Search for an Asset Disposition — Criteria

Overview

The Property Accountability module Asset Disposition process provides the ability to get rid of assets which are no longer needed. This process disposes of both serial and bulk managed assets, as well as assets with components or improvements.

When the **Designate** check-box *is* selected, the following are the only valid Type Action codes:

- **DTNI — Turn-In**
  Return an asset to an intermediate activity and they decide how the asset will be disposed.
- **DTRO — Transfer Out - outside ELMS**
  Send an asset to an agency that does not use ELMS.
- **DSPL — Disposal**
  Return an asset directly to the DRMO without using an automated interface, or dispose of it locally.
- **DLNR — Loan Return**
  The asset was loaned to a UIC. This action type records the return of the property, the contact information and the condition of the asset.

When the **Designate** check-box *is not* selected, the following Type Action codes also display:

- **DLDD — Report of Survey / Lost, Damaged, Destroyed**
  The asset is no longer physically available because it was stolen, lost, or it was damaged or destroyed.
- **DSAL — Sales**
  The asset is sold. The action also records the condition of the asset, accounting and financial information and the contact information of the buyer.
- **DDNT — Donated**
  The contact information of the enterprise receiving the property, the condition of the property and the financial impact for the donating activity is recorded.
- **DAAR — AAR**
  The action records administrative disposal of property.
- **DIAJ — Inventory Adjustment**
  The asset was recorded as missing during an inventory, removed from the system and documented by this action.

When an asset is disposed, all components, improvements and ancillary costs are disposed of at the same time.

Navigation

Procedures

Search for an Asset for Disposal

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting [Reset] *at any point of this procedure returns all fields to the default "All" setting.*

1.   In the Search Criteria panel, narrow the results by entering one of the following fields.

Search Criteria

Designate	☐
*Type Action	Turn-In ⌄
Asset Id	
Stock Nbr	🔍
Serial Nbr	
i Custodian Nbr	Select A Custodian 🔍
i Loc	Select A Location 🔍
Sub Loc	

Reset   Search

- Use ⌄ to select the Type Action.

2.   Select [Search] . *The **Search for an Asset Disposition — Results** page opens.*

A. Click ☐ next to each desired asset to select the record.

Search Criteria

Designate	Asset Id	Serial Nbr	Loc
NO	--	--	--
Type Action	Stock Nbr	Custodian Nbr	Sub Loc
TURN-IN	999912345678	--	--

Search Results

Number to Display: 20

Select	Qty	Asset Id	Stock Nbr	Serial Nbr	Item Desc	Cust Nbr	Asset Lvl Cd	Loc	Sub Loc	Lot Nbr	Suspt Loss Sts Cd	Excs Actn Cd	Non-Actbl	Cptl	Activation Dt	Cptl Impv Activated	Cptl Cmpn Activated	Loan Cd	UII Sts Cd	Owng Cost Center	LIN/TAMCN	Fund Cd/ASN	Asset Cd
☐	1	BROOKS000166	999912345678	IZ125556654564	COMMERCIAL VEHICLES	DMB001	EI	OUTSIDE STAGING					No	No					G	ARN		22344N - TEST	99/	G
☐	1	BROOKS000167	999912345678	1Z55566445654	COMMERCIAL VEHICLES	DMB001	EI	OUTSIDE STAGING					No	No					G	ARN		22344N - TEST	99/	G
☐	1	BROOKS000168	999912345678	IZ4554544565454	COMMERCIAL VEHICLES	DMB001	EI	OUTSIDE STAGING					No	No					G	ART		22344N - TEST	99/	G

[Cancel] [Deselect All] [Select All] [Continue]

Helpful Tip

 [Select All] checks all assets on all pages. [Deselect All] removes the check marks from all assets on all pages.

B. Select [Continue]. *The **View the Asset Disposition Selected Rows** page opens.*

Selected Rows for Asset Disposition

Navigation

Asset Management > Disposition > Search Criteria > [Search] > Search Results > ☐ (desired record) > [Continue] > Asset Disposition Selected Rows page

Procedures

Review and Confirm Assets for Disposal

Selecting [Cancel] *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Review the asset for disposal.

