



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

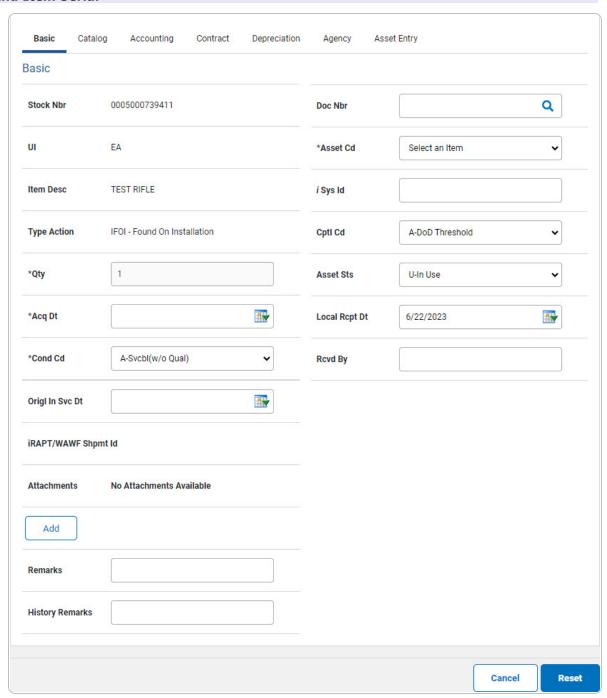
Selecting at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- 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 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 \(\frac{Q}{2} \) to browse for the number. This is a 14 alphanumeric character field.
 - **D.** Use Y to select the Asset Cd.





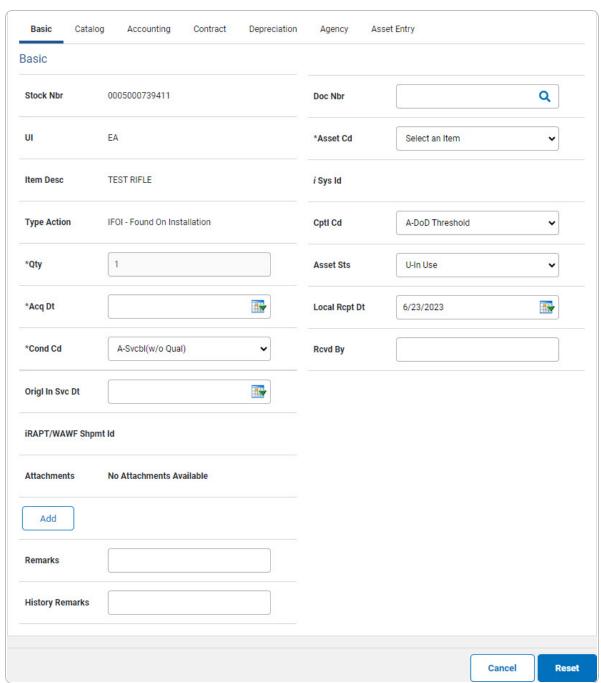
End Item Serial



a. The QTY automatically populates and is not editable.



