



Asset Receiving Entry – ILDI – Create Local Due In

Overview

The Property Accountability module Asset Management Receiving process provides the ability to receive assets to DPAS.

A Local due-in is used to document purchase requests. Once the item is received, it can be posted directly to the property book. If the purchase request is canceled, the request can be rejected.

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


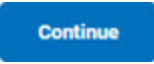



Asset Management > Receiving > Asset Receiving > Type Action drop-down field > Type Action ILDI – Create Local Due In > Asset Receiving Tabs page

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** page appears.
2. Use  to select the Type Action **ILDI – Create Local Due In**.
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. Enter the DOC NBR, or use  to browse for the number. *This is a 14 alphanumeric character field.*
 - C. Use  to select the Asset Cd.





End Item Serial

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Basic						
Stock Nbr	0005000739411					
UI	EA					
Item Desc	TEST RIFLE					
Type Action	ILDI - Create Local Due In					
*Qty	<input type="text" value="1"/>					
*Acq Dt	<input type="text"/>					
Doc Nbr	<input type="text"/>					





Help Reference Guide

*Asset Cd	<input type="text" value="Select an Item"/>
Cptl Cd	<input type="text" value="A-DoD Threshold"/>
Asset Sts	
iRAPT/WAWF Shpmt Id	
Remarks	<input type="text"/>
History Remarks	<input type="text"/>





Component

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
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Basic

Stock Nbr	0005000739411
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UI	EA
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Item Desc	TEST RIFLE
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Type Action	ILDI - Create Local Due In
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*Qty	<input type="text" value="1"/>
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*Acq Dt	<input type="text"/>
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Doc Nbr	<input type="text"/>
----------------	----------------------





Help Reference Guide

*Asset Cd	<input type="text" value="Select an Item"/>
Cptl Cd	<input type="text" value="A-DoD Threshold"/>
Asset Sts	
iRAPT/WAWF Shpmt Id	
Remarks	<input type="text"/>
History Remarks	<input type="text"/>

- 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 ILDI - Create Local Due In

*Qty

*Acq Dt 

Doc Nbr 

*Asset Cd K -Equipment 



iRAPT/WAWF Shpmt Id

Remarks

History Remarks

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



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	ILDI - Create Local Due In					
Catalog Pilferable	No					
Asset Pilferable	<input type="checkbox"/>					
i *Mfr Data	<input type="text" value="Select A Manufacturer"/> <input type="button" value="🔍"/>					
Mfr Name	<input type="text"/>					





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"/>
*Ull Sts Cd	<input type="text" value="Select an Item"/>
CAGE Cd	<input type="text"/>
Non-Actbl	<input type="text"/>





Component

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

Manufacturer

Stock Nbr 0005000739411

UI EA

Item Desc TEST RIFLE

Type Action ILDI - Create Local Due In

Catalog Piferable No

Asset Piferable

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 ILDI - Create Local Due In

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.*

A. Use to select the Fund Cd/ASN.

End Item Serial

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Accounting						
Stock Nbr	0005000739411					
UI	EA					
Item Desc	TEST RIFLE					
Type Action	ILDI - Create Local Due In					
*Fund Cd/ASN	<input type="text" value="Select an Item"/>					
Oblign Doc Nbr	<input type="text" value="BR00KS31651000"/>					
Owng Cost Center	<input type="text"/>					
Owng Cost Center Desc						





Help Reference Guide

Fndng Cost Center

Fndng Cost Center Desc

Task Cd

Job Order Nbr

LOA

Exp Cd

Divy Ord Nbr

Loan Cd

Lease Cd

Cancel

Reset





Component

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

Accounting

Stock Nbr 0005000739411

UI EA

Item Desc TEST RIFLE

Type Action ILDI - Create Local Due In

*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"/>
Dlvy 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"/>





Bulk

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

Accounting

Stock Nbr 1005011844041

UI EA

Item Desc BOLT,AUTOMATIC WEAPON

Type Action ILDI - Create Local Due In

*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"/>
Dlvy 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"/>

6. Select Contract. The **Contract Tab** appears.





Help Reference Guide

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

Contract

Stock Nbr 0005000739411

UI EA

Item Desc TEST RIFLE

Type Action ILDI - Create Local Due In

Cntr/PO Nbr

SPIIN

CLIN

SLIN

ACRN

Cancel

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





Note



If the 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
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Depreciation

Stock Nbr 0005000739411

UI EA

Item Desc TEST RIFLE

Type Action ILDI - Create Local Due In

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

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.





Help Reference Guide

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

Agency

Stock Nbr 0005000739411

UI EA

Item Desc TEST RIFLE

Type Action ILDI - Create Local Due In

Classification ▼

Office

Active RFID Number

ORDER NUMBER

TASK ORDER

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 ILDI - Create Local Due In

Inv by Serial Nbr

Auto Assign

Asset Id Prefix ▼

i *Custodian Nbr 🔍

UII

***Serial Nbr**

i *Loc 🔍

Sub Loc

Save

Cancel **Reset** **Add**





Help Reference Guide

- a. Use **i** or **Q** to browse for the CUSTODIAN NBR entry. *This is a 12 alphanumeric character field.*
- b. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- c. Use **i** or **Q** 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 ILDI - Create Local Due In

Inv by Serial Nbr

Auto Assign

Asset Id Prefix ▼

i *Custodian Nbr

UII

***Serial Nbr**

i *Loc AREA7

Sub Loc



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

Bulk

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
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Asset Entry

Stock Nbr 1005011844041

UI EA

Item Desc BOLT,AUTOMATIC WEAPON

Type Action ILDI - Create Local Due In

i *Custodian Nbr **Q**

i *Loc **Q**



Sub Loc


Save

Cancel **Reset** **Add**

- a. Use **i** or **Q** 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.*

Basic
Catalog
Accounting
Contract
Depreciation
Agency
Asset Entry

Asset Entry

Stock Nbr 0005000739411

UI EA


Item Desc TEST RIFLE

Type Action ILDI - Create Local Due In

Inv by Serial Nbr

Auto Assign

Asset Id Prefix BROOKS ▼

i *Custodian Nbr TGROCE 

UII

***Serial Nbr**



Help Reference Guide

i*Loc



Sub Loc

Save

	Asset Id	Serial Nbr	Cust Nbr	Loc	Sub Loc	Inv By Serial Nbr	Auto Assign	Ull
Edit Remove	BROOKS000357	BCD234	TGROCE	AREA7		N	Y	CDE345

Cancel

Reset

Add

