

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	۲	*Stock Nbr Q
Component	0	*Acq Cost 0.00
Bulk	0	Mass Upload Assets
*Type Action	INPR - New Procurement	Download Template Download
		Cancel Reset Continue







- **B.** Use to select the Type Action.
- **C.** Enter the STOCK NBR, or use ^Q 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* **Download**. **The file AssetRe***ceivingUploadTemplate.xls opens.*

Component

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

End Item Serial	0	*Stock Nbr	٩
Component	۲	*Acq Cost	0.00
Bulk	0	Cost Embedded	
*Type Action	INPR - New Procurement	*HA Asset Id	٩
			Cancel Reset Continue

- **B.** Use to select the Type Action.
- **C.** Enter the STOCK NBR, or use ^Q 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	0	*Type Action	INPR - New Proc	urement	~	
Component	0	*Stock Nbr			Q	
Bulk	۲	*Acq Cost	0.00			
				Cancel	Reset	Continue







- **B.** Use to select the Type Action.
- **C.** Enter the STOCK NBR, or use ^Q 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 Continue . 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





DPAS Helpdesk

1-844-843-3727



Basic Catalog A	ccounting Contract Depreciation	Agency Asset Entry			
Basic					
Stock Nbr	0G8R078I		Doc Nbr	Q	
UI	EA		*Asset Cd	K -Equipment	•
Item Desc	MONITOR 17 INCH		i Sys Id		
Type Action	ITRO - Transfer In - outside DPAS		Cptl Cd	A-DoD Threshold	•
*Qty	1		Asset Sts	U-In Use	•
*Acq Dt			Local Rcpt Dt	4/9/2025	}
*Cond Cd	A-Svcbl(w/o Qual)		Rcvd By		
Origl In Svc Dt					
iRAPT/WAWF Shpmt Id			Remarks		
Attachments	No Attachments Available		History Remarks		
Add					
					Cancel Reset

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



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-p											
Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry					
Basic											
Stock Nbr		7025032	2057818				Doc Nbr		۹		
UI		EA					*Asset Cd	K -Equipment	•		
Item Desc		MONITO	R/COMPONEN	п			i Sys Id				
Type Action		ITRO - Tr	ansfer In - outs	side DPAS			Cptl Cd	A-DoD Threshold	•		
*Qty		1					Asset Sts	U-In Use	•		
*Acq Dt]		Local Rept Dt	4/9/2025			
*Cond Cd		A-Svc	bl(w/o Qual)	v]		Rcvd By				
Origl In Svc D	n]						
irapt/wawf	F Shpmt Id						Remarks				
Attachments		No Attac	chments Availa	ble			History Remarks				
Add											
										Cancel	

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



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Basic	g Accounting contract Depreciati	on Agency Asset En	1 Y		
Stock Nbr	BULKSENSITIVE		Lot Nbr		
UI	EA		Expr Dt		ł
Item Desc	BULK AND SENSITIVE		Local Rcpt Dt	4/9/2025	ŀ
Type Action	ITRO - Transfer In - outside DPAS		Rcvd By		
*Qty			iRAPT/WAWF Shpmt Id		
*Acq Dt			Attachments	No Attachments Available	
*Cond Cd	A-Svcbl(w/o Qual)	~	Add		
Doc Nbr		Q	Remarks		
*Asset Cd	K -Equipment	•	History Remarks		
i Sys Id					

- **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 ^Q 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.*





Basic Catalog	Accounting Contract Depreciation Agency Asset Entry	
Manufacturer		
Stock Nbr	0G8R078I	Mfr Yr
UI	EA	Mfr Model Nbr
Item Desc	MONITOR 17 INCH	License Managed
Type Action	ITRO - Transfer In - outside DPAS	Mfr Part Nbr
Catalog Pilferable	No	*UII Sts Cd Select an Item 🗸
Asset Pilferable		CAGE Cd
<i>i</i> *Mfr Data	Select A Manufacturer Q	Non-Actbl
Mfr Name		Supply Category Management Cd -
		Cancel Reset

a. Use to select the UII Sts Cd.

Component

Basic Catalog A	Accounting Contract Depreciation Agency Asset Entry	
Manufacturer		
Stock Nbr	702503Z057818	Mfr Yr
UI	EA	Mfr Model Nbr
Item Desc	MONITOR/COMPONENT	License Managed
Type Action	ITRO - Transfer In - outside DPAS	Mfr Part Nbr
Catalog Pilferable	No	*UII Sts Cd Select an Item 🗸
Asset Pilferable		CAGE Cd
i *Mfr Data	Select A Manufacturer	Non-Actbl
Mfr Name		Supply Category Management Cd -
		Cancel Reset







a. Use	to select the UII Sts Cd.
a. Use	to select the UII Sts Cd.

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry			
Manufac	turer								
Stock Nbr		BULKSE	NSITIVE				Mfr Yr		
UI		EA					Mfr Model Nbr		
Item Desc		BULK AN	ND SENSITIVE				License Managed		
Type Actio	n	ITRO - TI	ransfer In - out	side DPAS			Mfr Part Nbr		
Catalog Pi	lferable	No							
Asset Pilfe	erable						CAGE Cd		
<i>i</i> *Mfr Data	1	Selec	t A Manufactur	rer Q			Non-Actbl		
Mfr Name							Supply Category Management Cd -		
									89. ₁₉₈₀ - 19 <u></u> 1
							Can	icel	Reset

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





Help Reference Guide

Basic Catalog /	Accounting Contract Depreciation	Agency	Asset Entry				
Accounting							
Stock Nbr	0G8R078I			Job Order Nbr			
UI	EA			LOA			
Item Desc	MONITOR 17 INCH			Exp Cd	1-Funded	~	
Type Action	ITRO - Transfer In - outside DPAS			Divy Ord Nbr			
*Fund Cd/ASN	Select an Item	•		Transfer Type	Select an Item	~	
Oblign Doc Nbr				Trading Partner Nbr			
Owng Cost Center				Trading Dept Cd	Select an Item	~	
Owng Cost Center Desc				Trading Basic Symbol			
Fndng Cost Center				Trading Subhead			
Fndng Cost Center Desc				Loan Cd	G-Government Owned	~	
Task Cd				Lease Cd	N-Government Owned	~	
						Cancel	Reset

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





					H	elp Refe	rence Gi
Basic Catalog	Accounting Contrac	t Depreciation	Agency	Asset Entry			
Contract							
Stock Nbr	0G8R078I				SPIIN		
UI	EA				CLIN		
Item Desc	MONITOR 17 INCH				SLIN		
Type Action	ITRO - Transfer In - o	outside DPAS			ACRN		
Cntr/PO Nbr			2				

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

Note

se Property Accountat

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 De	epreciation 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 D	PAS		Prior Deprn Util Qty
Activate Depreciation				Deprn Cost Center
*Activation Dt				Deprn Cost Center Desc
*Deprn Period				Deprn Job Order Nbr
Salvage Value				
				Cancel Reset





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

yency			·		
tock Nbr	0G8R078I		Office		
I	EA		Active RFID Number		
tem Desc	MONITOR 17 INCH		ORDER NUMBER		
ype Action	ITRO - Transfer In - outside DPAS		TASK ORDER		
Classification	Unclassified	~			
				Cancel	Re
lote					

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







|--|

Basic Catalog	Accounting Contract	Depreciation	Agency	Asset Entry			
Asset Entry							
Stock Nbr	0G8R078I				i *Custodian Nbr		Q
UI	EA				UII		
Item Desc	MONITOR 17 INCH				*Serial Nbr	[]	
Type Action	ITRO - Transfer In - ou	itside DPAS			DOD Serial Nbr		
Inv by Serial Nbr					i*Loc	Select A Location	۹
Auto Assign					Sub Loc		
Asset Id Prefix	Select an Item	,	•				
							Cancel

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





nponent								
Basic Catalog	Accounting Contract Dep	preciation Agency	Asset Entry					
Asset Entry								
Stock Nbr	702503Z057818			i*Custodian Nbr	BPG123			
UI	EA			UII				
Item Desc	MONITOR/COMPONENT			*Serial Nbr				
Type Action	ITRO - Transfer In - outside DP	YAS		DOD Serial Nbr				
Inv by Serial Nbr				i*Loc	BPG123			
Auto Assign				Sub Loc				
Asset Id Prefix	Select an Item	~						
								Sa
						Cancel	Reset	

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







sset Entry									
Stock Nbr	BULKSEN	ISITIVE			i *Custodian Nbr		Q		
UI	EA				i*Loc	Select A Location	Q		
Item Desc	BULK AN	D SENSITIVE			Sub Loc				
Type Action	ITRO - Tra	ansfer In - out	side DPAS						
									Save
							Cancel	Reset	A

- **a.** Use **i** or **a** to browse for the CUSTODIAN NBR entry. *This is a 12 alpha-numeric character field.*
- **b.** Use **i** or **Q** to assist with the Loc entry. *This is a 20 alphanumeric character field.*
- 10. Select Save . The new asset is added to the list panel.





