



Defence Property Accountability System

DPAS

Presented by
Patricia Scott




DPAS Help



OUUSD (AT&L) Acquisition Resources and Analysis (ARA)
Property and Equipment Policy
KNOWLEDGE. CONFIDENCE. TRUST.

2/8/2012



Introductions

Presenter
Patricia Scott, IT Specialist

Q&A
Judson Crook, IT Specialist
Justin Stevens, IT Specialist


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**

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Agenda

- **Welcome to Using DPAS Help**
 - Getting Started
 - Using DPAS Help
 - Common Procedures
- **Help Tools**
 - Table of Contents (TOC)
 - Topic Page Layout
 - Help Toolbar
 - Index
 - Search
 - Favorites
 - Glossary
 - Resource Center
- **Informational Links**
 - Contact Us
 - Accessibility
 - Security
 - External Link Disclaimer
- **WIIFM (What's In It For Me)**
- **Questions**




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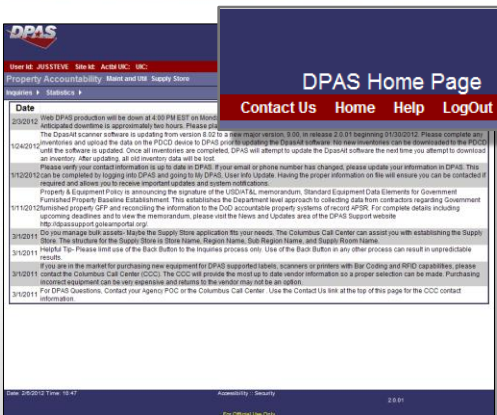
Welcome to Using DPAS HELP

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DPAS On-Line Help

- **Getting Started**
 - Getting DPAS Access
 - DPAS Training
- **Using DPAS Help**
 - Overview of DPAS Help
 - Using the DPAS Help Toolbar
 - Using the DPAS Help Navigation Menus
- **Common Procedures**
 - DPAS Application Interface



The screenshot shows the DPAS Home Page interface. At the top, it displays the DPAS logo and the text 'DPAS Home Page'. Below this, there are navigation links: 'Contact Us', 'Home', 'Help', and 'LogOut'. The main content area features a table with a 'Date' column and several rows of text providing updates and instructions. The table content includes:


Date	Update
2/8/2012	DPAS production will be down at 4:00 PM EST on Monday. Scheduled downtime is approximately two hours. Please ping the Cognos scanner software is updating from version 8.32 to a new major version, 8.05. In release 2.8.01 beginning 3/13/2012. Please complete any inventories and upload the data on the POCX device to DPAS prior to updating the Cognos software. For new warehouses can be downloaded to the POCX until the software is updated. Once all inventories are completed, DPAS will attempt to update the Cognos software the next time you attempt to download an inventory. After updating, all old inventory data will be lost. Please verify your contact information is up to date in DPAS. If your email or phone number has changed, please update your information in DPAS. This information will be used for logging into DPAS and going to DPAS User Help Update. Having the proper information on file will ensure you can be contacted if required and allow you to receive important updates and system notifications.
1/24/2012	Property & Equipment Policy is announcing the signature of the USOAT E Memorandum, Standard Equipment Data Elements for Government Furnished Property Baseline Establishment. This establishes the Department level approach to collecting data from contractors regarding Government Furnished Property (GFP) and recording the information in the OIG accountable property systems of record (APSR). For complete details including upcoming deadlines and to view the memorandum, please visit the News and Updates area of the DPAS Support website: http://www.dpasupport.com/updates/ .
3/12/2011	Do you manage bulk assets? Make the Supply Store application fit your needs. The Columbus Call Center can assist you with establishing the Supply Store. The structure for the Supply Store is State Name, Region Name, Sub Region Name, and Supply Region Name.
3/12/2011	Helpful Tip: Please limit use of the Back Button to the Inquiry process only. Use of the Back Button in any other process can result in unpredictable results.
3/12/2011	If you are in the market for purchasing new equipment for DPAS supported labels, scanners or printers with Bar Coding and RFID capabilities, please contact the Columbus Call Center (CCC). The CCC will provide the material to date vendor information as a proper selection can be made. Purchasing incorrect equipment can be very expensive and returns to the vendor may not be an option.
3/12/2011	For DPAS Questions, Contact your Agency POC or the Columbus Call Center. Use the Contact Us link at the top of this page for the CCC contact information.

At the bottom of the screenshot, it shows 'Date: 2/8/2012 Time: 10:47', 'Assembly Security', and '2.8.01'.