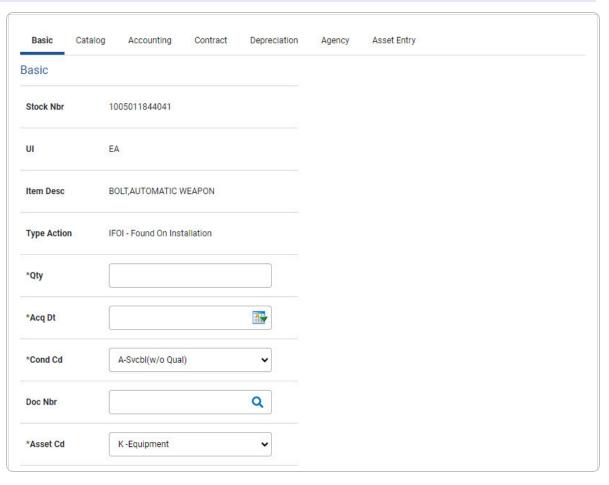
Component



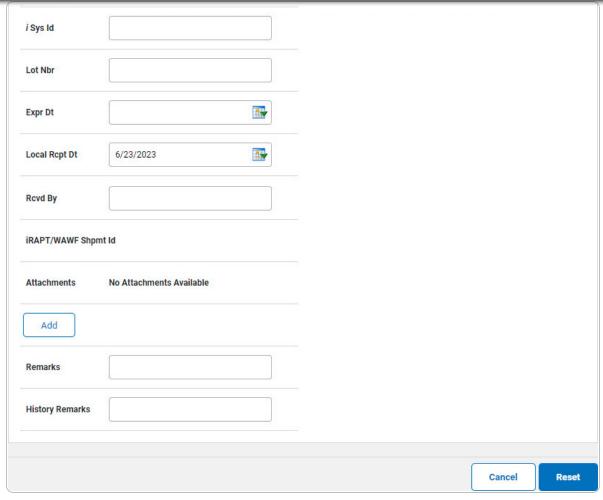
a. The QTY automatically populates and is not editable.



Bulk





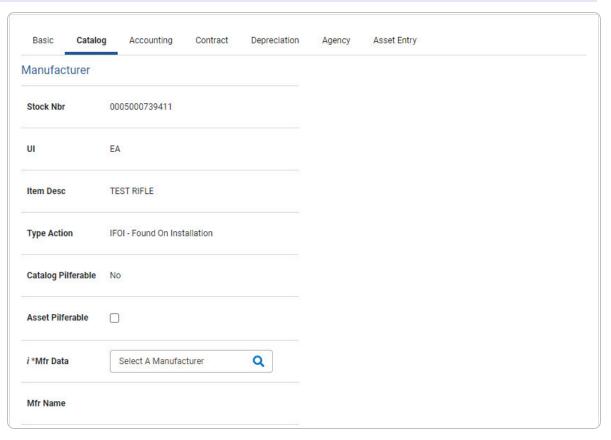


- **a.** Enter the QTY in the field provided. This is a 6 numeric character field.
- E. Select Add an Attachment page appears.
- 4. Select Catalog. The Catalog Tab displays.
 - **A.** Use or or to assist with the MFR DATA entry. This is a 36 alphanumeric character field.
 - **B.** Enter the MFR YR in the field provided. *This is a 4 numeric character field.*

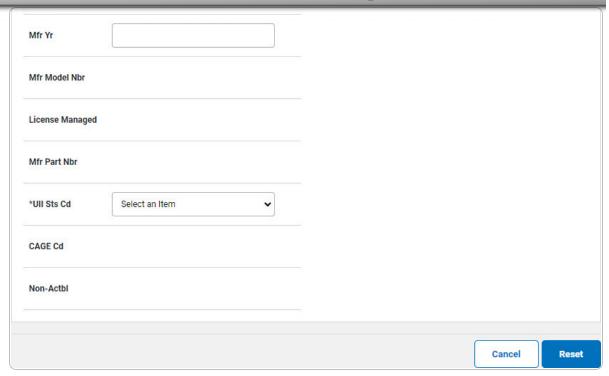




End Item Serial





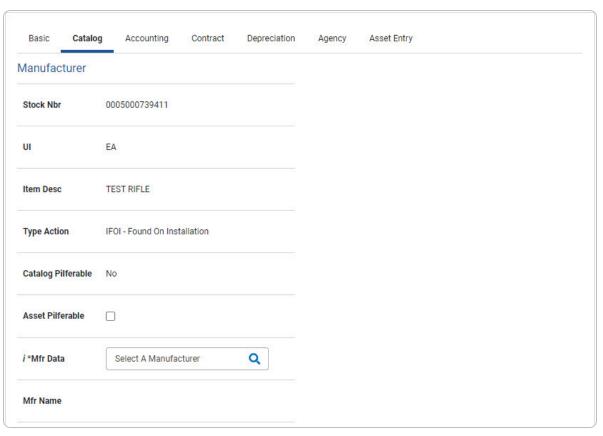


a. Use to select the UII Sts Cd.



