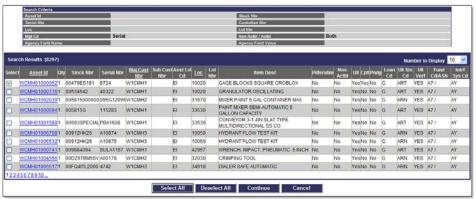
Asset Updates

Asset Updates

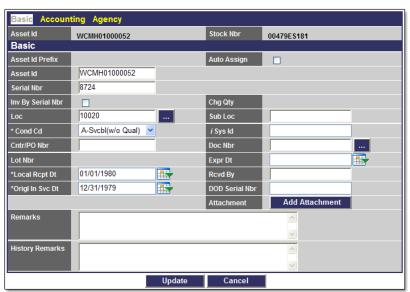
The Asset Update process allows you to change data fields pertaining to assets currently on the property book.

- 1. Navigate to the **Asset Management > Update** menu.
- 2. Select the appropriate radio buttons for the asset type if desired, enter any search criteria.
- Select the Search button the Search Results page displays.
- 4. Select the asset(s) you want to update.
- Select the Continue button the Selected Rows page displays.



Basic Update

- 6. Select the **Basic Update** radio button.
- Select the Continue button the Basic Update page displays.
- Make your changes and select the Update button from any of the tabs.
 - To remove data from a field for all selected assets, type "DELETE" in that field.
 - For Mass Updates, all stock numbers must be the same.
 - If you are updating multiple assets of different types (End Item Serial, Component and/or Bulk), you must repeat this process for each type



If you use Agency Defined fields, an **Agency Field Name** drop-down list displays. Each of your defined field(s) referenced on the **Agency** tab is displayed.







Asset Updates

Price Update

 From the Selected Rows page, choose the Price Update radio button. You use the Price Update process to change the Acquisition Cost of an asset due to an error or a revaluation. However, you cannot update the Acquisition Cost for multiple assets at the same time.

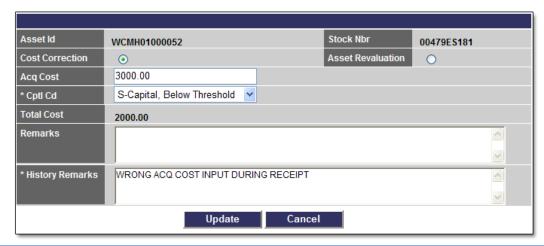
2. Select the **Continue** button - the **Price Update** page displays.



- 3. Select the appropriate radio button (Cost Correction or Asset Revaluation).
- 4. Update the Acq Cost and/or Cptl Cd (Capital Code).
- 5. Enter a mandatory **History Remarks**.
- 6. Select the **Update** button to complete the process.

Cost Correction is used to correct errors to the acquisition cost.

Asset Revaluation is used when the initial value of the asset is estimated and then through expert opinion is corrected. It preserves prior depreciation and affects the acquisition cost of an asset.







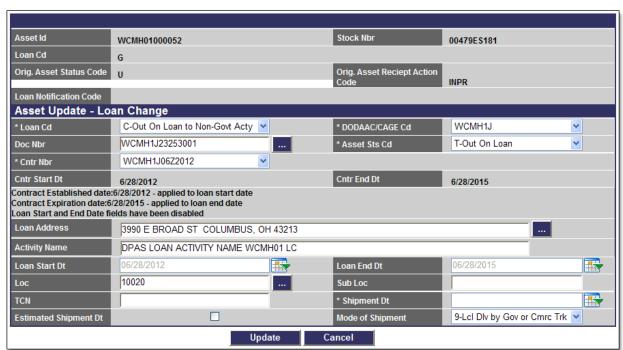
Asset Updates

Loan Update

- 1. From the **Selected Rows** page, choose the **Loan Update** radio button.
- Select the **Continue** button the **LoanUpdate** page displays.

Steps 1-2 not pictured

- If you use the Loan Update process the **UII Status Code** must be *ART- Assigned, Recorded and Tagged* and verified with the IUID Registry prior to loaning an asset.
- •The Loan Address must be added prior to performing a Loan Update.
- •Loans to a Non-Govt Acty = LC-Loan CAGE
- Loans to another Govt Acty = LD-Loan DODAAC
- 3. Select the appropriate Loan Code from the Loan Cd drop-down list.
- 4. Select the correct **DODAAC/CAGE Cd**, **Doc Nbr** and **Asset Sts Cd**.
- 5. Select a Contract Number (Cntr Nbr) only applicable if loaning to a non-Govt activity.
- 6. Select the Loan Address.
- 7. Browse for a Location (Loc), and select a Shipment Dt.
- 8. Select the **Update** button to complete the process.



