer key. Selecting a specific UIC or ACTBL UIC through the Key Data screen can process this change. If a manufacturer key correction is needed on assets already added to DPAS, this process will allow for a mass change of all alike manufacturer keys.

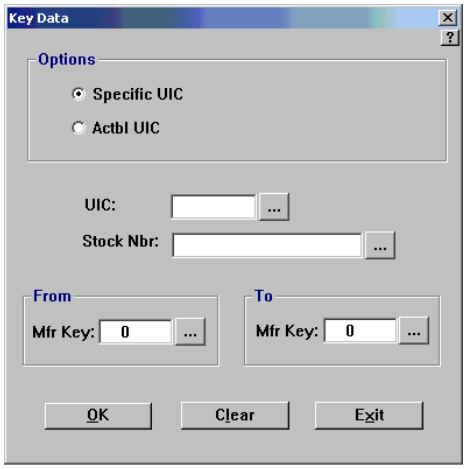
PREREQUISITES

Both the **To** and the **From** manufacturer key must be established on the Manufacturer table.

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Mfr Key Change** from the program group.





STEP 1:

a. **Options:** Select **Specific** to retrieve data for a specific UIC. Select **Actbl UIC** to retrieve data for the entire UIC.

NOTE:
If you select **Actbl UIC**, DPAS will display the accountable UIC that you selected when you logged on (if you have multiple accountable UICs).

b. **UIC:** If you selected to display for a specific UIC, enter or browse for your UIC.
c. **Stock Nbr:** Enter or browse for the stock number to which the manufacturer key is assigned.
d. **FROM Mfr Key:** Enter or browse for the manufacturer key you want to change.
e. **TO Mfr Key:** Enter the **NEW** manufacturer key.
f. Click **OK**.

STEP 2:

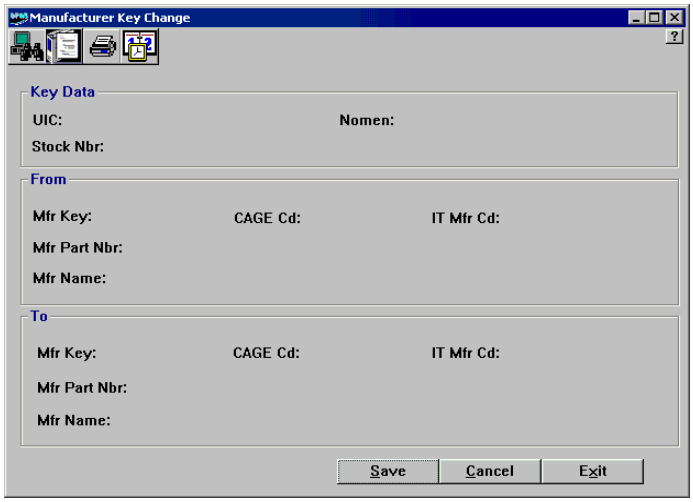
a. The **From** and **To** information is displayed and cannot be changed. If you do not want DPAS to make this change, click the **Clear** or **Cancel** buttons; otherwise, click **Save**.

The Transaction Processed dialog box will be displayed.

b. Click **OK**.

You will be returned to the Key Data screen.

c. Click **Exit**.



Mass Changing The Authorization Control Number

MODULE: Authorizations

INTRODUCTION

This process will change every occurrence of an Authorization Control Number from the Old to the New. The information for the two Authorization Control Numbers will be displayed to allow you to review that these are the correct Authorizations.

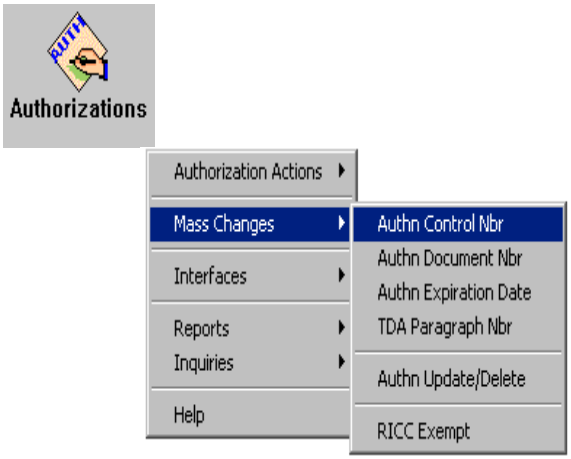
CAUTION!
There is **NO UNDO** function once the records are changed!!!

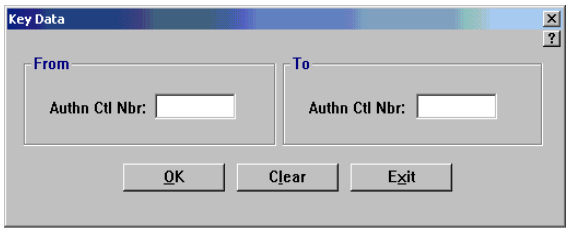
PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Authorizations** icon, or select **Authn** from the menu bar.
2. Select **Mass Changes** from the program group.
3. Select **Authn Control Nbr** from the program list.





STEP 1:

a. **From Authn Ctl Nbr:** Enter the authorization control number you are changing.
b. **To Authn Ctl Nbr:** Enter the **NEW** authorization control number.
c. Click **OK**.

STEP 2:

a. Verify that the information is correct.
b. Click **Submit**.

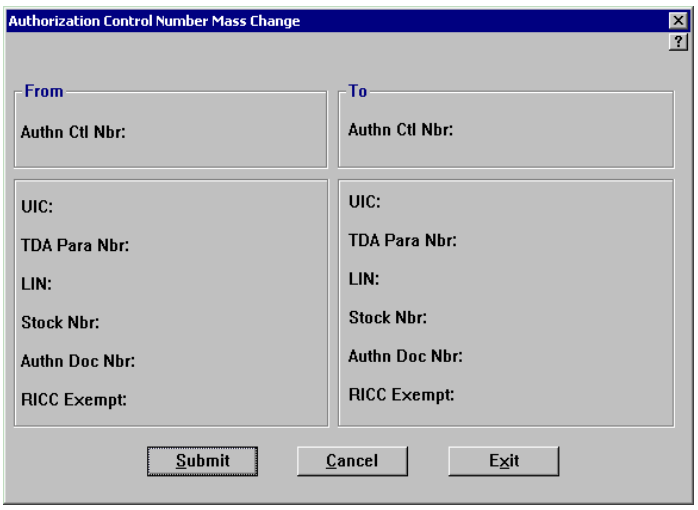
HINT!
Remember…this process is sent for **Batch** processing and will not take effect until the following day!

The Transaction Processed dialog box will be displayed.

c. Click **OK**.

You will be returned to the Key Data screen.

d. Click **Exit**.



Mass Changing The Authorization Document Number

MODULE: Authorizations

INTRODUCTION

This process will change every occurrence of an Authorization Document Number, under a UIC, from the Old to the New.

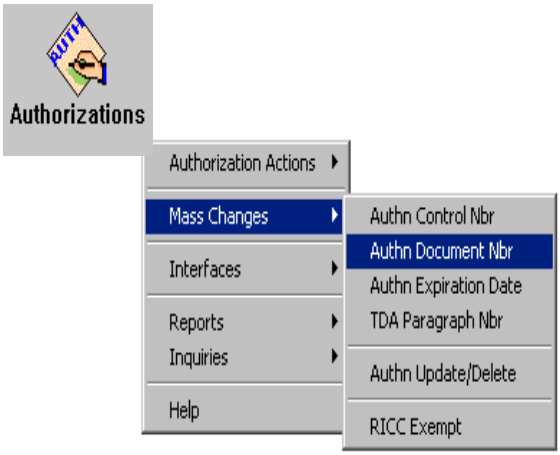
CAUTION!
There is **NO UNDO** function once the records are changed.

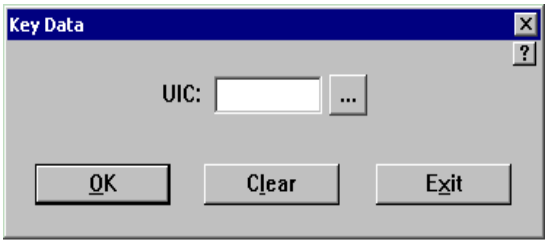
PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Authorizations** icon, or select **Authn** from the menu bar.
2. Select **Mass Changes** from the program group.
3. Select **Authn Document Nbr** from the program list.

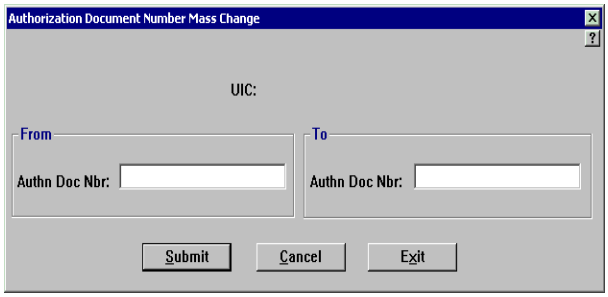




STEP 1:

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

STEP 2:



a. **From Authn Doc Nbr:** Enter the authorization document number you want to change.
b. **To Authn Doc Nbr:** Enter the **NEW** authorization document number.
c. Click **Submit**.

HINT!
Remember…this process is sent for **Batch** processing and will not take effect until the following day!

The Transaction Processed dialog box will be displayed.

d. Click **OK**.

You will be returned to the Key Data screen.

e. Click **Exit**.

Practical Exercise: Authorization Document Number Mass Change

Title: Mass Change an Authorization Document Number

Objectives: At the completion of this exercise the student should demonstrate a capacity to mass change the authorization document number.

Prerequisites:

References: Reference in the manual Chapter Two

Scenario: You noticed that you have some authorization document numbers are incorrect.

Instructions: Use the knowledge that you have gained from Chapter Two to mass change the authorization document number to correct the errors.

Given: There is one hand receipt on your UIC that has 2 items (one is a CD Read Writer and the other one is a monitor). You will need to mass change the authorization document number from CTA 50-908 to CTA 50-909.

Summary: Verify your results by having the instructor view the batch transactions.

Class Discussion: Q & A

Mass Changing The Authorization Expiration Date

MODULE: Authorizations

INTRODUCTION

This process allows you to change the Expiration Date of an Authorization Document Number under a UIC.

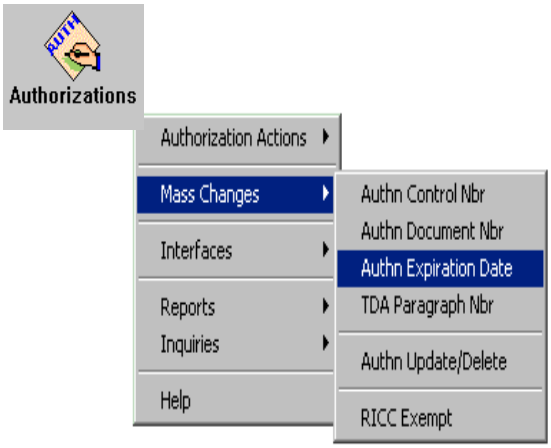
CAUTION!
There is **NO UNDO** function once the records are changed.

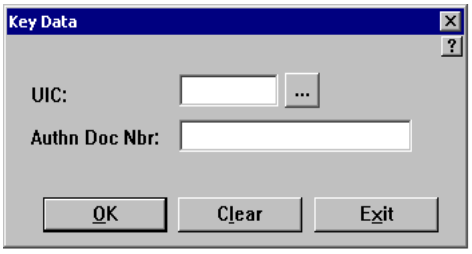
PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Authorizations** icon, or select **Authn** from the menu bar.
2. Select **Mass Changes** from the program group.
3. Select **Authn Expiration Date** from the program list.

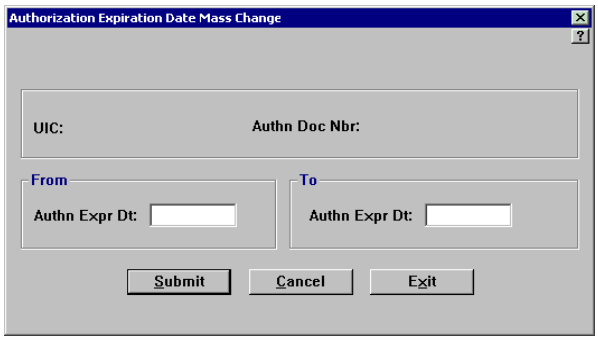




STEP 1:

a. **UIC:** Enter or browse for your UIC.
b. **Authn Doc Nbr:** Enter the authorization document number that needs to be changed.
c. Click **OK**.

STEP 2:



a. **From Authn Expr Dt:** Enter the authorization expiration date you are changing.
b. **To Authn Expr Dt:** Enter the **NEW** authorization expiration date.
c. Click **Submit**.

HINT!
Remember…this process is sent for **Batch** processing and will not take effect until the following day!

The Transaction Processed dialog box will be displayed.

d. Click **OK**.

You will be returned to the Key Data screen.

e. Click **Exit**.

Mass Changing The TDA Paragraph Number

MODULE: Authorizations

INTRODUCTION

This process will change every occurrence of the TDA Paragraph Number, under a UIC, from the Old to the New.

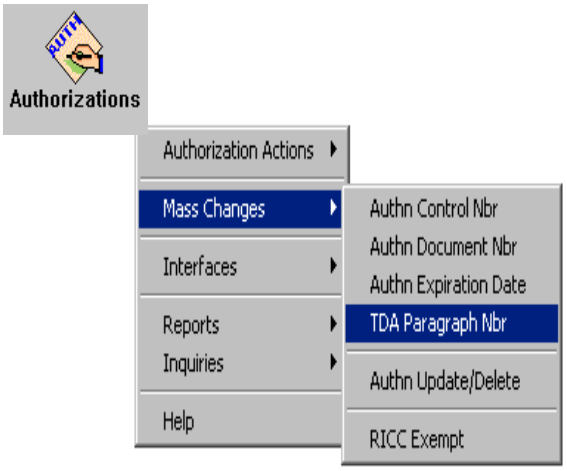
CAUTION!
There is **NO UNDO** function once the records are changed.

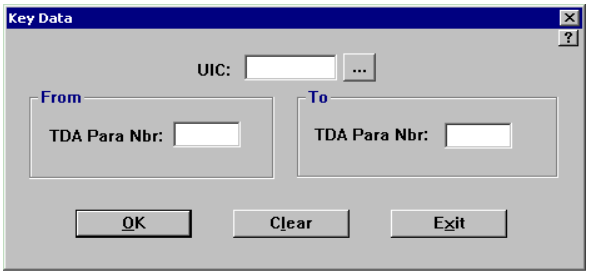
PREREQUISITES

You will need to update the applicable hand receipt holder record with the new TDA Paragraph Number.

STEPS TO PERFORM ACTION

1. Select the **Authorizations** icon, or select **Authn** from the menu bar.
2. Select **Mass Changes** from the program group.
3. Select **TDA Paragraph Nbr** from the program list.

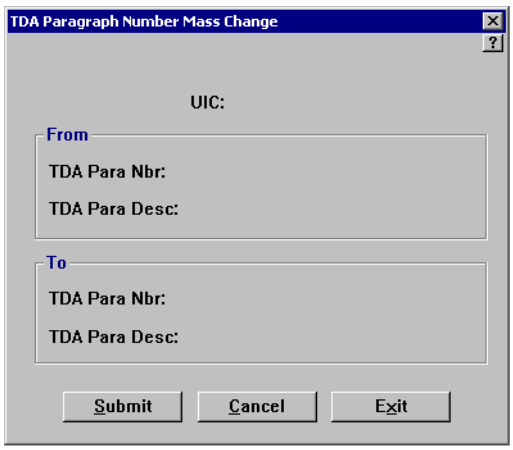




STEP 1:

a. **UIC:** Enter or browse for your UIC.
b. **From TDA Para Nbr:** Enter the TDA paragraph number you want to change.
c. **To TDA Para Nbr:** Enter the **NEW** TDA paragraph number.
d. Click **OK**.

STEP 2:



a. The information on the **From** and **To** TDA Paragraph Number will be displayed. Make sure that this is correct.
b. Click **OK**.

HINT!
Remember…this process is sent for **Batch** processing and will not take effect until the following day!

The Transaction Processed dialog box will be displayed.

c. Click **OK**.

You will be returned to the Key Data screen.

d. Click **Exit**.

Practical Exercise: TDA Paragraph Number Mass Change

Title: Mass Changing the TDA Paragraph Number

Objectives: At the completion of this exercise the student should demonstrate a capacity to mass change the TDA Paragraph Number.

Prerequisites: The **TO** TDA Paragraph Number should be established

References: Reference in the manual Chapter Two

Scenario: You have received a new TDA document and your TDA has changed for the hand receipt holder with the two assets assigned to it. You will need to update the TDA Paragraph Number for your authorizations for that hand receipt holder.

Instructions: Use the knowledge that you have gained from Chapter Two to mass change your TDA Paragraph Number. You will need to create a new TDA Paragraph Number, perform an inquiry to get the TDA Paragraph Number for this hand receipt holder, change the TDA Paragraph Number in the hand receipt holder record for that hand receipt holder, and perform the TDA Paragraph Number Mass Change.

Given: The new TDA Paragraph Number will be **280**

Summary: Verify your results by having your instructor review the batch transactions

Class Discussion: Q & A

Updating Or Deleting Authorizations

MODULE: Authorizations

INTRODUCTION

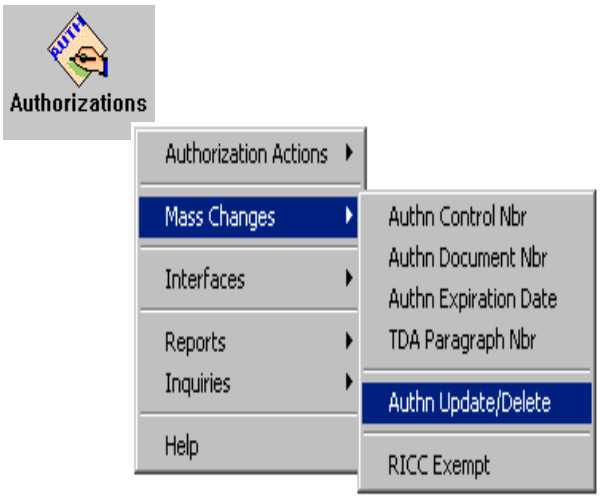
This process gives the user the ability to only Update or Update and Delete their Authorizations. The Update process will recalculate the On-Hand Balance of every Authorization and build an Authorization if an asset is found that does not have an Authorization already. The Update and Delete will do everything mentioned above for the Update and it will delete any Authorization (excluding TDA and MTOE) that has an On-Hand Quantity of zero and no Assets Due In.

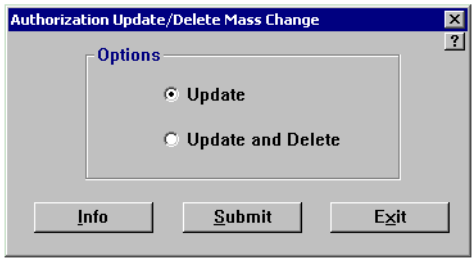
PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Authorizations** icon, or select **Authn** from the menu bar.
2. Select **Mass Changes** from the program group.
3. Select **Authn Update/Delete** from the program list.





STEP:

a. **Options:** Select the appropriate action you want to take.

Options	
Update	Creates an authorization record for an asset that is on hand but for some reason no authorization exists. It will also recalculate the on hand quantity on the Authorization Table.
Update and Delete	Deletes any **NON-** TDA/MTOE assets with no required, on hand, and/or authorized quantities.

b. Click **Submit**.

The Transaction Processed dialog box will be displayed.

c. Click **OK**.

You will be returned to the Key Data screen.

d. Click **Exit**.

HINT!
This is **NOT** a batch process and will take effect in real-time.

Mass Changing The RICC Exempt

MODULE: Authorization

INTRODUCTION

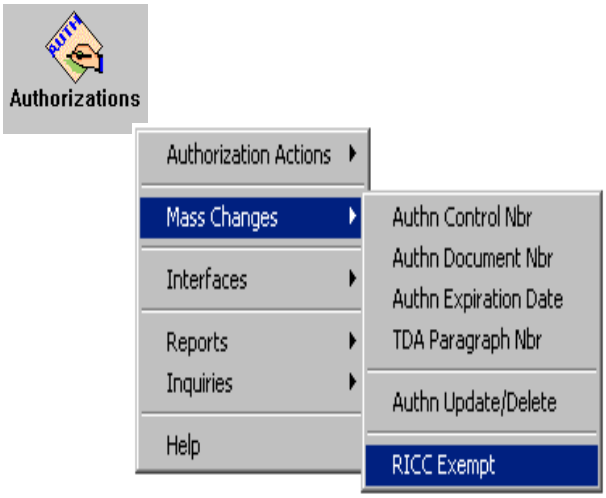
This procedure will show you how to change the RICC Exempt in mass.

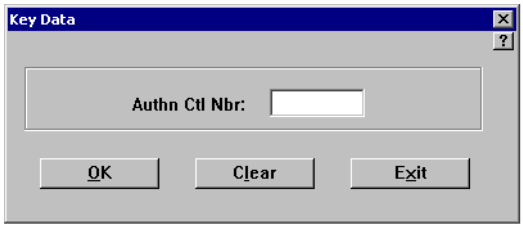
PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Authorizations** icon, or select **Authn** from the menu bar.
2. Select **Mass Changes** from the program group.
3. Select **RICC Exempt** from the program list.





STEP 1:

a. **Authn Ctl Nbr:** Enter the authorization control number that has the RICC Exempt code you want to change.
b. Click **OK**.

STEP 2:

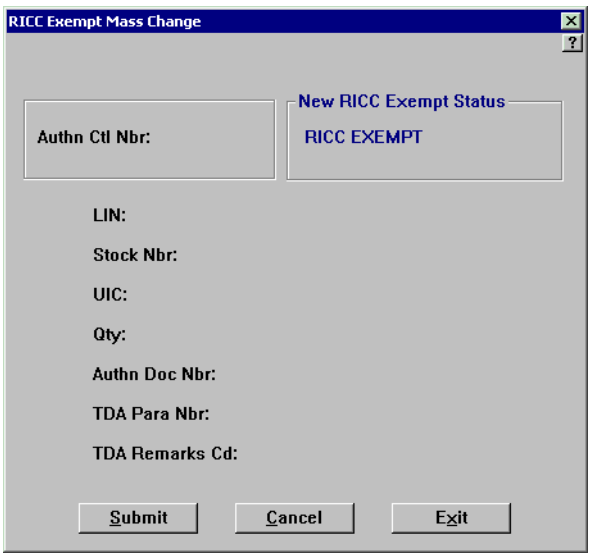
a. DPAS will display the **NEW** RICC status here. The new status will be displayed in the **New RICC Exempt Status** group box.
b. Click **Submit**.

The Transaction Processed dialog box will be displayed.

c. Click **OK**.

You will be returned to the Key Data screen.

d. Click **Exit**.



HINT!
Remember…this process is sent for **Batch** processing and will not take effect until the following day!

