



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

Asset Management > Disposition > Asset Disposition Search Criteria page

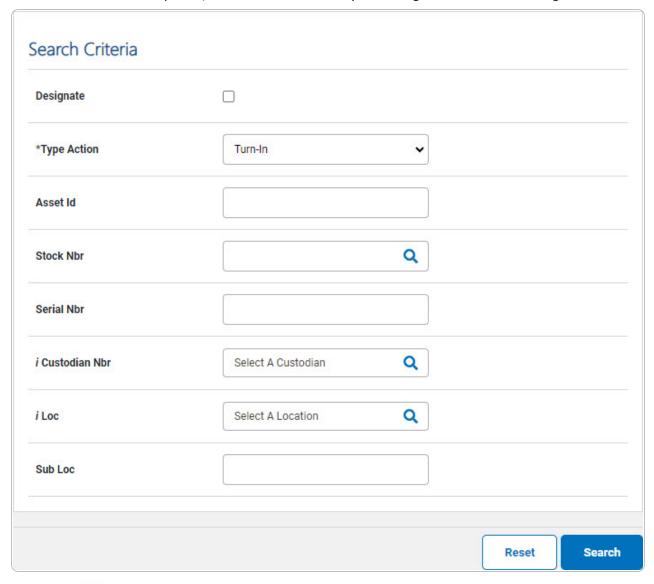
Procedures

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 at any point of this procedure returns all fields to the default "All" setting.



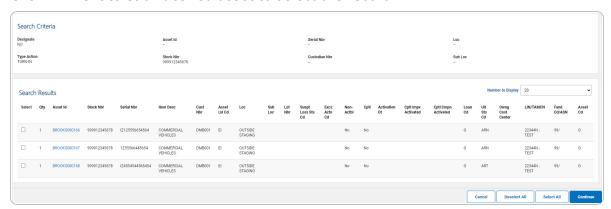
1. In the Search Criteria panel, narrow the results by entering one of the following fields.

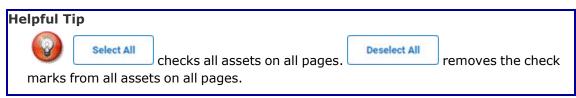


- Use to select the Type Action.
- 2. Select Search or an Asset Disposition Results page opens.



A. Click \square next to each desired asset to select the record.





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





Selected Rows for Asset Disposition

Navigation

Asset Management > Disposition > Search Criteria > Search Results >

(desired record) > Asset Disposition Selected Rows page

Procedures

Review and Confirm Assets for Disposal

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

1. Review the asset for disposal.



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	> Dispositi	ion > Search Criteria	Search >	> Search Results > \Box
(desired record) >	Continue	> Selected Rows >	Continue	> Asset Disposition — Dis-
position page				

Procedures

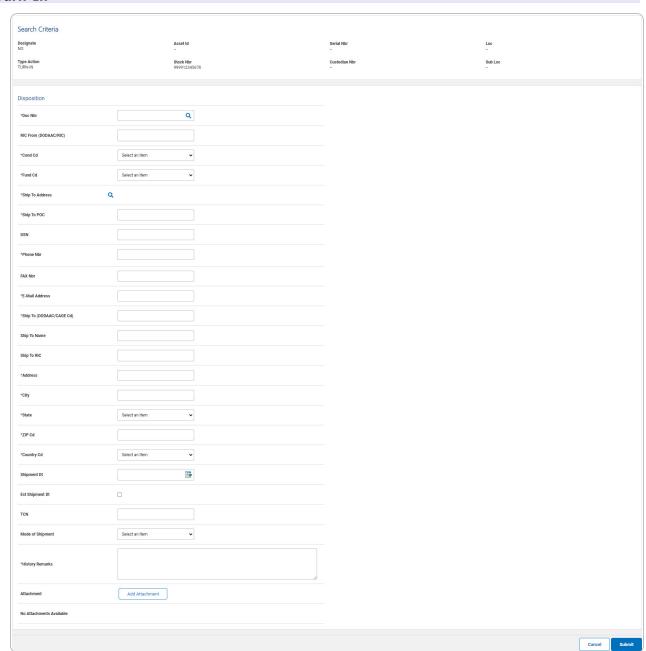
Dispose of an Asset

Selecting 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 \(\frac{\qqraps}{\qqraps} \) to browse for the number. This is a 14 alphanumeric character field.

