

### **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 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.

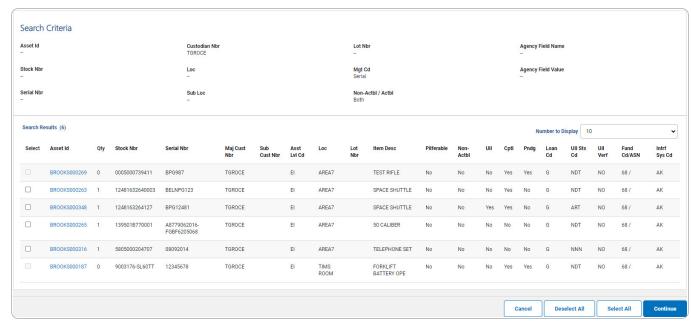




Accountable Type	Non-Accountable     Accountable		
	<ul><li>Both</li><li>End Item Serial</li></ul>		
Asset Management Type	<ul><li>○ Component</li><li>○ Bulk</li></ul>		
Asset Id		٩	
Stock Nbr		Q	
Serial Nbr			
Custodian Nbr	Select A Custodian	Q	
Loc		Q	
Sub Loc			
Agency Field Name	Select an Item	•	



2. Select search for an Asset Update — Results page opens.



A. Select Continue . The Select the Asset Update Rows page opens.





## **Select Rows for Asset Update**

### **Navigation**

Asset Management > Update > Search Criteria >  $\frac{\text{Search}}{\text{Search Results}}$  > Search Results >  $\frac{\text{Continue}}{\text{Continue}}$  > Asset Update Selected Rows page

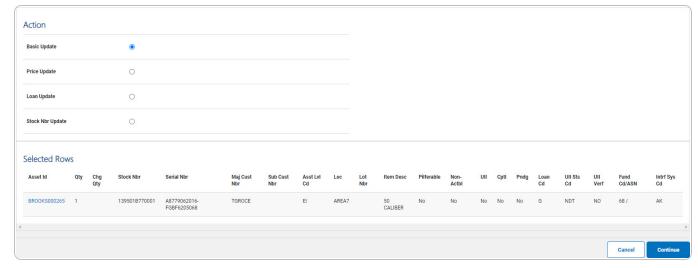
#### **Procedure**

### **Update Assets**

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

#### Single Row Update

Review the asset information.



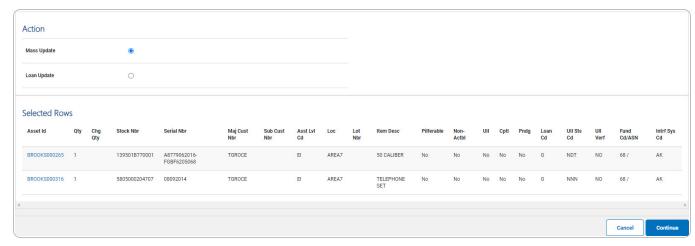
- A. Select Basic Update if the update regards typical details. *The Update the Basic Asset Details* page appears.
- B. Select Price Update if the update regards costs. *The Update the Price Asset Details page appears.*



- 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 \( \subseteq \text{Loan Update if the updates regard loan details.} \) 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 Results > (desired record(s)) > Selected Rows > Basic Update > Continue > Asset Update Basic Update page

### **Procedure**

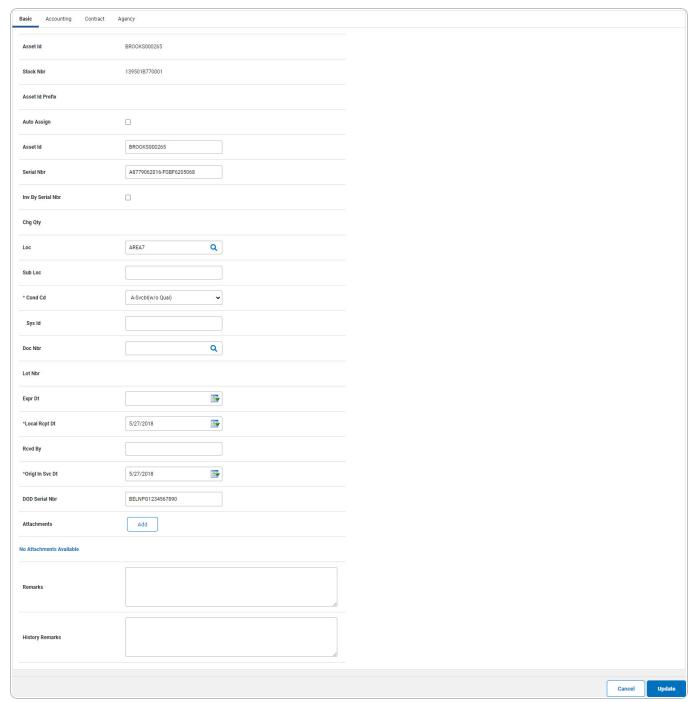
### **Update the Basic Asset information**

