

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

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** 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	1005012310973	*Asset Cd	T-Military Equipment ▼
UI	EA		
Item Desc	CARBINE,5.56 MILLIMETER	Cptl Cd	A-DoD Threshold ▼
Type Action	ILDI - Create Local Due In	Asset Sts	
*Qty	1	iRAPT/WAWF Shpmt Id	
*Acq Dt	<input type="text"/>	Remarks	<input type="text"/>
Doc Nbr	<input type="text"/>	History Remarks	<input type="text"/>

Cancel
Reset

Component

Basic
Catalog
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Depreciation
Agency
Asset Entry

Basic


Stock Nbr	1005012310973	*Asset Cd	T-Military Equipment ▼
UI	EA		
Item Desc	CARBINE,5.56 MILLIMETER	Cptl Cd	A-DoD Threshold ▼
Type Action	ILDI - Create Local Due In	Asset Sts	
*Qty	1	iRAPT/WAWF Shpmt Id	
*Acq Dt	<input type="text"/>	Remarks	<input type="text"/>
Doc Nbr	<input type="text"/>	History Remarks	<input type="text"/>

Cancel
Reset

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

Bulk

Basic		Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Basic							
Stock Nbr	8675309123456			Doc Nbr	<input type="text" value=""/>		
UI	EA			*Asset Cd	T -Military Equipment		
Item Desc	TESTING NON-ACCOUNTABLE S						
Type Action	ILDI - Create Local Due In			iRAPT/WAWF Shpmt Id	<input type="text" value=""/>		
*Qty	<input type="text" value=""/>			Remarks	<input type="text" value=""/>		
*Acq Dt	<input type="text" value=""/>			History Remarks	<input type="text" value=""/>		
							<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.*
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
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Manufacturer

Stock Nbr	1005012310973	Mfr Yr	<input type="text"/>
UI	EA	Mfr Model Nbr	
Item Desc	CARBINE,5.56 MILLIMETER	License Managed	
Type Action	ILDI - Create Local Due In	Mfr Part Nbr	
Catalog Piferable	No		
Asset Piferable	<input type="checkbox"/>	CAGE Cd	
i *Mfr Data	<input type="text" value="Select A Manufacturer"/>	Non-Actbl	
Mfr Name	Supply Category Management Cd 7M - Cls VII-mjr itm,weapons		

Cancel
Reset

Component

Basic
Catalog
Accounting
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Agency
Asset Entry

Manufacturer

Stock Nbr	1005012310973	Mfr Yr	<input type="text"/>
UI	EA	Mfr Model Nbr	
Item Desc	CARBINE,5.56 MILLIMETER	License Managed	
Type Action	ILDI - Create Local Due In	Mfr Part Nbr	
Catalog Piferable	No		
Asset Piferable	<input type="checkbox"/>	CAGE Cd	
i *Mfr Data	<input type="text" value="Select A Manufacturer"/>	Non-Actbl	
Mfr Name	Supply Category Management Cd 7M - Cls VII-mjr itm,weapons		


Cancel
Reset

a. Use  to select the UII Sts Cd.

Bulk

Basic
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Asset Entry

Manufacturer

Stock Nbr	8675309123456	Mfr Yr	<input type="text"/>
UI	EA	Mfr Model Nbr	
Item Desc	TESTING NON-ACCOUNTABLE S	License Managed	
Type Action	ILDI - Create Local Due In	Mfr Part Nbr	
Catalog Pilferable	No		
Asset Pilferable	<input type="checkbox"/>	CAGE Cd	
i *Mfr Data	<input type="text" value="Select A Manufacturer"/> 	Non-Actbl	
Mfr Name		Supply Category Management Cd	-

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	1005012310973			Task Cd	<input type="text"/>								
UI	EA			Task Desc	<input type="text"/>								
Item Desc	CARBINE,5.56 MILLIMETER			Project Desc	<input type="text"/>								
Type Action	ILDI - Create Local Due In			Job Order Nbr	<input type="text"/>								
*Fund Cd/ASN	<input type="text" value="23-"/>			LOA	<input type="text"/>								
Oblign Doc Nbr	<input type="text" value="ABC12350983000"/>			Exp Cd	<input type="text" value="1-Funded"/>								
Owng Cost Center	<input type="text"/>			Divy Ord Nbr	<input type="text"/>								
Owng Cost Center Desc	<input type="text"/>			Loan Cd	<input type="text" value="G-Government Owned"/>								
Fndng Cost Center	<input type="text"/>			Lease Cd	<input type="text" value="N-Government Owned"/>								
Fndng Cost Center Desc	<input type="text"/>												
<input type="button" value="Cancel"/> <input type="button" value="Reset"/>													



Component

BasicCatalogAccountingContractDepreciationAgencyAsset Entry

Accounting

Stock Nbr	1005012310973	Task Cd	<input type="text"/>
UI	EA	Task Desc	
Item Desc	CARBINE,5.56 MILLIMETER	Project Desc	
Type Action	ILDI - Create Local Due In	Job Order Nbr	<input type="text"/>
*Fund Cd/ASN	23-	LOA	<input type="text"/>
Oblign Doc Nbr	ABC12350983000	Exp Cd	1-Funded
Owng Cost Center	<input type="text"/>	Divy Ord Nbr	<input type="text"/>
Owng Cost Center Desc		Loan Cd	G-Government Owned
Fndng Cost Center	<input type="text"/>	Lease Cd	N-Government Owned
Fndng Cost Center Desc			