Mass Changing The Hand Receipt Holder Number And/Or Office

MODULE: Hand Receipt

INTRODUCTION

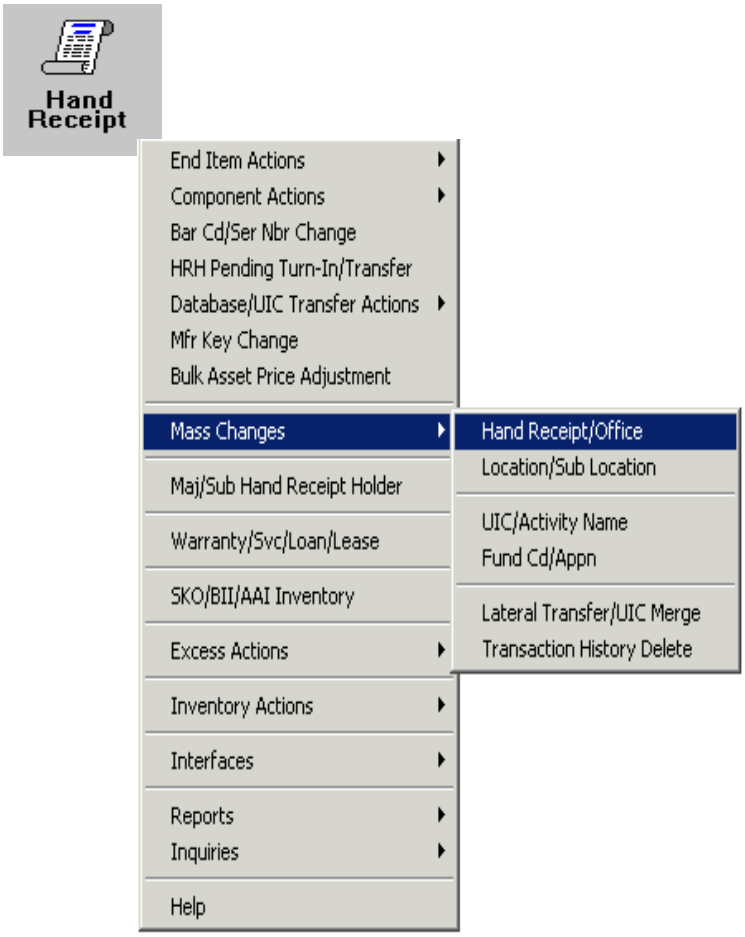
This procedure will show you how to change your hand receipt holder number, office, and/or depreciation office in mass.

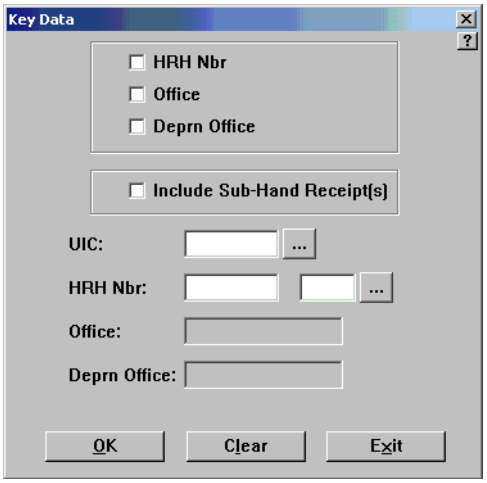
PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Mass Changes** from the program group.
3. Select **Hand Receipt/Office** from the program list.





STEP 1:

a. Select the fields you want to change (HRH Nbr, Office and/ or Deprn Office).
b. If you want to include sub-hand receipts, check this box.
c. **UIC:** Enter or browse for your UIC.
d. **HRH Nbr:** If you selected the option **HRH Nbr**, enter or browse for the HRH Nbr you want to change.
e. **Office:** If you selected the option **Office**, enter the office you want to change.
f. **Deprn Office:** If you selected the option **Deprn Office**, enter the depreciation office you want to change.
g. Click **OK**.

STEP 2:

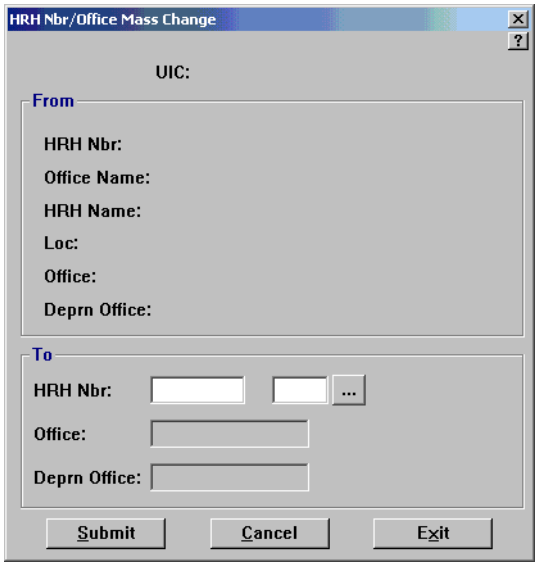
a. **HRH Nbr:** If you selected the option **HRH Nbr**, enter or browse for the **NEW** HRH Nbr.
b. **Office:** If you selected the option **Office**, enter the **NEW** office.
c. **Deprn Office:** If you selected the option **Deprn Office**, enter the **NEW** depreciation office.
d. Click **Submit**.

The Transaction Processed dialog box will be displayed.

e. Click **OK**.

You will be returned to the Key Data screen.

f. Click **Exit**.



HINT!

Remember…If you are changing **only** the HRH Nbr, then the Office and Deprn Office fields will not be accessible. If you are changing **only** the Office, then the Deprn Office will not be accessible. If you are changing **only** the Deprn Office, then the Office will not be accessible.

Also remember that this is a **Batch** process and the changes will not take effect until the following day.

Practical Exercise: HRH Nbr/Office Mass Change

Title: Mass Changing the HRH Nbr and/or Office

Objectives: At the completion of this exercise the student should demonstrate a capacity to mass change the HRH Nbr and/or Office.

Prerequisites:

References: Reference in the manual Chapter Two

Scenario: You have just undergone an office reorganization. Two of your Hand Receipt Holders will now merge into one hand receipt. All assets will be accountable to one hand receipt.

Instructions: Use the knowledge that you have gained from Chapter Two to merge the two hand receipts.

Given: Choose two hand receipts you have access to under your UIC. Perform the required actions.

Summary: Verify the program was sent for batch processing by going to the **Utilities** module, select **Batch Transaction Review**, select **All**, and click **OK**. Look for the Description **Appn Alot Chg** and your DPAS training userID to see if the process is scheduled for batch.

Class Discussion: Q & A

Mass Changing The Location And/Or Sub Location

MODULE: Hand Receipt

INTRODUCTION

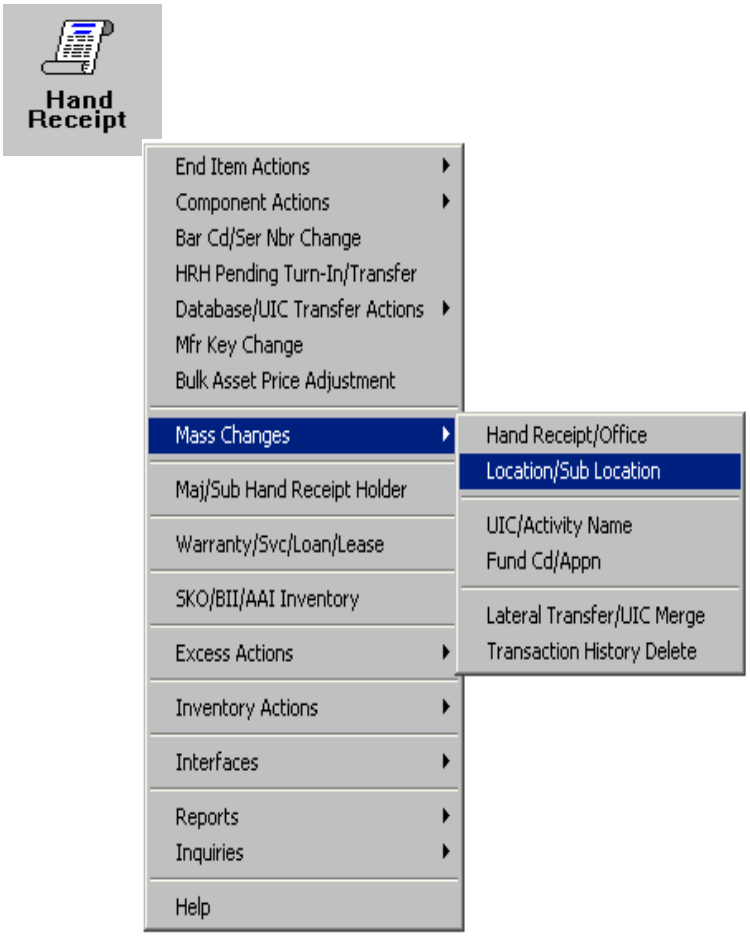
This process is used to change every occurrence of a location/sub location on the DPAS database to a new location/sub location.

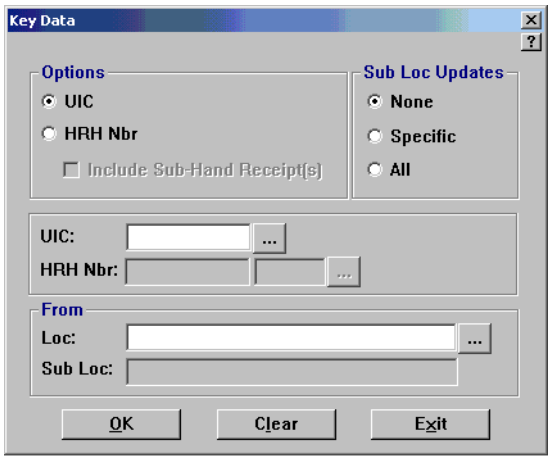
PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Mass Changes** from the program group.
3. Select **Location/Sub Location** from the program list.





STEP 1:

a. **Options:**

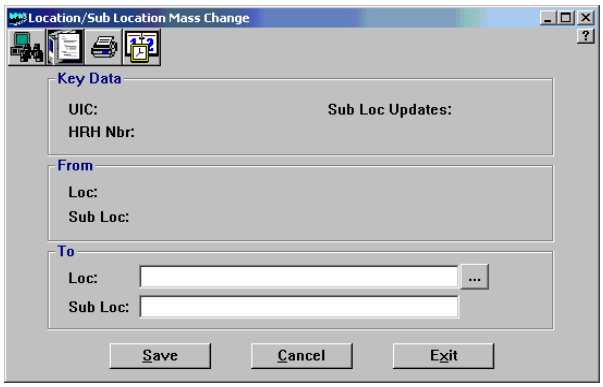
- Select **UIC** to change the location for a specific UIC.
- Select **HRH Nbr** to change the location for a specific HRH Nbr. You can also include the sub-hand receipts, if desired.

b. **Sub Loc Updates:**

- Select **None** if you do not want to update the sub locations.
- Select **Specific** to update specific sub locations.
- Select **All** to update all sub locations.

c. **UIC:** Enter or browse for your UIC.
d. **HRH Nbr:** Enter or browse for your HRH Nbr. This is only available if you selected the **HRH Nbr** option.
e. **From Loc:** Enter or browse for the location you are changing.
f. **Sub Loc:** If desired, enter the sub location you are changing. This field is only available if you selected the update **Specific** or **All** sub locations.
g. Click **OK**.

STEP 2:



a. **To Loc:** Enter or browse for the **NEW** location. This location **MUST** be established on the Location table and cannot be built "on the fly".
b. **To Sub Loc:** If desired, enter a new sub location. This field is only available if you selected to update **Specific** or **All** sub locations.
c. Click **Save**.

The Transaction Processed dialog box will be displayed.

d. Click **OK**.

You will be returned to the Key Data screen.

e. Click **Exit**.

Practical Exercise: Location Mass Change

Title: Mass Changing the Location

Objectives: At the completion of this exercise the student should demonstrate a capacity to mass change the Location.

Prerequisites:

References: Reference in the manual Chapter Two

Scenario: You are cleaning up your property book and you noticed that quite a number of items have **UNASSIGNED** in the location field, but you know that items should be located in **BLDG 86**.

Instructions: Use the knowledge that you have gained from Chapter Two to mass change your location.

Given: Use the UIC and Hand Receipt you were given in class to perform the action given in this scenario.

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

Class Discussion: Q & A

Mass Changing The UIC And/Or Activity Name

MODULE: Hand Receipt

INTRODUCTION

This procedure will show you how to change the UIC and/or the Activity Name in mass.

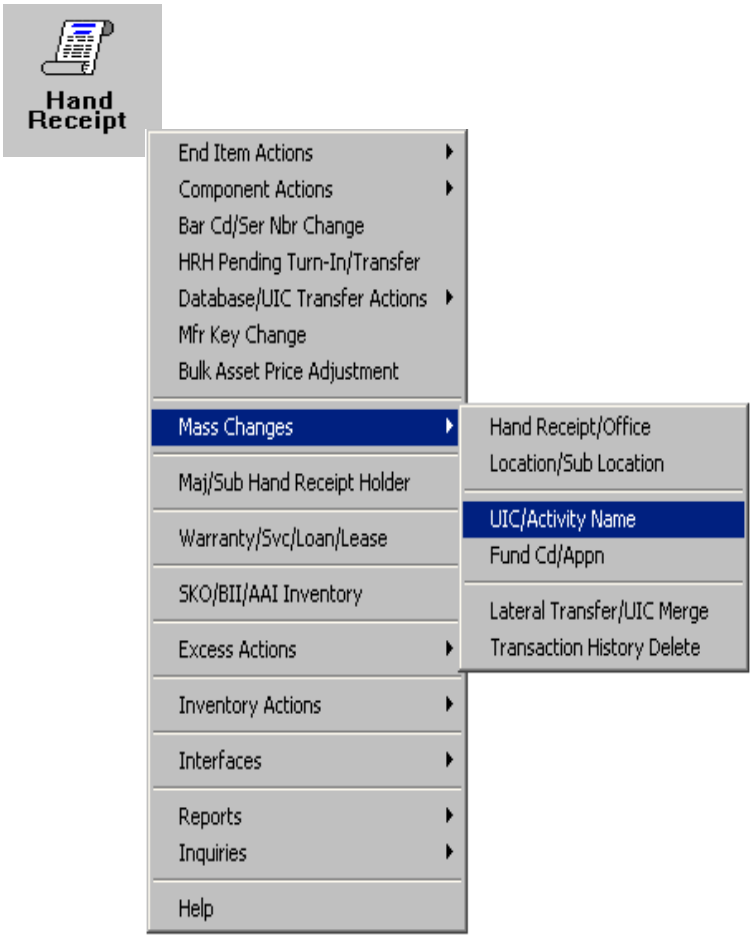
CAUTION!
This should **NOT** be used as a lateral transfer!!

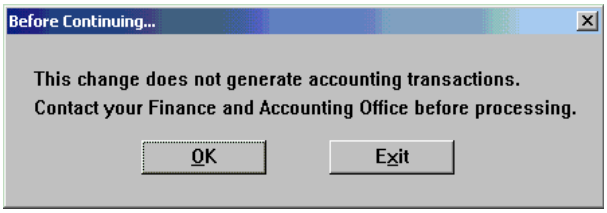
PREREQUISITES

The UIC that you are changing to **MUST NOT** exist in the database.

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Mass Changes** from the program group.
3. Select **UIC/Activity Name** from the program list.





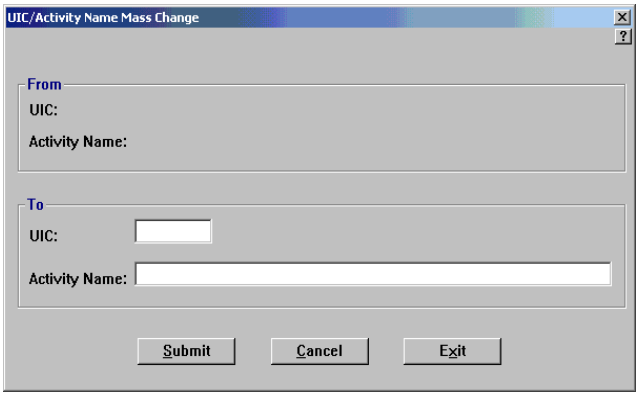
STEP 1:

- Click **OK**.

STEP 2:

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

STEP 3:



a. **To UIC:** Enter the **NEW** UIC.
b. **To Activity Name:** Enter the **NEW** Activity Name.
c. Click **Submit**.

The Transaction Processed dialog box will be displayed.

d. Click **OK**.

You will be returned to the Key Data screen.

e. Click **Exit**.

HINT!
Remember...this is a **BATCH** process and the changes will not take effect until the following day.

NOTE:
If your Activity reports UIT and the UIC is changed, you will receive a message instructing you to notify LOGSA of the UIC/DODAAC change.

Mass Changing The Fund Code And/Or Appropriation Allotment Serial Number

MODULE: Hand Receipt

INTRODUCTION

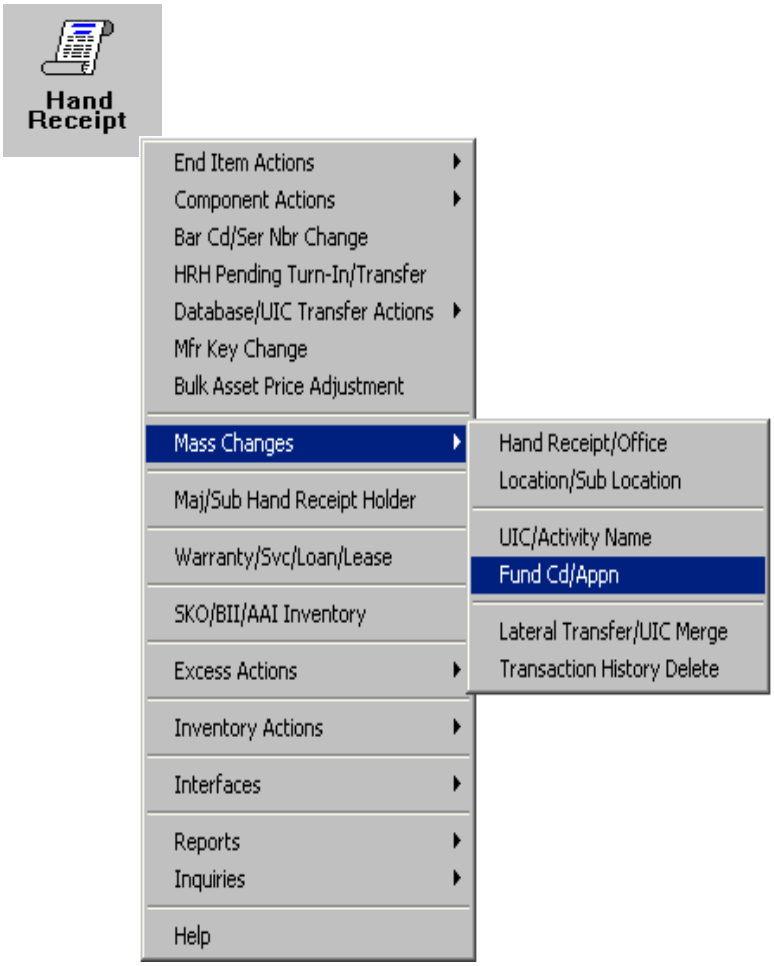
This procedure will show you how to change the fund code and/or the appropriation allotment serial number in mass.

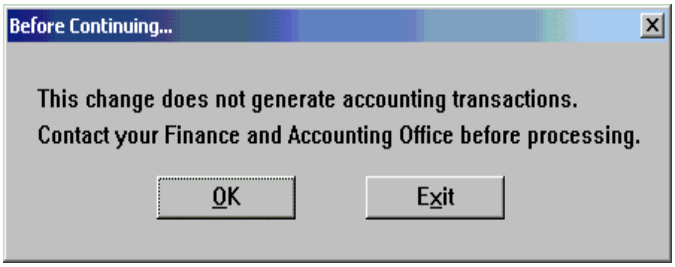
PREREQUISITES

Both Fund Codes and/or Appropriation Allotment Serial Numbers must exist on the Fund Code Table.

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Mass Changes** from the program group.
3. Select **Fund Cd/Appn** from the program list.



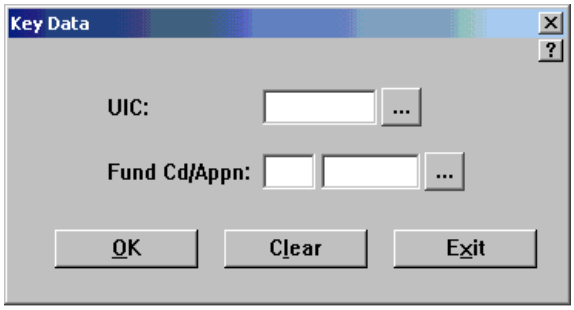


STEP 1:

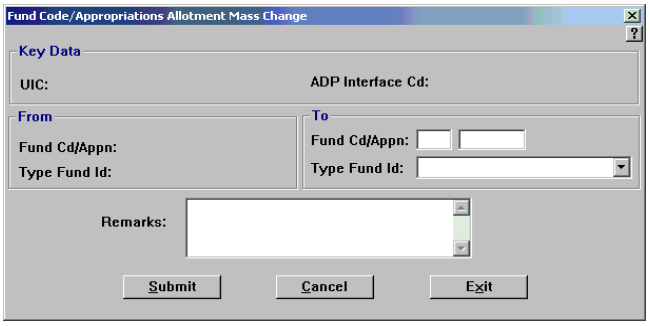
- Click **OK**.

STEP 2:

a. **UIC:** Enter or browse for your UIC.
b. **Fund Cd/Appn:** Enter or browse for the fund code and/or appropriation allotment serial number you want to change.
c. Click **OK**.



STEP 3:



a. **To Fund Cd/Appn:** Enter the **NEW** fund code and/or appropriation allotment serial number.
b. **To Type Fund Id:** If applicable, change the type fund identification.

Type Fund Identification Code	
D	Defense Working Capital Funds
O	Other

c. **Remarks:** Enter a justification as to why the fund code and/or appropriation allotment serial number was changed.
d. Click **Submit**.

The Transaction Processed dialog box will be displayed.

e. Click **OK**.

You will be returned to the Key Data screen.

f. Click **Exit**.

HINT!
Remember…this is a **Batch** process and the changes will not take effect until the following day.

Merging UICs Together

MODULE: Hand Receipt

INTRODUCTION

This procedure will show you how to merge an entire UIC to a new UIC.