Selecting 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 appears. Continue . The **Asset Update Basic Update** page



#### 2. Update the fields in the Basic panel.



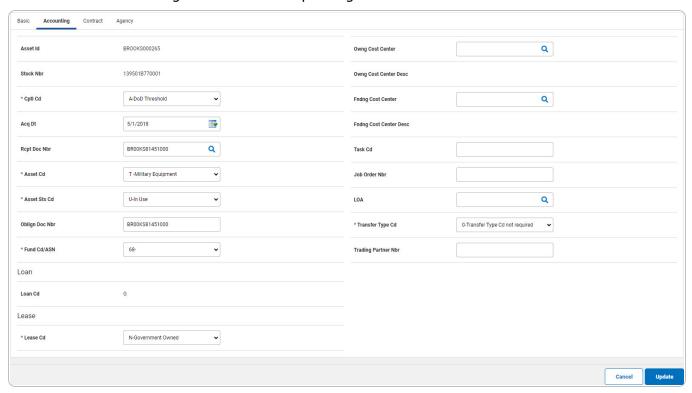


- **A.** Update the Cond Cd, using  $\stackrel{\checkmark}{}$  to select the desired code.
- **B.** Update the Local RCPT DT, using or entering the date (MM/DD/YYYY) in the field provided.
- C. Update the ORIGL IN SVC DT, using or entering the date (MM/DD/YYYY) in the field provided.
- D. Select Add Attachment Add page appears.

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

3. **OR** 

Select the Accounting tab to continue updating the asset.



- **A.** Update the Cptl Cd, using Y 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  $\stackrel{\checkmark}{\square}$  to select the desired code.

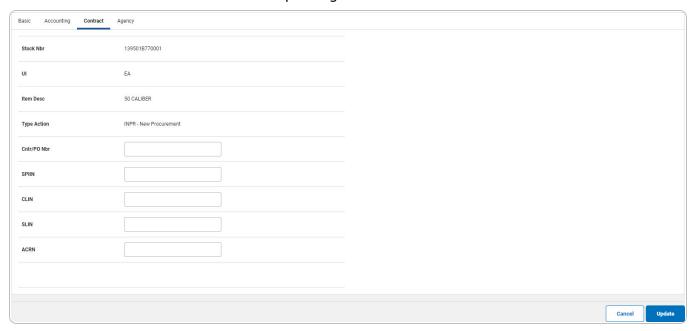


- **D.** Update the Asset Sts Cd, using  $\stackrel{\checkmark}{}$  to select the desired code.
- **E.** Update the Fund Cd /ASN, using Y to select the desired code.
- **F.** Update the Transfer Type Cd, using  $\stackrel{\smile}{\square}$  to select the desired code.

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

4. **OR** 

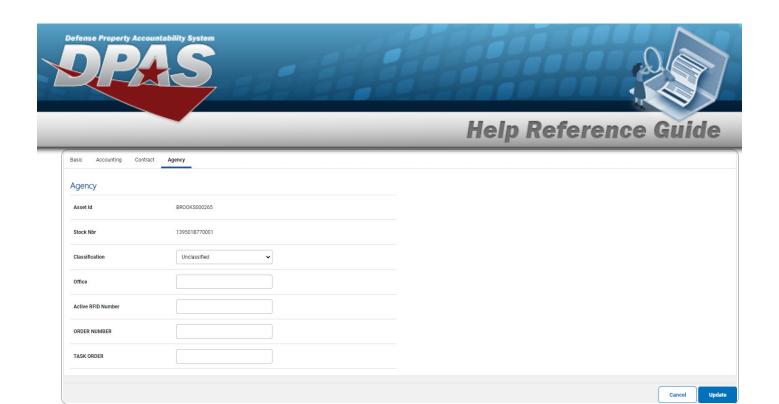
Select the Contract tab to continue updating the asset.



