



Asset Receiving Entry — ILOO — In On Loan — Outside DPAS

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

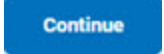




Asset Management > Receiving > Asset Receiving > Type Action ILOO — In On Loan — Outside DPAS > Asset Receiving Tabs page

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 Data Entry** page appears.*
2. Choose Type Action **ILOO — In On Loan — Outside DPAS**
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.





Help Reference Guide

End Item Serial

| Basic | Catalog | Accounting | Contract | Depreciation | Agency | Asset Entry |
|------------------------------------|----------------------------------|------------|----------|---------------|---------------------------------------|--------------------------------------|
| Basic | | | | | | |
| Stock Nbr | 0005000739411 | | | Doc Nbr | <input type="text" value=""/> | |
| UI | EA | | | *Asset Cd | Select an Item | |
| Item Desc | TEST RIFLE | | | i Sys Id | <input type="text" value=""/> | |
| Type Action | ILOO - In On Loan - outside DPAS | | | Cptl Cd | A-DoD Threshold | |
| *Qty | <input type="text" value="1"/> | | | Asset Sts | U-In Use | |
| *Acq Dt | <input type="text" value=""/> | | | Local Rcpt Dt | 6/28/2023 | |
| *Cond Cd | A-Svcbl(w/o Qual) | | | Rcvd By | <input type="text" value=""/> | |
| Origl In Svc Dt | <input type="text" value=""/> | | | | | |
| iRAPT/WAWF Shpmt Id | | | | | | |
| Attachments | No Attachments Available | | | | | |
| <input type="button" value="Add"/> | | | | | | |
| Remarks | <input type="text" value=""/> | | | | | |
| History Remarks | <input type="text" value=""/> | | | | | |
| | | | | | <input type="button" value="Cancel"/> | <input type="button" value="Reset"/> |





Help Reference Guide

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

Component

Note







ILOO — In On Loan — Outside DPAS **cannot** be performed on a Component. A component cannot be loaned in or out. The loan would have to be for the higher assemblage.

Bulk

| Basic | Catalog | Accounting | Contract | Depreciation | Agency | Asset Entry |
|--------------|----------------------------------|------------|----------|--------------|--------|-------------|
| Basic | | | | | | |
| Stock Nbr | 1005011844041 | | | | | |
| UI | EA | | | | | |
| Item Desc | BOLT,AUTOMATIC WEAPON | | | | | |
| Type Action | ILOO - In On Loan - outside DPAS | | | | | |
| *Qty | <input type="text"/> | | | | | |
| *Acq Dt | <input type="text"/> | | | | | |
| *Cond Cd | A-Svcbl(w/o Qual) | | | | | |
| Doc Nbr | <input type="text"/> | | | | | |
| *Asset Cd | Select an Item | | | | | |



| | |
|--|--|
| i Sys Id | <input type="text"/> |
| Lot Nbr | <input type="text"/> |
| Expr Dt | <input type="text"/>  |
| Local Rcpt Dt | 6/28/2023  |
| Rcvd By | <input type="text"/> |
| iRAPT/WAWF Shpmt Id | |
| Attachments | No Attachments Available |
| <input type="button" value="Add"/> | |
| Remarks | <input type="text"/> |
| 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.*
- E. Select . *The **Add an Attachment** page appears.*
- 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 ILOO - In On Loan - outside DPAS

Catalog Pilferable No

Asset Pilferable

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 ILOO - In On Loan - outside DPAS

Catalog Piferable No

Asset Piferable

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.*



Help Reference Guide

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

Accounting

Stock Nbr 0005000739411

UI EA

Item Desc TEST RIFLE

Type Action ILOO - In On Loan - outside DPAS

*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"/> |
| Divy Ord Nbr | <input type="text"/> |
| Loan Cd | Select an Item <input type="button" value="v"/> |
| Lease Cd | N-Government Owned <input type="button" value="v"/> |

- A. Use to select the Fund Cd/ASN.
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 ILOO - In On Loan - outside DPAS

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 ILOO - In On Loan - outside DPAS

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 |

- A. The *ACTIVATION DT* automatically populates and is not editable.
 - B. The *DEPRN PRD* automatically populates and is not editable.
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 ILOO - In On Loan - outside DPAS

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 ILOO - In On Loan - outside DPAS

Inv by Serial Nbr



Auto Assign

Asset Id Prefix









Help Reference Guide

| | | |
|-------------------------|----------------------|---|
| <i>i</i> *Custodian Nbr | <input type="text"/> |  |
| UII | <input type="text"/> | |
| *Serial Nbr | <input type="text"/> | |
| DOD Serial Nbr | <input type="text"/> | |
| <i>i</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 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 IL00 - In On Loan - outside DPAS





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 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.*





Help Reference Guide

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

Asset Entry

Stock Nbr 0005000739411

UI EA

Item Desc TEST RIFLE

Type Action ILOO - In On Loan - outside DPAS

Inv by Serial Nbr

Auto Assign

Asset Id Prefix

i *Custodian Nbr

UII

*Serial Nbr





Help Reference Guide

DOD Serial Nbr

i*Loc



Sub Loc

Save

| | Asset Id | Serial Nbr | Cust Nbr | Loc | Sub Loc | Inv By Serial Nbr | Auto Assign | UII | DOD Serial Nbr |
|---|--------------|------------|----------|-------|---------|-------------------|-------------|--------|----------------|
| Edit Remove | BROOKS000358 | BCD234 | TGROCE | AREA7 | | N | Y | CDE345 | |

Cancel

Reset

Add

