

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

Procedures

Add an Asset

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

Bold numbered steps are required.

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



End Item Serial

Basic

Catalog

Accounting

Contract

Depreciation

Agency

Asset Entry

Basic

Stock Nbr

OGX96CE2050

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

Asset Sts

U-In Use

▼

*Acq Dt

📅

Local Rpt Dt

9/23/2022

📅

*Cond Cd

A-Svcbl(w/o Qual)

▼

Rcvd By

Origl In Svc Dt

📅

Remarks

iRAPT/WAWF Shpmt Id

History Remarks

Attachments

No Attachments Available

Add

Cancel

Reset

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

Component

BasicCatalogAccountingContractDepreciationAgencyAsset 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 Rpt 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

Basic		Catalog		Accounting		Contract		Depreciation		Agency		Asset Entry	
Basic													
Stock Nbr	999900V010002			Lot Nbr	<input type="text"/>								
UI	EA			Expr Dt	<input type="text" value="9/23/2022"/>								
Item Desc	POKEBALL			Local Rept Dt	<input type="text" value="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"/>									
Doc Nbr	<input type="text"/>			Remarks	<input type="text"/>								
*Asset Cd	T-Military Equipment			History Remarks	<input type="text"/>								
i Sys Id	<input type="text"/>												
				<input type="button" value="Cancel"/> <input type="button" value="Reset"/>									

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

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

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

A. Enter the MFR DATA, or use  to browse for the entry. *This is a 36 alphanumeric character field.*

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



End Item Serial


Basic
Catalog
Accounting
Contract
Depreciation
Agency
Asset Entry

Manufacturer

Stock Nbr	OG8R078I	Mfr Yr	<input type="text"/>
UI	EA	Mfr Model Nbr	
Item Desc	MONITOR 17 INCH	License Managed	
Type Action	IAAR - Administrative Adjustment	Mfr Part Nbr	
Catalog Piferable	No	*UII Sts Cd	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> Select an Item ▼ </div>
Asset Piferable	<input type="checkbox"/>	CAGE Cd	
i *Mfr Data	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> Select A Manufacturer 🔍 </div>	Non-Actbl	
Mfr Name	Supply Category Management Cd -		

Cancel

Reset

a. Use  to select the UII Sts Cd.

Component

Basic
Catalog
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Asset Entry

Manufacturer

Stock Nbr	OG8R078I	Mfr Yr	<input type="text"/>
UI	EA	Mfr Model Nbr	
Item Desc	MONITOR 17 INCH	License Managed	
Type Action	IAAR - Administrative Adjustment	Mfr Part Nbr	
Catalog Piferable	No	*UII Sts Cd	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> Select an Item ▼ </div>
Asset Piferable	<input type="checkbox"/>	CAGE Cd	
i *Mfr Data	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> Select A Manufacturer 🔍 </div>	Non-Actbl	
Mfr Name	Supply Category Management Cd -		

Cancel

Reset




a. Use  to select the UII Sts Cd.

Bulk

BasicCatalogAccountingContractDepreciationAgencyAsset 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 Piferable	No		
Asset Piferable	<input type="checkbox"/>	CAGE Cd	
i *Mfr Data	<div>Select A Manufacturer </div>	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	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"/>							
								<input type="button" value="Cancel"/> <input type="button" value="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	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"/>							
								<input type="button" value="Cancel"/>




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

Note



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

Basic		Catalog		Accounting		Contract		Depreciation		Agency		Asset Entry	
Depreciation													
Stock Nbr	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	<input checked="" type="checkbox"/>			Prior Deprn Util Qty	0								
*Activation Dt	<input type="text"/>			Deprn Cost Center	<input type="text"/>								
*Deprn Period	<input type="text"/>			Deprn Cost Center Desc									
Deprn Task Cd	<input type="text"/>												
Deprn Job Order Nbr	<input type="text"/>												
<input type="button" value="Cancel"/> <input type="button" value="Reset"/>													

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

Basic
Catalog
Accounting
Contract
Depreciation
Agency
Asset Entry

Agency

Stock Nbr	OGX96CE2050	Office	<input type="text"/>
UI	EA	Active RFID Number	<input type="text"/>
Item Desc	CACHE ENGINE	ORDER NUMBER	<input type="text"/>
Type Action	IAAR - Administrative Adjustment	TASK ORDER	<input type="text"/>
Classification	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Unclassified</div> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">▼</div>		

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	0GX96CE2050
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"/>	

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







Component

Basic
Catalog
Accounting
Contract
Depreciation
Agency
Asset Entry

Asset Entry

Stock Nbr	0GX96CE2050	i *Custodian Nbr	<input type="text" value="GROCE1"/>
UI	EA	UII	<input type="text"/>
Item Desc	CACHE ENGINE	*Serial Nbr	<input style="border: 1px dashed #007bff;" type="text"/>
Type Action	IAAR - Administrative Adjustment	DOD Serial Nbr	<input type="text"/>
Inv by Serial Nbr	<input type="checkbox"/>	i *Loc	0ACM1
Auto Assign	<input checked="" type="checkbox"/>	Sub Loc	<input type="text"/>
Asset Id Prefix	<input type="text" value="Select an Item"/>		

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








Bulk

Basic
Catalog
Accounting
Contract
Depreciation
Agency
Asset Entry

Asset Entry

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

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

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



Basic
Catalog
Accounting
Contract
Depreciation
Agency
Asset Entry

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	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	OACM1		N	Y	123ABC	

Cancel

Reset

Add