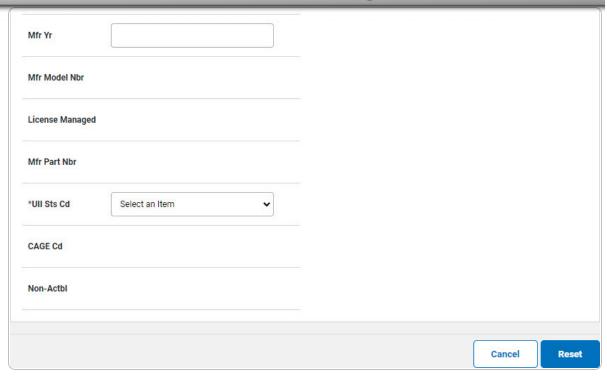


Component



8



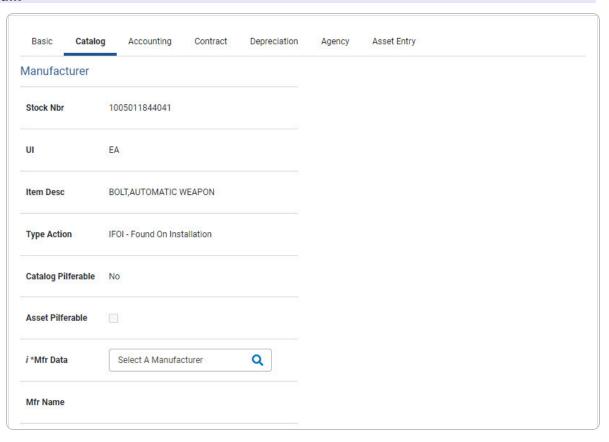


a. Use Y to select the UII Sts Cd.

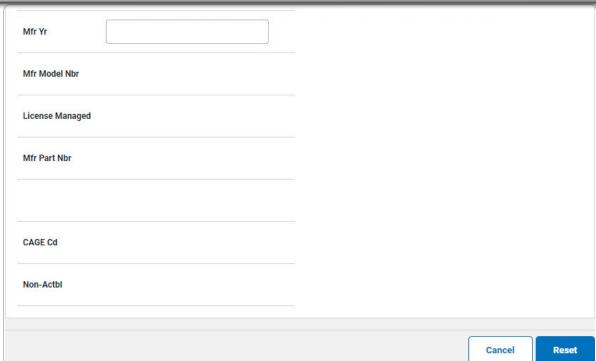




Bulk





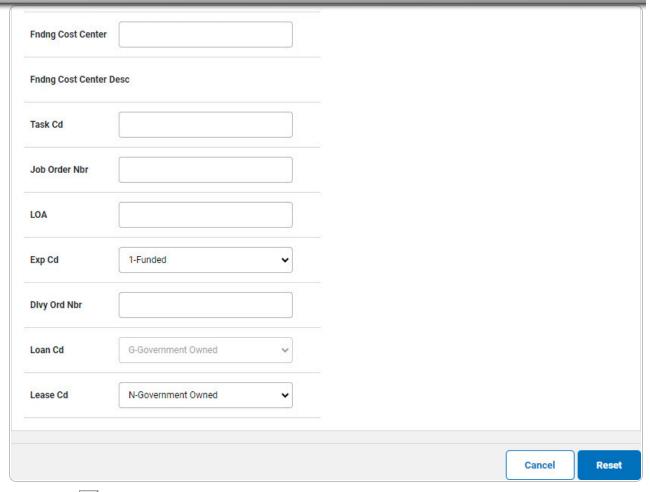


5. Select Accounting. *The Accounting Tab displays.*



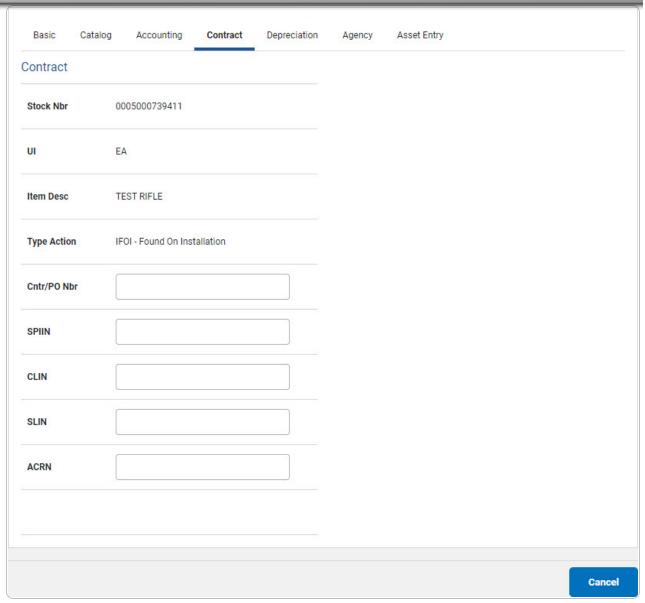
Basic Catalo	g Accounting	Contract	Depreciation	Agency
ccounting				
Stock Nbr	0005000739411			
Л	EA			
tem Desc	TEST RIFLE			
ype Action	IFOI - Found On Inst	tallation		
Fund Cd/ASN	Select an Item		•	
Oblign Doc Nbr				
Owng Cost Center				





