

Asset Receiving – Entry Page

Overview

The Property Accountability module Asset 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

Procedures

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. Click to select Mass Upload Assets. 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	<input type="text" value="INPR - New Procurement"/>
Component	<input type="radio"/>	*Stock Nbr	<input type="text"/>
Bulk	<input checked="" type="radio"/>	*Acq Cost	<input type="text" value="0.00"/>



Help Reference Guide

- 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

Procedures

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	0G8R078I		Doc Nbr	<input type="text"/>		
UI	EA		*Asset Cd	K -Equipment		
Item Desc	MONITOR 17 INCH		i Sys Id	<input type="text"/>		
Type Action	ITRO - Transfer In - outside DPAS		Cptl Cd	A-DoD Threshold		
*Qty	1		Asset Sts	U-In Use		
*Acq Dt	<input type="text"/>		Local Rcpt Dt	4/9/2025		
*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"/>

- The QTY automatically populates and is not editable.
- 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	7025032057818		Doc Nbr	<input type="text"/>			
UI	EA		*Asset Cd	K -Equipment			
Item Desc	MONITOR/COMPONENT		i Sys Id				
Type Action	ITRO - Transfer In - outside DPAS		Cptl Cd	A-DoD Threshold			
*Qty	1		Asset Sts	U-In Use			
*Acq Dt	<input type="text"/>		Local Rcpt Dt	4/9/2025			
*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"/>

- The QTY automatically populates and is not editable.
- 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	BULKSENSITIVE					Lot Nbr	<input type="text"/>
UI	EA					Expr Dt	<input type="text"/>
Item Desc	BULK AND SENSITIVE					Local Rcpt Dt	4/9/2025
Type Action	ITRO - Transfer In - outside DPAS					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. Enter the MFR DATA, or use  to browse for the 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	0G8R078I	Mfr Yr	<input type="text"/>						
UI	EA	Mfr Model Nbr							
Item Desc	MONITOR 17 INCH	License Managed							
Type Action	ITRO - Transfer In - outside DPAS	Mfr Part Nbr							
Catalog Piferable	No	*UII Sts Cd	Select an Item <input type="text"/>						
Asset Piferable	<input type="checkbox"/>	CAGE Cd							
i *Mfr Data	Select A Manufacturer <input type="text"/>	Non-Actbl							
Mfr Name		Supply Category Management Cd	-						
								Cancel	Reset

a. Use  to select the UII Sts Cd.

Component

Basic		Catalog		Accounting	Contract	Depreciation	Agency	Asset Entry	
Manufacturer									
Stock Nbr	7025032057818	Mfr Yr	<input type="text"/>						
UI	EA	Mfr Model Nbr							
Item Desc	MONITOR/COMPONENT	License Managed							
Type Action	ITRO - Transfer In - outside DPAS	Mfr Part Nbr							
Catalog Piferable	No	*UII Sts Cd	Select an Item <input type="text"/>						
Asset Piferable	<input type="checkbox"/>	CAGE Cd							
i *Mfr Data	Select A Manufacturer <input type="text"/>	Non-Actbl							
Mfr Name		Supply Category Management Cd	-						
								Cancel	Reset



a. Use  to select the UII Sts Cd.

Bulk

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Manufacturer						
Stock Nbr	BULKSENSITIVE				Mfr Yr	<input type="text"/>
UI	EA				Mfr Model Nbr	
Item Desc	BULK AND SENSITIVE				License Managed	
Type Action	ITRO - Transfer In - outside DPAS				Mfr Part Nbr	
Catalog Piferable	No					
Asset Piferable	<input type="checkbox"/>				CAGE Cd	
i*Mfr Data	<input type="text" value="Select A Manufacturer"/> 				Non-Actbl	
Mfr Name					Supply Category Management Cd	-

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



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

Accounting

Stock Nbr	0G8R078I	Job Order Nbr	<input type="text"/>
UI	EA	LOA	<input type="text"/>
Item Desc	MONITOR 17 INCH	Exp Cd	1-Funded ▾
Type Action	ITRO - Transfer In - outside DPAS	Divy Ord Nbr	<input type="text"/>
*Fund Cd/ASN	Select an Item ▾	Transfer Type	Select an Item ▾
Oblign Doc Nbr	<input type="text"/>	Trading Partner Nbr	<input type="text"/>
Owng Cost Center	<input type="text"/>	Trading Dept Cd	Select an Item ▾
Owng Cost Center Desc		Trading Basic Symbol	<input type="text"/>
Fndng Cost Center	<input type="text"/>	Trading Subhead	<input type="text"/>
Fndng Cost Center Desc		Loan Cd	G-Government Owned ▾
Task Cd	<input type="text"/>	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.*

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

Contract

Stock Nbr	0G8R078I	SPIIN	<input type="text"/>
UI	EA	CLIN	<input type="text"/>
Item Desc	MONITOR 17 INCH	SLIN	<input type="text"/>
Type Action	ITRO - Transfer In - outside DPAS	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	0G8R078I	Prior Deprn SL
UI	EA	Prior Deprn AB
Item Desc	MONITOR 17 INCH	Deprn Util Svc Life
Type Action	ITRO - Transfer In - outside DPAS	Prior Deprn Util Qty
Activate Depreciation		Deprn Cost Center
*Activation Dt		Deprn Cost Center Desc
*Deprn Period		Deprn Job Order Nbr
Salvage Value		

- 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.*

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Agency						
Stock Nbr	0G8R078I		Office	<input type="text"/>		
UI	EA		Active RFID Number	<input type="text"/>		
Item Desc	MONITOR 17 INCH		ORDER NUMBER	<input type="text"/>		
Type Action	ITRO - Transfer In - outside DPAS		TASK ORDER	<input type="text"/>		
Classification	<input type="text" value="Unclassified"/>					
						<input type="button" value="Cancel"/> <input type="button" value="Reset"/>

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	0G8R078I	i *Custodian Nbr		<input type="text"/>		
UI	EA	UII		<input type="text"/>		
Item Desc	MONITOR 17 INCH	*Serial Nbr		<input type="text"/>		
Type Action	ITRO - Transfer In - outside DPAS	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"/>					
						<input type="button" value="Save"/>
						<input type="button" value="Cancel"/> <input type="button" value="Reset"/> <input type="button" value="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.*



