HELPFUL TIPS

- Inquiries can be done on any module that is available to you.
- Tool bar buttons (Jump buttons that you will find in the top left corner of each DPAS process screen) allow you to access other DPAS processes, without leaving the process you are working in.
- Buttons on the right hand side of the key data screen (when active) can be used to perform different tasks.
- There are four different ways to obtain on-line assistance while using DPAS:
  - Help from the Main Menu
  - Help in each screen in DPAS
  - ? On each screen in DPAS
  - Right –click or left-click in the data element field

CATALOG

The Catalog Module gives you the capability to generate an Inquiry (Search), so you can find and/or display information quickly.

STEPS TO PERFORM IN QUERYING THE CATALOG

Select the **Catalog** icon, or select **Catalog** from the menu bar.

Select **Inquiries** from the program group.

Select **Catalog** from the program list.

From the Selection fields, select the Data Field to Search.

Click the **Right Arrow** or Double Click on the selected field.

Select the **appropriate Operator** from the drop down list.

Type in your search criteria (value). You can also use asterisks as wildcards before, in the middle, or after. Select how you want your query displayed either by card view or report view.

Click **OK**.

To help narrow your search, multiple data elements (max. of 10) can be used from the Selection Fields. If **Card View** was selected, your display will be one record at a time. If **Report Format** was selected, your display will show multiple records, along with the column headings, and field(s) that you selected.

HAND RECEIPT

The End Item Increase screen is used to add assets to the Property Book.

STEPS TO PERFORM AN INCREASE ACTION

Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.

Select **End Item Actions** from the program group.

Select **Increase** from the program list.

Type Action: Defaults to "New Procurement". Select the method used to acquire the item.

Bulk Asset: Check this box only if the stock number of the item directs that it is bulk managed.

UIC: Select the UIC for the asset.

Doc Nbr: Follow your Agency policies and procedures.

Bar CD: Follow your Agency policies and procedures.

Enter the **Stock Nbr** and **Serial Nbr** combination. Click **OK.**

HRH Nbr: Select the HRH Number who is assigned the asset.

Acq Cost: Enter the cost of the asset.

Fund Cd/Appn: Select the Fund Cd/Appn (browse for it).

Mfr Yr: Defaults to current year.

Mfr Key: Browse for or create the manufacturer key. Mandatory if IT asset.

Authn Ctl Nbr: Not accessible for Non-Army or Marines.

Acq Dt: Enter the date of receipt of the asset.

Eff Dt: Follow your Agency policies and procedures.

Qty: This field automatically defaults to "1" for serially managed assets.

Asset Cd: Select the appropriate type of asset.

Cptl Cd: Defaults to "N/A"; select the appropriate Capitalization code.

Exp Cd: Most agency purchases are "funded".

Lo/Le Cd: Defaults to " Government Owned".

Office: Enter your Office symbol or code.

If asset isn't capital, the remaining fields are optional.

Click **Next Page.**

Loc: Enter the physical location of the asset**.** This field is mandatory.

The remaining fields on this page are optional. Click **Save.**

Activating Depreciation for a Capital Asset

STEPS TO PERFORM DEPRECIATION

All capital assets are depreciated. Therefore, after you add a **Capital Asset** to your personal property book, you must activate depreciation.

Immediately after you record the capital asset in DPAS you will see a "Transaction Processed" screen. Click **OK.**

Click **OK** again to enter the Depreciation Change screen.

Activation Dt: Follow your Agency policies and procedures.

Deprn Period: If the Depreciation period is to be other than what is displayed, then change the period.

Residual Value: Follow your Agency policies and procedures.

Deprn Office: Enter the office where depreciation expenses are charged.

Deprn Task Cd: Code where the depreciation expenses are charged.

The remaining fields on this page are optional.

Click **Save.** Click **OK**. Click **Exit.**

The End Item Decrease screen is used to remove assets from the Property Book.

Prior to removing the asset from the property book, you must **obtain a Turn-In Document Number and Designate the Asset(s)**. **To generate a Turn-In/Transfer,** and **Generate A Transfer and/or Turn-In Form,** follow **the instructions below**.

STEPS TO OBTAIN A TURN-IN DOCUMENT NUMBER

Select the **Document Register** icon, or select **Doc Reg** from the menu bar.

Select **Supply Requests** from the program group.

Select **Turn-In** from the program list.

Document Number Assignment: Follow your Agency policies and procedures.

UIC: Browse or key in your UIC.

Stock Nbr: Enter the Stock Number of the asset.

Destn Id: Browse to display the Destination Identification codes.

Transfer Cd: Not mandatory.

Click **OK.**

Doc Nbr: Enter your DoDAAC.

Block: Browse for the appropriate block description.

DIC: Select the applicable Document Identifier Code.

RIC: Enter the Routing Identification Code.

Media Sts Cd: Not accessible.

HRH Nbr: Enter the Hand Receipt Holder Number**.**

UI: Grayed out. If not, enter the appropriate unit of issue.

Qty: Enter the quantity you are turning in.

Supp Address: If applicable, enter a supplemental address for the asset.

