

DPAS Basic Plus Master Table of Contents

	PAGE
INTRODUCTION	
What Is DPAS?	1
Benefits of DPAS	2
DPAS Course Goals and Objectives	3
Interfaces	4
Logging Into DPAS For The First Time.....	5
Changing Your Password.....	8
Changing Your Eureka Password.....	10
NAVIGATING DPAS	
Navigating DPAS	13
DPAS Online Help Screens.....	18
Print Reports.....	24
Displaying Management Messages	25
Setting User Defaults	27
Displaying Accountable UICs	29
Displaying Security POCs.....	30
Displaying The Message Of The Day	31
Displaying The DPAS Home Page.....	32
Practical Exercise: Help #1	33
Practical Exercise: Help #2	34
CHAPTER ONE	
Introduction To The Catalog	35
Querying The Catalog	37
Querying The SB 700-20	41
Querying The FED LOG	43
Adding A Catalog Record.....	45
Practical Exercise: Adding Catalog Records	53
Adding A Catalog Record Using A Management Control Number (MCN)	54
Adding A Manufacturer Key	57
Adding Expanded Descriptions.....	63
Adding Reference Publication Information	65
Introduction To Authorizations	67
Adding Authorizations	68
Authorizations Report	71
Practical Exercise: Adding Authorizations	72
Introduction To The Document Register	73
Requesting A Document Number	74
Practical Exercise: Request for Issue	79
Document Register Inquiry.....	80
Running A Report Of Open Supply Actions.....	81
Introduction To Hand Receipt.....	84
Adding Items To The Property Book.....	85
Practical Exercise: End Item Increase	94
Introduction To Accounting	95
Activating Depreciation For A Capital Asset.....	96
Practical Exercise: Activating A Capital Asset	99

	<u>PAGE</u>
CHAPTER ONE (CONT'D)	
Adding Warranty/Service Information	100
Generating A Hand Receipt Report By Authorization.....	103
Generating A Hand Receipt Report By HRH Nbr	107
Practical Exercise: Generate a Hand Receipt	112
Introduction To Turn-Ins.....	113
Obtaining A Turn-In Document Number	114
Practical Exercise: Create A Turn-in Document	119
Designating An Asset To Turn-In/Transfer.....	120
Generating A Transfer And/Or Turn-In Form.....	122
Introduction To Decreases	126
Removing An Asset From The Property Book	127
Practical Exercise: End Item Decrease	131
Generating The Increase/Decrease Report	132
Reviewing The History Inquiry.....	136
CHAPTER TWO	
Adding TDA Paragraph Numbers.....	139
Adding TDA Remarks	141
Adding A New Hand Receipt Holder And/Or Sub	143
Practical Exercise: Adding a New Major and/or Sub HRH Number	147
Adding Multiple Items To The Property Book	148
Practical Exercise: Adding Multiple Assets to the Property Book	153
Changing Information About An End Item	154
Practical Exercise: Manufacturer Key/End Item Selected Change	156
Adding Miscellaneous Document Numbers.....	157
Changing The Stock Number Of An End Item	161
Practical Exercise: Stock Number Change	164
Changing The Price Of An End Item	165
Practical Exercise: End Item Price Adjustment	168
Adding/Changing A Bar Code.....	169
Practical Exercise: Bar Code Change	171
Changing The Serial Number	172
Practical Exercise: Serial Number Change	174
Adding Bulk Assets To The Property Book	175
Practical Exercise: Adding Bulk Assets	179
Changing The Price Of A Bulk Item	180
Removing Bulk Assets From The Property Book	182
Substituting Items	185
Practical Exercise: Substitute LIN #1	189
Practical Exercise: Substitute LIN #2	190
Substitute LIN Percentage Fill.....	191
TRANSFERS:	
Transferring An Item From One HRH To Another	193
Practical Exercise: Hand Receipt Holder Transfer	196
Transferring An Asset From One UIC To Another UIC (Losing Organization).....	197
Designating The Assets For A UIC Transfer (Losing Organization)	200
Generating A Transfer And/Or Turn-In Form.....	203
Reviewing Management Messages (Gaining Organization)	207
Detail Turn-In/Transfer Inquiry (Gaining Organization).....	209