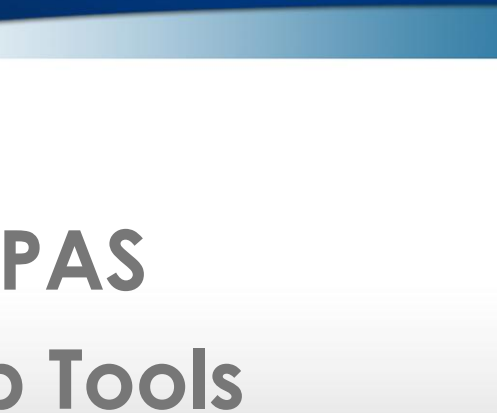
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DPAS Help Tools



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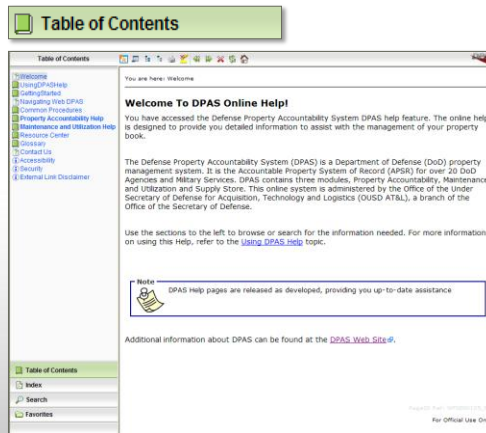


Table of Contents

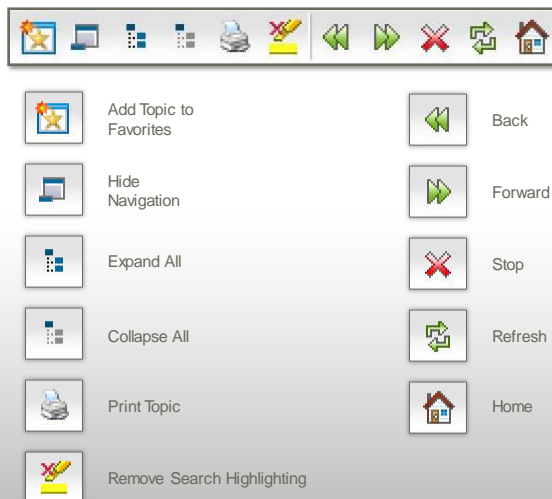
When you need to find specific information, the three most common methods are: a table of contents (TOC), the search feature, and an index. DPAS On-Line help provides distinct Topics for the following:


- **Property Accountability**
- **Maintenance/Utilization (M&U)**
- **Supply Store (Coming Soon)**

Selecting “HELP” in the DPAS application displays step-by-step instruction for the page you are processing.




Using the Help Toolbar




Help Page Layout

- **Help Page Layout**
 - Overview
 - Navigation
 - Page Fields
 - Procedure
 - Common Errors
 - Related Topics



Add Topic to Favorites. If you find a page/topic you want to save as a Favorite, you can use the toolbar icon.

Table of Contents

You are here: Property Accountability Help > Asset Management > Update > Asset Update Basic Tab

Asset Update Basic Tab

Overview

Selecting the Basic Update radio button allows you to revise information in the following tabs:

- Basic
- Catalog
- Accounting
- Agency

Navigation

Asset Management > Update > Asset Update Search Criteria > Search Results > Selected Rows > Basic Update tab

[Page Fields](#)


[Procedure](#)

[Common Errors](#)

[Related Topics](#)

Page ID Ref: WPHRNS105_91
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Help Page Index

Index

- Asset Disposition Transaction Status
- Excess
 - Excess Asset Report Export
 - Excess Asset Search Criteria
 - Excess Asset Search Results
 - Excess Asset Selected Rows
 - Excess Asset Transaction Status
 - Excess Asset Update
- Excess In Place Del
 - Excess In Place Delete - Delete
 - Excess In Place Delete Report Export
 - Excess In Place Delete Search Criteria
 - Excess In Place Delete Search Results
 - Excess In Place Delete Transaction Status
- Pending Transactions
 - Pending Transactions Approve/Reject
 - Pending Transactions Report Export
 - Pending Transactions Search Criteria
 - Pending Transactions Search Results
 - Pending Transactions Selected Rows
 - Pending Transactions Transaction Status
 - Pending Transactions Transfer Update
- Receiving
 - Asset Receiving Accounting Tab
 - Asset Receiving Agency Tab
 - Asset Receiving Asset Entry Tab
 - Asset Receiving Basic Tab
 - Asset Receiving Catalog Tab
 - Asset Receiving Data Entry
 - Asset Receiving Depreciation Tab
 - Asset Receiving Report Export
 - Asset Receiving Transaction Status
- Reversal
 - Asset Reversal Report Export
 - Asset Reversal Search Criteria

Living Data Entry

ment Receiving process provides you the ability to receipt assets to the option to add serially managed (both end item and component) assets. The following tabs are provided to create the receipt of an ing tabs are provided to create the receipt of an asset:

you can activate depreciation for capital assets using the Depreciation the depreciation period, prior depreciation, and enter related nation.

