



Asset Receiving – Entry Page

Overview

The Property Accountability module Asset Management Receiving process provides the ability to receive assets to DPAS.

The assets are either Serially managed (individual asset - one at a time), Component managed (a part of a total asset - one at a time, linked to the Higher Assemblage), or Bulk managed (group of assets - a bunch at a time).

Navigation

Asset Management > Receiving > Asset Receiving page

Procedure

DPAS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

Add an Asset

Selecting at any point of this procedure removes all revisions and closes the page.

Bold numbered steps are required.


1. In the Asset Management menu, choose Receiving. The **Asset Receiving Data Entry** page appears.
2. Choose which kind of asset to receive:



End Item Serial

- A. Choose the End Item Serial radio button. *Additional fields appear.*


End Item Serial	<input checked="" type="radio"/>	*Stock Nbr	<input type="text"/>
Component	<input type="radio"/>	*Acq Cost	<input type="text" value="0.00"/>
Bulk	<input type="radio"/>	Mass Upload Assets	<input type="checkbox"/>
*Type Action	<input type="text" value="INPR - New Procurement"/>	Download Template	<input type="button" value="Download"/>

- B. Use to select the Type Action.
- C. Enter the STOCK NBR, or use  to browse for the number. *This is a 15 alphanumeric character field.*
- D. Enter the ACQ COST in the field provided. *This is a 15 numeric character field.*
- E. Select . *The file AssetReceivingUploadTemplate.xls opens.*

Component

- A. Choose the Component radio button. *Additional fields appear.*

End Item Serial	<input type="radio"/>	*Stock Nbr	<input type="text"/>
Component	<input checked="" type="radio"/>	*Acq Cost	<input type="text" value="0.00"/>
Bulk	<input type="radio"/>	Cost Embedded	<input checked="" type="checkbox"/>
*Type Action	<input type="text" value="INPR - New Procurement"/>	*HA Asset Id	<input type="text"/>

- B. Use to select the Type Action.
- C. Enter the STOCK NBR, or use  to browse for the number. *This is a 15 alphanumeric character field.*
- D. Enter the ACQ COST in the field provided. *This is a 15 numeric character field.*




Bulk

A. Choose the Bulk radio button.

End Item Serial	<input type="radio"/>	*Type Action	INPR - New Procurement
Component	<input type="radio"/>	*Stock Nbr	<input type="text"/>
Bulk	<input checked="" type="radio"/>	*Acq Cost	0.00

Cancel Reset Continue

B. Use to select the Type Action.

C. Enter the STOCK NBR, or use  to browse for the number. *This is a 15 alphanumeric character field.*

D. Enter the ACQ COST in the field provided. *This is a 15 numeric character field.*

3. Select . *The Basic tab displays.*






Asset Receiving Entry — ITRO — Transfer In — Outside DPAS


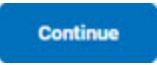




Navigation

Asset Management > Receiving > Asset Receiving > Type Action drop-down field > ITRO — Transfer In — Outside DPAS > Asset Receiving Tabs page

Procedure

Add an Asset

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

1. In the Asset Management menu, choose Receiving. *The **Asset Receiving Data Entry** page appears.*
2. Use  to select the Type Action **ITRO — Inventory Transfer In — Outside DPAS**
3. Select . *The Basic tab displays.*
 - A. Use  to select the ACQ DT, or enter the date (MM/DD/YYYY) in the field provided.
 - B. Use  to select the Cond Cd.
 - C. Enter the DOC NBR, or use  to browse for the number. *This is a 14 alphanumeric character field.*
 - D. Use  to select the Asset Cd.





End Item Serial

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Basic						
Stock Nbr	0005000739411		Doc Nbr	<input type="text"/>		
UI	EA		*Asset Cd	Select an Item		
Item Desc	TEST RIFLE		i Sys Id	<input type="text"/>		
Type Action	ITRO - Transfer In - outside DPAS		Cptl Cd	A-DoD Threshold		
*Qty	<input type="text" value="1"/>		Asset Sts	U-In Use		
*Acq Dt	<input type="text"/>		Local Rcpt Dt	7/10/2023		





Help Reference Guide

*Cond Cd	A-Svcbl(w/o Qual) ▼	Rcvd By	<input type="text"/>
Origl In Svc Dt	<input type="text"/>		
iRAPT/WAWF Shpmt Id	<input type="text"/>		
Attachments	No Attachments Available		
	<input type="button" value="Add"/>		
Remarks	<input type="text"/>		
History Remarks	<input type="text"/>		
		<input type="button" value="Cancel"/>	<input type="button" value="Reset"/>

- a. The QTY automatically populates and is not editable.
- b. Use to select the ORIGL IN SVC DT, or enter the date (MM/DD/YYYY) in the field provided.





Component

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Basic						
Stock Nbr	0005000739411		Doc Nbr	<input type="text" value=""/>		
UI	EA		*Asset Cd	Select an Item		
Item Desc	TEST RIFLE		i Sys Id			
Type Action	ITRO - Transfer In - outside DPAS		Cptl Cd	A-DoD Threshold		
*Qty	<input type="text" value="1"/>		Asset Sts	U-In Use		
*Acq Dt	<input type="text" value=""/>		Local Rcpt Dt	7/10/2023		





Help Reference Guide

*Cond Cd	A-Svcbl(w/o Qual) ▼	Rcvd By	<input type="text"/>
Origl In Svc Dt	<input type="text"/>		
iRAPT/WAWF Shpmt Id	<input type="text"/>		
Attachments	No Attachments Available		
	<input type="button" value="Add"/>		
Remarks	<input type="text"/>		
History Remarks	<input type="text"/>		
		<input type="button" value="Cancel"/>	<input type="button" value="Reset"/>

- a. The QTY automatically populates and is not editable.
- b. Use to select the ORIGL IN SVC DT, or enter the date (MM/DD/YYYY) in the field provided.









Bulk

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Basic						
Stock Nbr	1005011844041					
UI	EA					
Item Desc	BOLT,AUTOMATIC WEAPON					
Type Action	ITRO - Transfer In - outside DPAS					
*Qty	<input type="text"/>					
*Acq Dt	<input type="text"/>					
*Cond Cd	A-Svcbl(w/o Qual)					
Doc Nbr	<input type="text"/>					
*Asset Cd	K -Equipment					
i Sys Id	<input type="text"/>					



Lot Nbr	<input type="text"/>
Expr Dt	<input type="text"/> 
Local Rcpt Dt	7/6/2023 
Rcvd By	<input type="text"/>
iRAPT/WAWF Shpmt Id	<input type="text"/>
Attachments	No Attachments Available
	<input type="button" value="Add"/>
Remarks	<input type="text"/>
History Remarks	<input type="text"/>

- a. Enter the QTY in the field provided. *This is a 6 numeric character field.*
- E. Select . *The **Add an Attachment** page appears.*
- 4. Select Catalog. *The **Catalog Tab** displays.*
 - A. Use  or  to assist with the MFR DATA entry. *This is a 36 alphanumeric character field.*
 - B. Enter the MFR YR in the field provided. *This is a 4 numeric character field.*



End Item Serial

Basic **Catalog** Accounting Contract Depreciation Agency Asset Entry

Manufacturer

Stock Nbr 0005000739411


UI EA

Item Desc TEST RIFLE

Type Action ITRO - Transfer In - outside DPAS

Catalog Pilferable No

Asset Pilferable

i *Mfr Data 

Mfr Name





Help Reference Guide

Mfr Yr

Mfr Model Nbr

License Managed

Mfr Part Nbr

*UII Sts Cd

CAGE Cd

Non-Actbl

- a. Use to select the UII Sts Cd.





Component

Basic **Catalog** Accounting Contract Depreciation Agency Asset Entry

Manufacturer

Stock Nbr 0005000739411

UI EA

Item Desc TEST RIFLE

Type Action ITRO - Transfer In - outside DPAS

Catalog Pilferable No

Asset Pilferable

i *Mfr Data

Mfr Name





Help Reference Guide

Mfr Yr	<input type="text"/>
Mfr Model Nbr	<input type="text"/>
License Managed	<input type="text"/>
Mfr Part Nbr	<input type="text"/>
*UII Sts Cd	<input type="text" value="Select an Item"/>
CAGE Cd	<input type="text"/>
Non-Actbl	<input type="text"/>

- a. Use to select the UII Sts Cd.





Bulk

Basic **Catalog** Accounting Contract Depreciation Agency Asset Entry

Manufacturer

Stock Nbr 1005011844041

UI EA

Item Desc BOLT,AUTOMATIC WEAPON

Type Action ITRO - Transfer In - outside DPAS

Catalog Pilferable No

Asset Pilferable

i *Mfr Data

Mfr Name



Mfr Yr	<input type="text"/>
Mfr Model Nbr	<input type="text"/>
License Managed	<input type="text"/>
Mfr Part Nbr	<input type="text"/>
CAGE Cd	<input type="text"/>
Non-Actbl	<input type="text"/>

5. Select Accounting. *The **Accounting Tab** displays.*





Help Reference Guide

Basic Catalog **Accounting** Contract Depreciation Agency Asset Entry

Accounting

Stock Nbr 0005000739411

UI EA

Item Desc TEST RIFLE

Type Action ITRO - Transfer In - outside DPAS

*Fund Cd/ASN ▼

Oblign Doc Nbr

Owng Cost Center

Owng Cost Center Desc

Fndng Cost Center

Fndng Cost Center Desc

Task Cd





Help Reference Guide

Job Order Nbr	<input type="text"/>
LOA	<input type="text"/>
Exp Cd	1-Funded ▼
Divy Ord Nbr	<input type="text"/>
Transfer Type	Select an Item ▼
Trading Partner Nbr	<input type="text"/>
Trading Dept Cd	Select an Item ▼
Trading Basic Symbol	<input type="text"/>
Trading Subhead	<input type="text"/>
Loan Cd	G-Government Owned ▼
Lease Cd	N-Government Owned ▼

- A. Use to select the Fund Cd/ASN.
 - B. Use to select the Transfer Type.
6. Select Contract. *The **Contract Tab** appears.*





Help Reference Guide

Basic Catalog Accounting **Contract** Depreciation Agency Asset Entry

Contract

Stock Nbr 0005000739411

UI EA

Item Desc TEST RIFLE

Type Action ITRO - Transfer In - outside DPAS

Cntr/PO Nbr

SPIIN

CLIN

SLIN

ACRN

Cancel

7. Select Depreciation. *The **Depreciation Tab** appears.*





Note



If the asset cannot be depreciated, the warning "**Depreciation tab may only be used on depreciable assets**" appears, and the fields on this tab are all read-only.

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
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Depreciation

Stock Nbr 0005000739411

UI EA

Item Desc TEST RIFLE

Type Action ITRO - Transfer In - outside DPAS

Activate Depreciation

*Activation Dt


*Deprn Period





Help Reference Guide

Salvage Value
Prior Deprn SL
Prior Deprn AB
Deprn Util Svc Life
Prior Deprn Util Qty
Deprn Cost Center
Deprn Cost Center Desc
Deprn Job Order Nbr

- A. Use  to select the ACTIVATION DT, or enter the date (MM/DD/YYYY) in the field provided.
 - B. Enter the DEPRN PERIOD in the field provided. *This is a 3 numeric character field.*
8. Select Agency. The **Agency Tab** appears.





Help Reference Guide

Basic Catalog Accounting Contract Depreciation **Agency** Asset Entry

Agency

Stock Nbr 0005000739411

UI EA

Item Desc TEST RIFLE

Type Action ITRO - Transfer In - outside DPAS

Classification ▼

Office

Active RFID Number

ORDER NUMBER

TASK ORDER

Note



Any additional fields on this tab varies by agency and are not DPAS controlled.