Fund Cd/Appn: Select the appropriate Fund Code/Appn.

Signal Cd: Select the appropriate Signal Code.

Acq Cost: Grayed out. If not, enter the actual cost of the asset.

Cond Cd: Select the appropriate Condition Code.

Remarks: Enter a justification of why the asset is being turned in.

Click **Save. DO NOT EXIT. FOLLOW THE INSTRUCTIONS BELOW.**

DESIGNATE AN ASSET TO TURN-IN / TRANSFER

Click on the **Detail** button from the Key Data screen. This will take you directly into the Designate assets process. Click **OK.**

Bar Cd: Enter the Bar Code of the asset or **Stock Nbr** and **Serial Nbr**. Click **Add**. If more than one asset, enter new **Bar Code** or **Stock Nbr** and **Serial Nbr**, and click **Add.** Click **Exit** once the item(s) are displayed in the window.

Click **Exit** again.

GENERATE A TRANSFER AND / OR TURN-IN FORM

Select the **Document Register** icon, or select **Doc Reg** from the menu bar.

Select **Detail Turn-In/Transfer** from the program group.

Select **Generate Forms** from the program list.

Select the radio button for **Doc Nbr** and enter the Document Number in the Document Number field.

Print Format: Select the appropriate radio button for the Turn-In Form.

Click **Submit.** Click **OK**. Click **Print Rpts**.

Select the **Turn-In/Lateral Transfer Forms** report. Double-click it or highlight it and click the **View** button.

STEPS TO PERFORM A DECREASE ACTION

Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.

Select **End Item Actions** from the program group.

Select **Decrease** from the program list.

Type Action: Defaults to "Turn-In/Disposal". Select the method used to dispose of the item. Assets sent to DRMO should be marked "Turn-In/Disposal".

Bulk Asset: Check this box only if the stock number of the item directs that it is bulk managed.

Bar Cd: Enter the Bar Code of the asset, or **Stock Nbr** and **Serial Nbr**. Click **OK.**

Doc Nbr: Enter or browse for the Document Number.

Qty: This field will be automatically populated.

Acq Cost: If the Acq Cost does not automatically populate, enter the "Recorded Cost" of the asset.

Eff Dt: Enter the date the asset was (or will be) disposed of.

Transfer Type Cd: If the item is being transferred out, select the type of transfer. Will be grayed out if it's a **Turn-In**.

Receiving DoDAAC: If the item is being transferred out, enter the DoDAAC of the receiving Activity.

Click **Save.**

ADD A NEW HRH HOLDER

This process is used to add a new HRH / Sub HRH

STEPS TO CREATE A HRH

The Hand Receipt Holder Number (HRH) is a locally assigned number used to identify an individual responsible for assets. The first six positions (1st box) identify the major (or primary) HRH. The last three (2nd box) identify the Sub (secondary) HRH. Major HRH Holders must be established ***first*** in order to create a Sub Hand Receipt Holder, and security access to that specific UIC/HRH Holder must be granted before this transaction can be processed.

Select the **Hand Receipt** icon, or select **Hand Rcpt from** the menu bar.

Select **Maj/Sub Hand Receipt Holder** from the program group.

UIC: Enter or browse for your UIC.

HRH Nbr: Enter the new HRH Nbr. Click **OK.**

HRH Loc: Enter the HRH location.

Office: Enter Office symbol or code.

Office Name: Enter office name.

HRH Name: Enter the HRH name.

HRH Transfer Authority: Determines whether Hand Receipt Holder or Property Book Officer has authority to transfer items.

HRH Phone Nbr: Enter telephone number. Click Next **Page.**

The current date is displayed in the **Next Inv Due DT.** The date on the **Next Inv Due DT** is based on your service's policy. For example, for Navy, it will populate with three years out. Click **Add.**

TRANSFERS

Transfer an Item from One HRH to Another

STEPS TO TRANSFER AN ITEM

Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.

Select **End Item Actions** from the program group.

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

Bulk Asset: Check this box only if the stock number of the item directs that it is bulk managed.

Bar CD: Enter the bar code of the asset or **Stock Nbr** and **Serial Nbr**.

HRH Nbr: Grayed out. Click **OK.**

To: HRH NBR: Enter the HRH you are transferring the asset to.

Office: Enter the Office code.

Loc: Enter the new location of the asset.

Document Number Assignment: Follow your Agency policies and procedures.

The remaining fields on this page are optional. Click Save.

For BUMED customer support, please contact:

Donna Lynn, DSN 343 3082

Processes outlined in this Quick Reference are for routine functions and do not cover all available processes and/or options.

Quick Reference
for the
DPAS Functional User
Defense Agencies and Department of the Navy

Contents:

For NAVY customer support, please contact:

Toll Free: 1 877 418 6824, Option 5
Overseas DSN: 510 428 6824
http://www.nor.fisc.navy.mil/home/DPAS.htm

To obtain information on DPAS classes, QA reports, Releases, hot topics, please log on to:

https://www. dpas.dod.mil

PRINT & FOLD TOGETHER TO MAKE A PAMLET