



Search for an Asset Disposition — Criteria

Overview

The Property Accountability module Asset Disposition process provides the ability to get rid of assets which are no longer needed. This process disposes of both serial and bulk managed assets, as well as assets with components or improvements.

When the **Designate** check-box *is* selected, the following are the only valid Type Action codes:

- **DTNI — Turn-In**
Return an asset to an intermediate activity and they decide how the asset will be disposed.
- **DTRO — Transfer Out - outside ELMS**
Send an asset to an agency that does not use ELMS.
- **DSPL — Disposal**
Return an asset directly to the DRMO without using an automated interface, or dispose of it locally.
- **DLNR — Loan Return**
The asset was loaned to a UIC. This action type records the return of the property, the contact information and the condition of the asset.

When the **Designate** check-box *is not* selected, the following Type Action codes also display:

- **DLDD — Report of Survey / Lost, Damaged, Destroyed**
The asset is no longer physically available because it was stolen, lost, or it was damaged or destroyed.
- **DSAL — Sales**
The asset is sold. The action also records the condition of the asset, accounting and financial information and the contact information of the buyer.
- **DDNT — Donated**
The contact information of the enterprise receiving the property, the condition of the property and the financial impact for the donating activity is recorded.
- **DAAR — AAR**
The action records administrative disposal of property.
- **DIAJ — Inventory Adjustment**
The asset was recorded as missing during an inventory, removed from the system and documented by this action.

When an asset is disposed, all components, improvements and ancillary costs are disposed of at the same time.






Navigation

Asset Management > Disposition > Asset Disposition Search Criteria page

Procedures

Search for an Asset for Disposal

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.





Help Reference Guide

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

Search Criteria

Designate	<input type="checkbox"/>
*Type Action	Turn-In ▼
Asset Id	<input type="text"/>
Stock Nbr	<input type="text"/> 🔍
Serial Nbr	<input type="text"/>
i Custodian Nbr	Select A Custodian 🔍
i Loc	Select A Location 🔍
Sub Loc	<input type="text"/>

- Use ▼ to select the Type Action.
2. Select . The **Asset Disposition Search Results** page opens.





Help Reference Guide

- A. Click ☐ next to each desired asset to select the record.

Search Criteria

Designate NO	Asset Id --	Serial Nbr --	Loc --
Type Action TURN-IN	Stock Nbr 999912345678	Custodian Nbr --	Sub Loc --

Search Results

Number to Display: 20

Select	Qty	Asset Id	Stock Nbr	Serial Nbr	Item Desc	Cust Nbr	Asset Loc Cd	Loc	Sub Loc	Lot Nbr	Supt Loss Sts Cd	Excs Actn Cd	Non-ActId	Cpbl	Activation Dt	Cpbl Impr Activated	Cpbl Cmpn Activated	Loan Cd	URI Sts Cd	Owing Cust Center	LIN/TAMCN	Fund Cq/ASN	Asset Cd
<input type="checkbox"/>	1	BROOKS000166	999912345678	I2125556654564	COMMERCIAL VEHICLES	DMB001	EI	OUTSIDE STAGING					No	No				0	ARN		22344N - TEST	99/	0
<input type="checkbox"/>	1	BROOKS000167	999912345678	I2355566445554	COMMERCIAL VEHICLES	DMB001	EI	OUTSIDE STAGING					No	No				0	ARN		22344N - TEST	99/	0
<input type="checkbox"/>	1	BROOKS000168	999912345678	I2455444555454	COMMERCIAL VEHICLES	DMB001	EI	OUTSIDE STAGING					No	No				0	ART		22344N - TEST	99/	0

Cancel
Deselect All
Select All
Continue

Helpful Tip



Select All

checks all assets on all pages.

Deselect All

removes the check marks from all assets on all pages.

- B. Select . The **Asset Disposition Selected Rows** page opens.





Selected Rows for Asset Disposition

Navigation

Asset Management > Disposition > Search Criteria > > Search Results > ☐
(desired record) > > Asset Disposition Selected Rows page

Procedures

Review and Confirm Assets for Disposal

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

1. Review the asset for disposal.

Search Criteria

Designate NO	Asset Id --	Serial Nbr --	Loc --
Type Action TURN-IN	Stock Nbr 999912345678	Custodian Nbr --	Sub Loc --

Selected Row(s)

Qty	Disp Qty	Asset Id	Stock Nbr	Serial Nbr	Item Desc	Cust Nbr	Asset Lvl Cd	Loc	Lot Nbr	Suspl Loss Sts Cd	Excs Actn Cd	Non-Actbl	Cpbl	Activation Dt	Cpbl Imprv Activated	Cpbl Cmpn Activated	Loan Cd	Utl Sts Cd	Owng Cost Center	LIN/TAMCN	Fund Cd/ASN	Intfr Sys Cd
1	<input type="text" value="1"/>	BROOKS000167	999912345678	1235566445654	COMMERCIAL VEHICLES	DMB001	E1	OUTSIDE STAGING				No	No				G	ARN	22344N - TEST	99/	AY	

Helpful Tip



For bulk records, the quantity must be entered for the record(s) for which the update applies. If no DISP QTY is entered, all records are updated.

