



Asset Receiving Entry — IAAR — Administrative Adjustment

Overview

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

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

Navigation

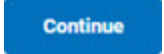



Asset Management > Receiving > Asset Receiving > Type Action IAAR — Administrative Adjustment > Asset Receiving Tabs page

Procedure

Add an Asset

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

Bold numbered steps are required.

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



End Item Serial

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

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



Component

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

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



Bulk

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

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

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

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

A. Use  or  to assist with the MFR DATA entry. *This is a 36 alphanumeric character field.*

B. Enter the MFR YR in the field provided. *This is a 4 numeric character field.*



End Item Serial

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

- a. Use  to select the UII Sts Cd.

Component

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

- a. Use  to select the UII Sts Cd.



Bulk


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

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

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

Accounting

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

A. Use  to select the Fund Cd/ASN.

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

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


Contract

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




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

Note



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

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

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

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

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

Agency

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

Note







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

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

End Item Serial





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

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



Component

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



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



Bulk





Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
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Asset Entry

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

Save

Cancel **Reset** **Add**

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

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





Help Reference Guide

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

Asset Entry

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

Save

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

Cancel

Reset

Add

