Asset Receiving — Entry Page

Overview

The Property Accountability module Asset Receiving process provides the ability to receive assets to ELMS.
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 [Cancel] 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	●	*Stock Nbr	
Component	○	*Acq Cost	0.00
Bulk	○	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 🔍 to browse for the number. *This is a 15 alpha-numeric 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 AssetReceivingUploadTemplate.xls opens.***

Component

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

End Item Serial	○		*Stock Nbr	🔍
Component	●		*Acq Cost	0.00
Bulk	○		Cost Embedded	✓
*Type Action	INPR - New Procurement ⌄		*HA Asset Id	🔍

Cancel   Reset   Continue

B. Use ⌄ to select the Type Action.

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

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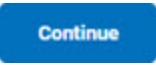
Bulk

A. Choose the Bulk radio button.

End Item Serial	○		*Type Action	INPR - New Procurement ⌄
Component	○		*Stock Nbr	🔍
Bulk	●		*Acq Cost	0.00

Cancel   Reset   Continue

      B.   Use ⌄ to select the Type Action.

      C.   Enter the Stock Nbr, or use 🔍 to browse for the number. *This is a 15 alpha-numeric 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 ELMS

Navigation

Procedures

Add an Asset

Selecting [Cancel] *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 ELMS***

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 🔍 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	
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 Q*TY *automatically populates and is not editable.*

b. Use ![icon] 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	702503Z057818	Doc Nbr	
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		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.

Bulk

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

Basic

Stock Nbr	BULKSENSITIVE		Lot Nbr	
UI	EA		Expr Dt	
Item Desc	BULK AND SENSITIVE		Local Rcpt Dt	4/9/2025
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			Remarks	
*Asset Cd	K -Equipment		History Remarks	
i Sys Id				

[Cancel] [Reset]

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

E.　　Select [Add]. *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	
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 *Mfr Data	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	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.

Bulk

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

Manufacturer

Stock Nbr	BULKSENSITIVE	Mfr Yr	
UI	EA	Mfr Model Nbr	
Item Desc	BULK AND SENSITIVE	License Managed	
Type Action	ITRO - Transfer In - outside DPAS	Mfr Part Nbr	
Catalog Pilferable	No		
Asset Pilferable	☐	CAGE Cd	
i *Mfr Data	Select A Manufacturer 🔍	Non-Actbl	
Mfr Name		Supply Category Management Cd -	

Cancel   Reset

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

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	Dlvy 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 ⌄ to select the Fund Cd/ASN.

B. Use ☑ to select the Transfer Type.

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

ODASD (Logistics) under A&S Sustainment

ELMS Helpdesk 1-844-843-3727

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry

Contract

Stock Nbr	0G8R078I	SPIIN	
UI	EA	CLIN	
Item Desc	MONITOR 17 INCH	SLIN	
Type Action	ITRO - Transfer In - outside DPAS	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

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			

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.*

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	ITRO - Transfer In - outside DPAS		TASK ORDER	
Classification	Unclassified ▾			

Cancel   Reset

Note

❓ **Any additional fields on this tab varies by agency and are not ELMS controlled.**

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

End Item Serial

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.*

Component

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	BULKSENSITIVE	*i* *Custodian Nbr	[ ] 🔍
UI	EA	*i* *Loc	Select A Location 🔍
Item Desc	BULK AND SENSITIVE	Sub Loc	[ ]
Type Action	ITRO - Transfer In - outside DPAS		

Save

Cancel   Reset   Add

a. Use 𝒊 or 🔍 to browse for the CUSTODIAN NBR entry. *This is a 12 alpha-numeric character field.*

b. Use 𝒊 or 🔍 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 | **Asset Entry** |

Asset Entry

Stock Nbr	0G8R078I		*i* *Custodian Nbr*	BPG123 🔍
UI	EA		UII	
Item Desc	MONITOR 17 INCH		*Serial Nbr	
Type Action	ITRO - Transfer In - outside DPAS		DOD Serial Nbr	
Inv by Serial Nbr	☐		*i* *Loc*	BPG123 🔍
Auto Assign	☑		Sub Loc	
Asset Id Prefix	BPG123			

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 [Cancel] *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 [**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 🔍 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	🔍
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.*

Component

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

Basic

Stock Nbr	702503Z057818	Doc Nbr	
UI	EA	*Asset Cd	K -Equipment
Item Desc	MONITOR/COMPONENT	*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.*

Bulk

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	
UI	EA		Mfr Model Nbr	
Item Desc	MONITOR 17 INCH		License Managed	
Type Action	INPR - New Procurement		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.

