



Adding a Document Number Range

1. In the DPAS Materiel Management module, navigate to **Document Nbr Range** from the **Master Data Mgmt** menu - Existing Doc Nbr Ranges display in the Results Grid.
2. Select the **Add** button - The **Add Document Nbr Range** pop-up displays.
3. Enter a range name in the **Range Desc** field.
4. Enter a **Begin Serial Nbr**.
5. Enter a **End Serial Nbr**.
6. Select a **Document Type** from the drop-down list.
7. Select the **Add** button to complete the process.

- The **Begin** and **End Serial Nbr** fields are a minimum of one and a maximum of four digits
- Document Number Range Document Types cannot be duplicated within the Inventory Control Point.

Document Nbr Range

	DoDAAC	Range Desc	Begin Serial Nbr
☐	MLBT19	RECEIVING	0001
☐	MLBT19	MILSTRIP REQ	1000
☐	MLBT19	TRANSFER	2000

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Add Document Nbr Range

Instructions

Add Range Split Range

Document Nbr Details

* DoDAAC
mlbT19

* Range Desc
Disposition

* Begin Serial Nbr
3000

* End Serial Nbr
3999

* Document Type
DP - Disposition

✓ Add ⓧ Cancel



Updating a Document Number Range

1. In the DPAS Materiel Management module, navigate to **Document Nbr Range** from the **Master Data Mgmt** menu - Existing Doc Nbr Ranges display in the Results Grid.
2. Select the **Edit** button for the Document Number Range to update - The **Update Document Nbr Range** page displays.
3. Make any necessary changes and select the **Update** button.

The *MS-Miscellaneous Document Type* was created when the ICP was created. It has a default range of 9001 to 9999. The range can be edited if necessary but cannot be deleted.

Document Nbr Range

Grid Options
Add
Edit
Delete

	DoDAAC	Range Desc	Begin Serial Nbr	End Serial Nbr	Document Type
☒	MLBT19	RECEIVING	0001	0999	PO - Purchase Order
☐	MLBT19	MILSTRIP REQ	1000		Requisition
☐	MLBT19	TRANSFER	2000		Transfer
☐	MLBT19	DISPOSITION	3000		

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Update Document Nbr Range

Instructions

Update Range
Split Range

Document Nbr Details
* DoDAAC
mlbT19
* Range Desc
RECEIVING
* Begin Serial Nbr
0001
* End Serial Nbr
0999
* Document Type
PO - Purchase Order

Update
Cancel



Splitting a Document Number Range

You may use the **Check Values** button to verify the new range does not conflict with an existing range.

1. In the DPAS Materiel Management module, navigate to **Document Nbr Range** from the **Master Data Mgmt** menu - Existing Doc Nbr Ranges display in the Results Grid.
2. Select the **Edit** button for the Document Number Range to split- The **Update Document Nbr Range** pop-up displays.
3. Select the **Split Range** tab from the **Update Document Nbr Range** pop-up.
4. Enter a **New Range Description**.
5. Enter a **New Begin Serial Nbr**.
6. Select the **Check Values** button – Displays the new **Existing End Serial Nbr**.
7. Select a **New Document Type**.
8. Choose the **Update** button to create the new range.

Update Document Nbr Range

Instructions

Update Range Split Range **3**

Document Number Details
DoDAAC
HC1001

* Range Desc
RECEIVING

* Begin Serial Nbr
0001

* End Serial Nbr
0999

Document Type
PO - Purchase Order

Update Cancel

Update Document Nbr Range

Instructions

Update Range Split Range

DoDAAC
HC1001

Existing Range
The existing range will be updated with these values:
Existing Range Desc
RECEIVING

Existing Begin Serial Nbr
0001

Existing End Serial Nbr
0999

Existing Document Type
PO - Purchase Order

New Range
A new range will be added with these values:

* New Range Desc **4**

* New Begin Serial Nbr **5**

* New End Serial Nbr
0999

New Document Type
Select an Item **7**

6 Check Values

8 Update Cancel



Deleting a Document Number Range

1. In the DPAS Materiel Management module, navigate to **Document Nbr Range** from the **Master Data Mgmt** menu - Existing Doc Nbr Ranges display in the Results Grid.
2. Select the **Delete** button from the Results Grid for the range to remove - The **Confirm Delete** page displays.
3. Select the **Delete** button to confirm the record to be deleted.

Document Nbr Range [Grid Options] [Add] [Edit] [Delete]

	DoDAAC	Range Desc	Begin Serial Nbr	End Serial Nbr	Document Type
☒	BT19	RECEIVING	0001	0999	PO - Purchase Order
☐	MLBT19	MILSTRIP REQ	1000	1999	MR - MILSTRIP Requisition
☐	MLBT19	TRANSFER	2000	2999	TF - Warehouse Transfer
☐	MLBT19	DISPOSITION	3000	3999	DP - Disposition

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Confirm Delete

Instructions

Delete Document Nbr Range

Are you sure you want to delete this Document Nbr Range?

[Delete] [Cancel]