DEFENSE PROPERTY ACCOUNTABILITY SYSTEM

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What Is DPAS?

DPAS is a Windows based system that uses a Client/Server Graphical User Interface (GUI). Users are required to have a personal computer operating Windows (Windows 95, NT, etc.). The GUI provides a Multiple Document Interface, which allows a user to move from one process to another without exiting from current process.

DPAS provides on-line capability to support all functions that are associated with property accountability and equipment management. A small portion of the system functions is accomplished by batch processing of interface transactions or processing of summary report data. DPAS is an independent operation and does not require support from other systems for processing data. It can be used as a stand-alone property management system that provides general ledger control and depreciation schedule information to accounting systems, as well as documenting the physical control of installation equipment.

The system contains mandatory and optional modules available through a variety of toolbars containing buttons that will apply a command with one click of the mouse. The primary system functions include all actions associated with property management, accounting, equipment utilization, and preventative maintenance schedules.

The system provides the accountable officer with the capability to update item authorizations, cataloging actions, accountable record processing (e.g., receipts, turn-in, and inventory tracking/status), accounting depreciation data, serial number tracking, component visibility, and an automated document register. All input data is validated on-line prior to updating the database.

DPAS offers four different methods of managing equipment:

- **Serial** one item, one record.
- **Bulk** multiple items, one record.
- **System** group related items.
- **Kit** components of sets or outfits.

The system provides the equipment manager or responsible officer the ability to manage all actions associated with maintenance and equipment utilization. Work orders are automatically generated. The user can create and print trip tickets for all mobile equipment.

Warranty information for equipment is tracked. Equipment management data includes statistics developed for under and over utilized equipment and parts and repair costs for equipment maintenance. Data is also provided to support oil analysis programs.

Why Is DoD Converting To DPAS?

- Regulatory financial and physical reporting of property, FMFIA and CFO compliance
- Integration of financial and property data
- Eliminate redundant systems and costs
- System interfaces to DoD migratory accounting systems
- Asset visibility and redistribution

CAPABILITIES: INVENTORY MANAGEMENT & FINANCIAL REPORTING

- Catalog of assets (serial & bulk)
- Supply interface capabilities
- Authorization tracking
- Automated Document Register
- Component visibility & tracking
- Hand Receipt & Sub Hand Receipt Holder capabilities
- Automated reporting of ADP assets to DISA through an interface with DITMS
- Management of warranty/service/lease information
- Complies with DoD financial regulations.

History is maintained on most transactions.

CAPABILITIES: EQUIPMENT TRACKING

- Automated build of skeleton maintenance record
- Automated preventive maintenance scheduling
- Complete utilization reporting
- System-generated work orders & trip tickets
- Maintenance/breakdown/repair hours tracking
- Historical maintenance/utilization data

CAPABILITIES: REPORTING

- Over 100 pre-formatted reports available in DPAS
- *MyEureka!* Report Designer included with DPAS allows the user to create customized reports

DPAS Overall Goals and Objectives

The DPAS manual is extensive, covering everything available for use in the DPAS system. However, depending on your Activity/Agency, you may or may not cover all aspects of the system. Below are the overall *minimal* course objectives of the DPAS course.

Our goal is not to make DPAS experts, but rather to ensure that the student comprehends and demonstrates mastery of the basic user functions covered in Phase One of the DPAS training course.

- By the end of training, the user needs to be able to print out a Hand Receipt, and demonstrate understanding of how to:

  - √ add to;
  - √ designate as excess; and
  - √ delete items from the Hand Receipt.

- This includes using not only the Hand Receipt module, but also performing actions in all other modules required to satisfy DOD agency-specific DPAS use, which may or may not include:

  - √ adding to or querying the Catalog;
  - √ adding Authorizations;
  - √ generating appropriate document numbers in the Document Register module;
  - √ processing transactions in the Hand Receipt, i.e., property book, itself; and
  - √ activating capital assets for depreciation.

Interfaces

DPAS has the ability to interface with several external systems. These interfaces allow DPAS to receive data, provide data, or communicate interactively depending on the system interface.

Catalog Interfaces:

DPAS contains interfaces with the following sources of asset catalog information:

- **SB-700-20**
- **AMDF**

Army Unique Item Tracking (UIT) Interface:

DPAS supports a one way interface for UIT reconciliation through CBS-X.

Accounting Interfaces:

DPAS supports interfaces with a number of accounting systems, including:

- **SIFS**
- **DBMS**
- **IFAS**
- **WAAS**

Real Property Interfaces:

DPAS supports interfaces with a number of Real Property systems, including:

- **IFS**
- **PRIDE**

ADP Interface:

DPAS automatically generates ADP transactions for ADP equipment that change status in the database. This data is sent daily to Defense Information Systems Agency (DISA) through the DITMS reporting system.

Supply Interfaces:

DPAS will interface with the following supply support systems:

- **AMCISS** - US Army Materiel Command
- **SARSS-O** - US Army
- **BOSS** - Various DoD Agencies. This is a one way interface
- **DMLLS** - Various DoD Agencies. This is a one way interface

Logging Into DPAS

INTRODUCTION

This process shows you how to log into DPAS for the very first time.

PREREQUISITES

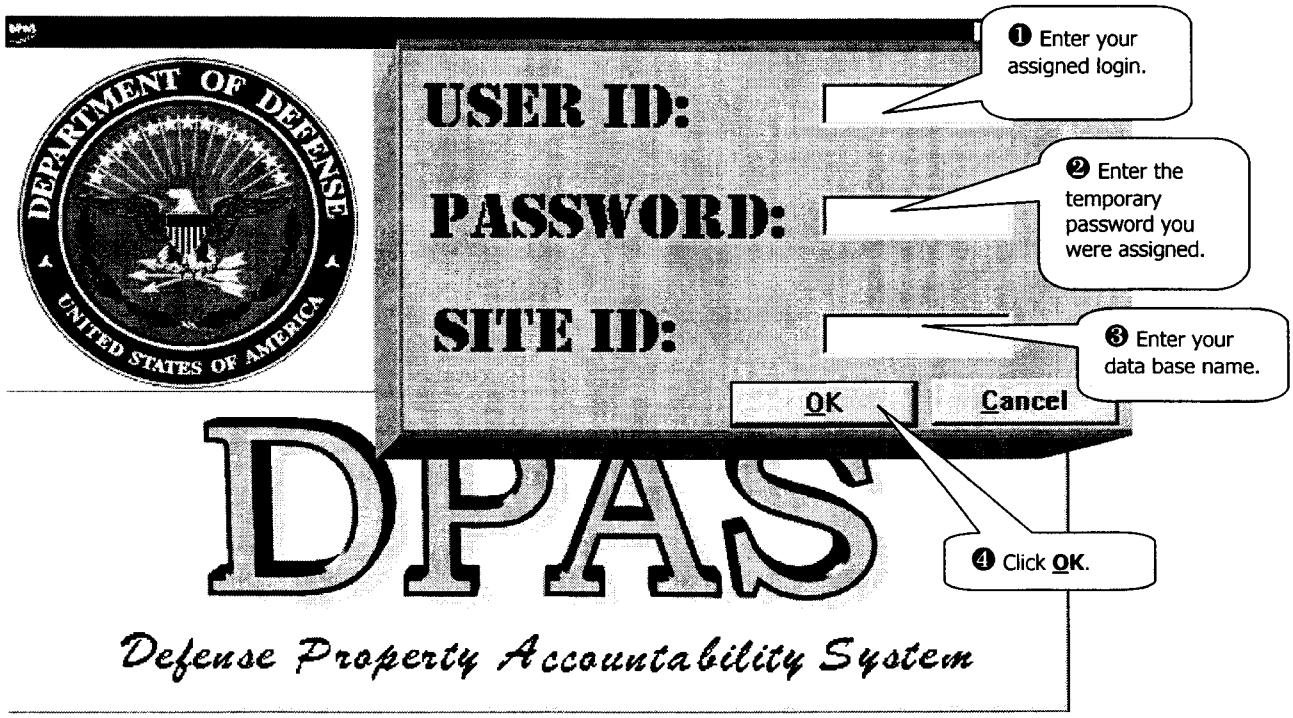
You need to submit the DISA Form 41 (Security Access Account Request). This form will need to be submitted to either Dayton, OH or, for Navy activities, Norfolk, VA.

You will need a **USER ID**, **PASSWORD**, and a **SITE ID** to access DPAS.

STEPS TO PERFORM ACTION:

Double-click your DPAS icon on your desktop.

