

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

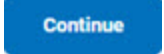




Asset Management > Receiving > Asset Receiving > Type Action ILOO — In On Loan — Outside DPAS > Asset Receiving Tabs page

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 **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.



End Item Serial

Basic
Catalog
Accounting
Contract
Depreciation
Agency
Asset Entry

Basic

Stock Nbr

OG8R078I

UI

EA

Item Desc

MONITOR 17 INCH

Type Action

ILOO - In On Loan - outside DPAS

*Qty

1

*Acq Dt

*Cond Cd

A-Svcbl(w/o Qual)

Origl In Svc Dt

IRAPT/WAWF Shpmt Id

Attachments

No Attachments Available

Add

Doc Nbr

*Asset Cd

K -Equipment

i Sys Id

Cptl Cd

A-DoD Threshold

Asset Sts

U-In Use

Local Rcpt Dt

4/8/2025

Rcvd By

Remarks


History Remarks

Cancel

Reset

- 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	999900V010002			Lot Nbr	<input type="text"/>								
UI	EA			Expr Dt	<input type="text"/>								
Item Desc	POKEBALL			Local Rpt Dt	<input type="text" value="4/8/2025"/>								
Type Action	ILOO - In On Loan - outside DPAS			Rcvd By	<input type="text"/>								
*Qty	<input type="text"/>			IRAPT/WAWF Shpmt Id	<input type="text"/>								
*Acq Dt	<input type="text"/>			Attachments	No Attachments Available								
*Cond Cd	<input type="text" value="A-Svcbl(w/o Qual)"/>			<input type="button" value="Add"/>									
Doc Nbr	<input type="text"/>			Remarks	<input type="text"/>								
*Asset Cd	<input type="text" value="T -Military Equipment"/>			History Remarks	<input type="text"/>								
i Sys Id	<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. 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

0G8R078I

Mfr Yr

UI

EA

Mfr Model Nbr

Item Desc

MONITOR 17 INCH

License Managed

Type Action

IL00 - In On Loan - outside DPAS

Mfr Part Nbr

Catalog Piferable

No

*UII Sts Cd

Select an Item ▼

Asset Piferable

☐

CAGE Cd

i *Mfr Data

Select A Manufacturer Q

Non-Actbl

Mfr Name

Supply Category Management Cd -

Cancel

Reset

- a. Use ▼ to select the UII Sts Cd.

Bulk

Basic
Catalog
Accounting
Contract
Depreciation
Agency
Asset Entry

Manufacturer

Stock Nbr

999900V010002

Mfr Yr

UI

EA

Mfr Model Nbr

Item Desc

POKEBALL

License Managed

Type Action

IL00 - In On Loan - outside DPAS

Mfr Part Nbr

Catalog Piferable

No

Asset Piferable

☐

CAGE Cd

i *Mfr Data

Select A Manufacturer
Q

Non-Actbl

Mfr Name

Supply Category Management Cd -


Cancel

Reset

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



Basic Catalog Accounting Contract Depreciation Agency Asset Entry	
Accounting	
Stock Nbr	0G8R078I
UI	EA
Item Desc	MONITOR 17 INCH
Type Action	IL00 - In On Loan - outside DPAS
*Fund Cd/ASN	<input type="text" value="Select an Item"/>
Oblign Doc Nbr	<input type="text"/>
Owng Cost Center	<input type="text"/>
Owng Cost Center Desc	
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	<input type="text" value="1-Funded"/>
Divy Ord Nbr	<input type="text"/>
Loan Cd	<input type="text" value="Select an Item"/>
Lease Cd	<input type="text" value="N-Government Owned"/>

- 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	0G8R078I
UI	EA
Item Desc	MONITOR 17 INCH
Type Action	IL00 - In On Loan - outside DPAS
Cntr/PO Nbr	<input type="text"/>
SPIIN	<input type="text"/>
CLIN	<input type="text"/>
SLIN	<input type="text"/>
ACRN	<input type="text"/>

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	ILOO - In On Loan - outside DPAS			Prior Deprn Util Qty			
Activate Depreciation				Deprn Cost Center			
*Activation Dt				Deprn Cost Center Desc			
*Deprn Period				Deprn Job Order Nbr			
Salvage Value							
<input type="button" value="Cancel"/> <input type="button" value="Reset"/>							

- 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.



Basic Catalog Accounting Contract Depreciation Agency Asset Entry			
Agency			
Stock Nbr	OG8R078I	Office	<input type="text"/>
UI	EA	Active RFID Number	<input type="text"/>
Item Desc	MONITOR 17 INCH	ORDER NUMBER	<input type="text"/>
Type Action	ILOO - In On Loan - outside DPAS	TASK ORDER	<input type="text"/>
Classification	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> Unclassified ▼ </div>		
<div style="display: flex; justify-content: flex-end; gap: 10px;"> Cancel Reset </div>			

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	OG8R078I	i *Custodian Nbr	<input type="text"/> 🔍
UI	EA	Ull	<input type="text"/>
Item Desc	MONITOR 17 INCH	*Serial Nbr	<input type="text"/>
Type Action	ILOO - In On Loan - outside DPAS	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 🔍 </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>		
<div style="display: flex; justify-content: flex-end; gap: 10px;"> Save </div>			
<div style="display: flex; justify-content: flex-end; gap: 10px;"> Cancel Reset Add </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	i *Custodian Nbr	<input style="width: 90%;" type="text"/>
UI	EA	i *Loc	<input style="width: 90%;" type="text"/>
Item Desc	POKEBALL	Sub Loc	<input style="width: 90%;" type="text"/>
Type Action	ILOO - In On Loan - outside DPAS		

- 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 . *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

IL00 - In On Loan - outside DPAS

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	BPG1230992	QWE123RTY456	BPG123	BPG123		N	Y	18117BROOKS0005	

Cancel

Reset

Add