



Defense Agencies Initiative (DAI) selected DPAS as a partner to track the accounting events as they occur in the lifecycle of the assets. The DPAS to DAI interface is used to provide the DPAS user with an automated feed of their Capital Asset activity to their General Ledger and Cost Accounting modules of DAI. At the end of FY2011, DPAS implemented a two-way interface with DAI to capture and report DAI functions, enabling DAI to comply with its charter.

All Property Accountability life cycle actions may generate accounting events which DPAS forwards to the DAI General Ledger and DAI Cost Accounting.

DAI will provide DPAS with the values for several of the accounting fields that will be saved in the database for selection by the users. The first category is appropriation information. DAI delivers to DPAS values for building the Fund Codes. These fields include:

- Department Code
- Program Year
- Basic Symbol
- Subhead
- Program/Project

The second category is the accounting information applied to the individual assets for correct entry into the DAI accounting system. These fields include:

- Cost Center
- Task Code
- Job Order Number
- Cost Center Description
- Task Description
- Project Description

These fields apply to:

- General Property – both Capital and non-capital
- Real Property
- Depreciation of Capital assets - both General and Real property

We will discuss the DAI functionality within the DPAS process affected.



APPROPRIATION:

The **Fund Code** must be established in **Master Data** using the **Appropriation** menu.

Add			
*Fund Cd	AF	ASN	RRRR
*Intrf Sys Cd	AF -DAI	Appn	...
Dept Cd		Program Yr	
Basic Symbol		Subhead	
Program/Project		*Svcg Activity Cd	
*Type Fund Cd	Select an Item	*Status	Active
Remarks			
History Remarks			
		Add	Cancel

To Add a new DAI Fund Code, after entering the **Fund Cd** and **ASN**, select *AF-DAI* from the **Intrf Sys Cd** dropdown list. The page refreshes. Appropriation browse (**Appn [...]**) is enabled and the following fields cannot be edited:

- Department Cd
- Basic Symbol
- Program/Project
- Program Year
- Subhead

You will perform the following actions:

1. Select the **Appn** browse [...] – Use is described in the next section.
2. Enter the **Svcg Activity Cd** – This information is available from accounting personnel.
3. Select *Working Capital Funds* or *Other* from the **Type Fund Cd** dropdown list.
4. Accept the default **Active Status**.
5. Select the **Add** button at the bottom of the page.

The new appropriation is now available in the system.



APPROPRIATION - APPN browse [...]:

As stated above selection of the **Appn [...]** button opens the **AppropriationBrw** window.

You can select the **Search** button without entering any search criteria, and the results will show a maximum of 500 rows from all preloaded combinations.

To narrow the number of search results, perform the following actions:

1. Select *97 – Department of Defense* from the **Dept Cd** dropdown.
2. Enter *0300* in the **Basic Symbol** field.
3. Enter *%2008%* in the **Program Yr** field.
4. Select the **Search** Button.

All preloaded combinations are displayed.

Helpful Tip: All four text search criteria fields allow use of the wildcard (%).



APPROPRIATION - APPN browse [...]:

AppropriationBrw

close or Esc Key

Search By

Dept Cd

97-Dept of Defense

▼

Basic Symbol

0300

Subhead

Program Yr

%2008%

Program/Project

Search

Reset

Select	Dept Cd	Basic Symbol	Subhead	Program Yr	Program/Project
Select	97	0300	34HQ	20062008	0100010000000000
Select	97	0300	34HQ	20082010	01000199BR003000
Select	97	0300	34HQ	30062008	0100010250000000

Select the appropriate data combination from the search results using the **Select** hyperlink. The values for the fields on the **Add** page are automatically filled.

ATTENTION: If the required funding values are missing, notify your agency accounting personnel. They will contact DAI and request the appropriation to be added to DPAS.

COST CENTER:

The **Cost Center** process is accessed from the **Master Data** menu. The process allows you to add, update or delete Cost Centers assigned to the UIC. For UICs that use the DAI Interface Cost Centers, the process is limited because the Cost Centers are added and maintained by DAI. When initiating a search in the **Cost Center** process, the **Search Results** page displays.



