

Removing An Asset Using An Administrative Adjustment Report (AAR)

MODULE: Hand Receipt

INTRODUCTION

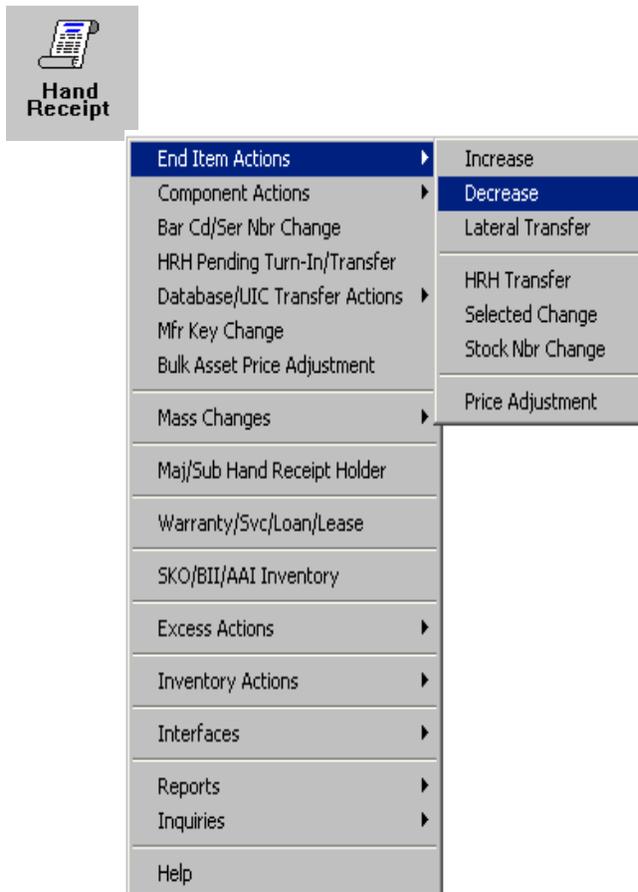
This process will show you how to remove items from the property book with an AAR.

PREREQUISITES

If your Activity is using the Document Register, you will need to obtain an **Administrative Adjustment Report (AAR)** document number. The process for obtaining an AAR document number can be found in Chapter Two, **Miscellaneous Document Numbers**, in the DPAS Training Manual.

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 **Admn Adj Rpt (AAR)**.
- b. **Bulk Asset:** Check this box if the item is bulk managed.
- c. **Bar Cd:** If your Activity uses bar codes, enter or browse for the bar code of the asset. **Proceed to step g.**
- d. **Stock Nbr:** If your Activity does not use bar codes, enter or browse for the stock number of the item.
- e. **Serial Nbr:** If your Activity does not use bar codes, enter or browse for the serial number of the item. This field is not accessible for bulk managed items.
- f. **HRH Nbr:** This field is only accessible for bulk managed items. If the item is bulk, enter the Hand Receipt Holder.

 **NOTE:** If the Stock Nbr/HRH Nbr is entered, a Bulk Selection List Box will be displayed when "OK" is clicked. All bulk assets with the entered Stock Nbr/HRH Nbr will be displayed for those UICs for which you have access. Select the correct Bulk asset, and click "OK".

g. Click **OK**.

STEP 2:

- a. **Doc Nbr:** Enter or browse for the **AAR** document number.
- b. **Qty:** This field is only accessible for bulk managed items. If the item is bulk, 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.
- d. **Acq Cost:** This field is displayed and cannot be changed.
- e. **Receiving DoDAAC:** This field is not accessible for AAR actions.
- f. **Transfer Type Cd:** This field is not accessible for AAR actions.
- g. **Write Off:** This field is not accessible for AAR actions.
- h. **Selling Price:** This field is not accessible for AAR actions.
- i. **Remarks:** Enter any additional comments. This information will be written to the history record.
- j. Click **Save**.

Removing An Asset Using An Administrative Adjustment Report (AAR)

The Transaction Processed dialog box will be displayed.

k. Click **OK**.

You will be returned to the Key Data screen.

l. Click **Exit**.