Help Reference Guide

Basic Catalog	Accounting	Contract Depreciation	Agency	Asset Entry						
Asset Entry										
Stock Nbr	0G8R078	1			i *Custodian Nbr	BPG	123	٩		
UI	EA				UII					
Item Desc	MONITOR	R 17 INCH			*Serial Nbr					
Type Action	ITRO - Tra	ansfer In - outside DPAS			DOD Serial Nbr					
Inv by Serial Nbr					i*Loc	BPG	9123	Q	•	
Auto Assign					Sub Loc					
Asset Id Prefix	BPG12	3	•							
741 741										Save
	Asset Id	Serial Nbr	Cust Nbr	Loc	Sub Loc	Inv By Serial Nbr	Auto Assign	UII	DOD Serial Nbr	
Edit Remove	BPG1230993	P0I098LKJ654	BPG12	23 BPG1	23	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







Basic Catalog	Accounting Contract Depreciation Agency Asset Entry			
Basic				
Stock Nbr	0G8R078I	Doc Nbr	٩	
UI	EA	*Asset Cd	K -Equipment	•
Item Desc	MONITOR 17 INCH	i Sys Id		
Type Action	INPR - New Procurement	Cptl Cd	A-DoD Threshold	•
*Qty	1	Asset Sts	U-In Use	•
*Acq Dt		Local Rcpt Dt	4/9/2025	·
*Cond Cd	A-Svcbl(w/o Qual)	Rcvd By		
Origl In Svc Dt	4/9/2025			
iRAPT/WAWF Shpmt Id		Remarks		
Attachments	No Attachments Available	History Remarks		
Add				
				Cancel Reset

a. The QTY automatically populates and is not editable.





-							
CO	m	D	0	n	e	nt	

Basic Catalog	Accounting Contract Depreciation Agency Asset Entry	
Basic		
Stock Nbr	702503Z057818	Doc Nbr Q
UI	EA	*Asset Cd K -Equipment
Item Desc	MONITOR/COMPONENT	i Sys Id
Type Action	INPR - New Procurement	Cpti Cd A-DoD Threshold ~
*Qty	1	Asset Sts U-In Use 🗸
*Acq Dt		Local Rcpt Dt 4/9/2025
*Cond Cd	A-Svcbl(w/o Qual)	Rovd By
Origl In Svc Dt	4/9/2025	
iRAPT/WAWF Shpmt Id		Remarks
Attachments	No Attachments Available	History Remarks
Add		
		Cancel

a. The QTY automatically populates and is not editable.





Basic				
Stock Nbr	BULKSENSITIVE	Lot Nbr		
UI	EA	Expr Dt		
Item Desc	BULK AND SENSITIVE	Local Rcpt Dt	4/9/2025	
Type Action	INPR - New Procurement	Rovd By		
*Qty		iRAPT/WAWF Shpr	nt Id	
*Acq Dt		Attachments	No Attachments Available	
*Cond Cd	A-Svcbl(w/o Qual)	Add		
Doc Nbr	٩	Remarks		
*Asset Cd	K -Equipment	History Remarks		
i Sys Id				

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 ^Q 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.*







Basic Catalog	Accounting Contract	Depreciation	Agency	Asset Entry					
Manufacturer									
Stock Nbr	0G8R078I				Mfr Yr				
UI	EA				Mfr Model Nbr				
Item Desc	MONITOR 17 INCH				License Managed				
Type Action	INPR - New Procureme	ent			Mfr Part Nbr				
Catalog Pilferable	No				*UII Sts Cd	Select an Item	•		
Asset Pilferable					CAGE Cd				
i *Mfr Data	Select A Manufactu	rer Q			Non-Actbl				
Mfr Name					Supply Category Managemen	tCd -			
							Cancel Reset		

a. Use to select the UII Sts Cd.

Component

Basic Catalog	Accounting Contract	Depreciation	Agency	Asset Entry				
Manufacturer								
Stock Nbr	702503Z057818				Mfr Yr			
UI	EA				Mfr Model Nbr			
Item Desc	MONITOR/COMPONEN	п			License Managed			
Type Action	INPR - New Procureme	nt			Mfr Part Nbr			
Catalog Pilferable	No				*UII Sts Cd	Select an Item	•	
Asset Pilferable					CAGE Cd			
<i>i</i> *Mfr Data	Select A Manufactur	er Q			Non-Actbl			
Mfr Name					Supply Category Management	tCd -		
							Cancel	Reset







a. Use **to** select the UII Sts Cd.

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry	
Manufactu	rer						
Stock Nbr		BULKSE	NSITIVE				Mfr Yr
UI		EA					Mfr Model Nbr
Item Desc		BULK AM	ND SENSITIVE				License Managed
Type Action		INPR - N	ew Procureme	nt			Mfr Part Nbr
Catalog Pilfer	rable	No					
Asset Pilferal	ble						CAGE Cd
<i>i</i> *Mfr Data		Select	t A Manufactur	er Q			Non-Actbl
Mfr Name							Supply Category Management Cd -
							Cancel

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





Help Reference Guide

Basic Catalog Ad	ccounting Contract Depreciation Agency Asset Entry			
Accounting				
Stock Nbr	0G8R078I	Fndng Cost Center Desc		
UI	EA	Task Cd		
Item Desc	MONITOR 17 INCH	Job Order Nbr		
Type Action	INPR - New Procurement	LOA		
*Fund Cd/ASN	Select an Item	Exp Cd	1-Funded 🗸	
Oblign Doc Nbr		Divy Ord Nbr		
Owng Cost Center		Loan Cd	G-Government Owned	
Owng Cost Center Desc		Lease Cd	N-Government Owned	
Fndng Cost Center				
			Cancel	Reset

- A. Use ***** to select the Fund Cd/ASN.
- B. Enter the LOA, or use ^Q 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	0G8R0781	SPIIN	
UI	EA	CLIN	
Item Desc	MONITOR 17 INCH	SLIN	
Type Action	INPR - New Procurement	ACRN	
Cntr/PO Nbr			
			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 Ca	talog Accounting	Contract	Depreciation	Agency	Asset Entry	
Depreciation						
Stock Nbr	0G8R07	BI				Prior Deprn SL
UI	EA					Prior Deprn AB
Item Desc	MONITO	R 17 INCH				Deprn Util Svc Life
Type Action	INPR - N	ew Procureme	ent			Prior Deprn Util Qty
Activate Depred	iation					Deprn Cost Center
*Activation Dt						Deprn Cost Center Desc
*Deprn Period						Deprn Job Order Nbr
Salvage Value						
						Cancel

- **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.*



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Basic Catalog	Accounting Contract Depreciation	Agency Asset Entry	
Agency			
Stock Nbr	0G8R078I		Office
UI	EA		Active RFID Number
Item Desc	MONITOR 17 INCH		ORDER NUMBER
Type Action	INPR - New Procurement		TASK ORDER
Classification	Unclassified	•	
			Cancel

Note

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

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

Basic Catalog	Accounting Contract Depreciation Agency Asset Entry	_				
Asset Entry						
Stock Nbr	0G8R078I	i *Custodian Nbr		Q		
UI	EA	UII				
Item Desc	MONITOR 17 INCH	*Serial Nbr				
Type Action	INPR - New Procurement	DOD Serial Nbr				
Inv by Serial Nbr		i*Loc	Select A Location	Q		
Auto Assign		Sub Loc				
Asset Id Prefix	Select an Item					
						ę
				Cancel	Reset	٦





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

Component

Basic Catalog	Accounting Contract	Depreciation	Agency	Asset Entry					
Asset Entry									
Stock Nbr	702503Z057818				i *Custodian Nbr	BPG123			
UI	EA				UII				
Item Desc	MONITOR/COMPONEN	П			*Serial Nbr				
Type Action	INPR - New Procureme	nt			DOD Serial Nbr				
Inv by Serial Nbr					i*Loc	BPG123			
Auto Assign					Sub Loc				
Asset Id Prefix	Select an Item	~	·						
									Save
							Cancel	Reset	Add

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





Basic Catalog	Accounting Contract Depreciation	Agency Asset Entry			
Asset Entry					
Stock Nbr	BULKSENSITIVE		i *Custodian Nbr	٩	
UI	EA		i*Loc	Select A Location Q	
Item Desc	BULK AND SENSITIVE		Sub Loc		
Type Action	INPR - New Procurement				
					Save
				Cancel	Reset

- **a.** Use **i** or **a** to browse for the CUSTODIAN NBR entry. *This is a 12 alpha-numeric character field.*
- **b.** Use **i** or **Q** to assist with the Loc entry. *This is a 20 alphanumeric character field.*
- 10. Select Save . The new asset is added to the list panel.