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





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

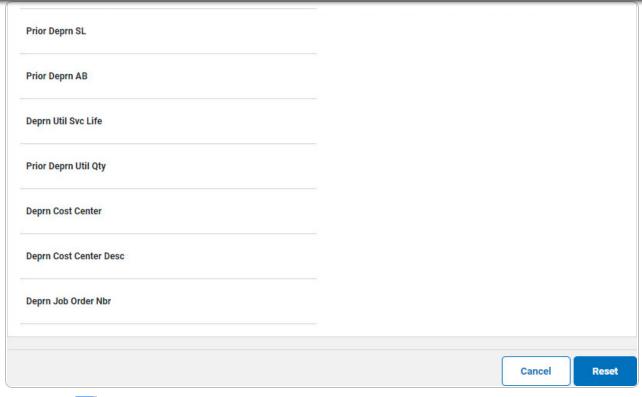
Note

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.



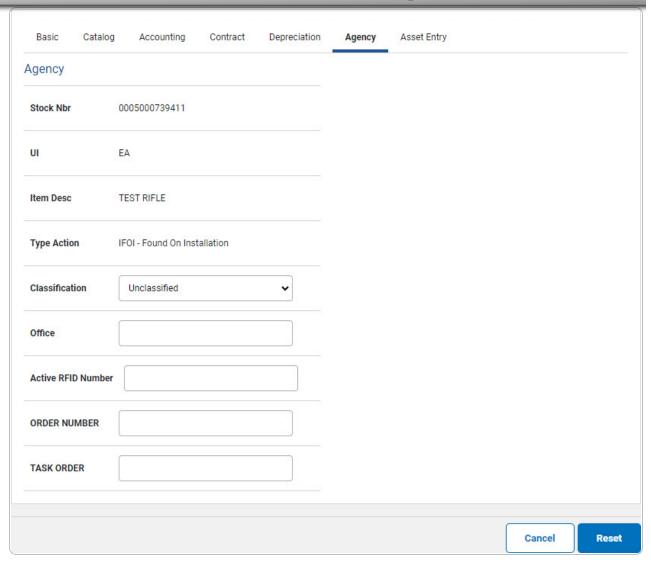
Basic Cata	alog Accounting	Contract	Depreciation	Agency	Asset Entry
epreciation			2		
Stock Nbr	0005000739411				
UI	EA				
Item Desc	TEST RIFLE				
Type Action	IFOI - Found On Ins	stallation			
Activate Depreci	ation				
*Activation Dt					
*Deprn Period					
Salvage Value					





- 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.





Note

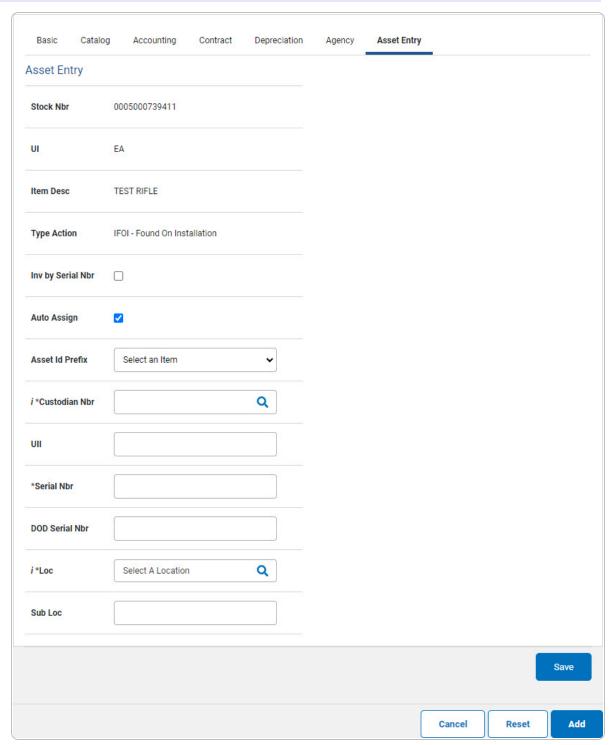
Any additional fields on this tab varies by agency and are not DPAS controlled.