9. Select Asset Entry. *The **Asset Entry Tab** appears.*





End Item Serial

Basic Catalog Accounting Contract Depreciation Agency **Asset Entry**

Asset Entry

Stock Nbr 0005000739411

UI EA

Item Desc TEST RIFLE

Type Action ITRO - Transfer In - outside DPAS

Inv by Serial Nbr

Auto Assign

Asset Id Prefix





Help Reference Guide

i *Custodian Nbr	<input type="text"/>	
UII	<input type="text"/>	
*Serial Nbr	<input type="text"/>	
DOD Serial Nbr	<input type="text"/>	
i *Loc	Select A Location	
Sub Loc	<input type="text"/>	

- a. Use or to browse for the CUSTODIAN NBR entry. *This is a 12 alphanumeric character field.*
- b. Enter the UII in the field provided. *This is a 50 alphanumeric character field.*
- c. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- d. Use or to assist with the LOC entry. *This is a 20 alphanumeric character field.*





Component

Basic Catalog Accounting Contract Depreciation Agency **Asset Entry**

Asset Entry

Stock Nbr 0005000739411

UI EA

Item Desc TEST RIFLE

Type Action ITRO - Transfer In - outside DPAS

Inv by Serial Nbr

Auto Assign





Asset Id Prefix





Help Reference Guide

i *Custodian Nbr	<input type="text" value="TGROCE"/>
UII	<input type="text"/>
*Serial Nbr	<input type="text"/>
DOD Serial Nbr	<input type="text"/>
i *Loc	<input type="text" value="AREA7"/>
Sub Loc	<input type="text"/>

- a. Use  or  to browse for the CUSTODIAN NBR entry. *This is a 12 alphanumeric character field.*
- b. Enter the UII in the field provided. *This is a 50 alphanumeric character field.*
- c. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- d. Use  or  to assist with the LOC entry. *This is a 20 alphanumeric character field.*



Bulk

Basic Catalog Accounting Contract Depreciation Agency **Asset Entry**



Asset Entry



Stock Nbr 1005011844041

UI EA

Item Desc BOLT,AUTOMATIC WEAPON

Type Action ITRO - Transfer In - outside DPAS





i *Custodian Nbr  


i *Loc  

Sub Loc

Save

Cancel **Reset** **Add**

- a. Use  or  to browse for the CUSTODIAN NBR entry. *This is a 12 alphanumeric character field.*
- b. Use  or  to assist with the LOC entry. *This is a 20 alphanumeric character field.*

10. Select . *The new asset is added to the list panel.*





Help Reference Guide

Basic Catalog Accounting Contract Depreciation Agency **Asset Entry**

Asset Entry

Stock Nbr 0005000739411

UI EA

Item Desc TEST RIFLE

Type Action ITRO - Transfer In - outside DPAS

Inv by Serial Nbr

Auto Assign

Asset Id Prefix BROOKS

i *Custodian Nbr TGROCE

UII





Help Reference Guide

*Serial Nbr

DOD Serial Nbr

i*Loc

Sub Loc

Save

	Asset Id	Serial Nbr	Cust Nbr	Loc	Sub Loc	Inv By Serial Nbr	Auto Assign	Ull	DOD Serial Nbr
Edit Remove	BROOKS000360	CBA321	TGROCE	AREA7		N	Y	FED654	

Cancel

Reset

Add






Asset Receiving Entry — INPR — New Procurement







Navigation

Asset Management > Receiving > Asset Receiving > Type Action drop-down field > Type Action INPR — Inventory New Procurement > Asset Receiving Tabs page

Procedure

Add an Asset

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

1. In the Asset Management menu, choose Receiving. The **Asset Receiving Data Entry** page appears.
2. Use  to select the Type Action **INPR — Inventory New Procurement**
3. Select . The **Basic** tab displays.
 - A. Use  to select the ACQ DT, or enter the date (MM/DD/YYYY) in the field provided.
 - B. Use  to select the Cond Cd.
 - C. Enter the DOC NBR, or use  to browse for the number. *This is a 14 alphanumeric character field.*
 - D. Use  to select the Asset Cd.






End Item Serial

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Basic						
Stock Nbr	0005000739411		Doc Nbr	<input type="text" value=""/>		
UI	EA		*Asset Cd	Select an Item ▼		
Item Desc	TEST RIFLE		i Sys Id	<input type="text" value=""/>		
Type Action	INPR - New Procurement		Cptl Cd	A-DoD Threshold ▼		
*Qty	<input type="text" value="1"/>		Asset Sts	U-In Use ▼		
*Acq Dt	<input type="text" value=""/>		Local Rcpt Dt	7/11/2023		



*Cond Cd	A-Svcbl(w/o Qual) ▼	Rcvd By	<input type="text"/>
Origl In Svc Dt	7/11/2023 		
iRAPT/WAWF Shpmt Id			
Attachments	No Attachments Available		
	<input type="button" value="Add"/>		
Remarks	<input type="text"/>		
History Remarks	<input type="text"/>		
		<input type="button" value="Cancel"/>	<input type="button" value="Reset"/>


a. The QTY automatically populates and is not editable.



Component

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Basic						
Stock Nbr	0005000739411		Doc Nbr	<input type="text" value=""/>		
UI	EA		*Asset Cd	Select an Item		
Item Desc	TEST RIFLE		i Sys Id	<input type="text" value=""/>		
Type Action	INPR - New Procurement		Cptl Cd	A-DoD Threshold		
*Qty	<input type="text" value="1"/>		Asset Sts	U-In Use		
*Acq Dt	<input type="text" value=""/>		Local Rcpt Dt	7/11/2023		



*Cond Cd	A-Svcbl(w/o Qual) ▼	Rcvd By	<input type="text"/>
Origl In Svc Dt	7/11/2023 		
iRAPT/WAWF Shpmt Id			
Attachments	No Attachments Available		
	<input type="button" value="Add"/>		
Remarks	<input type="text"/>		
History Remarks	<input type="text"/>		
		<input type="button" value="Cancel"/>	<input type="button" value="Reset"/>



a. The QTY automatically populates and is not editable.





Bulk

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Basic						
Stock Nbr	1005011844041					
UI	EA					
Item Desc	BOLT,AUTOMATIC WEAPON					
Type Action	INPR - New Procurement					
*Qty	<input type="text"/>					
*Acq Dt	<input type="text"/>					
*Cond Cd	A-Svcbl(w/o Qual)					
Doc Nbr	<input type="text"/>					
*Asset Cd	K -Equipment					
i Sys Id	<input type="text"/>					



Lot Nbr	<input type="text"/>
Expr Dt	<input type="text"/> 
Local Rcpt Dt	6/30/2023 
Rcvd By	<input type="text"/>
iRAPT/WAWF Shpmt Id	
Attachments	No Attachments Available
<input type="button" value="Add"/>	
Remarks	<input type="text"/>
History Remarks	<input type="text"/>

- a. Enter the QTY in the field provided. *This is a 6 numeric character field.*
4. Select Catalog. *The **Catalog Tab** displays.*
- A. Use  or  to assist with the MFR DATA entry. *This is a 36 alphanumeric character field.*
 - B. Enter the MFR YR in the field provided. *This is a 4 numeric character field.*



End Item Serial

Basic **Catalog** Accounting Contract Depreciation Agency Asset Entry

Manufacturer

Stock Nbr 0005000739411

UI EA

Item Desc TEST RIFLE

Type Action INPR - New Procurement

Catalog Piferable No

Asset Piferable

i *Mfr Data

Mfr Name





Help Reference Guide

Mfr Yr

Mfr Model Nbr

License Managed

Mfr Part Nbr

*UII Sts Cd

CAGE Cd

Non-Actbl

- a. Use to select the UII Sts Cd.





Component

Basic **Catalog** Accounting Contract Depreciation Agency Asset Entry

Manufacturer

Stock Nbr 0005000739411


UI EA

Item Desc TEST RIFLE

Type Action INPR - New Procurement

Catalog Piferable No

Asset Piferable

i *Mfr Data 

Mfr Name





Help Reference Guide

Mfr Yr

Mfr Model Nbr

License Managed

Mfr Part Nbr

*UII Sts Cd

CAGE Cd

Non-Actbl

- a. Use to select the UII Sts Cd.





Bulk

Basic **Catalog** Accounting Contract Depreciation Agency Asset Entry

Manufacturer

Stock Nbr 1005011844041

UI EA

Item Desc BOLT,AUTOMATIC WEAPON

Type Action INPR - New Procurement

Catalog Pilferable No

Asset Pilferable

i *Mfr Data 

Mfr Name



Mfr Yr

Mfr Model Nbr

License Managed

Mfr Part Nbr

CAGE Cd

Non-Actbl

5. Select Accounting. *The **Accounting Tab** displays.*



Help Reference Guide

Basic Catalog **Accounting** Contract Depreciation Agency Asset Entry

Accounting

Stock Nbr 0005000739411

UI EA

Item Desc TEST RIFLE

Type Action INPR - New Procurement

*Fund Cd/ASN ▼

Oblign Doc Nbr

Owng Cost Center

Owng Cost Center Desc

Fndng Cost Center



Help Reference Guide

Fndng Cost Center Desc

Task Cd

Job Order Nbr


LOA

Exp Cd

Divy Ord Nbr

Loan Cd

Lease Cd

- A. Use to select the Fund Cd/ASN.
 - B. Enter the LOA, or use  to browse for the identifier. *This is a 31 alphanumeric character field.*
6. Select Contract. *The **Contract Tab** appears.*





Help Reference Guide

Basic Catalog Accounting **Contract** Depreciation Agency Asset Entry

Contract

Stock Nbr 0005000739411

UI EA

Item Desc TEST RIFLE

Type Action INPR - New Procurement

Cntr/PO Nbr

SPIIN

CLIN

SLIN

ACRN

Cancel

7. Select Depreciation. *The **Depreciation Tab** appears.*





Note



If the asset cannot be depreciated, the warning "**Depreciation tab may only be used on depreciable assets**" appears, and the fields on this tab are all read-only.

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
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Depreciation

Stock Nbr 0005000739411

UI EA

Item Desc TEST RIFLE

Type Action INPR - New Procurement

Activate Depreciation

*Activation Dt

*Deprn Period

Salvage Value





Help Reference Guide

Prior Deprn SL

Prior Deprn AB


Deprn Util Svc Life

Prior Deprn Util Qty

Deprn Cost Center

Deprn Cost Center Desc

Deprn Job Order Nbr

- A. Use  to select the ACTIVATION DT, or enter the date (MM/DD/YYYY) in the field provided.
 - B. Enter the DEPRN PERIOD in the field provided. *This is a 3 numeric character field.*
8. Select Agency. The **Agency Tab** appears.





Help Reference Guide

Basic Catalog Accounting Contract Depreciation **Agency** Asset Entry

Agency

Stock Nbr 0005000739411

UI EA

Item Desc TEST RIFLE

Type Action INPR - New Procurement

Classification ▼

Office

Active RFID Number

ORDER NUMBER

TASK ORDER

Note



Any additional fields on this tab varies by agency and are not DPAS controlled.