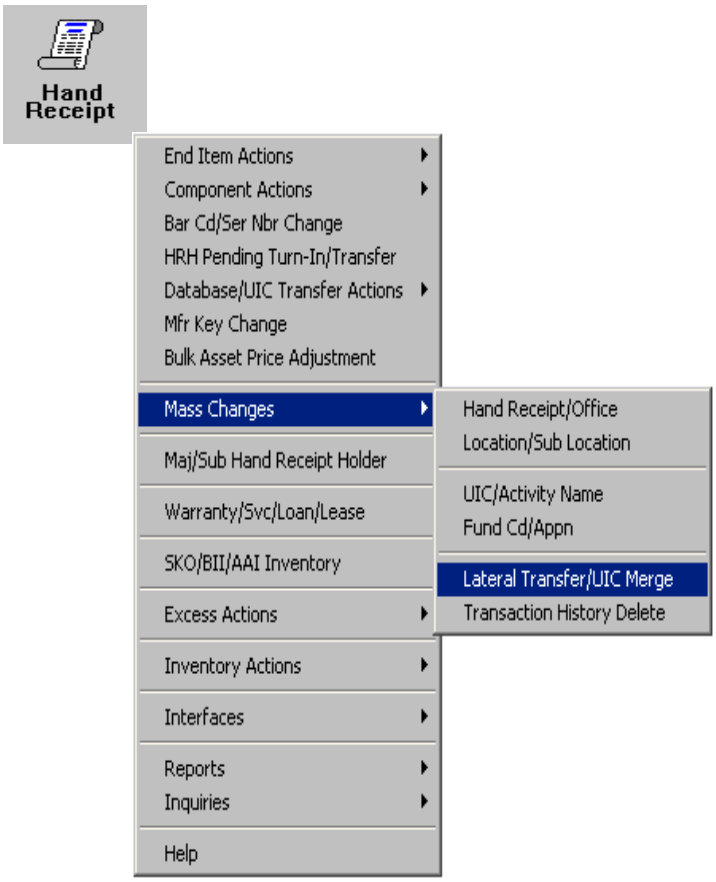
PREREQUISITES

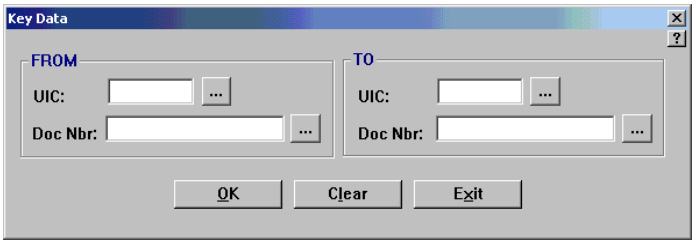
If your Activity uses the Document Register, then you will need to obtain a Lateral Transfer document number before performing this process. The procedures for establishing a transfer document number can be found in Chapter Two, **Add Miscellaneous Document Numbers**.

If you are only transferring single Hand Receipt Holder Numbers to another UIC, the Hand Receipt Holder Number, UIC, Fund Cd/Appn **MUST** be established for the gaining UIC.

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Mass Changes** from the program group.
3. Select **Lateral Transfer/UIC Merge** from the program list.

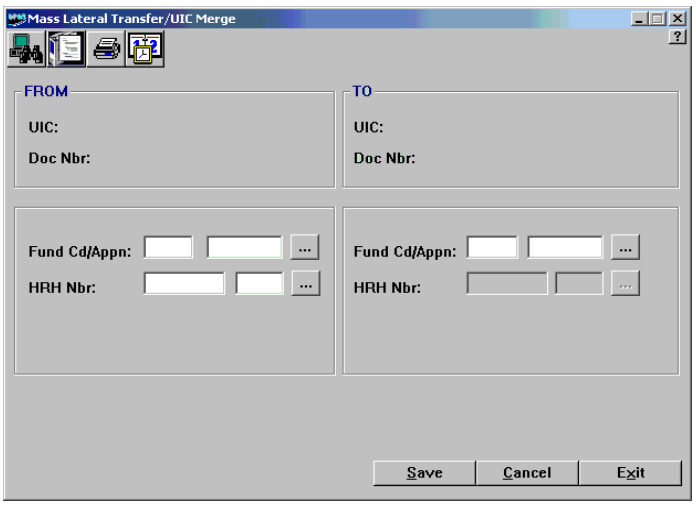




STEP 1:

a. **FROM UIC:** Enter or browse for the UIC you are merging from.
b. **FROM Doc Nbr:** Enter or browse for the document number for the merge.
c. **TO UIC:** Enter or browse for the UIC that you are merging to.
d. **TO Doc Nbr:** Enter or browse for the document number for the merge.
e. Click **OK**.

STEP 2:



FROM Group Box:

a. **Fund Cd/Appn:** Enter or browse for the fund code and/or appropriation allotment serial number for the UIC you will be merging from.
b. **HRH Nbr:** If a specific HRH Nbr is to be transferred, enter or browse for the HRH Nbr.

TO Group Box:

c. **Fund Cd/Appn:** Enter or browse for the fund code and/or appropriation allotment serial number for the UIC you are merging to.
d. **HRH Nbr:** Enter or browse for the HRH Nbr with which you will be merging, if applicable.
e. Click **Save**.

The Transaction Processed dialog box will be displayed.

f. Click **OK**.

You will be returned to the Key Data screen.

g. Click **Exit**.

STEP 3:

Upon performing this process, a depreciation flag is set to prevent the execution of the monthly depreciation until the depreciation records are corrected/updated and the depreciation indicator is reset.

When depreciation records are corrected, perform a Depreciation Indicator Reset in the Accounting Module under Depreciation Actions. If the flag is not reset, each user will be notified that a Mass Lateral Transfer/ UIC Merge has been processed when the user logs onto DPAS. It will also state that the depreciation records affected by the Mass Lateral Transfer/UIC Merge must be corrected and updated and that the flag must be reset before depreciation can be processed.

HINTS!

This **Mass Change** process is done real-time.

You can use the same Miscellaneous Document Number that you created for the losing UIC, as well as the gaining UIC, unless your Activity requires separate document numbers.

The merge process will create the HRHs and Authorizations for you.

If the losing UIC has more than one Fund Code, you will need to establish those Fund Codes on the gaining UIC. You will then have to perform this process individually for each Fund Code (for example, if UIC A had Fund Codes 01 and 02 and you merge it to UIC B, you will have to establish Fund Codes 01 and 02 for UIC B and then perform this process twice).

In order to process any transactions using the new UIC, you will need to have UIC Security Access to the new UIC.

Resetting The Depreciation Flag Indicator

MODULE: Accounting

INTRODUCTION

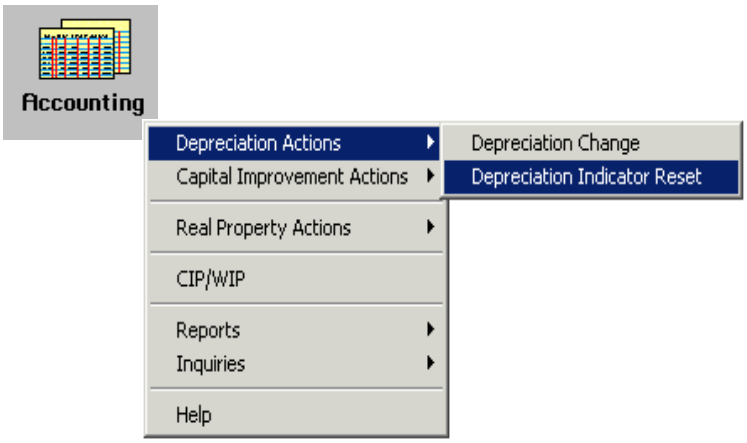
This section outlines the procedures for resetting the depreciation flag indicator. This would normally be done after a Mass Lateral Transfer/UIC Merge. When that process is run, DPAS will reset the flag to prevent the execution of the monthly depreciation.

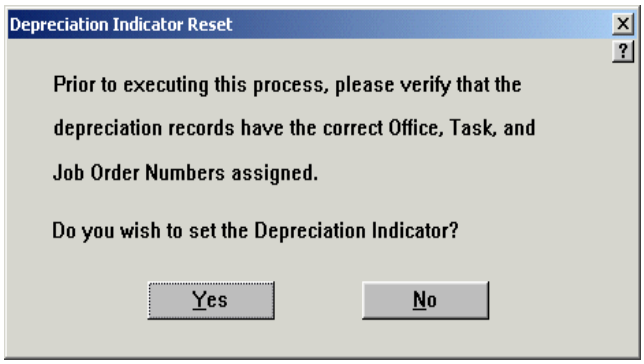
PREREQUISITES

None

STEPS TO PERFORM ACTION

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





STEP:

- If you want to reset the flag, click **Yes**. If you do not want to reset the flag, click **No**.

Merging HRHs

MODULE: Hand Receipt

INTRODUCTION

This procedure will show you how to merge individual HRHs to a new UIC or within the same UIC.

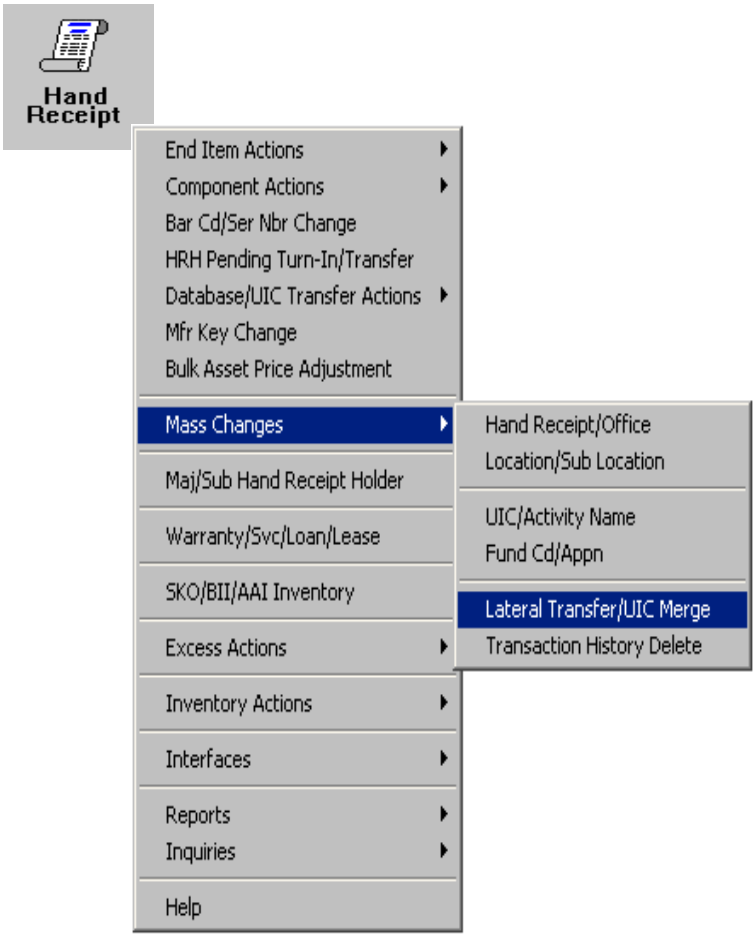
PREREQUISITES

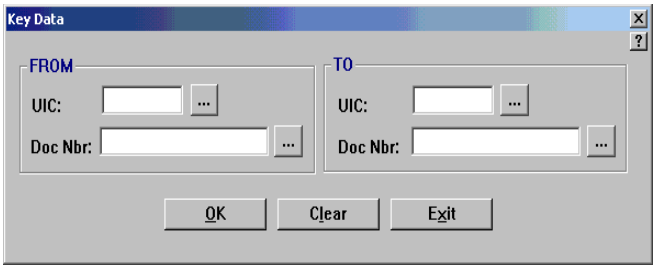
If your Activity uses the Document Register, then you will need to obtain a Lateral Transfer document number before performing this process. The procedures for establishing a transfer document number can be found in Chapter Two, **Add Miscellaneous Document Numbers**.

The Hand Receipt Holder Number **MUST** be established for the gaining UIC.

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Mass Changes** from the program group.
3. Select **Lateral Transfer/UIC Merge** from the program list.

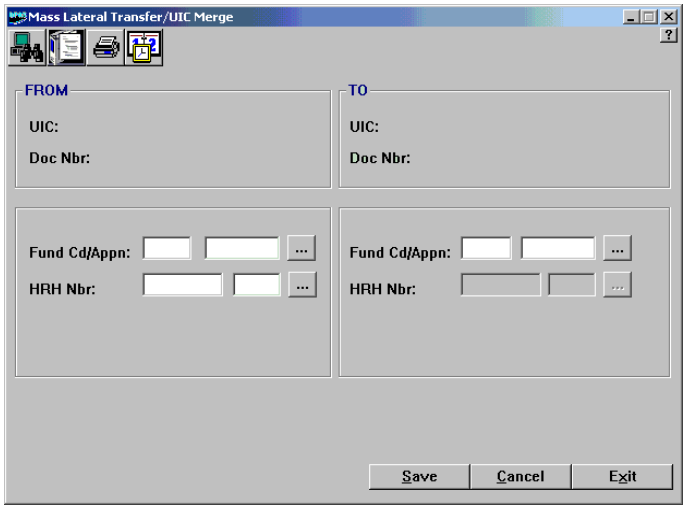




STEP 1:

a. **FROM UIC:** Enter or browse for the UIC for the HRH you are merging (losing HRH Nbr).
b. **FROM Doc Nbr:** Enter or browse for the document number for the merge.
c. **TO UIC:** Enter or browse for the UIC that you are merging to.
d. **TO Doc Nbr:** Enter or browse for the document number for the merge.
e. Click **OK**.

STEP 2:



FROM Group Box:

a. **Fund Cd/Appn:** Enter or browse for the fund code and/or appropriation allotment serial number for the UIC you will be merging from.
b. **HRH Nbr:** If a specific HRH Nbr is to be transferred, enter or browse for the HRH Nbr.

TO Group Box:

c. **Fund Cd/Appn:** Enter or browse for the fund code and/or appropriation allotment serial number for the UIC you are merging to.
d. **HRH Nbr:** Enter or browse for the HRH Nbr with which you will be merging, if applicable.
e. Click **Save**.

The Transaction Processed dialog box will be displayed.

f. Click **OK**.

You will be returned to the Key Data screen.

g. Click **Exit**.

HINTS!

This **Mass Change** process is done real-time.

You can use the same Miscellaneous Document Number that you created for the losing UIC, as well as the gaining UIC, unless your Activity requires separate document numbers.

If there are any due-ins for the losing HRH, leave the losing UIC on DPAS and receive the item against the losing UIC. Once the asset has been received, transfer the asset to the new UIC.

If you want to transfer a partial HRH to a new HRH, you can designate the assets you wish to transfer (prior to this process) by going to **Document Register>Detail Turn-In/Transfer> Add/Change/Delete**. You can also go to **Hand Receipt>Database UIC Actions> Designate Assets For Transfer**.

Deleting The Transaction History

MODULE: Hand Receipt

INTRODUCTION

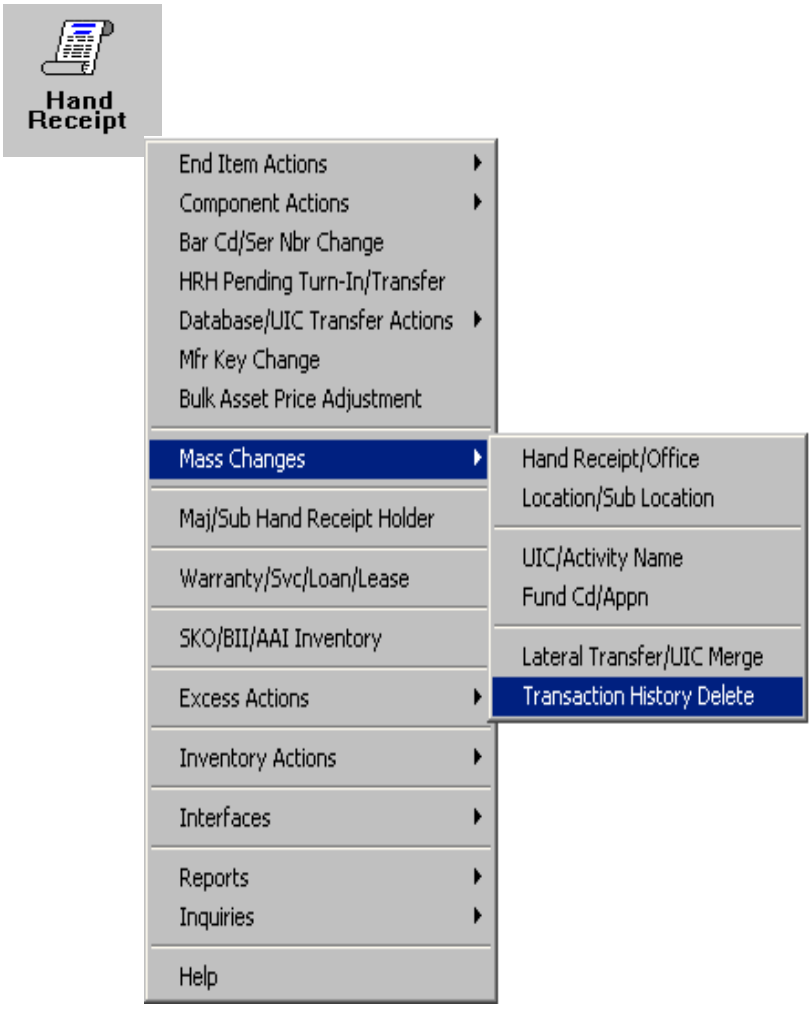
This procedure will show you how to delete the transaction history

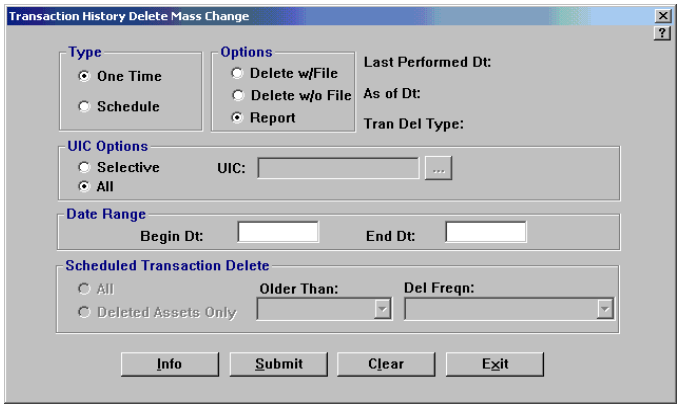
PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Mass Changes** from the program group.
3. Select **Transaction History Delete** from the program list.





STEP 1:

a. **Type:** Select the appropriate type.

Type	
One Time	The process will be performed in the next batch cycle.
Schedule	The process will be performed during the Automatic Batch Process Cycle for the next scheduled frequency.

HINT!
If you select **Schedule**, you will ***only*** be able to access the **Scheduled Transaction Delete** Group Box.

When you process this transaction, you will receive a notice telling you to contact the Systems Administrator that you have executed this process.

b. **Options:** Select the appropriate option..

Options	
Delete w/File	Select this option to delete records from the Transaction History Table/Real Property History Table. Transaction History Delete/Report (DP9T131R) will be printed displaying a message indicating a file was created. To view and/or save this data use the FTP option on the Remote Button of the Report Screen.
Delete w/o File	Select this option to delete records from the Transaction History Table/Real Property History Table. A Transaction History Delete /Report (DP9T131R) will be printed displaying a message indicating a file was not created.
Report	Select this option to print a Transaction History Delete/Report (DP9T131R). This selection will not delete any records from Transaction History Table.

c. **UIC Options:** If you want to delete the history for a specific UIC, select the **Selective** option and then enter the UIC. If you want to delete the history for all UICs, select the **All** option.

Date Range Group Box:

d. **Begin Dt:** Enter the beginning date (YYYYMMDD format).
e. **End Dt:** Enter the ending date (YYYYMMDD format).

Scheduled Transaction Delete Group Box:

f. Select **All** to delete all transactions. Select **Deleted Assets Only** to establish automated delete criteria in the Accountable UIC Parameter Table.
g. **Older Than:** Designate a timeframe for which records are to be deleted.

h. **Del Freqn:** Designate the frequency the delete will be performed.

Delete Frequency	
M	Monthly
Q	Quarterly
F	Annual (Fiscal)
C	Annual (Calendar)

i. Click **Submit**.

HINT!
The **Delete Assets Only** selection will delete all records in the Transaction History Table and Real Property History Table that meet the established criteria. (Only records that have no open assets on the hand receipt tables will be deleted using this selection.) This is a mandatory entry when **ALL** is not selected.

Updating The Automatic Update Of The Army Master Data File (AMDF)

MODULE: Catalog

NOTE:
Your Activity can have the DPAS Systems Administrator in Dayton, Ohio automatically schedule this process. Otherwise, you are responsible for performing this update.

INTRODUCTION

The Army Master Data File (AMDF) is the official listing for items that are authorized for Army use. It is managed by Army Logistics System Activity (LOGSA). Changes, such as:

Stock NumberNomen
RICC CIIC

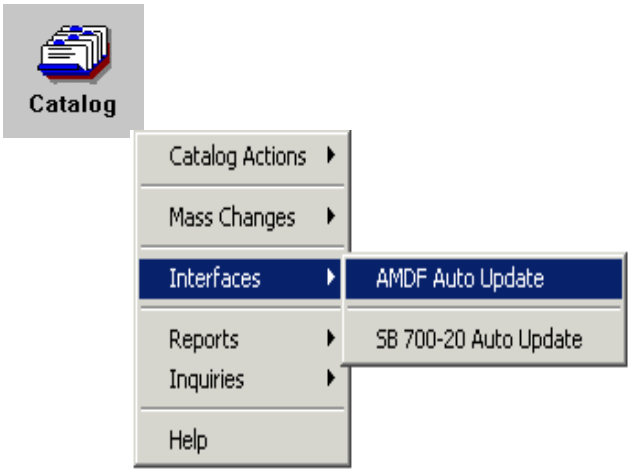
and other data, are broadcast monthly. A notice is placed on the message of the day screen stating the new AMDF is available. When a DPAS catalog record matches one of the change records, the record is updated. A report (DP9S051M) is generated that lists the changes. **Monthly updates must be run in sequence**.

PREREQUISITES

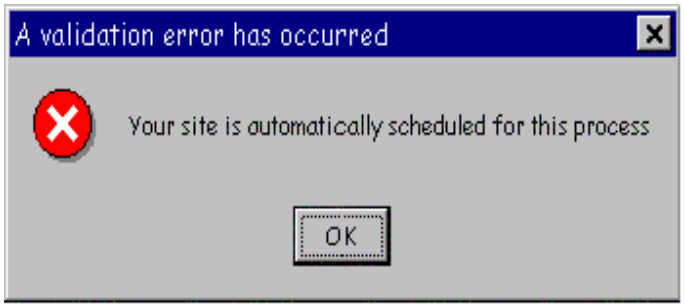
None

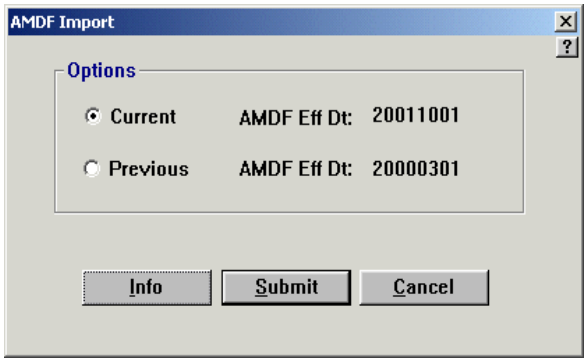
STEPS TO PERFORM ACTION

1. Select the **Catalog** icon, or select **Catalog** from the menu bar.
2. Select **Interfaces** from the program group.
3. Select **AMDF Auto Update** from the program list.



