

# Asset Receiving – Entry Page

## Overview

The Property Accountability module Asset Receiving process provides the ability to receive assets to DPAS. The assets are either Serially managed (individual asset - one at a time), Component managed (a part of a total asset - one at a time, linked to the Higher Assemblage), or Bulk managed (group of assets - a bunch at a time).

## Navigation

Asset Management > Receiving > Asset Receiving page

## Procedures

### Add an Asset

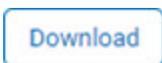
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

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

#### End Item Serial

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

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

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

### Component

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

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

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

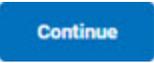
### Bulk

- A. Choose the Bulk radio button.

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



## Help Reference Guide

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