CancelReset

Bulk

Basic
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Accounting

Stock Nbr	8675309123456	Task Cd	<input type="text"/>
UI	EA	Task Desc	
Item Desc	TESTING NON-ACCOUNTABLE S	Project Desc	
Type Action	ILDI - Create Local Due In	Job Order Nbr	<input type="text"/>
*Fund Cd/ASN	<div style="border: 1px solid #ccc; padding: 2px;">23-</div>	LOA	<input type="text"/>
Oblign Doc Nbr	<div style="border: 1px solid #ccc; padding: 2px;">ABC12350983001</div>	Exp Cd	<div style="border: 1px solid #ccc; padding: 2px;">1-Funded</div>
Owng Cost Center	<div style="border: 1px solid #ccc; padding: 2px;"></div>	Divy Ord Nbr	<input type="text"/>
Owng Cost Center Desc		Loan Cd	<div style="border: 1px solid #ccc; padding: 2px;">G-Government Owned</div>
Fndng Cost Center	<div style="border: 1px solid #ccc; padding: 2px;"></div>	Lease Cd	<div style="border: 1px solid #ccc; padding: 2px;">N-Government Owned</div>
Fndng Cost Center Desc			

Cancel
Reset

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

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Contract

Stock Nbr	1005012310973	SPIIN	<input type="text"/>
UI	EA	CLIN	<input type="text"/>
Item Desc	CARBINE,5.56 MILLIMETER	SLIN	<input type="text"/>
Type Action	ILDI - Create Local Due In	ACRN	<input type="text"/>
Cntr/PO Nbr	<input type="text"/>		

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	
Depreciation													
Stock Nbr	1005012310973			Prior Deprn SL									
UI	EA			Prior Deprn AB									
Item Desc	CARBINE,5.56 MILLIMETER			Deprn Util Svc Life									
Type Action	ILDI - Create Local Due In			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	1005012310973	Agency Defined 2	<input type="text"/>
UI	EA	Agency Defined 3	<input type="text"/>
Item Desc	CARBINE,5.56 MILLIMETER	Agency Defined 4	<input type="text"/>
Type Action	ILDI - Create Local Due In	Agency Defined 5	<input type="text"/>
Prev Asset Id	<input type="text"/>		
			<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	1005012310973	Asset Id Prefix	<input type="text" value="Select an Item"/>
UI	EA	i *Custodian Nbr	<input type="text"/>
Item Desc	CARBINE,5.56 MILLIMETER	Authn LIN/TAMCN	<input type="text"/>
Type Action	ILDI - Create Local Due In	*Serial Nbr	<input type="text"/>
LIN/TAMCN		i *Loc	<input type="text" value="Select A Location"/>
Inv by Serial Nbr	<input type="checkbox"/>	Sub Loc	<input type="text"/>
Auto Assign	<input checked="" type="checkbox"/>		
			<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 alphanumeric character field.*
- b. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- c. 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	1005012310973			Asset Id Prefix	Select an Item ▼								
UI	EA			i *Custodian Nbr	BPG123								
Item Desc	CARBINE,5.56 MILLIMETER			*Serial Nbr									
Type Action	ILDI - Create Local Due In			i *Loc	BUILD 152 SELF 2								
Inv by Serial Nbr	<input type="checkbox"/>			Sub Loc									
Auto Assign	<input checked="" type="checkbox"/>												
<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 alphanumeric character field.*
- b. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- c. Use  or  to assist with the LOC entry. *This is a 20 alphanumeric character field.*



Bulk

Basic
Catalog
Accounting
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Depreciation
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Asset Entry

Asset Entry

Stock Nbr 8675309123456

UI EA

Item Desc TESTING NON-ACCOUNTABLE S

Type Action ILDI - Create Local Due In

LIN/TAMCN

*i**Custodian Nbr

Authn LIN/TAMCN

*i**Loc





Sub Loc

Save

Cancel

Reset

Add

- a. Use  or  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

Save

. *The new asset is added to the list panel.*



Basic

Catalog

Accounting

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Depreciation

Agency

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Asset Entry

Stock Nbr

1005012310973

Asset Id Prefix

NLTEST

UI

EA

i *Custodian Nbr

BPG123

Item Desc

CARBINE,5.56 MILLIMETER

Authn LIN/TAMCN

Type Action

ILDI - Create Local Due In

*Serial Nbr

LIN/TAMCN

i *Loc

BPG

Inv by Serial Nbr

☐

Sub Loc

Auto Assign

☒

Save

	Asset Id	Serial Nbr	Cust Nbr	Loc	Sub Loc	Inv By Serial Nbr	Auto Assign	LIN/ TAMCN
<a>Edit <a>Remove	NLTEST000090	ZYX098	BPG123	BPG		N	Y	

Cancel

Reset

Add