If you have this process automatically scheduled, you will see the following message displayed if you select **AMDF Auto Update** from the program list. If you do not have this process scheduled, then proceed with **STEP 1** below.





STEP 1:

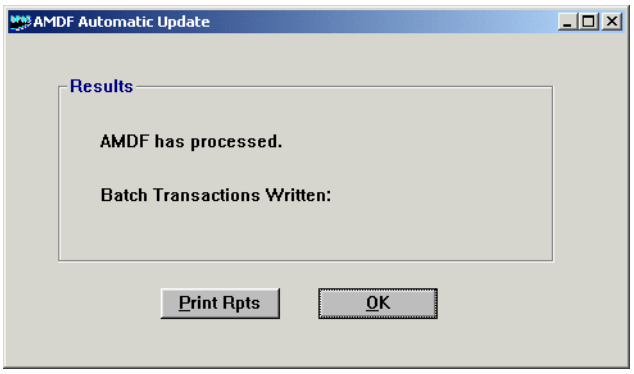
- **Options:**
  - Selecting **Current** displays the date the last current AMDF file was loaded.
  - Selecting **Previous** displays the date the last previous AMDF file was loaded by DPAS at the Data Processing Center.

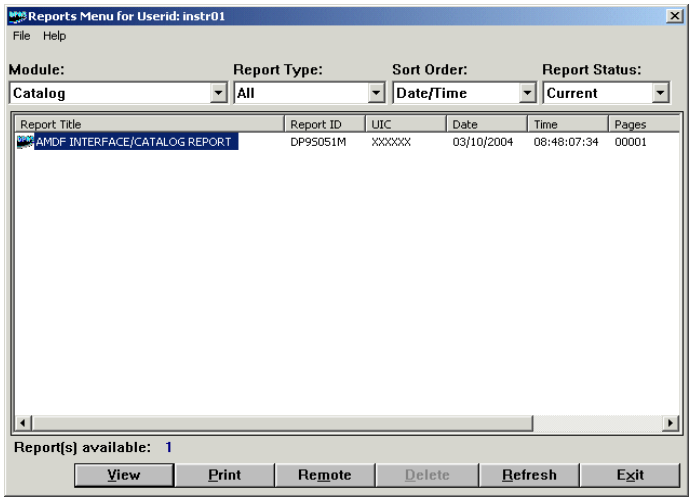
NOTE:
AMDF must be loaded in sequence by publication date.

Once the AMDF has processed, DPAS will return the results of the update.

STEP 2:

- Click **Print Rpts** to review the report that was generated.





STEP 3:

- Double-click the **AMDF Interface/Catalog Report** or highlight the report and click **View** to view the report.

Loading The SB 700-20

MODULE: Catalog

NOTE:
Your Activity can have the DPAS Systems Administrator in Dayton, Ohio automatically schedule this process. Otherwise, you are responsible for performing this update.

INTRODUCTION

The Supply Bulletin 700-20 provides the Army supply and management personnel specific data regarding Army adopted and other selected items for use in conjunction with The Army Authorization Document Systems (TAADS). The SB 700-20 is broadcast semiannually (Dec/Jun) by US Army Materiel Command Logistics Systems Activity (LOGSA). A message is placed on the message of the day screen informing the user when the new SB 700-20 is available.

Annually LOGSA will submit three files containing National Defense Equipment (NDE) data. These three files will be used to update the Demilitarization Code and the NDE Indicator for the corresponding stock numbers in the SB 700-20 Interface Table. When the data on the incoming NDE files finds a match in the SB 700-20 Interface Table, the NDE Indicator for the corresponding stock number will be updated to 'Y', indicating the item is NDE. Otherwise, the NDE Indicator will be updated to 'N', indicating the item is not NDE. When a corresponding stock number can not be found in the SB 700-20 Interface Table, a record will be written to the NDE Table. The NDE Table contains NDE records that do not exist in the SB 700-20 Interface Table. Together, the updated SB 700-20 Interface Table and the NDE Table will be used to identify NDE items and automatically populate the Type Asset Code with 'N' where indicated.

The DPAS Systems Administrator will load the specifically tailored SB 700-20 Interface and the NDE Tables. National Stock Numbers listed in these tables will be compared to the Stock Numbers in the DPAS Catalog Table. If there is a match, a comparison of data such as:

LIN	**RICC**
Generic Nomen	**CIIC**
Nomen	**CIC**
NDE	

and other data are compared. The results of the comparison are stored on the Batch Transaction Status Table for processing in the next batch cycle and the SB 700-20 Interface Report DP9S061S can be printed for review.

The report is displayed in a four-part format.

Part I, Stock Nbr Changes, lists the mass changes for Stock Nbrs found on the Catalog Table.

Part II, Gnrc Nomen Changes, lists the changes to the generic nomenclature field for Stock Nbrs found on the Catalog Table.

Part III, Misc Changes, lists the miscellaneous data element changes for Stock Numbers found on the Catalog Table.

Part IV, NDE Conflicts, lists Stock Nbrs, Gnrc Nomen, Cur Typ Ast Cd and NDE Ind Cd where there are conflicts between the current Type Asset Code and the NDE Indicator Code.

NOTE:
These conflicts may be resolved through the Stock Number Selected Change process. The report can only be obtained prior to processing batch.

Prior to processing the SB 700-20 update initiate the following actions:

- Process AMDF prior to processing SB 700-20.
- UIT Transaction interface, for the preceding months data, must be completed to preclude premature or erroneous reporting of RICCs 2, A-H, J or Z densities.

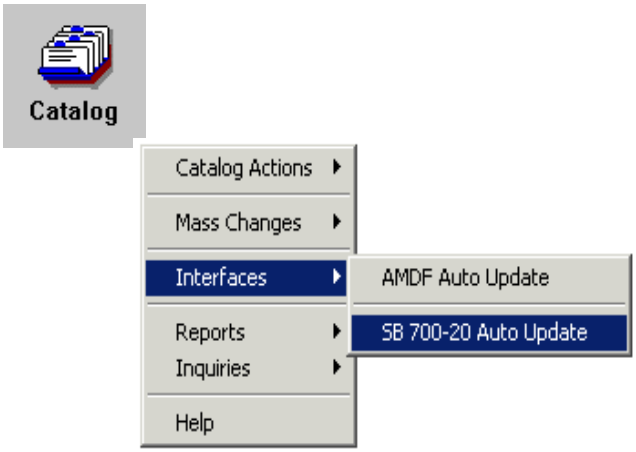
A semi-annual update of the DPAS on line SB 700-20 is done automatically in a batch process. Users will be informed of the broadcasted record count, and will be asked to check the record count before allowing the program to finish. This process should be finished before the semi-annual UIT Reconciliation is effected.

PREREQUISITES

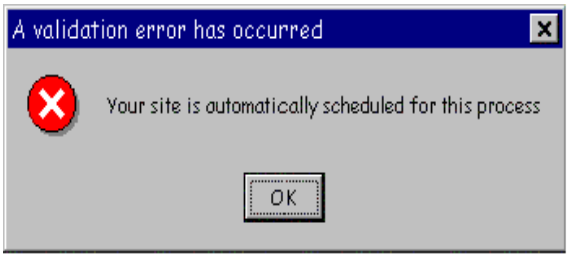
None

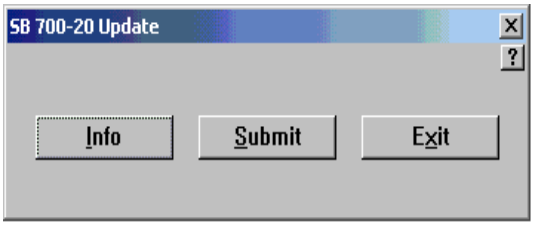
STEPS TO PERFORM ACTION

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



If you have this process automatically scheduled, you will see the following message displayed if you select **SB 700-20 Auto Update** from the program list. If you do not have this process scheduled, then proceed with **STEP 1** below.



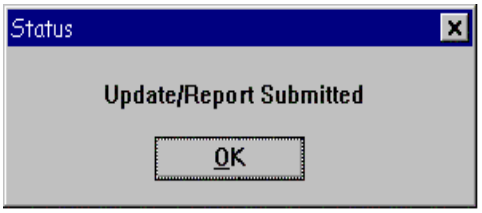


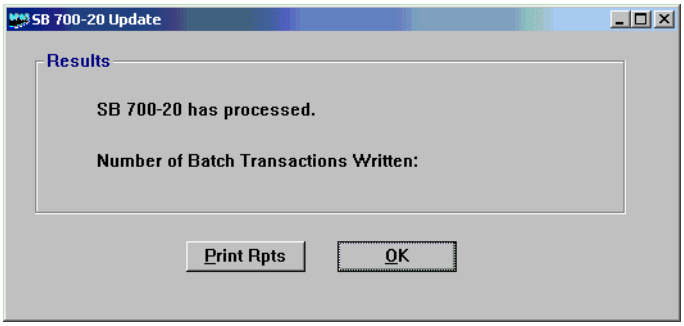
STEP 1:

- Click **Submit**.

STEP 2:

- Click **OK**.





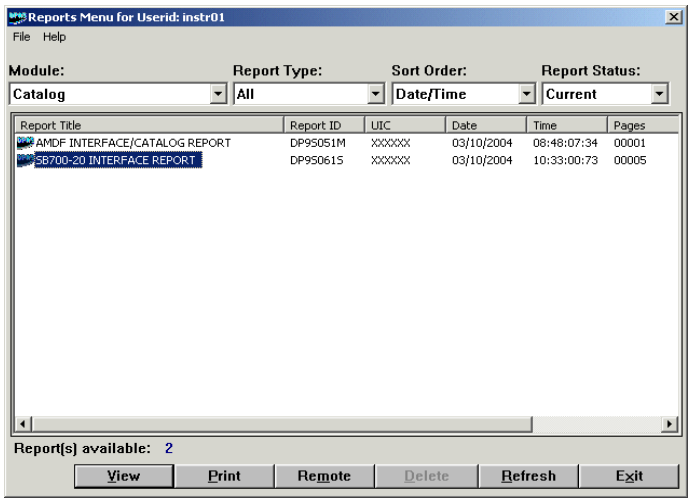
STEP 3:

- DPAS will return the results of the update. You can now review the report by clicking on **Print Rpts**.

NOTE:
The SB 700-20 Table and Inquiry were modified to add ND_ID and DMIL Cd to identify NDE assets. The SB 700-20 Interface Report was also modified to reflect added data elements.

STEP 4:

- Double-click the **SB700-20 Interface Report** or highlight the report and click **View** to view the report.



Exporting To My Supply Support Activity

MODULE: Document Register

INTRODUCTION

This purpose of this process is to transmit the Current Supply Action on the Supply Export Table or Retransmit Supply Actions that did not successfully transmit.

SARSS-O Users:

If the Supply System Code equals "G" (for SARSS-O), this process will read the Supply Export Table, write the supply transaction(s) to the 9S20.OUT for SARSS-O to retrieve, and delete the supply transaction(s) from the Supply Export Table. Prior to the execution of this process, the Supply Export Transaction Report (DP9S261R) will be created containing transaction(s) being passed to the Supply Support Activity (SSA). A dialog box will be displayed with message "Supply Export Transaction Report is Processing. Please wait while the report is being created."

AMCISS Users:

If the Supply System Code equals "A" (for AMCISS), this process will read the Supply Export Table, write the supply transaction(s) to the 9S07.OUT for AMCISS to retrieve, and delete the supply transaction(s) from the Supply Export Table. The Site ID, depot code, and high level qualifier (if needed) must exist on the Depot List File within DPAS in order to process AMCISS transaction(s), otherwise an error message will be displayed. Prior to the execution of this process, the Supply Export Transaction Report (DP9S261R) will be created containing transaction(s) being passed to the Supply Support Activity (SSA). A dialog box will be displayed with message "Supply Export Transaction Report is Processing. Please wait while the report is being created."

PREREQUISITES

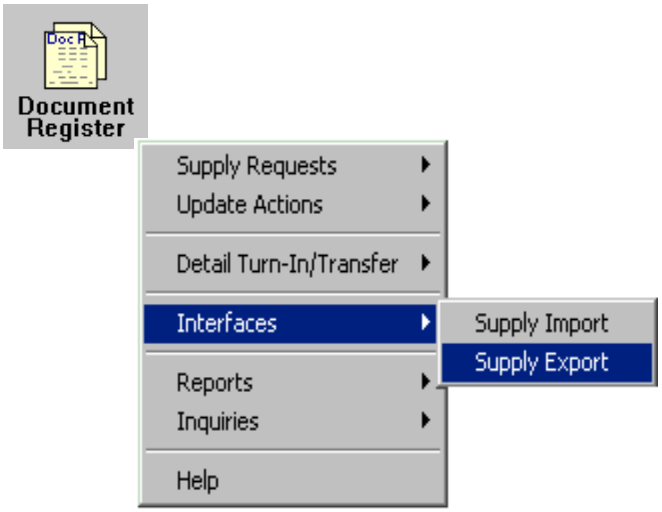
The Supply Systems Code for the Accountable UIC must be equal to "A" or "G".

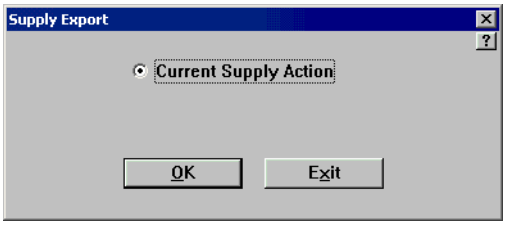
The Site ID, Depot Code, and high level qualifier (if needed) must exist on the Depot List File within DPAS if the Supply System Code equals "A".

STEPS TO PERFORM ACTION

1. Select the **Document Register** icon, or select **Doc Reg** from the menu bar.
2. Select **Interfaces** from the program group.

3. Select **Supply Export** from the program list.



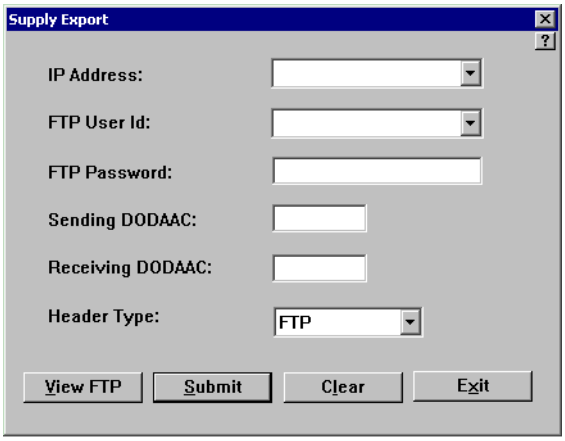


STEP 1:

- Click **OK**.

HINT!
There will only be one (1) file (the most current) available to be retransmitted.

STEP 2:



a. **IP Address:** Enter the IP address for your SSA.
b. **FTP User Id:** Enter the FTP User ID assigned by your SSA (this is case sensitive).
c. **FTP Password:** Enter FTP Password assigned by your SSA (this is case sensitive).

HINT!
The FTP User ID and FTP Password **MUST** be the same as the one on your SSA's machine.

d. **Sending DODAAC:** Enter your DoDAAC.
e. **Receiving DODAAC:** Enter your SSA's DoDAAC.
f. **Header Type:** Select **FTP** to transmit electronically to your SSA or select **Diskette/Blast** to export to a diskette to transmit manually to your SSA.
g. Click **Submit**.

HINT!
If you want to view the actual FTP Log/Data of the current FTP process, click the **View FTP** button.

Importing Status From The Supply Support Activity

MODULE: Document Register

CAUTION!
DO NOT run the same DoDAAC simultaneously when running the Import Process.

INTRODUCTION

The purpose of this process is to retrieve files from the various Supply Systems that DPAS is currently interfaced with.

SARSS-O Users:

This process creates the file AJTS7A-01 after retrieving SARSS-O data from the remote system that has been selected by the user. The SARSS-O data within the file AJTS7A-01 is used to generate the SARSS-O Import Transaction Report (DP9S251R) and add transactions to the Supply Import Table. In addition, this process generates an On-Line Supply Status Report (DP9D201R). Added to this report is a list of records that contain special SARSS-O errors with Sts Cd equal "CA", "CD", or "CS".

AMCISS Users:

This process creates the file APE025-01 after retrieving the AMCISS data from the remote system that has been selected by the user. The AMCISS data within the file APE025-01 is used to generate the AMCISS Import Transaction Report (DP9S081R), add transactions to the Supply Import Table, process DG_ transactions by altering the document number of the Document Register Table, and generate office mass change transactions to the Batch Transaction Input Table. In addition, this process generates an On-Line the Supply Status Report (DP9N031R).

PREREQUISITES

If AJTS7A-01 exists from a prior uncompleted IMPORT PROCESS, this data must be processed before IMPORTING the new SARSS-O input file. A message will appear on the screen "DO YOU WISH TO PROCESS THIS DATA NOW? ANSWER 'OK' OR 'CANCEL". This will appear until all previous data has been processed.

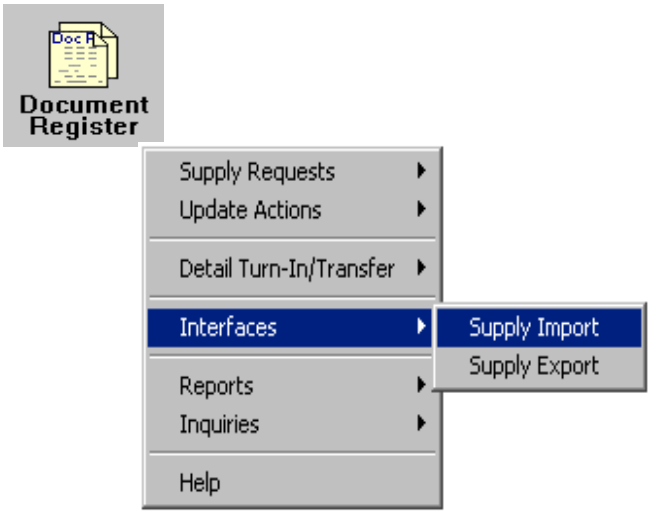
The Supply System Code for the Accountable UIC must equal "A" or "G".

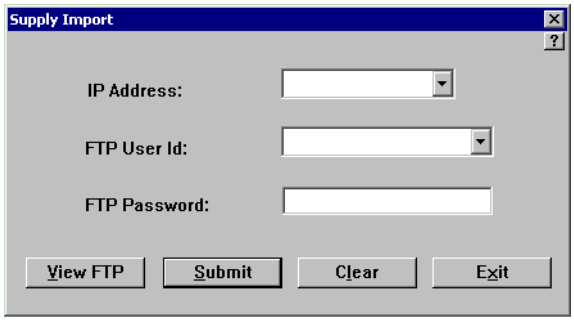
Supply Transactions must exist on the Supply Import Table.

The Site ID and Depot Code must exist on the Depot List File within DPAS if the Supply System Code equals "A".

STEPS TO PERFORM ACTION

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





STEP 1:

a. **IP Address:** Enter the IP Address for the SSA.
b. **FTP User Id:** Enter the FTP User ID assigned by your SSA.
c. **FTP Password:** Enter the FTP Password assigned by your SSA.
d. Click **Submit**.

HINTS!

If you want to view the actual FTP Log/Data of the current FTP process, click the **View FTP** button.

The FTP User ID and FTP Password **HAS** to be the same as on the SSA's machine. For SARSS-O users, this is the SARSS-1 machine.

Once the import has processed, DPAS will return a dialog box indicating the number of records read and processed.

For AMCISS users, refer to Annex A of the DPAS On-Line Help for additional information.

For SARSS-O users, refer to Annex P of the DPAS On-Line Help for additional information.

Importing LOGTAADS

MODULE: Authorizations

INTRODUCTION

The LOGTAADS Update process uses the data in the DPAS LOGTAADS Table to create a comparison report (DPTS221R) or generate a batch request to update the DPAS Approved Authorization Table.

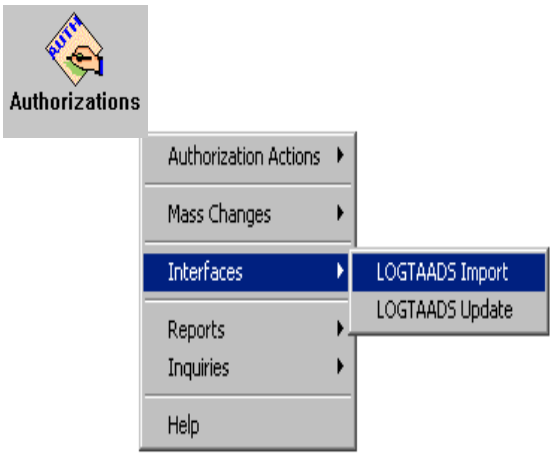
The LOGTAADS Import process loads the LOGTAADS data into the DPAS LOGTAADS Table for all UICs assigned to the Actbl UIC. When the Import has finished processing, the user may go directly to the LOGTAADS Update process or click "OK" to return to the Main Menu.

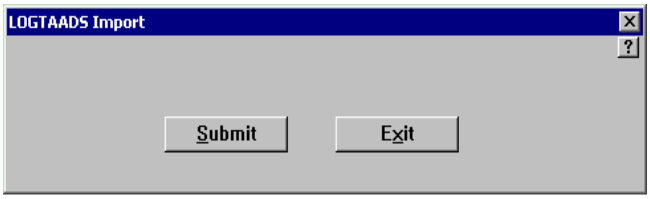
PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Authorization** icon, or select **Authn** from the menu bar.
2. Select **Interfaces** from the program group.
3. Select **LOGTAADS Import** from the program list.





STEP 1:

a. Click **Submit**.
b. When the import is complete, click **OK**.

Updating LOGTAADS

MODULE: Authorizations

CAUTION!!

IF YOUR ACTIVITY HAS DISTRIBUTED ASSETS UNDER ONE TDA PARAGRAPH NUMBER FROM LOGTAADS ACROSS MULTIPLE HAND RECEIPTS IN DPAS, DO NOT PERFORM THIS PROCESS.

UPDATE CORRECTIONS CAN ONLY BE PERFORMED AT THE DATA BASE LEVEL. CONTACT THE DPAS HELP DESK FOR ASSISTANCE.