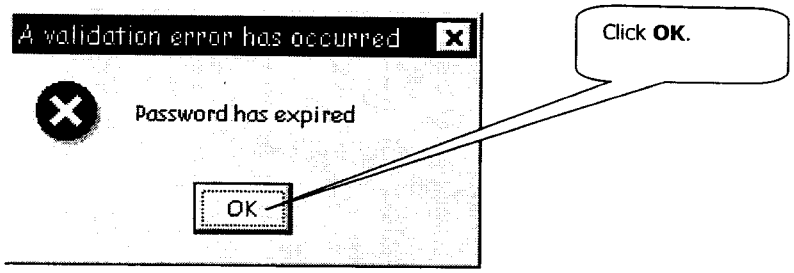
STEP 1:



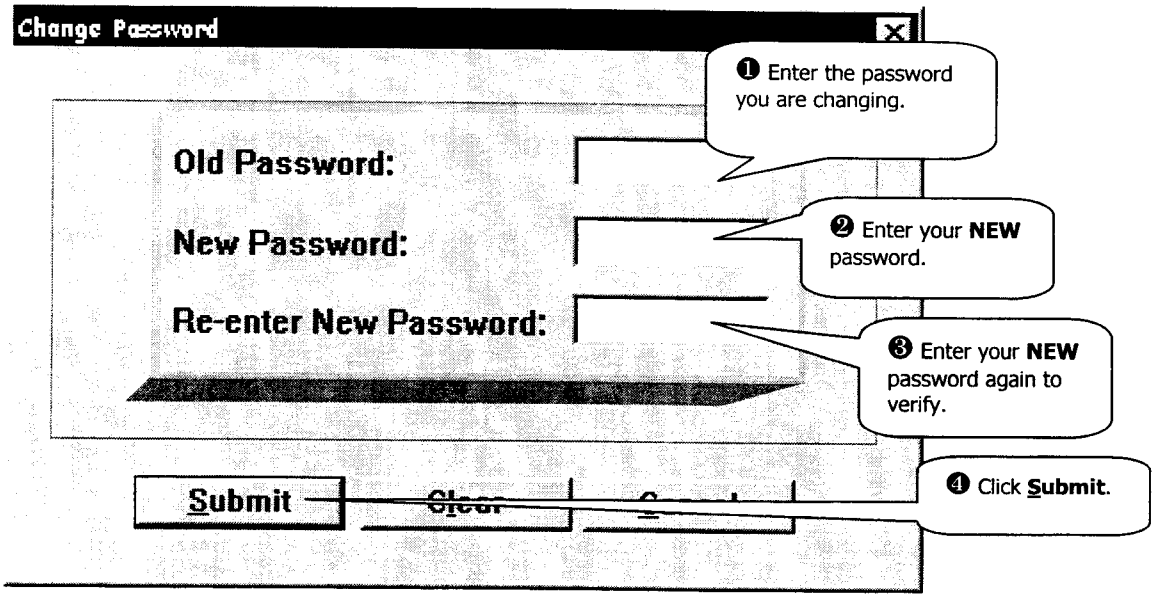
NOTE:
Remember that your user-id and password are unique to you and must be kept confidential.

Logging Into DPAS (Cont'd)

STEP 2:



STEP 3:



PASSWORD RESTRICTIONS:

- The new password must have a minimum of 6 and a maximum of 12 alphanumeric characters.
- Must contain one number embedded inside.
- DPAS passwords must also contain one of the following special characters: @, #, $, or an underscore.
- The first position **CANNOT** be an underscore.
- Must have one (1) capital letter.
- The password cannot be the same as the user ID.

NOTE:
Passwords are now **CASE SENSITIVE**, so a user can include a capital letter (example: Diet_7up).

Changing Your Password

INTRODUCTION

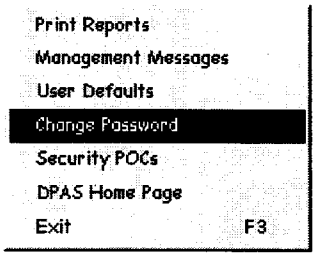
This process will show you the procedures used to change your password in DPAS.

PREREQUISITES

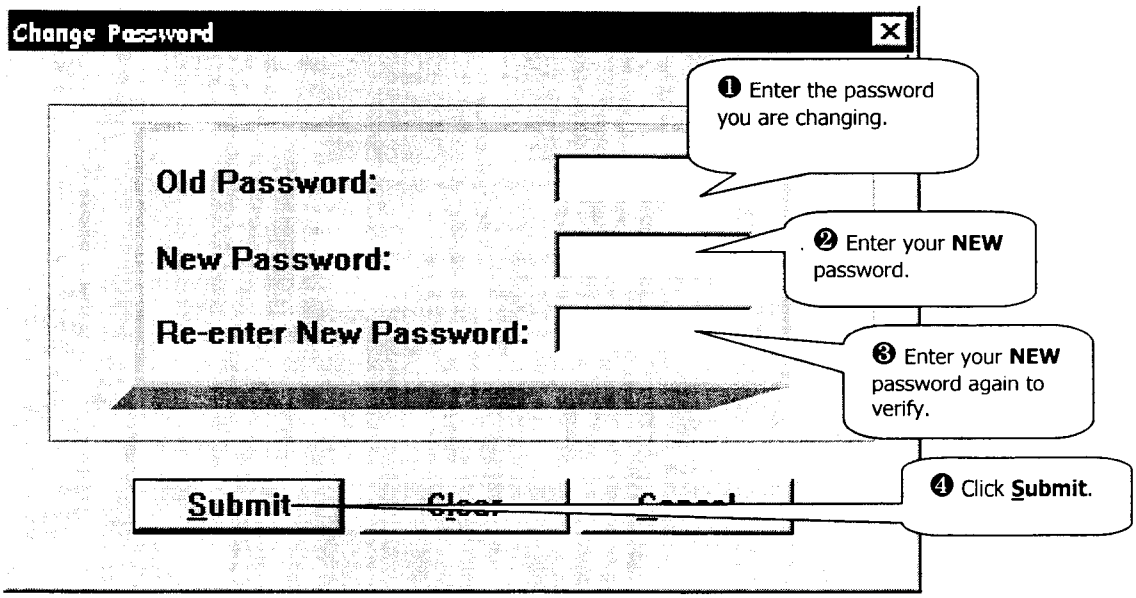
None

STEPS TO PERFORM ACTION

1. Select **File** from the menu bar.
2. Select **Change Password**.



STEP 1:



Changing Your *MyEureka!* Password

INTRODUCTION

This process will show you the procedures used to change your password in *MyEureka!*

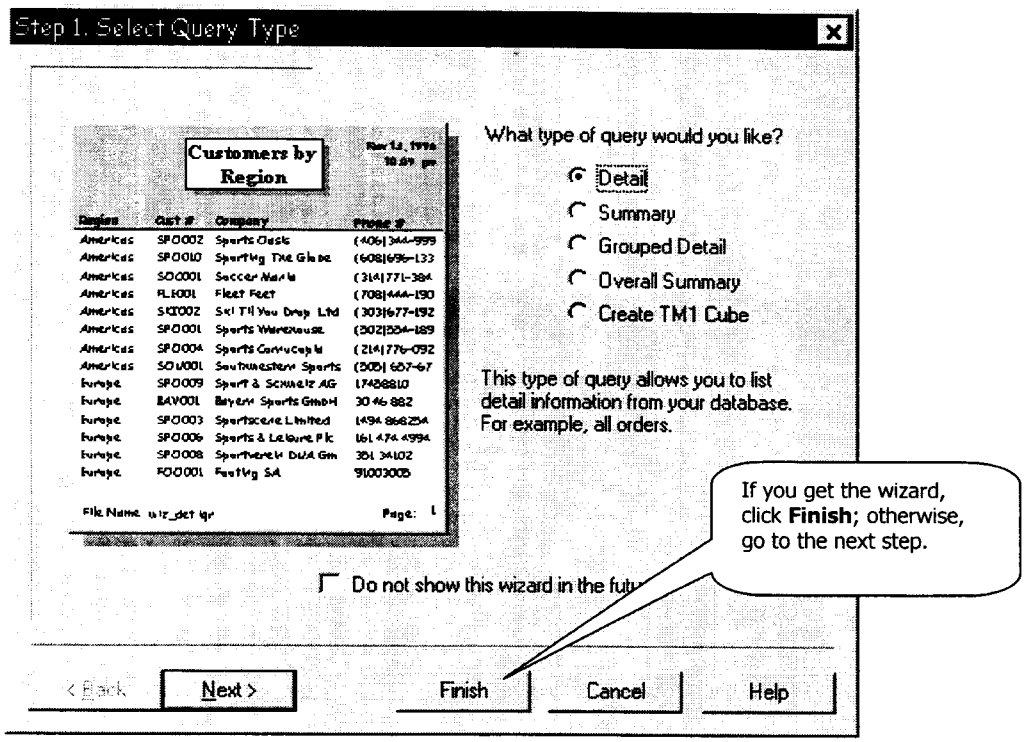
PREREQUISITES

None

STEPS TO PERFORM ACTION

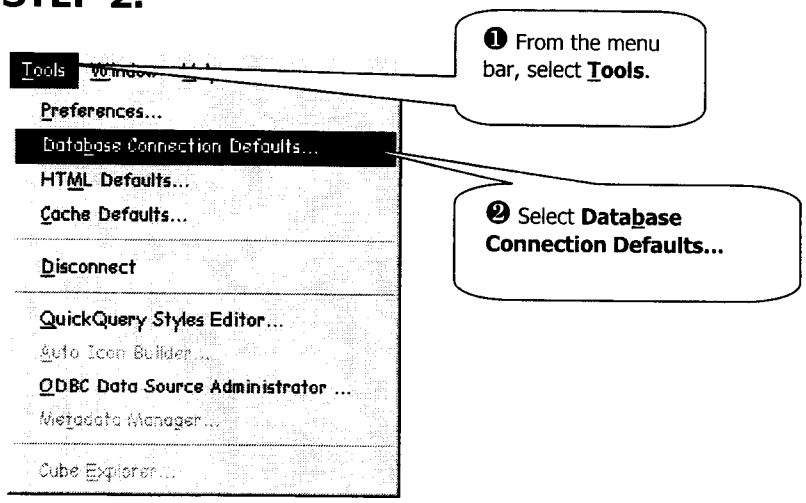
1. Select **Ad Hoc Reports** icon or select **Ad Hoc** from the menu bar.
2. Select **MyEureka!** from the program group.