Removing Ammunition From The Property Book

MODULE: Hand Receipt

INTRODUCTION

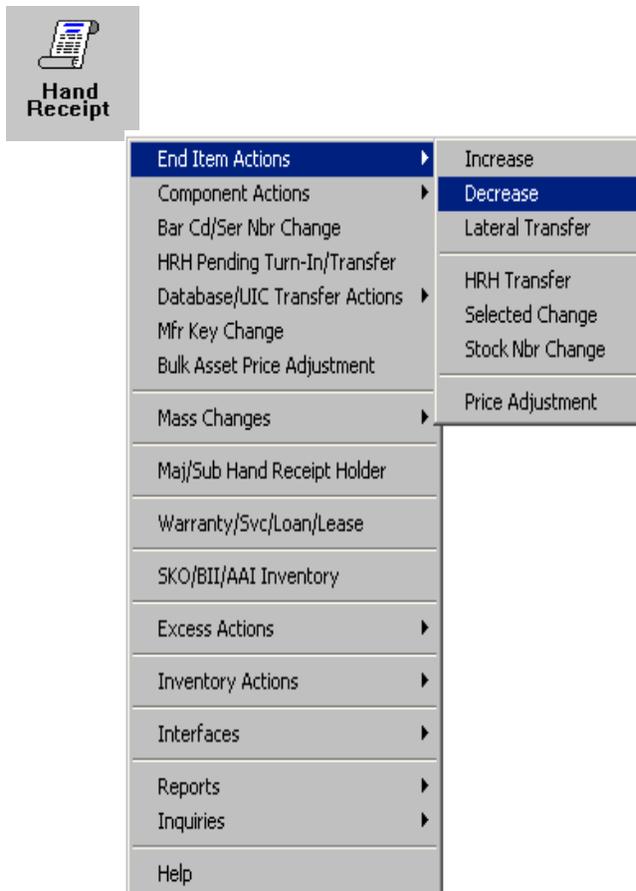
This process will show you how to remove ammunition from the property book.

PREREQUISITES

If your Activity is using the Document Register, you will need to obtain a **581-DA Form 581 (ammo)** document number. The process for obtaining an DA Form 581 document number can be found in Chapter Two, **Miscellaneous Document Numbers**, of the DPAS Training Manual.

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 **Ammunition**.
- b. **Bulk Asset:** Check this box if the item is bulk managed.
- c. **Bar Cd:** If your Activity uses bar codes, enter or browse for the bar code of the asset. **Proceed to step g.**
- d. **Stock Nbr:** If your Activity does not use bar codes, enter or browse for the stock number of the item.
- e. **Serial Nbr:** If your Activity does not use bar codes, enter or browse for the serial number of the item. This field is not accessible for bulk managed items.
- f. **HRH Nbr:** This field is only accessible for bulk managed items. If the item is bulk, enter the Hand Receipt Holder.



NOTE:

If the Stock Nbr/HRH Nbr is entered, a Bulk Selection List Box will be displayed when "OK" is clicked. All bulk assets with the entered Stock Nbr/HRH Nbr will be displayed for those UICs for which you have access. Select the correct Bulk asset, and click "OK".

- g. Click **OK**.

STEP 2:

- a. **Doc Nbr:** Enter or browse for the **Ammunition** document number.
- b. **Qty:** This field is only accessible for bulk managed items. If the item is bulk, 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.
- d. **Acq Cost:** This field is displayed and cannot be changed.
- e. **Receiving DoDAAC:** This field is not accessible for Ammunition actions.
- f. **Transfer Type Cd:** This field is not accessible for Ammunition actions.
- g. **Write Off:** This field is not accessible for Ammunition actions.
- h. **Selling Price:** This field is not accessible for Ammunition actions.
- i. **Remarks:** Enter any additional comments. This information will be written to the history record.
- j. Click **Save**.

The Transaction Processed dialog box will be displayed.

k. Click **OK**.

You will be returned to the Key Data screen.

l. Click **Exit**.

