Search for an Asset Update — Criteria

Overview

The Property Accountability module Asset Update process provides the ability to modify data fields related to assets currently on the property book. This process updates:

- End Item / Component / Bulk Asset Updates

> **Note**
>
> If End Item Serial, Component and/or Bulk assets are being mass updated, this process must be repeated for each type.

- Location / Sub Location
- Manufacturer Information
- Price Update
- Loan

Navigation

Asset Management > Update > Asset Update Search Criteria

Procedure

Search for an Asset for Updating

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields.

Search Criteria

Accountable Type	○ Non-Accountable ○ Accountable ● Both
Asset Management Type	● End Item Serial ○ Component ○ Bulk
Asset Id	[🔍]
Stock Nbr	[🔍]
Serial Nbr	[ ]
i **Custodian Nbr**	[Select A Custodian 🔍]
Loc	[🔍]
Sub Loc	[ ]
Agency Field Name	[Select an Item ⌄]

Reset Search

2. Select [Search]. *The **Search for an Asset Update — Results** page opens.*

Search Criteria

Asset Id --	**Custodian Nbr** TGROCE	**Lot Nbr** --	**Agency Field Name** --
Stock Nbr --	**Loc** --	**Mgt Cd** Serial	**Agency Field Value** --
Serial Nbr --	**Sub Loc** --	**Non-Actbl / Actbl** Both	

Search Results (6)   Number to Display [10]

Select	Asset Id	Qty	Stock Nbr	Serial Nbr	Maj Cust Nbr	Sub Cust Nbr	Asst Lvl Cd	Loc	Lot Nbr	Item Desc	Pilferable	Non-Actbl	UII	Cptl	Pndg	Loan Cd	UII Sts Cd	UII Verf	Fund Cd/ASN	Intrf Sys Cd
☐	BROOKS000269	0	0005000739411	BPG987	TGROCE		EI	AREA7		TEST RIFLE	No	No	No	Yes	Yes	G	NDT	NO	68 /	AK
☐	BROOKS000263	1	12481632640003	BELNPG123	TGROCE		EI	AREA7		SPACE SHUTTLE	No	No	No	Yes	No	G	NDT	NO	68 /	AK
☐	BROOKS000348	1	1248163264127	BPG12481	TGROCE		EI	AREA7		SPACE SHUTTLE	No	No	Yes	Yes	No	G	ART	NO	68 /	AK
☐	BROOKS000265	1	139501B770001	A8779062016-FGBF6205068	TGROCE		EI	AREA7		50 CALIBER	No	No	No	No	No	G	NDT	NO	68 /	AK
☐	BROOKS000316	1	5805000204707	08092014	TGROCE		EI	AREA7		TELEPHONE SET	No	No	No	No	No	G	NNN	NO	68 /	AK
☐	BROOKS000187	0	9003176-SL60TT	12345678	TGROCE		EI	TIMS ROOM		FORKLIFT BATTERY OPE	No	No	No	Yes	Yes	G	NDT	NO	68 /	AK

[Cancel] [Deselect All] [Select All] [Continue]

A. Select [Continue]. *The **Select the Asset Update Rows** page opens.*

Select Rows for Asset Update

Navigation

Asset Management > Update > Search Criteria > [Search] > Search Results > ☐ (desired record(s)) > [Continue] > Asset Update Selected Rows page

Procedure

Update Assets

*Selecting [Cancel] at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.*

Single Row Update

1. Review the asset information.

A. Select ☐ Basic Update if the update regards typical details. *The **Update the Basic Asset Details** page appears.*

B. Select ☐ Price Update if the update regards costs. *The **Update the Price Asset Details** page appears.*

C. Select ⬤ Loan Update if the update regards loan details. *The **Update the Loan Asset Details** page appears.*

D. Select ⬤ STOCK NBR Update if the update regards Stock Number details. *The **Update the Stock Nbr Asset Details** page appears.*

2. Select [Continue]. *The appropriate **Update the Asset Details** page appears.*

Multiple Rows Update

1. Review the asset information.

A. Select ⬤ Mass Update if the updates regard typical details. *The **Update the Mass Assets Details** page appears.*

B. Select ⬤ Loan Update if the updates regard loan details. *The **Update the Loan Asset Details** page appears.*

C. Select ⬤ STOCK NBR Update if the updates regard Stock Number details. *The **Update the Stock Nbr Asset Details** page appears.*

2. Select [Continue]. *The appropriate **Update the Asset Details** page appears.*

Asset Update Basic Update

Navigation

Asset Management > Update > Search Criteria > [Search] > Search Results > ☐ (desired record(s)) > [Continue] > Selected Rows > [Continue] > ◯ Basic Update > [Continue] > Asset Update Basic Update page