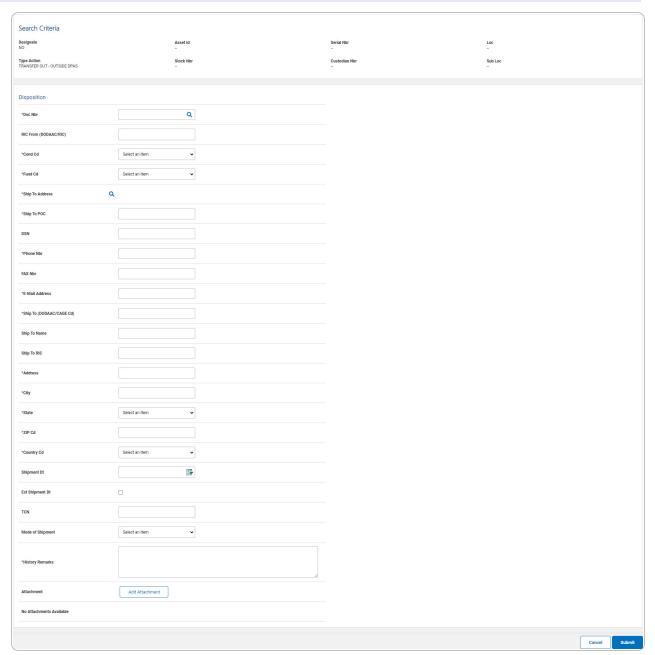


- **B.** Use to select the Cond Cd.
- **C.** Use to select the Fund Cd.
- **D.** Use ^Q to browse for the Ship To Address.
- **E.** Enter the Ship To POC in the field provided. *This is a 24 alphanumeric character field.*
- **F.** Enter the Phone NBR in the field provided. This is a 19 numeric character 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.





Transfer Out - Outside ELMS



- **A.** Enter the Doc NBR, or use \(\frac{Q}{2} \) to browse for the number. This is a 14 alphanumeric character field.
- **B.** Use to select the Cond Cd.

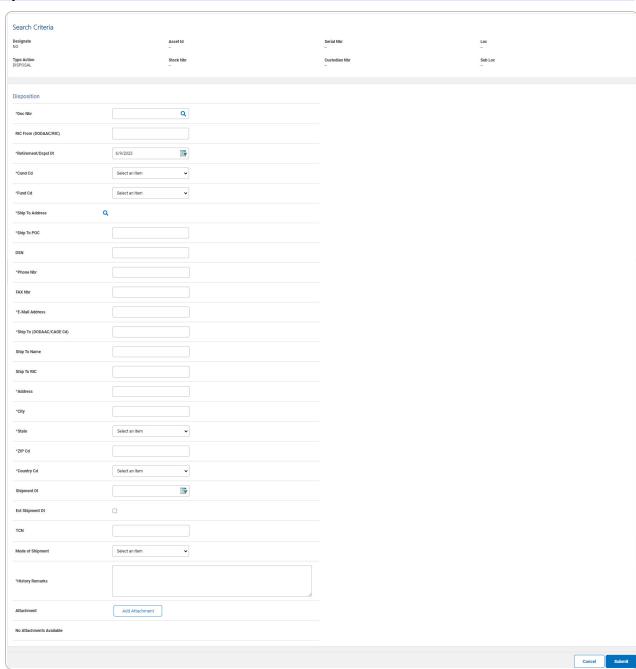


- **C.** Use to select the Fund Cd.
- **D.** Use ^Q to browse for the Ship To Address.
- **E.** Enter the Ship To POC in the field provided. *This is a 24 alphanumeric character field.*
- **F.** Enter the Phone NBR in the field provided. This is a 25 alphanumeric character field.
- **G.** Enter the E-MAIL 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 $\stackrel{\checkmark}{\square}$ 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.





Disposal



A. Enter the Doc NBR, or use \(\frac{\text{\tint{\text{\te}\text{\texi}\text{\text{\text{\text{\texi{\texi{\texi{\texi{\texi}\text{\texiti}\tint{\text{\texi}\text{\texi{\texi{\texi{\texi{\texi{\texi{\t



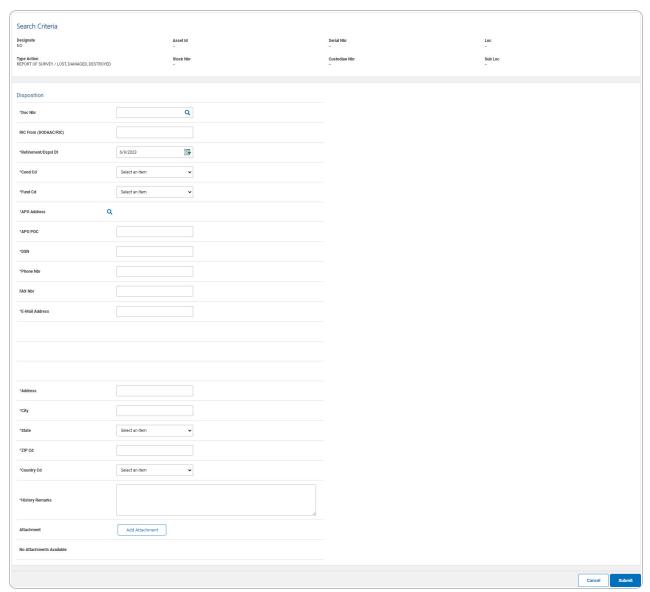
- **B.** Use to select the Retirement / DSPSL DT, or enter the date (MM/DD/YYYY) in the field provided.
- **C.** Use to select the Cond Cd.
- **D.** Use to select the Fund Cd.
- **E.** Use ^Q to browse for the Ship To Address.
- **F.** Enter the Ship To POC in the field provided. *This is a 24 alphanumeric 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.