- Select Asset Entry. *The **Asset Entry Tab** appears.*





End Item Serial

Basic Catalog Accounting Contract Depreciation Agency **Asset Entry**

Asset Entry

Stock Nbr 0005000739411

UI EA

Item Desc TEST RIFLE

Type Action INPR - New Procurement

Inv by Serial Nbr

Auto Assign



Asset Id Prefix ▼

i *Custodian Nbr 🔍









Help Reference Guide

i *Custodian Nbr	<input type="text"/>	
UII	<input type="text"/>	
*Serial Nbr	<input type="text"/>	
DOD Serial Nbr	<input type="text"/>	
i *Loc	Select A Location	
Sub Loc	<input type="text"/>	

[Save](#)

[Cancel](#) [Reset](#) [Add](#)

- a. Use  or  to browse for the CUSTODIAN NBR entry. *This is a 12 alphanumeric character field.*
- b. Enter the UII in the field provided. *This is a 50 alphanumeric character field.*
- c. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- d. Use  or  to assist with the LOC entry. *This is a 20 alphanumeric character field.*





Component

Basic Catalog Accounting Contract Depreciation Agency **Asset Entry**

Asset Entry

Stock Nbr 0005000739411

UI EA

Item Desc TEST RIFLE

Type Action INPR - New Procurement

Inv by Serial Nbr

Auto Assign





Asset Id Prefix







Help Reference Guide





i *Custodian Nbr	<input type="text" value="TGROCE"/>
UII	<input type="text"/>
*Serial Nbr	<input type="text"/>
DOD Serial Nbr	<input type="text"/>
i *Loc	AREA7
Sub Loc	<input type="text"/>


- a. Use  or  to browse for the CUSTODIAN NBR entry. *This is a 12 alphanumeric character field.*
- b. Enter the UII in the field provided. *This is a 50 alphanumeric character field.*
- c. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- d. Use  or  to assist with the LOC entry. *This is a 20 alphanumeric character field.*



Bulk

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Asset Entry						
Stock Nbr	1005011844041					
UI	EA					
Item Desc	BOLT,AUTOMATIC WEAPON					
Type Action	INPR - New Procurement					
<i>i</i> *Custodian Nbr	<input type="text"/> 					
<i>i</i> *Loc	<input type="text" value="Select A Location"/> 					
Sub Loc	<input type="text"/>					
						Save
						Cancel Reset Add

- a. Use  or  to browse for the CUSTODIAN NBR entry. *This is a 12 alphanumeric character field.*
- b. Use  or  to assist with the Loc entry. *This is a 20 alphanumeric character field.*

10. Select . *The new asset is added to the list panel.*





Help Reference Guide

Basic Catalog Accounting Contract Depreciation Agency **Asset Entry**

Asset Entry

Stock Nbr 0005000739411

UI EA

Item Desc TEST RIFLE

Type Action INPR - New Procurement

Inv by Serial Nbr

Auto Assign

Asset Id Prefix ▼

i *Custodian Nbr 🔍

UII





Help Reference Guide

*Serial Nbr

DOD Serial Nbr

i *Loc 

Sub Loc

Save

	Asset Id	Serial Nbr	Cust Nbr	Loc	Sub Loc	Inv By Serial Nbr	Auto Assign	Ull	DOD Serial Nbr
Edit Remove	BROOKS000359	BCD234	TGROCE	AREA7		N	Y	GHI789	

Cancel

Reset

Add






Asset Receiving Entry — IAAR — Administrative Adjustment

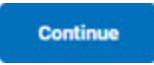



Navigation

Asset Management > Receiving > Asset Receiving > Type Action IAAR — Administrative Adjustment > Asset Receiving Tabs page

Procedure

Add an Asset

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

1. In the Asset Management menu, choose Receiving. The **Asset Receiving Data Entry** page appears.
2. Choose Type Action **IAAR — Administrative Adjustment**
3. Select . The Basic tab displays.
 - A. Use  to select the ACQ DT, or enter the date (MM/DD/YYYY) in the field provided.
 - B. Use  to select the Cond Cd.
 - C. Use  to select the Asset Cd.



End Item Serial

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Basic						
Stock Nbr	0GX96CE2050		Doc Nbr	<input type="text"/>		
UI	EA		*Asset Cd	K - Equipment		
Item Desc	CACHE ENGINE		i Sys Id	<input type="text"/>		
Type Action	IAAR - Administrative Adjustment		Cptl Cd	A-DoD Threshold		
*Qty	<input type="text" value="1"/>		Asset Sts	U-In Use		
*Acq Dt	<input type="text"/>		Local Rpt Dt	9/23/2022		
*Cond Cd	A-Svcbl(w/o Qual)		Rcvd By	<input type="text"/>		
Origl In Svc Dt	<input type="text"/>		Remarks	<input type="text"/>		
iRAPT/WAWF Shpmt Id			History Remarks	<input type="text"/>		
Attachments	No Attachments Available					
<input type="button" value="Add"/>						
<input type="button" value="Cancel"/> <input type="button" value="Reset"/>						

- a. The QTY automatically populates and is not editable.



Component



Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Basic						
Stock Nbr	0GX96CE2050		Doc Nbr	<input type="text"/>		
UI	EA		*Asset Cd	K - Equipment		
Item Desc	CACHE ENGINE		i Sys Id			
Type Action	IAAR - Administrative Adjustment		Cptl Cd	A-DoD Threshold		
*Qty	<input type="text" value="1"/>		Asset Sts	U-In Use		
*Acq Dt	<input type="text"/>		Local Rpt Dt	9/23/2022		
*Cond Cd	A-Svcbl(w/o Qual)		Rcvd By	<input type="text"/>		
Origl In Svc Dt	<input type="text"/>		Remarks	<input type="text"/>		
iRAPT/WAWF Shpmt Id			History Remarks	<input type="text"/>		
Attachments	No Attachments Available					
<input type="button" value="Add"/>						
<input type="button" value="Cancel"/> <input type="button" value="Reset"/>						

- a. The QTY automatically populates and is not editable.



Bulk

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Basic						
Stock Nbr	999900V010002		Lot Nbr	<input type="text"/>		
UI	EA		Expr Dt	<input type="text"/>		
Item Desc	POKEBALL		Local Rept Dt	9/23/2022		
Type Action	IAAR - Administrative Adjustment		Rcvd By	<input type="text"/>		
*Qty	<input type="text"/>		iRAPT/WAWF Shpmt Id	<input type="text"/>		
*Acq Dt	<input type="text"/>		Attachments	No Attachments Available		
*Cond Cd	A-Svcbl(w/o Qual)		<input type="button" value="Add"/>	<input type="text"/>		
Doc Nbr	<input type="text"/>		Remarks	<input type="text"/>		
*Asset Cd	T -Military Equipment		History Remarks	<input type="text"/>		
i Sys Id	<input type="text"/>					
						<input type="button" value="Cancel"/> <input type="button" value="Reset"/>

- a. Enter the QTY in the field provided. *This is a 6 numeric character field.*
- D. Select . *The **Add an Attachment** page appears.*
- 4. Select Catalog. *The **Catalog Tab** displays.*
 - A. Use  or  to assist with the MFR DATA entry. *This is a 36 alphanumeric character field.*
 - B. Enter the MFR YR in the field provided. *This is a 4 numeric character field.*

End Item Serial

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Manufacturer						
Stock Nbr	OGX96CE2050		Mfr Yr	<input type="text"/>		
UI	EA		Mfr Model Nbr			
Item Desc	CACHE ENGINE		License Managed			
Type Action	IAAR - Administrative Adjustment		Mfr Part Nbr			
Catalog Pilferable	No		*UII Sts Cd	<input type="text" value="Select an Item"/>		
Asset Pilferable	<input type="checkbox"/>		CAGE Cd			
i *Mfr Data	<input type="text" value="Select A Manufacturer"/>		Non-Actbl			
Mfr Name						
						<input type="button" value="Cancel"/> <input type="button" value="Reset"/>

- a. Use  to select the UII Sts Cd.



Component

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Manufacturer						
Stock Nbr	0GX96CE2050		Mfr Yr	<input type="text"/>		
UI	EA		Mfr Model Nbr			
Item Desc	CACHE ENGINE		License Managed			
Type Action	IAAR - Administrative Adjustment		Mfr Part Nbr			
Catalog Pilferable	No		*UII Sts Cd	<input type="text" value="Select an Item"/>		
Asset Pilferable	<input type="checkbox"/>		CAGE Cd			
i *Mfr Data	<input type="text" value="Select A Manufacturer"/>		Non-Actbl			
Mfr Name						
						<input type="button" value="Cancel"/> <input type="button" value="Reset"/>

- a. Use  to select the UII Sts Cd.

Bulk

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Manufacturer						
Stock Nbr	999900V010002		Mfr Yr	<input type="text"/>		
UI	EA		Mfr Model Nbr			
Item Desc	POKEBALL		License Managed			
Type Action	IAAR - Administrative Adjustment		Mfr Part Nbr			
Catalog Pilferable	No					
Asset Pilferable	<input type="checkbox"/>		CAGE Cd			
*Mfr Data	<input type="text" value="Select A Manufacturer"/> <input type="button" value="Q"/>		Non-Actbl			
Mfr Name						
						<input type="button" value="Cancel"/> <input type="button" value="Reset"/>

5. Select Accounting. *The **Accounting Tab** displays.*



Basic Catalog **Accounting** Contract Depreciation Agency Asset Entry

Accounting

Stock Nbr	OGX96CE2050	Fndng Cost Center Desc	
UI	EA	Task Cd	<input type="text"/>
Item Desc	CACHE ENGINE	Job Order Nbr	<input type="text"/>
Type Action	IAAR - Administrative Adjustment	LOA	<input type="text"/>
*Fund Cd/ASN	<input type="text" value="Select an Item"/>	Exp Cd	<input type="text" value="1-Funded"/>
Oblign Doc Nbr	<input type="text"/>	Dlvy Ord Nbr	<input type="text"/>
Owng Cost Center	<input type="text"/>	Loan Cd	<input type="text" value="G-Government Owned"/>
Owng Cost Center Desc		Lease Cd	<input type="text" value="N-Government Owned"/>
Fndng Cost Center	<input type="text"/>		

A. Use to select the Fund Cd/ASN.

6. Select Contract. *The **Contract Tab** appears.*


Basic Catalog Accounting **Contract** Depreciation Agency Asset Entry

Contract


Stock Nbr	OGX96CE2050	SPIIN	<input type="text"/>
UI	EA	CLIN	<input type="text"/>
Item Desc	CACHE ENGINE	SLIN	<input type="text"/>
Type Action	IAAR - Administrative Adjustment	ACRN	<input type="text"/>
Cntr/PO Nbr	<input type="text"/>		



7. Select Depreciation. The **Depreciation Tab** appears.

Note
 If the asset cannot be depreciated, the warning "Depreciation tab may only be used on depreciable assets" appears, and the fields on this tab are all read-only.

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Depreciation						
Stock Nbr	JOSH4321		Salvage Value	<input type="text"/>		
UI	EA		Prior Deprn SL	<input type="text"/>		
Item Desc	DPAS TRAINER, AUTOMATED		Prior Deprn AB	<input type="text"/>		
Type Action	IAAR - Administrative Adjustment		Deprn Util Svc Life	<input type="text"/>		
Activate Depreciation	<input checked="" type="checkbox"/>		Prior Deprn Util Qty	0		
*Activation Dt	<input type="text"/>		Deprn Cost Center	<input type="text"/>		
*Deprn Period	<input type="text"/>		Deprn Cost Center Desc	<input type="text"/>		
Deprn Task Cd	<input type="text"/>					
Deprn Job Order Nbr	<input type="text"/>					
						<input type="button" value="Cancel"/> <input type="button" value="Reset"/>

- A. Use  to select the ACTIVATION DT, or enter the date (MM/DD/YYYY) in the field provided.
- B. Enter the DEPRN PERIOD in the field provided. *This is a 3 numeric character field.*

8. Select Agency. The **Agency Tab** appears.



Help Reference Guide

Basic Catalog Accounting Contract Depreciation **Agency** Asset Entry

Agency

Stock Nbr	OGX96CE2050	Office	<input type="text"/>
UI	EA	Active RFID Number	<input type="text"/>
Item Desc	CACHE ENGINE	ORDER NUMBER	<input type="text"/>
Type Action	IAAR - Administrative Adjustment	TASK ORDER	<input type="text"/>
Classification	<input type="text" value="Unclassified"/>		

Note



Any additional fields on this tab varies by agency and are not DPAS controlled.