Component

Basic	Catalog	Accounting	Contract	Depreciation	Agency	<u>Asset Entry</u>
Asset Entry						
Stock Nbr	7025032057818		i *Custodian Nbr	<input type="text" value="BPG123"/>		
UI	EA		UII	<input type="text"/>		
Item Desc	MONITOR/COMPONENT		*Serial Nbr	<input type="text"/>		
Type Action	ITRO - Transfer In - outside DPAS		DOD Serial Nbr	<input type="text"/>		
Inv by Serial Nbr	<input type="checkbox"/>		i *Loc	<input type="text" value="BPG123"/>		
Auto Assign	<input checked="" type="checkbox"/>		Sub Loc	<input type="text"/>		
Asset Id Prefix	<input type="text" value="Select an Item"/>					
						<input type="button" value="Save"/>
						<input type="button" value="Cancel"/> <input type="button" value="Reset"/> <input type="button" value="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	BULKSENSITIVE	i *Custodian Nbr	<input type="text"/>
UI	EA	i *Loc	Select A Location
Item Desc	BULK AND SENSITIVE	Sub Loc	<input type="text"/>
Type Action	ITRO - Transfer In - outside DPAS		

- 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	0G8R078I	i *Custodian Nbr	BPG123 <input type="text"/>
UI	EA	UII	<input type="text"/>
Item Desc	MONITOR 17 INCH	*Serial Nbr	<input type="text"/>
Type Action	ITRO - Transfer In - outside DPAS	DOD Serial Nbr	<input type="text"/>
Inv by Serial Nbr	<input type="checkbox"/>	i *Loc	BPG123 <input type="text"/>
Auto Assign	<input checked="" type="checkbox"/>	Sub Loc	<input type="text"/>
Asset Id Prefix	BPG123 <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	BPG1230993	POI098LKJ654	BPG123	BPG123		N	Y	18117BROOKS0010	

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

Procedures

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	0G8R078I		Doc Nbr	<input type="text"/>		
UI	EA		*Asset Cd	K - Equipment		
Item Desc	MONITOR 17 INCH		i Sys Id	<input type="text"/>		
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	4/9/2025		
*Cond Cd	A-Svcbl(w/o Qual)		Rcvd By	<input type="text"/>		
Origl In Svc Dt	4/9/2025		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	7025032057818		Doc Nbr	<input type="text"/>			
UI	EA		*Asset Cd	K -Equipment			
Item Desc	MONITOR/COMPONENT		i Sys Id				
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	4/9/2025			
*Cond Cd	A-Svcbl(w/o Qual)		Rcvd By	<input type="text"/>			
Origl In Svc Dt	4/9/2025		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	BULKSENSITIVE					Lot Nbr	<input type="text"/>
UI	EA					Expr Dt	<input type="text"/>
Item Desc	BULK AND SENSITIVE					Local Rcpt Dt	4/9/2025
Type Action	INPR - New Procurement					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.*
4. Select Catalog. *The **Catalog Tab** displays.*
 - A. Enter the MFR DATA, or use  to browse for the 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	0G8R078I			Mfr Yr	<input type="text"/>								
UI	EA			Mfr Model Nbr									
Item Desc	MONITOR 17 INCH			License Managed									
Type Action	INPR - New Procurement			Mfr Part Nbr									
Catalog Piferable	No			*UII Sts Cd	<input type="text" value="Select an Item"/>								
Asset Piferable	<input type="checkbox"/>			CAGE Cd									
i *Mfr Data	<input type="text" value="Select A Manufacturer"/>			Non-Actbl									
Mfr Name				Supply Category Management Cd	-								
												Cancel	Reset

- a. Use  to select the UII Sts Cd.

Component

Basic		Catalog		Accounting		Contract		Depreciation		Agency		Asset Entry	
Manufacturer													
Stock Nbr	7025032057818			Mfr Yr	<input type="text"/>								
UI	EA			Mfr Model Nbr									
Item Desc	MONITOR/COMPONENT			License Managed									
Type Action	INPR - New Procurement			Mfr Part Nbr									
Catalog Piferable	No			*UII Sts Cd	<input type="text" value="Select an Item"/>								
Asset Piferable	<input type="checkbox"/>			CAGE Cd									
i *Mfr Data	<input type="text" value="Select A Manufacturer"/>			Non-Actbl									
Mfr Name				Supply Category Management Cd	-								
												Cancel	Reset



a. Use  to select the UII Sts Cd.

Bulk

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Manufacturer						
Stock Nbr	BULKSENSITIVE	Mfr Yr	<input type="text"/>			
UI	EA	Mfr Model Nbr				
Item Desc	BULK AND SENSITIVE	License Managed				
Type Action	INPR - New Procurement	Mfr Part Nbr				
Catalog Piferable	No					
Asset Piferable	<input type="checkbox"/>	CAGE Cd				
i*Mfr Data	<input type="text" value="Select A Manufacturer"/> 	Non-Actbl				
Mfr Name		Supply Category Management Cd				

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



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

Accounting

Stock Nbr	0G8R078I	Fndng Cost Center Desc	
UI	EA	Task Cd	<input type="text"/>
Item Desc	MONITOR 17 INCH	Job Order Nbr	<input type="text"/>
Type Action	INPR - New Procurement	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.
 - 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.*

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

Contract

Stock Nbr	0G8R078I	SPIIN	<input type="text"/>
UI	EA	CLIN	<input type="text"/>
Item Desc	MONITOR 17 INCH	SLIN	<input type="text"/>
Type Action	INPR - New Procurement	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	0G8R078I					Prior Deprn SL
UI	EA					Prior Deprn AB
Item Desc	MONITOR 17 INCH					Deprn Util Svc Life
Type Action	INPR - New Procurement					Prior Deprn Util Qty
Activate Depreciation						Deprn Cost Center
*Activation Dt						Deprn Cost Center Desc
*Deprn Period						Deprn Job Order Nbr
Salvage Value						

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.

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

Agency

Stock Nbr	0G8R078I	Office	<input type="text"/>
UI	EA	Active RFID Number	<input type="text"/>
Item Desc	MONITOR 17 INCH	ORDER NUMBER	<input type="text"/>
Type Action	INPR - New Procurement	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.

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

End Item Serial

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

Asset Entry

Stock Nbr	0G8R078I	i *Custodian Nbr	<input type="text"/>
UI	EA	Ull	<input type="text"/>
Item Desc	MONITOR 17 INCH	*Serial Nbr	<input type="text"/>
Type Action	INPR - New Procurement	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. 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	7025032057818		<i>i</i> *Custodian Nbr	BPG123		
UI	EA		UII			
Item Desc	MONITOR/COMPONENT		*Serial Nbr			
Type Action	INPR - New Procurement		DOD Serial Nbr			
Inv by Serial Nbr	<input type="checkbox"/>		<i>i</i> *Loc	BPG123		
Auto Assign	<input checked="" type="checkbox"/>		Sub Loc			
Asset Id Prefix	Select an Item					
						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	BULKSENSITIVE	i *Custodian Nbr	<input type="text"/>
UI	EA	i *Loc	Select A Location
Item Desc	BULK AND SENSITIVE	Sub Loc	<input type="text"/>
Type Action	INPR - New Procurement		