Component

| | Basic | Catalog | 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	INPR - New Procurement		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.

Bulk

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

Manufacturer

Stock Nbr	BULKSENSITIVE		Mfr Yr	
UI	EA		Mfr Model Nbr	
Item Desc	BULK AND SENSITIVE		License Managed	
Type Action	INPR - New Procurement		Mfr Part Nbr	
Catalog Pilferable	No			
Asset Pilferable	☐		CAGE Cd	
i *Mfr Data	Select A Manufacturer 🔍		Non-Actbl	
Mfr Name			Supply Category Management Cd -	

Cancel   Reset

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

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.*

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			

Cancel   Reset

A.   Use [icon] 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	
UI	EA		Active RFID Number	
Item Desc	MONITOR 17 INCH		ORDER NUMBER	
Type Action	INPR - New Procurement		TASK ORDER	
Classification	Unclassified			

Cancel | Reset

Note

🔴 **Any additional fields on this tab varies by agency and are not ELMS 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	
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
Auto Assign	☑		Sub Loc	
Asset Id Prefix	Select an Item			

Save

Cancel | Reset | Add

a. Use ![i] or ![search] 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 ![search] 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/COMPONENT		*Serial Nbr	
Type Action	INPR - New Procurement		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 ![search] 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 ![search] 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	
UI	EA	*i* *Loc	Select A Location
Item Desc	BULK AND SENSITIVE	Sub Loc	
Type Action	INPR - New Procurement		

Save

Cancel | Reset | Add

a. Use *i* or 🔍 to browse for the CUSTODIAN NBR entry. *This is a 12 alpha-numeric character field.*

b. Use *i* or 🔍 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   **Asset Entry**

Asset Entry

Stock Nbr	0G8R078I	*i* *Custodian Nbr	BPG123 🔍
UI	EA	UII	
Item Desc	MONITOR 17 INCH	*Serial Nbr	
Type Action	INPR - New Procurement	DOD Serial Nbr	
Inv by Serial Nbr	☐	*i* *Loc	BPG123 🔍
Auto Assign	☑	Sub Loc	
Asset Id Prefix	BPG123 ▼		

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
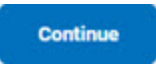
Navigation

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

Procedures

Add an Asset

Selecting [Cancel] *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 [Continue]. *The Basic tab displays.*

   A. Use [icon] to select the ACQ DT, or enter the date (MM/DD/YYYY) in the field provided.

   B. Use [icon] to select the Cond Cd.

   C. Use [icon] to select the Asset Cd.

End Item Serial

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

Component

Basic Catalog Accounting Contract Depreciation Agency Asset Entry	

Basic

Stock Nbr	0GX96CE2050	Doc Nbr	🔍
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.*

Bulk

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

D.   Select [Add]. *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	[ ]
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	☐	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.

Component

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	☐	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.

Bulk

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

Manufacturer

Stock Nbr	999900V010002	Mfr Yr	
UI	EA	Mfr Model Nbr	
Item Desc	POKEBALL	License Managed	
Type Action	IAAR - Administrative Adjustment	Mfr Part Nbr	
Catalog Pilferable	No		
Asset Pilferable	☐	CAGE Cd	
i *Mfr Data	Select A Manufacturer 🔍	Non-Actbl	
Mfr Name		Supply Category Management Cd -	

Cancel   Reset

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

A. Use ⌄ to select the Fund Cd/ASN.

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

ODASD (Logistics) under A&S Sustainment

ELMS Helpdesk 1-844-843-3727

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	
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	
*Deprn Period			Deprn Cost Center Desc	
Deprn Task Cd				
Deprn Job Order Nbr				