Procedure

Update the Basic Asset information

Selecting [Cancel] at any point of this procedure removes all revisions and closes the page. **Bold** *numbered steps are required.*

1.   From the Selected Rows page, select [Continue]. *The* **Asset Update Basic Update** *page appears.*

2.   Update the fields in the Basic panel.

| Basic | Accounting | Contract | Agency |

Asset Id   BROOKS000265

Stock Nbr   139501B770001

Asset Id Prefix

Auto Assign   ☐

Asset Id   BROOKS000265

Serial Nbr   A8779062016-FGBF6205068

Inv By Serial Nbr   ☐

Chg Qty

Loc   AREA7   🔍

Sub Loc

* Cond Cd   A-Svcbl(w/o Qual)   ⌄

Sys Id

Doc Nbr   🔍

Lot Nbr

Expr Dt

*Local Rcpt Dt   5/27/2018

Rcvd By

*Origl In Svc Dt   5/27/2018

DOD Serial Nbr   BELNPG1234567890

Attachments   [Add]

No Attachments Available

Remarks

History Remarks

[Cancel] [Update]

A. Update the Cond Cd, using ⌄ to select the desired code.

B. Update the Local RCPT DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

C. Update the ORIGL IN SVC DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

D. Select [Add Attachment]. *The **Attachment Add** page appears.*

3. Select [Update]. *The **View the Asset Update Transaction Status** page appears.*

   OR

   Select the Accounting tab to continue updating the asset.

Basic	Accounting	Contract	Agency

Asset Id	BROOKS000265	Owng Cost Center	🔍
Stock Nbr	139501B770001	Owng Cost Center Desc	
* Cptl Cd	A-DoD Threshold	Fndng Cost Center	🔍
Acq Dt	5/1/2018 📅	Fndng Cost Center Desc	
Rcpt Doc Nbr	BR00KS81451000 🔍	Task Cd	
* Asset Cd	T -Military Equipment	Job Order Nbr	
* Asset Sts Cd	U-In Use	LOA	🔍
Oblign Doc Nbr	BR00KS81451000	* Transfer Type Cd	0-Transfer Type Cd not required
* Fund Cd/ASN	68-	Trading Partner Nbr	
Loan			
Loan Cd	G		
Lease			
* Lease Cd	N-Government Owned		

[Cancel] [Update]

A. Update the Cptl Cd, using ⌄ to select the desired code.

B. Update the ACQ DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

C. Update the Asset Cd, using ⌄ to select the desired code.

D.   Update the Asset Sts Cd, using ☑ to select the desired code.

E.   Update the Fund Cd /ASN, using ☑ to select the desired code.

F.   Update the Transfer Type Cd, using ☑ to select the desired code.

4.   Select **Update** . *The **View the Asset Update Transaction Status** page appears.*

OR

Select the Contract tab to continue updating the asset.

Basic	Accounting	Contract	Agency
Stock Nbr		139501B770001	
UI		EA	
Item Desc		50 CALIBER	
Type Action		INPR - New Procurement	
Cntr/PO Nbr			
SPIIN			
CLIN			
SLIN			
ACRN			

Cancel   Update

5.   Select **Update** . *The **Asset Update Transaction Status** page appears.*

OR

Select the Agency tab to continue updating the asset.

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Basic   Accounting   Contract   **Agency**

Agency

Asset Id	BROOKS000265
Stock Nbr	139501B770001
Classification	Unclassified
Office	
Active RFID Number	
ORDER NUMBER	
TASK ORDER	

Cancel   Update

6.   Select [Update]. *The **Asset Update Transaction Status** page appears.*

Asset Update Price Update

Navigation

Asset Management > Update > Search Criteria > [Search] > Search Results > ☐ (desired record(s)) > [Continue] > Selected Rows > [Continue] > ◯ Price Update > [Continue] > Asset Update Price Update page

Procedure

Update the Asset Price

Selecting [Cancel] *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. From the Selected Rows page, select [Continue]. *The* **Asset Update Price Update** *page appears.*

    Select ◯ Cost Correction if the asset price was originally entered incorrectly.

2.
    OR

    Select ◯ Asset Revaluation if the asset price has changed since it was entered.