Help Reference Guide

Basic Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry								
Asset Entry													
Stock Nbr	0G8R078	l.				i*Custodian	Nbr	BPG	123		۹		
UI	EA					UII							
Item Desc	MONITOF	R 17 INCH				*Serial Nbr							
Type Action	INPR - Ne	w Procurement				DOD Serial	Nbr						
Inv by Serial Nbr						i*Loc		BPG	123		Q		
Auto Assign						Sub Loc							
Asset Id Prefix	BPG12	3	~]									
													Save
	Asset Id	Serial Nbr		Cust Nbr	Loc		Sub Loc	Inv By Serial Nbr	Auto Assign	UII		DOD Serial Nbr	
Edit Remove	BPG1230994	ASD456FGH	789	BPG	123 BPG	123		N	Y	18117B	ROOKS0011		
										ſ	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



- 3. Select Continue . 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.



DPAS Helpdesk

1-844-843-3797



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

a. The QTY automatically populates and is not editable.





Component

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

a. The QTY automatically populates and is not editable.





aala					
asic					
Stock Nbr	999900V010002		Lot Nbr		
וו	EA		Expr Dt		
tem Desc	POKEBALL		Local Rcpt Dt	9/23/2022	
Type Action	IAAR - Administrative Adjustment		Rcvd By		
Qty			iRAPT/WAWF Shpmt Id		
Acq Dt			Attachments	No Attachments Available	
Cond Cd	A-Svcbl(w/o Qual)	~	Add		
Doc Nbr		Q	Remarks		
Asset Cd	T -Military Equipment	•	History Remarks		
Sys Id					

- **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 ^Q 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.*





Basic Catalog	Accounting Contract Depreciation Agency Asset Entry	
Manufacturer		
Stock Nbr	0G8R078I	Mfr Yr
UI	EA	Mfr Model Nbr
Item Desc	MONITOR 17 INCH	License Managed
Type Action	IAAR - Administrative Adjustment	Mfr Part Nbr
Catalog Pilferable	No	*UII Sts Cd Select an Item
Asset Pilferable	0	CAGE Cd
<i>i</i> *Mfr Data	Select A Manufacturer Q	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	
Stock Nbr	0G8R078I	Mfr Yr
UI	EA	Mfr Model Nbr
Item Desc	MONITOR 17 INCH	License Managed
Type Action	IAAR - Administrative Adjustment	Mfr Part Nbr
Catalog Pilferable	No	*UII Sts Cd Select an Item
Asset Pilferable	٥	CAGE Cd
<i>i</i> *Mfr Data	Select A Manufacturer Q	Non-Actbi
Mfr Name		Supply Category Management Cd -
		Cancel Reset







a. Use to select the UII Sts Cd.

								_
Basic Manufact	Catalog turer	Accounting	Contract	Depreciation	Agency	Asset Entry		
Stock Nbr		999900V	010002				Mfr Yr	
UI		EA					Mfr Model Nbr	
Item Desc		POKEBAL	L				License Managed	
Type Actio	n	IAAR - Ad	Iministrative A	djustment			Mfr Part Nbr	
Catalog Pil	lferable	No						
Asset Pilfe	erable						CAGE Cd	
<i>i</i> *Mfr Data	1	Select	A Manufacture	er Q]		Non-Actbl	
Mfr Name							Supply Category Management Cd -	
							Cancel	

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





Help Reference Guide

Otrada Milan	0020605050			
STOCK NDF	00490052000	Finding Cost Center Des	c	
UI	EA	Task Cd		
Item Desc	CACHE ENGINE	Job Order Nbr		
Type Action	IAAR - Administrative Adjustment	LOA		
*Fund Cd/ASN	Select an Item 🗸	Exp Cd	1-Funded 🗸	
Oblign Doc Nbr		Divy Ord Nbr		
Owng Cost Center		Loan Cd	G-Government Owned	
Owng Cost Center Desc		Lease Cd	N-Government Owned	
Fndng Cost Center				

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

Basic Catalog	g Accounting Contract Depreciation A	Agency Asset Entry		
Contract				
Stock Nbr	0GX96CE2050	SPIIN		
UI	EA	CLIN		
Item Desc	CACHE ENGINE	SLIN		
Type Action	IAAR - Administrative Adjustment	ACRN		
Cntr/PO Nbr				
			Cane	cel







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



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	
UI	EA	Prior Deprn SL	
Item Desc	DPAS TRAINER, AUTOMATED	Prior Deprn AB	
Type Action	IAAR - Administrative Adjustment	Deprn Util Svc Life	
Activate Depreciation		Prior Deprn Util Qty 0	
*Activation Dt		Deprn Cost Center	٩
*Deprn Period		Deprn Cost Center Desc	
Deprn Task Cd			
Deprn Job Order Nbr			
			Cancel

- **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 Refere	nce G
Basic Catalog	Accounting Contract Depreciation Agency	Asset Entry	
Agency			
Stock Nbr	0GX96CE2050	Office	
UI	EA	Active RFID Number	
Item Desc	CACHE ENGINE	ORDER NUMBER	
Type Action	IAAR - Administrative Adjustment	TASK ORDER	
Classification	Unclassified ~		
			Cance

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





End	Item	Serial

Basic C	atalog Accountin	g Contract	Depreciation	Agency	Asset I	Entry				
Asset Entry										
Stock Nbr	0GX96	CE2050				i *Custodian Nbr			۹	
UI	EA					UII				
Item Desc	CACHE	ENGINE				*Serial Nbr				
Type Action	IAAR -	Administrative Ad	justment			DOD Serial Nbr				
Inv by Serial N	br 🗌					i*Loc	Select A Location		٩	
Auto Assign						Sub Loc				
Asset Id Prefix	Sele	t an Item	~							
										Save
									-	
								Cancel	Reset	Add

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





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		i*Loc	0ACM1
Auto Assign		Sub Loc	
Asset Id Prefix	Select an Item		
			s

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







sset Entry				
itock Nbr	999900V010002	i *Custodian Nbr		٩
11	EA	i*Loc	Select A Location	٩
tem Desc	POKEBALL	Sub Loc		
ype Action	IAAR - Administrative Adjustment			
				Save

- **a.** Use **i** or **Q** to browse for the CUSTODIAN NBR entry. *This is a 12 alpha-numeric character field.*
- **b.** Use **i** or **Q** to assist with the Loc entry. *This is a 20 alphanumeric character field.*
- 10. Select Save . The new asset is added to the list panel.





DPAS Helpdesk 1-844-843-3727

Asset Entry									
Stock Nbr	0GX96CE2	:050		<i>i</i> *Custodian Nbr	GROCE1				
UI	EA			UII					
Item Desc	CACHE EN	GINE		*Serial Nbr	[]				
Type Action	IAAR - Adm	ninistrative Adjustment		DOD Serial Nbr					
Inv by Serial Nbr				i*Loc	0ACM1				
Auto Assign				Sub Loc					
Asset Id Prefix	BROOKS	3	•						
									Sa
		Serial	Cust Nbr	Loc Sub Loc	Inv By Serial	Auto Assign	UII	DOD Serial Nbr	
	Asset Id	Nbr			Nbr				
Edit Remove	Asset Id BROOKS000350	Nbr ABC123	GROCE1	0ACM1	Nbr	Y	123ABC		
Edit Remove	Asset Id BROOKS000350	ABC123	GROCE1	0ACM1	Nbr	Y	123ABC		



erty Ac



Asset Receiving Entry — IIAJ — Inventory Adjustment

Navigation

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

Procedures



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 Continue . 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 ^{**Q**} to browse for the number. *This is a 14 alphanumeric character field.*
 - **E.** Use to select the Asset Cd.