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

5. **OR** 

Select the Agency tab to continue updating the asset.



6. Select Update Transaction Status page appears.



### **Asset Update Price Update**

### **Navigation**

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

### **Procedure**

### **Update the Asset Price**

Selecting 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 appears. Continue

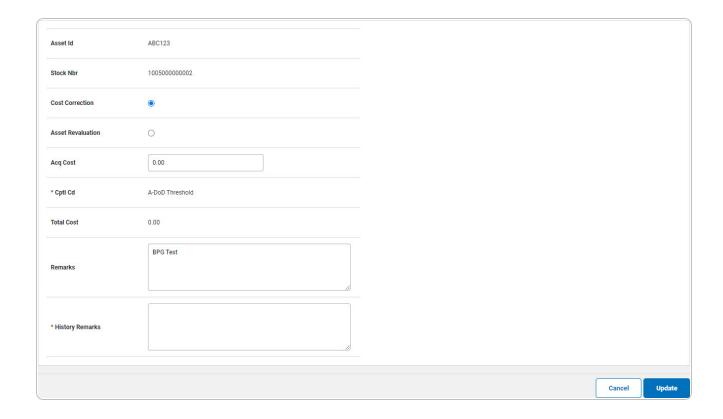
  . The Asset Update Price Update page
  - Select  $\square$  Cost Correction if the asset price was originally entered incorrectly.
- 2. OR

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





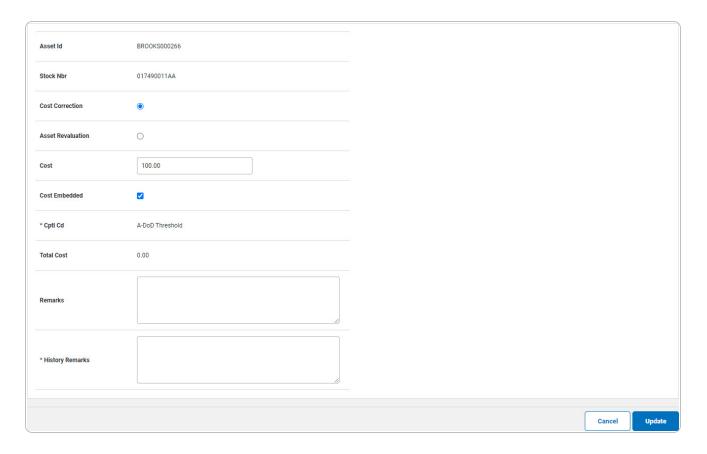
#### **End Item Serial**







#### **Component**



- **3.** Update the Cptl Cd, using  $\stackrel{\checkmark}{\square}$  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 Transaction Status page appears.





## **Asset Update Mass Update**

### **Navigation**

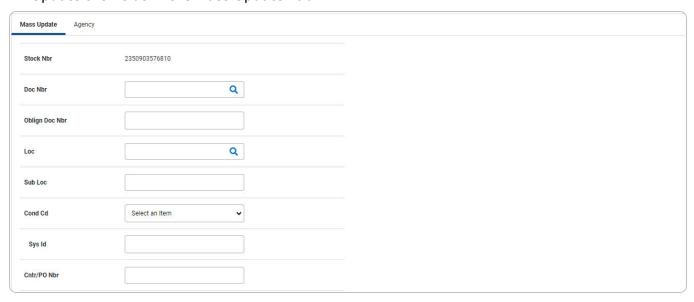
Asset Management > Update > Search Criteria > Search Results > (desired record(s)) > Selected Rows > Mass Update > Asset Update Mass Update page

