



Asset Updates

1. Navigate to the **Asset Management > Update** menu.
 2. Select the appropriate radio buttons for the asset type.
 3. If desired, enter any search criteria.
 4. Select the **Search** button - the **Search Results** page displays
- Steps 5-9 not pictured*
5. Select the asset(s) you want to update.
 6. Select the **Continue** button - the **Selected Rows** page displays.

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

Search Criteria			
End Item Serial	<input checked="" type="radio"/>	Accountable	<input type="radio"/>
Component	<input type="radio"/>	Non-Accountable	<input type="radio"/>
Bulk	<input type="radio"/>	Both	<input checked="" type="radio"/>
Asset Id	<input type="text"/>		...
Stock Nbr	<input type="text"/>		...
Serial Nbr	<input type="text"/>		
Custodian Nbr	<input type="text"/>		...
Loc	<input type="text"/>		...
Sub Loc	<input type="text"/>		
Lot Nbr	<input type="text"/>		

Basic Update

8. Select the **Basic Update** radio button.
9. Select the **Continue** button - the **Basic Update** page displays.
10. 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.

Basic Accounting Agency			
Asset Id	HR1026000041	Stock Nbr	702000I010002
Basic			
Asset Id Prefix		Auto Assign	<input type="checkbox"/>
Asset Id	HR1026000041		
Serial Nbr	HP23LPTOP05		
Inv By Serial Nbr	<input type="checkbox"/>	Chg Qty	
Loc	BLDG 10	Sub Loc	
* Cond Cd	A-Svcbl(w/o Qual)	/ Sys Id	
Cntr/PO Nbr		Doc Nbr	...
Lot Nbr		Expr Dt	
*Local Rcpt Dt	08/18/2009	Rcvd By	
*Origl In Svc Dt	08/18/2009	DOD Serial Nbr	
		Attachment	<input type="button" value="Add Attachment"/>
Remarks	<input type="text"/>		
History Remarks	<input type="text"/>		

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 displayed.





Price Update

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.

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

Selected Rows																		
Asset Id	Qty	Chg Qty	Stock Nbr	Serial Nbr	Maj Cust Nbr	Sub Cust Nbr	Asst Lvl Cd	Loc	Lot Nbr	Item Desc	Piferable	Non-Actbl	Ull Cptl Pndg	Loan Cd	Ull Sts Cd	Ull Verf	Fund Cd/ASN	Intrf Sys Cd
HR1026000041			7020001010002	HP23LPTOP05	MC0002		EI	BLDG 10		COMPUTER	No	No	YesNo No	M	ART	YES	99/	AY

Action	
Basic Update	<input type="radio"/>
Price Update	<input checked="" type="radio"/>
Loan Update	<input type="radio"/>
Stock Nbr Update	<input type="radio"/>
Attribute(s) Update	<input type="radio"/>

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 Id	HR1026000041	Stock Nbr	7020001010002
Cost Correction	<input checked="" type="radio"/>	Asset Revaluation	<input type="radio"/>
Acq Cost	<input type="text" value="3268.00"/>		
* Cptl Cd	<input type="text" value="A-DoD Threshold"/>		
Total Cost	2640.00		
Remarks	<input type="text"/>		
* History Remarks	PRICE ENTERED INCORRECTLY		





Loan Update

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

Steps 1-2 not pictured

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.

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**

Asset Id	HR1026000041	Stock Nbr	702000I010002
Loan Cd	G		
Orig. Asset Status Code	T	Orig. Asset Receipt Action Code	ITRI
Loan Notification Code			
Asset Update - Loan Change			
* Loan Cd	C-Out On Loan to Non-Govt Acty	* DODAAC/CAGE Cd	CL1001
Doc Nbr	CL100130381001	* Asset Sts Cd	T-Out On Loan
* Cntr Nbr	A1234599D1234		
Cntr Start Dt	11/1/2011	Cntr End Dt	11/1/2013
Contract Established date:11/1/2011 - applied to loan start date Contract Expiration date:11/1/2013 - applied to loan end date Loan Start and End Date fields have been disabled			
Loan Address	3990 E BROAD ST COLUMBUS, OH 43213		
Activity Name	LEARN OFC1		
Loan Start Dt	11/01/2011	Loan End Dt	11/01/2013
Loc	BLDG 10	Sub Loc	
TCN		* Shipment Dt	02/10/2013
Estimated Shipment Dt	<input type="checkbox"/>	Mode of Shipment	C-Van
<input type="button" value="Update"/> <input type="button" value="Cancel"/>			





Stock Nbr Update

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

Steps 1-2 not pictured

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.