Removing An Item Using A Report of Survey From The Property Book

MODULE: Hand Receipt

INTRODUCTION

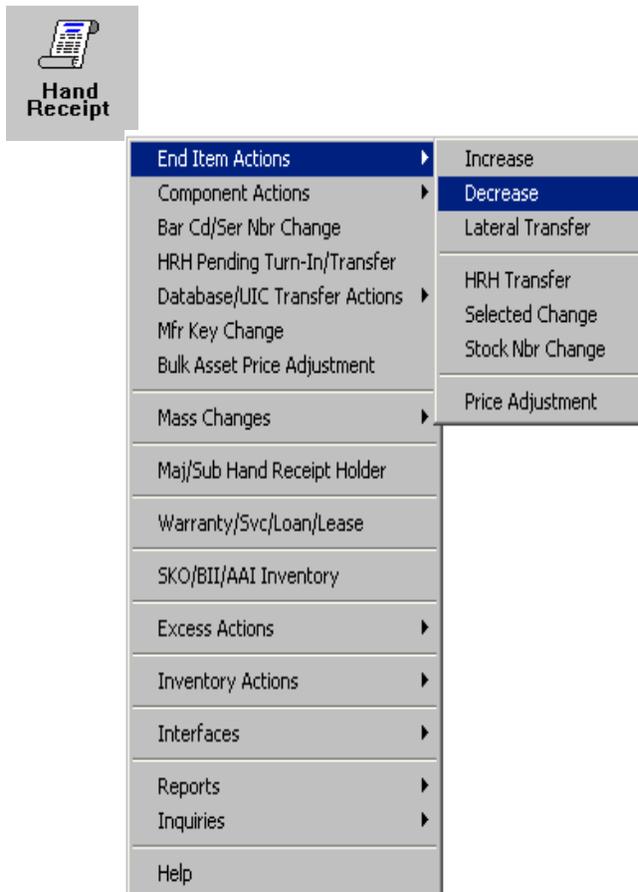
This process will show you how to remove items using a Report of Survey from the property book.

PREREQUISITES

If your Activity is using the Document Register, you will need to obtain a **Report of Survey** document number. The process for obtaining a Report of Survey document number can be found in Chapter Two, **Miscellaneous Document Numbers**, of the DPAS Training Manual.

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 **Rpt of Survey/ LDD**.
- b. **Bulk Asset:** Check this box if the item is bulk managed.
- c. **Bar Cd:** If your Activity uses bar codes, enter or browse for the bar code of the asset. **Proceed to step g.**
- d. **Stock Nbr:** If your Activity does not use bar codes, enter or browse for the stock number of the item.
- e. **Serial Nbr:** If your Activity does not use bar codes, enter or browse for the serial number of the item. This field is not accessible for bulk managed items.
- f. **HRH Nbr:** This field is only accessible for bulk managed items. If the item is bulk, enter the Hand Receipt Holder.

 **NOTE:** If the Stock Nbr/HRH Nbr is entered, a Bulk Selection List Box will be displayed when "OK" is clicked. All bulk assets with the entered Stock Nbr/HRH Nbr will be displayed for those UICs for which you have access. Select the correct Bulk asset, and click "OK".

g. Click **OK**.

STEP 2:

- a. **Doc Nbr:** Enter or browse for the **Report of Survey** document number.
- b. **Qty:** This field is only accessible for bulk managed items. If the item is bulk, 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.
- d. **Acq Cost:** This field is displayed and cannot be changed.
- e. **Receiving DoDAAC:** This field is not accessible for Report of Survey actions.
- f. **Transfer Type Cd:** This field is not accessible for Report of Survey actions.
- g. **Write Off:** This field is not accessible for Report of Survey actions.
- h. **Selling Price:** This field is not accessible for Report of Survey actions.
- i. **Remarks:** Enter any additional comments. This information will be written to the history record.
- j. Click **Save**.

Removing An Item Using A Report of Survey From The Property Book

The Transaction Processed dialog box will be displayed.

k. Click **OK**.

You will be returned to the Key Data screen.

l. Click **Exit**.

