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 ELMSsites or to be reported to an excess system. Currently the ELMSinterface 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 ELMS. 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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

Note

? 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.

Search Criteria

*Type Action	Prenotification ⌄
Asset Id	
Stock Nbr	🔍
Serial Nbr	
i Custodian Nbr	Select A Custodian 🔍

Reset   **Search**

2.   Use ☑ to select the Type Action.

3.   Select **Search**. *The* **Search for an Excess Asset — Results** *page opens.*

Search Criteria

Type Action	**Stock Nbr**	**Serial Nbr**	**Custodian Nbr**
Prenotification	--	ABC%	--

Asset Id
--

Search Results

Select	Qty	Asset Id	Stock Nbr	Serial Nbr	Item Desc	Cust Nbr	Asset Lvl Cd	Loc	Lot Nbr	Non-Actbl	Cptl	UII
☐	1	TAG123	0005000739411	ABC123	TEST RIFLE	GROCE1	EI	TIMS ROOM		No	No	Yes
☐	1	TESTING01016	155000A010084	ABC123	AIRPLANE	JCH001 HEIBDR	EI	AREA7		No	No	No
☐	1	BROOKS000210	155000A010084	ABC123DEF	AIRPLANE	TLH001	EI	AREA7		No	No	No
☐	1	BROOKS000212	5555098765454	ABCD1234	XXXX	BULK	EI	HERE NOW		No	No	No
☐	1	BROOKS000282	7025015679288	ABC123DEF	FLAT PANEL MONITOR	RFID2	EI	15 S 30TH ST REAR U		No	No	No

Cancel   Deselect All   Select All   Continue

Select the Excess Asset Rows

Navigation

Asset Management > Excess > Search Criteria > **Search** > Search Results > ☐

(desired record(s)) > **Continue** > Excess Asset Selected Rows page

Procedures

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

View the Excess Asset Selected Rows

1. Select **Continue**. *The **View the Excess Asset Selected Rows** page appears.*

Serial Asset

Search Criteria

Type Action
Prenotification

Stock Nbr
--

Serial Nbr
ABC%

Custodian Nbr
--

Asset Id
--

Selected Rows

Qty	Excs Qty	Asset Id	Stock Nbr	Serial Nbr	Item Desc	Cust Nbr	Asset Lvl Cd	Loc	Lot Nbr	Non-Actbl	Cptl	UII
1	1	TAG123	0005000739411	ABC123	TEST RIFLE	GROCE1	EI	TIMS ROOM		No	No	Yes
1	1	TESTING01016	155000A010084	ABC123	AIRPLANE	JCH001 HEIBDR	EI	AREA7		No	No	No
1	1	BROOKS000210	155000A010084	ABC123DEF	AIRPLANE	TLH001	EI	AREA7		No	No	No
1	1	BROOKS000212	5555098765454	ABCD1234	XXXX	BULK	EI	HERE NOW		No	No	No
1	1	BROOKS000282	7025015679288	ABC123DEF	FLAT PANEL MONITOR	RFID2	EI	15 S 30TH ST REAR U		No	No	No

Cancel   Continue

Bulk Asset

Search Criteria

Type Action	Stock Nbr	Serial Nbr	Custodian Nbr
Excess	1234567%	--	--

Asset Id
--

Selected Rows

Qty	Excs Qty	Asset Id	Stock Nbr	Serial Nbr	Item Desc	Cust Nbr	Asset Lvl Cd	Loc	Lot Nbr	Non-Actbl	Cptl	UII
100	100	BULK00000408	123456789		A THING	DMB001	EI	HERE NOW		No	No	No
4221	4221	BULK00000408	123456789		A THING	BULK	EI	HERE NOW		No	No	No
50148	50148	BULK00000408	123456789		A THING	DMB001	EI	BUILDING 11		No	No	No
10	10	BULK00000408	123456789		A THING	BULK	EI	TIMS ROOM		No	No	No

Cancel | Continue

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.*
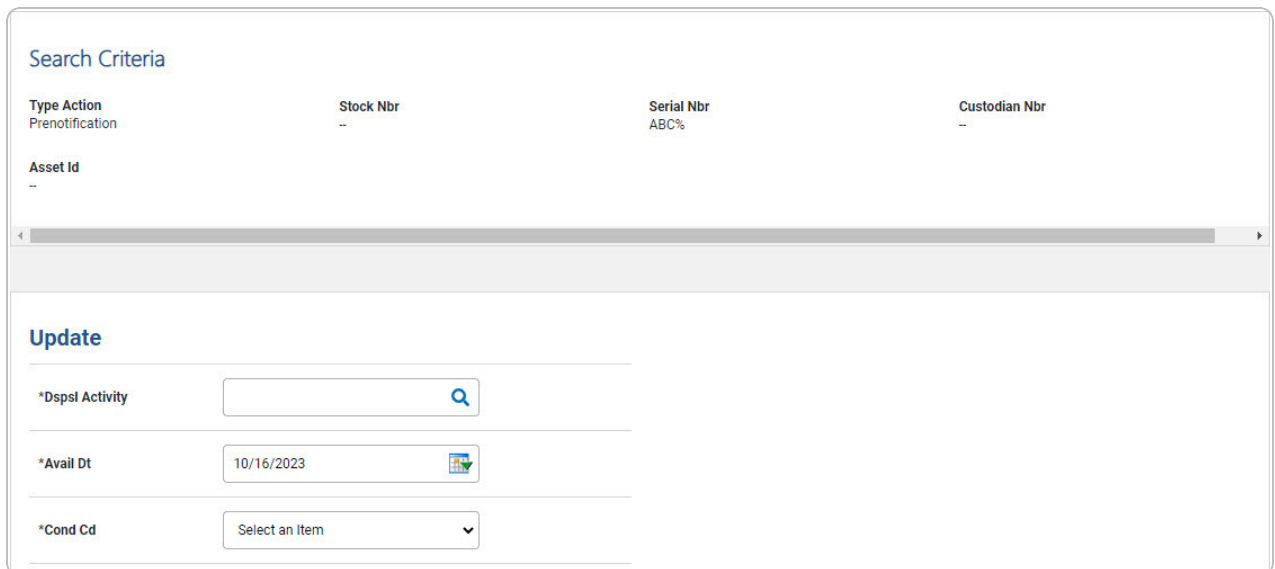
Update an Excess Asset

Navigation

Asset Management > Excess > Search Criteria > **Search** > Search Results >

Continue > Selected Rows > **Continue** > Excess Asset Update page

Procedures

Update an Excess Asset

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

*RIC From

*Rpt Address 🔍

*POC

DSN

*Phone Nbr

FAX Nbr

*E-Mail Address

*DODAAC

Activity Name

*Address

Address2

City

State   Select an Item

ZIP Cd

*Country Cd   Select an Item

*Holding DODAAC

2. Enter the DSPSL ACTIVITY, or use 🔍 to browse for the activity. *This is a 6 alphanumeric character field.*

3. Use 📅 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 🔍 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.

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.*

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