Cancel   Reset

A.   Use ![icon] 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	0GX96CE2050	Office	
UI	EA	Active RFID Number	
Item Desc	CACHE ENGINE	ORDER NUMBER	
Type Action	IAAR - Administrative Adjustment	TASK ORDER	
Classification	Unclassified		

Cancel   Reset

Note

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

---

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

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

a. Use ℹ️ 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 ℹ️ 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	[🔍]
UI	EA	*i* *Loc	Select A Location 🔍
Item Desc	POKEBALL	Sub Loc	[ ]
Type Action	IAAR - Administrative Adjustment		

Save

Cancel   Reset   Add

a.   Use *i* or 🔍 to browse for the CUSTODIAN NBR entry. *This is a 12 alpha-numeric character field.*

b.   Use *i* or 🔍 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   **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	☐	*i* ***Loc**	0ACM1
Auto Assign	☑	**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
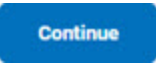
Asset Management > Receiving > Asset Receiving > Type Action IIAJ — Inventory Adjustment > Asset Receiving Tabs page

Procedures

Add an Asset

Selecting [Cancel] *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 to browse for the number. *This is a 14 alphanumeric character field.*

    E. Use to select the Asset Cd.

End Item Serial

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

Component

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

Basic

Stock Nbr	0G8R078I	Doc Nbr	[🔍]
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)	Rcvd By	[ ]
Inv Nbr	[ ]		
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.*

Bulk

a. Enter the Qᴛʏ 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 Mꜰʀ Dᴀᴛᴀ, or use 🔍 to browse for the entry. *This is a 36 alphanumeric character field.*

B. Enter the Mꜰʀ Yʀ 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	
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 *Mfr Data*	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	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 *Mfr Data*	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	999900V010002		Mfr Yr	
UI	EA		Mfr Model Nbr	
Item Desc	POKEBALL		License Managed	
Type Action	IIAJ - Inventory Adj (Receipt)		Mfr Part Nbr	
Catalog Pilferable	No			
Asset Pilferable	☐		CAGE Cd	
i *Mfr Data	Select A Manufacturer 🔍		Non-Actbl	
Mfr Name			Supply Category Management Cd -	

Cancel   Reset

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

A. Use ⌄ to select the Fund Cd/ASN.

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

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		

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.*

| Basic | Catalog | Accounting | 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   Reset

Note

 Any additional fields on this tab varies by agency and are not ELMS 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	
UI	EA		UII	
Item Desc	MONITOR 17 INCH		*Serial Nbr	
Type Action	IIAJ - Inventory Adj (Receipt)		DOD Serial Nbr	
Inv by Serial Nbr	☐		i *Loc	Select A Location
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* *Custodian Nbr	BPG123
UI	EA		UII	
Item Desc	MONITOR 17 INCH		*Serial Nbr	
Type Action	IIAJ - Inventory Adj (Receipt)		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.*

Bulk

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

Asset Entry

Stock Nbr	999900V010002	*i* *Custodian Nbr	[🔍]
UI	EA	*i* *Loc	Select A Location 🔍
Item Desc	POKEBALL	Sub Loc	[ ]
Type Action	IIAJ - Inventory Adj (Receipt)		

Save

Cancel Reset **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 **Save**. *The new asset is added to the list panel.*

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

Asset Entry

Stock Nbr	0G8R078I	*i* *Custodian Nbr	BPG123
UI	EA	UII	
Item Desc	MONITOR 17 INCH	*Serial Nbr	
Type Action	IIAJ - Inventory Adj (Receipt)	DOD Serial Nbr	
Inv by Serial Nbr	☐	*i* *Loc	BPG123
Auto Assign	☑	Sub Loc	
Asset Id Prefix	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
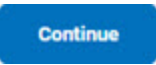
Asset Receiving Entry — IFOI — Found On Installation

Navigation

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

Procedures

Add an Asset

Selecting | Cancel | *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 | **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 🔍 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	
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 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

Cancel   Reset

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

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

Bulk

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

Basic

Stock Nbr	999900V010002		Lot Nbr	
UI	EA		Expr Dt	
Item Desc	POKEBALL		Local Rcpt Dt	4/4/2025
Type Action	IFOI - Found On Installation		Rcvd By	
*Qty			iRAPT/WAWF Shpmt Id	
*Acq Dt			Attachments	No Attachments Available
*Cond Cd	A-Svcbl(w/o Qual)		Add	
Doc Nbr			Remarks	
*Asset Cd	T -Military Equipment		History Remarks	
i Sys Id				

Cancel   Reset

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

    E.   Select [Add]. *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

a. Use ⌄ to select the UII Sts Cd.