STEP 1:

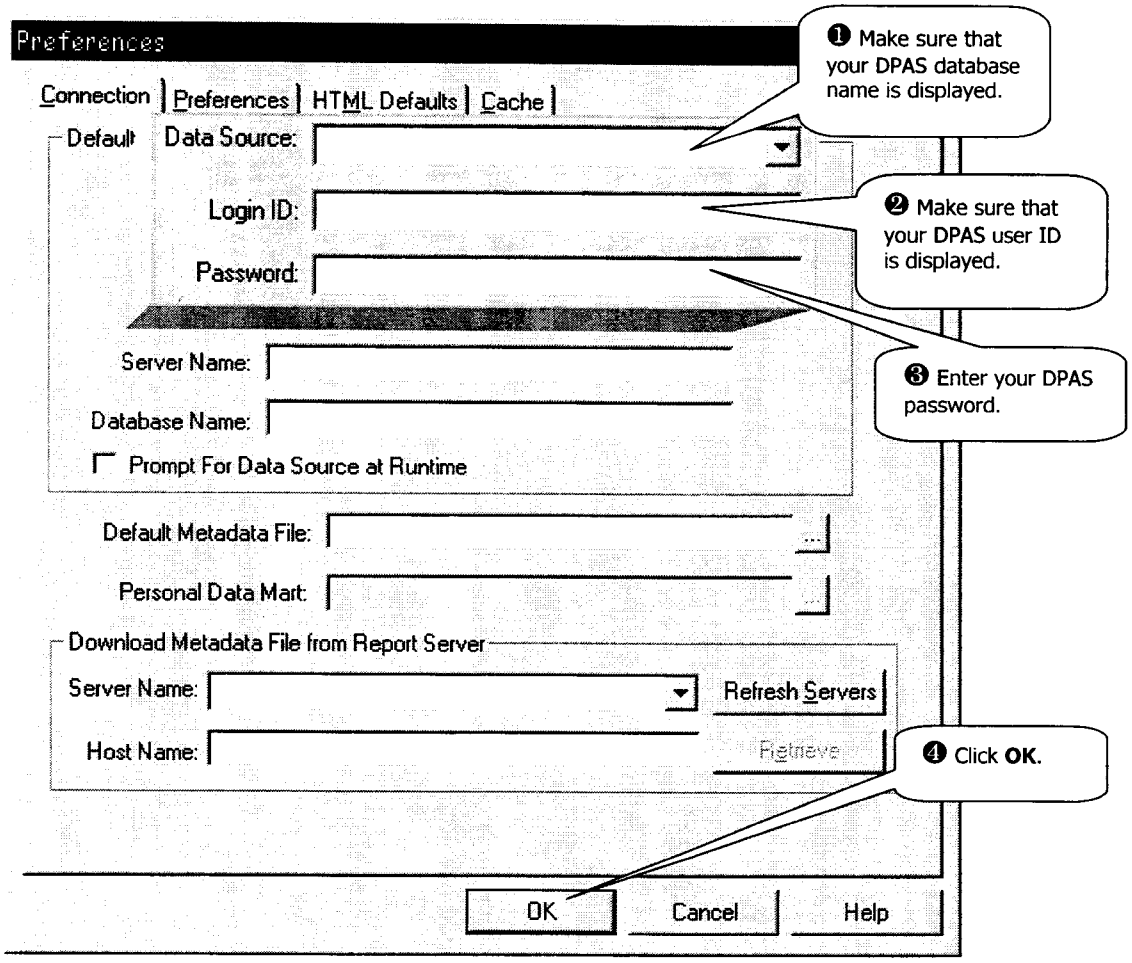


Changing Your *MyEureka!* Password (Cont'd)

STEP 2:



STEP 3:



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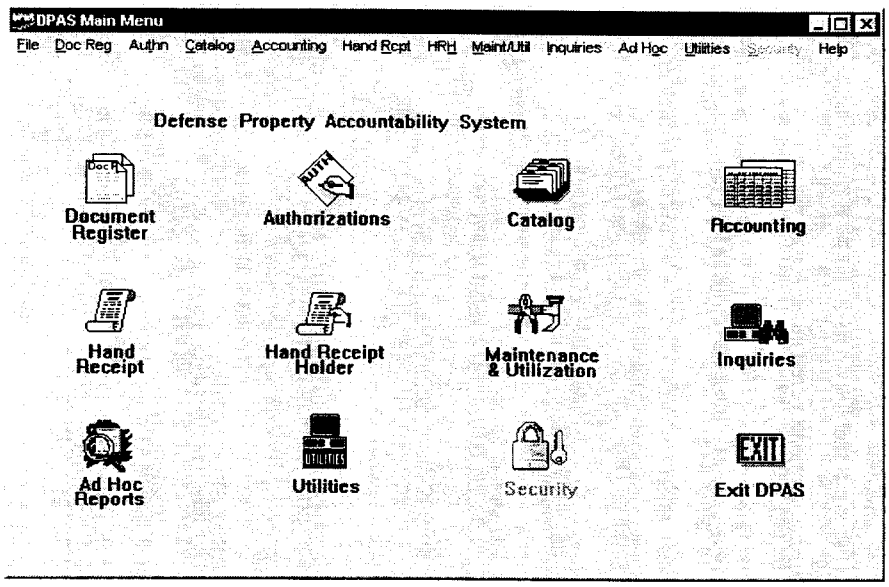
Navigating DPAS

DPAS Users who are familiar with other Windows based systems should have no trouble navigating DPAS.

This section will help to familiarize you with the general layout of DPAS, and explain the various methods of accessing the many process screens contained in the system.

The DPAS Main Menu



The DPAS Main Menu displays icons for each of the main process areas, or modules, in DPAS.

These areas are:

Document Register
Authorizations
Catalog
Accounting
Hand Receipt
Hand Receipt Holder
Maintenance and Utilization
Inquiries
Ad Hoc Reports
Utilities
Security

Navigating DPAS (Cont'd)

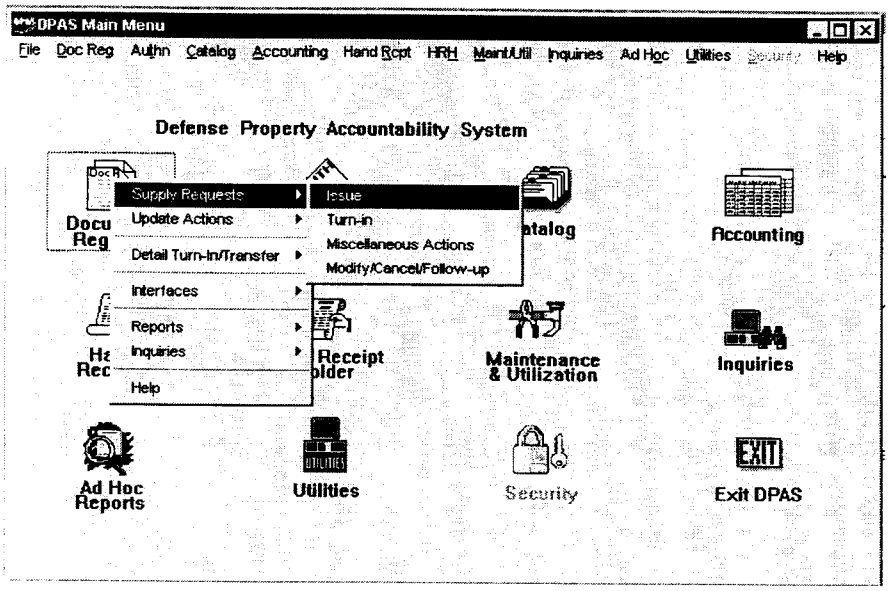
There is also an icon that allows you to exit the system.

To access any system module, simply use your mouse to click on the corresponding icon.

At the top of the main menu screen, a menu bar is displayed. This menu bar can also be used to access the DPAS modules. To use the menu bar, you can click on the module name in the menu bar with the mouse, OR, press and hold the **Alt** key, while pressing the letter key that corresponds to the underlined letter in the module name.

For example, to access the Hand Receipt Module, you would press and hold the **Alt** key, and press the **R** key at the same time.

