



Asset Receiving Entry — INPR — New Procurement

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 drop-down field > Type Action INPR — Inventory New Procurement > 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. Use  to select the Type Action **INPR — Inventory New Procurement**
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	0005000739411		Doc Nbr	<input type="text"/>		
UI	EA		*Asset Cd	Select an Item		
Item Desc	TEST RIFLE		i Sys Id	<input type="text"/>		
Type Action	INPR - New Procurement		Cptl Cd	A-DoD Threshold		
*Qty	<input type="text" value="1"/>		Asset Sts	U-In Use		
*Acq Dt	<input type="text"/>		Local Rcpt Dt	7/11/2023		



*Cond Cd	A-Svcbl(w/o Qual) ▼	Rcvd By	<input type="text"/>
Origl In Svc Dt	7/11/2023 		
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. The QTY automatically populates and is not editable.



Component

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Basic						
Stock Nbr	0005000739411			Doc Nbr	<input type="text"/>	
UI	EA			*Asset Cd	Select an Item	
Item Desc	TEST RIFLE			i Sys Id		
Type Action	INPR - New Procurement			Cptl Cd	A-DoD Threshold	
*Qty	<input type="text" value="1"/>			Asset Sts	U-In Use	
*Acq Dt	<input type="text"/>			Local Rcpt Dt	7/11/2023	



*Cond Cd	A-Svcbl(w/o Qual) ▼	Rcvd By	<input type="text"/>
Origl In Svc Dt	7/11/2023 		
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. 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	INPR - New Procurement					
*Qty	<input type="text"/>					
*Acq Dt	<input type="text"/>					
*Cond Cd	A-Svcbl(w/o Qual)					
Doc Nbr	<input type="text"/>					
*Asset Cd	K -Equipment					
i Sys Id	<input type="text"/>					



Lot Nbr	<input type="text"/>
Expr Dt	<input type="text"/> 
Local Rcpt Dt	6/30/2023 
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"/>

- 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 INPR - New Procurement

Catalog Piferable No

Asset Piferable

i *Mfr Data 

Mfr Name





Help Reference Guide

Mfr Yr

Mfr Model Nbr

License Managed

Mfr Part Nbr

*UII Sts Cd

CAGE Cd

Non-Actbl

- a. Use to select the UII Sts Cd.





Component

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

Manufacturer

Stock Nbr 0005000739411


UI EA

Item Desc TEST RIFLE

Type Action INPR - New Procurement

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 INPR - New Procurement

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.*



Help Reference Guide

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

Accounting

Stock Nbr 0005000739411

UI EA

Item Desc TEST RIFLE

Type Action INPR - New Procurement

*Fund Cd/ASN ▼

Oblign Doc Nbr

Owng Cost Center

Owng Cost Center Desc

Fndng Cost Center



Fndng Cost Center Desc

Task Cd

Job Order Nbr

LOA

Exp Cd

Divy Ord Nbr

Loan Cd

Lease Cd

- A. Use to select the Fund Cd/ASN.
 - B. Enter the LOA, or use to browse for the identifier. *This is a 31 alphanumeric character field.*
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 INPR - New Procurement

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 INPR - New Procurement

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 INPR - New Procurement

Classification ▼

Office

Active RFID Number

ORDER NUMBER

TASK ORDER

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 0005000739411

UI EA

Item Desc TEST RIFLE

Type Action INPR - New Procurement

Inv by Serial Nbr

Auto Assign



Asset Id Prefix ▼





i *Custodian Nbr 🔍





Help Reference Guide

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

- 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.*





Component

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

Asset Entry

Stock Nbr 0005000739411

UI EA

Item Desc TEST RIFLE

Type Action INPR - New Procurement

Inv by Serial Nbr

Auto Assign





Asset Id Prefix ▼





Help Reference Guide

i *Custodian Nbr	<input type="text" value="TGROCE"/>
UII	<input type="text"/>
*Serial Nbr	<input type="text"/>
DOD Serial Nbr	<input type="text"/>
i *Loc	AREA7
Sub Loc	<input type="text"/>

- 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 INPR - New Procurement





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 INPR - New Procurement

Inv by Serial Nbr

Auto Assign

Asset Id Prefix ▼

i *Custodian Nbr 🔍

UII





Help Reference Guide

*Serial Nbr

DOD Serial Nbr

i *Loc 

Sub Loc

Save

	Asset Id	Serial Nbr	Cust Nbr	Loc	Sub Loc	Inv By Serial Nbr	Auto Assign	Ull	DOD Serial Nbr
Edit Remove	BROOKS000359	BCD234	TGROCE	AREA7		N	Y	GHI789	

Cancel

Reset

Add