Search Results										
Select	Cost Center	Cost Center Desc	Freeze Cd	Owng Cost Center	Fndng Cost Center	Deprn Cost Center	UIC	Intrf Sys Cd	Start Dt	End Dt
<input type="checkbox"/>	cf	cf	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	E10124			
<input type="checkbox"/>	CFA	Accounting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	E10124	AF		
<input type="checkbox"/>	CFD	Disbursing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	E10124	AF		
<input type="checkbox"/>	CFE	Cost Accounting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	E10124	AF	2011-04-01	2011-04-01
<input type="checkbox"/>	CFF	CFF	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	E10124			

To update multiple Cost Centers the **Intrf Sys Cd** must match for all cost centers selected. Select the **Update** button.

Update	
UIC	E10124
Cost Center	CFD
*Cost Center Desc	Disbursing
Start Dt	<input type="text"/>
End Dt	<input type="text"/>
Freeze Cd	<input type="checkbox"/>
Owng Cost Center	<input type="checkbox"/>
Fndng Cost Center	<input type="checkbox"/>
Deprn Cost Center	<input checked="" type="checkbox"/>
History Remarks	<input type="text"/>

On the **Update** page, all fields are identical for DAI and non-DAI, with the exception of the **Cost Center Desc** field. The field is disabled for DAI and available for other Cost Center updates.



ASSET RECEIVING:

When a need is identified and the procurement is approved, a Line of Accounting (LOA) is established in the DAI Accounting General Ledger. DAI creates a regular report of assets due-in. For a DPAS user, this report is used to document the accounting information for the new asset. This is entered as a Local Due-In prior to receipt or as a New Procurement when you accept the asset.

The remaining DAI exceptions are seen in the DPAS **Asset Receiving** process on the **Asset Receiving - Accounting** and **Depreciation** tabs. After the DAI fund code is chosen from the **Fund Cd/ASN** dropdown, the page refreshes and the browse button [...] for **Task Cd** is shown.

Basic Catalog Accounting Depreciation Agency Asset Entry			
Accounting			
Stock Nbr	231000F000108	UI	
Item Desc	TRUCK, AMBULANCE, EM	Type Ac	
*Fund Cd/ASN	AF-DAI	Oblign	
Owng Cost Center	...	Owng C	
Fndng Cost Center	...	Cost Ce	
Task Cd	...	Task D	
Job Order Nbr		Project	
SPIIN		LOA	
SLIN		CLIN	
Divy Ord Nbr		ACRN	
Loan Cd	G-Government Owned		
Lease Cd	N-Government Owned		

OwningCostCenterBrw		close or Esc Key
<input checked="" type="radio"/> Cost Center		
<input type="radio"/> Cost Center Desc		
<input type="text"/> <input type="button" value="Search"/> <input type="button" value="Reset"/>		
Select	Cost Center	Cost Center Desc
Select	CFA	Accounting
Select	DAI STUFF	MORE DAI STUFF
Select	OCUD DEFENSE NUCLEAR WEAPONS	OCUD DEFENSE NUCLEAR WEAPONS SCHOOL INACTIVE
Select	OCUDA INCIDENT RESPONSE SECTI	OCUDA INCIDENT RESPONSE SECTION INACTIVE
Select	OCUDC CBRNE MODELING SECTION	OCUDC CBRNE MODELING SECTION INACTIVE
Select	OCUDE EXPLOSIVE ORDNANCE DISP	OCUDE EXPLOSIVE ORDNANCE DISPOSAL EXERCISE INACTIVE

To assign the correct accounting information, perform the following actions:

1. Enter or select the **Owng Cost Center** browse button [...] to assign the correct owning cost center – This field may be mandatory if required by the Agency.
2. Enter or select the **Fndng Cost Center** browse button [...] to assign the correct funding cost center.



3. Select the **Task Cd** browse button [...] to assign the task code. You will first search for a **Project Nbr**. The wild card (%) can be used in the search criteria fields. When you select a **Project Number**, related **Task Codes** will populate a second set of results in a grid below. Select the appropriate **Task Nbr** to populate the **Task Desc**, **Project Desc** and **Job Order Number** fields on the **Accounting** tab.

If you use the **Depreciation** tab to activate a capital asset upon receipt, follow the above process to complete the **Deprn Cost Center** and **Deprn Task Cd**.