Search Criteria			
Designate NO	**Asset Id** –	**Serial Nbr** –	**Loc** –
Type Action TURN-IN	**Stock Nbr** 999912345678	**Custodian Nbr** –	**Sub Loc** –

Selected Row(s)

Qty	Disp Qty	Asset Id	Stock Nbr	Serial Nbr	Item Desc	Cust Nbr	Asset Lvl Cd	Loc	Lot Nbr	Suspt Loss Sts Cd	Excs Actn Cd	Non-Actbl	Cptl	Activation Dt	Cptl Impv Activated	Cptl Cmpn Activated	Loan Cd	Uii Sts Cd	Owng Cost Center	LIN/TAMCN	Fund Cd/ASN	Intrf Sys Cd
1	1	BROOKS000167	999912345678	1Z55566445654	COMMERCIAL VEHICLES	DMB001	EI	OUTSIDE STAGING				No	No					G	ARN		22344N - TEST	99/	AY

[Cancel] [Continue]

> **Helpful Tip**
>
> For bulk records, the quantity must be entered for the record(s) for which the update applies. If no DISP QTY is entered, all records are updated.

2. Select [Continue]. *The* **Dispose of an Asset — Disposition** *page appears.*

Dispose of an Asset

Navigation

Asset Management > Disposition > Search Criteria > [Search] > Search Results > ☐
(desired record) > [Continue] > Selected Rows > [Continue] > Asset Disposition — Disposition page

Procedures

Dispose of an Asset

Selecting [Cancel] at any point of this procedure removes all revisions and closes the page.
Bold numbered steps are required.

1. Depending upon the Type Asset selected, different fields appear in the Disposition panel:

Turn-In

A. Enter the DOC NBR, or use 🔍 to browse for the number. *This is a 14 alphanumeric character field.*

B.   Use ⌄ to select the Cond Cd.

C.   Use ⌄ to select the Fund Cd.

D.   Use 🔍 to browse for the Ship To Address.

E.   Enter the Ship To POC in the field provided. *This is a 24 alphanumeric character field.*

F.   Enter the PHONE NBR in the field provided. *This is a 19 numeric character field.*

G.   Enter the E-MAIL Address in the field provided. *This is a 25 alphanumeric character field.*

H.   Enter the CAGE CD in the Ship To field provided. *This is a 5 alphanumeric character field.*

I.   Enter the Address in the field provided. *This is a 35 alphanumeric character field.*

J.   Enter the City in the field provided. *This is a 22 alphanumeric character field.*

K.   Use ⌄ to select the State.

L.   Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*

M.   Use ⌄ to select the Country Cd.

N.   Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

O.   Select [Add Attachment]. *The **Add an Attachment** page appears.*

Search Criteria

Designate	Asset Id	Serial Nbr	Loc
NO	--	--	--
Type Action	Stock Nbr	Custodian Nbr	Sub Loc
TRANSFER OUT - OUTSIDE DPAS	--	--	--

Disposition

*Doc Nbr [   ] 🔍

RIC From (DODAAC/RIC) [   ]

*Cond Cd [Select an Item ▾]

*Fund Cd [Select an Item ▾]

*Ship To Address 🔍

*Ship To POC [   ]

DSN [   ]

*Phone Nbr [   ]

FAX Nbr [   ]

*E-Mail Address [   ]

*Ship To (DODAAC/CAGE Cd) [   ]

Ship To Name [   ]

Ship To RIC [   ]

*Address [   ]

*City [   ]

*State [Select an Item ▾]

*ZIP Cd [   ]

*Country Cd [Select an Item ▾]

Shipment Dt [   ] 📅

Est Shipment Dt ☐

TCN [   ]

Mode of Shipment [Select an Item ▾]

*History Remarks [   ]

Attachment [Add Attachment]