	PAGE
CHAPTER TWO (CONT'D)	
Transfer In An Asset (Gaining Organization)	211
Practical Exercise: UIC to UIC Transfer	216
Transferring Assets To Another Database (Losing Organization).....	217
Accepting A Transfer From Another Database (Gaining Organization).....	220
Reversing An Increase Action	225
Reversing A Decrease Action	228
Practical Exercise: Reversal Action	231
Changing, Canceling, Or Closing Out A Document Number	232
Practical Exercise: Changing, Canceling, or Closing a Document Number	234
Manually Update Status	235
Modifying, Canceling, Or Following Up Actions Sent To The SSA	238
Practical Exercise: Modify, Cancel, or Follow Up a Document Number	240
Deleting The Document Register Completed Actions History	241
Annual Document Register And History Delete.....	243
Practical Exercise: Found On Installation	245
Practical Exercise: Ordering Consumable Items	246
Practical Exercise: Report of Survey	247
Adding Improvement Costs	248
Adding Additional Capital Costs.....	251
Adding Real Property	253
Adding CIP/WIP	258
Adding Deferred Maintenance Condition Assessment.....	260
Adding Deferred Maintenance Life Cycle Forecast	263
Adding Environmental Clean-Up Costs.....	266
Practical Exercise: End Item Increase/Activation of a Capital Asset	269
MASS CHANGES:	
Changing The Stock Number In Mass.....	270
Removing Unwanted Stock Numbers In The Catalog	272
Mass Changing Manufacturer Keys.....	273
Mass Changing The Authorization Control Number	275
Mass Changing The Authorization Document Number	277
Practical Exercise: Authorization Document Number Mass Change	279
Mass Changing The Authorization Expiration Date.....	280
Mass Changing The TDA Paragraph Number	282
Practical Exercise: TDA Paragraph Number Mass Change	284
Updating Or Deleting Authorizations	285
Mass Changing The RICC Exempt	287
Mass Changing The Hand Receipt Holder Number And/Or Office.....	289
Practical Exercise: HRH Nbr/Office Mass Change	291
Mass Changing The Location And/Or Sub Location.....	292
Practical Exercise: Location Mass Change	294
Mass Changing The UIC And/Or Activity Name	295
Mass Changing The Fund Code And/Or Appropriation Allotment Serial Number	297
Merging UICs Together.....	299
Resetting The Depreciation Flag Indicator	302
Merging HRHs	303
Deleting The Transaction History	305
INTERFACES:	
Updating The Automatic Update Of The Army Master Data File (AMDF).....	308
Loading The SB 700-20.....	311
Exporting To My Supply Support Activity	315

	<u>PAGE</u>
CHAPTER TWO (CONT'D)	
Importing Status From The Supply Support Activity.....	317
Importing LOGTAADS	319
Updating LOGTAADS.....	320
Suspending Supply Actions.....	322
Processing CBS-X And UIT.....	329
Performing A UIT Reconciliation.....	331
Downloading The Unit Level Logistics System (ULLS-S4)	333
DPAS Accounting Interfaces	335
Real Property Interfaces.....	341
Reconciling AMCISS Backorders.....	344
COMPONENTS:	
Adding A Component.....	345
Practical Exercise: Components	348
Deleting Components	349
Practical Exercise: Deleting Components	351
Changing Information About A Component.....	352
Changing The Stock Number Of A Component.....	354
Changing The Price Of A Component	357
Transferring A Component	360
CHAPTER THREE	
Inquiries Overview.....	363
The Tools On Your Query Screens	364
Displaying Query Results.....	365
Displaying Your Query In Report Format	368
Favorites.....	371
Creating A Query List.....	376
Printing An Inquiry Screen.....	378
CHAPTER FOUR	
Options On The Toolbar	379
Printing A Report	380
Printing To A Remote Printer	381
Deleting A Report	382
Other Options In The Reports.....	383
Practical Exercise: Asset Summary Report	384
CHAPTER FIVE	
Eureka.....	385
Learning To Use Eureka	387
Changing Your Eureka Password.....	389
Setting Preferences	391
Getting Oriented With The QuickQuery Window	394
Opening A New QuickQuery Report.....	395
Building A QuickQuery With The Query Wizard	398
Saving Your Query.....	405
Printing Your Query	406
Activity: QuickQuery With The Query Wizard	408
Skill Builder: QuickQuery With The Query Wizard	409
Practical Exercise: QuickQuery With The Query Wizard	411