- Select Asset Entry. *The **Asset Entry Tab** appears.*







End Item Serial

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
-------	---------	------------	----------	--------------	--------	--------------------





Asset Entry

Stock Nbr	OGX96CE2050	i *Custodian Nbr	<input type="text"/>
UI	EA	UII	<input type="text"/>
Item Desc	CACHE ENGINE	*Serial Nbr	<input type="text"/>
Type Action	IAAR - Administrative Adjustment	DOD Serial Nbr	<input type="text"/>
Inv by Serial Nbr	<input type="checkbox"/>	i *Loc	Select A Location <input type="text"/>
Auto Assign	<input checked="" type="checkbox"/>	Sub Loc	<input type="text"/>
Asset Id Prefix	Select an Item <input type="text"/>		

- a. Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*
- b. Use  or  to browse for the CUSTODIAN NBR entry. *This is a 12 alphanumeric character field.*
- c. Enter the UII in the field provided. *This is a 50 alphanumeric character field.*
- d. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- e. Use  or  to assist with the LOC entry. *This is a 20 alphanumeric character field.*

Component

Basic	Catalog	Accounting	Contract	Depreciation	Agency	<u>Asset Entry</u>
Asset Entry						
Stock Nbr	OGX96CE2050				i *Custodian Nbr	GROCE1
UI	EA				UII	
Item Desc	CACHE ENGINE				*Serial Nbr	
Type Action	IAAR - Administrative Adjustment				DOD Serial Nbr	
Inv by Serial Nbr	<input type="checkbox"/>				i *Loc	OACM1
Auto Assign	<input checked="" type="checkbox"/>				Sub Loc	
Asset Id Prefix	Select an Item					
						Save
						Cancel
						Reset
						Add

- Use  or  to browse for the CUSTODIAN NBR entry. *This is a 12 alphanumeric character field.*
- Enter the UII in the field provided. *This is a 50 alphanumeric character field.*
- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- Use  or  to assist with the LOC entry. *This is a 20 alphanumeric character field.*







Bulk

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
-------	---------	------------	----------	--------------	--------	--------------------

Asset Entry

Stock Nbr	999900V010002	i *Custodian Nbr	<input type="text"/>
UI	EA	i *Loc	Select A Location
Item Desc	POKEBALL	Sub Loc	<input type="text"/>
Type Action	IAAR - Administrative Adjustment		

- a. Use  or  to browse for the CUSTODIAN NBR entry. *This is a 12 alphanumeric character field.*
- b. Use  or  to assist with the LOC entry. *This is a 20 alphanumeric character field.*

10. Select . *The new asset is added to the list panel.*





Help Reference Guide

Basic Catalog Accounting Contract Depreciation Agency **Asset Entry**

Asset Entry

Stock Nbr	0GX96CE2050	i *Custodian Nbr	GROCE1
UI	EA	UII	
Item Desc	CACHE ENGINE	*Serial Nbr	
Type Action	IAAR - Administrative Adjustment	DOD Serial Nbr	
Inv by Serial Nbr	<input type="checkbox"/>	i *Loc	0ACM1
Auto Assign	<input checked="" type="checkbox"/>	Sub Loc	
Asset Id Prefix	BROOKS		

Save

	Asset Id	Serial Nbr	Cust Nbr	Loc	Sub Loc	Inv By Serial Nbr	Auto Assign	UII	DOD Serial Nbr
Edit Remove	BROOKS000350	ABC123	GROCE1	0ACM1		N	Y	123ABC	

Cancel

Reset

Add






Asset Receiving Entry — IIAJ — Inventory Adjustment

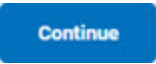




Navigation

Asset Management > Receiving > Asset Receiving > Type Action IIAJ — Inventory Adjustment > Asset Receiving Tabs page

Procedure

Add an Asset

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

1. In the Asset Management menu, choose Receiving. *The **Asset Receiving Data Entry** page appears.*
2. Choose Type Action **IIAJ — Inventory Adjustment**
3. Select . *The Basic tab displays.*
 - A. Use  to select the ACQ DT, or enter the date (MM/DD/YYYY) in the field provided.
 - B. Use  to select the Cond Cd.
 - C. Enter the INV NBR in the field provided. *This is a 15 numeric character field.*
 - D. Enter the DOC NBR, or use  to browse for the number. *This is a 14 alphanumeric character field.*
 - E. Use  to select the Asset Cd.





End Item Serial

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Basic						
Stock Nbr	0005000739411		Doc Nbr	<input type="text" value=""/>		
UI	EA		*Asset Cd	Y -Other General PPE		
Item Desc	TEST RIFLE		i Sys Id	<input type="text" value=""/>		
Type Action	IIAJ - Inventory Adj (Receipt)		Cptl Cd	A-DoD Threshold		
*Qty	<input type="text" value="1"/>		Asset Sts	U-In Use		
*Acq Dt	<input type="text" value="06/23/2023"/>		Local Rcpt Dt	<input type="text" value="6/26/2023"/>		





Help Reference Guide

*Cond Cd	A-Svcbl(w/o Qual) ▼	Rcvd By	<input type="text"/>
Inv Nbr	<input type="text"/>		
Origl In Svc Dt	<input type="text"/>		
iRAPT/WAWF Shpmt Id	<input type="text"/>		
Attachments	No Attachments Available		
	<input type="button" value="Add"/>		
Remarks	<input type="text"/>		
History Remarks	<input type="text"/>		
		<input type="button" value="Cancel"/>	<input type="button" value="Reset"/>

- a. *The QTY automatically populates and is not editable.*





Help Reference Guide

Component

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Basic						
Stock Nbr	0005000739411		Doc Nbr	<input type="text" value=""/>		
UI	EA		*Asset Cd	Select an Item		
Item Desc	TEST RIFLE		i Sys Id			
Type Action	IIAJ - Inventory Adj (Receipt)		Cptl Cd	A-DoD Threshold		
*Qty	<input type="text" value="1"/>		Asset Sts	U-In Use		
*Acq Dt	<input type="text" value=""/>		Local Rcpt Dt	6/27/2023		





Help Reference Guide

*Cond Cd	A-Svcbl(w/o Qual) <input type="button" value="v"/>	Rcvd By	<input type="text"/>
Inv Nbr	<input type="text"/>		
Origl In Svc Dt	<input type="text"/>		
iRAPT/WAWF Shpmt Id	<input type="text"/>		
Attachments	No Attachments Available		
	<input type="button" value="Add"/>		
Remarks	<input type="text"/>		
History Remarks	<input type="text"/>		
		<input type="button" value="Cancel"/>	<input type="button" value="Reset"/>

- a. The QTY automatically populates and is not editable.






Bulk


Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Basic						
Stock Nbr	1005011844041					
UI	EA					
Item Desc	BOLT,AUTOMATIC WEAPON					
Type Action	IIAJ - Inventory Adj (Receipt)					
*Qty	<input type="text"/>					
*Acq Dt	<input type="text"/>					
*Cond Cd	A-Svcbl(w/o Qual)					
Inv Nbr	<input type="text"/>					
Doc Nbr	<input type="text"/>					
*Asset Cd	K -Equipment					



i Sys Id

Lot Nbr

Expr Dt 

Local Rcpt Dt 

Rcvd By



iRAPT/WAWF Shpmt Id

Attachments No Attachments Available

Remarks

History Remarks

- a. Enter the QTY in the field provided. *This is a 6 numeric character field.*

- F. Select . *The **Add an Attachment** page appears.*
- 4. Select Catalog. *The **Catalog Tab** displays.*
 - A. Use  or  to assist with the MFR DATA entry. *This is a 36 alphanumeric character field.*
 - B. Enter the MFR YR in the field provided. *This is a 4 numeric character field.*



End Item Serial

Basic **Catalog** Accounting Contract Depreciation Agency Asset Entry

Manufacturer

Stock Nbr 0005000739411

UI EA

Item Desc TEST RIFLE

Type Action IIAJ - Inventory Adj (Receipt)

Catalog Piferable No

Asset Piferable

i *Mfr Data

Mfr Name





Help Reference Guide

Mfr Yr	<input type="text"/>
Mfr Model Nbr	<input type="text"/>
License Managed	<input type="text"/>
Mfr Part Nbr	<input type="text"/>
*UII Sts Cd	<input type="text" value="Select an Item"/>
CAGE Cd	<input type="text"/>
Non-Actbl	<input type="text"/>

- a. Use to select the UII Sts Cd.





Component

Basic **Catalog** Accounting Contract Depreciation Agency Asset Entry

Manufacturer

Stock Nbr 0005000739411


UI EA

Item Desc TEST RIFLE

Type Action IIAJ - Inventory Adj (Receipt)

Catalog Piferable No

Asset Piferable

i *Mfr Data 

Mfr Name





Help Reference Guide

Mfr Yr	<input type="text"/>
Mfr Model Nbr	<input type="text"/>
License Managed	<input type="text"/>
Mfr Part Nbr	<input type="text"/>
*UII Sts Cd	<input type="text" value="Select an Item"/>
CAGE Cd	<input type="text"/>
Non-Actbl	<input type="text"/>

- a. Use to select the UII Sts Cd.





Bulk

Basic **Catalog** Accounting Contract Depreciation Agency Asset Entry

Manufacturer

Stock Nbr 1005011844041

UI EA

Item Desc BOLT,AUTOMATIC WEAPON

Type Action IIAJ - Inventory Adj (Receipt)

Catalog Piferable No

Asset Piferable

i *Mfr Data 

Mfr Name



Mfr Yr

Mfr Model Nbr

License Managed

Mfr Part Nbr

CAGE Cd

Non-Actbl

5. Select Accounting. *The **Accounting Tab** displays.*



Help Reference Guide

Basic Catalog **Accounting** Contract Depreciation Agency Asset Entry

Accounting

Stock Nbr 0005000739411

UI EA

Item Desc TEST RIFLE

Type Action IIAJ - Inventory Adj (Receipt)

*Fund Cd/ASN ▼

Oblign Doc Nbr

Owng Cost Center

Owng Cost Center Desc





Help Reference Guide

Fndng Cost Center	<input type="text"/>
Fndng Cost Center Desc	
Task Cd	<input type="text"/>
Job Order Nbr	<input type="text"/>
LOA	<input type="text"/>
Exp Cd	1-Funded ▼
Divy Ord Nbr	<input type="text"/>
Loan Cd	G-Government Owned ▼
Lease Cd	N-Government Owned ▼

- A. Use to select the Fund Cd/ASN.
6. Select Contract. *The **Contract Tab** appears.*





Help Reference Guide

Basic Catalog Accounting **Contract** Depreciation Agency Asset Entry

Contract

Stock Nbr 0005000739411

UI EA

Item Desc TEST RIFLE

Type Action IIAJ - Inventory Adj (Receipt)

Cntr/PO Nbr

SPIIN

CLIN

SLIN

ACRN

Cancel

7. Select Depreciation. *The **Depreciation Tab** appears.*





Note



If this asset cannot be depreciated, the warning "**Depreciation tab may only be used on depreciable assets**" appears, and the fields on this tab are all read-only.

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
-------	---------	------------	----------	---------------------	--------	-------------

Depreciation

Stock Nbr 0005000739411

UI EA

Item Desc TEST RIFLE

Type Action IIAJ - Inventory Adj (Receipt)

Activate Depreciation

***Activation Dt**

***Deprn Period**

Salvage Value





Help Reference Guide

Prior Deprn SL

Prior Deprn AB

Deprn Util Svc Life


Prior Deprn Util Qty

Deprn Cost Center

Deprn Cost Center Desc

Deprn Job Order Nbr

Cancel Reset

- A. Use  to select the ACTIVATION DT, or enter the date (MM/DD/YYYY) in the field provided.
 - B. Enter the DEPRN PERIOD in the field provided. *This is a 3 numeric character field.*
8. Select Agency. The **Agency Tab** appears.





Help Reference Guide

Basic Catalog Accounting Contract Depreciation **Agency** Asset Entry

Agency

Stock Nbr 0005000739411

UI EA

Item Desc TEST RIFLE

Type Action IIAJ - Inventory Adj (Receipt)

Classification ▼

Office

Active RFID Number

ORDER NUMBER

TASK ORDER

Note



Any additional fields on this tab varies by agency and are not DPAS controlled.