Report of Survey / Lost, Damaged, Destroyed



- **A.** Enter the Doc NBR, or use \(\frac{Q}{2} \) 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.

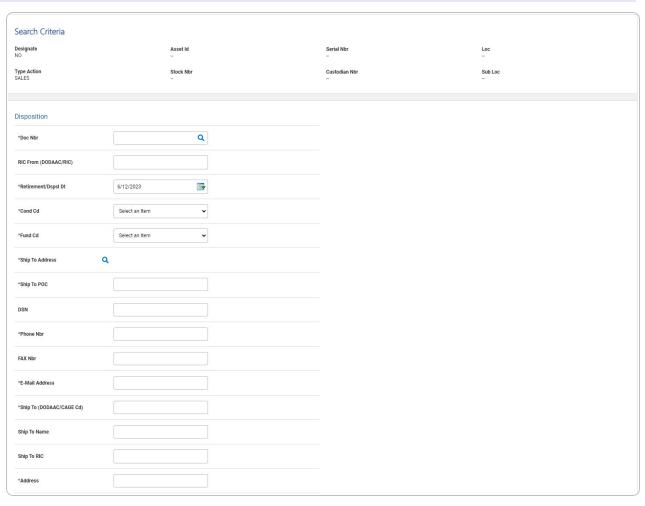




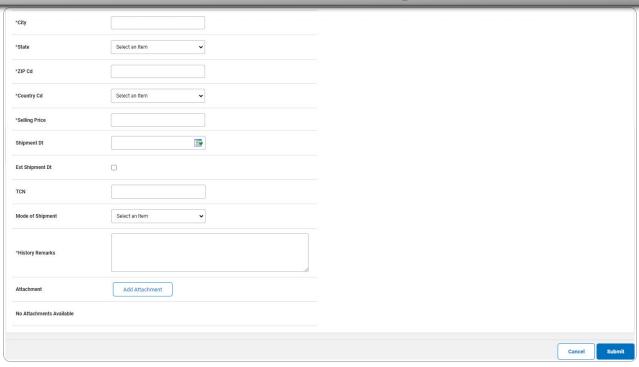
- **E.** Use ^Q to browse for the APO Address.
- **F.** Enter the APO POC in the field provided. *This is a 24 alphanumeric character field.*
- **G.** Enter the DSN in the field provided. *This is a 20 alphanumeric character field.*
- **H.** Enter the Phone NBR in the field provided. This is a 25 alphanumeric 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







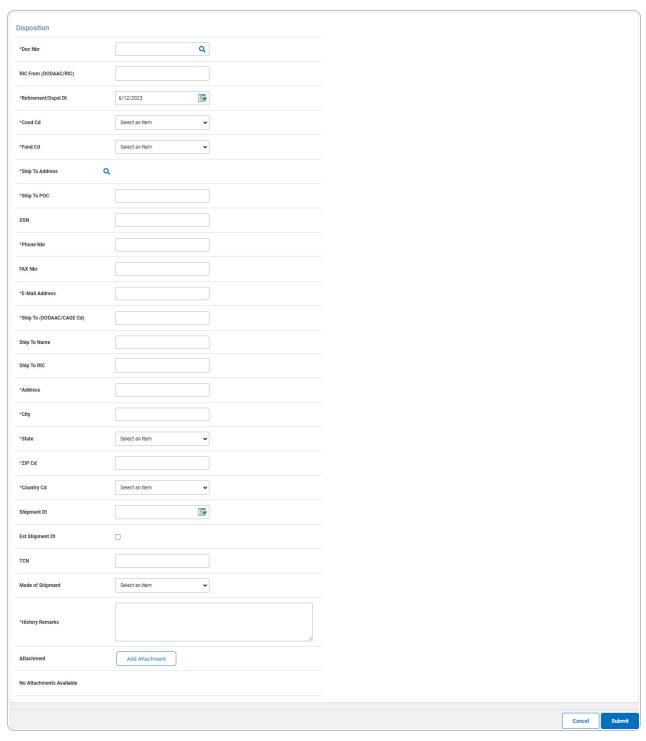
- **A.** Enter the Doc NBR, or use \(\frac{\text{\te}\text{\texi{\text{\text{\text{\texi{\texi{\texi{\texi{\texi}\text{\text{\text{\text{\text{\text{\text{\texi{\texi{\texi{\texi{\texi{\tex
- **B.** Use to select the Retirement / DSPSL DT, or enter the date (MM/DD/YYYY) in the field provided.
- **C.** Use to select the Cond Cd.
- **D.** Use to select the Fund Cd.
- **E.** Use ^Q 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)