Accessing any module will display a menu of processes available in the chosen module, as displayed below:



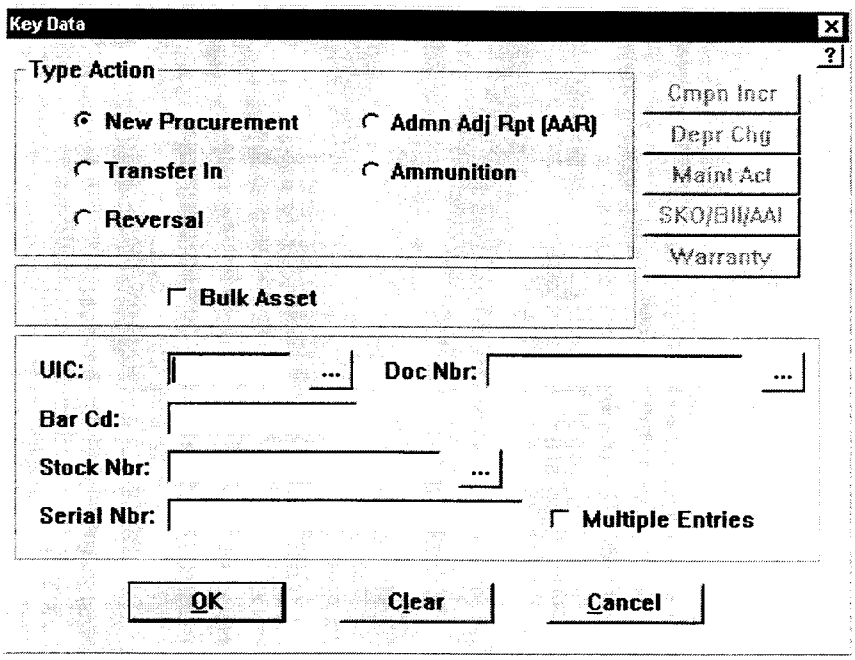
Some processes in each module will also produce sub-menus as shown in the illustration above.

To access a particular process, simply click on the process name with the mouse.

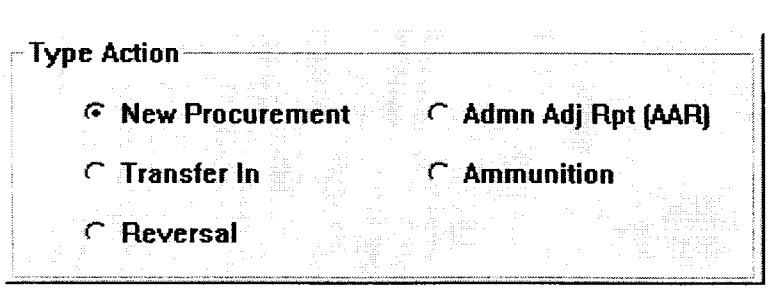
Navigating DPAS Screens

When any specific process is first accessed, DPAS will display a KEY DATA screen. This screen is used to enter information DPAS needs to complete the process.

In the example below, the End Item Increase key data screen is displayed:



This screen also contains examples of the various types of input fields used in DPAS:



Radio Button:

To select, click once with the mouse on the circle next to the desired process.

Check Box:

To activate a check box, click once with the mouse in the corresponding square.

Navigating DPAS Screens (Cont'd)

Doc Nbr:

Data Entry Field:

To navigate between data entry fields, use the TAB key.

...

Browse Buttons:

These little wonders are a real time saver while using DPAS. For certain fields, clicking on the browse button next to the data entry field will prompt DPAS to display a list of all possible entry items for that field.

For example, clicking the browse button next to a UIC field will display a list of all UICs that the user has access to.

OK Clear Cancel

Function Buttons:

Functions buttons are used in DPAS to perform specific actions with the data entered in a screen.

Some of the common function buttons in DPAS and their functions are:

OK: Tells DPAS you are done entering key data information.

Clear: Clears all information from a specific screen.

Cancel: Cancels a specific process and returns you to the main menu.

There are many other functions buttons used in DPAS. You will see more of them as you complete the DPAS Training course.

Navigating DPAS Screens (Cont'd)

Tool Bar Buttons

In many DPAS process screens, you will see TOOL BAR buttons at the top of the screen. These buttons allow you to access other DPAS processes WITHOUT leaving the process you are working in.

Pictured below are the tool bar buttons from the End Item Increase screen:

: Allows you to access the DPAS Catalog module.

: Allows you to access the DPAS Catalog Manufacturer Key process.

: Allows you to access the DPAS Authorization module.

: Allows you to access the DPAS Hand Receipt Holder Add/Change/Delete process.

: Allows you to access the DPAS Inquiry functions.

: Allows you to access the DPAS Report Generation screens.

: Allows you to print a report.

: Allows you to add a date/time stamp.

The last four buttons on the screen are standard on every DPAS screen. Other buttons will appear depending on the process you are using at the time.

NOTE:
Not all functions will be available to all users, due to differences in DPAS User Security levels.

DPAS Online Help Screens

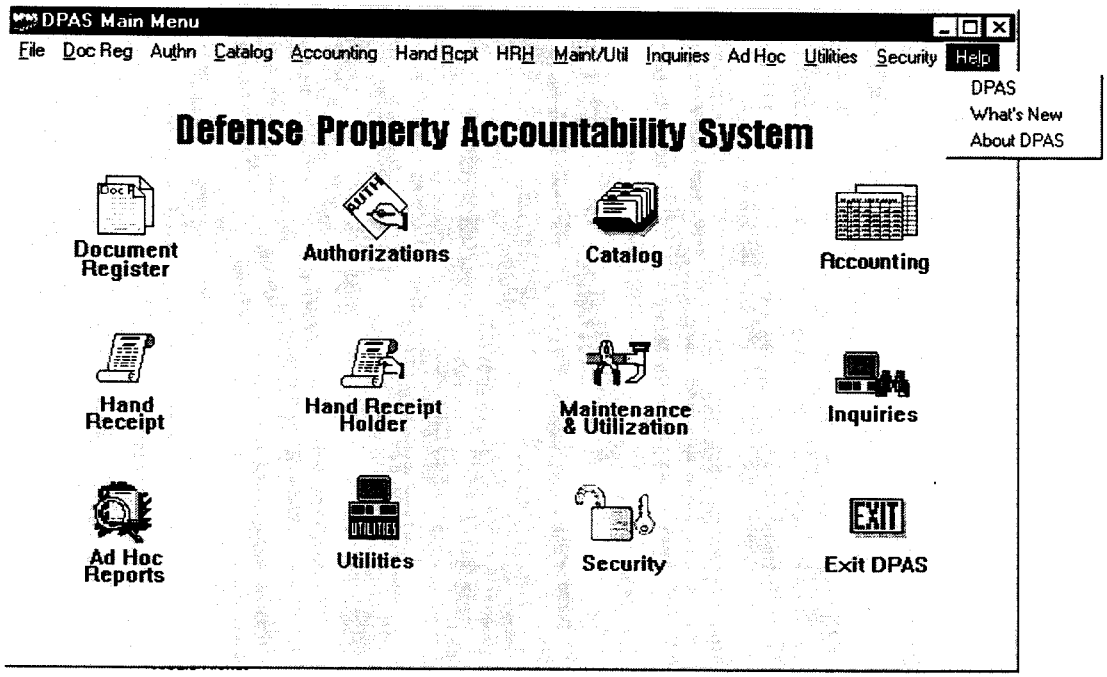
There are four different ways to obtain on-line assistance while using DPAS:

- Help from the Main Menu
- Help in each DPAS module
- ? on each screen in DPAS
- Right-click in a data element field

Below are examples and exercises for you to become familiar with the on-line help.

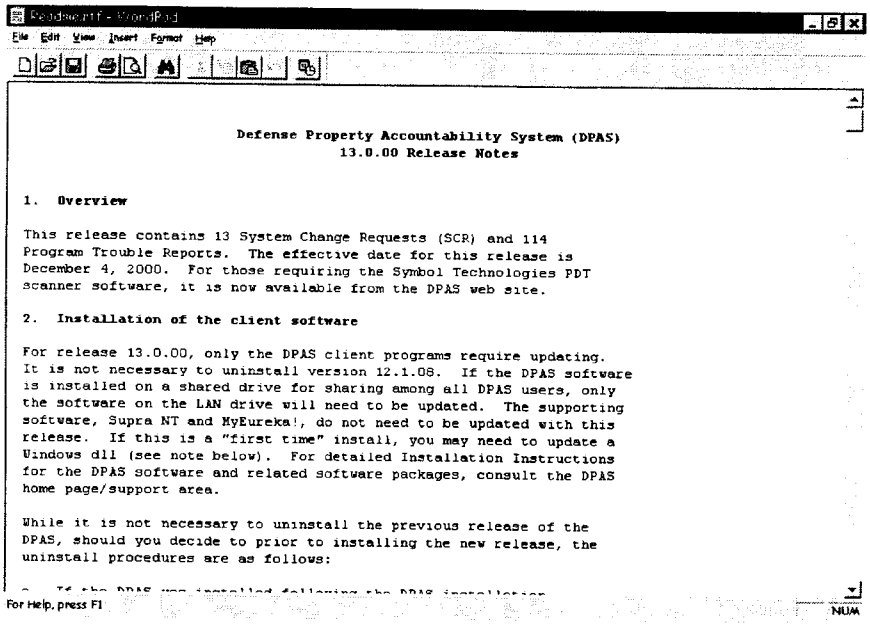
Main Menu Help

- Click on Help from the menu bar. This will list three options:
- **DPAS** – This is the main help screen
- **What's New** – Gives the latest information about the release
- **About DPAS** – List the User ID and Site Id, also what release you are using. This is helpful if you need to contact the Help Desk for assistance.