9. Select Asset Entry. *The **Asset Entry Tab** appears.*





End Item Serial

Basic Catalog Accounting Contract Depreciation Agency **Asset Entry**

Asset Entry

Stock Nbr 0005000739411

UI EA

Item Desc TEST RIFLE

Type Action IIAJ - Inventory Adj (Receipt)

Inv by Serial Nbr



Auto Assign

Asset Id Prefix ▼









Help Reference Guide

<i>i</i> *Custodian Nbr	TGROCE	
UII		
*Serial Nbr	JMN123	
DOD Serial Nbr		
<i>i</i> *Loc	AREA7	
Sub Loc		

[Save](#)

[Cancel](#) [Reset](#) [Add](#)

- a. Use  or  to browse for the CUSTODIAN NBR entry. *This is a 12 alphanumeric character field.*
- b. Enter the UII in the field provided. *This is a 50 alphanumeric character field.*
- c. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- d. Use  or  to assist with the LOC entry. *This is a 20 alphanumeric character field.*





Component

Basic Catalog Accounting Contract Depreciation Agency **Asset Entry**

Asset Entry

Stock Nbr 0005000739411

UI EA

Item Desc TEST RIFLE

Type Action IIAJ - Inventory Adj (Receipt)

Inv by Serial Nbr

Auto Assign





Asset Id Prefix ▼





Help Reference Guide

i *Custodian Nbr	<input type="text" value="GROCE1"/>
UII	<input type="text"/>
*Serial Nbr	<input type="text" value="DEF789"/>
DOD Serial Nbr	<input type="text"/>
i *Loc	<input type="text" value="TIMS ROOM"/>
Sub Loc	<input type="text"/>

- a. Use  or  to browse for the CUSTODIAN NBR entry. *This is a 12 alphanumeric character field.*
- b. Enter the UII in the field provided. *This is a 50 alphanumeric character field.*
- c. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- d. Use  or  to assist with the LOC entry. *This is a 20 alphanumeric character field.*



Bulk

Basic Catalog Accounting Contract Depreciation Agency **Asset Entry**


Asset Entry


Stock Nbr 1005011844041

UI EA





Item Desc BOLT,AUTOMATIC WEAPON

Type Action IIAJ - Inventory Adj (Receipt)

i *Custodian Nbr 

i *Loc 

Sub Loc

- a. Use  or  to browse for the CUSTODIAN NBR entry. *This is a 12 alphanumeric character field.*
- b. Use  or  to assist with the LOC entry. *This is a 20 alphanumeric character field.*

10. Select . *The new asset is added to the list panel.*





Help Reference Guide

- Basic
- Catalog
- Accounting
- Contract
- Depreciation
- Agency
- Asset Entry**

Asset Entry

Stock Nbr 0005000739411

UI EA

Item Desc TEST RIFLE

Type Action IIAJ - Inventory Adj (Receipt)

Inv by Serial Nbr

Auto Assign

Asset Id Prefix

i *Custodian Nbr

UII





Help Reference Guide

*Serial Nbr

DOD Serial Nbr

i *Loc

Sub Loc

	Asset Id	Serial Nbr	Cust Nbr	Loc	Sub Loc	Inv By Serial Nbr	Auto Assign	UII	DOD Serial Nbr
Edit Remove	BROOKS000356	JMN123	TGROCE	AREA7		N	Y	GHI789	






Asset Receiving Entry — IFOI — Found On Installation

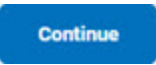




Navigation

Asset Management > Receiving > Asset Receiving > Type Action IFOI — Found On Installation > Asset Receiving Tabs page

Procedure

Add an Asset

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

1. In the Asset Management menu, choose Receiving. The **Asset Receiving Data Entry** page appears.
2. Choose Type Action **IFOI — Found On Installation**
3. Select . The **Basic** tab displays.
 - A. Use  to select the ACQ DT, or enter the date (MM/DD/YYYY) in the field provided.
 - B. Use  to select the Cond Cd.
 - C. Enter the DOC NBR, or use  to browse for the number. *This is a 14 alphanumeric character field.*
 - D. Use  to select the Asset Cd.




End Item Serial

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Basic						
Stock Nbr	0005000739411		Doc Nbr	<input type="text"/>		
UI	EA		*Asset Cd	Select an Item <input type="button" value="v"/>		
Item Desc	TEST RIFLE		i Sys Id	<input type="text"/>		
Type Action	IFOI - Found On Installation		Cptl Cd	A-DoD Threshold <input type="button" value="v"/>		
*Qty	<input type="text" value="1"/>		Asset Sts	U-In Use <input type="button" value="v"/>		
*Acq Dt	<input type="text"/>		Local Rcpt Dt	6/22/2023 <input type="button" value="v"/>		
*Cond Cd	A-Svcbl(w/o Qual) <input type="button" value="v"/>		Rcvd By	<input type="text"/>		
Origl In Svc Dt	<input type="text"/>					
iRAPT/WAWF Shpmt Id						
Attachments	No Attachments Available					
<input type="button" value="Add"/>						
Remarks	<input type="text"/>					
History Remarks	<input type="text"/>					
<input type="button" value="Cancel"/> <input type="button" value="Reset"/>						

- a. The QTY automatically populates and is not editable.

Component

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Basic						
Stock Nbr	0005000739411		Doc Nbr	<input type="text" value=""/>		
UI	EA		*Asset Cd	Select an Item ▼		
Item Desc	TEST RIFLE		i Sys Id			
Type Action	IFOI - Found On Installation		Cptl Cd	A-DoD Threshold ▼		
*Qty	<input type="text" value="1"/>		Asset Sts	U-In Use ▼		
*Acq Dt	<input type="text" value=""/>		Local Rcpt Dt	6/23/2023 		
*Cond Cd	A-Svcbl(w/o Qual) ▼		Rcvd By	<input type="text" value=""/>		
Origl In Svc Dt	<input type="text" value=""/>					
iRAPT/WAWF Shpmt Id						
Attachments	No Attachments Available					
<input type="button" value="Add"/>						
Remarks	<input type="text" value=""/>					
History Remarks	<input type="text" value=""/>					
<input type="button" value="Cancel"/> <input type="button" value="Reset"/>						

- a. The QTY automatically populates and is not editable.



Bulk

Basic Catalog Accounting Contract Depreciation Agency Asset Entry

Basic

Stock Nbr 1005011844041

UI EA

Item Desc BOLT,AUTOMATIC WEAPON

Type Action IFOI - Found On Installation

*Qty



*Acq Dt



*Cond Cd A-Svcbl(w/o Qual)

Doc Nbr

*Asset Cd K -Equipment



i Sys Id	<input type="text"/>
Lot Nbr	<input type="text"/>
Expr Dt	<input type="text"/> 
Local Rcpt Dt	6/23/2023 
Rcvd By	<input type="text"/>
iRAPT/WAWF Shpmt Id	
Attachments	No Attachments Available
<input type="button" value="Add"/>	
Remarks	<input type="text"/>
History Remarks	<input type="text"/>
<input type="button" value="Cancel"/> <input type="button" value="Reset"/>	

- a. Enter the QTY in the field provided. *This is a 6 numeric character field.*
- E. Select . *The **Add an Attachment** page appears.*
- 4. Select Catalog. *The **Catalog Tab** displays.*
 - A. Use  or  to assist with the MFR DATA entry. *This is a 36 alphanumeric character field.*
 - B. Enter the MFR YR in the field provided. *This is a 4 numeric character field.*



End Item Serial

Basic **Catalog** Accounting Contract Depreciation Agency Asset Entry

Manufacturer

Stock Nbr 0005000739411

UI EA

Item Desc TEST RIFLE

Type Action IFOI - Found On Installation

Catalog Pilferable No

Asset Pilferable

i *Mfr Data

Mfr Name





Help Reference Guide

Mfr Yr	<input type="text"/>
Mfr Model Nbr	<input type="text"/>
License Managed	<input type="text"/>
Mfr Part Nbr	<input type="text"/>
*UII Sts Cd	<input type="text" value="Select an Item"/>
CAGE Cd	<input type="text"/>
Non-Actbl	<input type="text"/>

- a. Use to select the UII Sts Cd.





Component

Basic **Catalog** Accounting Contract Depreciation Agency Asset Entry

Manufacturer

Stock Nbr 0005000739411

UI EA

Item Desc TEST RIFLE

Type Action IFOI - Found On Installation

Catalog Pilferable No

Asset Pilferable

i *Mfr Data 

Mfr Name





Help Reference Guide

Mfr Yr	<input type="text"/>
Mfr Model Nbr	<input type="text"/>
License Managed	<input type="text"/>
Mfr Part Nbr	<input type="text"/>
*UII Sts Cd	<input type="text" value="Select an Item"/>
CAGE Cd	<input type="text"/>
Non-Actbl	<input type="text"/>

- a. Use to select the UII Sts Cd.





Bulk

Basic **Catalog** Accounting Contract Depreciation Agency Asset Entry

Manufacturer

Stock Nbr 1005011844041

UI EA

Item Desc BOLT,AUTOMATIC WEAPON

Type Action IFOI - Found On Installation

Catalog Pilferable No

Asset Pilferable

i *Mfr Data

Mfr Name



Mfr Yr

Mfr Model Nbr

License Managed

Mfr Part Nbr

CAGE Cd

Non-Actbl

5. Select Accounting. *The **Accounting Tab** displays.*



Help Reference Guide

Basic Catalog **Accounting** Contract Depreciation Agency Asset Entry

Accounting

Stock Nbr 0005000739411

UI EA

Item Desc TEST RIFLE

Type Action IFOI - Found On Installation

*Fund Cd/ASN

Oblign Doc Nbr

Owng Cost Center

Owng Cost Center Desc





Help Reference Guide

Fndng Cost Center	<input type="text"/>
Fndng Cost Center Desc	
Task Cd	<input type="text"/>
Job Order Nbr	<input type="text"/>
LOA	<input type="text"/>
Exp Cd	1-Funded <input type="button" value="v"/>
Divy Ord Nbr	<input type="text"/>
Loan Cd	G-Government Owned <input type="button" value="v"/>
Lease Cd	N-Government Owned <input type="button" value="v"/>

- A. Use to select the Fund Cd/ASN.
6. Select Contract. *The **Contract Tab** appears.*



Basic Catalog Accounting **Contract** Depreciation Agency Asset Entry

Contract

Stock Nbr 0005000739411

UI EA

Item Desc TEST RIFLE

Type Action IFOI - Found On Installation

Cntr/PO Nbr

SPIIN


CLIN

SLIN

ACRN

7. Select Depreciation. The **Depreciation Tab** appears.

Note

 If this asset cannot be depreciated, the warning "**Depreciation tab may only be used on depreciable assets**" appears, and the fields on this tab are all read-only.



Help Reference Guide

Basic Catalog Accounting Contract **Depreciation** Agency Asset Entry

Depreciation

Stock Nbr 0005000739411

UI EA

Item Desc TEST RIFLE

Type Action IFOI - Found On Installation

Activate Depreciation

*Activation Dt

*Deprn Period


Salvage Value





Help Reference Guide

Prior Deprn SL
Prior Deprn AB
Deprn Util Svc Life
Prior Deprn Util Qty
Deprn Cost Center
Deprn Cost Center Desc
Deprn Job Order Nbr

- A. Use  to select the ACTIVATION DT, or enter the date (MM/DD/YYYY) in the field provided.
 - B. Enter the DEPRN PERIOD in the field provided. *This is a 3 numeric character field.*
8. Select Agency. *The **Agency Tab** appears.*





Help Reference Guide

Basic Catalog Accounting Contract Depreciation **Agency** Asset Entry

Agency

Stock Nbr 0005000739411

UI EA

Item Desc TEST RIFLE

Type Action IFOI - Found On Installation

Classification ▼

Office

Active RFID Number

ORDER NUMBER

TASK ORDER

Cancel

Reset

Note



Any additional fields on this tab varies by agency and are not DPAS controlled.