Basic Catalog A	ccounting Contract	Depreciation	Agency Asset Entry			
Stock Nbr	0G8R078I			Doc Nbr		2
UI	EA			*Asset Cd	K -Equipment	•
Item Desc	MONITOR 17 INCH			i Sys Id		
Type Action	IIAJ - Inventory Adj (Recei	pt)		Cpti Cd	A-DoD Threshold	•
*Qty	1			Asset Sts	U-In Use	•
*Acq Dt				Local Rcpt Dt	4/4/2025	B
*Cond Cd	A-Svcbl(w/o Qual)	~		Rcvd By		
Inv Nbr						
Origl In Svc Dt		*				
iRAPT/WAWF Shpmt Id				Remarks		
Attachments	No Attachments Available	9		History Remarks		
Add						
						Cancel Reset

a. The QTY automatically populates and is not editable.





nponent						
Basic Catalog	Accounting Contract	Depreciation Ac	jency Asset Ent	гу		
Basic						
Stock Nbr	0G8R078I			Doc Nbr	٩	
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				Local Rcpt Dt	4/4/2025	
*Cond Cd	A-Svcbl(w/o Qual)	~		Rovd By		
Inv Nbr						
Origl In Svc Dt						
iRAPT/WAWF Shpmt I	d			Remarks		
Attachments	No Attachments Ava	ilable		History Remarks		
Add						
					Ca	ancel

a. The QTY automatically populates and is not editable.





Basic Catalog	g Accounting Contract Depreciation	Agency Asset Entry			
Stock Nbr	999900V010002		i Sys Id		
UI	EA		Lot Nbr		
Item Desc	POKEBALL		Expr Dt		
Type Action	IIAJ - Inventory Adj (Receipt)		Local Rcpt Dt	4/4/2025	
*Qty			Rcvd By		
*Acq Dt			iRAPT/WAWF Shpmt Id		
*Cond Cd	A-Svcbl(w/o Qual)		Attachments	No Attachments Available	
Inv Nbr			Add		
Doc Nbr	٩		Remarks		
*Asset Cd	T -Military Equipment		History Remarks		
					Cancel

- **a.** Enter the QTY in the field provided. *This is a 6 numeric character field.*
- F. Select Add . The Add an Attachment page appears.
- 4. Select Catalog. *The Catalog Tab* displays.
 - **A.** Enter the MFR DATA, or use ^Q 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.*





Basic Catalog	Accounting Contract Depreciation Agency Asset Entry	,
Manufacturer		
Stock Nbr	0G8R078I	Mfr Yr
UI	EA	Mfr Model Nbr
Item Desc	MONITOR 17 INCH	License Managed
Type Action	IIAJ - Inventory Adj (Receipt)	Mfr Part Nbr
Catalog Pilferable	No	*UII Sts Cd Select an Item 🗸
Asset Pilferable		CAGE Cd
<i>i</i> *Mfr Data	Select A Manufacturer Q	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 Entr	у
Manufacturer		
Stock Nbr	0G8R078I	Mfr Yr
UI	EA	Mfr Model Nbr
Item Desc	MONITOR 17 INCH	License Managed
Type Action	IIAJ - Inventory Adj (Receipt)	Mfr Part Nbr
Catalog Pilferable	No	*UII Sts Cd Select an Item
Asset Pilferable	0	CAGE Cd
<i>i</i> *Mfr Data	Select A Manufacturer Q	Non-Actbl
Mfr Name		Supply Category Management Cd
		Cancel







a. Use to select the UII Sts Cd.

Basic Manufac	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry		
Stock Nbr		999900V	010002				Mfr Yr	
UI		EA					Mfr Model Nbr	
Item Desc		POKEBAL	L				License Managed	
Type Actio	DN	IIAJ - Inve	entory Adj (Rec	ceipt)			Mfr Part Nbr	
Catalog Pi	ilferable	No						
Asset Pilfe	erable						CAGE Cd	
<i>i</i> *Mfr Data	а	Select	A Manufacture	er Q]		Non-Actbl	
Mfr Name							Supply Category Management Cd -	
							Cano	el Reset

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





Basic Catalog Accounting Contract Depreciation Agency Asset Ent	у
Accounting	
Stock Nbr 0G8R078I	Fndng Cost Center Desc
UI EA	Task Cd
Item Desc MONITOR 17 INCH	Job Order Nbr
Type Action IIAJ - Inventory Adj (Receipt)	LOA
*Fund Cd/ASN Select an Item	Exp Cd 1-Funded 🗸
Oblign Doc Nbr	Divy Ord Nbr
Owng Cost Center	Loan Cd G-Government Owned
Owng Cost Center Desc	Lease Cd N-Government Owned
Fndng Cost Center	
	Cancel



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

Basic Catalog	Accounting Contract Depreciation Agency Asset Entry	
Contract		
Stock Nbr	0G8R078I	SPIIN
UI	EA	CLIN
Item Desc	MONITOR 17 INCH	SLIN
Type Action	IIAJ - Inventory Adj (Receipt)	ACRN
Cntr/PO Nbr		
		Cancel

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





Note

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

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry	
Depreciati	on						
Stock Nbr		0G8R078	I				Prior Deprn SL
UI		EA					Prior Deprn AB
Item Desc		MONITOF	R 17 INCH				Deprn Util Svc Life
Type Action		IIAJ - Inve	entory Adj (Re	ceipt)			Prior Deprn Util Qty
Activate Dep	preciation						Deprn Cost Center
*Activation	Dt						Deprn Cost Center Desc
*Deprn Perio	bd						Deprn Job Order Nbr
Salvage Val	ue						
							Cancel

- 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.







DPAS Helpdesk 1-844-843-3727

Basic Catalog A	ccounting Contract Depreciation Agency Asset Entry	
Agency		
Stock Nbr	999900V010002	Office
UI	EA	Active RFID Number
Item Desc	POKEBALL	ORDER NUMBER
Type Action	IIAJ - Inventory Adj (Receipt)	TASK ORDER
Classification	Unclassified 🗸	
		Cancel

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 Cata	log Accounting	Contract	Depreciation	Agency	Asset Entry					
Asset Entry										
Stock Nbr	0G8R078					i *Custodian Nbr		Q		
UI	EA					UII				
Item Desc	MONITO	R 17 INCH				*Serial Nbr				
Type Action	IIAJ - Invi	entory Adj (Re	ceipt)			DOD Serial Nbr				
Inv by Serial Nbr						i*Loc	Select A Location	۹		
Auto Assign						Sub Loc				
Asset Id Prefix	Select	an Item	~]						
										Save
								Cancel	Reset	Add





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

Component

Basic Catalog	Accounting Contract	Depreciation	Agency	Asset Entry					
Asset Entry									
Stock Nbr	0G8R078I				<i>i</i> *Custodian Nbr	BPG123			
UI	EA				UII				
Item Desc	MONITOR 17 INCH				*Serial Nbr				
Type Action	IIAJ - Inventory Adj (Red	ceipt)			DOD Serial Nbr				
Inv by Serial Nbr					i*Loc	BPG123			
Auto Assign					Sub Loc				
Asset Id Prefix	Select an Item	~]						
									Save
							Cancel	Reset	Add

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





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

Sub Loc

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

POKEBALL

IIAJ - Inventory Adj (Receipt)

Item Desc

Type Action





Cancel

Add



Basic Catalog	g Accounting	Contract Depreciatio	n Agency A	sset Entry						
Asset Entry										
Stock Nbr	0G8R078	I			<i>i</i> *Custodian Nbr	BPO	3123			
UI	EA				UII					
Item Desc	MONITOR	17 INCH			*Serial Nbr					
Type Action	IIAJ - Inve	entory Adj (Receipt)			DOD Serial Nbr					
Inv by Serial Nbr					i*Loc	BPG	123			
Auto Assign	~				Sub Loc					
Asset Id Prefix	BPG12	3	•							
										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		





Asset Receiving Entry — IFOI — Found On Installation

Navigation

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

Procedures



C. Enter the Doc NBR, or use ^{**Q**} to browse for the number. *This is a 14 alphanumeric character field.*

D. Use to select the Asset Cd.





Basic Catalog A	ccounting Contract Depreciation	Agency Asset Entry			
Basic					
Stock Nbr	0G8R078I		Doc Nbr	C	k
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			Local Rept Dt	4/4/2025	F
*Cond Cd	A-Svcbl(w/o Qual)		Rovd By		
Origl In Svc Dt					
iRAPT/WAWF Shpmt Id			Remarks		
Attachments	No Attachments Available		History Remarks		
Add					
					Cancel Reset

a. The QTY automatically populates and is not editable.