Removing An Item Using Statement Of Charges

MODULE: Hand Receipt

INTRODUCTION

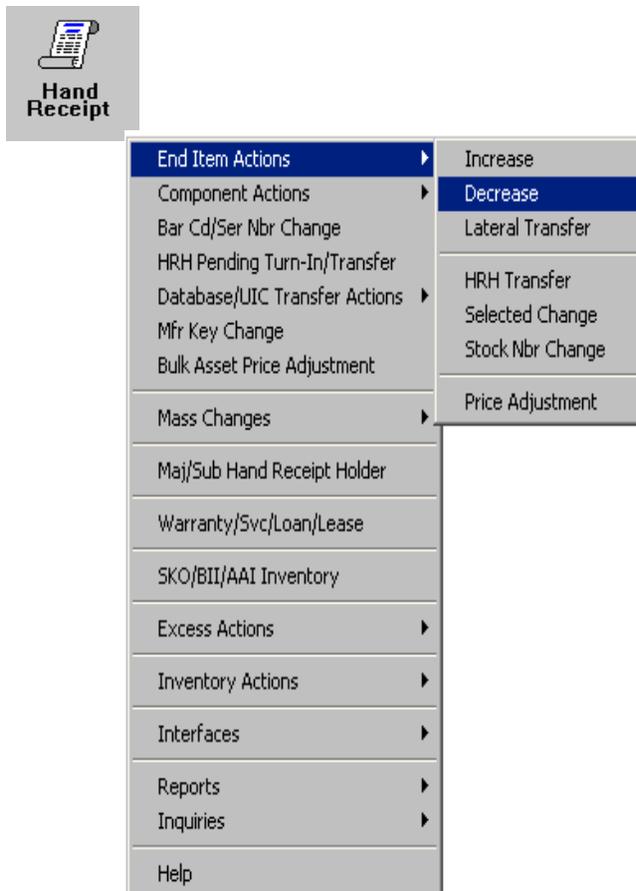
This process will show you how to remove items using Statement of Charges.

PREREQUISITES

If your Activity is using the Document Register, you will need to obtain a **Statement of Charges** document number. The process for obtaining a Statement of Charges document number can be found in Chapter Two, **Miscellaneous Document Numbers**, of the DPAS Training Manual.

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 **Statement of Charges**.
- b. **Bulk Asset:** Check this box if the item is bulk managed.
- c. **Bar Cd:** If your Activity uses bar codes, enter or browse for the bar code of the asset. **Proceed to step g.**
- d. **Stock Nbr:** If your Activity does not use bar codes, enter or browse for the stock number of the item.
- e. **Serial Nbr:** If your Activity does not use bar codes, enter or browse for the serial number of the item. This field is not accessible for bulk managed items.
- f. **HRH Nbr:** This field is only accessible for bulk managed items. If the item is bulk, enter the Hand Receipt Holder.

 **NOTE:** If the Stock Nbr/HRH Nbr is entered, a Bulk Selection List Box will be displayed when "OK" is clicked. All bulk assets with the entered Stock Nbr/HRH Nbr will be displayed for those UICs for which you have access. Select the correct Bulk asset, and click "OK".

g. Click **OK**.

STEP 2:

- a. **Doc Nbr:** Enter or browse for the **Statement of Charges** document number.
- b. **Qty:** This field is only accessible for bulk managed items. If the item is bulk, 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.
- d. **Acq Cost:** This field is displayed and cannot be changed.
- e. **Receiving DoDAAC:** This field is not accessible for Statement of Charges actions.
- f. **Transfer Type Cd:** This field is not accessible for Statement of Charges actions.
- g. **Write Off:** This field is not accessible for Statement of Charges actions.
- h. **Selling Price:** This field is not accessible for Statement of Charges actions.
- i. **Remarks:** Enter any additional comments. This information will be written to the history record.
- j. Click **Save**.

The Transaction Processed dialog box will be displayed.

k. Click **OK**.

You will be returned to the Key Data screen.

l. Click **Exit**.