INTRODUCTION

The **Update** option will update the Approved Authorization Table using the most current Authorization Effective Date when the batch cycle runs. This option also contains a check box that allows you to delete all existing MTOE and TDA Approved Authorization Table records that contain all zeroes in the Required Qty, Authorized Qty, and Qty fields, providing that no due-in quantities exist on the document register. A check mark in the check box will delete these records when the daily batch cycle is executed. Records will not be deleted if the check box remains unchecked. If deletion of these records is requested and a due-in quantity exists on the Document Register Table, the record will not be deleted.

The **Report** option allows the user to print an on-line report, LOGTAADS Interface/Authorization Report (DPTS221R) using the **All** or **Selective** options. To create the report, a comparison is performed between the LOGTAADS Table and the Approved Authorization Table. The comparison is made on UIC, LIN, TDA Paragraph Number, ERC, Required Qty, and Authorized Qty where the first 3 positions of the Authorization Document Number on the DPAS Approved Authorization Table record is either "MTEZ" or "TDA".

This report lists the results of the comparison, and indicates what will occur to the Approved Authorization Table if the **Update** option is selected. If the **Report** and **All** options are selected, the report is created for all the UICs assigned to the Accountable UIC for the user's login using the current Authorization Effective Date when **Submit** is clicked. If the **Report** and **Selective** options are chosen, the user can create a report for a specific combination of UIC/Authorization Effective Date/Cmd Control Number by making a selection from the list box and clicking **Submit**.

NOTE:

The Approved Authorization Table is NOT updated by using either **Report** option. The reports can be found on the Reports Menu.

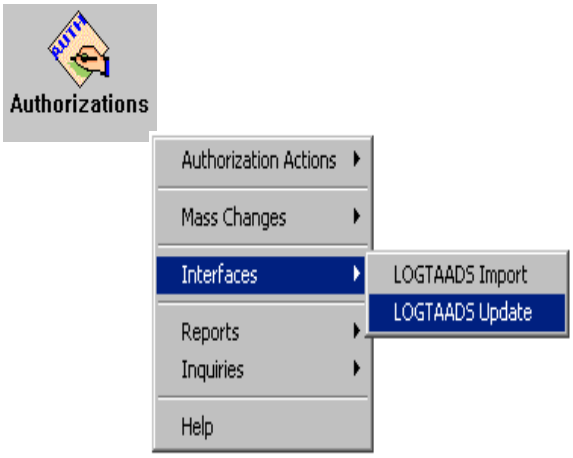
The LOGTAADS Update batch program updates the Approved Authorization Table when the daily batch cycle is processed. Use of this interface is optional.

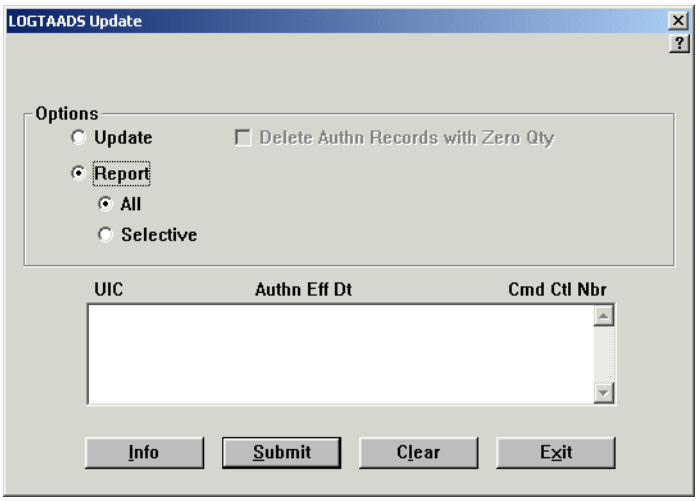
PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Authorizations** icon, or select **Authn** from the menu bar.
2. Select **Interfaces** from the program group.
3. Select **LOGTAADS Update** from the program list.





STEP 1:

a. Select the **Report** option.
b. **Delete Authn Records with Zero Qty:** This check box is not available with the **Report** option.

- **All** will create an on-line report using the current Authn Eff Dt for all UICs assigned to the user's login.
- **Selective** will create an on-line report for a selected UIC and Authn Eff Dt/Cmd Ctl Nbr record.

c. Click **Submit**.

Suspending Supply Actions

MODULE: Hand Receipt

INTRODUCTION

The DPAS Supply Interface provides a means for Supply Systems to electronically feed (import) Receipt and Reversal transactions to DPAS via manual input. When a Supply System submits a single source of data input, i.e., a DPAS Supply Interface Import File, errors and duplication of data input will be reduced. The Import File submitted by the Supply System will be received and processed by DPAS in a batch process which is executed daily. In addition to "importing" data from the Supply System, the DPAS Supply Interface will provide System Administrator and User Reports and status to the Supply System via an export file. The data submitted on the import file must be compliant with the specifications contained in the Interface Design Description, contained in Annex CC.8 of the DPAS On-Line Help. An online Suspended Supply Actions feature is provided for the end user to correct data received with "correctable" errors. Data received with "incorrectable" errors will be rejected to the Supply System.

Import Process:

The Supply Interface Import file is an ASCII file, pushed by the Supply System to a DPAS directory structure on the UNIX platform residing at Defense Enterprise Computing Center Detachment Dayton (DECC-D Dayton). Data is considered unclassified with no encryption required. DPAS will archive/ remove the files from the directories on the UNIX platform when processing is complete.

Reject Files/Write to Pending Supply Action Table

Files will be rejected if the Header and/or Trailer is missing, the Header and Trailer Information does not match, the Record Count in the Trailer is not accurate, or the Supply System Site ID is invalid. When a file is rejected, a summary row is inserted to the Pending/Suspended Supply Actions Table with a Status Code of ""FR" (File Reject), along with an appropriate error message. Detail rows associated with a rejected file are not stored in the Pending/Suspended Supply Actions Table. Valid files will have individual rows inserted to Pending/Suspended Supply Actions with an "FP" (File waiting for Processing) as the Status Code.

Suspend Files/Validate Transactions

Files that are not rejected will be suspended if:

- The Current Sequence Number is not one (1) greater than the Current Sequence Number value residing in the Sequence Control Table, **OR...**
- The Previous Sequence Number is not equal to the Current Sequence Number value residing in the Sequence Control Table.

The individual rows will be updated in the Pending Supply Actions Table with a Status Code of "FS" (File Suspend). Files that are not rejected or suspended will have their individual rows validated. Conditions for row rejection include an invalid DPAS Database Name, a blank UIC or an invalid Action Code. Those rows that pass validation will have their Status Code changed to "RP" (new Row waiting for Processing). Rows that are rejected will have their Status Code changed to "RR" (Record Rejected, cannot be corrected).

Export Process:

The Supply Interface Export file is an ASCII file, pulled by the Supply System from the directory structure on the UNIX platform residing at Defense Enterprise Computing Center Detachment Dayton (DECC-D Dayton). The Export file, which includes information about suspended files, rejected files and rejected records, is retrieved by the Supply System for use in their batch processing. The Supply System will remove the files from the UNIX directories when processing is complete.

Process Rejected/Suspended Files in Pending Supply Actions Table

Rows with a Status Code of "FR" (File Rejected) will not be written to the Export File and will not be documented on the System Administrator's Report. All rows with a Status Code of "FR" will be deleted. Summary rows with a Status Code of "FS" will be written to the Export File and deleted from the database.

Process Rejected Transactions in Pending Supply Actions Table

All rows with a Status Code of "RR" will be written to the Export File, documented on the System Administrator reports and the row deleted.

Process Reported transactions in Pending Supply Action Table

All rows with a Status Code of "PR" (row Processed and Reported) will be deleted.

End User Processing:

The online process will allow the user to view unprocessed/suspended supply transactions (new procurement, reversals) imported from an external supply system (e.g., BOSS). Transactions under review for processing will contain Process Status Codes of "S1", "S2", or "S3". Non-property book transactions can be deleted while new procurement and reversal (decrease) transactions can be processed utilizing the DPAS Jump Feature to the End Item Increase or End Item Decrease screens. After processing an increase/decrease process, the Process Status Code (1st pos.) will be updated to a "P" (e.g., S1 to P1). Records suspended because of catalog deficiencies can be corrected by selecting the appropriate process (Catalog Add/Change/Delete or Mfr P/N Add/Change/Delete) from the Toolbar Menu. Only catalog records suspended with a Process Status Code of "S1" (catalog row not found and not inserted) will be updated. The Process Status Code in this example will be changed from "S1" to"S2". Data from the Suspended Supply Actions Table on chosen records will populate the Key Data portions of all four processing screens when selected. Normal processing of these screens will then proceed as outlined in the DPAS Users' Manual.

Suspended Supply Actions

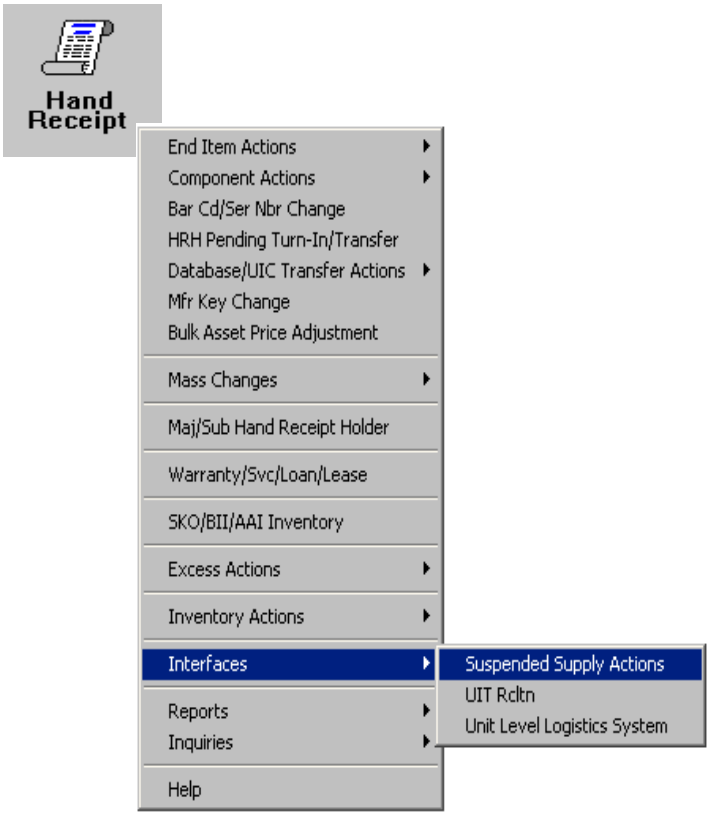
This process will display unprocessed/suspended new procurement or reversal supply transactions imported from an external supply system. The user can selectively process the transactions utilizing the Selection List Box provided. When a new procurement record (receipt) is selected, the End Item Increase Screen is populated with Key Data and associated processing data originating from the supply source. The same procedure will occur on reversal (decrease) type transactions by populating the End Item Decrease Screen. Normal processing of these screens should take place as outlined in the DPAS On-Line Help. The Catalog Add/Change/ Delete and Manufacturer Part Number Add/Change/ Delete processing screens are available from the Toolbar Menu to correct deficiencies associated with cataloging. Missing mandatory data on all transactions/screens will require entry prior to processing the record. When a non-property book asset is selected for a "delete action", the transaction will be written to the DPAS History Table and returned to the originating supply system as a reject.

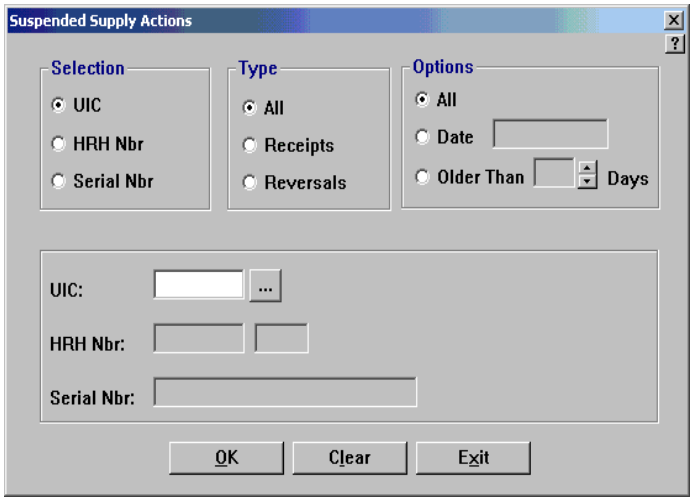
PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Interfaces** from the program group.
3. Select **Suspended Supply Actions** from the program list.





STEP 1:

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

Selection	
UIC	Display all actions for the UIC entered.
HRH Nbr	Displays only actions for the UIC and HRH Nbr entered.
Serial Nbr	Displays only actions for the UIC and Serial Nbr entered.

b. **Type Group Box:** Select the appropriate type.

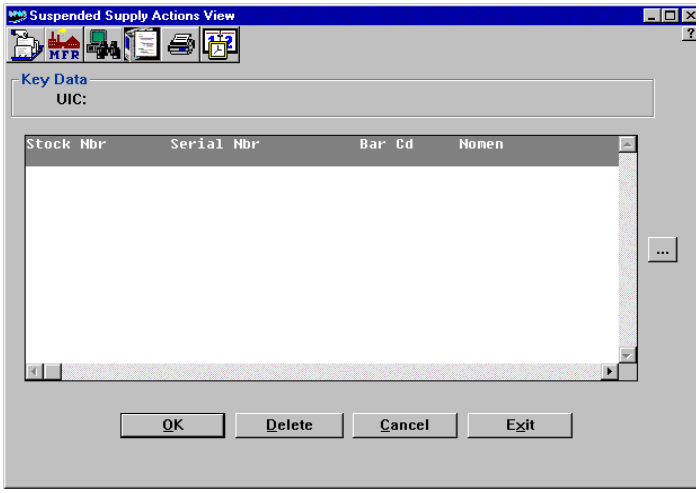
Types	
All	Displays all suspended supply actions (increases and decreases).
Receipts	Displays only suspended receipts (increases).
Reversals	Displays only suspended reversals (decreases).

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

Options	
All	Displays all dates (no date restriction).
Date	Displays actions for a specific date.
Older Than	Displays all actions that were older than the specified number of days from the system.

d. **UIC:** Enter or browse for the UIC.
e. **HRH Nbr:** If you selected **HRH Nbr**, enter the HRH Nbr.
f. **Serial Nbr:** If you selected **Serial Nbr**, enter the Serial Number.
g. Click **OK**.

If there were any suspended transactions, the following screen will be displayed:



h. Click **OK**.

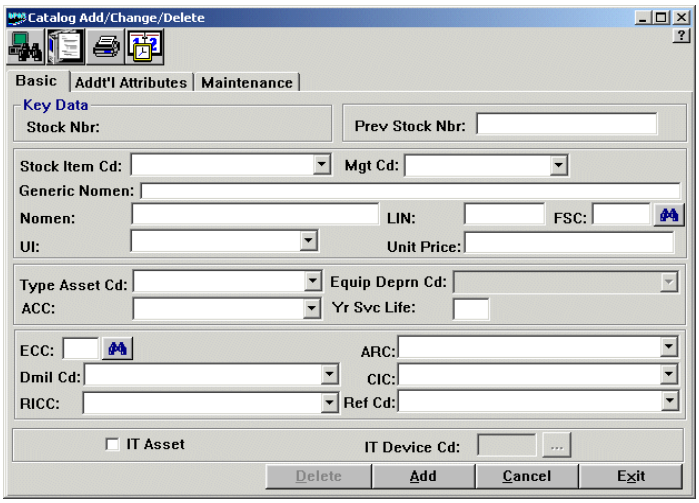
This viewing screen will allow you to view, delete, or select a suspended supply transaction for processing.

i. **Highlight and click** on the Detail Browse Button to view additional supply transaction information.

OR

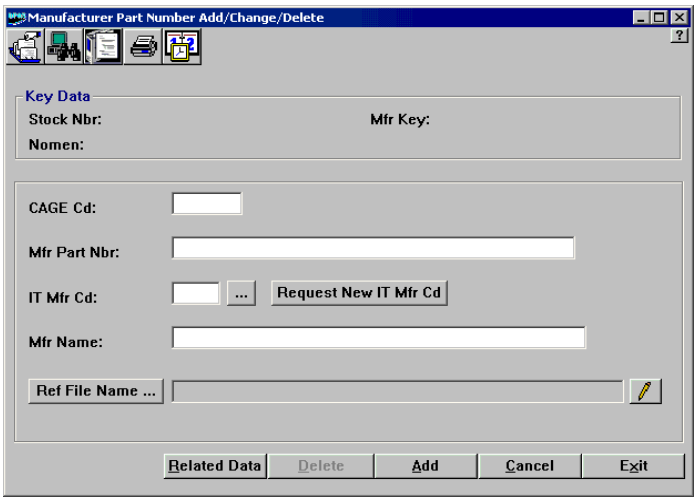
Highlight and click on one of the displayed entries.

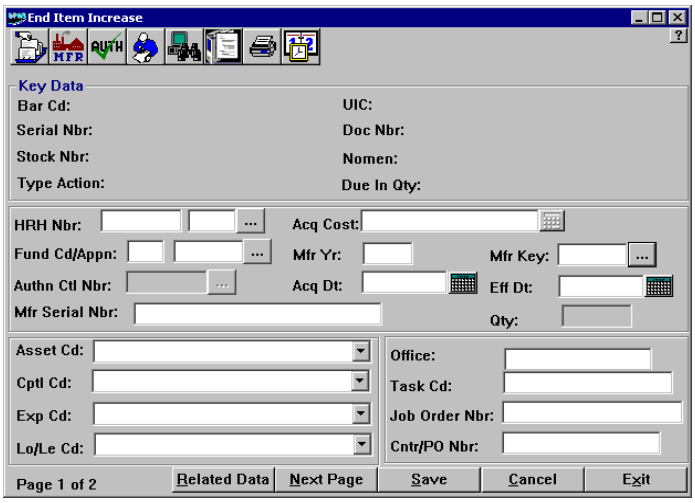
j. Click **OK** to process the increase/ decrease action.



k. If the transaction is rejected for catalog data reasons, click from the toolbar at the top of your screen to correct the reject. When you click on the catalog icon, the Catalog Add/ Change/Delete screen is returned.

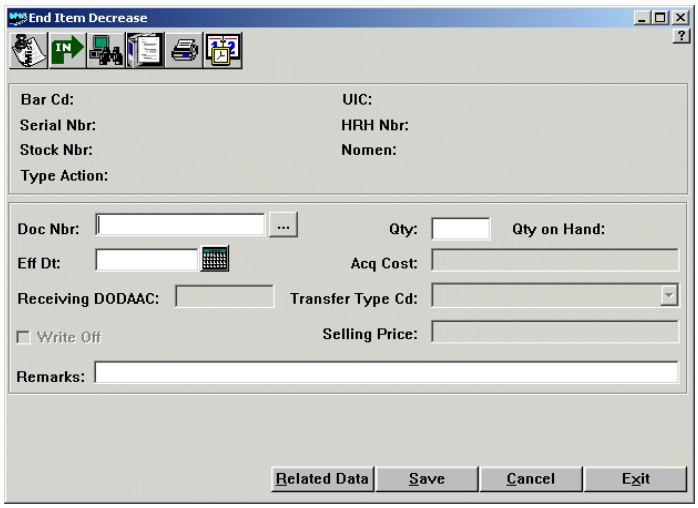
l. If the transaction is rejected for manufacturer data reasons, click from the toolbar at the top of your screen to correct the reject. When you click on the MFR icon, the Manufacturer Part Number Add/Change/Delete screen is returned.





If the transaction is rejected for receipt reasons, the End Item Increase screen is returned.

If the transaction is rejected for reversal reasons, the End Item Decrease screen is returned.



End User Reports

The Supply Actions Report (DPTN321D) is a five-part report generated for end user purposes. The report is sorted by UIC. Sections 2 through Section 5 of the report will be grouped by Major Hand Receipt Holder.

- **Section 1** is the Summary Report listing number of transactions currently suspended, records posted to the database by BATCH processing since last report, records posted to the database by ONLINE processing since last report, and records rejected by ONLINE processing since last report.

- **Section 2** is the Transactions Currently Suspended Report. It displays the Action Code, Supply Site ID, Suspense Date/Time, Serial Number, Document Number, Stock Number, Fund Code, Management Code, Office, Database Name, Transaction Date/Time, Suspense Reason and the following Status Codes:

  S1 Row Suspended (Catalog row not found and not inserted)
  S2 Row Suspended (Catalog row inserted)
  S3 Row Suspended (Catalog row found)

- **Section 3** is a report depicting the Records Posted to the Database by BATCH Processing Since Last Report. It displays the Major Hand Receipt Holder, Action Code, Processing Date/Time, Supply System Site ID, Stock Number, Document Number, Serial Number and the following Status Codes:

  B2 Catalog row inserted by Batch, End Item Increase performed by Batch
  B3 Catalog row found, End Item Increase performed by Batch
  P2 Catalog row inserted by Batch, End Item Increase performed by GUI

- **Section 4** is a report depicting the Records Posted to the Database by ONLINE Processing Since Last Report. It displays the Major Hand Receipt Holder, Action Code, Processing Date/Time, Supply System Site ID, Stock Number, Document Number, Serial Number and the following Status Codes:

  P1 Catalog row inserted by GUI, End Item Increase performed by GUI
  P2 Catalog row inserted by Batch, End Item Increase performed by GUI
  P3 Catalog row found, End Item Increase performed by GUI

- **Section 5** is a report depicting the Records Rejected by ONLINE Processing Since Last Report. It displays the Major Hand Receipt Holder, Action Code, Supply Site ID, Suspense Date/Time, Serial Number, Document Number, Stock Number, Fund Code, Management Code, Office, Database Name, Transaction Date/Time and the following Status Codes:

  R1 Rejected (complete)
  R2 Rejected (Catalog row inserted)
  R3 Rejected (Catalog row found)
  RR Row rejected and reported

Below is an example of this report:

```
REPORT:  DPTN321D                    DEFENSE PROPERTY ACCOUNTABILITY SYSTEM      DATE: 20001102 TIME: 09:45 PAGE:     1
                                            SUPPLY ACTIONS REPORT
                                       Transactions Currently Suspended
            UIC:  ACTBL1
        HRH MJR:
Supply System Code:  B


                ACTION    SUPPLY
                 CODE     SITE ID    SUSPENSE DATE/TIME  SERIAL NUMBER         DOCUMENT NUMBER  STOCK NUMBER      STATUS CODE
                    FUND CODE    MGT CODE       OFFICE           DATABASE NAME     TRANSACTION DATE/TIME       BAR CODE

                         12        20001102/09450979                                                                  S1
                                                                     FMSO-2           20001003/10544653
                      SUSPENSE REASON: INVALID ACTION CODE


STATUS CODE Definitions -  S1: Suspended (Stock Number not found in Catalog and not added)
                           S2: Suspended (Stock Number added to Catalog)
                           S3: Suspended (Stock Number found on Catalog)

           END OF REPORT
```

Processing CBS-X And UIT

MODULE: Hand Receipt

INTRODUCTION

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

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

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

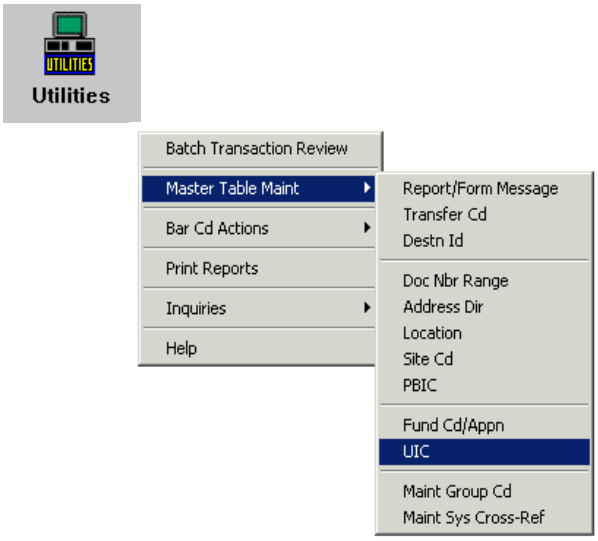
Your CBS-X contact is Kevin Fitzsimmons (kevin.fitzsimmon@logsa.army.mil DSN 645-0526 (or Commercial (256) 955-0526)).