Component

a. Use ⌄ to select the UII Sts Cd.

Bulk

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

Manufacturer

Stock Nbr	6666001234555		Mfr Yr	
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	☐		CAGE Cd	
i *Mfr Data	Select A Manufacturer 🔍		Non-Actbl	
Mfr Name			Supply Category Management Cd	-

Cancel   Reset

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

A. Use ⌄ to select the Fund Cd/ASN.

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

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			

Cancel   Reset

A. Use [icon] 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	
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 ELMS 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	🔍
UI	EA		UII	
Item Desc	MONITOR 17 INCH		*Serial Nbr	
Type Action	IFOI - Found On Installation		DOD Serial Nbr	
Inv by Serial Nbr	☐		*i* *Loc	Select A Location 🔍
Auto Assign	☑		Sub Loc	
Asset Id Prefix	Select an Item ▾			

Save

Cancel   Reset   Add

a. Enter the ASSET ID in the field provided. *This is a 12alphanumeric character field.*

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

Component

a. Use *i* 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 *i* 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**	[🔍]
i ***Loc**	Select A Location 🔍
Sub Loc	[ ]

[**Save**]

[Cancel] [Reset] [**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 [**Save**]. *The new asset is added to the list panel.*

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

Asset Entry

Stock Nbr	0G8R078I
UI	EA
Item Desc	MONITOR 17 INCH
Type Action	IFOI - Found On Installation
Inv by Serial Nbr	☐
Auto Assign	☑
Asset Id Prefix	BPG123 ⌄

i *Custodian Nbr	BPG123 🔍
UII	
*Serial Nbr		
DOD Serial Nbr	
i *Loc	BPG123 🔍
Sub Loc	

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		N	Y	18117BROOKS0002	

Cancel   Reset   **Add**

Asset Receiving Entry — IDNT — Donated (Receipt)
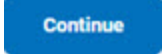
Navigation

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

Procedures

Add an Asset

Selecting [Cancel] *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]. *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	🔍
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]

a.   *The Q⊤Y automatically populates and is not editable.*

Component

a. *The Qᴛʏ automatically populates and is not editable.*

Bulk

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

  E.   Select   Add   . *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	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 *Mfr Data	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	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 *Mfr Data	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	6666001234555	Mfr Yr	
UI	EA	Mfr Model Nbr	
Item Desc	JUMP PROB	License Managed	
Type Action	IDNT - Donated (Receipt)	Mfr Part Nbr	
Catalog Pilferable	No		
Asset Pilferable	☐	CAGE Cd	
i *Mfr Data	Select A Manufacturer 🔍	Non-Actbl	
Mfr Name		Supply Category Management Cd	-

Cancel   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	
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		Dlvy 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.

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

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

Contract

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

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	🔍
*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.*

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

Agency

Stock Nbr	1248163264127	**Office**	
UI	EA	**Active RFID Number**	
Item Desc	SPACE SHUTTLE	**ORDER NUMBER**	
Type Action	IDNT - Donated (Receipt)	**TASK ORDER**	
Classification	Unclassified		

Cancel   Reset

> **Note**
>
>   **Any additional fields on this tab varies by agency and are not ELMS controlled.**

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

End Item Serial

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

a. Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*

b. Use *i* 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 *i* 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	[ ] 🔍
UI	EA	*i* *Loc	Select A Location 🔍
Item Desc	HEATER SPACE OIL FUE	Sub Loc	[ ]
Type Action	IDNT - Donated (Receipt)		

Save

Cancel   Reset   Add

a. Use *i* or 🔍 to browse for the CUSTODIAN NBR entry. *This is a 12 alpha-numeric character field.*

b. Use *i* or 🔍 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 | **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	☐	*i* ***Loc**	TIMS ROOM 🔍
Auto Assign	☑	**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	BROOKS000351	ABC123	GROCE1	TIMS ROOM		N	Y	123ABC	

