



## Asset Receiving Entry — IFOI — Found On Installation

### 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 IFOI — Found On Installation > 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 **IFOI — Found On Installation**
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. 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
<b>Basic</b>						
Stock Nbr	0005000739411		Doc Nbr	<input type="text"/>		
UI	EA		*Asset Cd	Select an Item <input type="button" value="v"/>		
Item Desc	TEST RIFLE		i Sys Id	<input type="text"/>		
Type Action	IFOI - Found On Installation		Cptl Cd	A-DoD Threshold <input type="button" value="v"/>		
*Qty	<input type="text" value="1"/>		Asset Sts	U-In Use <input type="button" value="v"/>		
*Acq Dt	<input type="text"/>		Local Rcpt Dt	6/22/2023 <input type="button" value="v"/>		
*Cond Cd	A-Svcbl(w/o Qual) <input type="button" value="v"/>		Rcvd By	<input type="text"/>		
Origl In Svc Dt	<input type="text"/>					
iRAPT/WAWF Shpmt Id						
Attachments		No Attachments Available				
<input type="button" value="Add"/>						
Remarks	<input type="text"/>					
History Remarks	<input type="text"/>					
<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
<b>Basic</b>						
Stock Nbr	0005000739411		Doc Nbr	<input type="text" value=""/>		
UI	EA		*Asset Cd	Select an Item <span>▼</span>		
Item Desc	TEST RIFLE		i Sys Id			
Type Action	IFOI - Found On Installation		Cptl Cd	A-DoD Threshold <span>▼</span>		
*Qty	<input type="text" value="1"/>		Asset Sts	U-In Use <span>▼</span>		
*Acq Dt	<input type="text" value=""/>		Local Rcpt Dt	6/23/2023 		
*Cond Cd	A-Svcbl(w/o Qual) <span>▼</span>		Rcvd By	<input type="text" value=""/>		
Origl In Svc Dt	<input type="text" value=""/>					
iRAPT/WAWF Shpmt Id						
Attachments	No Attachments Available					
<input type="button" value="Add"/>						
Remarks	<input type="text" value=""/>					
History Remarks	<input type="text" value=""/>					
<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

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**Basic**

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**Stock Nbr**      1005011844041

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**UI**              EA

---

**Item Desc**      BOLT,AUTOMATIC WEAPON


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**Type Action**    IFOI - Found On Installation


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**\*Qty**           


---

**\*Acq Dt**          


---

**\*Cond Cd**         

---

**Doc Nbr**          

---

**\*Asset Cd**         





## Help Reference Guide

i Sys Id	<input type="text"/>
Lot Nbr	<input type="text"/>
Expr Dt	<input type="text"/>
Local Rcpt Dt	6/23/2023
Rcvd By	<input type="text"/>
iRAPT/WAWF Shpmt Id	
Attachments	No Attachments Available
<input type="button" value="Add"/>	
Remarks	<input type="text"/>
History Remarks	<input type="text"/>

- a. Enter the QTY in the field provided. *This is a 6 numeric character field.*
- E. 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 0005000739411

UI EA

Item Desc TEST RIFLE

Type Action IFOI - Found On Installation

Catalog Pilferable No

Asset Pilferable

i \*Mfr Data

Mfr Name





## Help Reference Guide

Mfr Yr	<input type="text"/>
Mfr Model Nbr	<input type="text"/>
License Managed	<input type="text"/>
Mfr Part Nbr	<input type="text"/>
*UII Sts Cd	<input type="text" value="Select an Item"/>
CAGE Cd	<input type="text"/>
Non-Actbl	<input type="text"/>

- a. Use  to select the UII Sts Cd.





## Component

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

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Manufacturer

---

Stock Nbr 0005000739411

---

UI EA

---

Item Desc TEST RIFLE

---

Type Action IFOI - Found On Installation


---

Catalog Pilferable No

---

Asset Pilferable

---

i \*Mfr Data  

---

Mfr Name

---







## Help Reference Guide

Mfr Yr	<input type="text"/>
Mfr Model Nbr	<input type="text"/>
License Managed	<input type="text"/>
Mfr Part Nbr	<input type="text"/>
*UII Sts Cd	<input type="text" value="Select an Item"/>
CAGE Cd	<input type="text"/>
Non-Actbl	<input type="text"/>

- a. Use  to select the UII Sts Cd.





