

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

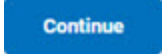



Asset Management > Receiving > Asset Receiving > Type Action IIAJ — Inventory Adjustment > Asset Receiving Tabs page

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 **IIAJ — Inventory Adjustment**
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 INV NBR in the field provided. *This is a 15 numeric character field.*
 - D. Enter the DOC NBR, or use  to browse for the number. *This is a 14 alphanumeric character field.*



E. Use  to select the Asset Cd.

End Item Serial

BasicCatalogAccountingContractDepreciationAgencyAsset Entry

Basic

Stock Nbr

OG8R078I

UI

EA

Item Desc

MONITOR 17 INCH

Type Action

IIA.J - Inventory Adj (Receipt)

*Qty

1

*Acq Dt

*Cond Cd

A-Svcbl(w/o Qual)

Inv Nbr

Origl In Svc Dt

IRAPT/WAWF Shpmt Id

Attachments

No Attachments Available

Doc Nbr

*Asset Cd

K-Equipment

i Sys Id

Cptl Cd

A-DoD Threshold

Asset Sts

U-In Use

Local Rcpt Dt

4/4/2025

Rcvd By

Remarks

History Remarks

Add

Cancel

Reset

a. The QTY automatically populates and is not editable.

Component


BasicCatalogAccountingContractDepreciationAgencyAsset Entry

Basic

Stock Nbr

OG8R078I

Doc Nbr




UI

EA

*Asset Cd

K -Equipment



Item Desc

MONITOR 17 INCH


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

4/4/2025



*Cond Cd


A-Svcbl(w/o Qual)



Rcvd By

Inv Nbr

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	999900V010002			i Sys Id	<input type="text"/>								
UI	EA			Lot Nbr	<input type="text"/>								
Item Desc	POKEBALL			Expr Dt	<input type="text"/>								
Type Action	IIAJ - Inventory Adj (Receipt)			Local Rcpt Dt	4/4/2025								
*Qty	<input type="text"/>			Rcvd By	<input type="text"/>								
*Acq Dt	<input type="text"/>			iRAPT/WAWF Shpmt Id									
*Cond Cd	A-Svcbl(w/o Qual)			Attachments	No Attachments Available								
Inv Nbr	<input type="text"/>			<input type="button" value="Add"/>									
Doc Nbr	<input type="text"/>			Remarks	<input type="text"/>								
*Asset Cd	T-Military Equipment			History Remarks	<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.*

F. 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	IIAJ - Inventory Adj (Receipt)	Mfr Part Nbr	
Catalog Piferable	No	*UII Sts Cd	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> Select an Item ▼ </div>
Asset Piferable	<input type="checkbox"/>	CAGE Cd	
i *Mfr Data	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> Select A Manufacturer 🔍 </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	IIAJ - Inventory Adj (Receipt)	Mfr Part Nbr	
Catalog Piferable	No	*UII Sts Cd	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> Select an Item ▼ </div>
Asset Piferable	<input type="checkbox"/>	CAGE Cd	
i *Mfr Data	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> Select A Manufacturer 🔍 </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	999900V010002	Mfr Yr	<input type="text"/>
UI	EA	Mfr Model Nbr	
Item Desc	POKEBALL	License Managed	
Type Action	IIAJ - Inventory Adj (Receipt)	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.*

<div style="display: flex; justify-content: space-between; padding: 5px;"> Basic Catalog Accounting Contract Depreciation Agency Asset Entry </div>			
Accounting			
Stock Nbr	0G8R078I	Fndng Cost Center Desc	
UI	EA	Task Cd	<input type="text"/>
Item Desc	MONITOR 17 INCH	Job Order Nbr	<input type="text"/>
Type Action	IIAJ - Inventory Adj (Receipt)	LOA	<input type="text"/>
*Fund Cd/ASN	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> Select an Item ▼ </div>	Exp Cd	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> 1-Funded ▼ </div>
Oblign Doc Nbr	<input type="text"/>	Dlvy Ord Nbr	<input type="text"/>
Owng Cost Center	<input type="text"/>	Loan Cd	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> G-Government Owned ▼ </div>
Owng Cost Center Desc		Lease Cd	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> N-Government Owned ▼ </div>
Fndng Cost Center	<input type="text"/>		
<div style="display: flex; justify-content: flex-end; gap: 10px;"> <div style="border: 1px solid #ccc; padding: 5px 10px; background-color: #007bff; color: white;">Cancel</div> <div style="border: 1px solid #ccc; padding: 5px 10px; background-color: #007bff; color: white;">Reset</div> </div>			

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

<div style="display: flex; justify-content: space-between; padding: 5px;"> Basic Catalog Accounting Contract Depreciation Agency Asset Entry </div>			
Contract			
Stock Nbr	0G8R078I	SPIIN	<input type="text"/>
UI	EA	CLIN	<input type="text"/>
Item Desc	MONITOR 17 INCH	SLIN	<input type="text"/>
Type Action	IIAJ - Inventory Adj (Receipt)	ACRN	<input type="text"/>
Cntr/PO Nbr	<input type="text"/>		
<div style="border: 1px solid #ccc; padding: 5px 10px; background-color: #007bff; color: white;">Cancel</div>			


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	IIAJ - Inventory Adj (Receipt)					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	999900V010002	Office	<input type="text"/>
UI	EA	Active RFID Number	<input type="text"/>
Item Desc	POKEBALL	ORDER NUMBER	<input type="text"/>
Type Action	IIAJ - Inventory Adj (Receipt)	TASK ORDER	<input type="text"/>
Classification	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> Unclassified ▼ </div>		
<input type="button" value="Cancel"/> <input type="button" value="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	0G6R078I	i *Custodian Nbr	<input type="text"/> <input type="button" value="Q"/>
UI	EA	UII	<input type="text"/>
Item Desc	MONITOR 17 INCH	*Serial Nbr	<input type="text"/>
Type Action	IIAJ - Inventory Adj (Receipt)	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 Q </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 ▼ </div>		
<input type="button" value="Save"/>			
<input type="button" value="Cancel"/> <input type="button" value="Reset"/> <input type="button" value="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.*

Component

Basic Catalog Accounting Contract Depreciation Agency Asset Entry			
Asset Entry			
Stock Nbr	0G8R078I	i *Custodian Nbr	BPG123
UI	EA	UII	
Item Desc	MONITOR 17 INCH	*Serial Nbr	
Type Action	IIAJ - Inventory Adj (Receipt)	DOD Serial Nbr	
Inv by Serial Nbr	<input type="checkbox"/>	i *Loc	BPG123
Auto Assign	<input checked="" type="checkbox"/>	Sub Loc	
Asset Id Prefix	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> Select an Item ▼ </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>			
<div style="display: flex; justify-content: flex-end; gap: 10px;"> <div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #007bff; color: white;">Cancel</div> <div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #007bff; color: white;">Reset</div> <div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #007bff; color: white;">Add</div> </div>			

- 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	999900V010002
UI	EA
Item Desc	POKEBALL
Type Action	IIAJ - Inventory Adj (Receipt)



i *Custodian Nbr	<input type="text"/>	🔍
i *Loc	Select A Location	🔍
Sub Loc	<input type="text"/>	



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.*

Basic
Catalog
Accounting
Contract
Depreciation
Agency
Asset Entry

Asset Entry

Stock Nbr

OG8R078I

UI

EA

Item Desc

MONITOR 17 INCH

Type Action

IIAJ - Inventory Adj (Receipt)

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
Edit Remove	BPG1230989	123456789	BPG123	BPG123		N	Y	18117BROOKS0010	

Cancel

Reset

Add