- Select Asset Entry. *The **Asset Entry Tab** appears.*





End Item Serial

Basic Catalog Accounting Contract Depreciation Agency **Asset Entry**

Asset Entry

Stock Nbr 0005000739411

UI EA

Item Desc TEST RIFLE

Type Action IFOI - Found On Installation

Inv by Serial Nbr

Auto Assign

Asset Id Prefix ▼

i *Custodian Nbr 🔍

UII

*Serial Nbr

DOD Serial Nbr





i *Loc 🔍

Sub Loc






Help Reference Guide

- a. Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*
- b. Use  or  to browse for the CUSTODIAN NBR entry. *This is a 12 alphanumeric character field.*
- c. Enter the UII in the field provided. *This is a 50 alphanumeric character field.*
- d. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- e. Use  or  to assist with the Loc entry. *This is a 20 alphanumeric character field.*

Component





Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Asset Entry						
Stock Nbr	0005000739411					
UI	EA					
Item Desc	TEST RIFLE					
Type Action	IFOI - Found On Installation					
Inv by Serial Nbr	<input type="checkbox"/>					
Auto Assign	<input checked="" type="checkbox"/>					
Asset Id Prefix	Select an Item 					







Help Reference Guide





<i>i</i> *Custodian Nbr	<input type="text" value="TGROCE"/>
UII	<input type="text"/>
*Serial Nbr	<input type="text"/>
DOD Serial Nbr	<input type="text"/>
<i>i</i> *Loc	AREA7
Sub Loc	<input type="text"/>

- a. Use  or  to browse for the CUSTODIAN NBR entry. *This is a 12 alphanumeric character field.*
- b. Enter the UII in the field provided. *This is a 50 alphanumeric character field.*
- c. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- d. Use  or  to assist with the LOC entry. *This is a 20 alphanumeric character field.*



Bulk

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Asset Entry						
Stock Nbr	1005011844041					
UI	EA					
Item Desc	BOLT,AUTOMATIC WEAPON					
Type Action	IFOI - Found On Installation					
i *Custodian Nbr	<input type="text"/> 					
i *Loc	<input type="text" value="Select A Location"/> 					
Sub Loc	<input type="text"/>					
						Save
						Cancel Reset Add

- a. Use  or  to browse for the CUSTODIAN NBR entry. *This is a 12 alphanumeric character field.*
- b. Use  or  to assist with the Loc entry. *This is a 20 alphanumeric character field.*

10. Select . *The new asset is added to the list panel.*





Help Reference Guide

Basic Catalog Accounting Contract Depreciation Agency **Asset Entry**

Asset Entry

Stock Nbr 0005000739411

UI EA

Item Desc TEST RIFLE

Type Action IFOI - Found On Installation

Inv by Serial Nbr

Auto Assign

*Asset Id

i *Custodian Nbr



UII

*Serial Nbr





Help Reference Guide

DOD Serial Nbr

i*Loc

Sub Loc

Save

		Asset Id	Serial Nbr	Cust Nbr	Loc	Sub Loc	Inv By Serial Nbr	Auto Assign	UII	DOD Serial Nbr
Edit	Remove	TAG123	ABC123	TGROCE	AREA7		N	N	JMN123	

Cancel

Reset

Add






Asset Receiving Entry — IDNT — Donated (Receipt)

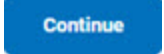




Navigation

Asset Management > Receiving > Asset Receiving > Type Action IDNT — Donated (Receipt) > Asset Receiving Tabs page

Procedure

Add an Asset

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

1. In the Asset Management menu, choose Receiving. The **Asset Receiving Data Entry** page appears.
2. Choose Type Action **IDNT — Donated (Receipt)**
3. Select . The Basic tab displays.
 - A. Use  to select the ACQ DT, or enter the date (MM/DD/YYYY) in the field provided.
 - B. Use  to select the Cond Cd.
 - C. Enter the DOC NBR, or use  to browse for the number. This is a 14 alphanumeric character field.
 - D. Use  to select the Asset Cd.











End Item Serial

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Basic						
Stock Nbr	1248163264127		Doc Nbr	<input type="text" value=""/>		
UI	EA		*Asset Cd	T -Military Equipment		
Item Desc	SPACE SHUTTLE		i Sys Id	<input type="text" value=""/>		
Type Action	IDNT - Donated (Receipt)		Cptl Cd	A-DoD Threshold		
*Qty	<input type="text" value="1"/>		Asset Sts	U-In Use		
*Acq Dt	<input type="text" value=""/>		Local Rcpt Dt	9/30/2022		
*Cond Cd	A-Svcbl(w/o Qual)		Rcvd By	<input type="text" value=""/>		
Origl In Svc Dt	<input type="text" value=""/>		iRAPT/WAWF Shpmt Id	Remarks		
Attachments	No Attachments Available		History Remarks	<input type="text" value=""/>		
<input type="button" value="Add"/>						
<input type="button" value="Cancel"/> <input type="button" value="Reset"/>						

- a. The QTY automatically populates and is not editable.











Component

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Basic						
Stock Nbr	1248163264127		Doc Nbr	<input type="text" value=""/> 		
UI	EA		*Asset Cd	T -Military Equipment 		
Item Desc	SPACE SHUTTLE		i Sys Id			
Type Action	IDNT - Donated (Receipt)		Cptl Cd	A-DoD Threshold 		
*Qty	<input type="text" value="1"/>		Asset Sts	U-In Use 		
*Acq Dt	<input type="text" value=""/> 		Local Rcpt Dt	9/30/2022 		
*Cond Cd	A-Svcbl(w/o Qual) 		Rcvd By	<input type="text" value=""/>		
Origl In Svc Dt	<input type="text" value=""/> 		Remarks	<input type="text" value=""/>		
iRAPT/WAWF Shpmt Id			History Remarks	<input type="text" value=""/>		
Attachments	No Attachments Available					
<input type="button" value="Add"/>						
<input type="button" value="Cancel"/> <input type="button" value="Reset"/>						

- a. The QTY automatically populates and is not editable.

Bulk

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Basic						
Stock Nbr	4520009274214		Lot Nbr	<input type="text"/>		
UI	EA		Expr Dt	<input type="text"/> 		
Item Desc	HEATER SPACE OIL FUE		Local Rcpt Dt	9/30/2022 		
Type Action	IDNT - Donated (Receipt)		Rcvd By	<input type="text"/>		
*Qty	<input type="text"/>		iRAPT/WAWF Shpmt Id			
*Acq Dt	<input type="text"/> 		Attachments	No Attachments Available		
*Cond Cd	A-Svcbl(w/o Qual) 		<input type="button" value="Add"/>			
Doc Nbr	<input type="text"/> 		Remarks	<input type="text"/>		
*Asset Cd	K -Equipment 		History Remarks	<input type="text"/>		
i Sys Id	<input type="text"/>					
						<input type="button" value="Cancel"/> <input type="button" value="Reset"/>

- a. Enter the QTY in the field provided. *This is a 6 numeric character field.*
- E. Select . *The **Add an Attachment** page appears.*
4. Select Catalog. *The **Catalog Tab** displays.*
 - A. Use  or  to assist with the MFR DATA entry. *This is a 36 alphanumeric character field.*
 - B. Enter the MFR YR in the field provided. *This is a 4 numeric character field.*



End Item Serial

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Manufacturer						
Stock Nbr	1248163264127	Mfr Yr	<input type="text"/>			
UI	EA	Mfr Model Nbr				
Item Desc	SPACE SHUTTLE	License Managed				
Type Action	IDNT - Donated (Receipt)	Mfr Part Nbr				
Catalog Pilferable	No	*UII Sts Cd	<input type="text" value="Select an Item"/>			
Asset Pilferable	<input type="checkbox"/>	CAGE Cd				
i *Mfr Data	<input type="text" value="Select A Manufacturer"/>	Non-Actbl				
Mfr Name						
						<input type="button" value="Cancel"/> <input type="button" value="Reset"/>

- a. Use to select the UII Sts Cd.



Component

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Manufacturer						
Stock Nbr	1248163264127	Mfr Yr	<input type="text"/>			
UI	EA	Mfr Model Nbr				
Item Desc	SPACE SHUTTLE	License Managed				
Type Action	IDNT - Donated (Receipt)	Mfr Part Nbr				
Catalog Pilferable	No	*UII Sts Cd	<input type="text" value="Select an Item"/>			
Asset Pilferable	<input type="checkbox"/>	CAGE Cd				
i *Mfr Data	<input type="text" value="Select A Manufacturer"/>	Non-Actbl				
Mfr Name						

- a. Use to select the UII Sts Cd.



Bulk

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Manufacturer						
Stock Nbr	4520009274214	Mfr Yr	<input type="text"/>			
UI	EA	Mfr Model Nbr				
Item Desc	HEATER SPACE OIL FUE	License Managed				
Type Action	IDNT - Donated (Receipt)	Mfr Part Nbr				
Catalog Pilferable	No	CAGE Cd				
Asset Pilferable	<input type="checkbox"/>	Non-Actbl				
i *Mfr Data	<input type="text" value="Select A Manufacturer"/> <input type="button" value="Q"/>					
Mfr Name						

no additional fields

- Select Accounting. *The **Accounting Tab** displays.*



Basic Catalog **Accounting** Contract Depreciation Agency Asset Entry

Accounting


Stock Nbr	1248163264127	Fndng Cost Center Desc	
UI	EA	Task Cd	<input type="text"/>
Item Desc	SPACE SHUTTLE	Job Order Nbr	<input type="text"/>
Type Action	IDNT - Donated (Receipt)	LOA	<input type="text"/>
*Fund Cd/ASN	<input type="text" value="Select an Item"/>	Exp Cd	<input type="text" value="1-Funded"/>
Oblign Doc Nbr	<input type="text"/>	Divy Ord Nbr	<input type="text"/>
Owng Cost Center	<input type="text"/>	Loan Cd	<input type="text" value="G-Government Owned"/>
Owng Cost Center Desc		Lease Cd	<input type="text" value="N-Government Owned"/>
Fndng Cost Center	<input type="text"/>		

- A. Use to select the Fund Cd/ASN.
6. Select Contract. *The **Contract Tab** appears.*

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Contract						
Stock Nbr	1248163264127		SPIIN	<input type="text"/>		
UI	EA		CLIN	<input type="text"/>		
Item Desc	SPACE SHUTTLE		SLIN	<input type="text"/>		
Type Action	IDNT - Donated (Receipt)		ACRN	<input type="text"/>		
Cntr/PO Nbr	<input type="text"/>					
						Cancel

7. Select Depreciation. *The **Depreciation Tab** appears.*





Note




If the asset cannot be depreciated, the warning "**Depreciation tab may only be used on depreciable assets**" appears, and the fields on this tab are all read-only.

Basic Catalog Accounting Contract **Depreciation** Agency Asset Entry

Depreciation

Stock Nbr	JOSH4321	Salvage Value	<input type="text"/> 
UI	EA	Prior Deprn SL	<input type="text"/> 
Item Desc	DPAS TRAINER, AUTOMATED	Prior Deprn AB	
Type Action	IDNT - Donated (Receipt)	Deprn Util Svc Life	
Activate Depreciation	<input checked="" type="checkbox"/>	Prior Deprn Util Qty	0
*Activation Dt	<input type="text"/> 	Deprn Cost Center	<input type="text"/> 
*Deprn Period	<input type="text"/>	Deprn Cost Center Desc	
Deprn Task Cd	<input type="text"/>		
Deprn Job Order Nbr	<input type="text"/>		

- A.** Use  to select the ACTIVATION DT, or enter the date (MM/DD/YYYY) in the field provided.
 - B.** Enter the DEPRN PERIOD in the field provided. *This is a 3 numeric character field.*
8. Select Agency. *The **Agency Tab** appears.*



Help Reference Guide

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
-------	---------	------------	----------	--------------	---------------	-------------

Agency

Stock Nbr	1248163264127	Office	<input type="text"/>
UI	EA	Active RFID Number	<input type="text"/>
Item Desc	SPACE SHUTTLE	ORDER NUMBER	<input type="text"/>
Type Action	IDNT - Donated (Receipt)	TASK ORDER	<input type="text"/>
Classification	<input type="text" value="Unclassified"/>		

Note







Any additional fields on this tab varies by agency and are not DPAS controlled.

