




Presented by
Brenda Kateluzos

Property Accountability – Forms, Reports, & Inquiries



Office of the Under Secretary of Defense for Acquisition & Sustainment
Office of Assistant Secretary of Defense for Sustainment/Logistics



Introductions

Presenter
Brenda Kateluzos, DPAS Trainer


Q&A
Michelle Bowman, Technical Trainer

Ground Rules

- **Submit questions** through the question pod – we will discuss them throughout the session
- **Turn your volume Up** and let the presentation team know if you have trouble hearing the presentation (through the question pod)
- You can maximize the presentation pod (**toggle Full Screen**)
- Download the presentation from the **File Sharing pod**


2

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Agenda

- **Data Prerequisites**
 - Signature Blocks
- **Most Commonly Generated Forms and Reports**
 - Understanding the Differences
 - Generating Each
 - Viewing Each
- **Inquiries**
 - Utilizing Fields Option
 - Building Repeatable Inquiries



- **Live Demo**
- **Upcoming Webinar**
- **Survey**
- **Questions & Answers**

3

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Property Accountability FORMS , REPORTS, & INQUIRIES

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4

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Forms/Reports/Inquiries

- **Prerequisite**
 - **Signature/Message Blocks**
 - Added and Updated via the Master Data Tab
 - **120 Characters Available on Forms**
 - *Alpha/Numeric/Spaces/Special Characters*
 - **1024 Characters Available on Reports**
 - *Alpha/Numeric/Spaces/Special Characters*

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5

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Forms/Reports/Inquiries

- **Forms**
 - **1348 - Dispositions, Excess, Turn-ins and Transfers**
 - *May NOT be generated for multiple stock numbers. One stock number per 1348 only.*
 - *May also generate an Asset Transfer Form*
 - **1150 – Dispositions, Turn-Ins, Transfers and Custodian Issue**
 - *Multiple or single stock numbers.*
 - *Custodian Issue at the time of receipt.*

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6

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Forms/Reports/Inquiries

- **Forms**
 - **1149 - Requisition and Invoice/Shipping Document**
 - *Dispositions and Turn-Ins*
 - *Single or Multiple Stock Numbers*
 - *Potentially requires additional information*
 - *Appropriations Data and Bill of Lading*
 - **DD200 FLIPL - Financial Liability Investigation of Property Loss**
 - *Result of Dispositions or Transfers*
 - *Fillable form allowing for electronic signatures*

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7

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Forms/Reports/Inquiries

- **Reports**
 - **Custodian Asset Report Vs Custodian Inventory Report**
 - *Both reports look the same*
 - *Each provides a real time list of assets*
 - **Custodian Asset Report**
 - *Generated thru the Forms/Reports tab*
 - *No additional action required on DPAS*
 - **Custodian Inventory Report**
 - *Generated thru the Inventory tab*
 - *Action required to reconcile/close/cancel*

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8

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Forms/Reports/Inquiries

- **Reports**
 - **Inventory Reconciliation Report**
 - *Generated as a result of the reconciliation and closing an Inventory*
 - *Lists the status of each asset at the time of the Inventory closure*
 - **Increase Decrease Actions Report**
 - *Lists all increases and decreases to an Actbl UIC or UIC*
 - *May capture for a single or a range of dates*
 - **UII (Unique Item Identifier) Asset Status Report**
 - *Captures the current UII status of all assets*
 - *Lists by asset ID or UII status*

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9

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Forms/Reports/Inquiries

- **Reports**
 - **Pending Transaction Report**
 - *Available for a single or a range of dates*
 - *Available for Run for 1 or more UIC's under an Actbl*
 - *Lists all pending transactions In and Out of the UIC*
 - **Assets on Loan**
 - *Available by Actbl UIC or UIC*
 - *Lists All Assets or Assets Not Inv in 365 days*
 - *Run based on Loan Cd*
 - *Lists Contractor, Contract Nbr*

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10

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Forms/Reports/Inquiries

- **Inquiries**
 - **Two basic types**
 - **Agency Pre-Defined**
 - Agency Specific
 - Must have the role
 - **User Initiated**
 - Multitude of Inquiry Categories/Options
 - Active or Deleted Assets
 - Item Selections based on specific data
 - Interchangeable Operands
 - Search Value(s) field
 - On-screen view or Excel spreadsheet generation

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Forms/Reports/Inquiries

- **Inquiries**
 - **Common Inquiries**
 - **Catalog**
 - Stock Number – Standard Current View
 - Stock Number Inquiry – New Re-Write View
 - **Asset Activity**
 - Asset / User history
 - **Pending Tran**
 - Due-In / Due-Out
 - **Customizable**
 - Repeatable Queries and Selections

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12

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Forms, Reports, & Inquiries Live Demo

13 11/03/2020



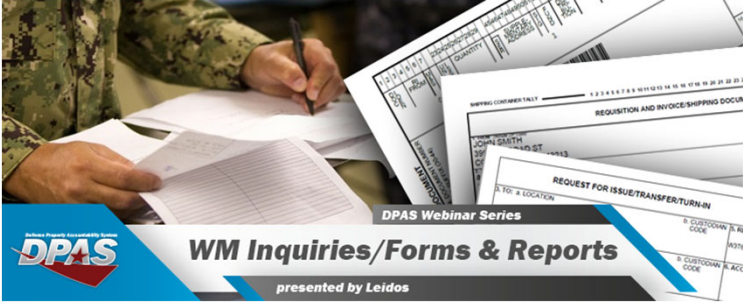
Next Upcoming Webinar

14 11/03/2020

DPAS

Upcoming Webinar

- Upcoming Webinar
 - Warehouse Reports, Forms, & Inquiries
 - Tuesday November 17, 2020 @ 1:00 PM – 2:00 PM EST
 - Register on the DPAS Support Site



15

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Questions / Survey

16

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Support Team

For More Information

Support Help Desk Email
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Call Support Toll Free
1-844-THE-DPAS or 1-844-843-3727

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