Removing An Item Using Sales

MODULE: Hand Receipt

INTRODUCTION

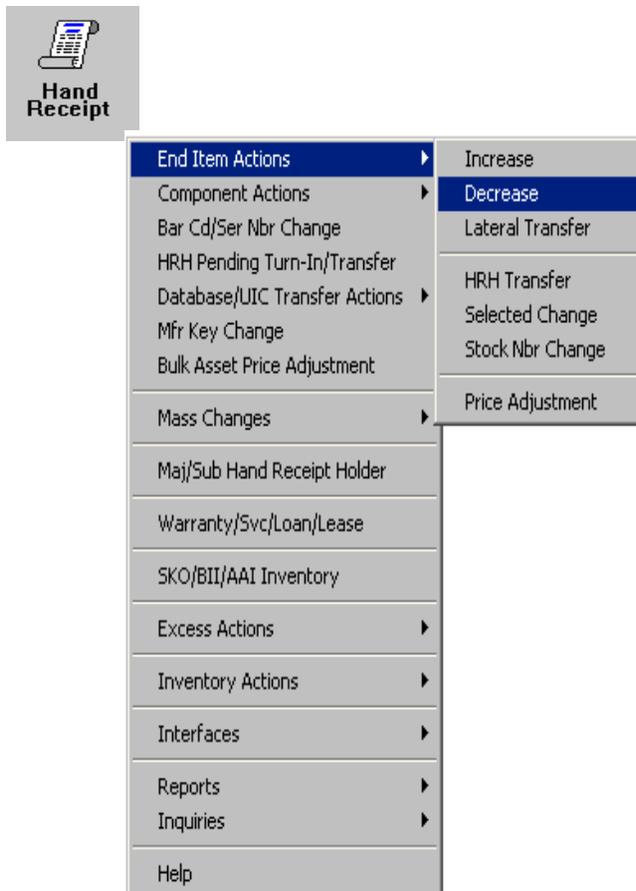
This process will show you how to remove items using Sales.

PREREQUISITES

If your Activity is using the Document Register, you will need to obtain a **Sales** document number. The process for obtaining a Sales document number can be found in Chapter Two, **Miscellaneous Document Numbers**, of the DPAS Training Manual.

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:

- Type Action:** Select **Sales**.
- Bulk Asset:** Check this box if the item is bulk managed.
- Bar Cd:** If your Activity uses bar codes, enter or browse for the bar code of the asset. **Proceed to step g.**
- Stock Nbr:** If your Activity does not use bar codes, enter or browse for the stock number of the item.
- 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.
- HRH Nbr:** This field is only accessible for bulk managed items. If the item is bulk, enter the Hand Receipt Holder.

 **NOTE:** If the Stock Nbr/HRH Nbr is entered, a Bulk Selection List Box will be displayed when "OK" is clicked. All bulk assets with the entered Stock Nbr/HRH Nbr will be displayed for those UICs for which you have access. Select the correct Bulk asset, and click "OK".

- Click **OK**.

STEP 2:

- Doc Nbr:** Enter or browse for the **Sales** document number.
- Qty:** This field is only accessible for bulk managed items. If the item is bulk, enter the number of items you are removing.
- Eff Dt:** This date is displayed with the date the Hand Receipt Holder signed for the item. It can be changed, if necessary.
- Acq Cost:** This field is displayed and cannot be changed.
- Receiving DoDAAC:** This field is not accessible for Sales actions.
- Transfer Type Cd:** This field is not accessible for Sales actions.
- Write Off:** This field is not accessible for Sales actions.
- Selling Price:** Enter the price for which the item was sold.
- Remarks:** Enter any additional comments. This information will be written to the history record.
- Click **Save**.

The Transaction Processed dialog box will be displayed.

k. Click **OK**.

You will be returned to the Key Data screen.

l. Click **Exit**.

Transferring Items Out In Mass

MODULE: Hand Receipt

INTRODUCTION

This process will show you how to transfer assets out in mass. This will allow you to transfer out multiple items under one document number. These items do not have to be within the same stock number.



Once you designate the items for transfer, you will have to generate your transfer form (DD 1348 or DA 3161). **THE FORMS WILL NOT GET PROCESSED ONCE YOU REMOVE THE ITEM(S) FROM THE PROPERTY BOOK!**

If you remove the item from the property book before generating your form, there is no way to regenerate the form.

PREREQUISITES

If your Activity is using the Document Register, you will need to obtain a **Lateral Transfer** document number.