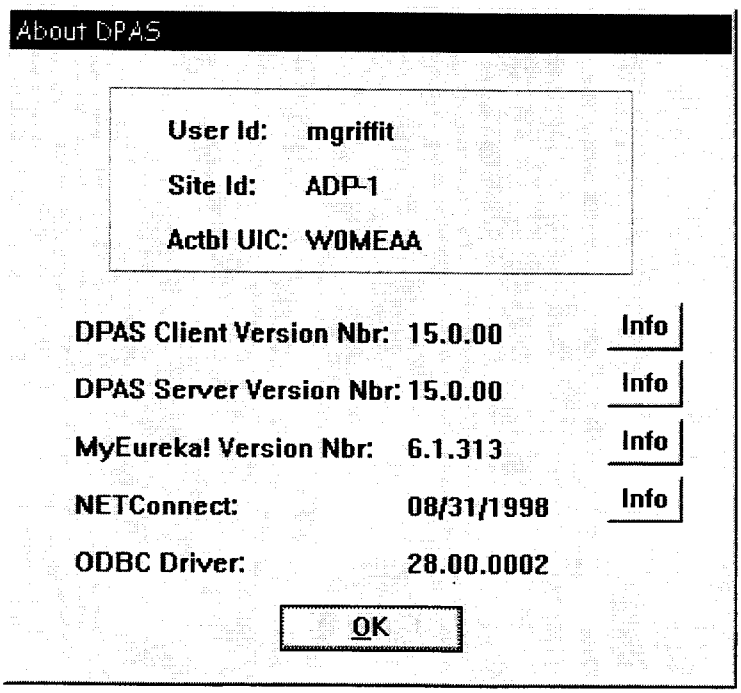
DPAS Online Help Screens (Cont'd)

1. Click on the **What's New** option.



What's New will give you the information from the most current release. This contains the 1) System Change Requests (SCRs), 2) Program Trouble Reports (PTRs), 3) System Requirements and 4) Whom to Contact for the Release.

Close out of the text document and return to Help from the Main Menu. Click on **About DPAS**.

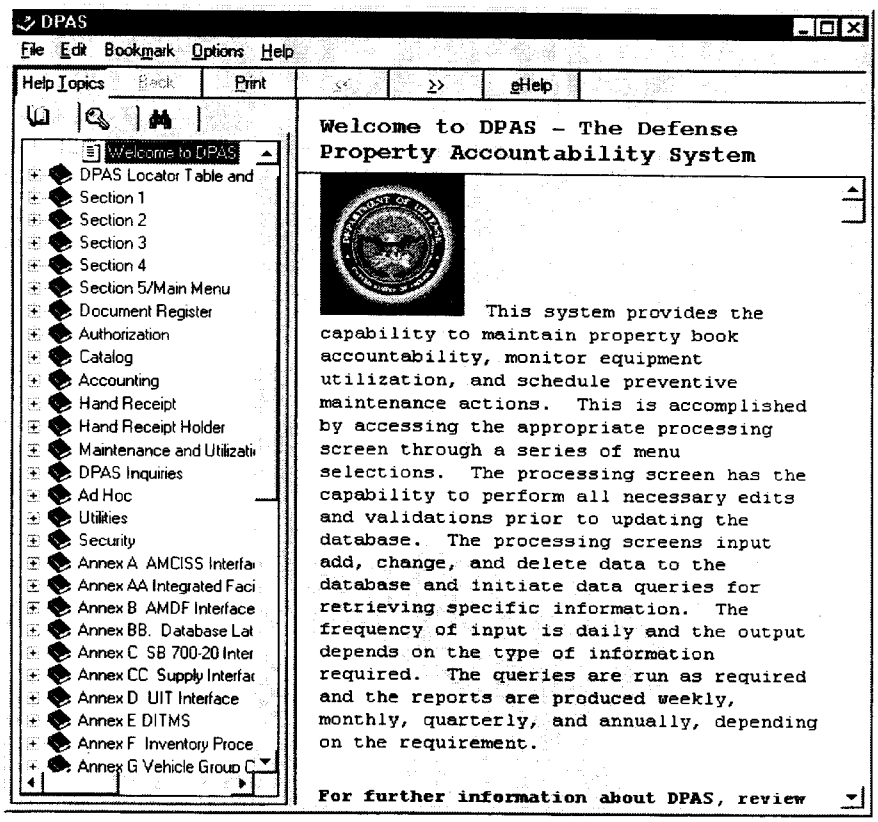


DPAS Online Help Screens (Cont'd)

About DPAS lists the User Id, Site Id, and the Actbl UIC. This also shows the Version of DPAS that is installed on your system/server.

2. Click OK to return to the Main Menu.

3. Click on **Help** from the Main Menu, then select **DPAS**.



This is the main Help screen from DPAS.

- The right side window is the text viewing side. Your selection answers will appear here.
- The left side window is the selection side. The three tabs will allow you to select the type of Help method desired.
- Initially , these three Icons are visible:

DPAS Online Help Screens (Cont'd)

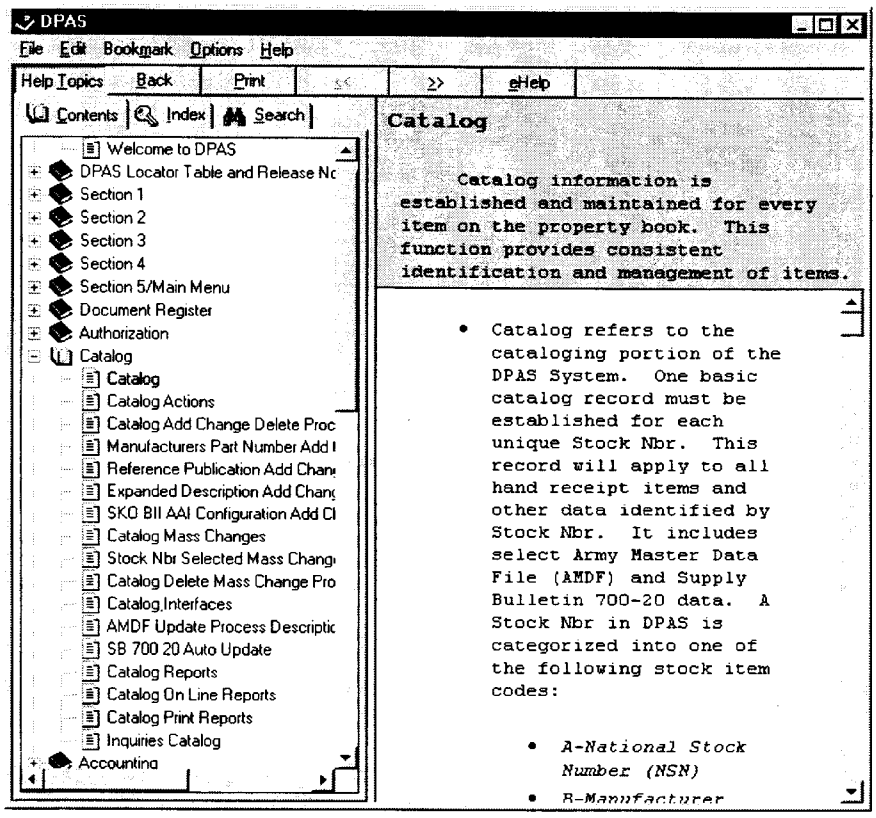
➢ These Icon tabs can be expanded to reveal their Help functions:

4. Accept the default **Contents Tab**.

5. **Double-click** on the "purple book" for Catalog. This will open the chapters that are related to the Catalog Module.

6. Click on the Catalog chapter.

The following screen will appear:



The right side of the screen will display information relating to the chapter that was selected. It will list a definition of the term. By scrolling down, the user sees the list of related functions in the selected section.