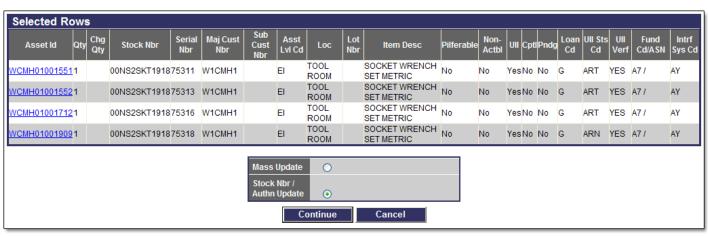


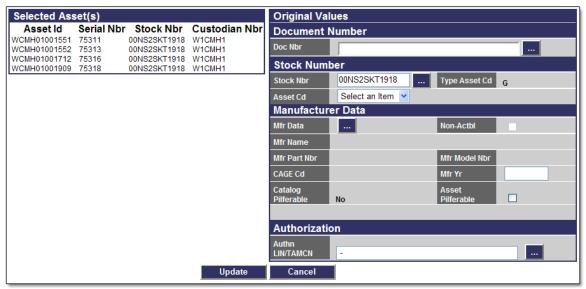
Asset Updates

Stock Nbr Update

- From the Selected Rows page, choose the Stock Nbr Update radio button.
- Select the Continue button the Selected Asset(s) page displays.

You can process single or mass stock number updates. On a mass stock number update, you do NOT have to pick assets with the same stock number. However, if you do not pick the same stock number, the stock number and manufacturer fields are NOT available. If you do select the same stock number, you will see the stock number and manufacturer fields.



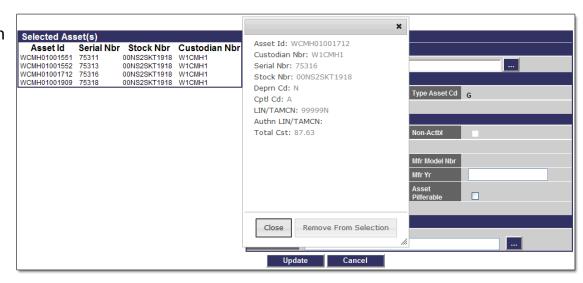






Stock Nbr Update

- 4. Select the asset to display its information window.
- Review the asset information.
- Select the
 Close button
 to close the
 information
 window.



- 7. Update any of the editable fields.
- 8. Select the **Update** button to complete the process.



- If you have multiple assets selected, and one is incorrectly selected, you can remove it in the Selected Asset(s) section of this page without returning to the beginning of the update process.
- If you remove an asset from the Selected Asset(s) section of this page you are able to return it to the active list by selecting the Add to Selection button.





Asset Updates

Attribute(s) Update

1. From the **Selected Rows** page, choose the **Attribute(s) Update** radio button.

If a template is NOT associated with the Stock Number the **Attribute(s) Update** radio button will not display.

Select the Continue button - the Attribute Value(s) page displays

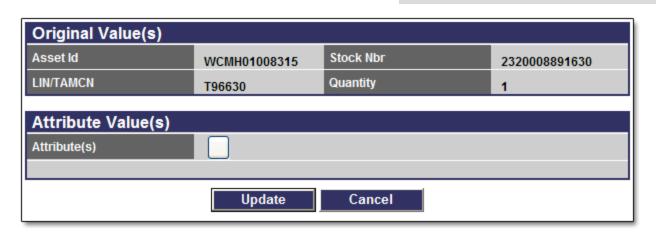
Steps 1-2 not pictured

3. Select the **Attribute(s)** button - the Template displays.

Template Names are unique and directly related to the ACC of a Stock Number.

Templates are assigned during the Catalog process. They can only be associated with Stock Numbers of serial and component assets; they cannot be associated to stock numbers of bulk and real property assets.

If an asset's Stock Number is changed to a Stock Number with the same Template Name, the attribute values will remain with the asset. However, if a Stock Number is changed to a Stock Number which does not have the same Template Name associated with it, the template will detach and attribute values will be lost.



Each template can have multiple attributes. An attribute can belong to multiple templates.







Asset Updates

Attribute(s) Update

- 4. Enter your data/values into the attribute fields of the template.
- Select the Submit button the Attribute Value(s) page displays.

Attributes are characteristics or specifications for assets.

New attributes and attribute templates are requested by an Agency Coordinator or someone they designate, and created at the Application Administrator Level.



The updated attribute information does not display on the **Attributes Value(s)** page until the **Update** button is selected and the transaction processes successfully.

6. Select the **Update** button to associate the attributes to this asset. This completes the process.