	Accounting Contract Depreciation	gency Asset Entry		
Basic				
Stock Nbr	0G8R078I	Doc Nbr	Q	
UI	EA	*Asset Cd	K-Equipment 🗸	
Item Desc	MONITOR 17 INCH	<i>i</i> Sys Id		
Type Action	IFOI - Found On Installation	Cpti Cd	A-DoD Threshold 🗸	
*Qty	1	Asset Sts	U-In Use 🗸	
*Acq Dt		Local Rcpt Dt	4/4/2025	
*Cond Cd	A-Svcbl(w/o Qual)	Rcvd By		
Origl In Svc Dt				
iRAPT/WAWF Shpmt Id		Remarks		
Attachments	No Attachments Available	History Remarks		
Add				
Attachments	No Attachments Available	History Remarks		

a. The QTY automatically populates and is not editable.







Stock Nbr 999900V010002 Lot Nbr UI EA Expr Dt Item Desc POKEBALL Local Rept Dt 4/4/2025 Type Action IF0I - Found On Installation Revd By Image: Comparison of the stallation *Qty Image: Comparison of the stallation Revd By Image: Comparison of the stallation *Acq Dt Image: Comparison of the stallation Attachments No Attachments Available *Cond Cd Asvebl(w/o Qual) Image: Comparison of the stallation Add Doc Nbr Image: Comparison of the stallation Remarks Image: Comparison of the stallation	
UIEAExp DtImage: Color Rep DtImage: Ald Co	
Item Desc POKEBALL Type Action IFOI - Found On Installation *Qty Image: Constraint of the state of th	
Type Action IFOI - Found On Installation Revd By *Qty Image: Imag	
*Qty IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	
*Acq Dt Attachments No Attachments Available *Cond Cd A-Svcb((w/o Qual)) Add Doc Nbr Q Remarks	
*Cond Cd A-Svcbl(w/o Quai) A-Svcbl(w/o Quai) Add	
Doc Nbr Q Remarks	
*Asset Cd T -Military Equipment	
i Sys Id	

- **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 ^Q 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.*







Basic Catalog	Accounting Contract Depreciation Agency Asset Entry	,
Manufacturer		
Stock Nbr	0G8R078I	Mfr Yr
UI	EA	Mfr Model Nbr
Item Desc	MONITOR 17 INCH	License Managed
Type Action	IFOI - Found On Installation	Mfr Part Nbr
Catalog Pilferable	No	*UII Sts Cd Select an Item 🗸
Asset Pilferable		CAGE Cd
<i>i</i> *Mfr Data	Select A Manufacturer Q	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	
Stock Nbr	0G8R078I	Mfr Yr
UI	EA	Mfr Model Nbr
Item Desc	MONITOR 17 INCH	License Managed
Type Action	IF0I - Found On Installation	Mfr Part Nbr
Catalog Pilferable	No	*UII Sts Cd Select an Item
Asset Pilferable		CAGE Cd
i *Mfr Data	Select A Manufacturer Q	Non-Actbl
Mfr Name		Supply Category Management Cd -
		Cancel







a. Use to select the UII Sts Cd.

Basic Manufac	Catalog turer	Accounting	Contract	Depreciation	Agency	Asset Entry			
Stock Nbr		6666001	234555				Mfr Yr		
UI		EA					Mfr Model Nbr		
Item Desc		JUMP PR	ROB				License Managed		
Type Actio	n	IFOI - Fou	ınd On Installa	tion			Mfr Part Nbr		
Catalog Pi	lferable	No							
Asset Pilfe	erable						CAGE Cd		
<i>i</i> *Mfr Data	1	Select	A Manufacture	er Q]		Non-Actbl		
Mfr Name							Supply Category Management Cd -		
								Cancel	Reset

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





Basic Catalog Accounti	ing Contract Depreciation Agency Asset Entry			
Accounting				
Stock Nbr 0G8	8R078I	Fndng Cost Center Desc		
UI EA		Task Cd		
Item Desc MO	NITOR 17 INCH	Job Order Nbr]
Type Action IFO	II - Found On Installation	LOA		
*Fund Cd/ASN	Select an Item	Exp Cd	1-Funded	·
Oblign Doc Nbr		Divy Ord Nbr]
Owng Cost Center		Loan Cd	G-Government Owned	•]
Owng Cost Center Desc		Lease Cd	N-Government Owned	·
Fndng Cost Center				
				Cancel Reset



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

Basic Catalog	Accounting Contract Depreciation Agency Asset Entry	
Contract		
Stock Nbr	0G8R078I	SPIIN
UI	EA	CLIN
Item Desc	MONITOR 17 INCH	SLIN
Type Action	IFOI - Found On Installation	ACRN
Cntr/PO Nbr		
		Cancel

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





DPAS Helpdesk 1-844-843-3727

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 Depre	ciation Agency	Asset Entry	
Depreciation				
Stock Nbr	0G8R078I			Prior Deprn SL
U	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				
				Cancel Reset

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





DPAS Helpdesk 1-844-843-3727

Basic Catalog	Accounting Contract Depreciation	Agency Asset Entry		
Agency				
Stock Nbr	0G8R078I		Office	
UI	EA		Active RFID Number	
Item Desc	MONITOR 17 INCH		ORDER NUMBER	
Type Action	IFOI - Found On Installation		TASK ORDER	
Classification	Unclassified	•		
				Cancel 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	OG8R0	781				<i>i</i> *Custodian Nbr		Q		
UI	EA					UII				
Item Desc	MONIT	OR 17 INCH				*Serial Nbr				
Type Action	IF0I - F	ound On Installa	tion			DOD Serial Nbr				
Inv by Serial M	lbr 🗌					i*Loc	Select A Location	۹		
Auto Assign						Sub Loc				
Asset Id Prefi	x Sele	ct an Item	v	·]						
										Save
								Cancel	Reset	Add





- **a.** Enter the ASSET ID in the field provided. *This is a 12alphanumeric character field.*
- **b.** Use **i** or **Q** to browse for the CUSTODIAN NBR entry. *This is a 12 alpha-numeric 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 i or consist 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>i</i> *Custodian Nbr BPG123
UI	EA	UI
Item Desc	MONITOR 17 INCH	*Serial Nbr
Type Action	IFOI - Found On Installation	DOD Serial Nbr
Inv by Serial Nbr		i*Loc BPG123
Auto Assign		Sub Loc
Asset Id Prefix	Select an Item	
		Save
		Cancel Reset Add

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





Basic Catal	og Accounting	Contract	Depreciation	Agency	Asset Entry		
Asset Entry							
Stock Nbr	1005011844041						
UI	EA						
Item Desc	BOLT, AUTOMATIC	VEAPON					
Type Action	IFOI - Found On Ins	tallation					
i *Custodian Nbr			Q				
i*Loc	Select A Location	1	Q				
Sub Loc							
							Sav

- **a.** Use **I** or **C** to browse for the CUSTODIAN NBR entry. *This is a 12 alpha-numeric character field.*
- **b.** Use **i** or **Q** to assist with the Loc entry. *This is a 20 alphanumeric character field.*
- 10. Select Save . The new asset is added to the list panel.





Basic Catalo	g Accounting	Contract Depreciati	on Agency	Asset Entry						
Asset Entry										
Stock Nbr	0G8R078	I		i	*Custodian Nbr	BPG	123	۹]	
UI	EA				וור]	
Item Desc	MONITOR	17 INCH		,	Serial Nbr	[]				
Type Action	IFOI - Fou	nd On Installation			OOD Serial Nbr]	
Inv by Serial Nbr				i	*Loc	BPG	9123	٩]	
Auto Assign				:	Sub Loc]	
Asset Id Prefix	BPG12	3	•							
										Save
	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		Ν	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 Continue . T
 - . 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 ^{**Q**} to browse for the number. *This is a 14 alphanumeric character field.*
 - **D.** Use to select the Asset Cd.





