



## 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

### 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. 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	0G8R078I		Doc Nbr	<input type="text"/>		
UI	EA		*Asset Cd	K -Equipment		
Item Desc	MONITOR 17 INCH		i Sys Id	<input type="text"/>		
Type Action	ITRO - Transfer In - outside DPAS		Cptl Cd	A-DoD Threshold		
*Qty	1		Asset Sts	U-In Use		
*Acq Dt	<input type="text"/>		Local Rcpt Dt	4/9/2025		
*Cond Cd	A-Svcbl(w/o Qual)		Rcvd By	<input type="text"/>		
Origl In Svc Dt	<input type="text"/>		Remarks	<input type="text"/>		
IRAPT/WAWF Shpmt Id			History Remarks	<input type="text"/>		
Attachments	No Attachments Available					
<input type="button" value="Add"/>						
						<input type="button" value="Cancel"/>
						<input type="button" value="Reset"/>

- The QTY automatically populates and is not editable.
- Use  to select the ORIGL IN SVC DT, or enter the date (MM/DD/YYYY) in the field provided.



### Component

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry	
<b>Basic</b>							
Stock Nbr	7025032057818		Doc Nbr	<input type="text"/>			
UI	EA		*Asset Cd	K - Equipment			
Item Desc	MONITOR/COMPONENT		i Sys Id				
Type Action	ITRO - Transfer In - outside DPAS		Cptl Cd	A-DoD Threshold			
*Qty	1		Asset Sts	U-In Use			
*Acq Dt	<input type="text"/>		Local Rcpt Dt	4/9/2025			
*Cond Cd	A-Svcbl(w/o Qual)		Rcvd By	<input type="text"/>			
Origl In Svc Dt	<input type="text"/>		Remarks	<input type="text"/>			
IRAPT/WAWF Shpmt Id			History Remarks	<input type="text"/>			
Attachments	No Attachments Available						
<input type="button" value="Add"/>							
						<input type="button" value="Cancel"/>	<input type="button" value="Reset"/>

- The QTY automatically populates and is not editable.
- Use  to select the ORIGL IN SVC DT, or enter the date (MM/DD/YYYY) in the field provided.



### Bulk

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Basic						
Stock Nbr	BULKSENSITIVE				Lot Nbr	<input type="text"/>
UI	EA				Expr Dt	<input type="text"/>
Item Desc	BULK AND SENSITIVE				Local Rcpt Dt	4/9/2025
Type Action	ITRO - Transfer In - outside DPAS				Rcvd By	<input type="text"/>
*Qty	<input type="text"/>				iRAPT/WAWF Shpmt Id	
*Acq Dt	<input type="text"/>				Attachments	No Attachments Available
*Cond Cd	A-Svcbl(w/o Qual)				<input type="button" value="Add"/>	
Doc Nbr	<input type="text"/>				Remarks	<input type="text"/>
*Asset Cd	K-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
<b>Manufacturer</b>						
Stock Nbr	0G8R078I	Mfr Yr		<input type="text"/>		
UI	EA	Mfr Model Nbr				
Item Desc	MONITOR 17 INCH	License Managed				
Type Action	ITRO - Transfer In - outside DPAS	Mfr Part Nbr				
Catalog Piferable	No	*UII Sts Cd		Select an Item <input type="button" value="v"/>		
Asset Piferable	<input type="checkbox"/>	CAGE Cd				
i *Mfr Data	Select A Manufacturer <input type="button" value="Q"/>	Non-Actbl				
Mfr Name		Supply Category Management Cd -				
						<input type="button" value="Cancel"/> <input type="button" value="Reset"/>

- a. Use  to select the UII Sts Cd.

### Component

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
<b>Manufacturer</b>						
Stock Nbr	7025032057818	Mfr Yr		<input type="text"/>		
UI	EA	Mfr Model Nbr				
Item Desc	MONITOR/COMPONENT	License Managed				
Type Action	ITRO - Transfer In - outside DPAS	Mfr Part Nbr				
Catalog Piferable	No	*UII Sts Cd		Select an Item <input type="button" value="v"/>		
Asset Piferable	<input type="checkbox"/>	CAGE Cd				
i *Mfr Data	Select A Manufacturer <input type="button" value="Q"/>	Non-Actbl				
Mfr Name		Supply Category Management Cd -				
						<input type="button" value="Cancel"/> <input type="button" value="Reset"/>



a. Use  to select the UII Sts Cd.