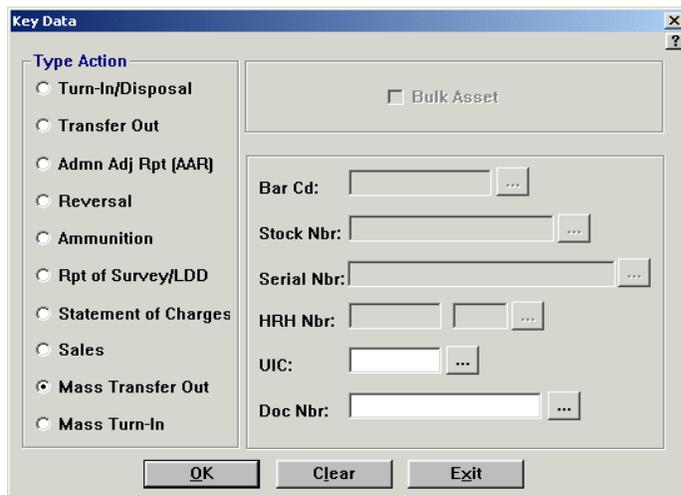
If your Activity is **not** using the Document Register, you can still get a transfer document number using the Hand Receipt module.

You will also need to designate the asset(s) that you will be transferring out.

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 **Mass Transfer Out**.
- b. **Bulk Asset:** This field is not accessible.
- c. **Bar Cd:** This field is not accessible.
- d. **Stock Nbr:** This field is not accessible.
- e. **Serial Nbr:** This field is not accessible.
- f. **HRH Nbr:** This field is not accessible.
- g. **UIC:** Enter or browse for your UIC.
- h. **Doc Nbr:** Enter or browse for the Lateral Transfer document number.
- i. Click **OK**.

STEP 2:

- a. **Doc Nbr:** This field is displayed.
- b. **Qty:** This field is not accessible.
- c. **Eff Dt:** This date is displayed with the date the Hand Receipt Holder signed for the item. It can be changed, if necessary.
- d. **Acq Cost:** This field is displayed and cannot be changed.
- e. **Receiving DoDAAC:** This field is not accessible for Mass Transfer Out actions.
- f. **Transfer Type Cd:** Select the appropriate Transfer Type Code.

Transfer Type Codes	
1	Within Service-Inside Fund. If transfer has occurred between the same service and same fund. For example, transfer from Navy general funds to Navy general funds or Navy working capital funds to Navy working capital funds.
2	Within Service-Outside Fund. If transfer has occurred between the same service but different funds. For example, transfer from Navy general funds to Navy working capital funds or Navy working capital funds to Navy general funds.
3	Within DoD-Inside Fund. If transfer has occurred between the different services but same fund. For example, transfer from Army general funds to Navy general funds or Army working capital funds to Navy working capital funds.
4	Within DoD-Outside Fund. If transfer has occurred between the different services and different funds. For example, transfer from Army general funds to Navy working capital funds or Army working capital funds to Navy general funds.
5	Within Federal Government. Received from or transferred to a Federal Agency but outside of DoD.
6	Outside Government. Received from or transferred to a Non-Federal Agency.

- g. **Write Off:** This field is not accessible for Mass Transfer Out actions.
- h. **Selling Price:** This field is not accessible for Mass Transfer Out actions.
- i. **Remarks:** Enter any additional comments. This information will be written to the history record.
- j. Click **Save**.

The Transaction Processed dialog box will be displayed.

- k. Click **OK**.

You will be returned to the Key Data screen.

- l. Click **Exit**.

Turning In Items In Mass

MODULE: Hand Receipt

INTRODUCTION

This process will show you how to turn in assets in mass. This will allow you to turn in multiple items with the same stock number under one document number.

PREREQUISITES

If your Activity is using the Document Register, you will need to obtain a **Turn In** document number.

You will also need to designate the assets that you will be turning in.

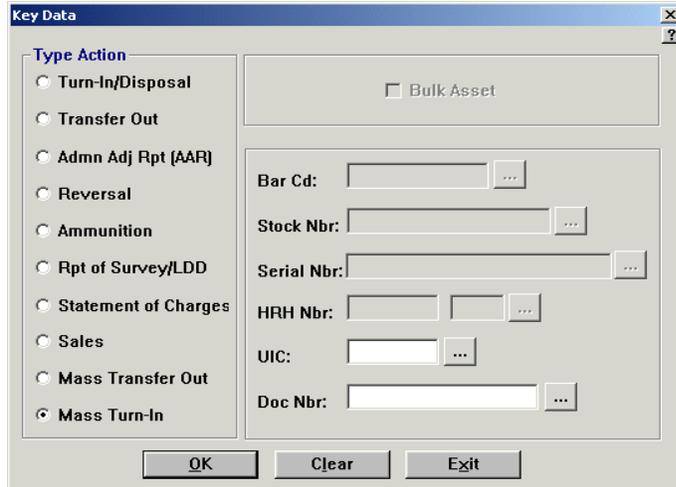
STEPS TO PERFORM ACTION

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.