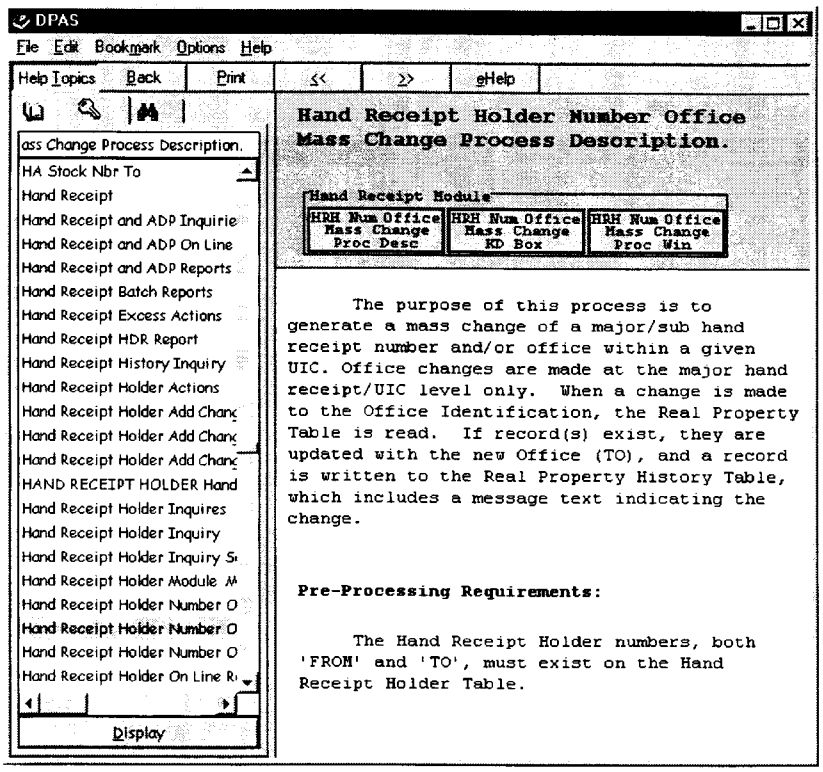
7. Scroll down on the screen, there will be a Pull Down Menu. Click on one of the choices and it will list the processes involved to complete the transaction.

DPAS Online Help Screens (Cont'd)

If you select the Index Tab, the left side of the window will display the help index, sorted alphabetically, starting with numbers. As you start typing your search, the index menu will automatically jump to the beginning of the index.

8. Type in **HAND**. Notice as you start typing, the menu will jump to the first letter and continue with the remaining letters.

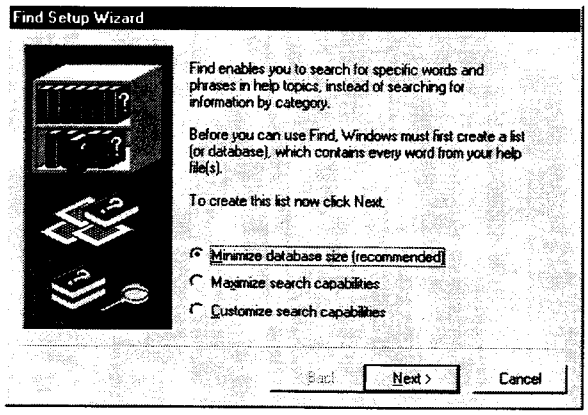
9. Click **Hand Receipt Holder Number Office Mass Change Process Description**. The following screen will appear:



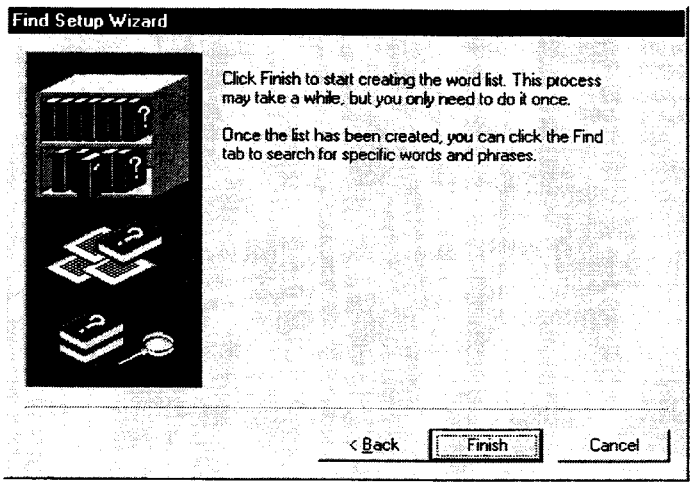
If you click on the 2nd box (**HRH Num Office Mass Change KD Box**), it will take you to the **Key Data Screen**. By scrolling down, the process will be explained along with a definition of the fields. It will also show what is required and optional.

DPAS Online Help Screens (Cont'd)

10. Select the **Search tab**; the screen below may appear. This is a one-time process. Once is has been completed you will not have to do this step again. This will create your word list for your searches in DPAS help.

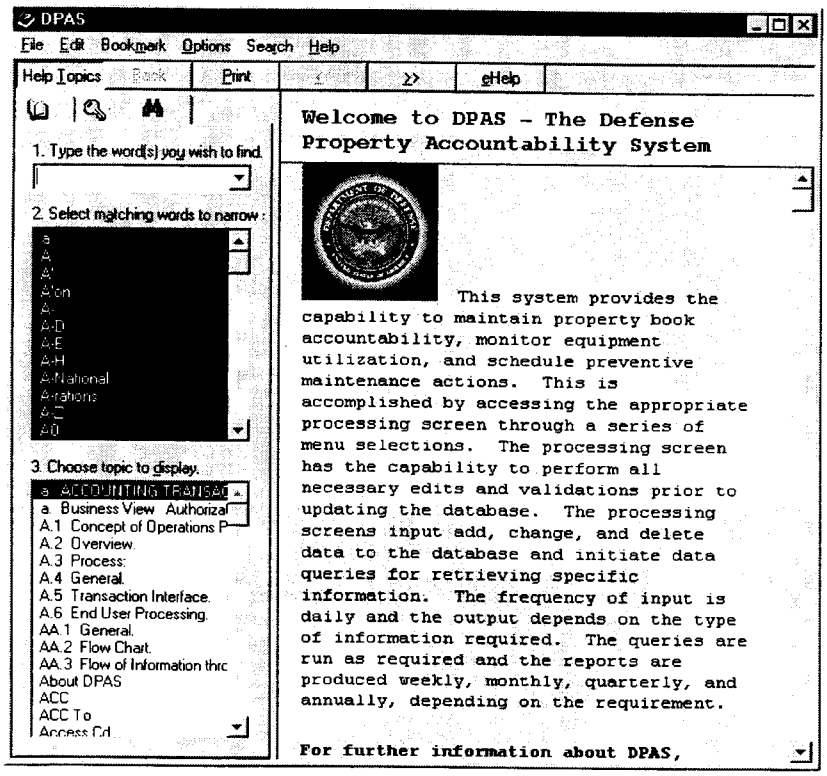


11. Select the default **Minimize database size**, and click Next >.



DPAS Online Help Screens (Cont'd)

12. Click [Finish]. The following screen will appear:



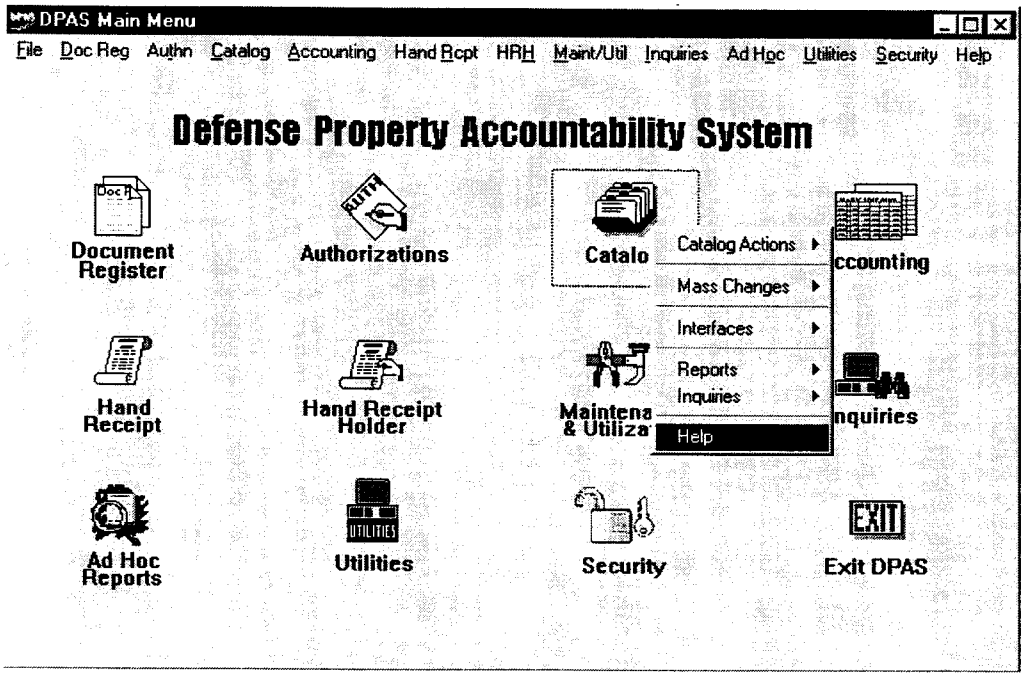
The left side of the screen will display three additional windows:

- The first window allows you to enter your desired inquiry
- The second window allows you to narrow your search according to what you are entering into the first window.
- The third window displays sub-topics that are related to your search.