### **Procedure**

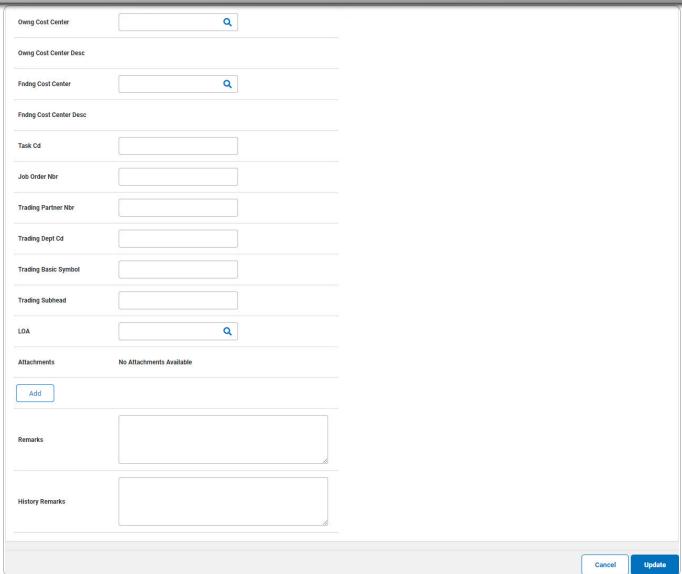
### **Update Multiple Records**

Selecting 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 appears. Continue . The **Asset Update Mass Update** page
- 2. Update the fields in the Mass Update Tab.

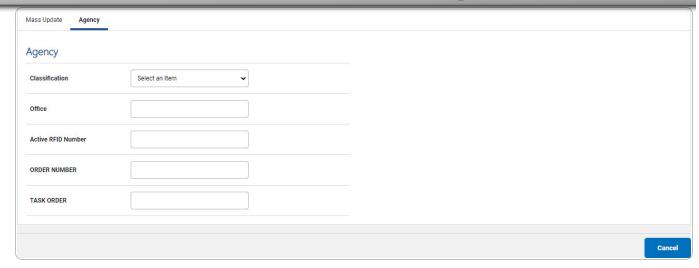






3. Update the fields in the Agency tab.





Note



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

4. Select Update Transaction Status page appears.



## **Asset Update Loan Update**

### **Navigation**

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

#### **Procedure**

### **Update the Loan Information for an Asset**

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

#### Note



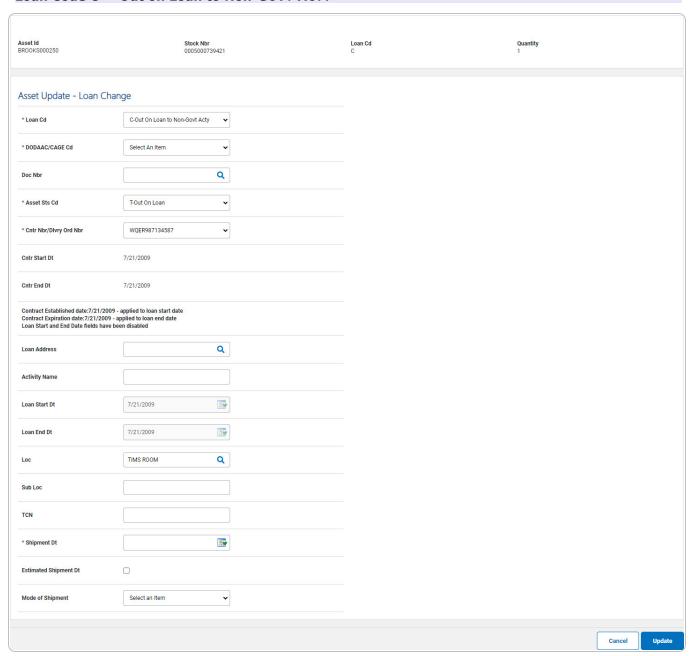
The **LOAN CD** selected from the drop-down list determines the data fields displayed on the

- 1. From the Selected Rows page, select appears. Continue . The **Asset Update Loan Update** page
- 2. Depending upon the LOAN CD above, the fields are different:





