



## Asset Receiving Entry — ITRO — Transfer In — 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


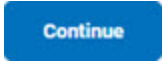




Asset Management > Receiving > Asset Receiving > Type Action drop-down field > ITRO — Transfer In — Outside DPAS > Asset Receiving Tabs page

### 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. Use  to select the Type Action **ITRO — Inventory Transfer In — 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
<b>Basic</b>						
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	ITRO - Transfer In - outside DPAS		Cptl Cd	A-DoD Threshold		
*Qty	<input type="text" value="1"/>		Asset Sts	U-In Use		
*Acq Dt	<input type="text"/>		Local Rcpt Dt	7/10/2023		





## Help Reference Guide

*Cond Cd	A-Svcbl(w/o Qual)	Rcvd By	<input type="text"/>
Origl In Svc Dt	<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. The QTY automatically populates and is not editable.
- b. Use to select the ORIGL IN SVC DT, or enter the date (MM/DD/YYYY) in the field provided.





# Help Reference Guide

## Component

<b>Basic</b>	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
<b>Basic</b>						
Stock Nbr	0005000739411			Doc Nbr	<input type="text"/>	
UI	EA			*Asset Cd	Select an Item	
Item Desc	TEST RIFLE			i Sys Id		
Type Action	ITRO - Transfer In - outside DPAS			Cptl Cd	A-DoD Threshold	
*Qty	<input type="text" value="1"/>			Asset Sts	U-In Use	
*Acq Dt	<input type="text"/>			Local Rcpt Dt	7/10/2023	





## Help Reference Guide

*Cond Cd	A-Svcbl(w/o Qual)	Rcvd By	<input type="text"/>
Origl In Svc Dt	<input type="text"/>		
iRAPT/WAWF Shpmt Id	<input type="text"/>		
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.
- b. Use to select the ORIGL IN SVC DT, or enter the date (MM/DD/YYYY) in the field provided.









## Bulk

<b>Basic</b>	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
<b>Basic</b>						
Stock Nbr	1005011844041					
UI	EA					
Item Desc	BOLT,AUTOMATIC WEAPON					
Type Action	ITRO - Transfer In - 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	K -Equipment					
i Sys Id	<input type="text"/>					



Lot Nbr	<input type="text"/>
Expr Dt	<input type="text"/> 
Local Rcpt Dt	7/6/2023 
Rcvd By	<input type="text"/>
iRAPT/WAWF Shpmt Id	<input type="text"/>
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.*
- 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 ITRO - Transfer In - outside DPAS

Catalog Pilferable No

Asset Pilferable

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 ITRO - Transfer In - 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** ITRO - Transfer In - outside DPAS

---

**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   ITRO - Transfer In - outside DPAS

\*Fund Cd/ASN    ▼

Oblign Doc Nbr  

Owng Cost Center  

Owng Cost Center Desc

Fndng Cost Center  

Fndng Cost Center Desc

Task Cd  





## Help Reference Guide

Job Order Nbr	<input type="text"/>
LOA	<input type="text"/>
Exp Cd	1-Funded ▼
Divy Ord Nbr	<input type="text"/>
Transfer Type	Select an Item ▼
Trading Partner Nbr	<input type="text"/>
Trading Dept Cd	Select an Item ▼
Trading Basic Symbol	<input type="text"/>
Trading Subhead	<input type="text"/>
Loan Cd	G-Government Owned ▼
Lease Cd	N-Government Owned ▼

- A. Use  to select the Fund Cd/ASN.
  - B. Use  to select the Transfer Type.
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**    ITRO - Transfer In - outside DPAS

---

**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	<b>Depreciation</b>	Agency	Asset Entry
-------	---------	------------	----------	---------------------	--------	-------------

---

**Depreciation**

---

Stock Nbr      0005000739411

---

UI              EA

---

Item Desc      TEST RIFLE

---

Type Action    ITRO - Transfer In - outside DPAS

---

Activate Depreciation

---

\*Activation Dt

---

\*Deprn Period

---






## Help Reference Guide

Salvage Value
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    ITRO - Transfer In - 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**    ITRO - Transfer In - outside DPAS

---

**Inv by Serial Nbr**  

---

**Auto Assign**     



---





**Asset Id Prefix**   





## 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**    ITRO - Transfer In - outside DPAS

---

**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	<input type="text" value="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**    ITRO - Transfer In - 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    ITRO - Transfer In - outside DPAS

Inv by Serial Nbr  

Auto Assign    

Asset Id Prefix    BROOKS      ▼

i \*Custodian Nbr   TGROCE      🔍

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	UII	DOD Serial Nbr
<a href="#">Edit</a> <a href="#">Remove</a>	BROOKS000360	CBA321	TGROCE	AREA7		N	Y	FED654	

Cancel

Reset

Add