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





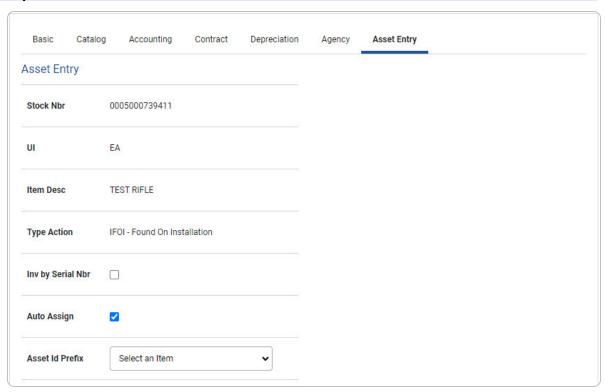
End Item Serial



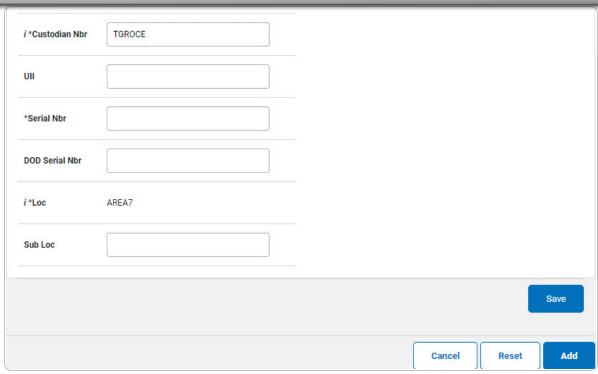


- **a.** Enter the ASSET ID in the field provided. *This is a 12alphanumeric character field.*
- **b.** Use **i** or **Q** to browse for the CUSTODIAN NBR entry. *This is a 12 alphanumeric character field.*
- **c.** Enter the UII in the field provided. *This is a 50 alphanumeric character field.*
- **d.**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

Component



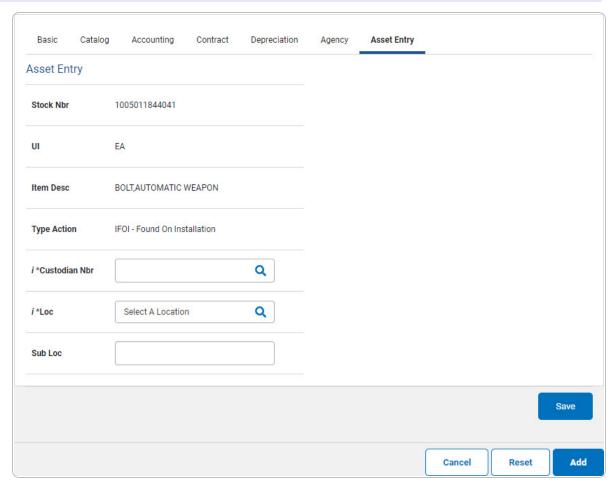




- a. Use or to browse for the Custodian NBR entry. This is a 12 alphanumeric character field.
- **b.** Enter the UII in the field provided. *This is a 50 alphanumeric character field.*
- **c.** Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- **d.** Use **i**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



Bulk



- **a.** Use or to browse for the Custodian NBR entry. This is a 12 alphanumeric character field.
- **b.** Use **i** or **Q** 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 Cat	alog	Accounting	Contract	Depreciation	Agency	Asset Entry
Asset Entry						
Stock Nbr	00	05000739411				
UI	EA					
Item Desc	TE	ST RIFLE				
Type Action	IF	OI - Found On Ins	tallation			
Inv by Serial Nb						
Auto Assign						
*Asset Id						
i *Custodian Nbr		GROCE		Q		
UII						
*Serial Nbr						



DOD Se	erial Nbr									
i*Loc		AREA7		Q						
Sub Lo	С									
										Save
		Asset Id	Serial Nbr	Cust Nbr	Loc	Sub Loc	Inv By Serial Nbr	Auto Assign	UII	DOD Serial Nbr
Edit	Remove	TAG123	ABC123	TGROCE	AREA7		N	N	JMN123	
								Cancel	Rese	Add