No Attachments Available

[Cancel] [Submit]

A. Enter the DOC NBR, or use 🔍 to browse for the number. *This is a 14 alphanumeric character field.*

B. Use ☑ to select the Cond Cd.

C.   Use ⌄ to select the Fund Cd.

D.   Use 🔍 to browse for the Ship To Address.

E.   Enter the Ship To POC in the field provided. *This is a 24 alphanumeric character field.*

F.   Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

G.   Enter the E-MAIL Address in the field provided. *This is a 25 alphanumeric character field.*

H.   Enter the CAGE CD in the Ship To field provided. *This is a 5 alphanumeric character field.*

I.   Enter the Address in the field provided. *This is a 35 alphanumeric character field.*

J.   Enter the City in the field provided. *This is a 22 alphanumeric character field.*

K.   Use ⌄ to select the State.

L.   Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*

M.   Use ⌄ to select the Country Cd.

N.   Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

O.   Select [Add Attachment]. *The **Add an Attachment** page appears.*

Search Criteria

Designate	Asset Id	Serial Nbr	Loc
NO	--	--	--
Type Action	Stock Nbr	Custodian Nbr	Sub Loc
DISPOSAL	--	--	--

Disposition

*Doc Nbr	[ ] 🔍
RIC From (DODAAC/RIC)	[ ]
*Retirement/Dspsl Dt	[6/9/2023] 📅
*Cond Cd	[Select an Item ▾]
*Fund Cd	[Select an Item ▾]
*Ship To Address	🔍
*Ship To POC	[ ]
DSN	[ ]
*Phone Nbr	[ ]
FAX Nbr	[ ]
*E-Mail Address	[ ]
*Ship To (DODAAC/CAGE Cd)	[ ]
Ship To Name	[ ]
Ship To RIC	[ ]
*Address	[ ]
*City	[ ]
*State	[Select an Item ▾]
*ZIP Cd	[ ]
*Country Cd	[Select an Item ▾]
Shipment Dt	[ ] 📅
Est Shipment Dt	☐
TCN	[ ]
Mode of Shipment	[Select an Item ▾]
*History Remarks	[ ]
Attachment	[Add Attachment]
No Attachments Available	

[Cancel] [Submit]