- 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	0G8R078I	i *Custodian Nbr	BPG123 <input type="text"/>
UI	EA	UII	<input type="text"/>
Item Desc	MONITOR 17 INCH	*Serial Nbr	<input type="text"/>
Type Action	INPR - New Procurement	DOD Serial Nbr	<input type="text"/>
Inv by Serial Nbr	<input type="checkbox"/>	i *Loc	BPG123 <input type="text"/>
Auto Assign	<input checked="" type="checkbox"/>	Sub Loc	<input type="text"/>
Asset Id Prefix	BPG123 <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	BPG1230994	ASD456FGH789	BPG123	BPG123		N	Y	18117BROOKS0011	

Cancel Reset Add





Asset Receiving Entry — IAAR — Administrative Adjustment

Navigation

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

Procedures

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. Enter the MFR DATA, or use  to browse for the 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	0G8R078I	Mfr Yr	<input type="text"/>			
UI	EA	Mfr Model Nbr				
Item Desc	MONITOR 17 INCH	License Managed				
Type Action	IAAR - Administrative Adjustment	Mfr Part Nbr				
Catalog Piferable	No	*UII Sts Cd	<input type="text" value="Select an Item"/>			
Asset Piferable	<input type="checkbox"/>	CAGE Cd				
i *Mfr Data	<input type="text" value="Select A Manufacturer"/> <input type="button" value="Q"/>	Non-Actbl				
Mfr Name		Supply Category Management Cd	-			
						<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	0G8R078I	Mfr Yr	<input type="text"/>			
UI	EA	Mfr Model Nbr				
Item Desc	MONITOR 17 INCH	License Managed				
Type Action	IAAR - Administrative Adjustment	Mfr Part Nbr				
Catalog Piferable	No	*UII Sts Cd	<input type="text" value="Select an Item"/>			
Asset Piferable	<input type="checkbox"/>	CAGE Cd				
i *Mfr Data	<input type="text" value="Select A Manufacturer"/> <input type="button" value="Q"/>	Non-Actbl				
Mfr Name		Supply Category Management Cd	-			
						<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	
i *Mfr Data	<input type="text" value="Select A Manufacturer"/> 				Non-Actbl	
Mfr Name					Supply Category Management Cd -	
						<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			
Type Action	IAAR - Administrative Adjustment		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"/>					
						<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.

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.

9. 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	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 <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"/>					
						Save
						<input type="button" value="Cancel"/> <input type="button" value="Reset"/> <input type="button" value="Add"/>

- 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.*



Component

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Asset Entry						
Stock Nbr	DGX96CE2050		i *Custodian Nbr		GROCE1	
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		OACM1	
Auto Assign	<input checked="" type="checkbox"/>		Sub Loc		<input type="text"/>	
Asset Id Prefix	<input type="text" value="Select an Item"/>					
						<input type="button" value="Save"/>
						<input type="button" value="Cancel"/> <input type="button" value="Reset"/> <input type="button" value="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

Procedures

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	0G8R078I		Doc Nbr	<input type="text"/>		
UI	EA		*Asset Cd	K -Equipment		
Item Desc	MONITOR 17 INCH		i Sys Id	<input type="text"/>		
Type Action	IIAJ - Inventory Adj (Receipt)		Cptl Cd	A-DoD Threshold		
*Qty	1		Asset Sts	U-In Use		
*Acq Dt	<input type="text"/>		Local Rcpt Dt	4/4/2025		
*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			Remarks	<input type="text"/>		
Attachments	No Attachments Available		History Remarks	<input type="text"/>		
<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	0G8R078I		Doc Nbr	<input type="text"/>		
UI	EA		*Asset Cd	K -Equipment		
Item Desc	MONITOR 17 INCH		i Sys Id			
Type Action	IIAJ - Inventory Adj (Receipt)		Cptl Cd	A-DoD Threshold		
*Qty	1		Asset Sts	U-In Use		
*Acq Dt	<input type="text"/>		Local Rcpt Dt	4/4/2025		
*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			Remarks	<input type="text"/>		
Attachments	No Attachments Available		History Remarks	<input type="text"/>		
<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	i Sys Id		<input type="text"/>		
UI	EA	Lot Nbr		<input type="text"/>		
Item Desc	POKEBALL	Expr Dt		<input type="text"/>		
Type Action	IIAJ - Inventory Adj (Receipt)	Local Rcpt Dt		4/4/2025		
*Qty	<input type="text"/>	Rcvd By		<input type="text"/>		
*Acq Dt	<input type="text"/>	iRAPT/WAWF Shpmt Id				
*Cond Cd	A-Svcbl(w/o Qual)	Attachments		No Attachments Available		
Inv Nbr	<input type="text"/>	<input type="button" value="Add"/>				
Doc Nbr	<input type="text"/>	Remarks		<input type="text"/>		
*Asset Cd	T-Military Equipment	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.*

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

4. Select Catalog. *The **Catalog Tab** displays.*

A. Enter the MFR DATA, or use  to browse for the 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	0G8R078I			Mfr Yr	<input type="text"/>			
UI	EA			Mfr Model Nbr				
Item Desc	MONITOR 17 INCH			License Managed				
Type Action	IIAJ - Inventory Adj (Receipt)			Mfr Part Nbr				
Catalog Piferable	No			*UII Sts Cd	Select an Item <input type="button" value="v"/>			
Asset Piferable	<input type="checkbox"/>			CAGE Cd				
i *Mfr Data	<input type="text" value="Select A Manufacturer"/> <input type="button" value="Q"/>			Non-Actbl				
Mfr Name				Supply Category Management Cd	-			
							<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	0G8R078I			Mfr Yr	<input type="text"/>			
UI	EA			Mfr Model Nbr				
Item Desc	MONITOR 17 INCH			License Managed				
Type Action	IIAJ - Inventory Adj (Receipt)			Mfr Part Nbr				
Catalog Piferable	No			*UII Sts Cd	Select an Item <input type="button" value="v"/>			
Asset Piferable	<input type="checkbox"/>			CAGE Cd				
i *Mfr Data	<input type="text" value="Select A Manufacturer"/> <input type="button" value="Q"/>			Non-Actbl				
Mfr Name				Supply Category Management Cd	-			
							<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	IIAJ - Inventory Adj (Receipt)	Mfr Part Nbr				
Catalog Pilferable	No					
Asset Pilferable	<input type="checkbox"/>	CAGE Cd				
i *Mfr Data	<input type="text" value="Select A Manufacturer"/> 	Non-Actbl				
Mfr Name		Supply Category Management Cd -				
						<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	0G8R078I	Fndng Cost Center Desc	
UI	EA	Task Cd	<input type="text"/>
Item Desc	MONITOR 17 INCH	Job Order Nbr	<input type="text"/>
Type Action	IIAJ - Inventory Adj (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"/>	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	0G8R078I	SPIIN	<input type="text"/>
UI	EA	CLIN	<input type="text"/>
Item Desc	MONITOR 17 INCH	SLIN	<input type="text"/>
Type Action	IIAJ - Inventory Adj (Receipt)	ACRN	<input type="text"/>
Cntr/PO Nbr	<input type="text"/>		

