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).
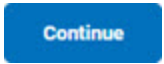
Navigation

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

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 [icon] 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 Q*ᴛʏ *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

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 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
UI	EA
Item Desc	SPACE SHUTTLE
Type Action	IDNT - Donated (Receipt)
Classification	Unclassified

Office	
Active RFID Number	
ORDER NUMBER	
TASK ORDER	

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

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.*

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 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**