

# Search for an Excess Asset — Criteria

## Overview

The Property Accountability module Excess Asset Search Criteria process provides the ability to select assets which are no longer needed and identify them as available to other DPAS sites or to be reported to an excess system. Currently the DPAS interface for excess is the Defense Reutilization and Marketing Service (DRMS) Asset Redistribution Table known as Defense Reutilization and Marketing Service Automated Information System (DAISY).

The Type Action selected is used to identify assets which will be:

- **Pre-notifications**
- available in the future
- Excess
  - available now
- Withdraw
  - previously marked as being or becoming available

The Excess process works in conjunction with the Disposition process to remove an asset from DPAS. Assets which are unavailable to Excess are:

- Assets under Suspected Loss
- Assets on the Due-Out Table
- Bulk assets on Pre-notification
- Assets On-Loan
- Leased Assets

## Navigation

Asset Management > Excess > Excess Asset Search Criteria page

## Procedures

### Search for an Asset to Excess

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.







The user role(s) determine what Type Action options display.

1. In the Search Criteria box, narrow the results by entering one of the following fields.

*Type Action	Prenotification	~	
Asset Id			
Stock Nbr		Q	
Serial Nbr			
i Custodian Nbr	Select A Custodian	Q	

2. Use 🗹 to select the Type Action.



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i <b>ype Actio</b> Prenotifica	n ation		Stock Nbr			Serial Nbr ABC%		Custodian Nbr				
Asset Id												
Search	h Res	ults										
Search	n Res <sub>Qty</sub>	Asset Id	Stock Nbr	Serial Nbr	Item Desc	Cust Nbr	Asset Lvi Cd	Loc	Lot Nbr	Non-Actbl	CptI	
Search Select	n Res Qty 1	Asset Id TAG123	Stock Nbr 0005000739411	Serial Nbr ABC123	Item Desc	Cust Nbr GROCE1	Asset LvI Cd	Loc TIMS ROOM	Lot Nbr	Non-Actbl	<b>Cpti</b> No	
Search Select	A Res Qty 1	Asset Id TAG123 TESTING01016	Stock Nbr 0005000739411 155000A010084	Serial Nbr ABC123 ABC123	Item Desc TEST RIFLE AIRPLANE	Cust Nbr GROCE1 JCH001 HEIBDR	Asset LvI Cd El El	Loc TIMS ROOM AREA7	Lot Nbr	Non-Actbl No No	CptI No No	
Search Select	A Res Qty 1 1 1	Asset Id TAG123 TESTING01016 BROOKS000210	Stock Nbr           0005000739411           155000A010084           155000A010084	Serial Nbr ABC123 ABC123 ABC123DEF	Item Desc TEST RIFLE AIRPLANE AIRPLANE	Cust Nbr GROCE1 JCH001 HEIBDR TLH001	Asset Lvi Cd El El	Loc TIMS ROOM AREA7 AREA7	Lot Nbr	Non-Actbl No No No	CptI No No	
Search Select	n Res Qty 1 1 1 1	Asset Id TAG123 TESTING01016 BROOKS000210 BROOKS000212	Stock Nbr           0005000739411           155000A010084           155000A010084           5555098765454	Serial Nbr ABC123 ABC123 ABC123DEF ABCD1234	Item Desc TEST RIFLE AIRPLANE AIRPLANE XXXX	Cust Nbr GROCE1 JCH001 HEIBDR TLH001 BULK	Asset Lvi Cd El El El El	Loc TIMS ROOM AREA7 AREA7 HERE NOW	Lot Nbr	Non-Actbl No No No No	CptI No No No	



3.









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**Help Reference Guide** 

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#### Serial Asset Search Criteria Type Action Serial Nbr Stock Nbr Custodian Nbr Prenotification ABC% Asset Id 4 Selected Rows Qty Excs Qty Asset Id Stock Nbr Serial Nbr UII Item Desc Cust Nbr Asset Loc Lot Non-CptI Lvl Cd Nbr Actbl 1 TAG123 0005000739411 ABC123 TEST RIFLE GROCE1 EI TIMS No No Yes 1 ROOM 1 TESTING01016 155000A010084 ABC123 AIRPLANE JCH001 EI AREA7 No No No 1 HEIBDR 1 BROOKS000210 155000A010084 ABC123DEF AIRPLANE TLH001 EI AREA7 No No No 1 1 BROOKS000212 5555098765454 ABCD1234 XXXX BULK EI HERE No No No 1 NOW 1 BROOKS000282 7025015679288 ABC123DEF FLAT RFID2 EI 15 S No No No 1 30TH ST PANEL MONITOR REARU Continue Cancel