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	0G8R078I			Prior Deprn SL		
UI	EA			Prior Deprn AB		
Item Desc	MONITOR 17 INCH			Deprn Util Svc Life		
Type Action	IIAJ - Inventory Adj (Receipt)			Prior Deprn Util Qty		
Activate Depreciation				Deprn Cost Center		
*Activation Dt				Deprn Cost Center Desc		
*Deprn Period				Deprn Job Order Nbr		
Salvage Value						
						<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.**



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

Agency

Stock Nbr	999900V010002	Office	<input type="text"/>
UI	EA	Active RFID Number	<input type="text"/>
Item Desc	POKEBALL	ORDER NUMBER	<input type="text"/>
Type Action	IIAJ - Inventory Adj (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 **Asset Entry**

Asset Entry

Stock Nbr	0G8R078I	i *Custodian Nbr	<input type="text"/>
UI	EA	UII	<input type="text"/>
Item Desc	MONITOR 17 INCH	*Serial Nbr	<input type="text"/>
Type Action	IIAJ - Inventory Adj (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. 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	0G8R078I	i *Custodian Nbr	<input type="text" value="BPG123"/>												
UI	EA	UII	<input type="text"/>												
Item Desc	MONITOR 17 INCH	*Serial Nbr	<input type="text"/>												
Type Action	IIAJ - Inventory Adj (Receipt)	DOD Serial Nbr	<input type="text"/>												
Inv by Serial Nbr	<input type="checkbox"/>	i *Loc	<input type="text" value="BPG123"/>												
Auto Assign	<input checked="" type="checkbox"/>	Sub Loc	<input type="text"/>												
Asset Id Prefix	<input type="text" value="Select an Item"/>														
												<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. 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	999900V010002	i *Custodian Nbr	<input type="text"/>	<input type="button" value="Q"/>
UI	EA	i *Loc	Select A Location	<input type="button" value="Q"/>
Item Desc	POKEBALL	Sub Loc	<input type="text"/>	
Type Action	IIAJ - Inventory Adj (Receipt)			

- 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	OG8R078I	i *Custodian Nbr	<input type="text" value="BPG123"/>
UI	EA	UII	<input type="text"/>
Item Desc	MONITOR 17 INCH	*Serial Nbr	<input type="text"/>
Type Action	IIAJ - Inventory Adj (Receipt)	DOD Serial Nbr	<input type="text"/>
Inv by Serial Nbr	<input type="checkbox"/>	i *Loc	BPG123
Auto Assign	<input checked="" type="checkbox"/>	Sub Loc	<input type="text"/>
Asset Id Prefix	<input type="text" value="BPG123"/>		

Save

	Asset Id	Serial Nbr	Cust Nbr	Loc	Sub Loc	Inv By Serial Nbr	Auto Assign	UII	DOD Serial Nbr
Edit Remove	BPG1230989	123456789	BPG123	BPG123		N	Y	18117BROOKS0010	

Cancel Reset Add





Asset Receiving Entry — IFOI — Found On Installation

Navigation

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

Procedures

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	0G8R078I		Doc Nbr	<input type="text"/>			
UI	EA		*Asset Cd	K -Equipment			
Item Desc	MONITOR 17 INCH		i Sys Id	<input type="text"/>			
Type Action	IFOI - Found On Installation		Cptl Cd	A-DoD Threshold			
*Qty	1		Asset Sts	U-In Use			
*Acq Dt	<input type="text"/>		Local Rcpt Dt	4/4/2025			
*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	0G8R078I		Doc Nbr	<input type="text" value=""/>		
UI	EA		*Asset Cd	K -Equipment		
Item Desc	MONITOR 17 INCH		i Sys Id			
Type Action	IFOI - Found On Installation		Cptl Cd	A-DoD Threshold		
*Qty	1		Asset Sts	U-In Use		
*Acq Dt	<input type="text" value=""/>		Local Rcpt Dt	4/4/2025		
*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	999900V010002		Lot Nbr	<input type="text"/>		
UI	EA		Expr Dt	<input type="text"/>		
Item Desc	POKEBALL		Local Rcpt Dt	4/4/2025		
Type Action	IFOI - Found On Installation		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"/>			
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.*

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

4. Select Catalog. *The **Catalog Tab** displays.*

A. Enter the MFR DATA, or use  to browse for the 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	0G8R078I			Mfr Yr	<input type="text"/>			
UI	EA			Mfr Model Nbr				
Item Desc	MONITOR 17 INCH			License Managed				
Type Action	IFOI - Found On Installation			Mfr Part Nbr				
Catalog Piferable	No			*UII Sts Cd	Select an Item <input type="button" value="v"/>			
Asset Piferable	<input type="checkbox"/>			CAGE Cd				
i *Mfr Data	<input type="text" value="Select A Manufacturer"/> <input type="button" value="Q"/>			Non-Actbl				
Mfr Name				Supply Category Management Cd	-			
							<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	0G8R078I			Mfr Yr	<input type="text"/>			
UI	EA			Mfr Model Nbr				
Item Desc	MONITOR 17 INCH			License Managed				
Type Action	IFOI - Found On Installation			Mfr Part Nbr				
Catalog Piferable	No			*UII Sts Cd	Select an Item <input type="button" value="v"/>			
Asset Piferable	<input type="checkbox"/>			CAGE Cd				
i *Mfr Data	<input type="text" value="Select A Manufacturer"/> <input type="button" value="Q"/>			Non-Actbl				
Mfr Name				Supply Category Management Cd	-			
							<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	6666001234555	Mfr Yr	<input type="text"/>			
UI	EA	Mfr Model Nbr				
Item Desc	JUMP PROB	License Managed				
Type Action	IFOI - Found On Installation	Mfr Part Nbr				
Catalog Pilferable	No					
Asset Pilferable	<input type="checkbox"/>	CAGE Cd				
i *Mfr Data	<input type="text" value="Select A Manufacturer"/> 	Non-Actbl				
Mfr Name		Supply Category Management Cd -				