ATTENTION: If you receive a message, "No results found," the two Cost Center browses or the Project Task browse, you will need to let accounting know so they can research and/or work with DAI to have the needed data transmitted to DPAS for availability.



ASSET UPDATE:

As with the **Asset Receiving** process, the exceptions for DAI in the **Asset Update** process occur on the **Accounting** tab. Both capital and non-capital are assigned **Fndng Cost Center**, **Task Cd** and the other associated fields. **Fndng Cost Center** may be the same for both capital and non-capital assets. However, **Task Cd** and the other fields populated by the **Task Cd** browse [...] are based on the capital status. Because of this requirement, if you change the capital status using **Asset Update**, you must make changes on the **Accounting** tab before completing your other updates.

For example, you may want to change the price of an asset, which will change its capital status.

Instead of going directly to **Price Update**, select the **Basic Update** radio button first.

On the **Basic** tab, enter or select a transaction document number in the **Doc Nbr** field, then select the **Accounting** tab.

Action	
Basic Update	<input checked="" type="radio"/>
Price Update	<input type="radio"/>
Loan Update	<input type="radio"/>



On the **Basic** tab, enter or select a transaction document number in the **Doc Nbr** field, then select the **Accounting** tab.

Basic Catalog Accounting Agency			
Accounting			
Asset Id	DFP111000016	Stock Nbr	231000F000108
* Cptl Cd	A-DoD Threshold		
Acq Dt	03/20/2012	Rcpt Doc Nbr	E1013220790001
* Asset Cd	K -Equipment	* Asset Sts Cd	U-In Use
Oblign Doc Nbr	E1013220790001	* Fund Cd/ASN	AF-DAI
Owng Cost Center	DAI STUFF T0	Owng Cost Center Desc	DPAS WEAPONS SECTION
Fndng Cost Center	DAI STUFF	Fndng Cost Center Desc	MORE DAI STUFF
Task Cd	91101	Task Desc	Accounting & Finance
		Project Desc	Tran First Projecxt
Job Order Nbr	TRAN123456789012-34567890		
LOA		SPIIN	
CLIN		SLIN	
ACRN		* Transfer Type Cd	0-Transfer Type Cd not required
Trading Partner Nbr			
Loan			
Loan Cd	G		
Lease			
* Lease Cd	N-Government Owned		
Update		Cancel	

On the **Accounting** tab, for a capital asset, perform the following actions:

1. Use the **Copt Cd** dropdown to select *N-Non-capital, Exceeds Threshold* which will make the asset non-capital.
2. Select the **Task Cd** browse button [...] to assign the appropriate non-capital task code. This changes the other related fields.
3. Select the **Update** button.

Now repeat the **Asset Update** process to change the price of your asset. Select the **Price Update** radio button continue to the **Price Update** page. To complete the update, enter the correct cost and change the **Cptl Cd** back to *A – DoD Threshold*.



Another action affected by the DAI business process is a stock number update that changes the asset's capital code to not depreciable. As an example, the new stock number reassigns the asset from PP&E to Heritage. You must make the previously described changes on the **Accounting** tab in addition to making your changes on the **Catalog** tab.

If the stock number update changes the depreciation code from 'C' (capital asset that is not depreciable) to 'T' (capital asset that is depreciable):

- The **Cptl Cd** and **Deprn Cd** will be set to "N"
- "Stock Number Mass Update did not convert asset to fiduciary reported" displays in the **History Remarks**
- Review **Management Messages, Catalog Msg Type** to see which data needs correction
- If there are improvements, an error displays saying that the Cost Center and Task Code are invalid for DAI

You then will update the depreciation fields in the depreciation process.

When updating multiple assets the following occurs:

1. If some assets are DAI and some are not, the following fields will be disabled: Task Cd, Cost Center and Job Order Nbr.
2. If multiple DAI assets are selected and some are capital and some are non-capital, the following fields will be disabled: Task Cd, Cost Center and Job Order Nbr.
3. When updating the stock number, if the assets are fiduciary reported, they will remain fiduciary reported. If not, they will remain not financially reportable.

Other Processes

The **Task Cd [...]** browse button is displayed and works as described in **Asset Receiving** for the following processes:

- **Asset Transfer** when completing the transfer in the gaining UIC
- **Real Property**
- **Improvements**
- **Depreciation Update**