Selected Asset(s)

Asset Id	Serial Nbr	Stock Nbr	Custodian
HR1026000040	HP23LPTOP04	702000I010002	MC0002
HR1026000041	HP23LPTOP05	702000I010002	MC0002
HR1026000042	HP23LPTOP06	702000I010002	MC0002

Asset Information Window:

- Asset Id: HR1026000041
- Custodian Nbr: MC0002
- Serial Nbr: HP23LPTOP05
- Stock Nbr: 702000I010002
- Deprn Cd: N
- Cptl Cd: A
- LIN/TAMCN:
- Authn LIN/TAMCN:
- Total Cst: 2640.00

Update Form:

- Type Asset Cd: **G**
- Non-Actbl:
- Mfr Model Nbr:
- Mfr Yr:
- Asset Pilferable:

Buttons: Close, Remove From Selection, Update, Cancel

3. Select the asset to display its information window.
4. Review the asset information.
5. Select the **Close** button to close the information window.





Stock Nbr Update

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

Selected Asset(s)				Original Values	
Asset Id	Serial Nbr	Stock Nbr	Custodian Nbr	Document Number	
HR1026000040	HP23LPTOP04	702000I010002	MC0002	Doc Nbr	<input type="text"/>
HR1026000042	HP23LPTOP06	702000I010002	MC0002		
Update has been disabled. Refresh Page for selection changes to take affect.				Stock Number	
Removed Assets				Stock Nbr	702000I010002
HR1026000041	HP23LPTOP05	702000I010002	MC0002	Type Asset Cd	G
Refresh Page				Asset Cd	Select an Item
Manufacturer Data					
Mfr Data	...		Non-Actbl	<input type="checkbox"/>	
Mfr Name					
Mfr Part Nbr			Mfr Model Nbr		
CAGE Cd			Mfr Yr	<input type="text"/>	
Catalog Pilferable	No		Asset Pilferable	<input type="checkbox"/>	
Cancel					

- 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.





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.

2. Select the **Continue** button - The **Attribute Value(s)** page displays.

Steps 1-2 not pictured

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

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

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.

Original Value(s)			
Asset Id	UIC001100005	Stock Nbr	2320010921200
LIN/TAMCN		Quantity	1

Attribute Value(s)	
Attribute(s)	<input type="checkbox"/>





Attribute(s) Update

5. Enter your data/values into the attribute fields of the template.
6. Select the **Submit** button - the **Attribute Value(s)** page displays.
7. Select the **Update** button to associate the attributes to this asset. This completes the process.

Attributes are characteristics or specifications for assets.

New attributes and attribute templates are created at the Application Administrator level.

close or Esc Key

Attribute(s) Value Update	
Asset Id	UIC001100005
ACC	P - Commercial Vehicle
Template(s)	Truck Pickup

Capacity - Passengers	<input type="text" value="5"/>	Clear
Armored	<input checked="" type="radio"/> Yes <input type="radio"/> No	Clear
Capacity - Bed Size	<input type="text"/>	Clear
Color	<input type="text" value="green"/>	Clear
Door - Count	<input type="text" value="2"/>	Clear
Engine - Type	<input type="text" value="Diesel"/>	Clear
GVWR	<input type="text"/>	Clear
Light Bar	<input type="radio"/> Yes <input type="radio"/> No	Clear
Run Flat Tires	<input checked="" type="radio"/> Yes <input type="radio"/> No	Clear

Original Value(s)			
Asset Id	UIC001100005	Stock Nbr	2320010921200
LIN/TAMCN		Quantity	1

Attribute Value(s)	
Attribute(s)	<input type="text"/>

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