Basic Catalog	g Accounting Contract Depreciation Agend	cy Asset Entry			
Stock Nbr	1248163264127	Doc Nbr		٩	
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	1	Asset Sts	U-In Use	~	
*Acq Dt		Local Rcpt Dt	9/30/2022	•	
*Cond Cd	A-Svcbl(w/o Qual)	Rcvd By			
Origl In Svc Dt					
iRAPT/WAWF Shpm	t Id	Remarks			
Attachments	No Attachments Available	History Remarks			
Add					
					0
				Cancel	Reset

a. The QTY automatically populates and is not editable.





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_	_	_	_	_	_

Component

Basic Catalog	Accounting Contract Depreciation Agency	Asset Entry			
Stock Nbr	1248163264127	Doc Nbr		٩	
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	1	Asset Sts	U-In Use	~	
*Acq Dt		Local Rcpt Dt	9/30/2022		
*Cond Cd	A-Svcbl(w/o Qual)	Rcvd By			
Origl In Svc Dt					
iRAPT/WAWF Shpmt	Id	Remarks			
Attachments	No Attachments Available	History Remarks			
Add					
				Cancel	Reset

The QTY automatically populates and is not editable. a.





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

- **a.** Enter the QTY in the field provided. *This is a 6 numeric character field.*
- Select . The **Add an Attachment** page appears.
- 4. Select Catalog. *The Catalog Tab* displays.
 - **A.** Enter the MFR DATA, or use ^Q 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.*



E.



Basic Catalog	Accounting Contract Depreciation Agency Asset Entry	
Manufacturer		
Stock Nbr	0GX96CE2050 Mfr	r Yr
UI	EA Mft	rr Model Nbr
Item Desc	CACHE ENGINE Lice	zense Managed
Type Action	IDNT - Donated (Receipt) Mfn	fr Part Nbr
Catalog Pilferable	No *UI	II Sts Cd Select an Item
Asset Pilferable	CA	IGE Cd
<i>i</i> *Mfr Data	Select A Manufacturer Q Nor	on-Actbl
Mfr Name	Sup	pply Category Management Cd -
		Cancel Reset

a. Use to select the UII Sts Cd.

Component

Basic Catalog	Accounting Contract Depreciation Agency Asset Entry	
Stock Nbr	0GX96CE2050	Mfr Yr
UI	EA	Mfr Model Nbr
Item Desc	CACHE ENGINE	License Managed
Type Action	IDNT - Donated (Receipt)	Mfr Part Nbr
Catalog Pilferable	No	*UII Sts Cd Select an item
Asset Pilferable		CAGE Cd
<i>i</i> *Mfr Data	Select A Manufacturer Q	Non-Actbl
Mfr Name		Supply Category Management Cd -
		Cancel Reset







a. Use to select the UII Sts Cd.

Basic Catalog	Accounting Contract	Depreciation	Agency	Asset Entry			
Manufacturer							
Stock Nbr	6666001234555				Mfr Yr		
U	EA				Mfr Model Nbr		
Item Desc	JUMP PROB				License Managed		
Type Action	IDNT - Donated (Receip	t)			Mfr Part Nbr		
Catalog Pilferable	No						
Asset Pilferable					CAGE Cd		
i *Mfr Data	Select A Manufactur	er Q			Non-Actbl		
Mfr Name					Supply Category Management Cd -		
						Cancel	Reset

no additional fields

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





Stock Nbr	1248163264127	Fndng Cost Center I	Desc	
UI	EA	Task Cd		
Item Desc	SPACE SHUTTLE	Job Order Nbr		
Type Action	IDNT - Donated (Receipt)	LOA		
*Fund Cd/ASN	Select an Item	Exp Cd	1-Funded	~
Oblign Doc Nbr		Divy Ord Nbr		
Owng Cost Center		Loan Cd	G-Government Owned	~
Owng Cost Center De	esc	Lease Cd	N-Government Owned	•
Fndng Cost Center				

A. Use to select the Fund Cd/ASN.

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




DPAS Helpdesk 1-844-843-3727

Contract			
Stock Nbr	1248163264127	SPIIN	
UI	EA	CLIN	
Item Desc	SPACE SHUTTLE	SLIN	
Type Action	IDNT - Donated (Receipt)	ACRN	
Cntr/PO Nbr			

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





DPAS Helpdesk 1-844-843-3727

Basic Catalog	Accounting Contract	Depreciation	Ageno	y Asset Entry			
Depreciation							
Stock Nbr	JOSH4321			Salvage Value			
UI	EA			Prior Deprn SL			
Item Desc	DPAS TRAINER, AUTOMATED			Prior Deprn AB			
Type Action	IDNT - Donated (Receipt)			Deprn Util Svc Life			
Activate Depreciation				Prior Deprn Util Qty	0		
*Activation Dt				Deprn Cost Center		٩	
*Deprn Period				Deprn Cost Center Desc			
Deprn Task Cd							
Deprn Job Order Nbr							
						Cancel	Reset

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



		noip noioniou
Basic Catalog Agency	Accounting Contract Depreciation Ager	Asset Entry
Stock Nbr	1248163264127	Office
UI	EA	Active RFID Number
Item Desc	SPACE SHUTTLE	ORDER NUMBER
Type Action	IDNT - Donated (Receipt)	TASK ORDER
Classification	Unclassified	
		Gao

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



DPAS Helpdesk 1-844-843-3727



End Item Serial

ock Nbr	1248163264127	i *Custodian Nbr Q
JI	EA	UI
Item Desc	SPACE SHUTTLE	*Serial Nbr
Type Action	IDNT - Donated (Receipt)	DOD Serial Nbr
Inv by Serial Nbr		i*Loc Select A Location Q
Auto Assign		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 **i** or **Q** to browse for the CUSTODIAN NBR entry. *This is a 12 alpha-numeric 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 **i** or **q** to assist with the Loc entry. *This is a 20 alphanumeric character field.*





Basic Catalog	Accounting Contract De	epreciation Agency	Asset Entry		
Asset Entry					
Stock Nbr	1248163264127		<i>i</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			i*Loc	0ACM1	
Auto Assign			Sub Loc		
Asset Id Prefix	Select an Item	•			
					Sa

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







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

i*Loc

Sub Loc

Select A Location

Cancel

Q

Reset

Save

Add

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

UI

Item Desc

Type Action

EA

HEATER SPACE OIL FUE

IDNT - Donated (Receipt)





,										
Stock Nbr	1248163264127			i *Custodian N	br	GROCE1			٩	
II	EA			UII						
tem Desc	SPACE SHUTTLE			*Serial Nbr						
Type Action	IDNT - Donated (Receipt)		DOD Serial Nb	r [
nv by Serial Nbr				i*Loc		TIMS RO	OM		Q	
Auto Assign				Sub Loc						
Asset Id Prefix	BROOKS		~							
										Save
	Asset Id	Serial Nbr	Cust Nbr	Loc S	Sub Loc	Inv By Serial Nbr	Auto Assign	UII	DOD Serial NI	br
Edit Remove	BROOKS000351	ABC123	GROCE1	TIMS ROOM		Ν	Y	123ABC		



erty Ac





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



- 3. Select Continue . 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 ^{**Q**} 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		
Stock Nbr	0G8R078I	Doc Nbr	٩
UI	EA	*Asset Cd	K-Equipment 🗸
Item Desc	MONITOR 17 INCH	i Sys Id	
Type Action	ILOO - In On Loan - outside DPAS	Cptl Cd	A-DoD Threshold
*Qty	1	Asset Sts	U-In Use 🗸
*Acq Dt		Local Rept Dt	4/8/2025
*Cond Cd	A-Svcbl(w/o Qual)	Rcvd By	
Origl In Svc Dt			
iRAPT/WAWF Shpmt Id		Remarks	
Attachments	No Attachments Available	History Remarks	
Add			
			Cancel 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.