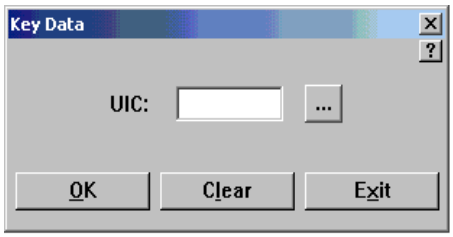
PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Utilities** icon, or select **Utilities** from the menu bar.
2. Select **Master Table Maint** from the program group.
3. Select **UIC** from the program list.



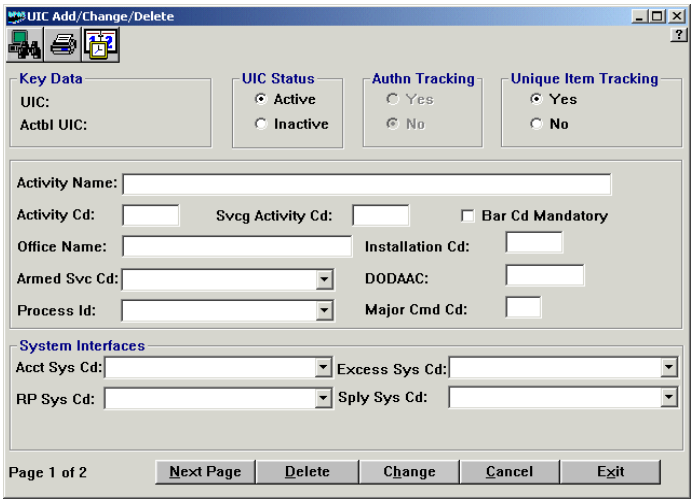


STEP 1:

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

STEP 2:

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



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

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

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

Performing A UIT Reconciliation

MODULE: Hand Receipt

INTRODUCTION

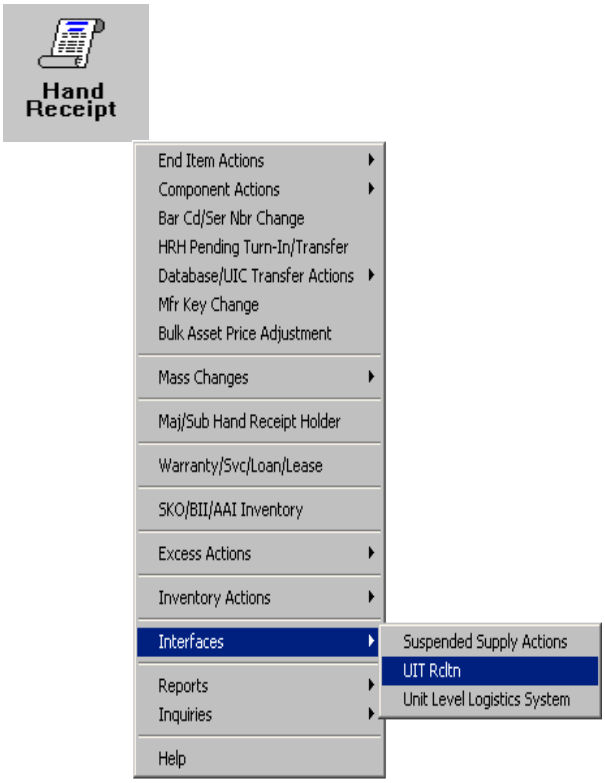
The purpose of this process is to allow the user to create a batch transaction that generates the Unique Item Tracking (UIT) reconciliation for all Unit Identification Codes (UIC's) for the Actbl UIC of the user login, or a selected UIC that a user has been granted access to. A hard copy UIT Reconciliation Report (DPTS211R) is produced by UIC. The semiannual UIT reconciliation will be automatically scheduled in the batch cycle, without user intervention or request, on the dates provided by LOGSA to the DPAS System Administrator. The date of the last UIT reconciliation for all UICs and the type of reconciliation will be displayed when the "All" option is selected, if data exists. The displayed data is not available when the "Selective" option is selected. Management Message Report DP9D671R will notify users that Catalog actions may be required. Refer to Annex D of the DPAS On-Line Help for additional information on UIT reporting.

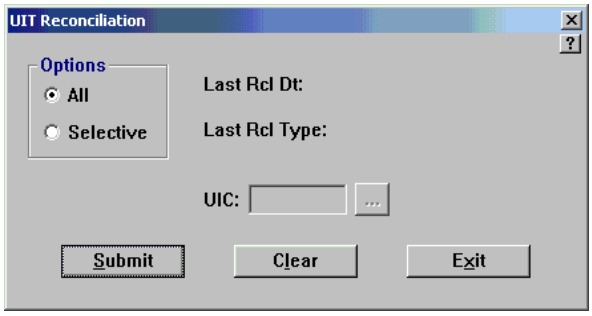
PREREQUISITES

None

STEPS TO PERFORM ACTION

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





STEP 1:

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

Options	
All	Select this option if you want the reconciliation for **ALL** UICs.
Selective	Select this option if you want the reconciliation for a specific UIC.

b. **UIC:** If you selected the option **Selective**, enter or browse for the UIC.
c. Click **Submit**.

HINT!
Remember…this process is sent for **Batch** processing and will not take effect until the following day!

Refer to **Annex Y – Hand Receipt Reports** of the DPAS On-Line Help for an example of this report.

Downloading The Unit Level Logistics System (ULLS-S4)

MODULE: Hand Receipt

INTRODUCTION

This interface allows the generation of a flat file by UIC/HRH Nbr for use with ULLS-S4.

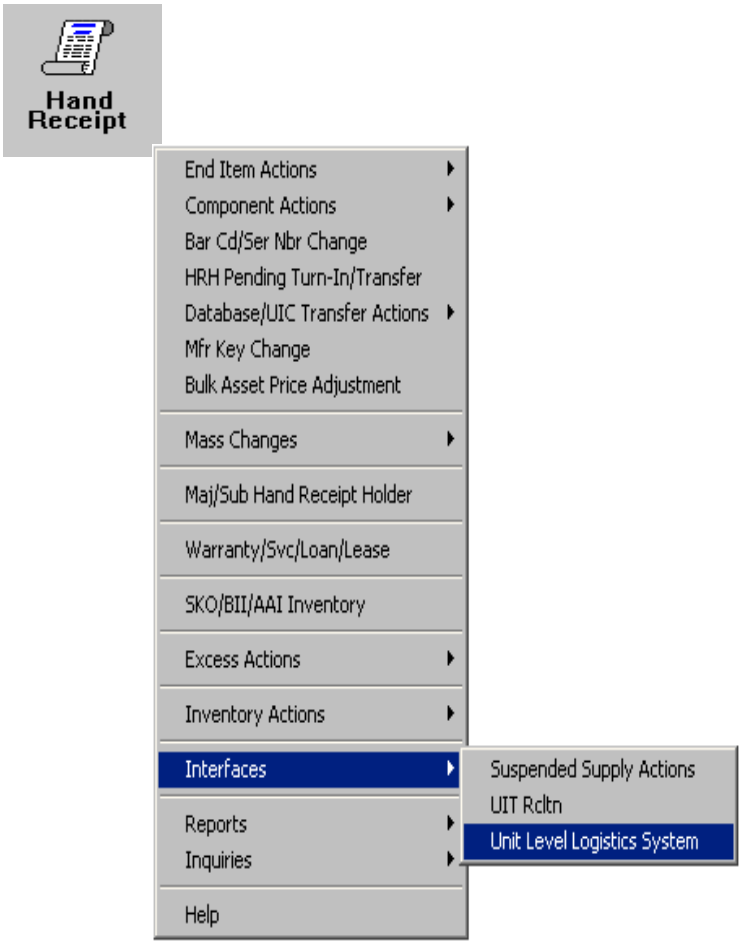
After the selection of the UIC/HRH Nbr, a print file will be created. This file can be copied to a disk if the user is in a Windows environment.

PREREQUISITES

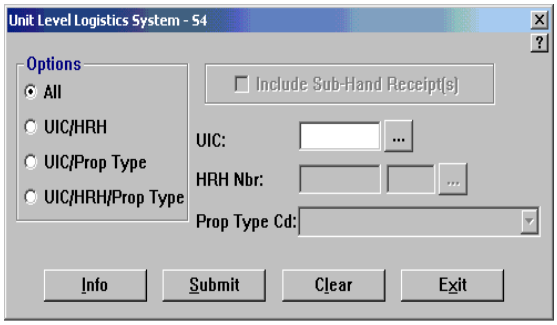
None

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Interfaces** from the program group.
3. Select **Unit Level Logistics System** from the program list.



STEP 1:



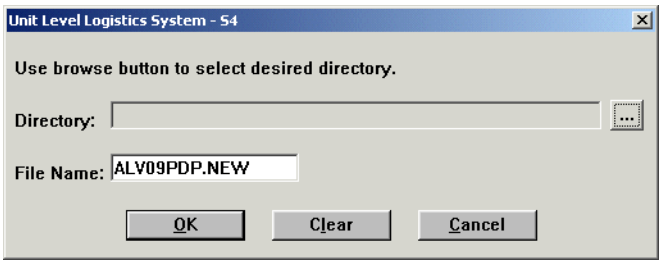
a. **Options:** Select an appropriate option..

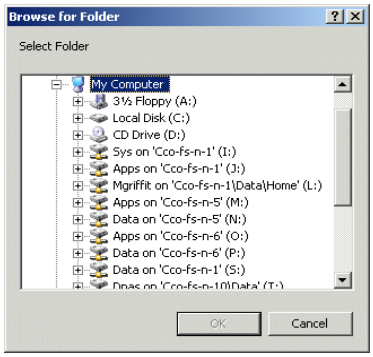
Options	
All	Click on this radio button to select all rows within this category. UIC is a mandatory entry to complete this selection.
UIC/HRH	Click on this radio button to select and create a specific UIC/Hand Receipt Holder file. UIC and Hand Receipt Holder are mandatory entries to complete this selection.
UIC/Prop Type	Click on this radio button to select and create a specific UIC and Property Type file. UIC and Property Type are mandatory entries to complete this selection.
UIC/HRH/ Prop Type	Click on this radio button to select and create a specific UIC, Hand Receipt Holder, Property Type file. UIC, Hand Receipt Holder, and Property Type are mandatory entries to complete this selection.

b. **Include Sub-Hand Receipt(s):** If you selected the option **UIC/HRH** or **UIC/HRH/Prop Type**, you can include the sub hand receipt holders, if you wish.
c. **UIC:** Enter or browse for the unit's UIC.
d. **HRH Nbr:** Enter or browse for the HRH Nbr (if you selected **UIC/HRH** or **UIC/HRH/Prop Type**).
e. **Prop Type:** Select the property type (if you selected **UIC/HRH/Prop Type**.
f. Click **Submit**.

STEP 2:

a. Click on the browse button and select where you want to save the downloaded file.





b. **Scroll** down the folder list and select where you want to place the ULLS-S4 file. **DO NOT** change the file name (ALV09PDP.NEW), this is the format that the ULLS-S4 recognizes.
c. Click **OK**.
d. The path will be displayed in the **Directory** field.
e. Click **OK**.

DPAS Accounting Interfaces

MODULE: Accounting

Accounting transactions, as listed below, are created by DPAS when property book gains, losses, or changes in status occur for capital assets. The data generated is stored in a standard DPAS system table until it is forwarded to the designated accounting system. This will enable the financial output to be formatted in accordance with requirements established by DFAS accounting systems receiving this data.

TYPES OF PROPERTY DATA	FUNCTION CODE	ASSET CODE
Equipment In Transit	X802	I, J, K
Equipment in Use	X803	I, J, K
Equipment With Contractor	X804	I, J, K
Asset Depreciation Expense	X805	ALL
Transfer-In of Capital Asset	X815	ALL
Transfer-In of Prior Depreciation	X816	ALL
Transfer-Out of Capital Asset	X817	ALL
Transfer-Out of Accumulated Depreciation	X818	ALL
Capitalization of Purchased Assets	X819	ALL
Transfer-Out of Accumulated Depreciation on Other Losses	X820	ALL
Other Gains	X821	ALL
Other Losses	X822	ALL
Sale with a Gain	X823	ALL
Sale with a Loss	X824	ALL
Gain on Disposition of Assets	X825	ALL
Loss on Disposition of Assets	X826	ALL
Transfer-In of Accumulated Depreciation on Other Gains	X827	ALL
Transfer-Out of Accumulated Depreciation on a Sale with a Gain	X828	ALL
Transfer-Out of Accumulated Depreciation on a Sale with a Loss	X829	ALL

- The UIC Table is used to hold the last serial number assigned to the document number written to the transactions. Each day this serial number is reset to "0001".

- Depreciation is computed, by user request, each month. Prior to computing the current month's depreciation, DPAS re-computes the amount of depreciation that should be incurred. In the event there is a difference, DPAS generates an adjusting transaction.

NOTE:
Differences are the result of assets being reclassified, activation date changes, price changes, residual value changes and/or prior accumulated depreciation amount changes.

- DPAS accounting transactions reflects the net dollar amount of the transaction. Transactions that contain negative amounts have a Maintenance Code of "M" whereas transactions that contain positive amounts have a Maintenance Code of "A".

Defense Business Management System (DBMS) Interface

The DBMS Interface consists of a header record, a detail record for each Accountable transaction for the period and a trailer record. The header and trailer records contain "control" data to ensure all transmissions are complete and to ensure the data is processed in sequence. **DPAS will automatically execute the DBMS Interface process during batch processing when Accountable transactions reside on the Accounting Interface Table and the Fin Sys Cd is equal to a "B".** Upon completion of the process, the output will be electronically sent to the designated DBMS platform for updating of the DBMS accounting records. In the event DPAS fails to make an automatic transfer of data to DBMS, the DPAS System Administrator will initiate action to identify the reason and re-transmit when the connection is reestablished. The DPAS System Administrator also has the responsibility for re-transmitting files that were previously transmitted, but were "lost" or "unreadable" by DBMS. The DPAS Interface process will automatically produce a DPAS/DBMS Interface Report detailing transactions sent to DBMS in the interface. The report format and the detailed layout of the DBMS Interface follow:

Upon successful execution of the DPAS Interface to DBMS, DPAS will produce the DPAS/ DBMS Interface Report DPTS011D containing the transactions sent to DBMS. The report format is defined in Annex Y and is identical to the manual reporting process.

Standard Industrial Fund System (SIFS) Interface

Four types of transactions are generated for the SIFS Interface:

ZIR Monthly detail depreciation expense transaction.
ZG5 Monthly summary depreciation transaction for assigned organization code and type of asset.
ZGC Detail asset transaction. Generated when any change is made to the property book that affects capital asset accounting, i.e., new receipt, turn-in, price adjustment, etc.
ZGD Reflects total dollar value of assets and total accumulated depreciation by general ledger account code.

- The SIFS Interface will be electronically sent to the designated SIFS platform during DPAS batch processing. In the event DPAS fails to make an automatic transfer of data, the DPAS Systems Administrator (SA) will initiate action to identify the reason and re-transmit. Sixteen DPAS transmissions will be retained for re-transmittal of data.

- **Upon successful execution of the DPAS Interface to SIFS, DPAS will produce the DPAS/ SIFS Interface Report DPTS021D containing the transactions sent to SIFS.** The Standard Industrial Fund System (SIFS) Interface Report DPTS021D consists of seven parts. Part I lists assets received on post. Part II lists assets that have been placed in use. Part III lists assets that have been turned in. Part IV lists monthly depreciation amounts for depreciating assets. Part V lists assets that have been received with prior depreciation. Part VI lists assets that have been turned in with accumulated depreciation. Part VII reflects total dollar value of all assets and depreciation by general ledger account code. This program is executed automatically with each batch cycle. The detailed records on parts I-VI of the report reflect the same accounting transactions that are automatically passed to the SIFS for automatic general ledger updating. Refer to Annex Y of the DPAS On-Line Help for report format.

Industrial Fund Accounting System (IFAS) Interface

The IFAS Interface consists of a header record, a detail record for each individual UIC, and a trailer record. The header and trailer records contain "control" data to ensure all transmissions are complete and to ensure the data is processed in sequence. **DPAS will automatically execute the IFAS Interface process during batch processing when accountable transactions reside on the Accounting Interface Table and the Acct Sys Cd is equal to a "C".** Upon completion of the process, the output will be electronically sent to the designated IFAS platform for updating the IFAS accounting records. In the event DPAS fails to make an automatic transfer of data to IFAS, the DPAS System Administrator will initiate action to identify the reason and retransmit when the connection is reestablished. The DPAS System Administrator also has the responsibility for re-transmitting files that were previously transmitted, but were "lost" or "unreadable" by IFAS. The DPAS Interface process will automatically produce a DPAS/IFAS Interface Report detailing transactions sent to IFAS in the interface. The report format and detailed layout of the IFAS Interface follows:

Upon successful execution of the DPAS Interface to IFAS, DPAS will produce the DPAS/IFAS Interface Report DPTS031D containing the transactions sent to IFAS. The report format is defined in Annex Y of the DPAS On-Line Help and is identical to the Accounting Transaction Register Report.

Financial and Accounting Management Information System (FAMIS) Interface

The FAMIS Interface consists of a header record, a detail record for each individual UIC, and a trailer record. The header and trailer records contain 'control' data to ensure all transmissions are complete and to ensure the data is processed in sequence. DPAS will automatically execute the FAMIS Interface process during batch processing when accountable transactions reside on the Accounting Interface Table and the Acct Sys Cd is equal to a "C". Upon completion of the process, the output will be electronically sent to the designated FAMIS platform for updating the FAMIS accounting records. In the event DPAS fails to make an automatic transfer of data to FAMIS, the DPAS System Administrator will initiate action to identify the reason and retransmit when the connection is reestablished. The DPAS System Administrator also has the responsibility for re-transmitting files that were previously transmitted, but were "lost" or "unreadable" by FAMIS. The DPAS Interface process will automatically produce a DPAS/FAMIS Interface Report detailing transactions sent to FAMIS in the interface. The report format and detailed layout of the FAMIS Interface follows.

a. Upon successful execution of the DPAS Interface to FAMIS, DPAS will produce the DPAS/FAMIS Interface Report DPTS031D containing the transactions sent to FAMIS. The report format is defined in Annex Y of the DPAS On-Line Help and is identical to the Accounting Transaction Register Report.

NOTE:
The Accounting Transaction Register Report process described in Annex Y of the DPAS On-Line Help is not applicable for UICs with an Acct Sys Cd equal to a "C".

b. All of the data contained in the detail record is extracted from the Accounting Interface Table and formatted to the system interface requirements. The sequence number assignment will be accomplished by DPAS's internal processing. For the first transmission of data by an Accountable UIC, the prior sequence number will be "000" and the current sequence number will be "001". For each subsequent transmission, the prior and current sequence numbers will be incremented by one. Following transmission of sequence number "999", the next current sequence number will be "001" with the prior sequence number being "999". Refer to the **References** for the file layout for this interface.

Washington Allotment Accounting System (WAAS) Interface

The WAAS Interface consists of a header record, a detail record for each individual UIC, and a trailer record. The header and trailer records contain "control" data to ensure all transmissions are complete and to ensure the data is processed in sequence. **DPAS will automatically execute the WAAS Interface process during batch processing when accountable transactions reside on the Accounting Interface Table and the Acct Sys Cd is equal to a "G".** Upon completion of the process, the output will be electronically sent to the designated WAAS platform for updating the WAAS accounting records. In the event DPAS fails to make an automatic transfer of data to WAAS, the DPAS System Administrator will initiate action to identify the reason and retransmit when the connection is reestablished. The DPAS System Administrator also has the responsibility for re-transmitting files that were previously transmitted, but were "lost" or "unreadable" by WAAS. The DPAS Interface process will automatically produce a DPAS/ WAAS Interface Report detailing transactions sent to WAAS in the interface. The report format and detailed layout of the WAAS Interface follows.

- **Upon successful execution of the DPAS Interface to WAAS, DPAS will produce the DPAS/ WAAS Interface Report DPTS041D containing the transactions sent to WAAS.** The report format is defined in Annex Y of the DPAS On-Line Help and is identical to the Accounting Transaction Register Report.

E-Biz Interface

The e-Biz Interface consists of a header record, a detail record for each transaction for the period, a summary record of total acquisition cost and total accumulated depreciation by asset code, and a trailer record. The header and trailer records contain "control" data to ensure all transmissions are complete and to ensure the data is processed in sequence. DPAS will automatically execute the e-Biz Interface process during batch processing when Accounting transactions reside on the Accounting Interface Table with Acct Sys Cd equal to an "E" and Process Sts Cd equal to spaces. Upon completion of the process, the output will be electronically sent to the designated e-Biz platform for updating of the e-Biz accounting records. In the event DPAS fails to make an automatic transfer of data to e-Biz, the DPAS System Administrator will initiate action to identify the reason and re-transmit when the connection is reestablished. The DPAS System Administrator also has the responsibility for re-transmitting files that were previously transmitted, but were "lost" or 'unreadable' by e-Biz. The DPAS Interface process will automatically produce a DPAS/ e-Biz Interface Report detailing transactions sent to e-Biz in the interface. The report format and the detailed layout of the e-Biz Interface follow.

a. Upon successful execution of the DPAS Interface to e-Biz, DPAS will produce the DPAS/e-Biz Interface Report DPTS401R containing the transactions sent to E-BIZ. The report format is defined in Annex Y and is identical to the manual reporting process.

NOTE:
The Accounting Transaction Register report process described in Annex S of the DPAS On-Line Help is not applicable for UICs with an Acct Sys Cd equal to a "E".

b. All the data contained in the detail record layout is extracted from the Accounting Interface Table and formatted to the system interface requirements. The sequence number assignment will be accomplished by DPAS's internal processing. For the first transmission of data by a UIC, the prior sequence number will be "000" and the current sequence number will be "001". For each subsequent transmission, the prior and current sequence numbers will be incremented by one. Following transmission of sequence number "999", the next current sequence number will be "001" with the prior sequence number being "999". Refer to the **References** for the file layout for this interface.