Cancel   **Reset**   **Add**

Asset Receiving Entry — ILOO — In On Loan — Outside ELMS
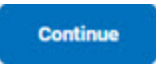
Navigation

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

Procedures

Add an Asset

Selecting [Cancel] *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 ELMS***

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 🔍 to browse for the number. *This is a 14 alphanumeric character field.*

    D. Use ⌄ to select the Asset Cd.

End Item Serial

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

Component

> **Note**
>
> ILOO — In On Loan — Outside ELMS **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	
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 Available
*Cond Cd	A-Svcbl(w/o Qual)		Add
Doc Nbr		Remarks	
*Asset Cd	T -Military Equipment	History Remarks	
i Sys Id			

Cancel   Reset

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

E. Select **Add**. *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	
UI	EA	Mfr Model Nbr	
Item Desc	MONITOR 17 INCH	License Managed	
Type Action	ILOO - In On Loan - 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.

Bulk

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

Manufacturer

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 *Mfr Data	Select A Manufacturer 🔍	Non-Actbl	
Mfr Name		Supply Category Management Cd -	

Cancel   Reset

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

A. Use ⌄ to select the Fund Cd/ASN.

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

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	ILOO - 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				

Cancel   Reset

A.   The ACTIVATION DT automatically populates and is not editable.

B.   The DEPRN PRD automatically populates and is not editable.

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

Note

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

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

End Item Serial

     a. Use i 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 i 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	[🔍]
UI	EA	*i* *Loc	Select A Location 🔍
Item Desc	POKEBALL	Sub Loc	[ ]
Type Action	ILOO - In On Loan - outside DPAS		

Save

Cancel   Reset   **Add**

     a. Use i or 🔍 to browse for the CUSTODIAN NBR entry. *This is a 12 alpha-numeric character field.*

     b. Use i or 🔍 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   **Asset Entry**

Asset Entry

Stock Nbr	0G8R078I	*i* *Custodian Nbr	BPG123 🔍
UI	EA	UII	
Item Desc	MONITOR 17 INCH	*Serial Nbr	
Type Action	ILOO - In On Loan - outside DPAS	DOD Serial Nbr	
Inv by Serial Nbr	☐	*i* *Loc	BPG123 🔍
Auto Assign	☑	Sub Loc	
Asset Id Prefix	BPG123 ⌄		

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	BPG123		N	Y	18117BROOKS0005	

Cancel   Reset   **Add**

Asset Receiving Entry — ILDI — Create Local Due In
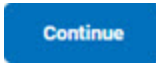
Navigation

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

Procedures

Add an Asset

Selecting [Cancel] *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 [**Continue**]. *The Basic tab displays.*

   A. Use [icon] 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			Remarks	
Doc Nbr			History Remarks	

Cancel   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			Remarks	
Doc Nbr			History Remarks	

Cancel   Reset

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

Bulk

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	
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 *Mfr Data*	Select A Manufacturer 🔍		Non-Actbl	
Mfr Name			Supply Category Management Cd	7M - Cls 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 *Mfr Data*	Select A Manufacturer 🔍		Non-Actbl	
Mfr Name			Supply Category Management Cd	7M - Cls VII-mjr itm,weapons

Cancel   **Reset**

a. Use ⌄ to select the UII Sts Cd.

Bulk

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

Manufacturer

Stock Nbr	8675309123456		Mfr Yr	
UI	EA		Mfr Model Nbr	
Item Desc	TESTING NON-ACCOUNTABLE S		License Managed	
Type Action	ILDI - Create Local Due In		Mfr Part Nbr	
Catalog Pilferable	No			
Asset Pilferable	☐		CAGE Cd	
i *Mfr Data	Select A Manufacturer 🔍		Non-Actbl	
Mfr Name			Supply Category Management 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	[🔍]
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	1-Funded ⌄
Owng Cost Center	[🔍]	Dlvy Ord Nbr	
Owng Cost Center Desc		Loan Cd	G-Government Owned ⌄
Fndng Cost Center	[🔍]	Lease Cd	N-Government Owned ⌄
Fndng Cost Center Desc			