DPAS Helpdesk 1-844-843-3727





Basic	Accounting Contact Depreciation	JII Agency Asserti			
Stock Nbr	999900\010002		Lot Nbr		
UI	EA		Expr Dt		
Item Desc	POKEBALL		Local Rcpt Dt	4/8/2025	
Type Action	ILOO - In On Loan - outside DPAS		Rcvd By		
*Qty			iRAPT/WAWF Shpmt Id		
*Acq Dt			Attachments	No Attachments Availabl	e
*Cond Cd	A-Svcbl(w/o Qual)	~	Add		
Doc Nbr		٩	Remarks		
*Asset Cd	T -Military Equipment	~	History Remarks		
i Sys Id					

- **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 ^Q 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 Cata	log Accounting	Contract	Depreciation	Agency	Asset Entry			
Manufacturer								
Stock Nbr	0G8R078	I				Mfr Yr		
UI	EA					Mfr Model Nbr		
Item Desc	MONITOR	R 17 INCH				License Managed		
Type Action	ILOO - In	On Loan - outs	ide DPAS			Mfr Part Nbr		
Catalog Pilferabl	No					*UII Sts Cd	Select an Item	~
Asset Pilferable						CAGE Cd		
i *Mfr Data	Select	A Manufactur	er Q]		Non-Actbl		
Mfr Name						Supply Category Managemen	tCd -	
								Cancel Reset

a. Use to select the UII Sts Cd.



Defense Property Account	untability System		
			Help Reference Guide
Bul	k		
	Basic Catalog	Accounting Contract Depreciation Agency Asset Entry	
	Stock Nbr	999900V010002	Mfr Yr
	UI	EA	Mfr Model Nbr
	Item Desc	POKEBALL	License Managed
	Type Action	ILOO - In On Loan - outside DPAS	Mfr Part Nbr
	Catalog Pilferable	No	
	Asset Pilferable		CAGE Cd
	<i>i</i> *Mfr Data	Select A Manufacturer Q	Non-Actbl

Supply Category Management Cd -

Cancel

DPAS Helpdesk 1-844-843-3727

Reset

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

Mfr Name





Basic Catalog Ac	counting Contract Depreciation Agency Asset Entry			
Accounting				
Stock Nbr	0G8R078I	Fndng Cost Center Desc		
UI	EA	Task Cd		
Item Desc	MONITOR 17 INCH	Job Order Nbr		
Type Action	ILOO - In On Loan - outside DPAS	LOA		
*Fund Cd/ASN	Select an Item	Exp Cd	1-Funded 🗸	
Oblign Doc Nbr		Divy Ord Nbr		
Owng Cost Center		Loan Cd	Select an Item	
Owng Cost Center Desc		Lease Cd	N-Government Owned	
Fndng Cost Center				
				Cancel Reset



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

Basic Catalog	Accounting Contract Depreciation Agency Asset Entry	
Contract		
Stock Nbr	0G8R078I	SPIIN
UI	EA	CLIN
Item Desc	MONITOR 17 INCH	SLIN
Type Action	ILOO - In On Loan - outside DPAS	ACRN
Cntr/PO Nbr		
		Cancel

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





Note

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

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry			
Deprecia	tion								
Stock Nbr		0G8R078	H				Prior Deprn SL		
UI		EA					Prior Deprn AB		
Item Desc		MONITOR	R 17 INCH				Deprn Util Svc Life		
Type Actio	n	ILOO - In	On Loan - outs	side DPAS			Prior Deprn Util Qty		
Activate D	epreciation						Deprn Cost Center		
*Activatio	n Dt						Deprn Cost Center Desc		
*Deprn Pe	riod						Deprn Job Order Nbr		
Salvage V	alue								
								Cancel	Reset

- **A.** The ACTIVATION DTautomatically 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
UI	EA	Active RFID Number
Item Desc	MONITOR 17 INCH	ORDER NUMBER
Type Action	ILOO - In On Loan - outside DPAS	TASK ORDER
Classification	Unclassified •	
		Cancel

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		Q		
UI	EA				UII				
Item Desc	MONITOR 17 INCH				*Serial Nbr				
Type Action	ILOO - In On Loan - outs	ide DPAS			DOD Serial Nbr				
Inv by Serial Nbr					i*Loc	Select A Location	Q		
Auto Assign					Sub Loc				
Asset Id Prefix	Select an Item	~	·						
									Save
							Cancel	Reset	Add





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

Bulk

Basic Catalog	Accounting Contract Depred	iation Agency	Asset Entry					
Asset Entry								
Stock Nbr	999900V010002			i *Custodian Nbr		Q		
UI	EA			i*Loc	Select A Location	Q		
Item Desc	POKEBALL			Sub Loc				
Type Action	ILOO - In On Loan - outside DPAS							
								Save
						Cancel	Reset	Add

- **a.** Use **i** or **Q** to browse for the CUSTODIAN NBR entry. *This is a 12 alpha-numeric character field.*
- **b.** Use **i** or **Q** to assist with the Loc entry. *This is a 20 alphanumeric character field.*
- 10. Select Save . The new asset is added to the list panel.





Basic Catalog	Accounting	Contract Depreciation	Agency Asse	Entry							
Asset Entry											
Stock Nbr	0G8R078I				i *Custodian Nbr	BPG	123		Q		
U	EA				UII						
Item Desc	MONITOR	17 INCH			*Serial Nbr						
Type Action	ILOO - In O	On Loan - outside DPAS			DOD Serial Nbr						
Inv by Serial Nbr					i*Loc	BPC	9123		Q		
Auto Assign	2				Sub Loc						
Asset Id Prefix	BPG123	3	•								
											Save
	Asset Id	Serial Nbr	Cust Nbr	Loc	Sub Loc	Inv By Serial Nbr	Auto Assign	UII		DOD Serial Nbr	
Edit Remove	BPG1230992	QWE123RTY456	BPG123	BPG12	23	N	Y	18117BROOKS0	005		
								Canc	el	Reset	Add





Asset Receiving Entry — ILDI — Create Local Due In

Navigation

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

Procedures





DPAS Helpdesk

1-844-843-3797



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			Remarks			
Doc Nbr	٩		History Remarks			
					2000 - DO-1	
					Cancel	Reset

Component

Basic Catalog	Accounting Contract Depreciation Agency Asset Er	try
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		Remarks
Doc Nbr	Q	History Remarks
		Cancel

a. The QTY automatically populates and is not editable.



Defense Property Accountability System	
	Help Reference Guide
Bulk	

Stock Nbr	8675309123456	Doc Nbr Q
UI	EA	*Asset Cd T -Military Equipment
Item Desc	TESTING NON-ACCOUNTABLE S	
Type Action	ILDI - Create Local Due In	iRAPT/WAWF Shpmt Id
*Qty		Remarks
*Acq Dt		History Remarks

- **a.** Enter the QTY in the field provided. *This is a 6 numeric character field.*
- 4. Select Catalog. *The Catalog Tab* displays.
 - **A.** Enter the MFR DATA, or use ^Q 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 Catalo	g Accounting Contract Depreciation Agency Asset Entry	
Manufacturer		
Stock Nbr	1005012310973	Mfr Yr
UI	EA	Mfr Model Nbr
Item Desc	CARBINE,5.56 MILLIMETER	License Managed
Type Action	ILDI - Create Local Due In	Mfr Part Nbr
Catalog Pilferable	No	
Asset Pilferable		CAGE Cd
<i>i</i> *Mfr Data	Select A Manufacturer Q	Non-Actbl
Mfr Name		Supply Category Management Cd 7M - CIs VII-mjr itm,weapons
		Cancel Reset

Component

Basic Catalog	Accounting Contract Depreciation Agency Asset Entry	
Manufacturer		
Stock Nbr	1005012310973	Mfr Yr
UI	EA	Mfr Model Nbr
Item Desc	CARBINE,5.56 MILLIMETER	License Managed
Type Action	ILDI - Create Local Due In	Mfr Part Nbr
Catalog Pilferable	No	
Asset Pilferable		CAGE Cd
<i>i</i> *Mfr Data	Select A Manufacturer Q	Non-Actbl
Mfr Name		Supply Category Management Cd 7M - Cis VII-mjr itm,weapons
		Cancel Reset





a. Use to select the UII Sts Cd.