DPAS Online Help Screens (Cont'd)

Help In Each DPAS Module

1. From the DPAS Main Menu, click on **Catalog**.
2. From the drop-down menu, click on **Help**.



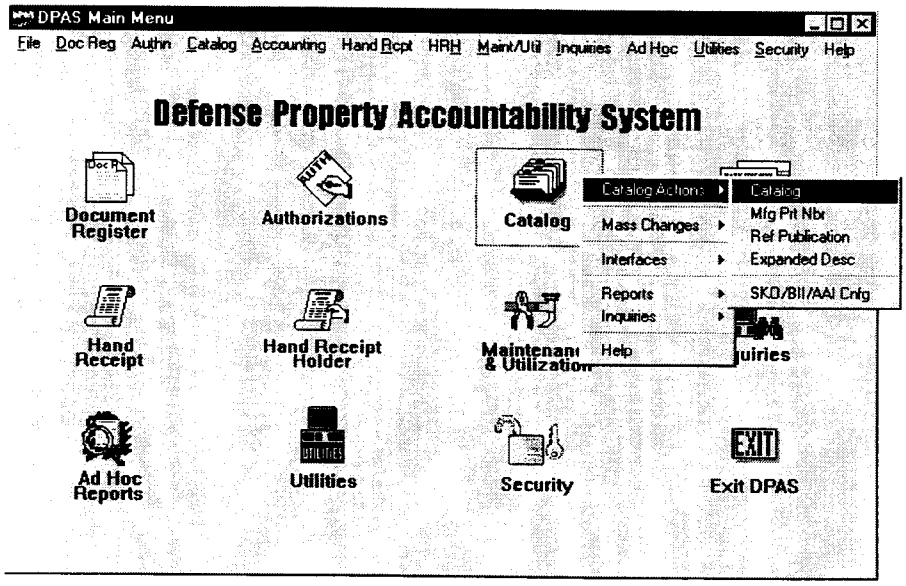
After selecting **Help**, you will see the same screens as before in the other Help section.

DPAS Online Help Screens (Cont'd)

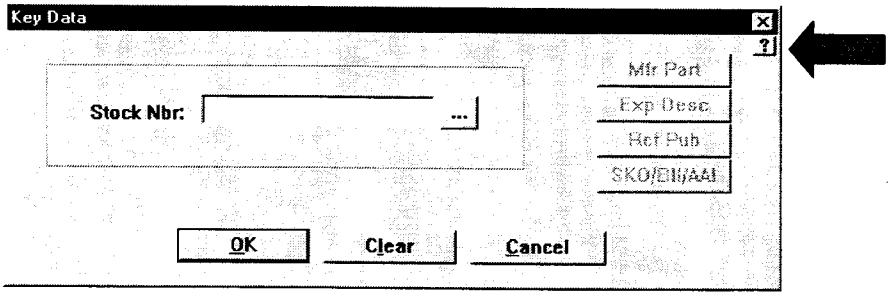
Help On Each Screen

- Each process window contains access to help, via the **?** located just below the title bar.

1. Click on **Catalog**, then **Catalog Actions**, and then **Catalog**.



The following screen will appear:



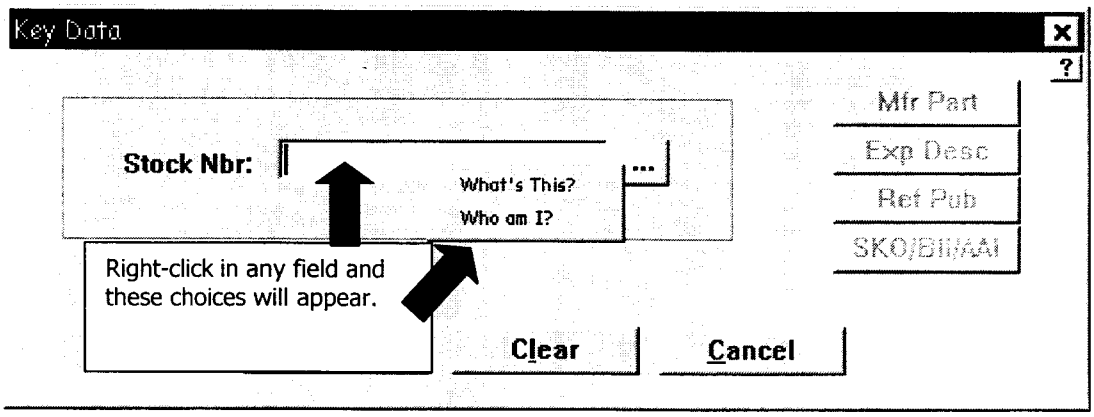
2. Click on the **?** and the Help menu will appear as before. This time it will list the processes necessary to complete the transaction.

DPAS Online Help Screens (Cont'd)

Help In A Data Element Field

➢ Data Element Help can be accessed by a right-click in the data input field.

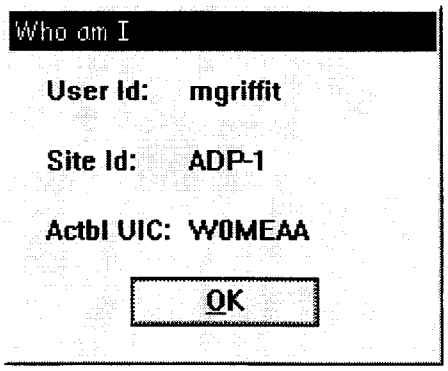
1. Click on **Catalog**, then **Catalog Actions**, and then **Catalog**.
2. Right-click in any field.



3. Select either **What's This?** or **Who am I?**

Just like before, the same Help screen will be displayed, with the appropriate inquiry already listed.

What's This? This will give a definition of the data field.
Who am I? This will display a window that displays the **User Id**, the **Site Id**, and the **Actbl UIC**.



Setting User Defaults

INTRODUCTION

The DPAS User Defaults screen allows you to enter and store commonly used information.

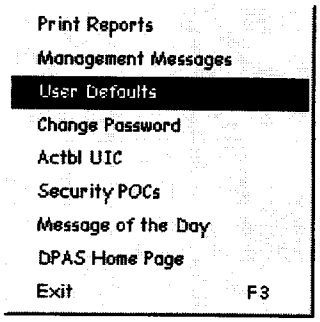
Information stored in the User Defaults screen will be used to populate DPAS data fields in various DPAS processes.

PREREQUISITES

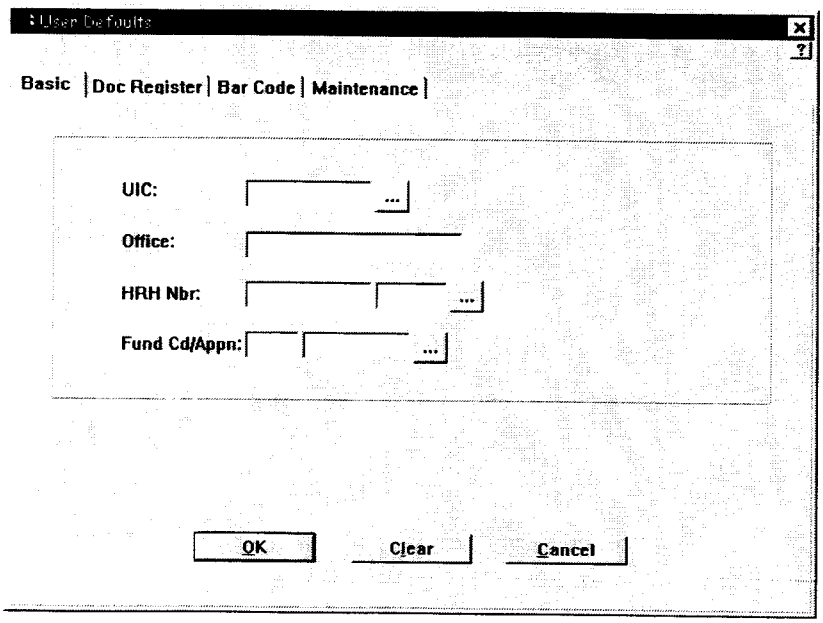
None

STEPS TO PERFORM ACTION

1. Select **File** from the menu bar.
2. Select **User Defaults** from the program group.



STEP 1:



HINT!

Setting up defaults is not a mandatory process within DPAS. But if you want certain fields to always display on your Key Data and/or Process screens, then enter that information on this screen.

The defaults are NOT stored on your database, but on your computer. So if you sign on to DPAS using a different computer, then you will need to change the pertinent information.

Setting User Defaults (Cont'd)

STEP 2:

Once all desired default information has been entered, click [OK].

NOTE:
Information stored as User Defaults will be used to populate all corresponding fields in other DPAS screens.

The information in the User Defaults will only be used when processing a new transaction.

Displaying Accountable UICs

INTRODUCTION

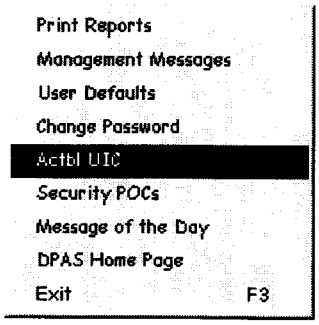
This process will allow you the capability to assign more than one Accountable UIC. This process can be selected under **File** while still logged into DPAS. This process window will also be displayed after login for those users who have access to multiple Accountable UICs. A selection box will be provided to allow you to select another Accountable UIC from this window.