End Item Serial

Asset Id	ABC123
Stock Nbr	1005000000002
Cost Correction	●
Asset Revaluation	○
Acq Cost	0.00
* Cptl Cd	A-DoD Threshold
Total Cost	0.00
Remarks	BPG Test
* History Remarks	

Cancel   Update

Component

Asset Id	BROOKS000266
Stock Nbr	017490011AA
Cost Correction	⦿
Asset Revaluation	○
Cost	100.00
Cost Embedded	☑
* Cptl Cd	A-DoD Threshold
Total Cost	0.00
Remarks	
* History Remarks	

Cancel   Update

3.   Update the Cptl Cd, using ⌄ to select the desired code.

4.   Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

5.   Select **Update**. *The View the Asset Update Transaction Status page appears.*

Asset Update Mass Update

Navigation

Asset Management > Update > Search Criteria > [Search] > Search Results > ☐ (desired record(s)) > [Continue] > Selected Rows > ◯ Mass Update > [Continue] > Asset Update Mass Update page

Procedure

Update Multiple Records

Selecting [Cancel] *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. From the **Selected Rows** page, select [Continue]. *The* **Asset Update Mass Update** *page appears.*

2. Update the fields in the Mass Update Tab.

Mass Update	Agency

Stock Nbr	2350903576810
Doc Nbr	[🔍]
Oblign Doc Nbr	[ ]
Loc	[🔍]
Sub Loc	[ ]
Cond Cd	Select an Item ▾
Sys Id	[ ]
Cntr/PO Nbr	[ ]

Owng Cost Center [🔍]

Owng Cost Center Desc

Fndng Cost Center [🔍]

Fndng Cost Center Desc

Task Cd [   ]

Job Order Nbr [   ]

Trading Partner Nbr [   ]

Trading Dept Cd [   ]

Trading Basic Symbol [   ]

Trading Subhead [   ]

LOA [🔍]

Attachments   No Attachments Available

[Add]

Remarks [   ]

History Remarks [   ]

[Cancel] [Update]

3.   Update the fields in the Agency tab.

Mass Update   **Agency**

Agency

Classification	Select an Item ⌄
Office	
Active RFID Number	
ORDER NUMBER	
TASK ORDER	

Cancel

Note

Any fields on this tab varies by agency and are not DPAS controlled.

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4.   Select [Update] . *The **View the Asset Update Transaction Status** page appears.*

Asset Update Loan Update

Navigation

Asset Management > Update > Search Criteria > [Search] > Search Results > ☐ (desired record(s)) > [Continue] > Selected Rows > [Continue] > ◯ Loan Update > [Continue] > Asset Update Loan Update page

Procedure

Update the Loan Information for an Asset

Selecting [Cancel] *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

> **Note**
>
> The **LOAN CD** selected from the drop-down list determines the data fields displayed on the page.

1. From the Selected Rows page, select [Continue]. *The **Asset Update Loan Update** page appears.*

2. *Depending upon the LOAN CD above, the fields are different:*

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Loan Code C — Out on Loan to Non-Govt Acty

Asset Id	Stock Nbr	Loan Cd	Quantity
BROOKS000250	0005000739421	C	1

Asset Update - Loan Change

* Loan Cd	C-Out On Loan to Non-Govt Acty ▾
* DODAAC/CAGE Cd	Select An Item ▾
Doc Nbr	🔍
* Asset Sts Cd	T-Out On Loan ▾
* Cntr Nbr/Dlvry Ord Nbr	WQER987134587 ▾
Cntr Start Dt	7/21/2009
Cntr End Dt	7/21/2009

Contract Established date:7/21/2009 - applied to loan start date
Contract Expiration date:7/21/2009 - applied to loan end date
Loan Start and End Date fields have been disabled

Loan Address	🔍
Activity Name	
Loan Start Dt	7/21/2009 📅
Loan End Dt	7/21/2009 📅
Loc	TIMS ROOM 🔍
Sub Loc	
TCN	
* Shipment Dt	📅
Estimated Shipment Dt	☐
Mode of Shipment	Select an Item ▾

Cancel   Update

A. Update the Loan Cd, using ⌄ to select the desired code.

B. Update the DoDAAC/CAGE Cd, using ⌄ to select the desired code.

C.   Update the Asset Sts Cd, using ⌄ to select the desired code.

D.   Update the Cntr Nbr, using ⌄ to select the desired identifier.

E.   Update the Loc, using 🔍 to browse for the revised entry. *This is a 20 alphanumeric character field.*

F.   Update the Shipment Dt, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

Loan Code G — Government Owned

Asset Id	Stock Nbr	Loan Cd	Quantity
AMK11240	0005000739411	G	1

Asset Update - Loan Change

* Loan Cd	G-Government Owned ⌄
* DODAAC/CAGE Cd	Select An Item ⌄
Doc Nbr	🔍
* Asset Sts Cd	U-In Use
Loc	0ACM1 🔍
Sub Loc	SUB
TCN	
* Shipment Dt	📅
Estimated Shipment Dt	☐
Mode of Shipment	Select an Item ⌄