Basic Manufac	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry							
Stock Nbr		8675309	123456				Mfr Yr						
UI		EA					Mfr Model Nbr						
Item Desc		TESTING	NON-ACCOU	NTABLE S			License Managed						
Type Acti	on	ILDI - Cre	eate Local Due	In			Mfr Part Nbr						
Catalog P	ilferable	No											
Asset Pilf	erable						CAGE Cd						
i *Mfr Dat	а	Select	: A Manufactur	er Q			Non-Actbl						
Mfr Name	•						Supply Category Manager	nent Cd -					
											_		
										Cancel	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 Q
UI	EA	Task Desc
Item Desc	CARBINE,5.56 MILLIMETER	Project Desc
Type Action	ILDI - Create Local Due In	Job Order Nbr
*Fund Cd/ASN	23- 🗸	LOA
Oblign Doc Nbr	ABC12350983000	Exp Cd
Owng Cost Center	٩	Divy Ord Nbr
Owng Cost Center Desc		Loan Cd G-Government Owned
Fndng Cost Center	Q	Lease Cd V-Government Owned V
Fndng Cost Center Desc		
		Cancel Reset





Component

Basic Catalog	Accounting Contract	Depreciation Age	ncy Asset Entry				
Accounting							
Stock Nbr	1005012310973			Task Cd		2	
UI	EA			Task Desc			
Item Desc	CARBINE, 5.56 MILLIMETER	1		Project Desc			
Type Action	ILDI - Create Local Due In			Job Order Nbr			
*Fund Cd/ASN	23-	~		LOA		2	
Oblign Doc Nbr	ABC12350983000			Exp Cd	1-Funded	•	
Owng Cost Center		Q		Divy Ord Nbr			
Owng Cost Center Desc				Loan Cd	G-Government Owned	~	
Fndng Cost Center		Q		Lease Cd	N-Government Owned	~	
Fndng Cost Center Desc							
						Cancel	Reset





D	
DU	IK

ccounting			
Stock Nbr	8675309123456	Task Cd	Q
JI	EA	Task Desc	
tem Desc	TESTING NON-ACCOUNTABLE S	Project Desc	
Type Action	ILDI - Create Local Due In	Job Order Nbr	
Fund Cd/ASN	23-	LOA	Q
Dblign Doc Nbr	ABC12350983001	Exp Cd	1-Funded V
Owng Cost Center	Q	Divy Ord Nbr	
Dwng Cost Center Desc		Loan Cd	G-Government Owned
Fndng Cost Center	Q	Lease Cd	N-Government Owned
Fndng Cost Center Desc			

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

Basic Catalog	Accounting Contract D	epreciation Agency	Asset Entry			
Contract						
Stock Nbr	1005012310973			SPIIN]
UI	EA			CLIN]
Item Desc	CARBINE,5.56 MILLIMETER			SLIN]
Type Action	ILDI - Create Local Due In			ACRN		
Cntr/PO Nbr						
						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	
Deprecia	tion						
Stock Nbr		1005012	310973				Prior Deprn SL
UI		EA					Prior Deprn AB
Item Desc		CARBINE	5.56 MILLIME	TER			Deprn Util Svc Life
Type Actio	n	ILDI - Cre	ate Local Due	In			Prior Deprn Util Qty
Activate D	epreciation						Deprn Cost Center
*Activatio	n Dt						Deprn Cost Center Desc
*Deprn Pe	riod						Deprn Job Order Nbr
Salvage V	alue						
							Cancel

- 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.*







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Basic Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry				
Agency									
Stock Nbr	100501231	0973				Agency Defined 2			
UI	EA					Agency Defined 3			
Item Desc	CARBINE,5	.56 MILLIME	TER			Agency Defined 4			
Type Action	ILDI - Creat	e Local Due	In			Agency Defined 5			
Prev Asset Id									
								Cancel	Rese

Note

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

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

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry	_				
Asset Ent	try										
Stock Nbr		1005012	310973				Asset Id Prefix	Select an Item	~		
UI		EA					<i>i</i> *Custodian Nbr		۹		
Item Desc		CARBINE	5.56 MILLIME	TER			Authn LIN/TAMCN				
Type Actio	n	ILDI - Cre	ate Local Due	In			*Serial Nbr				
LIN/TAMC	N						i*Loc	Select A Location	۹		
Inv by Seri	al Nbr						Sub Loc				
Auto Assig	jn										
											Save
									Cancel	Reset	Add





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

Component

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry					
Asset Ent	try										
Stock Nbr		1005012	2310973				Asset Id Prefix	Select an Item	~]	
UI		EA					i *Custodian Nbr	BPG123]	
Item Desc		CARBINE	E,5.56 MILLIMI	ETER			*Serial Nbr]	
Type Actio	n	ILDI - Cre	eate Local Due	In			i*Loc	BUILD 152 SELF 2			
Inv by Seri	al Nbr						Sub Loc				
Auto Assig	jn										
											Save
									Cancel	Reset	Add

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





- **b.** Use **i** or **Q** to assist with the Loc entry. *This is a 20 alphanumeric character field.*
- 10. Select _____. The new asset is added to the list panel.







		Contract Depreciation	Agency Asset Entry	_					
Asset Entry									
Stock Nbr	10050123109	973		Asset Id Prefi	x	NLTEST	~		
UI	EA			i *Custodian N	łbr	BPG123	Q		
Item Desc	CARBINE,5.5	6 MILLIMETER		Authn LIN/TA	MCN				
Type Action	ILDI - Create I	Local Due In		*Serial Nbr					
LIN/TAMCN				i*Loc		BPG	Q		
Inv by Serial Nbr				Sub Loc					
Auto Assign									
									Save
	Asset Id	Serial Nbr		Cust Nbr	Loc	Sub Loc	lnv By Serial Nbr	Auto Assign	Save LIN/ TAMCN
Edit Remove	Asset Id NLTEST000090	Serial Nbr ZYX098		Cust Nbr BPG123	Loc BPG	Sub Loc	Inv By Serial Nbr N	Auto Assign Y	Save
Edit Remove	Asset Id NLTEST000090	Serial Nbr ZYX098		Cust Nbr 3PG123	Loc BPG	Sub Loc	Inv By Serial Nbr	Auto Assign Y	Save





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 > \Box 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 ^O End Item Serial. *This displays the Mass Upload Assets field.*

End Item Serial	۲	*Stock Nbr Q
Component	0	*Acq Cost 0.00
Bulk	0	Mass Upload Assets
*Type Action	INPR - New Procurement	Download Template Download
		Cancel Reset Continue







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

Basic Catalog Accounting Contract Depreciation Agency Asset Entry	
Asset Entry	
*File Path Choose File No file chosen	Upload Upload Spreadsheet
Spreadsheet Errors	
UI must be entered in row 1 UI must be entered in row 2 UI must be entered in row 3 UI must be entered in row 4 UI must be entered in row 5 UI must be entered in row 7 UI must be entered in row 9 UII must be entered in row 9 UII must be entered in row 9 UII must be entered in row 10	
	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.

File Path	Choose File No file choser	0		Upload		Upload :	Spreadsheet
				Spreadsheet succe	essfully uploa	ded and	validated; click
Asset Id	Serial Nbr	Cust Nbr	Loc	Sub Loc	Inv By Serial Nbr	Auto Assign	UII
ABC123DEF456	ABC123DEF456GHI789KLM012	ABC123	BPG123		N	N	BROOKS123
GHI789JKL123	ABC123DEF456GHI789KLM013	123456	BPG345		Ν	Ν	BROOKS124
MN0456PQR789	ABC123DEF456GHI789KLM014	BPG123	BPG123		Ν	N	BROOKS125
STU123VWX456	ABC123DEF456GHI789KLM015	ABC123	BPG345		N	N	BROOKS126
		100456	PDC122		N	N	BROOKS127

5. Select

Add

. 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 Save . 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 Save . 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	Cancel	at any point of this procedure removes all revisions and closes the page.
Bold num	bered	steps are required.

our Backgroun	d Transaction was Submitted		
Fransaction Number	38957		
ransaction Status	Submitted by User		
		Cancel	Refresh
Select	to update the transaction status. 7	<i>The page refreshes.</i>	
Select	once the background process is	completed. <i>The Transaction</i>	Status

• Select Cancel . The Asset Receiving Entry page appears.





View the Asset Receiving Transaction Status

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

page appears.

Select Cancel . The Search for an Asset Transfer— Criteria page appears.



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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.*

	<	1 of 1	>	\triangleright	\bigcirc				
Status			Actio	n Required	ļ		Details		
Success			None				Asset Id	TAG123	
							Custodian Nbr	GROCE1	
							Loc	TIMS ROOM	
							Qty	1	
							Serial Nbr	ABC123	
							Stock Nbr	0005000739411	
							UII	JMN123	

- 2. Follow the prompts provided by the computer.
- 3. Select

. The **Asset Receiving Entry** page appears.



Search Criteria



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 Find to search for the entry. *The entry appears highlighted in the file.*
- 4. Select Next to find the next matching value. *This feature is available if multiple results are found.*