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



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

Accounting

Stock Nbr	0G8R078I	Fndng Cost Center Desc	
UI	EA	Task Cd	<input type="text"/>
Item Desc	MONITOR 17 INCH	Job Order Nbr	<input type="text"/>
Type Action	IFOI - Found On Installation	LOA	<input type="text"/>
*Fund Cd/ASN	Select an Item <input type="button" value="v"/>	Exp Cd	1-Funded <input type="button" value="v"/>
Oblign Doc Nbr	<input type="text"/>	Dlvy Ord Nbr	<input type="text"/>
Owng Cost Center	<input type="text"/>	Loan Cd	G-Government Owned <input type="button" value="v"/>
Owng Cost Center Desc		Lease Cd	N-Government Owned <input type="button" value="v"/>
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	0G8R078I	SPIIN	<input type="text"/>
UI	EA	CLIN	<input type="text"/>
Item Desc	MONITOR 17 INCH	SLIN	<input type="text"/>
Type Action	IFOI - Found On Installation	ACRN	<input type="text"/>
Cntr/PO Nbr	<input type="text"/>		

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	0G8R078I			Prior Deprn SL		
UI	EA			Prior Deprn AB		
Item Desc	MONITOR 17 INCH			Deprn Util Svc Life		
Type Action	IFOI - Found On Installation			Prior Deprn Util Qty		
Activate Depreciation				Deprn Cost Center		
*Activation Dt				Deprn Cost Center Desc		
*Deprn Period				Deprn Job Order Nbr		
Salvage Value						
						<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.*

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

Agency

Stock Nbr	0G8R078I	Office	<input type="text"/>
UI	EA	Active RFID Number	<input type="text"/>
Item Desc	MONITOR 17 INCH	ORDER NUMBER	<input type="text"/>
Type Action	IFOI - Found On Installation	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.**

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

End Item Serial

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

Asset Entry

Stock Nbr	0G8R078I	i *Custodian Nbr	<input type="text" value=""/>
UI	EA	UII	<input type="text" value=""/>
Item Desc	MONITOR 17 INCH	*Serial Nbr	<input type="text" value=""/>
Type Action	IFOI - Found On Installation	DOD Serial Nbr	<input type="text" value=""/>
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" value=""/>
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	0G6R078I	i *Custodian Nbr		BPG123		
UI	EA	UII				
Item Desc	MONITOR 17 INCH	*Serial Nbr				
Type Action	IFOI - Found On Installation	DOD Serial Nbr				
Inv by Serial Nbr	<input type="checkbox"/>	i *Loc		BPG123		
Auto Assign	<input checked="" type="checkbox"/>	Sub Loc				
Asset Id Prefix	Select an Item 					
						<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. 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"/>					
						<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	OG8R078I	i *Custodian Nbr	BPG123 <input type="button" value="Q"/>
UI	EA	UII	<input type="text"/>
Item Desc	MONITOR 17 INCH	*Serial Nbr	<input type="text"/>
Type Action	IFOI - Found On Installation	DOD Serial Nbr	<input type="text"/>
Inv by Serial Nbr	<input type="checkbox"/>	i *Loc	BPG123 <input type="button" value="Q"/>
Auto Assign	<input checked="" type="checkbox"/>	Sub Loc	<input type="text"/>
Asset Id Prefix	BPG123 <input type="button" value="v"/>		

	Asset Id	Serial Nbr	Cust Nbr	Loc	Sub Loc	Inv By Serial Nbr	Auto Assign	UII	DOD Serial Nbr
Edit Remove	BPG1230990	ABC123DEF4556	BPG123	BPG123		N	Y	18117BROOKS0002	





Asset Receiving Entry — IDNT — Donated (Receipt)

Navigation

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

Procedures

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=""/> 					
iRAPT/WAWF Shpmt Id			Remarks	<input type="text" value=""/>		
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.

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		<input type="text" value="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. Enter the MFR DATA, or use  to browse for the 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	IDNT - Donated (Receipt)			Mfr Part Nbr				
Catalog Piferable	No			*UII Sts Cd	Select an Item <input type="button" value="v"/>			
Asset Piferable	<input type="checkbox"/>			CAGE Cd				
i *Mfr Data	<input type="text" value="Select A Manufacturer"/> <input type="button" value="Q"/>			Non-Actbl				
Mfr Name				Supply Category Management Cd	-			
							<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	OGX96CE2050			Mfr Yr	<input type="text"/>			
UI	EA			Mfr Model Nbr				
Item Desc	CACHE ENGINE			License Managed				
Type Action	IDNT - Donated (Receipt)			Mfr Part Nbr				
Catalog Piferable	No			*UII Sts Cd	Select an Item <input type="button" value="v"/>			
Asset Piferable	<input type="checkbox"/>			CAGE Cd				
i *Mfr Data	<input type="text" value="Select A Manufacturer"/> <input type="button" value="Q"/>			Non-Actbl				
Mfr Name				Supply Category Management Cd	-			
							<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	6666001234555	Mfr Yr	<input type="text"/>			
UI	EA	Mfr Model Nbr				
Item Desc	JUMP PROB	License Managed				
Type Action	IDNT - Donated (Receipt)	Mfr Part Nbr				
Catalog Pilferable	No					
Asset Pilferable	<input type="checkbox"/>	CAGE Cd				
i *Mfr Data	<input type="text" value="Select A Manufacturer"/> 	Non-Actbl				
Mfr Name		Supply Category Management Cd -				
						<input type="button" value="Cancel"/> <input type="button" value="Reset"/>

no additional fields

5. 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.

9. 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					

- 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.*

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

Procedures

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.



End Item Serial

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Basic						
Stock Nbr	0G8R078I		Doc Nbr	<input type="text"/>		
UI	EA		*Asset Cd	K -Equipment		
Item Desc	MONITOR 17 INCH		i Sys Id	<input type="text"/>		
Type Action	ILOO - In On Loan - outside DPAS		Cptl Cd	A-DoD Threshold		
*Qty	1		Asset Sts	U-In Use		
*Acq Dt	<input type="text"/>		Local Rcpt Dt	4/8/2025		
*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

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	999900V010002		Lot Nbr	<input type="text"/>		
UI	EA		Expr Dt	<input type="text"/>		
Item Desc	POKEBALL		Local Rcpt Dt	4/8/2025		
Type Action	ILOO - In On Loan - outside DPAS		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"/>			
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.*