- Select Asset Entry. *The **Asset Entry Tab** appears.*



End Item Serial





Basic	Catalog	Accounting	Contract	Depreciation	Agency	<u>Asset Entry</u>
Asset Entry						
Stock Nbr	1248163264127	i *Custodian Nbr		<input type="text"/>		
UI	EA	UII		<input type="text"/>		
Item Desc	SPACE SHUTTLE	*Serial Nbr		<input type="text"/>		
Type Action	IDNT - Donated (Receipt)	DOD Serial Nbr		<input type="text"/>		
Inv by Serial Nbr	<input type="checkbox"/>	i *Loc		<input type="text" value="Select A Location"/>		
Auto Assign	<input checked="" type="checkbox"/>	Sub Loc		<input type="text"/>		
Asset Id Prefix	<input type="text" value="Select an Item"/>					

- a. Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*
- b. Use  or  to browse for the CUSTODIAN NBR entry. *This is a 12 alphanumeric character field.*
- c. Enter the UII in the field provided. *This is a 50 alphanumeric character field.*
- d. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- e. Use  or  to assist with the LOC entry. *This is a 20 alphanumeric character field.*





Component





Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Asset Entry						
Stock Nbr	1248163264127	i *Custodian Nbr		GROCE1		
UI	EA	UII				
Item Desc	SPACE SHUTTLE	*Serial Nbr				
Type Action	IDNT - Donated (Receipt)	DOD Serial Nbr				
Inv by Serial Nbr	<input type="checkbox"/>	i *Loc		0ACM1		
Auto Assign	<input checked="" type="checkbox"/>	Sub Loc				
Asset Id Prefix	Select an Item					

- Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*
- Use  or  to browse for the CUSTODIAN NBR entry. *This is a 12 alphanumeric character field.*
- Enter the UII in the field provided. *This is a 50 alphanumeric character field.*
- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- Use  or  to assist with the LOC entry. *This is a 20 alphanumeric character field.*



Bulk

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Asset Entry						
Stock Nbr	4520009274214		i *Custodian Nbr		<input type="text"/> 	
UI	EA		i *Loc		<input type="text" value="Select A Location"/> 	
Item Desc	HEATER SPACE OIL FUE		Sub Loc		<input type="text"/>	
Type Action	IDNT - Donated (Receipt)					
						<input type="button" value="Save"/>
						<input type="button" value="Cancel"/> <input type="button" value="Reset"/> <input type="button" value="Add"/>

- a. Use  or  to browse for the CUSTODIAN NBR entry. *This is a 12 alphanumeric character field.*
- b. Use  or  to assist with the LOC entry. *This is a 20 alphanumeric character field.*

10. Select . *The new asset is added to the list panel.*





Help Reference Guide

Basic Catalog Accounting Contract Depreciation Agency **Asset Entry**

Asset Entry

Stock Nbr	1248163264127	i *Custodian Nbr	GROCE1 <input type="text"/>
UI	EA	UII	<input type="text"/>
Item Desc	SPACE SHUTTLE	*Serial Nbr	<input type="text"/>
Type Action	IDNT - Donated (Receipt)	DOD Serial Nbr	<input type="text"/>
Inv by Serial Nbr	<input type="checkbox"/>	i *Loc	TIMS ROOM <input type="text"/>
Auto Assign	<input checked="" type="checkbox"/>	Sub Loc	<input type="text"/>
Asset Id Prefix	BROOKS <input type="text"/>		

Save

	Asset Id	Serial Nbr	Cust Nbr	Loc	Sub Loc	Inv By Serial Nbr	Auto Assign	UII	DOD Serial Nbr
Edit Remove	BROOKS000351	ABC123	GROCE1	TIMS ROOM		N	Y	123ABC	

Cancel **Reset** **Add**






Asset Receiving Entry — ILOO — In On Loan — Outside DPAS

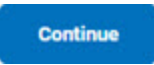




Navigation

Asset Management > Receiving > Asset Receiving > Type Action ILOO — In On Loan — Outside DPAS > Asset Receiving Tabs page

Procedure

Add an Asset

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

1. In the Asset Management menu, choose Receiving. The **Asset Receiving Data Entry** page appears.
2. Choose Type Action **ILOO — In On Loan — Outside DPAS**
3. Select . The Basic tab displays.
 - A. Use  to select the ACQ DT, or enter the date (MM/DD/YYYY) in the field provided.
 - B. Use  to select the Cond Cd.
 - C. Enter the DOC NBR, or use  to browse for the number. This is a 14 alphanumeric character field.
 - D. Use  to select the Asset Cd.





Help Reference Guide

End Item Serial

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry	
Basic							
Stock Nbr	0005000739411			Doc Nbr	<input type="text" value=""/>		
UI	EA			*Asset Cd	Select an Item ▼		
Item Desc	TEST RIFLE			i Sys Id	<input type="text" value=""/>		
Type Action	ILOO - In On Loan - outside DPAS			Cptl Cd	A-DoD Threshold ▼		
*Qty	<input type="text" value="1"/>			Asset Sts	U-In Use ▼		
*Acq Dt	<input type="text" value=""/>			Local Rcpt Dt	6/28/2023		
*Cond Cd	A-Svcbl(w/o Qual) ▼			Rcvd By	<input type="text" value=""/>		
Origl In Svc Dt	<input type="text" value=""/>						
iRAPT/WAWF Shpmt Id							
Attachments	No Attachments Available						
<input type="button" value="Add"/>							
Remarks	<input type="text" value=""/>						
History Remarks	<input type="text" value=""/>						
						<input type="button" value="Cancel"/>	<input type="button" value="Reset"/>



- a. The QTY automatically populates and is not editable.





Component

Note







ILOO — In On Loan — Outside DPAS **cannot** be performed on a Component. A component cannot be loaned in or out. The loan would have to be for the higher assemblage.

Bulk

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Basic						
Stock Nbr	1005011844041					
UI	EA					
Item Desc	BOLT,AUTOMATIC WEAPON					
Type Action	ILOO - In On Loan - outside DPAS					
*Qty	<input type="text"/>					
*Acq Dt	<input type="text"/> 					
*Cond Cd	A-Svcbl(w/o Qual) 					
Doc Nbr	<input type="text"/> 					
*Asset Cd	Select an Item 					



i Sys Id	<input type="text"/>
Lot Nbr	<input type="text"/>
Expr Dt	<input type="text"/> 
Local Rcpt Dt	6/28/2023 
Rcvd By	<input type="text"/>
iRAPT/WAWF Shpmt Id	
Attachments	No Attachments Available
<input type="button" value="Add"/>	
Remarks	<input type="text"/>
History Remarks	<input type="text"/>
<input type="button" value="Cancel"/> <input type="button" value="Reset"/>	

- a. Enter the QTY in the field provided. *This is a 6 numeric character field.*
- E. Select . *The **Add an Attachment** page appears.*
- 4. Select Catalog. *The **Catalog Tab** displays.*
 - A. Use  or  to assist with the MFR DATA entry. *This is a 36 alphanumeric character field.*
 - B. Enter the MFR YR in the field provided. *This is a 4 numeric character field.*



End Item Serial

Basic **Catalog** Accounting Contract Depreciation Agency Asset Entry

Manufacturer

Stock Nbr 0005000739411

UI EA

Item Desc TEST RIFLE

Type Action ILOO - In On Loan - outside DPAS

Catalog Pilferable No

Asset Pilferable

i *Mfr Data 

Mfr Name





Help Reference Guide

Mfr Yr	<input type="text"/>
Mfr Model Nbr	<input type="text"/>
License Managed	<input type="text"/>
Mfr Part Nbr	<input type="text"/>
*UII Sts Cd	<input type="text" value="Select an Item"/>
CAGE Cd	<input type="text"/>
Non-Actbl	<input type="text"/>

- a. Use to select the UII Sts Cd.





Bulk

Basic **Catalog** Accounting Contract Depreciation Agency Asset Entry

Manufacturer

Stock Nbr 1005011844041


UI EA

Item Desc BOLT,AUTOMATIC WEAPON

Type Action ILOO - In On Loan - outside DPAS

Catalog Piferable No

Asset Piferable

i *Mfr Data 

Mfr Name



Mfr Yr

Mfr Model Nbr

License Managed

Mfr Part Nbr

CAGE Cd

Non-Actbl

5. Select Accounting. *The **Accounting Tab** displays.*



Help Reference Guide

Basic Catalog **Accounting** Contract Depreciation Agency Asset Entry

Accounting

Stock Nbr 0005000739411

UI EA

Item Desc TEST RIFLE

Type Action ILOO - In On Loan - outside DPAS

*Fund Cd/ASN

Oblign Doc Nbr

Owng Cost Center

Owng Cost Center Desc





Help Reference Guide

Fndng Cost Center	<input type="text"/>
Fndng Cost Center Desc	
Task Cd	<input type="text"/>
Job Order Nbr	<input type="text"/>
LOA	<input type="text"/>
Exp Cd	1-Funded ▼
Divy Ord Nbr	<input type="text"/>
Loan Cd	Select an Item ▼
Lease Cd	N-Government Owned ▼

- A. Use to select the Fund Cd/ASN.
6. Select Contract. *The **Contract Tab** appears.*





Help Reference Guide

Basic Catalog Accounting **Contract** Depreciation Agency Asset Entry

Contract

Stock Nbr 0005000739411

UI EA

Item Desc TEST RIFLE

Type Action ILOO - In On Loan - outside DPAS

Cntr/PO Nbr

SPIIN

CLIN

SLIN

ACRN

Cancel

7. Select Depreciation. *The **Depreciation Tab** appears.*





Note



If this asset cannot be depreciated, the warning "Depreciation tab may only be used on depreciable assets" appears, and the fields on this tab are all read-only.

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
-------	---------	------------	----------	---------------------	--------	-------------

Depreciation

Stock Nbr 0005000739411

UI EA

Item Desc TEST RIFLE

Type Action ILOO - In On Loan - outside DPAS

Activate Depreciation

***Activation Dt**

***Deprn Period**

Salvage Value





Help Reference Guide

Prior Deprn SL

Prior Deprn AB

Deprn Util Svc Life

Prior Deprn Util Qty

Deprn Cost Center

Deprn Cost Center Desc

Deprn Job Order Nbr

Cancel

Reset

- A. The *ACTIVATION DT* automatically populates and is not editable.
 - B. The *DEPRN PRD* automatically populates and is not editable.
8. Select Agency. The **Agency Tab** appears.





Help Reference Guide

Basic Catalog Accounting Contract Depreciation **Agency** Asset Entry

Agency

Stock Nbr 0005000739411

UI EA

Item Desc TEST RIFLE

Type Action ILOO - In On Loan - outside DPAS

Classification ▼

Office

Active RFID Number

ORDER NUMBER

TASK ORDER

Note



Any additional fields on this tab varies by agency and are not DPAS controlled.

9. Select Asset Entry. *The **Asset Entry Tab** appears.*





End Item Serial

Basic Catalog Accounting Contract Depreciation Agency **Asset Entry**

Asset Entry

Stock Nbr 0005000739411

UI EA

Item Desc TEST RIFLE

Type Action ILOO - In On Loan - outside DPAS

Inv by Serial Nbr



Auto Assign

Asset Id Prefix









Help Reference Guide

i *Custodian Nbr	<input type="text"/>	
UII	<input type="text"/>	
*Serial Nbr	<input type="text"/>	
DOD Serial Nbr	<input type="text"/>	
i *Loc	Select A Location	
Sub Loc	<input type="text"/>	

[Save](#)

[Cancel](#) [Reset](#) [Add](#)

- a. Use  or  to browse for the CUSTODIAN NBR entry. *This is a 12 alphanumeric character field.*
- b. Enter the UII in the field provided. *This is a 50 alphanumeric character field.*
- c. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- d. Use  or  to assist with the LOC entry. *This is a 20 alphanumeric character field.*



Bulk

Basic Catalog Accounting Contract Depreciation Agency **Asset Entry**


Asset Entry


Stock Nbr 1005011844041

UI EA

Item Desc BOLT,AUTOMATIC WEAPON

Type Action IL00 - In On Loan - outside DPAS





i *Custodian Nbr 


i *Loc 

Sub Loc

Save

Cancel **Reset** **Add**

- a. Use  or  to browse for the CUSTODIAN NBR entry. *This is a 12 alphanumeric character field.*
- b. Use  or  to assist with the Loc entry. *This is a 20 alphanumeric character field.*

10. Select . *The new asset is added to the list panel.*





Help Reference Guide

- Basic
- Catalog
- Accounting
- Contract
- Depreciation
- Agency
- Asset Entry**

Asset Entry

Stock Nbr 0005000739411

UI EA

Item Desc TEST RIFLE

Type Action ILOO - In On Loan - outside DPAS

Inv by Serial Nbr

Auto Assign

Asset Id Prefix

i *Custodian Nbr

UII

*Serial Nbr





Help Reference Guide

DOD Serial Nbr

i*Loc



Sub Loc

Save

	Asset Id	Serial Nbr	Cust Nbr	Loc	Sub Loc	Inv By Serial Nbr	Auto Assign	UII	DOD Serial Nbr
Edit Remove	BROOKS000358	BCD234	TGROCE	AREA7		N	Y	CDE345	

Cancel

Reset

Add





Asset Receiving Entry — ILDI — Create Local Due In

Navigation






Asset Management > Receiving > Asset Receiving > Type Action drop-down field > Type Action ILDI — Create Local Due In > Asset Receiving Tabs page

Procedure

Add an Asset

Selecting  at any point of this procedure removes all revisions and closes the page.



Bold numbered steps are required.