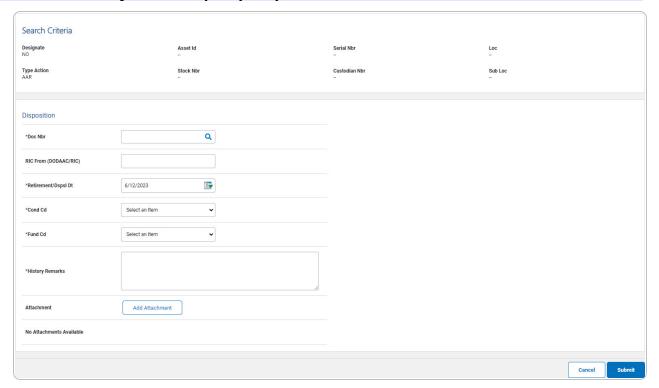


- **A.** Enter the Doc NBR, or use ^Q to browse for the number. *This is a 14 alphanumeric character field.*
- **B.** Use to select the Retirement / DSPSL DT, or enter the date (MM/DD/YYYY) in the field provided.
- **C.** Use to select the Cond Cd.
- **D.** Use Y to select the Fund Cd.
- **E.** Use ^Q 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.





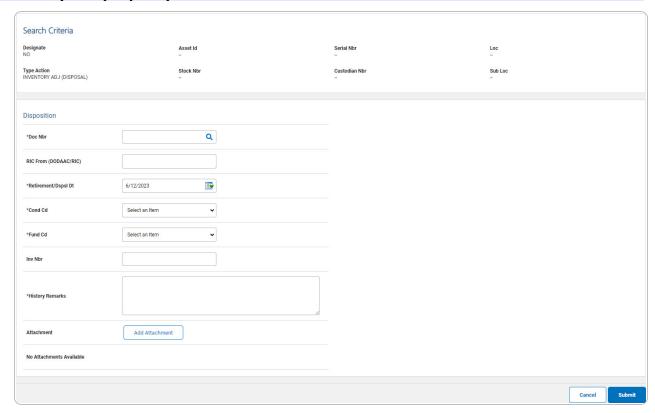
Administrative Adjustment Report (AAR)



- **A.** Enter the Doc NBR, or use ^Q 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.



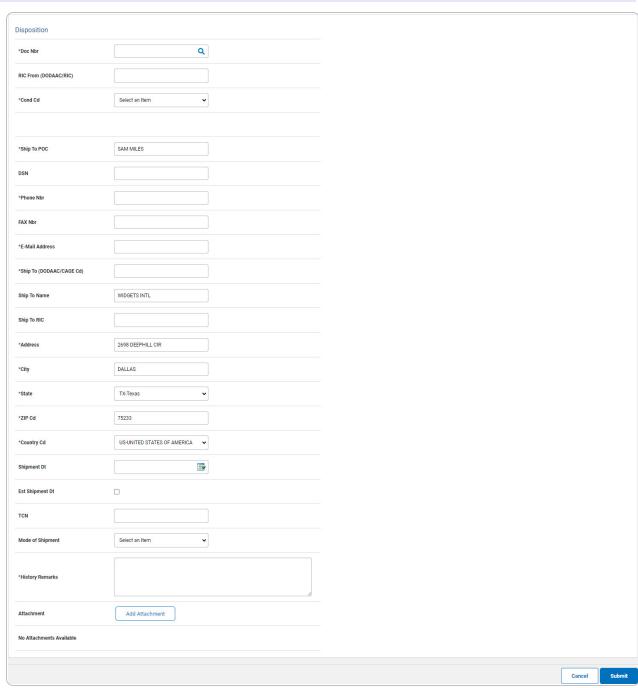
Inventory ADJ (Disposal)



- **A.** Enter the Doc NBR, or use \(\frac{\text{\tint{\texi}\text{\text{\texi}\text{\text{\text{\text{\text{\texi}\tiliex{\text{\texi}\tiint{\text{\text{\texi}\tilex{\text{\tex
- **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



A. Enter the Doc NBR, or use \(\frac{1}{2} \) 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 . The **View the Asset Disposition Transaction Status** page appears.