Defense Working Capital Fund Accounting System (DWAS) Interface

The Defense Working Capital Fund Accounting System (DWAS) Interface consists of a header record, a detail record for each transaction for the period, a summary record of total acquisition cost and total accumulated depreciation by asset code, and a trailer record. The header and trailer records contain "control" data to ensure all transmissions are complete and to ensure the data is processed in sequence. DPAS will automatically execute the DWAS Interface process during batch processing when Accounting transactions reside on the Accounting Interface Table with Acct Sys Cd equal to a "D" and Process Sts Cd equal to spaces. Upon completion of the process, the output will be electronically sent to the designated DWAS platform for updating of the DWAS accounting records. In the event DPAS fails to make an automatic transfer of data to DWAS, the DPAS System Administrator will initiate action to identify the reason and re-transmit when the connection is reestablished. The DPAS System Administrator also has the responsibility for re-transmitting files that were previously transmitted, but were "lost" or "unreadable" by DWAS. The DPAS Interface process will automatically produce a DPAS/DWAS Interface Report detailing transactions sent to DWAS in the interface. The report format and the detailed layout of the DWAS Interface follow.

a. Upon successful execution of the DPAS Interface to e-Biz, DPAS will produce the DPAS/e-Biz Interface Report DPTS401R containing the transactions sent to e-Biz. The report format is defined in Annex Y and is identical to the manual reporting process.

NOTE:
The Accounting Transaction Register Report process described in Annex S of the DPAS On-Line Help is not applicable for UICs with an Acct Sys Cd equal to a "E".

The Accounting Transaction Register report process described in Annex y is not applicable for UICs with an Acct Sys Cd equal to a "E".

b. All the data contained in the detail record layout is extracted from the Accounting Interface Table and formatted to the system interface requirements. The sequence number assignment will be accomplished by DPAS's internal processing. For the first transmission of data by a UIC, the prior sequence number will be "000" and the current sequence number will be "001". For each subsequent transmission, the prior and current sequence numbers will be incremented by one. Following transmission of sequence number "999", the next current sequence number will be "001" with the prior sequence number being "999". Refer to the **References** for the file layout for this interface.

Logistics Modernization Program (LMP) Interface

Three types of transactions are generated for the LMP Interface:

ZIR Monthly detail depreciation expense transactions.
ZGS Monthly summary depreciation transaction for assigned organization code and type of asset.
ZGC Detail asset transaction. Generated when any change is made to the property book that affects capital asset accounting, i.e., new receipt, turn-in, price adjustment, etc.

a. The LMP Interface will be electronically sent to the designated LMP platform during DPAS batch processing. In the event DPAS fails to make an automatic transfer of data, the DPAS Systems Administrator (SA) will initiate action to identify the reason and retransmit. Sixteen DPAS transmissions will be retained for retransmittal of data.

b. The Logistics Modernization Program (LMP) Interface Report DPTS421D consists of seven parts.

- **Part I** - lists transactions with invalid asset codes that will not pass to LMP.
- **Part II** lists assets that have been placed in use.
- **Part III** lists assets that have been turned in.
- **Part IV** lists monthly depreciation amounts by asset.
- **Part V** lists prior depreciation amounts for assets that have been received.
- **Part VI** lists accumulated depreciation on assets that have been turned in.
- **Part VII** reflects total dollar value of all assets and depreciation by general ledger account code.

This program is executed automatically with each batch cycle. Refer to **References** for the detailed records on Parts I-VI of the report.

Real Property Interfaces

MODULE: Accounting

PRIDE Interface

The software program PRIDE is the official source for National Guard Real Property. The PRIDE Interface provides National Guard users with an automated process/depository to update/overlay real property assets and improvements for reporting purposes.

Integrated Facilities System (IFS) Interface

A. OVERVIEW

As the Army (DoD) must account for Personal Property, they must also account for Real Property. In the Personal Property world, DPAS will perform the property book and fiscal accountability function for the Army's Real Property. To perform this accountability, the IFS and DPAS have established a two-way interface to accommodate getting the Real Property records loaded to the DPAS. IFS will still continue to perform for the Army the functions that it currently performs, since it performs more than just Real Property accountability. DPAS will not replace IFS as we are doing generally with SPBS-R. The initial records loaded to DPAS and subsequent updates/changes will pass back and forth via the interface process. DPAS is being used to update subsidiary/general ledgers on Real Property as it does on the Personal Property side. The point of the Interface is that IFS passes information to DPAS, and the Army produces their fiscal reports on Real Property from DPAS. DPAS serves as the **reporting** tool, IFS as the management tool.

The plan as scoped out between IFS and DPAS does NOT - repeat NOT - envision IFS personnel to manipulate IFS data in DPAS. In fact, IFS records are flagged within the system and input to the fields are blocked. All actions performed on Real Property are supposed to be accomplished within the IFS and the interface process is to take care of getting to/updating the asset within DPAS.

NOTE:
Capital Improvements to the records can be accomplished through direct input into DPAS.

It is envisioned, however, that the IFS personnel may/will access to the DPAS to perform inquires and/or reports on the data. This is logical if for no other reason than to validate that the two systems are in sync with data. The requirement to establish security and give permissions and the like to the DPAS for these functions should fall to the person who is providing this service at the site under normal implementation procedures.

B. BACKGROUND

I. WHAT IS THE IFS/DPAS INTERFACE?

This is a two-way interface between the IFS and the DPAS. The interface allows IFS to pass real property data to DPAS. DPAS creates the accounting transactions for the applicable accounting interface and calculates the depreciation. DPAS passes the depreciation information back to IFS. Using DPAS, the PBO enters improvements and mass changes to the IFS data. DPAS then passes this information back to IFS.

II. HOW DOES THE IFS/DPAS INTERFACE WORK?

a. The IFS batch process creates batch transactions based upon the Directorate of Public Works (DPW) input. There are four types of transactions. They are:

- **A** - **A**dd of a basic asset record.
- **I** - Add of an **I**mprovement to a basic asset record.
- **C** - **C**hange to either a basic asset or improvement record.
- **D** - **D**eletion of either basic asset or improvement record.

Each transaction contains a Real Property database id of the originating IFS database and a DPAS database id (Site Id) of the target database. The DPAS Site Id is the database id of the funding UIC.

b. When IFS runs its batch process, a batch is created and transmitted via FTP to an intermediate server at DECC-D, Dayton.

c. On a daily basis, DPAS executes a script that reads in all the batches from the various IFS sites. The batches are validated for sequence number, record count, and total dollar value. Batches that fail this initial validation are rejected or suspended in their entirety. An error message is placed on the Real Property Export (LHRE) Table for processing in step g below. If the batch passes the initial validation, the header and trailer records are deleted and the transaction records are placed on the Real Property Import (LHRI) Table for processing in the DPAS daily batch cycle.

d. As the daily batch cycle runs on each DPAS database, a task executes which processes the IFS transactions for the database. The task accesses the LHRI table using the executing DPAS Site Id as the key. All rows matching the key are processed. The process starts with data element validation. If a data field fails the validation, the transaction is rejected. The process writes the transaction to the LHRE table with a text error message and creates a detail record for a report. If the record passes the data element validation, further validation against the database occurs. If the record fails this validation, the transaction is rejected. The process writes the transaction to the LHRE table with a text error message and creates a detail record for a report. All records that pass the validation processes update the Real Property (LHBK) table. Additionally, records update the Real Property History (LHBZ) table and the Accounting Transaction (LHA4) table (when applicable). A report detail record is also created.

e. On a monthly basis (after the depreciation is calculated), a DPAS task executes to create depreciation and reconciliation data for IFS. For each real property asset on the DPAS database that is identified as being an IFS asset, transactions will be written to the LHRE table for the accumulated depreciation amount and the dollar amount. These depreciation and reconciliation transactions will be written to batches for IFS in step g below. A report will be created of these transactions.

f. On an "as required" basis, the PBO may enter improvement and mass change data online. The online programs generate transactions to the LHRE table for forwarding in batches to IFS in step g below.

g. On a daily basis, DPAS executes a script that creates batches on the intermediate server for IFS to retrieve via File Transfer Protocol (FTP). There are four types of batches that are identified by their file extension:

- **DAT** - are the improvement and mass change transactions created in step f above.
- **ERR** - are the error messages created in step c and d above.
- **RCN** - are the reconciliation transactions created in step e above.
- **DPR** - are the depreciation transactions created in step e above.

Based upon the Real Property database id in the transactions, batches are written to the correct directory structure on the intermediate server.

h. The IFS pulls the batches for each site via ftp. The IFS processes the batches.

i. IFS users have the option of rejecting any "DAT", "RCN", "DPR" or "ERR" transaction received from DPAS. Transactions are sent via batches to DPAS. DPAS will place the rejected transactions in a report for the PBO to review.

Reconciling AMCISS Backorders

MODULE: Document Register

INTRODUCTION

This section outlines the procedures for completing the document register.

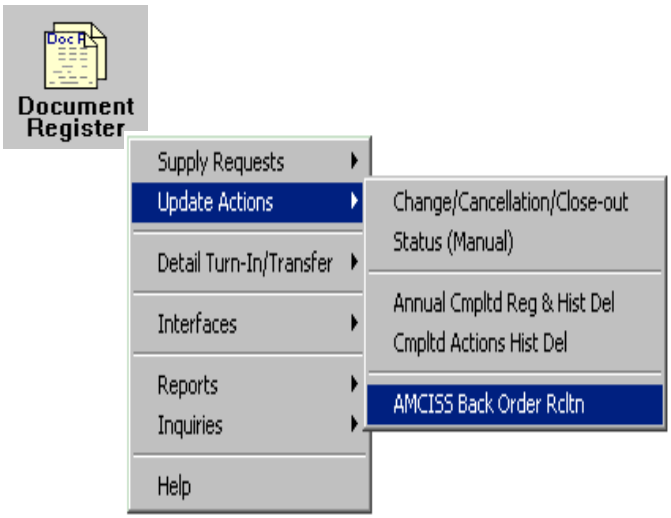
This process will allow you to create a batch transaction when **Submit** has been clicked. A report is generated that lists the results of the automatic processing of back order transactions received from the Supply Support Activity (SSA).

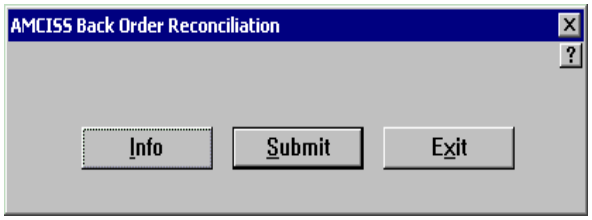
PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Document Register** icon, or select **Doc Reg** from the menu bar.
2. Select **Update Actions** from the program group.
3. Select **AMCISS Back Order Rcltn** from the program list.





STEP:

- Click **Submit**.

HINT!
Remember…this process is sent for **Batch** processing and will not take effect until the following day!

Adding A Component

MODULE: Hand Receipt

INTRODUCTION

This section outlines the procedures for adding a component in DPAS. This may require you to use the Document Register and Authorizations (if applicable to your Activity).

PREREQUISITES

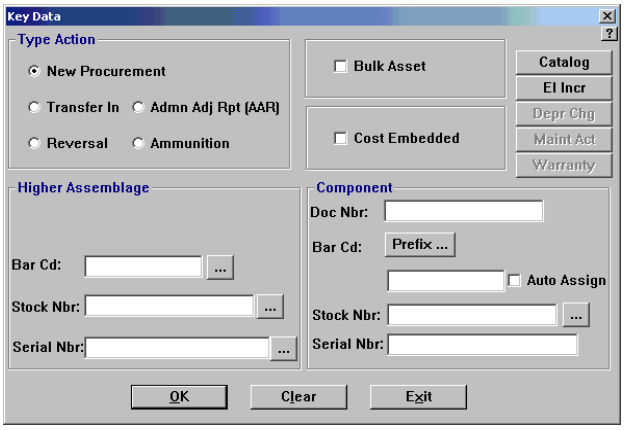
The component item must be cataloged.

If you are required to use the Document Register and/or Authorizations, refer to Chapter One, **Adding Authorizations** and **Requesting a Document Number** before performing this process.

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

STEPS TO PERFORM ACTION

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



STEP 1:

a. **Type Action:** Select the type of action for adding the component to the property book.
b. **Bulk Asset:** Check this box if the component is bulk managed.
c. **Cost Embedded:** If the cost of the component is embedded into the cost of the **End Item**, check this box.

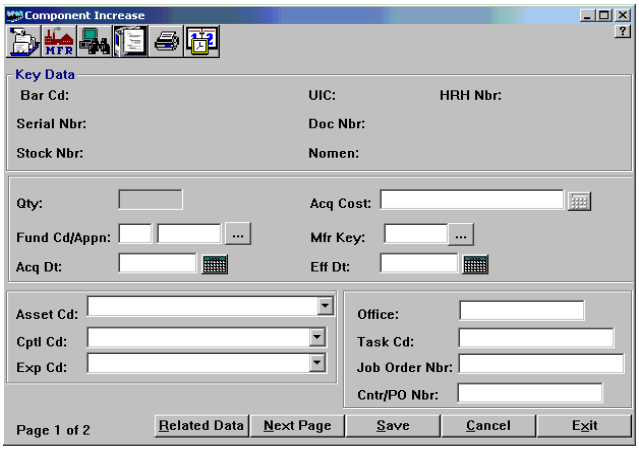
Higher Assemblage Group Box:

d. **Bar Cd:** If your Activity uses bar codes, enter the bar code of the **End Item** that the component is being assigned. **Proceed to step g**.
e. **Stock Nbr:** If your Activity does not use bar codes, enter the stock number of the **End Item** that the component is being assigned.
f. **Serial Nbr:** If you Activity does not use bar codes, enter the serial number of the **End Item** that the component is being assigned.

Component Group Box:

g. **Doc Nbr:** Enter the document number that is being used to add the component to the property book.
h. **Bar Cd:** If your Activity uses bar codes, enter the bar code of the component; otherwise, you can leave this field blank. If you want DPAS to automatically assigned your bar codes and you have established a bar code prefix assignment, click on the **Prefix...** button. Select the appropriate prefix.
i. **Stock Nbr:** Enter or browse for the stock number of the component.
j. **Serial Nbr:** Enter the serial number of the component.
k. Click **OK**.

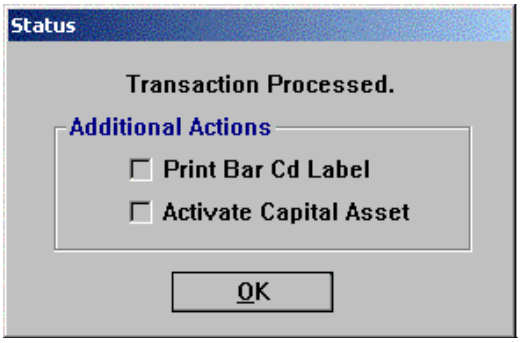
STEP 2:



a. **Qty:** If the component is bulk managed, enter the number of components being added.
b. **Acq Cost:** Enter the cost of the component.
c. **Fund Cd:** Enter or browse for the appropriate fund code.
d. **Mfr Key:** Enter or browse for the appropriate manufacturer of the component.
e. **Acq Dt:** Enter the date the component was purchased (YYYYMMDD format). You could also click on the calendar button and select the appropriate date.
f. **Eff Dt:** Enter the date the HRH signed for the component (YYYYMMDD format). You could also click on the calendar button and select the appropriate date.
g. **Asset Cd:** Select the appropriate asset code. Refer to **References** for appropriate codes.
h. **Cptl Cd:** Select the appropriate capitalization code. This code defaults to **N/A** but can be changed if there is an exception. Refer to **References** for appropriate codes.
i. **Exp Cd:** Select the appropriate expense code. The item is either funded or unfunded.
j. **Office:** Enter the Office. Policy varies by Agency. Refer to DPAS Help for Agency guidance.

k. **Task Cd:** For capital assets, enter the task or function where costs are to be charged. This should be provided by your Finance and Accounting office. This field can be left blank for non capital assets.
l. **Job Order Nbr:** For capital assets, enter the job order number used to track costs. This should be provided by your Finance and Accounting office. This field can be left blank for non capital assets.
m. **Cntr/PO Nbr:** Enter the contract or purchase order number, if applicable.
n. Click **Next Page**.
o. **Loc:** Enter or browse for the physical location of the asset.
p. **Sub Loc:** If desired, enter the sub location of the asset.
q. **Asset Sts Cd:** If applicable, select the appropriate asset status code (inbound, layaway, not in use, or outbound).
r. **Local Use:** Enter any applicable local information (this is a free field).
s. **Req Kit Qty:** Enter the authorized quantity of a particular asset within a set or kit assemblage, if applicable.
t. **Transfer Type Cd:** If the asset was transferred in, enter the type of transfer. Refer to **References** for appropriate codes.
u. **Remarks:** Enter any applicable remarks, if required by your Activity.
v. **Ref File Name...:** Click this button if you wish to attach a file to this item.
w. Click **Save**.

When you process the transaction, the following dialog box is displayed:



a. Select **Print Bar Cd Label** if you wish to print a bar code label to your bar code label printer.
b. If the component is capital, you can activate for depreciation at this time.
c. Click **OK**.

You will be returned to the Key Data screen.

d. Click **Exit**.

Practical Exercise: Components

Title: Components

Objectives: At the completion of this case study the student should demonstrate a capacity to perform the necessary actions to add components to an end item.

Prerequisites: The component items must be in the catalog prior to adding them to your end item. If your activity builds authorization of document records they may have to be built prior to adding them on the property book

Requirements:

References: Reference in the manual Chapter Two, **Add a Component**.

Scenario: The IT (Information and Technology) department has been experiencing a huge loss in IT components lately. In an effort to catch the guilty party your supervisor has advised you that you will now track all components of your IT equipment separately.

Instructions: Perform the necessary actions in DPAS to add the following component to your Pentium III computer.

Given:

Mother Board	$234
Disk Drive	$587
Zip Drive	$199

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

Class Discussion: Q & A

Deleting Components

MODULE: Hand Receipt

INTRODUCTION

This section outlines the procedures for deleting a component in DPAS.

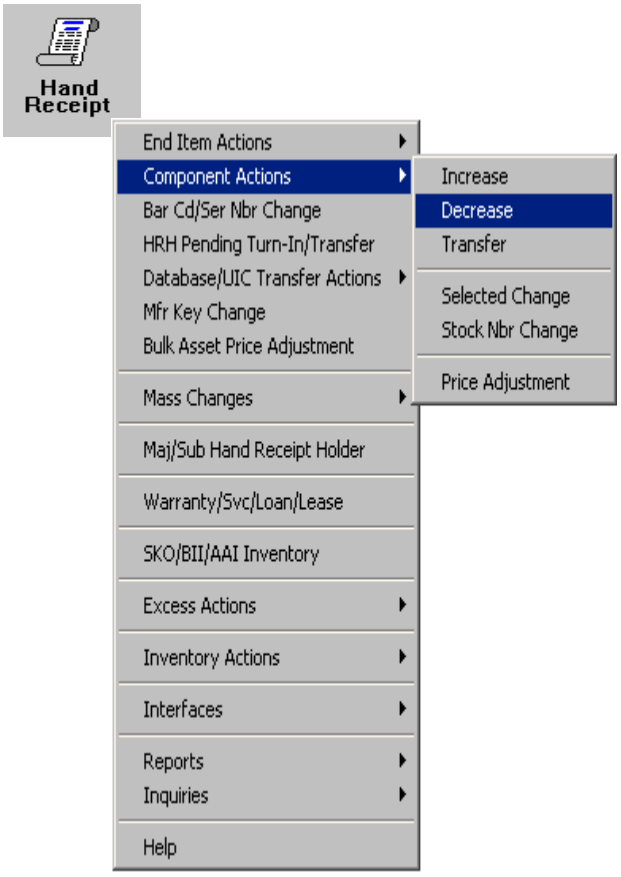
PREREQUISITES

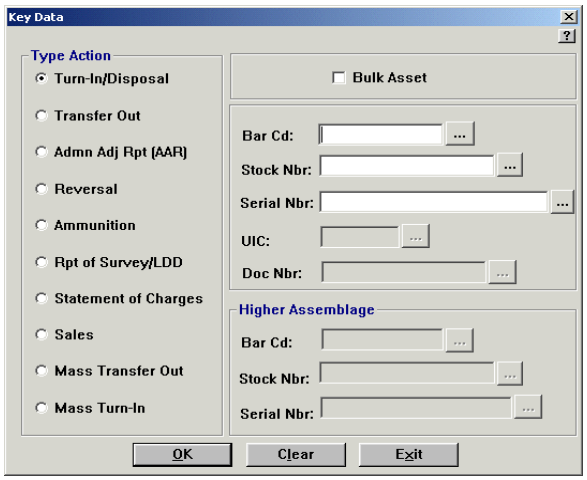
If your Activity uses Excess reporting in DPAS, refer to Chapter One, **Excessing An Asset**.

If your Activity uses the Document Register, refer to Chapter One, **Obtaining a Turn-In Document Number**, before performing this process.

STEPS TO PERFORM ACTION

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

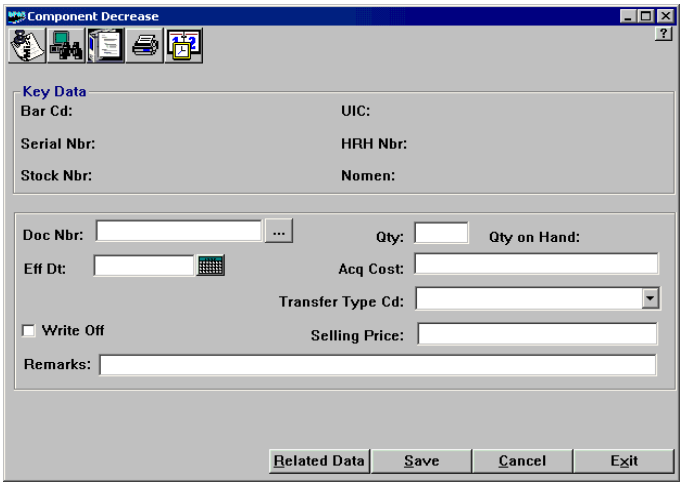




STEP 1:

a. **Type Action:** Select the type of action to remove the component from the property book.
b. **Bulk Asset:** If the component is bulk managed, check this box.
c. **Bar Cd:** If your Activity uses bar codes, enter the bar code of the component. Proceed to step XX.
d. **Stock Nbr:** If your Activity does not use bar codes, enter the stock number of the component.
e. **Serial Nbr:** If your Activity does not use bar codes, enter the serial number of the component. If the component is bulk managed, then this field is not accessible.
f. **Doc Nbr:** This field is only accessible for Mass Transfer Out and Mass Turn In actions.
g. **Higher Assemblage:** This group box is only accessible if you checked **Bulk Asset**. If bulk managed, enter the bar code (if used by your Activity) **OR** enter the stock number and serial number of the higher assemblage (End Item).
h. Click **OK**.