Cancel   Update

A.   Update the Loan Cd, using ⌄ to select the desired code.

B.   Update the DoDAAC/CAGE Cd, using ⌄ to select the desired code.

C.   *Verify the Asset Sts Cd.*

D.   Update the Loc, using 🔍 to browse for the revised entry. *This is a 20 alphanumeric character field.*

E. Update the SHIPMENT DT, using or entering the date (MM/DD/YYYY) in the field provided.

Loan Code L — In on Loan from a GOVT ACTY

Asset Id	Stock Nbr	Loan Cd	Quantity
ABC123	1005000000002	L	1

Asset Update - Loan Change

* Loan Cd	L-In On Loan from Govt Acty
* DODAAC/CAGE Cd	Select An Item
Doc Nbr	
* Asset Sts Cd	T-Out On Loan
Loan Address	4640 TRINDLE ROAD CAMP HILL,PA 17011
Activity Name	
Loan Start Dt	6/13/2023
Loan End Dt	6/13/2024
Loc	AREA7
Sub Loc	
TCN	
* Shipment Dt	
Estimated Shipment Dt	☐
Mode of Shipment	Select an Item

Cancel

A. *Verify the Loan Cd.*

B. *Verify the DODAAC / CAGE CD.*

C. *Verify the ASSET STS CD.*

D. *Verify the LOC.*

E. *Verify the SHIPMENT DT.*

Loan Code M — Out on Loan to GOVT ACTY

Asset Id	Stock Nbr	Loan Cd	Quantity
BROOKS000058	1234567890	M	1

Asset Update - Loan Change

* Loan Cd	M-Out On Loan to Govt Acty
* DODAAC/CAGE Cd	Select An Item
Doc Nbr	
* Asset Sts Cd	T-Out On Loan
Loan Address	123 MAIN STREET WARREN,OH 44
Activity Name	
Loan Start Dt	6/28/2018
Loan End Dt	6/29/2018
Loc	BUILDING 11
Sub Loc	
TCN	
* Shipment Dt	
Estimated Shipment Dt	☐
Mode of Shipment	Select an Item

Cancel   Update

A.   Update the Loan Cd, using ⌄ to select the desired code.

B.   Update the DoDAAC/CAGE Cd, using ⌄ to select the desired code.

C.   Update the Asset Sts Cd, using ⌄ to select the desired code.

D.   Update the LOC, using 🔍 to browse for the revised entry. *This is a 20 alphanumeric character field.*

E.   Update the SHIPMENT DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

Loan Code N — In on Loan from a Non-GOVT ACTY

Asset Id
BROOKS000347

Stock Nbr
298101424

Loan Cd
N

Quantity
1

Asset Update - Loan Change

* Loan Cd	N-In On Loan from Non-Govt Acty
* DODAAC/CAGE Cd	Select An Item
Doc Nbr	
* Asset Sts Cd	U-In Use
Loan Address	2698 DEEPHILL CIR DALLAS,TX 75233
Activity Name	
Loan Start Dt	12/15/2021
Loan End Dt	1/1/2022
Loc	0ACM1
Sub Loc	
TCN	
* Shipment Dt	
Estimated Shipment Dt	☐
Mode of Shipment	Select an Item

Cancel

A.   *Verify the Loan Cd.*

B.   *Verify the DoDAAC / CAGE Cd.*

C.   *Verify the ASSET STS CD.*

D.   *Verify the LOC.*

E.   *Verify the SHIPMENT DT.*

3.   Select [Update]. *The* **Asset Update Transaction Status** *page appears.*

Asset Update Stock Number Update

Navigation

Asset Management > Update > Search Criteria > [Search] > Search Results > ☐ (desired record(s)) > [Continue] > Selected Rows > [Continue] > ◯ STOCK NBR Update > [Continue] > Asset Update Stock Number Update page

Procedures

Update the Stock Number Data

*Selecting [Cancel] at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.*

1.   From the Selected Rows page, select [Continue] . *The **Asset Update Stock Number Update** page appears.*

Selected Asset(s)

Asset Id	Serial Nbr	Stock Nbr	Custodian Nbr

Original Values

Asset Id	ABC123
Stock Nbr	1005000000002
LIN/TAMCN	
Quantity	1

Document Number

Doc Nbr	[🔍]

Stock Number

Stock Nbr	[1005000000002 🔍]
Type Asset Cd	G
Asset Cd	[K -Equipment ▾]

Manufacturer Data

i Mfr Data	[TEJADA 🔍]
Non-Actbl	☐
Mfr Name	TEJADA
Mfr Part Nbr	1
Mfr Model Nbr	1
CAGE Cd	
Mfr Yr	[2022]
Asset Pilferable	☐

[Cancel] [Update]

2. Review the fields in the Selected Assets grid.

3. Review the fields in the Original Values grid.

4.   Review the field in the Document Number grid.

5.   Review the fields in the Stock Number grid:

   A.   Update the STOCK NBR, using 🔍 to browse for the revised number. *This is a 15 alpha-numeric character field.*

6.   Review the fields in the Manufacturer Data grid.

7.   Select [Update] . *The **View the Asset Update Transaction Status** page appears.*