HINT!

Remember... once you designate the items for turn in, you will want to generate your turn in form (DD 1348 or DA 2765). The forms will not get processed once you remove the item(s) from the property book.



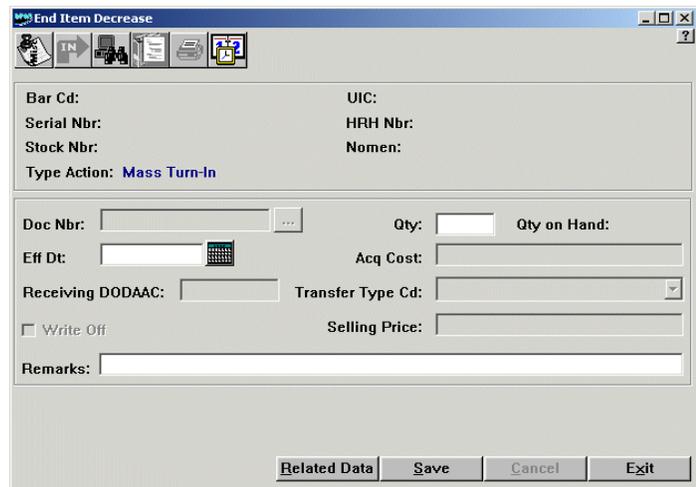
The Key Data dialog box is titled "Key Data" and has a "Type Action" section on the left with radio buttons for: Turn-In/Disposal, Transfer Out, Admn Adj Rpt (AAR), Reversal, Ammunition, Rpt of Survey/LDD, Statement of Charges, Sales, Mass Transfer Out, and Mass Turn-In (which is selected). To the right of this section is a "Bulk Asset" checkbox. Below these are several input fields: Bar Cd, Stock Nbr, Serial Nbr, HRH Nbr, UIC, and Doc Nbr, each with a browse button (...). At the bottom are buttons for OK, Clear, and Exit.

STEP 1:

- Type Action:** Select **Mass Turn-In**.
- Bulk Asset:** This field is not accessible.
- Bar Cd:** This field is not accessible.
- Stock Nbr:** This field is not accessible.
- Serial Nbr:** This field is not accessible.
- HRH Nbr:** This field is not accessible.
- UIC:** Enter or browse for your UIC.
- Doc Nbr:** Enter or browse for the Turn-In document number.
- Click **OK**.

STEP 2:

- Doc Nbr:** This field is displayed.
- Qty:** Enter the number you are turning in.
- Eff Dt:** This date is displayed with the date the Hand Receipt Holder signed for the item. It can be changed, if necessary.
- Acq Cost:** This field is displayed and cannot be changed.
- Receiving DoDAAC:** This field is not accessible for Mass Turn In actions.
- Transfer Type Cd:** This field is not accessible for Mass Turn In actions.
- Write Off:** This field is not accessible for Mass Turn In actions.
- Selling Price:** This field is not accessible for Mass Turn In actions.
- Remarks:** Enter any additional comments. This information will be written to the history record.
- Click **Save**.



The End Item Decrease dialog box is titled "End Item Decrease" and has a toolbar with icons for T/N, a printer, and a help icon. It contains several input fields: Bar Cd, Serial Nbr, Stock Nbr, UIC, HRH Nbr, Nomen, Doc Nbr, Qty, Qty on Hand, Eff Dt, Acq Cost, Receiving DODAAC, Transfer Type Cd, Write Off checkbox, and Selling Price. There is also a Remarks text area. At the bottom are buttons for Related Data, Save, Cancel, and Exit.

The Transaction Processed dialog box will be displayed.

- Click **OK**.

You will be returned to the Key Data screen.

- Click **Exit**.