## Bulk

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
<b>Manufacturer</b>						
Stock Nbr	BULKSENSITIVE	Mfr Yr	<input type="text"/>			
UI	EA	Mfr Model Nbr				
Item Desc	BULK AND SENSITIVE	License Managed				
Type Action	ITRO - Transfer In - outside DPAS	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				

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



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

Accounting

Stock Nbr	0G8R078I	Job Order Nbr	<input type="text"/>
UI	EA	LOA	<input type="text"/>
Item Desc	MONITOR 17 INCH	Exp Cd	1-Funded ▾
Type Action	ITRO - Transfer In - outside DPAS	Divy Ord Nbr	<input type="text"/>
*Fund Cd/ASN	Select an Item ▾	Transfer Type	Select an Item ▾
Oblign Doc Nbr	<input type="text"/>	Trading Partner Nbr	<input type="text"/>
Owng Cost Center	<input type="text"/>	Trading Dept Cd	Select an Item ▾
Owng Cost Center Desc		Trading Basic Symbol	<input type="text"/>
Fndng Cost Center	<input type="text"/>	Trading Subhead	<input type="text"/>
Fndng Cost Center Desc		Loan Cd	G-Government Owned ▾
Task Cd	<input type="text"/>	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.*

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

**Contract**

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

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	0G8R078I	Prior Deprn SL
UI	EA	Prior Deprn AB
Item Desc	MONITOR 17 INCH	Deprn Util Svc Life
Type Action	ITRO - Transfer In - 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		

- 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	<b>Agency</b>	Asset Entry
<b>Agency</b>						
Stock Nbr	0G8R078I		Office	<input type="text"/>		
UI	EA		Active RFID Number	<input type="text"/>		
Item Desc	MONITOR 17 INCH		ORDER NUMBER	<input type="text"/>		
Type Action	ITRO - Transfer In - outside DPAS		TASK ORDER	<input type="text"/>		
Classification	<input type="text" value="Unclassified"/>					
						<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
<b>Asset Entry</b>						
Stock Nbr	0G8R078I	i *Custodian Nbr		<input type="text"/>		
UI	EA	UII		<input type="text"/>		
Item Desc	MONITOR 17 INCH	*Serial Nbr		<input type="text"/>		
Type Action	ITRO - Transfer In - outside DPAS	DOD Serial Nbr		<input type="text"/>		
Inv by Serial Nbr	<input type="checkbox"/>	i *Loc		<input type="text" value="Select A Location"/>		
Auto Assign	<input checked="" type="checkbox"/>	Sub Loc		<input type="text"/>		
Asset Id Prefix	<input type="text" value="Select an Item"/>					
						<input type="button" value="Save"/>
						<input type="button" value="Cancel"/> <input type="button" value="Reset"/> <input type="button" value="Add"/>

- Use  or  to browse for the CUSTODIAN NBR entry. *This is a 12 alphanumeric character field.*
- Enter the UII in the field provided. *This is a 50 alphanumeric character field.*
- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- Use  or  to assist with the Loc entry. *This is a 20 alphanumeric character field.*



### Component

Basic	Catalog	Accounting	Contract	Depreciation	Agency	<u>Asset Entry</u>
<b>Asset Entry</b>						
Stock Nbr	7025032057818		i *Custodian Nbr	<input type="text" value="BPG123"/>		
UI	EA		UII	<input type="text"/>		
Item Desc	MONITOR/COMPONENT		*Serial Nbr	<input type="text"/>		
Type Action	ITRO - Transfer In - outside DPAS		DOD Serial Nbr	<input type="text"/>		
Inv by Serial Nbr	<input type="checkbox"/>		i *Loc	<input type="text" value="BPG123"/>		
Auto Assign	<input checked="" type="checkbox"/>		Sub Loc	<input type="text"/>		
Asset Id Prefix	<input type="text" value="Select an Item"/>					
						<input type="button" value="Save"/>
						<input type="button" value="Cancel"/> <input type="button" value="Reset"/> <input type="button" value="Add"/>

- Use  or  to browse for the CUSTODIAN NBR entry. *This is a 12 alphanumeric character field.*
- Enter the UII in the field provided. *This is a 50 alphanumeric character field.*
- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- Use  or  to assist with the LOC entry. *This is a 20 alphanumeric character field.*



### Bulk

Basic	Catalog	Accounting	Contract	Depreciation	Agency	<b>Asset Entry</b>
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Asset Entry

Stock Nbr	BULKSENSITIVE	i *Custodian Nbr	<input type="text"/>
UI	EA	i *Loc	Select A Location
Item Desc	BULK AND SENSITIVE	Sub Loc	<input type="text"/>
Type Action	ITRO - Transfer In - outside DPAS		

- 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	0G8R078I	i *Custodian Nbr	BPG123 <input type="text"/>
UI	EA	UII	<input type="text"/>
Item Desc	MONITOR 17 INCH	*Serial Nbr	<input type="text"/>
Type Action	ITRO - Transfer In - outside DPAS	DOD Serial Nbr	<input type="text"/>
Inv by Serial Nbr	<input type="checkbox"/>	i *Loc	BPG123 <input type="text"/>
Auto Assign	<input checked="" type="checkbox"/>	Sub Loc	<input type="text"/>
Asset Id Prefix	BPG123 <input type="text"/>		

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>	BPG1230993	POI098LKJ654	BPG123	BPG123		N	Y	18117BROOKS0010	

Cancel Reset Add