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ype Action excess	n II.	Stock Nbr 1234567%		Sei	rial Nbr			Custodia –	an Nbr			
sset Id												
											-	
Coloct	od Dowo											
selecu												
Otv	Eves Otv	Asset Id	Stock Nhr	Serial	Item	Cust	Asset Ivi	Loc	Lot	Non-	Cott	
Qty	Excs Qty	Asset Id	Stock Nbr	Serial Nbr	ltem Desc	Cust Nbr	Asset Lvi Cd	Loc	Lot Nbr	Non- Actbl	CptI	
<b>Qty</b> 100	Excs Qty	Asset Id BULK00000408	Stock Nbr 123456789	Serial Nbr	Item Desc A THING	Cust Nbr DMB001	Asset LvI Cd El	Loc HERE NOW	Lot Nbr	Non- Actbl	CptI No	
<b>Qty</b> 100 4221	Excs Qty	Asset Id BULK00000408 BULK00000408	Stock Nbr           123456789           123456789	Serial Nbr	Item Desc A THING A THING	Cust Nbr DMB001 BULK	Asset LvI Cd EI EI	Loc HERE NOW HERE NOW	Lot Nbr	Non- Actbl No	CptI No No	
<b>Qty</b> 100 4221 50148	Excs Qty 100 4221 50148	Asset Id           BULK00000408           BULK00000408           BULK00000408           BULK00000408	Stock Nbr           123456789           123456789           123456789           123456789	Serial Nbr	Item Desc A THING A THING A THING	Cust Nbr DMB001 BULK DMB001	Asset LvI Cd EI EI EI	Loc HERE NOW HERE NOW BUILDING 11	Lot Nbr	Non- Actbl No No No	CptI No No No	

Go to the next step for Serial Assets.

## 2.

#### OR

Enter the Excess Quantity for the Bulk Assets.

3. Select Continue

. The **Update an Excess Asset** page appears.





Upd	late an E	Excess Asset			
Navi	gation				_
	Asset Manage	ment > Excess > Search	Criteria > Search	> Search Results >	
	Continue	Selected Rows	> Excess Asset Up	odate page	
Proc	edures				
Upda	te an Exces	s Asset			
<b>во</b> 1.	From the Sele	cted Rows page, select	Continue . The Upda	<b>ate an Excess Asset</b> page	;
	Search Criteria	Stock Nbr	Serial Nbr	Custodian Nbr	
	Asset Id		ADU %		
	4				•
	Update				
	*DspsI Activity	٩			
	*Avail Dt	10/16/2023			
	*Cond Cd	Select an Item			







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RIC From			
Rpt Address Q			
POC			
JSN			
Phone Nbr			
AX Nbr			
E-Mail Address			
DODAAC			
Activity Name			
Activity Name Address			
Activity Name Address Iddress2			
Activity Name 'Address Address2 Xty			
Activity Name Address Address2 Sity	Select an Item		
Activity Name 'Address Address2 Xity Xate JIP Cd	Select an Item		
Activity Name Address Address2 Xity Xate IP Cd Country Cd	Select an Item       Select an Item		



DPAS	System					
			Help	Referen	ce Gu	ide
*Holding POC			_			
*Holding Loc						
Holding Sub Loc						
Remarks		ß				
History Remarks		ß				
					Cancel	Update

- **2.** Enter the DSPSL ACTIVITY, or use  $\bigcirc$  to browse for the activity. This is a 6 alphanumeric character field.
- **3.** Use Is to select the AVAIL DT, or enter the date (MM/DD/YYYY) in the field provided.
- **4.** Use to select the Cond Cd.
- **5.** Enter the RIC From in the field provided. *This is a 3 alphanumeric character field.*
- **6.** Use <sup>**Q**</sup> to browse for the RPT ADDRESS.
- **7.** Enter the POC in the field provided. *This is a 25 alphanumeric character field*.
- **8.** Enter the PHONE NBR in the field provided. *This is a 19 numeric character field.*
- **9.** Enter the E-MAIL Address in the field provided. *This is an 80 alphanumeric character field*.
- **10.** Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
- **11.** Enter the Address in the field provided. *This is a 35 alphanumeric character field.*
- **12.** Use to select the Country Cd.

Update

- **13.** Enter the Holding DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
- **14.** Enter the Holding POC in the field provided. *This is a 65 alphanumeric character field.*
- **15.** Enter the Holding Loc in the field provided. *This is a 20 alphanumeric character field.*

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



<sup>16.</sup> Select