Asset Receiving Entry — IDNT — Donated (Receipt)

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).
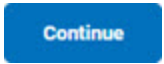
Navigation

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

Procedure

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 QTY automatically populates and is not editable.*

Component

| 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 QTY automatically populates and is not editable.*

Bulk

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry

Basic

Field	Value	Field	Value
Stock Nbr	4520009274214	Lot Nbr	
UI	EA	Expr Dt	
Item Desc	HEATER SPACE OIL FUE	Local Rcpt Dt	9/30/2022
Type Action	IDNT - Donated (Receipt)	Rcvd By	
*Qty		iRAPT/WAWF Shpmt 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 Q TY 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.   Use *i* or 🔍 to assist with the M FR D ATA entry. *This is a 36 alphanumeric character field.*

    B.   Enter the M FR Y R 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	1248163264127	Mfr Yr	
UI	EA	Mfr Model Nbr	
Item Desc	SPACE SHUTTLE	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			

Cancel   Reset

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	4520009274214	Mfr Yr	
UI	EA	Mfr Model Nbr	
Item Desc	HEATER SPACE OIL FUE	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			

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.*

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 [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	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 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	1248163264127	*i* *Custodian Nbr	[🔍]
UI	EA	UII	[ ]
Item Desc	SPACE SHUTTLE	*Serial Nbr	[ ]
Type Action	IDNT - Donated (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. 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 alpha-numeric character field.*

c. Enter the UII in the field provided. *This is a 50 alphanumeric character field.*

d. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

e. Use *i* or 🔍 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	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	0ACM1
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 alpha-numeric character field.*

c.   Enter the UII in the field provided. *This is a 50 alphanumeric character field.*

d.   Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

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

ODASD (Logistics) under A&S Sustainment

DPAS Helpdesk 1-844-843-3727

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

b. Use ℹ️ 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
UI	EA
Item Desc	SPACE SHUTTLE
Type Action	IDNT - Donated (Receipt)
Inv by Serial Nbr	☐
Auto Assign	☑
Asset Id Prefix	BROOKS ⌄

i ***Custodian Nbr***	GROCE1 🔍
UII	
***Serial Nbr**	
DOD Serial Nbr	
i ***Loc***	TIMS ROOM 🔍
Sub Loc	

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**