## Bulk

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

### Manufacturer

Stock Nbr 1005011844041

UI EA

Item Desc BOLT,AUTOMATIC WEAPON

Type Action IFOI - Found On Installation

Catalog Pilferable No

Asset Pilferable

i \*Mfr Data

Mfr Name



Mfr Yr

Mfr Model Nbr

License Managed

Mfr Part Nbr

CAGE Cd

Non-Actbl

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



## Help Reference Guide

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

### Accounting

Stock Nbr   0005000739411

UI   EA

Item Desc   TEST RIFLE

Type Action   IFOI - Found On Installation

\*Fund Cd/ASN  

Oblign Doc Nbr  

Owng Cost Center  

Owng Cost Center Desc





## Help Reference Guide

Fndng Cost Center	<input type="text"/>
Fndng Cost Center Desc	
Task Cd	<input type="text"/>
Job Order Nbr	<input type="text"/>
LOA	<input type="text"/>
Exp Cd	1-Funded <input type="button" value="v"/>
Divy Ord Nbr	<input type="text"/>
Loan Cd	G-Government Owned <input type="button" value="v"/>
Lease Cd	N-Government Owned <input type="button" value="v"/>

- A. Use  to select the Fund Cd/ASN.
6. Select Contract. *The **Contract Tab** appears.*



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

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**Contract**

---

Stock Nbr      0005000739411

---

UI                EA

---

Item Desc        TEST RIFLE

---

Type Action     IFOI - Found On Installation

---

Cntr/PO Nbr   

---

SPIIN           

---

CLIN            

---

SLIN            

---


ACRN           

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[Cancel](#)

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

**Note**



If this 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.



## Help Reference Guide

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

### Depreciation

Stock Nbr      0005000739411

UI                EA

Item Desc        TEST RIFLE

Type Action      IFOI - Found On Installation

#### Activate Depreciation

\*Activation Dt

\*Deprn Period


Salvage Value





## Help Reference Guide

Prior Deprn SL
Prior Deprn AB
Deprn Util Svc Life
Prior Deprn Util Qty
Deprn Cost Center
Deprn Cost Center Desc
Deprn Job Order Nbr

- 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.*







## Help Reference Guide

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

### Agency

Stock Nbr      0005000739411

UI                EA

Item Desc        TEST RIFLE

Type Action     IFOI - Found On Installation

Classification     ▼

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.**

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



## End Item Serial

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

---

**Asset Entry**

Stock Nbr      0005000739411

---

UI              EA

---

Item Desc      TEST RIFLE

---

Type Action    IFOI - Found On Installation

---

Inv by Serial Nbr  

---

Auto Assign    

---

Asset Id Prefix    ▼

---

i \*Custodian Nbr    🔍

---

UII             

---

\*Serial Nbr     

---

DOD Serial Nbr  

---

i \*Loc             🔍

---

Sub Loc        

---





**Save**

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**Cancel**   **Reset**   **Add**



## Help Reference Guide

- 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	<b>Asset Entry</b>
<b>Asset Entry</b>						
Stock Nbr	0005000739411					
UI	EA					
Item Desc	TEST RIFLE					
Type Action	IFOI - Found On Installation					
Inv by Serial Nbr	<input type="checkbox"/>					
Auto Assign	<input checked="" type="checkbox"/>					
Asset Id Prefix	Select an Item 					







## Help Reference Guide





<i>i</i> *Custodian Nbr	<input type="text" value="TGROCE"/>
UII	<input type="text"/>
*Serial Nbr	<input type="text"/>
DOD Serial Nbr	<input type="text"/>
<i>i</i> *Loc	AREA7
Sub Loc	<input type="text"/>


- a. Use  or  to browse for the CUSTODIAN NBR entry. *This is a 12 alphanumeric 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	<b>Asset Entry</b>
<b>Asset Entry</b>						
Stock Nbr	1005011844041					
UI	EA					
Item Desc	BOLT,AUTOMATIC WEAPON					
Type Action	IFOI - Found On Installation					
i *Custodian Nbr	<input type="text"/> 					
i *Loc	<input type="text" value="Select A Location"/> 					
Sub Loc	<input type="text"/>					
						<b>Save</b>
				<b>Cancel</b>	<b>Reset</b>	<b>Add</b>

- 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    0005000739411

UI            EA

Item Desc    TEST RIFLE

Type Action    IFOI - Found On Installation

Inv by Serial Nbr   

Auto Assign   

\*Asset Id

i \*Custodian Nbr

TGROCE



UII

\*Serial Nbr





## Help Reference Guide

DOD Serial Nbr

i\*Loc

Sub Loc

Save

	Asset Id	Serial Nbr	Cust Nbr	Loc	Sub Loc	Inv By Serial Nbr	Auto Assign	UII	DOD Serial Nbr
<a href="#">Edit</a> <a href="#">Remove</a>	TAG123	ABC123	TGROCE	AREA7		N	N	JMN123	

Cancel

Reset

Add