#### Loan Code C — Out on Loan to Non-GOVT ACTY



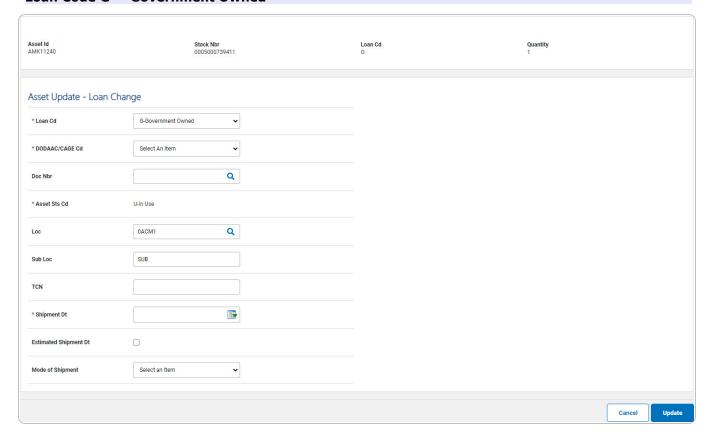
- **A.** Update the Loan Cd, using Y to select the desired code.
- **B.** Update the DoDAAC/CAGE Cd, using  $\stackrel{\checkmark}{\square}$  to select the desired code.



- **C.** Update the Asset Sts Cd, using  $\stackrel{\checkmark}{}$  to select the desired code.
- **D.** Update the Cntr Nbr, using 

  ✓ to select the desired identifier.
- **E.** Update the Loc, using <sup>Q</sup> 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



- **A.** Update the Loan Cd, using  $\stackrel{\checkmark}{\square}$  to select the desired code.
- **B.** Update the DoDAAC/CAGE Cd, using 

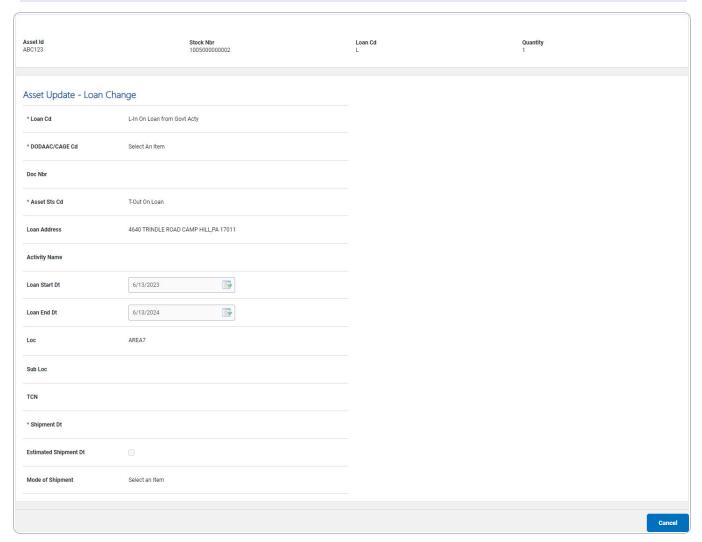
  ✓ to select the desired code.
- **C.** Verify the Asset Sts Cd.
- **D.** Update the Loc, using <sup>Q</sup> to browse for the revised entry. *This is a 20 alphanumeric character field.*





**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



20

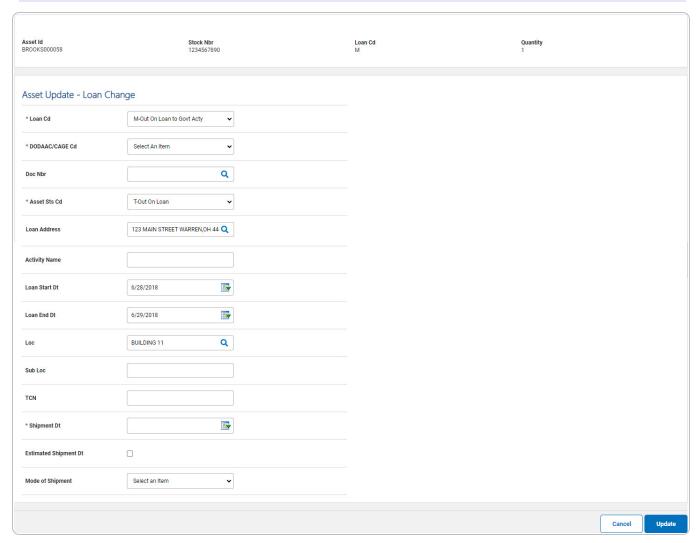
- **A.** Verify the Loan Cd.
- **B.** Verify the DoDAAC / CAGE CD.
- **C.** Verify the ASSET STS CD.
- **D.** Verify the Loc.
- **E.** Verify the Shipment Dt.







