

Asset Receiving Entry — Mass Upload

Overview

The Property Accountability module Asset 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 - a bunch at a time).

Navigation

Asset Management > Receiving > Asset Receiving > ☐ Mass Upload Assets > Type Action drop-down field > Asset Receiving Tabs page




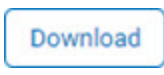
Procedures

Create a Mass Upload for Assets

Selecting at any point of this procedure removes all revisions and closes the page, whereas selecting returns all fields to the default "All" setting. **Bold** numbered steps are required.

1. In the Asset Management menu, choose Receiving. The **Asset Receiving Data Entry** page appears.
2. Select ☐ End Item Serial. This displays the **Mass Upload Assets** field.


End Item Serial	<input checked="" type="radio"/>	*Stock Nbr	<input type="text"/>
Component	<input type="radio"/>	*Acq Cost	<input type="text" value="0.00"/>
Bulk	<input type="radio"/>	Mass Upload Assets	<input type="checkbox"/>
*Type Action	<input type="text" value="INPR - New Procurement"/>		
		Download Template	<input type="button" value="Download"/>

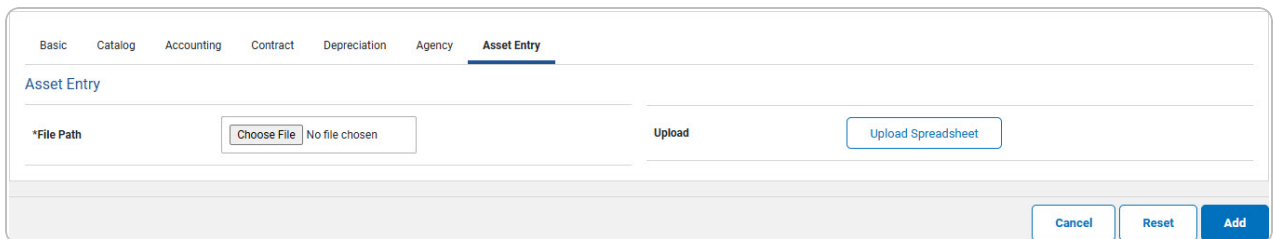
- A. Use  to select the Type Action.
- B. Enter the STOCK NBR, or use  to browse for the number. *This is a 15 alphanumeric character field.*
- C. Enter the ACQ COST in the field provided. *This is a 15 numeric character field.*
- D. Click  to select Mass Upload Assets. Select . **The file *AssetReceivingUploadTemplate.xls* opens.**


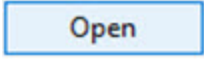

Note



Once the Excel file is downloaded, open the file and read the first tab, named **Instructions**. The second tab, **Assets**, is where the information about the loadable assets are entered.

3. Select . The **Basic tab** displays.
4. Select Asset Entry. The **Asset Entry Tab** appears.



- A. Select . The Windows **Choose File to Upload** pop-up window appears.
- B. Choose the file to attach, and select it.
- C. Select . The **Choose File to Upload** pop-up window closes, and the file name appears in the File Path field.
- D. Select .



- If there are errors: *the **Spreadsheet Errors** appears.*

Basic
Catalog
Accounting
Contract
Depreciation
Agency
Asset Entry

Asset Entry

*File Path

Choose File
No file chosen

Upload

Upload Spreadsheet

Spreadsheet Errors

UII must be entered in row 1

UII must be entered in row 2

UII must be entered in row 3

UII must be entered in row 4

UII must be entered in row 5

UII must be entered in row 6

UII must be entered in row 7

UII must be entered in row 8

UII must be entered in row 9

UII must be entered in row 10

Cancel
Reset
Add

- If there are no errors: *the Assets are listed, and **Spreadsheet successfully uploaded and validated; click add to submit** appears at the top of the list.*

Basic
Catalog
Accounting
Contract
Depreciation
Agency
Asset Entry

Asset Entry

*File Path

Choose File
No file chosen

Upload

Upload Spreadsheet

Spreadsheet successfully uploaded and validated; click add to submit


Asset Id	Serial Nbr	Cust Nbr	Loc	Sub Loc	Inv By Serial Nbr	Auto Assign	UII	DOD Serial Nbr
ABC123DEF456	ABC123DEF456GHI789KLM012	ABC123	BPG123		N	N	BROOKS123	
GHI789JKL123	ABC123DEF456GHI789KLM013	123456	BPG345		N	N	BROOKS124	
MNO456PQR789	ABC123DEF456GHI789KLM014	BPG123	BPG123		N	N	BROOKS125	
STU123VWX456	ABC123DEF456GHI789KLM015	ABC123	BPG345		N	N	BROOKS126	
XYZ789ZYX123	ABC123DEF456GHI789KLM016	123456	BPG123		N	N	BROOKS127	

Cancel
Reset
Add

5. Select

Add

. The **View the Asset Receiving Transaction Status** page appears.



ODASD (Logistics)
under A&S Sustainment

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DPAS Helpdesk
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