Items, DPAS will assign a **BULK** asset id. **Example:**
If the Catalog record has a Stock Number Management Code or Bulk, the Acquisition Cost must be less than \$100,000.00.

Manufacturer information or lot numbers are different from the original record, a new bulk asset id will be generated.

a new shipment with the same SIX Nbr and Lot Nbr combination, e additional quantity to the original Bulk Asset Id.

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Unlike the search feature, the Index is based on related key terms included in the Help content.

The DPAS Help Index works much like an index in a printed book. Selecting the Index displays a grouping of related Topics.

You simply select an item in the index and the topic opens immediately.

The search feature helps you quickly find related topics.

Your results are displayed with a numeric ranking and title.

The search highlighting displays in the primary color of yellow. Additional search criteria displays in blue and green.



Search Highlighting displays in multiple colors. Select the icon to display or hide.

You are Here: Resource Center > Property Accountability > WAWF > Web DPAS and **Wide Area Workflow**

Web DPAS and Wide Area Workflow

Overview

What is Wide Area Workflow?

Wide Area Workflow (WAWF) is a secure Web-based system for electronic invoicing, receipt and acceptance. WAWF creates a virtual folder to combine the three documents required to pay a Vendor - the Contract, the Invoice, and the Receiving Report. The WAWF application enables electronic form submission of Invoices, government inspection, and acceptance documents in order to support Department of Defense's (DoD) goal of moving to a paperless acquisition process. This is equivalent to an electronic DD-250.

10 Receive new procurements (WAWF AS transactions)

11 Loan of assets to Governmental and Non-Governmental activities via WAWF

12 Transfer via Wide Area Work Flow

13 Wide Area Work Flow Shipment Advice (WAWFAS)

Web DPAS and WAWF

The purpose of the WAWF interface is to receive automated Property System Notices (PSNs) generated by WAWF for receipts and equipment transfers with UIIs. The PSNs update the property system (in this case, Web DPAS) with required data elements pertaining to an acquisition or transfer. Initially, only PSNs containing unique item identifiers (UIIs) will be routed to the DPAS property book. The PSNs are routed to Web DPAS UIAs based on Department of Defense Activity Address Codes (DDDAAGCs) associated with the WAWF transaction.

For new acquisitions, a vendor initiates the process by accessing WAWF and entering appropriate information for a receiving and acceptance report. This report will be routed to a government acceptor/receiver who is assigned that role in WAWF. The appropriate data elements are extracted from the PSNs and used in Web DPAS to create "Due-Ins" for the property manager. Once the Web DPAS property manager has physically received the asset, the "Due In" established for that shipment can be used to perform

Table of Contents

- Index
- Search
- Favorites

Favorites

Favorites

Favorite Searches

- WAWF

Favorite Topics

- Web DPAS and Wide Area Workflow
- Contractor Add
- Asset Update Search Criteria

Asset Management > Update > Asset Update Search Criteria

Criteria

Database is the ability to modify data fields related to book. Asset Update provides a "one stop process" to

With Asset Updates

ia

selecting one of the following radio buttons:

ing tabs:

- Basic
- Catalog
- Accounting
- Agency

Price update page requires you to select one of the following actions:

- Cost Correction** - correct errors to the acquisition cost
- Asset Reevaluation** - for example, when inventory and related property may be revalued for such reasons as determination that the property is excess, obsolete, or unserviceable.

Loan update to change loan status information.

Table of Contents

- Index
- Search
- Favorites


To reuse a search you can save it as a favorite. Your saved Favorites provide a personal customized display of topics you want easy access. To manage your Favorites, a checkbox is provided to delete saved items.



