

**SPECIAL REPORTING INSTRUCTIONS FOR THIS QUARTER**

1. Data reported in the DCM is on a fiscal year to date basis; that is, from year end through the end of the current quarter.
2. For users who submitted data into the DCM during 4<sup>th</sup> quarter FY 2006, your beginning balances will be pre-populated in the DCM. All first time users will show a beginning balance of zero. If you have any discrepancies with your beginning balance, please contact FMO immediately.
3. Values entered should not be rounded. All amounts should be in dollars and cents.
4. Individuals submitting data via the DCM shall maintain supporting detailed files or records for audit trail purposes.
5. Per DoD FMR Volume 6B, financial data shall not be supplemented with values from the CPMS (DD Form 1662) database. Therefore, Government Furnished/Contractor Acquired Material data is not being reported in FY 2007.

**GUIDELINES FOR REPORTING PERSONAL PROPERTY- DPAS/ Non-DPAS**

Personal Property is categorized in three classes (1) Software, (2) Equipment and (3) Other.

The first tab (Gross Asset Value- DPAS) relates to the GROSS value of Personal Property- DPAS. That is, report the values without regard to accumulated depreciation. Disclose the valuation method used for each category of Personal Property in the narrative section.

The second tab (Depreciation- DPAS) relates to depreciation of Personal Property- DPAS. Table B also requires you to disclose the depreciation/amortization method and service life (if applicable).

Report all Personal Property that **IS** in DPAS (Defense Property Accountability System) on the first and second tab.

The third tab (Gross Asset Value- Non-DPAS) relates to the GROSS value of Personal Property- Non-DPAS. That is, report the values without regard to accumulated depreciation.

## Personal Property - DPAS and Non-DPAS Instructions

Disclose the valuation method used for each category of Personal Property in the narrative section.

The fourth tab (Depreciation- Non-DPAS) relates to depreciation of Personal Property- Non-DPAS. Also disclose the depreciation/amortization method and service life (if applicable).

Any personal property that **IS NOT** recorded in the DPAS system should be reported on the Personal Property NON-DPAS (Tabs 3 and 4).

### **Additional Guidance**

Refer to the following for additional guidance: SFFAS No. 1, "Accounting for Selected Assets and Liabilities;" SFFAS No. 3, "Accounting for Inventory and Related Property;" and SFFAS No. 6, "Accounting for Property, Plant, and Equipment". Also refer to the DoD Financial Management Regulation, Volume 6B, Chapter 10. The additional references mentioned above can be found on the FMO Headquarters website at <http://www.fmo.navy.mil/>

### **INSTRUCTIONS FOR COMPLETING THE NARRATIVE TAB**

In the Narrative tab, provide the following:

- (1) Information relative to the nature and extent of significant amounts of assets that are reported at zero or nominal value, and restrictions on the use or convertibility of Personal Property, or adjustments resulting from changes in accounting standards.
- (2) Identify personal property reported in the "Other" category.
- (3) The dollar values and explanation of assets not being depreciated.
- (4) All variances must be explained regardless its percentage change.
- (5) Detail explanation of any prior period adjustments reported in the schedules.
- (6) Provide any other relevant information necessary for understanding Personal Property balances.