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

4. Select Catalog. *The **Catalog Tab** displays.*

A. Enter the MFR DATA, or use  to browse for the 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	0G8R078I		Mfr Yr	<input type="text"/>		
UI	EA		Mfr Model Nbr			
Item Desc	MONITOR 17 INCH		License Managed			
Type Action	ILOO - In On Loan - outside DPAS		Mfr Part Nbr			
Catalog Piferable	No		*UII Sts Cd	<input type="text" value="Select an Item"/>		
Asset Piferable	<input type="checkbox"/>		CAGE Cd			
i *Mfr Data	<input type="text" value="Select A Manufacturer"/>		Non-Actbl			
Mfr Name			Supply Category Management Cd	-		
						<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	ILOO - In On Loan - outside DPAS			Mfr Part Nbr		
Catalog Piferable	No			CAGE Cd		
Asset Piferable	<input type="checkbox"/>			Non-Actbl		
i *Mfr Data	<input type="text" value="Select A Manufacturer"/> <input type="button" value="Q"/>			Supply Category Management Cd -		
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	0G8R078I	Fndng Cost Center Desc	
UI	EA	Task Cd	<input type="text"/>
Item Desc	MONITOR 17 INCH	Job Order Nbr	<input type="text"/>
Type Action	IL00 - In On Loan - outside DPAS	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="Select an Item"/>
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	0G8R078I	SPIIN	<input type="text"/>
UI	EA	CLIN	<input type="text"/>
Item Desc	MONITOR 17 INCH	SLIN	<input type="text"/>
Type Action	IL00 - In On Loan - outside DPAS	ACRN	<input type="text"/>
Cntr/PO Nbr	<input type="text"/>		

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	0G8R078I	Prior Deprn SL
UI	EA	Prior Deprn AB
Item Desc	MONITOR 17 INCH	Deprn Util Svc Life
Type Action	IL00 - In On Loan - outside DPAS	Prior Deprn Util Qty
Activate Depreciation		Deprn Cost Center
*Activation Dt		Deprn Cost Center Desc
*Deprn Period		Deprn Job Order Nbr
Salvage Value		

- 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.

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

Agency

Stock Nbr	0G8R078I	Office	<input type="text"/>
UI	EA	Active RFID Number	<input type="text"/>
Item Desc	MONITOR 17 INCH	ORDER NUMBER	<input type="text"/>
Type Action	ILOO - In On Loan - outside DPAS	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.

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

End Item Serial

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

Asset Entry

Stock Nbr	0G8R078I	i *Custodian Nbr	<input type="text" value=""/>
UI	EA	UII	<input type="text" value=""/>
Item Desc	MONITOR 17 INCH	*Serial Nbr	<input type="text" value=""/>
Type Action	ILOO - In On Loan - outside DPAS	DOD Serial Nbr	<input type="text" value=""/>
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" value=""/>
Asset Id Prefix	<input type="text" value="Select an Item"/>		

- a. Use  or  to browse for the CUSTODIAN NBR entry. *This is a 12 alpha-numeric 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	999900V010002				<i>i*</i> Custodian Nbr	<input type="text"/> 
UI	EA				<i>i*</i> Loc	Select A Location 
Item Desc	POKEBALL				Sub Loc	<input type="text"/>
Type Action	ILOO - In On Loan - outside DPAS					
						<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 alpha-numeric 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	OG8R078I	i *Custodian Nbr	BPG123 <input type="button" value="Q"/>
UI	EA	UII	<input type="text"/>
Item Desc	MONITOR 17 INCH	*Serial Nbr	<input type="text"/>
Type Action	IL00 - In On Loan - outside DPAS	DOD Serial Nbr	<input type="text"/>
Inv by Serial Nbr	<input type="checkbox"/>	i *Loc	BPG123 <input type="button" value="Q"/>
Auto Assign	<input checked="" type="checkbox"/>	Sub Loc	<input type="text"/>
Asset Id Prefix	BPG123 <input type="button" value="v"/>		

	Asset Id	Serial Nbr	Cust Nbr	Loc	Sub Loc	Inv By Serial Nbr	Auto Assign	UII	DOD Serial Nbr
Edit Remove	BPG1230992	QWE123RTY456	BPG123	BPG123		N	Y	18117BROOKS0005	





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

Procedures

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	1005012310973		*Asset Cd	T-Military Equipment		
UI	EA					
Item Desc	CARBINE,5.56 MILLIMETER		Cptl Cd	A-DoD Threshold		
Type Action	ILDI - Create Local Due In		Asset Sts			
*Qty	1		iRAPT/WAWF Shpmt Id			
*Acq Dt	<input type="text"/>		Remarks	<input type="text"/>		
Doc Nbr	<input type="text"/>		History Remarks	<input type="text"/>		
						<input type="button" value="Cancel"/> <input type="button" value="Reset"/>

Component

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Basic						
Stock Nbr	1005012310973		*Asset Cd	T-Military Equipment		
UI	EA					
Item Desc	CARBINE,5.56 MILLIMETER		Cptl Cd	A-DoD Threshold		
Type Action	ILDI - Create Local Due In		Asset Sts			
*Qty	1		iRAPT/WAWF Shpmt Id			
*Acq Dt	<input type="text"/>		Remarks	<input type="text"/>		
Doc Nbr	<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	8675309123456		Doc Nbr	<input type="text"/>		
UI	EA		*Asset Cd	T-Military Equipment		
Item Desc	TESTING NON-ACCOUNTABLE S					
Type Action	ILD1 - Create Local Due In		IRAPT/WAWF Shpmt Id	<input type="text"/>		
*Qty	<input type="text"/>		Remarks	<input type="text"/>		
*Acq Dt	<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.*
4. Select Catalog. *The **Catalog Tab** displays.*
 - A. Enter the MFR DATA, or use  to browse for the 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	1005012310973			Mfr Yr	<input type="text"/>	
UI	EA			Mfr Model Nbr		
Item Desc	CARBINE,5.56 MILLIMETER			License Managed		
Type Action	ILDI - Create Local Due In			Mfr Part Nbr		
Catalog Piferable	No					
Asset Piferable	<input type="checkbox"/>			CAGE Cd		
i *Mfr Data	<input type="text" value="Select A Manufacturer"/> <input type="button" value="Q"/>			Non-Actbl		
Mfr Name				Supply Category Management Cd	7M - CIs VII-mjr itm,weapons	
						<input type="button" value="Cancel"/> <input type="button" value="Reset"/>

Component

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Manufacturer						
Stock Nbr	1005012310973			Mfr Yr	<input type="text"/>	
UI	EA			Mfr Model Nbr		
Item Desc	CARBINE,5.56 MILLIMETER			License Managed		
Type Action	ILDI - Create Local Due In			Mfr Part Nbr		
Catalog Piferable	No					
Asset Piferable	<input type="checkbox"/>			CAGE Cd		
i *Mfr Data	<input type="text" value="Select A Manufacturer"/> <input type="button" value="Q"/>			Non-Actbl		
Mfr Name				Supply Category Management Cd	7M - CIs VII-mjr itm,weapons	
						<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	8675309123456	Mfr Yr	<input type="text"/>			
UI	EA	Mfr Model Nbr				
Item Desc	TESTING NON-ACCOUNTABLE S	License Managed				
Type Action	ILDI - Create Local Due In	Mfr Part Nbr				
Catalog Piferable	No					
Asset Piferable	<input type="checkbox"/>	CAGE Cd				
i*Mfr Data	<input type="text" value="Select A Manufacturer"/> 	Non-Actbl				
Mfr Name		Supply Category Management Cd -				
						<input type="button" value="Cancel"/> <input type="button" value="Reset"/>