EXAMPLE:

Favorite Searches
Reversal

Favorite Topics
Asset Update Search Criteria



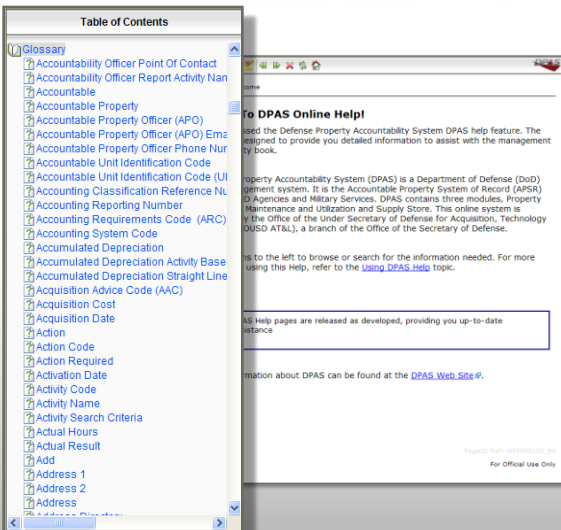
Help Page Glossary

What is a glossary?

An alphabetical list of terms:
A collection of specialized terms and their meanings.

The **DPAS Help Team** has created an extensive glossary of terms found in DPAS. You can access the terms on the page you are viewing by simply selecting the associated hyperlink.


To view the complete listing of glossary terms available, you can select Glossary from the Table of Contents (TOC).



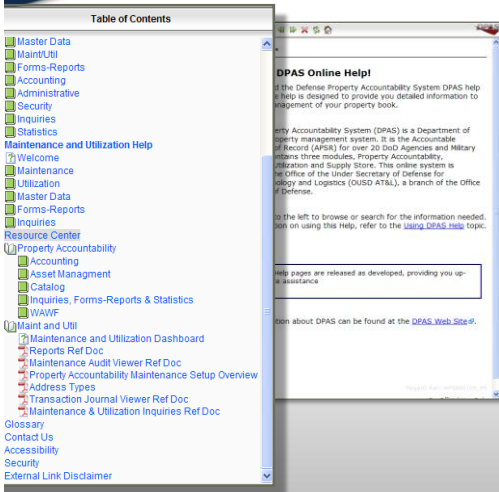
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DPAS Help Resource Center



Selecting the Resource Center from the Table of Content (TOC) displays a listing of documents and reference material you will find helpful. The folders display as follows:


- **Resource Center**
 - Property Accountability (PA)
 - Maint & Util (M&U)

You will find selected documents specific to DPAS Menu options. Also included are complete listings of Reports and Inquiries for PA and M&U. The **DPAS Help Team** is open to suggestions of additional documents to add to the Resource Center.

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Informational Links

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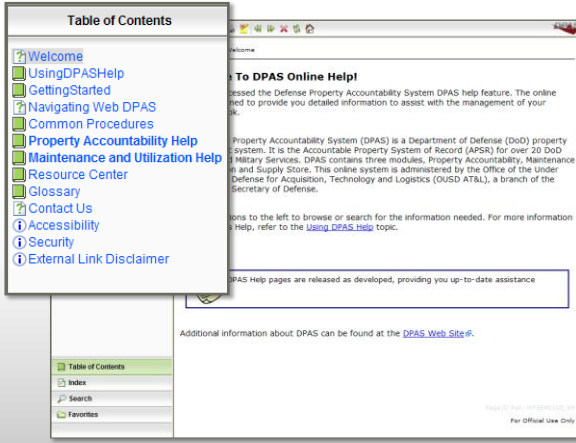
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Information Links

- Information Links
 - Contact Us
 - Accessibility
 - Security
 - External Link Disclaimer



The screenshot shows a web browser window with a 'Table of Contents' sidebar on the left and a main content area. The 'Table of Contents' sidebar lists the following items: Welcome, UsingDPASHelp, GettingStarted, Navigating Web DPAS, Common Procedures, Property Accountability Help, Maintenance and Utilization Help, Resource Center, Glossary, Contact Us, Accessibility, Security, and External Link Disclaimer. The main content area is titled 'Welcome to DPAS Online Help!' and contains introductory text about the DPAS system and its modules.

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WIIFM

- What's In It For Me!
 - On the Spot DPAS Step-by-Step Instruction
 - Quick and Easy Access to Information
 - Glossary Terms
 - Save Your Favorite Searches
 - Resource Center Documents



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Questions & Polling

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For More Information

Columbus Call Center
cco-ccc@dfas.mil
869-0888 DSN
614-693-0888 Comm
866-498-8687 Toll Free

Training (Online, Instructor led, Webinar)
cco-dpastng@dfas.mil

DPAS eLearning
<http://dpaselearning.golearnportal.org>

DPAS Support Site
<http://dpasupport.golearnportal.org>



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