Cancel   Reset

Component

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

Accounting

Stock Nbr	1005012310973	Task Cd	🔍
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	1-Funded
Owng Cost Center	🔍	Dlvy Ord Nbr	
Owng Cost Center Desc		Loan Cd	G-Government Owned
Fndng Cost Center	🔍	Lease Cd	N-Government Owned
Fndng Cost Center Desc			

Cancel   Reset

Bulk

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

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			

Cancel   Reset

A.   Use ![icon] 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	
UI	EA	Agency Defined 3	
Item Desc	CARBINE,5.56 MILLIMETER	Agency Defined 4	
Type Action	ILDI - Create Local Due In	Agency Defined 5	
Prev Asset Id			

Cancel   Reset

> **Note**
>
> **Any additional fields on this tab varies by agency and are not ELMS 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	Select an Item
UI	EA	*i* *Custodian Nbr	
Item Desc	CARBINE,5.56 MILLIMETER	Authn LIN/TAMCN	
Type Action	ILDI - Create Local Due In	*Serial Nbr	
LIN/TAMCN		*i* *Loc	Select A Location
Inv by Serial Nbr	☐	Sub Loc	
Auto Assign	☑		

Save

Cancel   Reset   Add

a. Use 𝒊 or 🔍 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 🔍 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	ILDI - Create Local Due In		*i* *Loc	BUILD 152 SELF 2
Inv by Serial Nbr	☐		Sub Loc	
Auto Assign	☑			

Save

Cancel   Reset   Add

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

Asset Entry

Stock Nbr	8675309123456	*i* *Custodian Nbr	[ ]🔍
UI	EA	Authn LIN/TAMCN	[ ]
Item Desc	TESTING NON-ACCOUNTABLE S	*i* *Loc	Select A Location 🔍
Type Action	ILDI - Create Local Due In	Sub Loc	[ ]
LIN/TAMCN			

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

Buttons: Save Cancel Reset Add

a. Use *i* or 🔍 to browse for the CUSTODIAN NBR entry. *This is a 12 alpha-numeric character field.*

b. Use *i* or 🔍 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   **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	☐		Sub Loc	
Auto Assign	☑			

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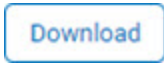
Selecting [Cancel] at any point of this procedure removes all revisions and closes the page, whereas selecting [Reset] returns all fields to the default "All" setting. **Bold** numbered steps are required.

1. In the Asset Management menu, choose Receiving. *The **Asset Receiving Data Entry** page appears.*

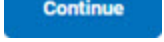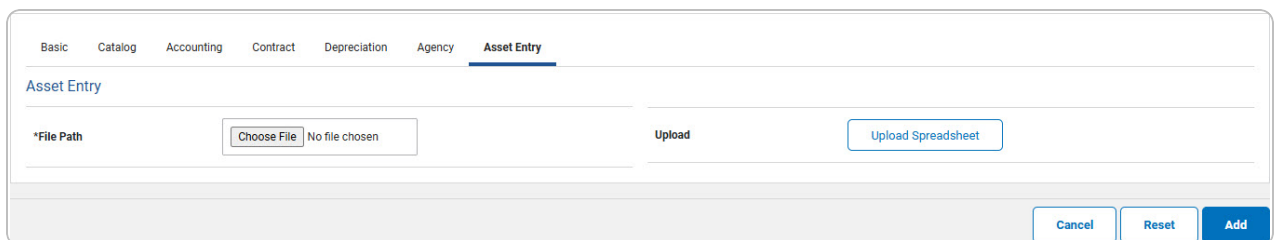2. Select ○ End Item Serial. *This displays the Mass Upload Assets field.*

A. Use ⌄ to select the Type Action.

B. Enter the STOCK NBR, or use 🔍 to browse for the number. *This is a 15 alpha-numeric 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* [Download] *.* **The file AssetReceivingUploadTemplate.xls opens.**
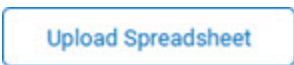
> **Note**
>
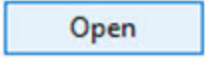> ❓ Once the Excel file is downloaded, open the file and read the first tab, named **Instructions**. The second tab, **Assets**, is where the information about the loadable assets are entered.