STEP 2:



a. **Doc Nbr:** Enter or browse for the applicable document number.
b. **Qty:** For bulk items, enter the quantity you are removing; otherwise this field is not accessible.
c. **Eff Dt:** This field is displayed but can be changed, if necessary.
d. **Acq Cost:** This field is displayed and cannot be changed.
e. **Transfer Type Cd:** Select the appropriate type of transfer. Refer to Chapter One, Adding Items To The Property Book, for definitions of these codes.
f. **Write Off:** If you want to write off the depreciation expenses, check this box. Refer to the HINT box in Chapter One, Removing An Asset From The Property Book.
g. **Selling Price:** This field is only accessible if the type action is **Sales**. Enter the selling price of the asset.
h. **Remarks:** Enter a remark for removing the component.
i. Click **Save**.

The Transaction Processed dialog box will be displayed.

j. Click **OK**.

You will be returned to the Key Data screen.

k. Click **Exit**.

Practical Exercise: Deleting Components

Title: Component Delete

Objectives: At the completion of this exercise the student should demonstrate a capacity to remove components from the Property Book.

Prerequisites:

References: Reference in the manual Chapter Two

Scenario: The computer that has an asset tied to it as a component is incorrect and needs to be corrected.

Instructions: Use the knowledge that you have gained from Chapter Two to remove components from the Property Book.

Given:

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

Class Discussion: Q & A

Changing Information About A Component

MODULE: Hand Receipt

INTRODUCTION

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

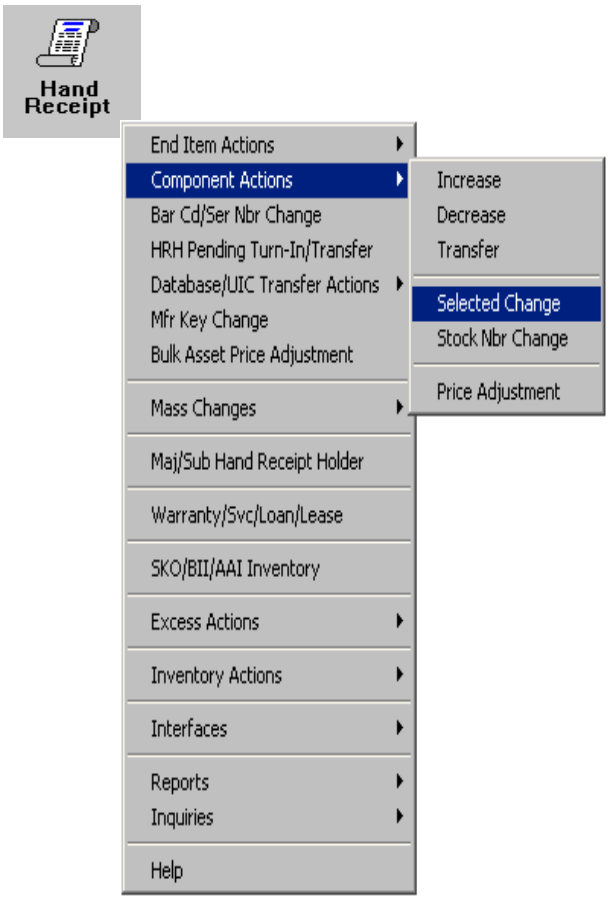
Once the transaction is processed, a Financial, Supply, UIT/CBS-X, and/or DoDSASP transaction will be produced, if necessary.

PREREQUISITES

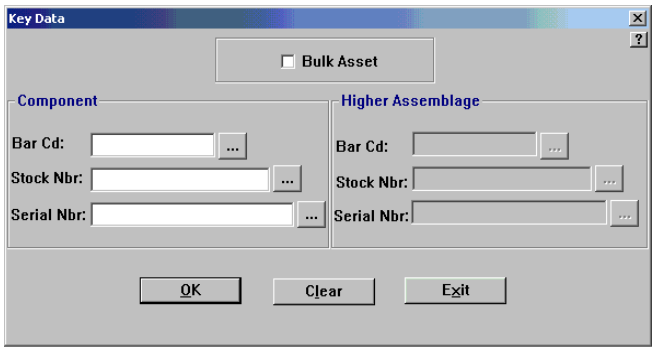
None

STEPS TO PERFORM ACTION

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



STEP 1:



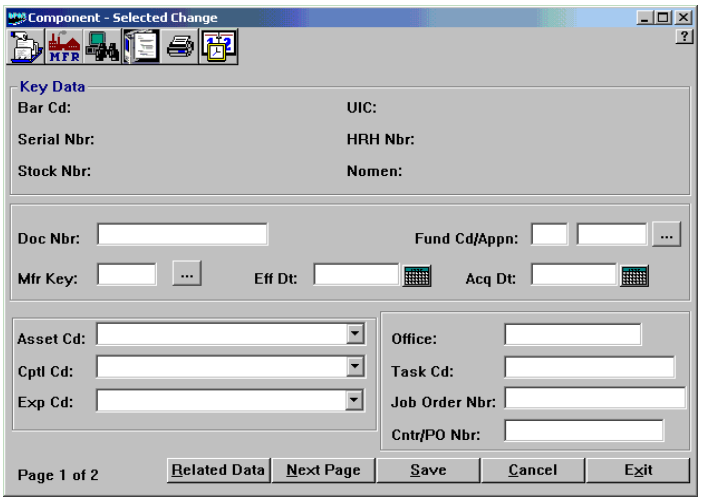
a. **Bulk Asset:** Check this box if the component is bulk managed.

Component Group Box:

b. **Bar Cd:** If your Activity uses bar codes, enter or browse for the bar code of the component. **Proceed to step e**.
c. **Stock Nbr:** If your Activity does not use bar codes, enter or browse for the stock number of the component.
d. **Serial Nbr:** Enter or browse for the serial number of the component. This field is not accessible for bulk assets.
e. Click **OK**.

NOTE:
If the component is bulk managed, you will need to enter the bar code **OR** stock number and serial number of the higher assemblage end item.

STEP 2:



a. All the information that was used when you added item is displayed. You can change any of the available fields. You may need to click **Next Page** to display other fields.
b. Once you have made the necessary changes, click **Save**.

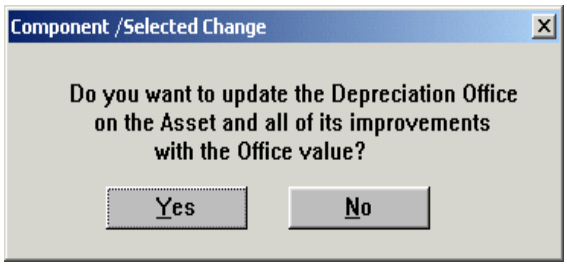
The Transaction Processed dialog box will be displayed.

c. Click **OK**.

You will be returned to the Key Data screen.

d. Click **Exit**.

If you changed the Office field of a capital asset, the following dialog box is displayed:



- Click **Yes** if you want to update the Depreciation Office on the asset. Otherwise, click **No**.

Changing The Stock Number Of A Component

MODULE: Hand Receipt

INTRODUCTION

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

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

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

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

PREREQUISITES

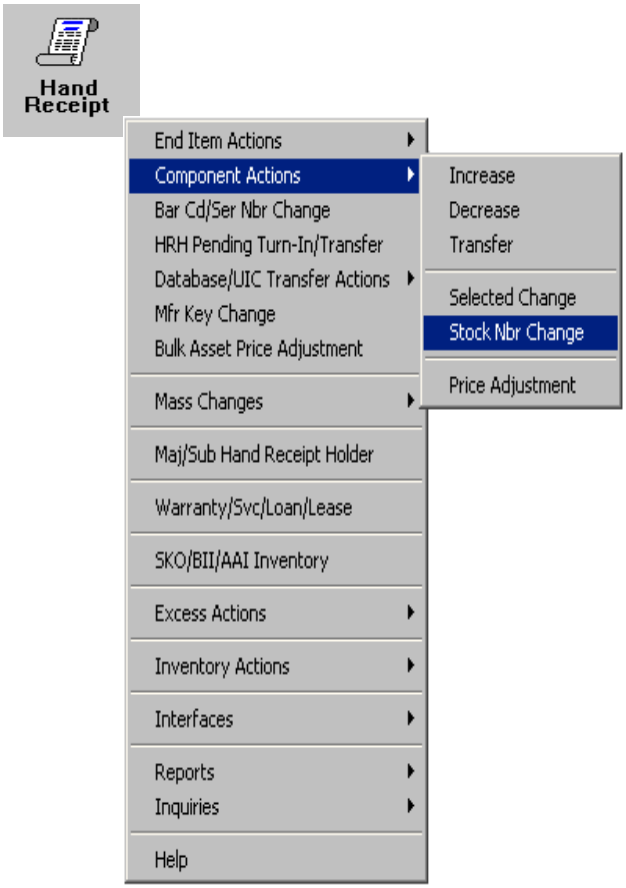
If your Activity uses the Document Register, you will need to obtain an **AAR** document number. The process for obtaining the AAR document number can be found in Chapter Two, **Add Miscellaneous Document Numbers**.

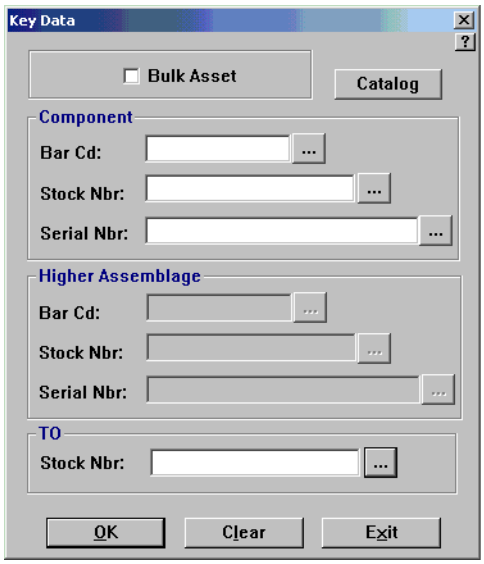
The new stock number must be cataloged.

STEPS TO PERFORM ACTION

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

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





STEP 1:

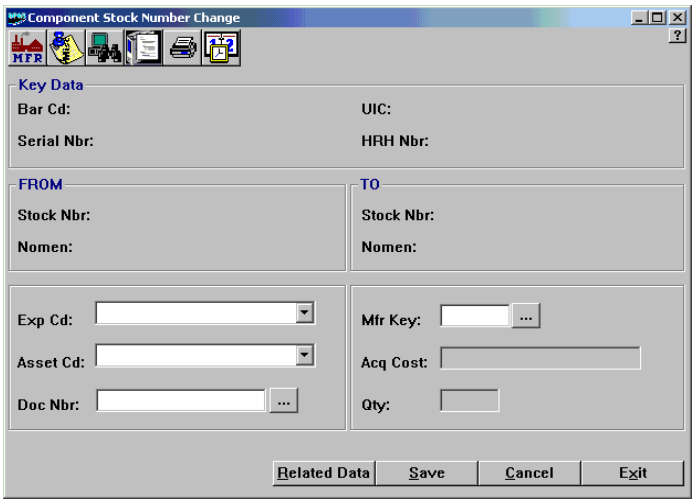
a. **Bulk Asset:** Check this box if the asset is bulk managed.

Component Group Box:

b. **Bar Cd:** If your Activity uses bar codes, enter or browse for the bar code of the component. Proceed to step f.
c. **Stock Nbr:** If your Activity does not use bar codes, enter the stock number of the component.
d. **Serial Nbr:** If your Activity does not use bar codes, enter the serial number of the component. This field is not accessible for bulk assets.
e. **Higher Assemblage Group Box:** If the component is bulk managed, enter the bar code **OR** the stock number and serial number of the higher assemblage end item.
f. **TO Stock Nbr:** Enter or browse for the new stock number.
g. Click **OK**.

STEP 2:

a. **Exp Cd:** Ensure that this is the correct expense code for this asset.
b. **Asset Cd:** Ensure that this is the correct asset code for this asset.
c. **Doc Nbr:** If your Activity requires a document number, enter or browse for the document number.



SHORTCUT!
For Activities requiring document numbers for stock number changes, you must obtain an AAR document number for this process by selecting the **MISC** tool button at the top of this screen.

d. **Mfr Key:** The previous stock number's manufacturer key will be displayed (for IT assets). Check to make sure this key is correct. Delete the displayed key and click the browse button to display all the keys for the new stock number and select the appropriate key.
e. Click **Save**.

The Transaction Processed dialog box will be displayed.

f. Click **OK**.

You will be returned to the Key Data screen.

g. Click **Exit**.

Changing The Price Of A Component

MODULE: Hand Receipt

INTRODUCTION

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

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

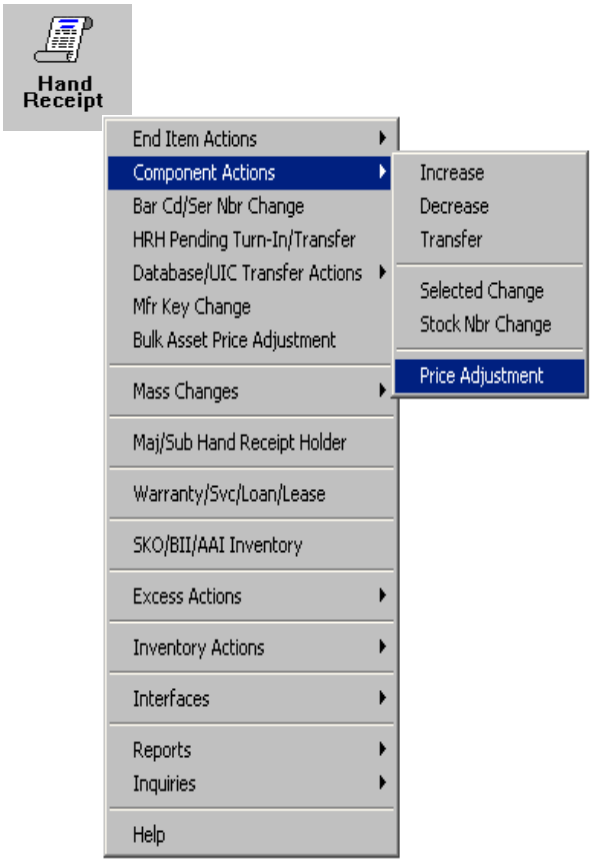
A financial transaction will be produced automatically based on the information entered.

PREREQUISITES

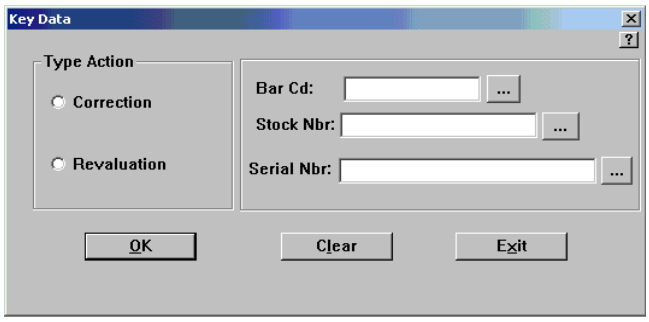
None

STEPS TO PERFORM ACTION

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

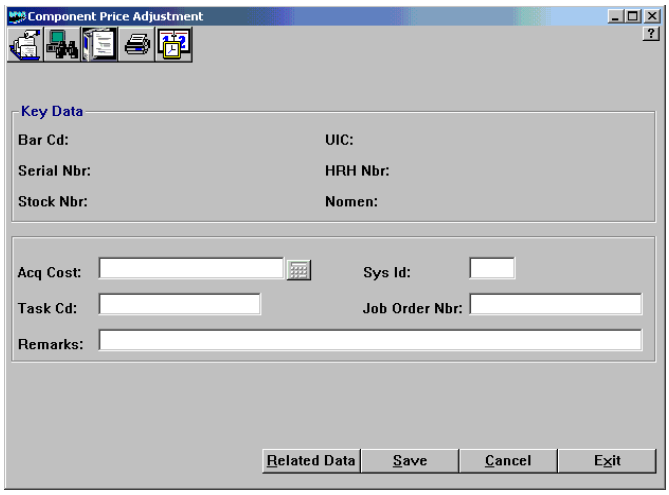


STEP 1:



a. **Type Action:** Select if the action is to correct the price or if the price has been revalued. Refer to Chapter Two, **Changing The Price Of An End Item** for the definitions.
b. **Bar Cd:** If your Activity uses bar codes, enter or browse for the bar code of the component. Proceed to step e.
c. **Stock Nbr:** If your Activity does not use bar codes, enter or browse for the stock number of the component.
d. **Serial Nbr:** If your Activity does not use bar codes, enter or browse for the serial number of the component.
e. Click **OK**.

STEP 2:



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

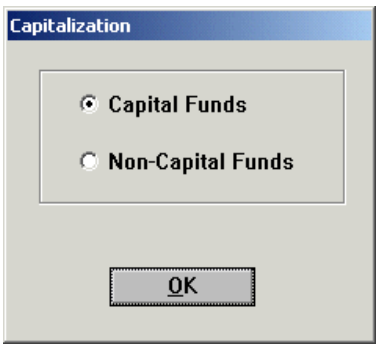
The Transaction Processed dialog box will be displayed.

g. Click **OK**.

You will be returned to the Key Data screen.

h. Click **Exit**.

If the asset is capital and you are adjusting the price below the threshold amount or if the asset was not capital and you are adjusting the price at or above the threshold amount, the following dialog box is displayed:



- If the asset is to be considered Capital, select **Capital Funds**.
- If the asset is to be considered Non-Capital, select **Non-Capital Funds**.
- Click **OK**.

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

Transferring A Component

MODULE: Hand Receipt

INTRODUCTION

This process provides for the interactive transfer of a component between two (2) hand receipt holders and/or UICs within the same database. All lower level components will be updated during this process. UIC security will be validated using the UIC (To).

When the component is embedded (Cmpn Cost Cd = Y), the process will verify that the total cost of embedded components on the gaining assemblage does not exceed the acquisition cost on the end item. If the total cost of the embedded components on the gaining assemblage exceeds the acquisition cost, an error message will be displayed and the user will not be able to process transaction until a price change is made on the end item to include costs of the embedded components.

When the UIC is changed, the applicable financial transactions will be generated for the component and all lower level components. The end item total cost will be decreased by the total acquisition cost of all non-embedded (Cmpn Cost Cd = N) components affected by this process. A transaction history record is written for each component and each depreciation/multiple cost record affected by this action.

When the transaction is processed, a management message will be written to the Management Message Table. The transaction process box will be displayed with options OK and Mgt Msg. If user selects OK, the Key Data dialog box will be displayed. If the user selects Mgt Msg, a dialog box will be displayed listing all management messages written by the user, program and UIC. When record is selected, user will be able to enter data in the user message text area.

PREREQUISITES

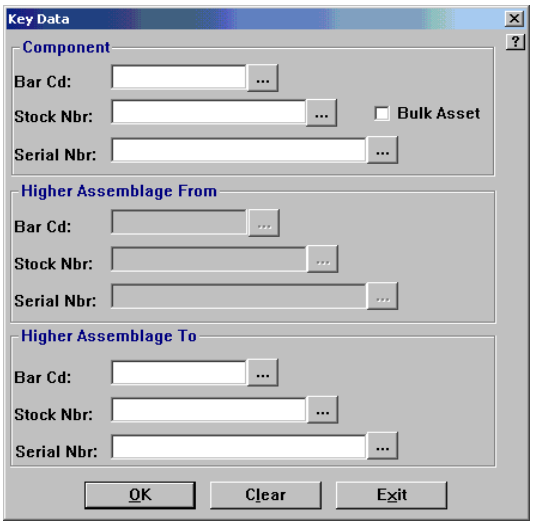
If your Activity uses the DPAS Document Register module, you must create a Lateral Transfer document.

If your activity uses the DPAS Authorization Module, a valid authorization must exist for each asset being transferred in.

STEPS TO PERFORM ACTION

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

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



STEP 1:

Component Group Box:

a. **Bar Cd:** If your Activity uses bar codes, enter or browse for the bar code of the component. **Proceed to step d**.
b. **Stock Nbr:** If your Activity does not use bar codes, enter or browse for the stock number of the component.
c. **Serial Nbr:** If your Activity does not use bar codes, enter or browse for the serial number of the component.
d. **Bulk Asset**: Check this box if the asset is bulk managed.

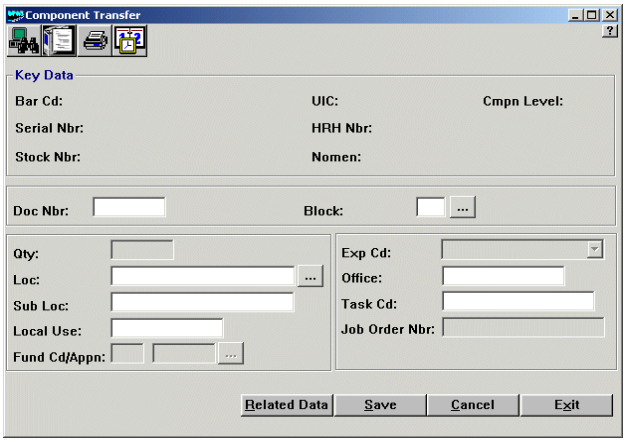
Higher Assemblage From Group Box:

e. If the Bulk Asset check box was selected, enter the **Bar Cd** (if your Activity uses bar codes) **OR** enter the stock number and serial number of the higher assemblage end item.

Higher Assemblage To Group Box:

f. **Bar Cd:** If your Activity uses bar codes, enter or browse for the bar code of the item to which you are transferring the component. Proceed to step i.
g. **Stock Nbr:** If your Activity does not use bar codes, enter or browse for the stock number of the item to which you are transferring the component.
h. **Serial Nbr:** If your Activity does not use bar codes, enter or browse for the serial number of the item to which you are transferring the component.
i. Click **OK**.

STEP 2:



a. **Doc Nbr:** If your Activity uses the Document Register, enter your DoDAAC or UIC.
b. **Block:** If your Activity uses the Document Register, enter or browse for the appropriate block number range.
c. **Qty:** For bulk assets, enter the quantity you are transferring.
d. **Loc:** Enter or browse for the physical location of the asset.
e. **Sub Loc:** If required by your Activity, enter the sub location of the asset.
f. **Local Use:** Enter any desired text in this field.
g. **Fund Cd/Appn:** This field is displayed and cannot be changed.
h. **Exp Cd:** This field is displayed and cannot be changed.
i. **Office:** This field is displayed, but can be changed if necessary.
j. **Task Cd:** This field is displayed, but can be changed if necessary.
k. **Job Order Nbr:** This field is displayed and cannot be changed.
l. Click **Save**.

The Transaction Processed dialog box will be displayed.

m. Click **OK**.

You will be returned to the Key Data screen.

n. Click **Exit**.