A. Enter the Doc Nbr, or use 🔍 to browse for the number. *This is a 14 alphanumeric character field.*

B. Use ![icon] to select the Retirement / DSPSL DT, or enter the date (MM/DD/YYYY) in the field provided.

C. Use ![icon] to select the Cond Cd.

D. Use ![icon] to select the Fund Cd.

E. Use ![icon] to browse for the Ship To Address.

F. Enter the Ship To POC in the field provided. *This is a 24 alphanumeric character field.*

G. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

H. Enter the E-MAIL Address in the field provided. *This is a 25 alphanumeric character field.*

I. Enter the CAGE CD in the Ship To field provided. *This is a 5 alphanumeric character field.*

J. Enter the Address in the field provided. *This is a 35 alphanumeric character field.*

K. Enter the City in the field provided. *This is a 22 alphanumeric character field.*

L. Use ![icon] to select the State.

M. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*

N. Use ![icon] to select the Country Cd.

O. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

P. Select [Add Attachment]. *The **Add an Attachment** page appears.*

Report of Survey / Lost, Damaged, Destroyed

A. Enter the DOC NBR, or use 🔍 to browse for the number. *This is a 14 alphanumeric character field.*

B. Use 📅 to select the Retirement / DSPSL DT, or enter the date (MM/DD/YYYY) in the field provided.

C. Use ⌄ to select the Cond Cd.

D. Use ⌄ to select the Fund Cd.

E. Use 🔍 to browse for the APO Address.

F. Enter the APO POC in the field provided. *This is a 24 alphanumeric character field.*

G. Enter the DSN in the field provided. *This is a 20 alphanumeric character field.*

H. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

I. Enter the E-MAIL Address in the field provided. *This is a 25 alphanumeric character field.*

J. Enter the Address in the field provided. *This is a 35 alphanumeric character field.*

K. Enter the City in the field provided. *This is a 22 alphanumeric character field.*

L. Use ⌄ to select the State.

M. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*

N. Use ⌄ to select the Country Cd.

O. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

P. Select [Add Attachment]. *The **Add an Attachment** page appears.*

Sales

Search Criteria

Designate	Asset Id	Serial Nbr	Loc
NO	--	--	--

Type Action	Stock Nbr	Custodian Nbr	Sub Loc
SALES	--	--	--

Disposition

*Doc Nbr	[🔍]
RIC From (DODAAC/RIC)	[ ]
*Retirement/Dspsl Dt	[6/12/2023 📅]
*Cond Cd	[Select an Item ▾]
*Fund Cd	[Select an Item ▾]
*Ship To Address	🔍
*Ship To POC	[ ]
DSN	[ ]
*Phone Nbr	[ ]
FAX Nbr	[ ]
*E-Mail Address	[ ]
*Ship To (DODAAC/CAGE Cd)	[ ]
Ship To Name	[ ]
Ship To RIC	[ ]
*Address	[ ]

*City	[ ]
*State	Select an Item ⌄
*ZIP Cd	[ ]
*Country Cd	Select an Item ⌄
*Selling Price	[ ]
Shipment Dt	[📆]
Est Shipment Dt	☐
TCN	[ ]
Mode of Shipment	Select an Item ⌄
*History Remarks	[ ]
Attachment	[Add Attachment]
No Attachments Available	

Cancel   Submit

A. Enter the Doc Nbr, or use 🔍 to browse for the number. *This is a 14 alphanumeric character field.*

B. Use 📆 to select the Retirement / Dspsl Dt, or enter the date (MM/DD/YYYY) in the field provided.

C. Use ⌄ to select the Cond Cd.

D. Use ⌄ to select the Fund Cd.

E. Use 🔍 to browse for the Ship To Address.

F. Enter the Ship To POC in the field provided. *This is a 24 alphanumeric character field.*

G. Enter the Phone Nbr in the field provided. *This is a 25 alphanumeric character field.*

H. Enter the E-Mail Address in the field provided. *This is a 25 alphanumeric character field.*

I. Enter the CAGE Cd in the Ship To field provided. *This is a 5 alphanumeric character field.*

J. Enter the Address in the field provided. *This is a 35 alphanumeric character field.*

K. Enter the City in the field provided. *This is a 22 alphanumeric character field.*

L. Use ☑ to select the State.

M. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*

N. Use ☑ to select the Country Cd.

O. Enter the Selling Price in the field provided. *This is a 15 numeric character field.*

P. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

Q. Select [Add Attachment]. *The **Add an Attachment** page appears.*

Donated (Disposal)

Disposition

*Doc Nbr	[🔍]
RIC From (DODAAC/RIC)	[ ]
*Retirement/Dspsl Dt	[6/12/2023] 📅
*Cond Cd	Select an Item ▾
*Fund Cd	Select an Item ▾
*Ship To Address	🔍
*Ship To POC	[ ]
DSN	[ ]
*Phone Nbr	[ ]
FAX Nbr	[ ]
*E-Mail Address	[ ]
*Ship To (DODAAC/CAGE Cd)	[ ]
Ship To Name	[ ]
Ship To RIC	[ ]
*Address	[ ]
*City	[ ]
*State	Select an Item ▾
*ZIP Cd	[ ]
*Country Cd	Select an Item ▾
Shipment Dt	[ ] 📅
Est Shipment Dt	☐
TCN	[ ]
Mode of Shipment	Select an Item ▾
*History Remarks	[ ]
Attachment	[Add Attachment]
No Attachments Available	

[Cancel] [Submit]

