

## 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

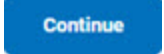




Asset Management > Receiving > Asset Receiving > Type Action IFOI — Found On Installation > Asset Receiving Tabs page

### 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 **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

Basic

Stock Nbr	OG8R078I	Doc Nbr	<input type="text"/>
UI	EA	*Asset Cd	K -Equipment
Item Desc	MONITOR 17 INCH	i Sys Id	<input type="text"/>
Type Action	IFOI - Found On Installation	Cptl Cd	A-DoD Threshold
*Qty	1	Asset Sts	U-In Use
*Acq Dt	<input type="text"/>	Local Rcpt Dt	4/4/2025
*Cond Cd	A-Svcbl(w/o Qual)	Rcvd By	<input type="text"/>
Origl In Svc Dt	<input type="text"/>	Remarks	<input type="text"/>
IRAPT/WAWF Shpmt Id		History Remarks	<input type="text"/>
Attachments	No Attachments Available		

Add

Cancel
Reset

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

**Component**

Basic

Catalog

Accounting

Contract

Depreciation

Agency

Asset Entry

Basic

Stock Nbr

OG8R078I

Doc Nbr

Q

UI

EA

\*Asset Cd

K -Equipment

▼

Item Desc

MONITOR 17 INCH

i Sys Id

Type Action

IFOI - Found On Installation

Cptl Cd

A-DoD Threshold

▼

\*Qty

1

Asset Sts

U-In Use

▼

\*Acq Dt

Local Rcpt Dt

4/4/2025

\*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.*


## Bulk

Basic		Catalog		Accounting		Contract		Depreciation		Agency		Asset Entry	
<b>Basic</b>													
Stock Nbr	999900V010002			Lot Nbr	<input type="text"/>								
UI	EA			Expr Dt	<input type="text"/>								
Item Desc	POKEBALL			Local Rcpt Dt	<input type="text" value="4/4/2025"/>								
Type Action	IFOI - Found On Installation			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) <span>▼</span>			<input type="button" value="Add"/>									
Doc Nbr	<input type="text"/>			Remarks	<input type="text"/>								
*Asset Cd	T -Military Equipment <span>▼</span>			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.*

E. 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	IFOI - Found On Installation	Mfr Part Nbr	
Catalog Pilferable	No	*UII Sts Cd	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <span>Select an Item</span> <span style="margin-left: 5px;">▼</span> </div>
Asset Pilferable	<input type="checkbox"/>	CAGE Cd	
i *Mfr Data	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <span>Select A Manufacturer</span> <span style="margin-left: 5px; color: #007bff; font-size: 0.8em;">🔍</span> </div>	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	OG8R078I	Mfr Yr	<input type="text"/>
UI	EA	Mfr Model Nbr	
Item Desc	MONITOR 17 INCH	License Managed	
Type Action	IFOI - Found On Installation	Mfr Part Nbr	
Catalog Pilferable	No	*UII Sts Cd	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <span>Select an Item</span> <span style="margin-left: 5px;">▼</span> </div>
Asset Pilferable	<input type="checkbox"/>	CAGE Cd	
i *Mfr Data	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <span>Select A Manufacturer</span> <span style="margin-left: 5px; color: #007bff; font-size: 0.8em;">🔍</span> </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	6666001234555	Mfr Yr	<input type="text"/>
UI	EA	Mfr Model Nbr	
Item Desc	JUMP PROB	License Managed	
Type Action	IFOI - Found On Installation	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.*

<a href="#">Basic</a> <a href="#">Catalog</a> <b><a href="#">Accounting</a></b> <a href="#">Contract</a> <a href="#">Depreciation</a> <a href="#">Agency</a> <a href="#">Asset Entry</a>	
<b>Accounting</b>	
Stock Nbr	0G8R078I
UI	EA
Item Desc	MONITOR 17 INCH
Type Action	IFOI - Found On Installation
*Fund Cd/ASN	<input type="text" value="Select an Item"/>
Oblign Doc Nbr	<input type="text"/>
Owng Cost Center	<input type="text"/>
Owng Cost Center Desc	<input type="text"/>
Fndng Cost Center	<input type="text"/>
Fndng Cost Center Desc	<input type="text"/>
Task Cd	<input type="text"/>
Job Order Nbr	<input type="text"/>
LOA	<input type="text"/>
Exp Cd	<input type="text" value="1-Funded"/>
Divy Ord Nbr	<input type="text"/>
Loan Cd	<input type="text" value="G-Government Owned"/>
Lease Cd	<input type="text" value="N-Government Owned"/>