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	1005012310973		Task Cd	<input type="text"/>		
UI	EA		Task Desc			
Item Desc	CARBINE,5.56 MILLIMETER		Project Desc			
Type Action	ILD1 - Create Local Due In		Job Order Nbr	<input type="text"/>		
*Fund Cd/ASN	<input type="text" value="23-"/>		LOA	<input type="text"/>		
Oblign Doc Nbr	<input type="text" value="ABC12350983000"/>		Exp Cd	<input type="text" value="1-Funded"/>		
Owng Cost Center	<input type="text"/>		Divy Ord Nbr	<input type="text"/>		
Owng Cost Center Desc			Loan Cd	<input type="text" value="G-Government Owned"/>		
Fndng Cost Center	<input type="text"/>		Lease Cd	<input type="text" value="N-Government Owned"/>		
Fndng Cost Center Desc						
			<input type="button" value="Cancel"/> <input type="button" value="Reset"/>			





Help Reference Guide

Component

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

Accounting

Stock Nbr	1005012310973	Task Cd	<input type="text"/>
UI	EA	Task Desc	
Item Desc	CARBINE,5.56 MILLIMETER	Project Desc	
Type Action	ILDI - Create Local Due In	Job Order Nbr	<input type="text"/>
*Fund Cd/ASN	23- <input type="button" value="v"/>	LOA	<input type="text"/>
Oblign Doc Nbr	ABC12350983000	Exp Cd	1-Funded <input type="button" value="v"/>
Owng Cost Center	<input type="text"/>	Divy Ord Nbr	<input type="text"/>
Owng Cost Center Desc		Loan Cd	G-Government Owned <input type="button" value="v"/>
Fndng Cost Center	<input type="text"/>	Lease Cd	N-Government Owned <input type="button" value="v"/>
Fndng Cost Center Desc			



Bulk

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Accounting						
Stock Nbr	8675309123456		Task Cd	<input type="text"/>		
UI	EA		Task Desc	<input type="text"/>		
Item Desc	TESTING NON-ACCOUNTABLE S		Project Desc	<input type="text"/>		
Type Action	ILDI - Create Local Due In		Job Order Nbr	<input type="text"/>		
*Fund Cd/ASN	<input type="text" value="23-"/>		LOA	<input type="text"/>		
Oblign Doc Nbr	<input type="text" value="ABC12350983001"/>		Exp Cd	<input type="text" value="1-Funded"/>		
Owng Cost Center	<input type="text"/>		Divy Ord Nbr	<input type="text"/>		
Owng Cost Center Desc	<input type="text"/>		Loan Cd	<input type="text" value="G-Government Owned"/>		
Fndng Cost Center	<input type="text"/>		Lease Cd	<input type="text" value="N-Government Owned"/>		
Fndng Cost Center Desc	<input type="text"/>					
<input type="button" value="Cancel"/> <input type="button" value="Reset"/>						

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

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Contract						
Stock Nbr	1005012310973		SPIIN	<input type="text"/>		
UI	EA		CLIN	<input type="text"/>		
Item Desc	CARBINE,5.56 MILLIMETER		SLIN	<input type="text"/>		
Type Action	ILDI - Create Local Due In		ACRN	<input type="text"/>		
Cntr/PO Nbr	<input type="text"/>					
<input type="button" value="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	1005012310973		Prior Deprn SL			
UI	EA		Prior Deprn AB			
Item Desc	CARBINE,5.56 MILLIMETER		Deprn Util Svc Life			
Type Action	ILDI - Create Local Due In		Prior Deprn Util Qty			
Activate Depreciation			Deprn Cost Center			
*Activation Dt			Deprn Cost Center Desc			
*Deprn Period			Deprn Job Order Nbr			
Salvage Value						

- 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.*

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

Agency

Stock Nbr	1005012310973	Agency Defined 2	<input type="text"/>
UI	EA	Agency Defined 3	<input type="text"/>
Item Desc	CARBINE,5.56 MILLIMETER	Agency Defined 4	<input type="text"/>
Type Action	ILDI - Create Local Due In	Agency Defined 5	<input type="text"/>
Prev Asset Id	<input type="text"/>		

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	1005012310973	Asset Id Prefix	<input type="text" value="Select an Item"/>
UI	EA	i *Custodian Nbr	<input type="text"/>
Item Desc	CARBINE,5.56 MILLIMETER	Authn LIN/TAMCN	<input type="text"/>
Type Action	ILDI - Create Local Due In	*Serial Nbr	<input type="text"/>
LIN/TAMCN		i *Loc	<input type="text" value="Select A Location"/>
Inv by Serial Nbr	<input type="checkbox"/>	Sub Loc	<input type="text"/>
Auto Assign	<input checked="" type="checkbox"/>		

- a. Use  or  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  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	1005012310973		Asset Id Prefix	Select an Item		
UI	EA		i *Custodian Nbr	BPG123		
Item Desc	CARBINE,5.56 MILLIMETER		*Serial Nbr			
Type Action	ILD1 - Create Local Due In		i *Loc	BUILD 152 SELF 2		
Inv by Serial Nbr	<input type="checkbox"/>		Sub Loc			
Auto Assign	<input checked="" type="checkbox"/>					
						Save
						Cancel Reset Add

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



Bulk

Basic	Catalog	Accounting	Contract	Depreciation	Agency	<u>Asset Entry</u>
Asset Entry						
Stock Nbr	8675309123456					<i>i</i> *Custodian Nbr <input type="text"/> 
UI	EA					Authn LIN/TAMCN <input type="text"/>
Item Desc	TESTING NON-ACCOUNTABLE S					<i>i</i> *Loc <input type="text" value="Select A Location"/> 
Type Action	ILDI - Create Local Due In					Sub Loc <input type="text"/>
LIN/TAMCN						
						<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	1005012310973	Asset Id Prefix	NLTEST
UI	EA	i *Custodian Nbr	BPG123
Item Desc	CARBINE,5.56 MILLIMETER	Authn LIN/TAMCN	
Type Action	ILDI - Create Local Due In	*Serial Nbr	
LIN/TAMCN		i *Loc	BPG
Inv by Serial Nbr	<input type="checkbox"/>	Sub Loc	
Auto Assign	<input checked="" type="checkbox"/>		

Save

	Asset Id	Serial Nbr	Cust Nbr	Loc	Sub Loc	Inv By Serial Nbr	Auto Assign	LIN/TAMCN
Edit Remove	NLTEST000090	ZYX098	BPG123	BPG		N	Y	

Cancel Reset Add



Asset Receiving Entry — Mass Upload

Overview

The Property Accountability module Asset 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 > Mass Upload Assets > Type Action drop-down field > Asset Receiving Tabs page

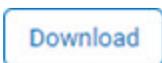
Procedures

Create a Mass Upload for Assets

Selecting at any point of this procedure removes all revisions and closes the page, whereas selecting returns all fields to the default "All" setting. **Bold** numbered steps are required.