3. Select [Continue] *. The **Basic tab** displays.*

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

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

Asset Entry

| *File Path | [Choose File] No file chosen | Upload | [Upload Spreadsheet] |

[Cancel] [Reset] [Add]

A. Select [Choose Files] *. The Windows **Choose File to Upload** pop-up window appears.*

B. Choose the file to attach, and select it.

C. Select [Open] *. The **Choose File to Upload** pop-up window closes, and the file name appears in the File Path field.*

D. Select [Upload Spreadsheet] *.*

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

- 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.*

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 > [Save] > Edit hyperlink

Procedures

Update an Asset

Selecting [Cancel] 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

ELMS 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** numbered steps are required.

Your Background Transaction was Submitted

Transaction Number	38957
Transaction Status	Submitted by User

[Cancel] [Refresh]

- Select [Refresh] to update the transaction status. *The page refreshes.*
- Select [View Results] once the background process is completed. *The **Transaction Status** page appears.*
- Select [Cancel]. *The **Asset Receiving Entry** page appears.*
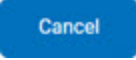
View the Asset Receiving Transaction Status

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
		UII	JMN123

Cancel   Print

- Select [Print] to print a report of the transaction. *The **Export an Asset Transfer Report** page appears.*

- Select [Cancel]. *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.
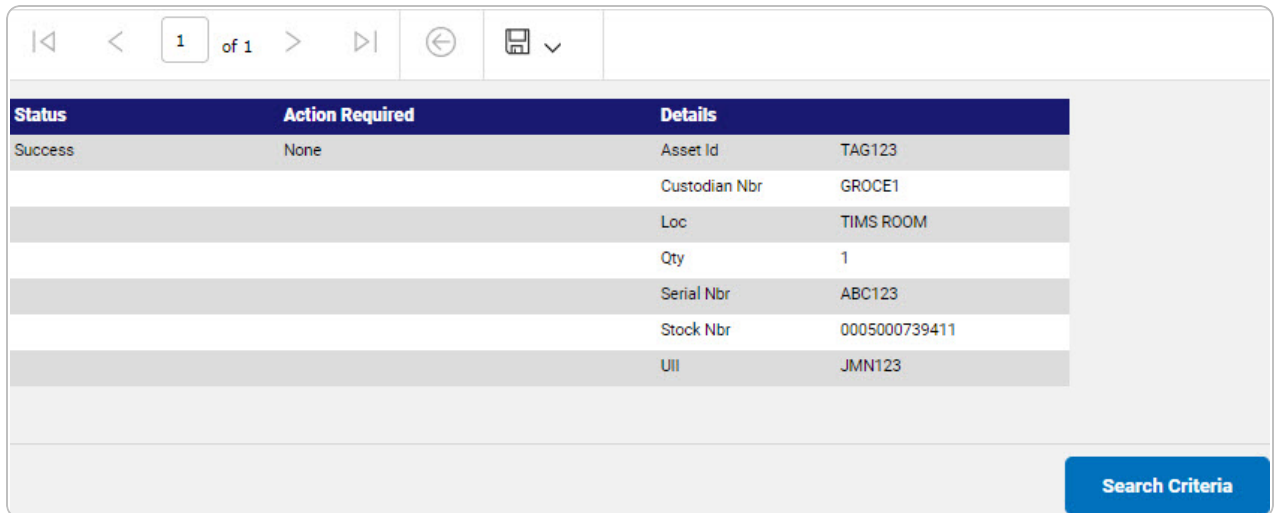
Navigation

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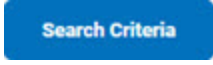
Procedures

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.*

|◁ < [1] of 1 > ▷| ⟲ 🖫 ⌄		
Status	**Action Required**	**Details**	
Success	None	Asset Id	TAG123
		Custodian Nbr	GROCE1
		Loc	TIMS ROOM
		Qty	1
		Serial Nbr	ABC123
		Stock Nbr	0005000739411
		UII	JMN123

Search Criteria

2. Follow the prompts provided by the computer.

3. Select [Search Criteria]. *The **Asset Receiving Entry** page appears.*

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.*