Asset Receiving Entry — IIAJ — Inventory Adjustment

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 IIAJ — Inventory Adjustment > 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 **IIAJ — Inventory Adjustment**

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 [icon] to select the Cond Cd.

   C. Enter the INV NBR in the field provided. *This is a 15 numeric character field.*

   D. Enter the DOC NBR, or use [icon] to browse for the number. *This is a 14 alphanumeric character field.*

E. Use ⌄ to select the Asset Cd.

End Item Serial

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

Basic

Stock Nbr	0005000739411	Doc Nbr	🔍
UI	EA	*Asset Cd	Y -Other General PPE ⌄
Item Desc	TEST RIFLE	i Sys Id	
Type Action	IIAJ - Inventory Adj (Receipt)	Cptl Cd	A-DoD Threshold ⌄
*Qty	1	Asset Sts	U-In Use ⌄
*Acq Dt	06/23/2023 📅	Local Rcpt Dt	6/26/2023 📅

*Cond Cd	A-Svcbl(w/o Qual) ⌄	Rcvd By
Inv Nbr		
Origl In Svc Dt		
iRAPT/WAWF Shpmt Id		
Attachments	No Attachments Available	
	Add	
Remarks		
History Remarks		

Cancel   Reset

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

Component

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry

Basic

Stock Nbr	0005000739411	**Doc Nbr**	[ ] 🔍
UI	EA	***Asset Cd**	Select an Item ⌄
Item Desc	TEST RIFLE	*i* **Sys Id**	
Type Action	IIAJ - Inventory Adj (Receipt)	**Cptl Cd**	A-DoD Threshold ⌄
*Qty	1	**Asset Sts**	U-In Use ⌄
*Acq Dt	[ ] 📅	**Local Rcpt Dt**	6/27/2023 📅

*Cond Cd	A-Svcbl(w/o Qual) ⌄	Rcvd By	

Inv Nbr

Origl In Svc Dt

iRAPT/WAWF Shpmt Id

Attachments   No Attachments Available

[Add]

Remarks

History Remarks

[Cancel] [Reset]

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

Bulk

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry

Basic

Stock Nbr   1005011844041

UI   EA

Item Desc   BOLT,AUTOMATIC WEAPON

Type Action   IIAJ - Inventory Adj (Receipt)

*Qty

*Acq Dt

*Cond Cd   A-Svcbl(w/o Qual)

Inv Nbr

Doc Nbr

*Asset Cd   K -Equipment

i Sys Id	
Lot Nbr	
Expr Dt	
Local Rcpt Dt	6/27/2023
Rcvd By	
iRAPT/WAWF Shpmt Id	
Attachments	No Attachments Available
	Add
Remarks	
History Remarks	

Cancel   Reset

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

    F.   Select Add . *The **Add an Attachment** page appears.*

4.   Select Catalog. *The **Catalog Tab** displays.*

    A.   Use ![i] or ![search] 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	IIAJ - Inventory Adj (Receipt)
Catalog Pilferable	No
Asset Pilferable	☐
i ***Mfr Data**	Select A Manufacturer 🔍
Mfr Name	

Mfr Yr	
Mfr Model Nbr	
License Managed	
Mfr Part Nbr	
*UII Sts Cd	Select an Item ⌄
CAGE Cd	
Non-Actbl	

Cancel   Reset

a.   Use ☑ to select the UII Sts Cd.

Component

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

Manufacturer

Stock Nbr	0005000739411
UI	EA
Item Desc	TEST RIFLE
Type Action	IIAJ - Inventory Adj (Receipt)
Catalog Pilferable	No
Asset Pilferable	☐
i ***Mfr Data**	Select A Manufacturer 🔍
Mfr Name	

Mfr Yr

Mfr Model Nbr

License Managed

Mfr Part Nbr

*UII Sts Cd   Select an Item

CAGE Cd

Non-Actbl

Cancel   Reset

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	IIAJ - Inventory Adj (Receipt)
Catalog Pilferable	No
Asset Pilferable	☐
i ***Mfr Data**	Select A Manufacturer 🔍
Mfr Name	

Mfr Yr

Mfr Model Nbr

License Managed

Mfr Part Nbr

CAGE Cd

Non-Actbl

Cancel   Reset

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

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

Accounting

Stock Nbr	0005000739411
UI	EA
Item Desc	TEST RIFLE
Type Action	IIAJ - Inventory Adj (Receipt)
*Fund Cd/ASN	Select an Item ▼
Oblign Doc Nbr	
Owng Cost Center	
Owng Cost Center Desc	

Fndng Cost Center

[   ]

Fndng Cost Center Desc

Task Cd

[   ]

Job Order Nbr

[   ]

LOA

[   ]

Exp Cd

[1-Funded   ▾]

Dlvy Ord Nbr

[   ]

Loan Cd

[G-Government Owned ▾]

Lease Cd

[N-Government Owned ▾]

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   0005000739411

UI   EA

Item Desc   TEST RIFLE

Type Action   IIAJ - Inventory Adj (Receipt)

Cntr/PO Nbr   [   ]

SPIIN   [   ]

CLIN   [   ]

SLIN   [   ]

ACRN   [   ]

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.

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

Depreciation

Stock Nbr	0005000739411
UI	EA
Item Desc	TEST RIFLE
Type Action	IIAJ - Inventory Adj (Receipt)
Activate Depreciation	
*Activation Dt	
*Deprn Period	
Salvage Value	

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

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	0005000739411
UI	EA
Item Desc	TEST RIFLE
Type Action	IIAJ - Inventory Adj (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

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

Asset Entry

Stock Nbr 0005000739411

UI EA

Item Desc TEST RIFLE

Type Action IIAJ - Inventory Adj (Receipt)

Inv by Serial Nbr ☐

Auto Assign ☑

Asset Id Prefix BROOKS ⌄

i *Custodian Nbr	TGROCE	🔍
UII		
*Serial Nbr	JMN123	
DOD Serial Nbr		
i *Loc	AREA7	🔍
Sub Loc		

Save

Cancel   Reset   Add

a. Use ℹ️ or 🔍 to browse for the CUSTODIAN NBR entry. *This is a 12 alpha-numeric 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 ℹ️ 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   0005000739411

UI   EA

Item Desc   TEST RIFLE

Type Action   IIAJ - Inventory Adj (Receipt)

Inv by Serial Nbr   ☐

Auto Assign   ☑

Asset Id Prefix   BROOKS ⌄

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i *Custodian Nbr	GROCE1
UII	
*Serial Nbr	DEF789
DOD Serial Nbr	
i *Loc	TIMS ROOM
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.   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	IIAJ - Inventory Adj (Receipt)
i ***Custodian Nbr**	
i ***Loc**	Select A Location
Sub Loc	

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	0005000739411
UI	EA
Item Desc	TEST RIFLE
Type Action	IIAJ - Inventory Adj (Receipt)
Inv by Serial Nbr	☐
Auto Assign	☑
Asset Id Prefix	BROOKS
i ***Custodian Nbr**	TGROCE 🔍
UII	

*Serial Nbr	
DOD Serial Nbr	
i *Loc	AREA7 🔍
Sub Loc	

Save

		Asset Id	Serial Nbr	Cust Nbr	Loc	Sub Loc	Inv By Serial Nbr	Auto Assign	UII	DOD Serial Nbr
Edit	Remove	BROOKS000356	JMN123	TGROCE	AREA7		N	Y	GHI789	

Cancel   Reset   Add