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

<a href="#">Basic</a> <a href="#">Catalog</a> <a href="#">Accounting</a> <b><a href="#">Contract</a></b> <a href="#">Depreciation</a> <a href="#">Agency</a> <a href="#">Asset Entry</a>	
<b>Contract</b>	
Stock Nbr	0G8R078I
UI	EA
Item Desc	MONITOR 17 INCH
Type Action	IFOI - Found On Installation
Cntr/PO Nbr	<input type="text"/>
SPIIN	<input type="text"/>
CLIN	<input type="text"/>
SLIN	<input type="text"/>
ACRN	<input type="text"/>

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		Catalog		Accounting		Contract		Depreciation		Agency		Asset Entry	
Depreciation													
Stock Nbr	0G8R078I								Prior Deprn SL				
UI	EA								Prior Deprn AB				
Item Desc	MONITOR 17 INCH								Deprn Util Svc Life				
Type Action	IFOI - Found On Installation								Prior Deprn Util Qty				
Activate Depreciation									Deprn Cost Center				
*Activation Dt									Deprn Cost Center Desc				
*Deprn Period									Deprn Job Order Nbr				
Salvage Value													
												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	0G8R078I	Office	<input type="text"/>
UI	EA	Active RFID Number	<input type="text"/>
Item Desc	MONITOR 17 INCH	ORDER NUMBER	<input type="text"/>
Type Action	IFOI - Found On Installation	TASK ORDER	<input type="text"/>
Classification	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;">Unclassified <span style="font-size: 0.8em;">▼</span></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	0G8R078I	i *Custodian Nbr	<input style="border: 1px solid #ccc; border-radius: 4px;" type="text"/> <span style="float: right; font-size: 0.8em; color: #007bff;">🔍</span>
UI	EA	UII	<input type="text"/>
Item Desc	MONITOR 17 INCH	*Serial Nbr	<input type="text"/>
Type Action	IFOI - Found On Installation	DOD Serial Nbr	<input type="text"/>
Inv by Serial Nbr	<input type="checkbox"/>	i *Loc	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;">Select A Location <span style="float: right; font-size: 0.8em; color: #007bff;">🔍</span></div>
Auto Assign	<input checked="" type="checkbox"/>	Sub Loc	<input type="text"/>
Asset Id Prefix	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;">Select an Item <span style="font-size: 0.8em;">▼</span></div>		





Save

Cancel
Reset
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

<div style="display: flex; justify-content: space-between; font-size: 0.8em;"> <span>Basic</span> <span>Catalog</span> <span>Accounting</span> <span>Contract</span> <span>Depreciation</span> <span>Agency</span> <span style="border-bottom: 1px solid black;">Asset Entry</span> </div>			
<b>Asset Entry</b>			
Stock Nbr	0G6R078I	i *Custodian Nbr	<input type="text" value="BPG123"/>
UI	EA	UII	<input type="text"/>
Item Desc	MONITOR 17 INCH	*Serial Nbr	<input type="text"/>
Type Action	IFOI - Found On Installation	DOD Serial Nbr	<input type="text"/>
Inv by Serial Nbr	<input type="checkbox"/>	i *Loc	<input type="text" value="BPG123"/>
Auto Assign	<input checked="" type="checkbox"/>	Sub Loc	<input type="text"/>
Asset Id Prefix	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <span>Select an Item</span> <span style="margin-left: 5px;">▼</span> </div>		
<div style="display: flex; justify-content: flex-end; gap: 10px;"> <div style="border: 1px solid #ccc; padding: 5px 10px; background-color: #007bff; color: white;">Save</div> <div style="border: 1px solid #ccc; padding: 5px 10px; background-color: #fff;">Cancel</div> <div style="border: 1px solid #ccc; padding: 5px 10px; background-color: #fff;">Reset</div> <div style="border: 1px solid #ccc; padding: 5px 10px; background-color: #007bff; color: white;">Add</div> </div>			

- 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
Asset Entry

Asset Entry

---

Stock Nbr      1005011844041

---

UI              EA


---

Item Desc      BOLT,AUTOMATIC WEAPON


---

Type Action    IFOI - Found On Installation

---

i \*Custodian Nbr     

---

i \*Loc             

---

Sub Loc       





---

Save

Cancel

Reset

Add

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



BasicCatalogAccountingContractDepreciationAgencyAsset Entry

Asset Entry

Stock Nbr

OG8R078I

UI

EA

Item Desc

MONITOR 17 INCH

Type Action

IFOI - Found On Installation

Inv by Serial Nbr

☐

Auto Assign

☒

Asset Id Prefix

BPG123

i \*Custodian Nbr

BPG123

UII

\*Serial Nbr

DOD Serial Nbr

i \*Loc

BPG123

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>	BPG1230990	ABC123DEF4556	BPG123	BPG123		N	Y	18117BROOKS0002	

Cancel

Reset

Add