	<u>PAGE</u>
CHAPTER FIVE (CONT'D)	
Building A QuickQuery Without The Query Wizard.....	413
Activity: QuickQuery Without The Query Wizard	427
Skill Builder: QuickQuery Without The Query Wizard	429
Practical Exercise: QuickQuery Without The Query Wizard	430
Building A Summary QuickQuery	432
Building A Quick Filter In QuickQuery.....	434
Building Translate Values Using QuickQuery	437
Exporting Your Query	439
Emailing Your Query	441
Page Setup	442
CHAPTER SIX	
Manual Inventory Process	445
Generating A Hand Receipt Report By HRH Nbr	450
Reconciling A Manual Inventory.....	454
Discrepancy/Corrective Action Decision Matrix	460
Closing A Manual Inventory.....	462
Generating An Authorization Inventory.....	467
Generating A Sensitive Items Inventory	471
Generating A Cryptographic Items Inventory	475
Creating A New Location	479
Generating A Location Inventory.....	481
Cyclic Inventory Data Update	485
Generating A Cyclic Inventory.....	488
Asset and General Inventory Type Table	491
Skill Builder: Manual Inventory	493
CHAPTER SEVEN	
Reviewing Batch Transactions	495
Adding Report And Form Messages.....	498
Practical Exercise: Report and Forms Messages	500
Creating Transfer Codes.....	501
Creating Destination Identification Codes	503
Creating Blocks Of Document Numbers	505
Adding Address Keys To The Address Directory	507
Practical Exercise: Address Keys	509
Creating New Locations	510
Practical Exercise: Adding New Locations and/or Sub Locations	512
Adding Site Codes	513
Adding Property Book Identification Codes	515
Establishing Fund Codes And/Or Appropriation Allotment Serial Numbers	517
Adding A New UIC.....	520
Identifying Different Maintenance Groups.....	524
Cross Referencing Maintenance Systems	526
Setting Up Bar Code Prefixes.....	528
Practical Exercise: Bar Code Prefixes	531
Formatting Bar Code Labels	532
Practical Exercise: Formatting Bar Code Labels	534
Printing Bar Code Labels	535
Setting Bar Code Prefix Defaults	539
Running Monthly Depreciation	541

	PAGE
CHAPTER EIGHT	
Security Education, Training, and Awareness Plan.....	545
Preface	546
Security Awareness	547
Granting Security Access For A UIC.....	558
Granting Security Access For Hand Receipt Holders Only	560
Assigning Multiple Accountable UICs To A User.....	562
Modifying DPAS Program Access.....	564
Modifying DPAS User Access	566
Mass Login Suspend/Reinstate	568
Terms and Definitions.....	570
Security Personnel Access Status	574
CHAPTER NINE	
Introduction To DAISY	574.1
DAISY Interface Benefits.....	574.4
Setting Up DPAS To Report To DAISY	574.7
Prenotifying DRMS Of Excess Property	574.9
Excessing Property Using The DAISY Interface	574.14
Excess Export Process.....	574.24
Excess Import Process	574.25
Excess In Place Delete	574.26
Prenotifying DRMO of Excess Non-Property Assets	574.28
Excessing Non-Property Assets	574.31
Tables	574.39
FINAL EXERCISES	
Practical Exercise: Final Group Exercise #1.....	575
Practical Exercise: Final Group Exercise #2.....	576
REFERENCES	
Reference Codes	577
Financial and Accounting Management Information System (FAMIS) Interface File Layout	599
E-Biz Interface File Layout.....	602
Defense Working Capital Fund Accounting System (DWAS) Interface File Layout	605
Logistics Modernization Program (LMP) Interface Detail Records.....	609
DPAS Inquiries	622
DPAS Reports.....	629