1. In the Asset Management menu, choose Receiving. **The Asset Receiving Data Entry page appears.**
2. Select End Item Serial. **This displays the Mass Upload Assets field.**

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"/>

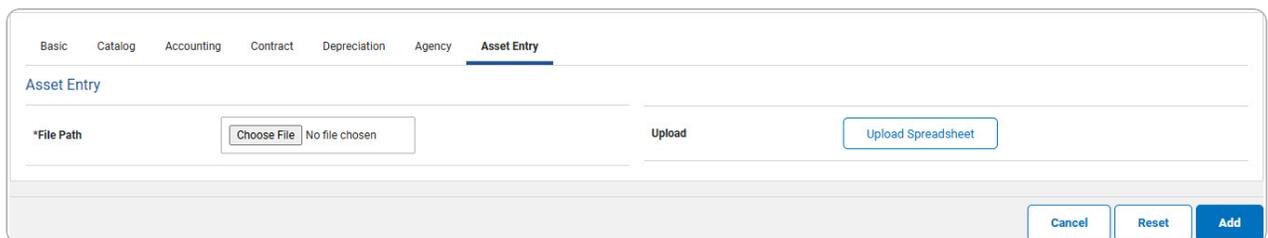
- A. Use  to select the Type Action.
- B. Enter the STOCK NBR, or use  to browse for the number. *This is a 15 alphanumeric character field.*
- C. Enter the ACQ COST in the field provided. *This is a 15 numeric character field.*
- D. Click to select Mass Upload Assets. Select . **The file *AssetReceivingUploadTemplate.xls*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

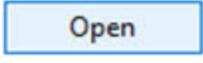
Note



Once the Excel file is downloaded, open the file and read the first tab, named **Instructions**. The second tab, **Assets**, is where the information about the loadable assets are entered.

- 3. Select . *The **Basic tab** displays.*
- 4. Select Asset Entry. *The **Asset Entry Tab** appears.*



- A. Select . *The Windows **Choose File to Upload** pop-up window appears.*
- B. Choose the file to attach, and select it.
- C. Select . *The **Choose File to Upload** pop-up window closes, and the file name appears in the File Path field.*
- D. Select .

- If there are errors: *the **Spreadsheet Errors** appears.*

The screenshot shows the 'Asset Entry' page with the following elements:

- Navigation tabs: Basic, Catalog, Accounting, Contract, Depreciation, Agency, **Asset Entry**
- Section: Asset Entry
- *File Path: Choose File | No file chosen
- Upload: Upload Spreadsheet
- Spreadsheet Errors:
 - Ull must be entered in row 1
 - Ull must be entered in row 2
 - Ull must be entered in row 3
 - Ull must be entered in row 4
 - Ull must be entered in row 5
 - Ull must be entered in row 6
 - Ull must be entered in row 7
 - Ull must be entered in row 8
 - Ull must be entered in row 9
 - Ull must be entered in row 10
- Buttons: Cancel, Reset, Add

- If there are no errors: *the **Assets** are listed, and **Spreadsheet successfully uploaded and validated; click add to submit** appears at the top of the list.*

The screenshot shows the 'Asset Entry' page with the following elements:

- Navigation tabs: Basic, Catalog, Accounting, Contract, Depreciation, Agency, **Asset Entry**
- Section: Asset Entry
- *File Path: Choose File | No file chosen
- Upload: Upload Spreadsheet
- Message: Spreadsheet successfully uploaded and validated; click add to submit
- Table:

Asset Id	Serial Nbr	Cust Nbr	Loc	Sub Loc	Inv By Serial Nbr	Auto Assign	Ull	DOD Serial Nbr
ABC123DEF456	ABC123DEF456GHI789KLM012	ABC123	BPG123			N	N	BROOKS123
GHI789JKL123	ABC123DEF456GHI789KLM013	123456	BPG345			N	N	BROOKS124
MNO456PQR789	ABC123DEF456GHI789KLM014	BPG123	BPG123			N	N	BROOKS125
STU123VWX456	ABC123DEF456GHI789KLM015	ABC123	BPG345			N	N	BROOKS126
XYZ789ZYX123	ABC123DEF456GHI789KLM016	123456	BPG123			N	N	BROOKS127
- Buttons: Cancel, Reset, Add

5. Select . The **View the Asset Receiving Transaction Status** page appears.





Update an Asset Receiving Record

Navigation

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

Procedures

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.*
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:*





View the Asset Receiving Transaction Status

Navigation

Asset Management > Receiving > Asset Receiving > *VARIOUS PROCEDURAL STEPS* > Transaction Status page

Procedures

DPAS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

View the Asset Receiving Background Transaction Status

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

Your Background Transaction was Submitted

Transaction Number 38957

Transaction Status Submitted by User

- Select to update the transaction status. *The page refreshes.*
- Select once the background process is completed. *The **Transaction Status** page appears.*
- Select . *The **Asset Receiving Entry** page appears.*





View the Asset Receiving Transaction Status

Transaction Status

Process Queue Id: 38957

Status	Action Required	Details	
Success	None	Asset Id	TAG123
		Custodian Nbr	GROCE1
		Loc	TIMS ROOM
		Qty	1
		Serial Nbr	ABC123
		Stock Nbr	0005000739411
		Ull	JMN123

Cancel

Print

- Select  to print a report of the transaction. The **Export an Asset Transfer Report** page appears.
- Select  . The **Search for an Asset Transfer— Criteria** page appears.





Export an Asset Receiving Report

Overview

The Export an Asset Receiving Report page provides the ability to save the Transaction Status in different formats.

Navigation

Asset Management > Receiving > Asset Receiving > *VARIOUS PROCEDURAL STEPS* > Transaction Status > [Print](#) > Asset Receiving Report Export page

Procedures

Export the Asset Receiving Report

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*

Status	Action Required	Details	
Success	None	Asset Id	TAG123
		Custodian Nbr	GROCE1
		Loc	TIMS ROOM
		Qty	1
		Serial Nbr	ABC123
		Stock Nbr	0005000739411
		Ull	JMN123

[Search Criteria](#)

2. Follow the prompts provided by the computer.
3. Select [Search Criteria](#). *The **Asset Receiving Entry** page appears.*





Help Reference Guide

Search the Results

1. Select the empty field Find | Next .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select to search for the entry. *The entry appears highlighted in the file.*
4. Select to find the next matching value. *This feature is available if multiple results are found.*