1. In the Asset Management menu, choose Receiving. The **Asset Receiving** page appears.
2. Use  to select the Type Action **ILDI — Create Local Due In**.
3. Select . The **Basic** tab displays.
 - A. Use  to select the ACQ DT, or enter the date (MM/DD/YYYY) in the field provided.
 - B. Enter the DOC NBR, or use  to browse for the number. This is a 14 alphanumeric character field.
 - C. Use  to select the Asset Cd.





End Item Serial

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Basic						
Stock Nbr	0005000739411					
UI	EA					
Item Desc	TEST RIFLE					
Type Action	ILDI - Create Local Due In					
*Qty	<input type="text" value="1"/>					
*Acq Dt	<input type="text"/> 					
Doc Nbr	<input type="text"/> 					





Help Reference Guide

*Asset Cd	<input type="text" value="Select an Item"/>
Cptl Cd	<input type="text" value="A-DoD Threshold"/>
Asset Sts	
iRAPT/WAWF Shpmt Id	
Remarks	<input type="text"/>
History Remarks	<input type="text"/>





Component

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Basic						
Stock Nbr	0005000739411					
UI	EA					
Item Desc	TEST RIFLE					
Type Action	ILDI - Create Local Due In					
*Qty	<input type="text" value="1"/>					
*Acq Dt	<input type="text"/>					
Doc Nbr	<input type="text"/>					





Help Reference Guide

*Asset Cd	<input type="text" value="Select an Item"/>
Cptl Cd	<input type="text" value="A-DoD Threshold"/>
Asset Sts	
iRAPT/WAWF Shpmt Id	
Remarks	<input type="text"/>
History Remarks	<input type="text"/>

- a. *The QTY automatically populates and is not editable.*



Bulk

Basic Catalog Accounting Contract Depreciation Agency Asset Entry

Basic


Stock Nbr 1005011844041


UI EA


Item Desc BOLT,AUTOMATIC WEAPON

Type Action ILDI - Create Local Due In

*Qty

*Acq Dt 

Doc Nbr 

*Asset Cd K -Equipment 

iRAPT/WAWF Shpmt Id



Remarks

History Remarks

- a. Enter the QTY in the field provided. *This is a 6 numeric character field.*





4. Select Catalog. The **Catalog Tab** displays.
 - A. Use  or  to assist with the MFR DATA entry. *This is a 36 alphanumeric character field.*
 - B. Enter the MFR YR in the field provided. *This is a 4 numeric character field.*

End Item Serial

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
-------	----------------	------------	----------	--------------	--------	-------------

Manufacturer

Stock Nbr 0005000739411


UI EA

Item Desc TEST RIFLE

Type Action ILDI - Create Local Due In

Catalog Pilferable No

Asset Pilferable

i *Mfr Data 

Mfr Name





Help Reference Guide

Mfr Yr	<input type="text"/>
Mfr Model Nbr	<input type="text"/>
License Managed	<input type="text"/>
Mfr Part Nbr	<input type="text"/>
*Ull Sts Cd	<input type="text" value="Select an Item"/>
CAGE Cd	<input type="text"/>
Non-Actbl	<input type="text"/>





Component

Basic **Catalog** Accounting Contract Depreciation Agency Asset Entry

Manufacturer

Stock Nbr 0005000739411


UI EA

Item Desc TEST RIFLE

Type Action ILDI - Create Local Due In

Catalog Piferable No

Asset Piferable

i *Mfr Data 

Mfr Name





Help Reference Guide

Mfr Yr	<input type="text"/>
Mfr Model Nbr	<input type="text"/>
License Managed	<input type="text"/>
Mfr Part Nbr	<input type="text"/>
*UII Sts Cd	<input type="text" value="Select an Item"/>
CAGE Cd	<input type="text"/>
Non-Actbl	<input type="text"/>

- a. Use to select the UII Sts Cd.





Bulk

Basic **Catalog** Accounting Contract Depreciation Agency Asset Entry

Manufacturer

Stock Nbr 1005011844041

UI EA

Item Desc BOLT,AUTOMATIC WEAPON

Type Action ILDI - Create Local Due In

Catalog Pilferable No

Asset Pilferable

i *Mfr Data 

Mfr Name



Mfr Yr

Mfr Model Nbr

License Managed

Mfr Part Nbr

CAGE Cd

Non-Actbl

5. Select Accounting. *The **Accounting Tab** displays.*

A. Use to select the Fund Cd/ASN.

End Item Serial

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Accounting						
Stock Nbr	0005000739411					
UI	EA					
Item Desc	TEST RIFLE					
Type Action	ILDI - Create Local Due In					
*Fund Cd/ASN	<input type="text" value="Select an Item"/>					
Oblign Doc Nbr	<input type="text" value="BR00KS31651000"/>					
Owng Cost Center	<input type="text"/>					
Owng Cost Center Desc						





Help Reference Guide

Fndng Cost Center

Fndng Cost Center Desc

Task Cd

Job Order Nbr

LOA

Exp Cd

Divy Ord Nbr

Loan Cd

Lease Cd

Cancel

Reset





Component

Basic Catalog **Accounting** Contract Depreciation Agency Asset Entry

Accounting

Stock Nbr 0005000739411

UI EA

Item Desc TEST RIFLE

Type Action ILDI - Create Local Due In

*Fund Cd/ASN

Oblign Doc Nbr

Owng Cost Center

Owng Cost Center Desc





Help Reference Guide

Fndng Cost Center	<input type="text"/>
Fndng Cost Center Desc	
Task Cd	<input type="text"/>
Job Order Nbr	<input type="text"/>
LOA	<input type="text"/>
Exp Cd	1-Funded <input type="button" value="v"/>
Dlvy Ord Nbr	<input type="text"/>
Loan Cd	G-Government Owned <input type="button" value="v"/>
Lease Cd	N-Government Owned <input type="button" value="v"/>





Bulk

Basic Catalog **Accounting** Contract Depreciation Agency Asset Entry

Accounting

Stock Nbr 1005011844041

UI EA

Item Desc BOLT,AUTOMATIC WEAPON

Type Action ILDI - Create Local Due In

*Fund Cd/ASN

Oblign Doc Nbr

Owng Cost Center

Owng Cost Center Desc





Help Reference Guide

Fndng Cost Center	<input type="text"/>
Fndng Cost Center Desc	
Task Cd	<input type="text"/>
Job Order Nbr	<input type="text"/>
LOA	<input type="text"/>
Exp Cd	1-Funded ▼
Dlvy Ord Nbr	<input type="text"/>
Loan Cd	G-Government Owned ▼
Lease Cd	N-Government Owned ▼

6. Select Contract. *The **Contract Tab** appears.*





Help Reference Guide

Basic Catalog Accounting **Contract** Depreciation Agency Asset Entry

Contract

Stock Nbr 0005000739411

UI EA

Item Desc TEST RIFLE

Type Action ILDI - Create Local Due In

Cntr/PO Nbr

SPIIN

CLIN

SLIN

ACRN

Cancel

7. Select Depreciation. *The **Depreciation Tab** appears.*





Note



If the asset cannot be depreciated, the warning "**Depreciation tab may only be used on depreciable assets**" appears, and the fields on this tab are all read-only.

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
-------	---------	------------	----------	---------------------	--------	-------------

Depreciation

Stock Nbr 0005000739411

UI EA

Item Desc TEST RIFLE

Type Action ILDI - Create Local Due In

Activate Depreciation

***Activation Dt**

***Deprn Period**

Salvage Value





Help Reference Guide

Prior Deprn SL

Prior Deprn AB

Deprn Util Svc Life

Prior Deprn Util Qty


Deprn Cost Center

Deprn Cost Center Desc

Deprn Job Order Nbr

Cancel

Reset

- A. Use  to select the ACTIVATION DT, or enter the date (MM/DD/YYYY) in the field provided.
 - B. Enter the DEPRN PERIOD in the field provided. *This is a 3 numeric character field.*
8. Select Agency. The **Agency Tab** appears.





Help Reference Guide

Basic Catalog Accounting Contract Depreciation **Agency** Asset Entry

Agency

Stock Nbr 0005000739411

UI EA

Item Desc TEST RIFLE

Type Action ILDI - Create Local Due In

Classification ▼


Office

Active RFID Number

ORDER NUMBER

TASK ORDER

Note

 Any additional fields on this tab varies by agency and are not DPAS controlled.

- Select Asset Entry. The **Asset Entry Tab** appears.





End Item Serial

Basic Catalog Accounting Contract Depreciation Agency **Asset Entry**

Asset Entry

Stock Nbr 0005000739411

UI EA

Item Desc TEST RIFLE

Type Action ILDI - Create Local Due In

Inv by Serial Nbr

Auto Assign

Asset Id Prefix ▼

i *Custodian Nbr 🔍

UII

***Serial Nbr**

i *Loc 🔍

Sub Loc





Help Reference Guide

- a. Use **i** or **Q** to browse for the CUSTODIAN NBR entry. *This is a 12 alphanumeric character field.*
- b. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- c. Use **i** or **Q** to assist with the LOC entry. *This is a 20 alphanumeric character field.*





Component

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
-------	---------	------------	----------	--------------	--------	--------------------

Asset Entry

Stock Nbr 0005000739411

UI EA

Item Desc TEST RIFLE

Type Action ILDI - Create Local Due In

Inv by Serial Nbr

Auto Assign

Asset Id Prefix

i *Custodian Nbr

UII

***Serial Nbr**

i *Loc AREA7

Sub Loc





- a. Use **i** or **Q** to browse for the CUSTODIAN NBR entry. *This is a 12 alphanumeric character field.*
- b. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- c. Use **i** or **Q** to assist with the Loc entry. *This is a 20 alphanumeric character field.*


Bulk

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Asset Entry						
Stock Nbr	1005011844041					
UI	EA					
Item Desc	BOLT,AUTOMATIC WEAPON					
Type Action	ILDI - Create Local Due In					
<i>i</i> *Custodian Nbr	<input type="text"/> Q					
<i>i</i> *Loc	Select A Location Q					
Sub Loc	<input type="text"/>					
						Save
						Cancel Reset Add

- a. Use **i** or **Q** to browse for the CUSTODIAN NBR entry. *This is a 12 alphanumeric character field.*



b. Use  or  to assist with the Loc entry. *This is a 20 alphanumeric character field.*

10. Select . *The new asset is added to the list panel.*

Basic Catalog Accounting Contract Depreciation Agency Asset Entry

Asset Entry

Stock Nbr 0005000739411

UI EA


Item Desc TEST RIFLE

Type Action ILDI - Create Local Due In

Inv by Serial Nbr

Auto Assign

Asset Id Prefix BROOKS ▼

i *Custodian Nbr TGROCE 

UII

*Serial Nbr



Help Reference Guide

i*Loc



Sub Loc

Save

	Asset Id	Serial Nbr	Cust Nbr	Loc	Sub Loc	Inv By Serial Nbr	Auto Assign	Ull
Edit Remove	BROOKS000357	BCD234	TGROCE	AREA7		N	Y	CDE345

Cancel

Reset

Add





Update an Asset Receiving Record

Navigation

Asset Management > Receiving > Asset Receiving > *VARIOUS PROCEDURAL STEPS* > Asset Entry tab > > Edit hyperlink

Procedure

Update an Asset

Selecting at any point of this procedure removes all revisions and closes the page.

Bold numbered steps are required.

1. Complete the procedure starting at the **Asset Receiving Entry** page.
2. Select . The new asset is added to the list panel.





Help Reference Guide

Basic Catalog Accounting Contract Depreciation Agency **Asset Entry**

Asset Entry

Stock Nbr 0005000739411

UI EA

Item Desc TEST RIFLE

Type Action IFOI - Found On Installation

Inv by Serial Nbr

Auto Assign

*Asset Id

i *Custodian Nbr


 

UII

*Serial Nbr



DOD Serial Nbr


i*Loc 

Sub Loc

[Save](#)

	Asset Id	Serial Nbr	Cust Nbr	Loc	Sub Loc	Inv By Serial Nbr	Auto Assign	UII	DOD Serial Nbr
Edit Remove	TAG123	ABC123	TGROCE	AREA7		N	N	JMN123	

[Cancel](#) [Reset](#) [Add](#)

3. Select the Edit hyperlink. *The fields above the Save list panel become editable.*
4. Select Basic. *The **Basic tab** displays.*
5. Select . *The revised asset is added to the list panel. Choose how to proceed from here:*