A. Enter the DOC NBR, or use 🔍 to browse for the number. *This is a 14 alphanumeric character field.*

B. Use 📅 to select the Retirement / DSPSL DT, or enter the date (MM/DD/YYYY) in the field provided.

C. Use ☑ to select the Cond Cd.

D. Use ☑ to select the Fund Cd.

E. Use 🔍 to browse for the Ship To Address.

F. Enter the Ship To POC in the field provided. *This is a 24 alphanumeric character field.*

G. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

H. Enter the E-MAIL Address in the field provided. *This is a 25 alphanumeric character field.*

I. Enter the CAGE CD in the Ship To field provided. *This is a 5 alphanumeric character field.*

J. Enter the Address in the field provided. *This is a 35 alphanumeric character field.*

K. Enter the City in the field provided. *This is a 22 alphanumeric character field.*

L. Use ☑ to select the State.

M. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*

N. Use ☑ to select the Country Cd.

O. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

P. Select Add Attachment . *The **Add an Attachment** page appears.*

Search Criteria

Designate NO	**Asset Id** --	**Serial Nbr** --	**Loc** --
Type Action AAR	**Stock Nbr** --	**Custodian Nbr** --	**Sub Loc** --

Disposition

*Doc Nbr

RIC From (DODAAC/RIC)

*Retirement/Dspsl Dt   6/12/2023

*Cond Cd   Select an Item

*Fund Cd   Select an Item

*History Remarks

Attachment   Add Attachment

No Attachments Available

Cancel   Submit

A. Enter the DOC NBR, or use 🔍 to browse for the number. *This is a 14 alphanumeric character field.*

B. Use 📅 to select the Retirement / DSPSL DT, or enter the date (MM/DD/YYYY) in the field provided.

C. Use ⌄ to select the Cond Cd.

D. Use ⌄ to select the Fund Cd.

E. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

F. Select Add Attachment . *The **Add an Attachment** page appears.*

Inventory ADJ (Disposal)

A. Enter the DOC NBR, or use 🔍 to browse for the number. *This is a 14 alphanumeric character field.*

B. Use 📅 to select the Retirement / DSPSL DT, or enter the date (MM/DD/YYYY) in the field provided.

C. Use ☑ to select the Cond Cd.

D. Use ☑ to select the Fund Cd.

E. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

F. Select [Add Attachment]. *The **Add an Attachment** page appears.*

Loan Return

Disposition

*Doc Nbr	[🔍]
RIC From (DODAAC/RIC)	[ ]
*Cond Cd	Select an Item ▾
*Ship To POC	SAM MILES
DSN	[ ]
*Phone Nbr	[ ]
FAX Nbr	[ ]
*E-Mail Address	[ ]
*Ship To (DODAAC/CAGE Cd)	[ ]
Ship To Name	WIDGETS INTL
Ship To RIC	[ ]
*Address	2698 DEEPHILL CIR
*City	DALLAS
*State	TX-Texas ▾
*ZIP Cd	75233
*Country Cd	US-UNITED STATES OF AMERICA ▾
Shipment Dt	[📅]
Est Shipment Dt	☐
TCN	[ ]
Mode of Shipment	Select an Item ▾
*History Remarks	[ ]
Attachment	[Add Attachment]
No Attachments Available	

[Cancel] [Submit]

A. Enter the DOC NBR, or use 🔍 to browse for the number. *This is a 14 alphanumeric character field.*

B. Use ☑ to select the Cond Cd.

C. Enter the Ship To POC in the field provided. *This is a 24 alphanumeric character field.*

D. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

E. Enter the E-MAIL Address in the field provided. *This is a 25 alphanumeric character field.*

F. Enter the CAGE CD in the Ship To field provided. *This is a 5 alphanumeric character field.*

G. Enter the Address in the field provided. *This is a 35 alphanumeric character field.*

H. Enter the City in the field provided. *This is a 22 alphanumeric character field.*

I. Use ☑ to select the State.

J. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*

K. Use ☑ to select the Country Cd.

L. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

M. Select Add Attachment . *The **Add an Attachment** page appears.*

2. Select Submit . *The **View the Asset Disposition Transaction Status** page appears.*