PREREQUISITES

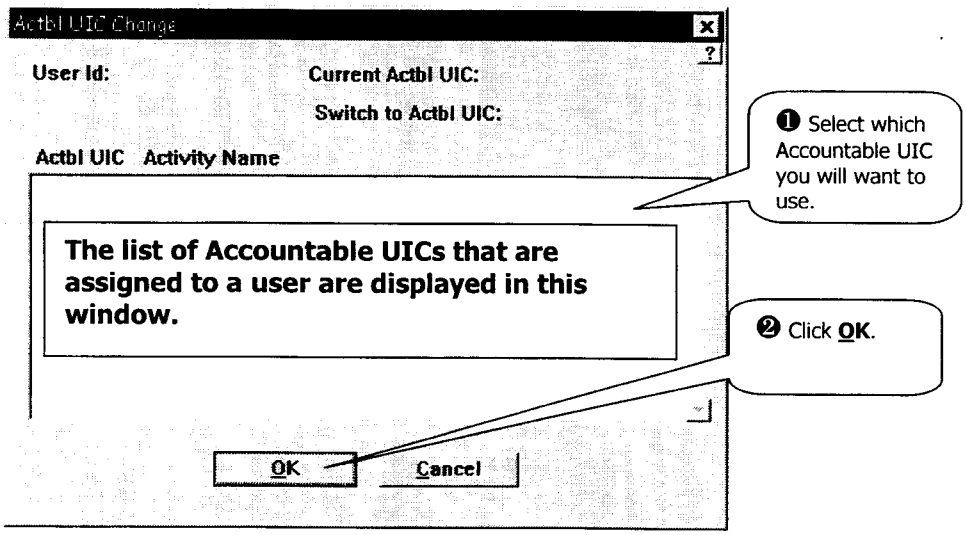
None

STEPS TO PERFORM ACTION

1. Select **File** from the menu bar.
2. Select **Actbl UIC** from the program group.



STEP 1:



Displaying Security POCs

INTRODUCTION

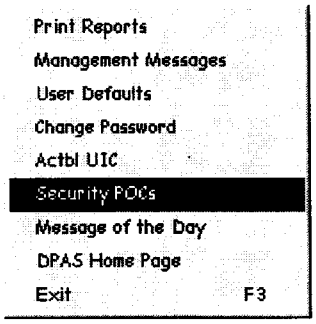
If you need to know who the security POCs are for your database, you can display them in DPAS. The DPAS Systems Administrator establishes these POCs when he adds them to the database.

PREREQUISITES

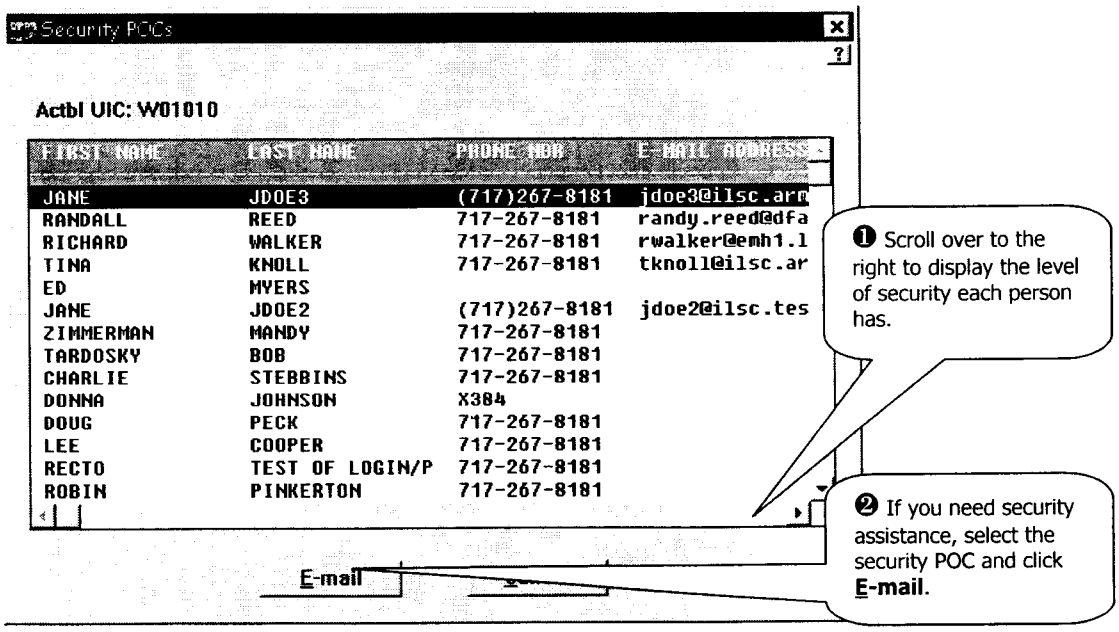
None

STEPS TO PERFORM ACTION

1. Select **File** from the menu bar.
2. Select **Security POCs** from the program group.



A screen ***similar*** to the following is returned:



Displaying The Message Of The Day

INTRODUCTION

When you first log onto DPAS, the "Message of the Day" is displayed. All too often, users will click the **OK** button without reading the messages. This process will show you how to redisplay the "Message of the Day".

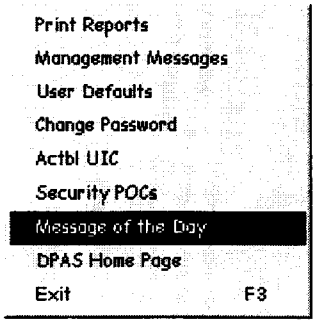
PREREQUISITES

None

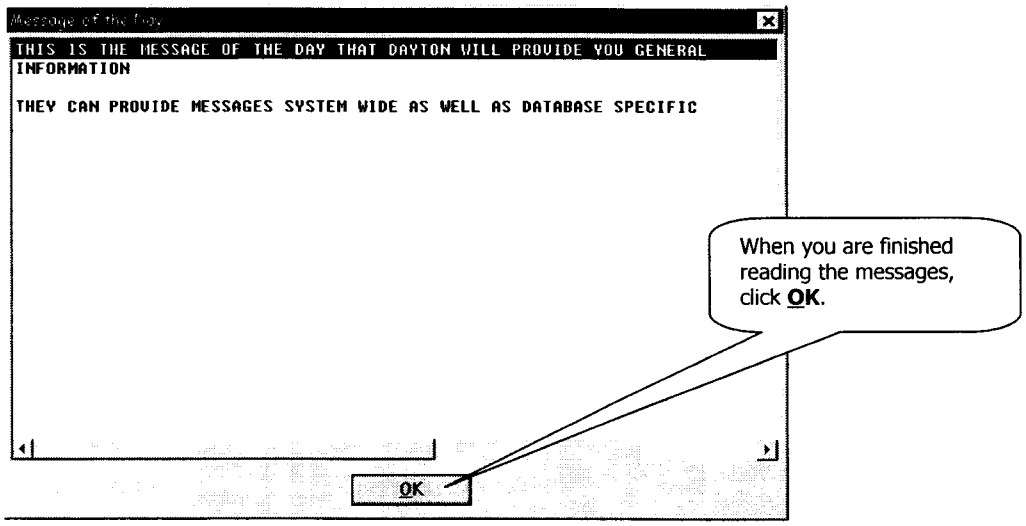
STEPS TO PERFORM ACTION

1. Select **File** from the menu bar.

2. Select **Message of the Day** from the program group.



A screen ***similar*** to the following is displayed:



Case Study Number G1

Title: Help

Objective: At the completion of this case study the student should demonstrate a capacity to perform the necessary actions to query the DPAS online help.

Prerequisites:

Requirements:

References: Reference in the manual – Navigating DPAS

Policies/Procedures:

Scenario: Your activity is just newly converted to DPAS. You have been told that your office will have total responsibility for accounting for all property both physically and financially. You are a logistician and not very familiar with the financial accounting of property. However, you are willing to learn.

Instructions: Use the on-line help in DPAS to find out all you can about the financial aspects of tracking property.

Given:

Summary:

Class Discussion: Q & A

Case Study Number G2

Title: Help 2

Objective: At the completion of this case study the student should demonstrate a capacity to perform the necessary actions to query the DPAS online help.

Prerequisites:

Requirements:

References: Reference in the manual – Navigating DPAS

Policies/Procedures:

Scenario: Your commanding officer would like to know how many items on the property book are out on loan or on a lease. You look at the batch reports in DPAS and you see that there is a Warranty/Service/Loan/Lease report that may get the commander what he needs. However, you are not sure and you don't want to generate the report only to find out you can't use the information.

Instructions: Use the on-line help in DPAS, Annex 'Y', to take a sneak peek at the warranty report to see if it will give the commander the information that he needs.

Given:

Summary:

Class Discussion: Q & A