#### Loan Code M — Out on Loan to GOVT ACTY



- **A.** Update the Loan Cd, using  $\stackrel{\checkmark}{}$  to select the desired code.
- **B.** Update the DoDAAC/CAGE Cd, using 

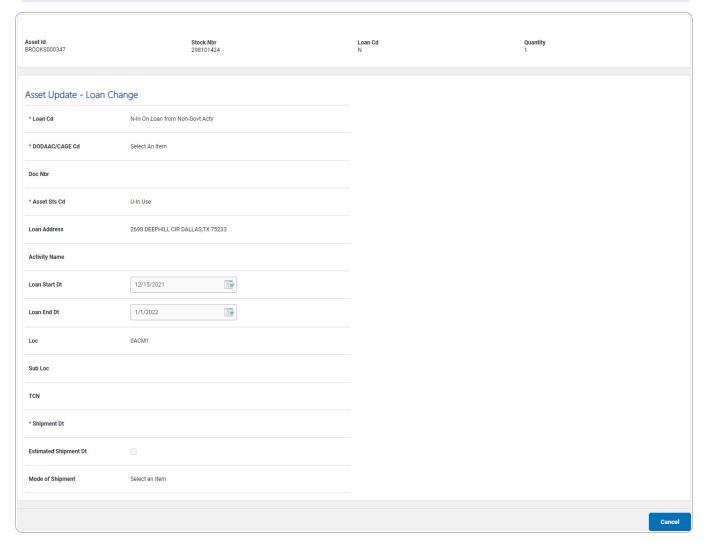
  ✓ to select the desired code.
- **C.** Update the Asset Sts Cd, using  $\stackrel{\checkmark}{}$  to select the desired code.
- **D.** Update the Loc, using Q to browse for the revised entry. This is a 20 alphanumeric character field.
- **E.** Update the Shipment DT, using or entering the date (MM/DD/YYYY) in the field provided.







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



- **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 Transaction Status page appears.







# **Asset Update Stock Number Update**

### **Navigation**

Asset Mana	gement > Up	odate > Search Crite	ria > Search	$>$ Search Results $>$ $\square$ (desired
record(s)) >	Continue	> Selected Rows >	Continue	> 🗆 Sтоск Nвr Update >
Continue	> Asset Upd	late Stock Number U	ndate page	

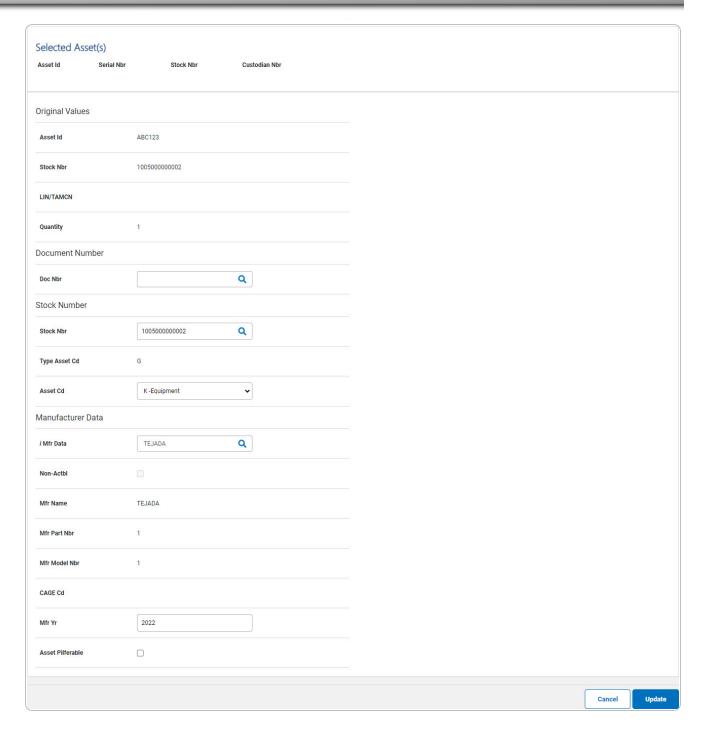
#### **Procedures**

### **Update the Stock Number Data**

Selecting 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 Update Stock Number Update page appears.





- 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 <sup>Q</sup> 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 Transaction Status page appears.