2. Select . The **Asset Disposition** page appears.





Dispose of an Asset

Navigation

Asset Management > Disposition > Search Criteria > > Search Results > ☐
(desired record) > > Selected Rows > > Asset Disposition — Dis-
position page

Procedures

Dispose of an Asset

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





Help Reference Guide

- Depending upon the Type Asset selected, different fields appear in the Disposition panel:

Turn-In

Search Criteria

Designate NO	Asset Id --	Serial Nbr --	Loc --
Type Action TURN-IN	Stock Nbr 999912345678	Custodian Nbr --	Sub Loc --

Disposition

*Doc Nbr

RIC From (DODAAC/RIC)

*Cond Cd

Select an item

*Fund Cd

Select an item

*Ship To Address

*Ship To POC

DSN

*Phone Nbr

FAX Nbr

*E-Mail Address

*Ship To (DODAAC/CAGE Cd)

Ship To Name

Ship To RIC

*Address

*City

*State

Select an item

*ZIP Cd

*Country Cd

Select an item

Shipment Dt

Est Shipment Dt

☐

TCN


Mode of Shipment

Select an item

*History Remarks







Attachment

No Attachments Available

- Enter the DOC NBR, or use  to browse for the number. *This is a 14 alphanumeric character field.*





- B. Use  to select the Cond Cd.
- C. Use  to select the Fund Cd.
- D. Use  to browse for the Ship To Address.
- E. Enter the Ship To POC in the field provided. *This is a 24 alphanumeric character field.*
- F. Enter the PHONE NBR in the field provided. *This is a 19 numeric character field.*
- G. Enter the E-MAIL Address in the field provided. *This is a 25 alphanumeric character field.*
- H. Enter the CAGE CD in the Ship To field provided. *This is a 5 alphanumeric character field.*
- I. Enter the Address in the field provided. *This is a 35 alphanumeric character field.*
- J. Enter the City in the field provided. *This is a 22 alphanumeric character field.*
- K. Use  to select the State.
- L. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*
- M. Use  to select the Country Cd.
- N. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*
- O. Select . The **Attachment Add** page appears.





Transfer Out - Outside ELMS

Search Criteria

Designate NO

Type Action
TRANSFER OUT - OUTSIDE DPAS

Asset Id

Stock Nbr

Serial Nbr

Custodian Nbr

Loc

Sub Loc

Disposition

*Doc Nbr

RIC From (DODAAC/RIC)

*Cond Cd

*Fund Cd

*Ship To Address

*Ship To POC

DSN

*Phone Nbr

FAX Nbr

*E-Mail Address

*Ship To (DODAAC/CAGE Cd)

Ship To Name

Ship To RIC

*Address

*City

*State

*ZIP Cd

*Country Cd

Shipment Dt

Est Shipment Dt

TCN

Mode of Shipment



*History Remarks

Attachment

No Attachments Available






Cancel

Submit

- A. Enter the DOC NBR, or use  to browse for the number. *This is a 14 alphanumeric character field.*
- B. Use  to select the Cond Cd.





- C. Use  to select the Fund Cd.
- D. Use  to browse for the Ship To Address.
- E. Enter the Ship To POC in the field provided. *This is a 24 alphanumeric character field.*
- F. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*
- G. Enter the E-MAIL Address in the field provided. *This is a 25 alphanumeric character field.*
- H. Enter the CAGE CD in the Ship To field provided. *This is a 5 alphanumeric character field.*
- I. Enter the Address in the field provided. *This is a 35 alphanumeric character field.*
- J. Enter the City in the field provided. *This is a 22 alphanumeric character field.*
- K. Use  to select the State.
- L. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*
- M. Use  to select the Country Cd.
- N. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*
- O. Select . The **Attachment Add** page appears.





Disposal

Search Criteria

Designate NO	Asset Id	Serial Nbr	Loc
Type Action DISPOSAL	Stock Nbr	Custodian Nbr	Sub Loc

Disposition

*Doc Nbr

RIC From (DODAAC/RIC)

*Retirement/Dispal Dt

*Cond Cd

*Fund Cd

*Ship To Address

*Ship To POC

DSN

*Phone Nbr

FAX Nbr

*E-Mail Address

*Ship To (DODAAC/CAGE Cd)

Ship To Name

Ship To RIC

*Address

*City

*State

*ZIP Cd

*Country Cd

Shipment Dt

Est Shipment Dt

TCN

Mode of Shipment


*History Remarks

Attachment

No Attachments Available

Cancel








Submit

- A.** Enter the DOC NBR, or use  to browse for the number. *This is a 14 alphanumeric character field.*





Help Reference Guide

- B. Use  to select the Retirement / DSPSL DT, or enter the date (MM/DD/YYYY) in the field provided.
- C. Use  to select the Cond Cd.
- D. Use  to select the Fund Cd.
- E. Use  to browse for the Ship To Address.
- F. Enter the Ship To POC in the field provided. *This is a 24 alphanumeric character field.*
- G. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*
- H. Enter the E-MAIL Address in the field provided. *This is a 25 alphanumeric character field.*
- I. Enter the CAGE CD in the Ship To field provided. *This is a 5 alphanumeric character field.*
- J. Enter the Address in the field provided. *This is a 35 alphanumeric character field.*
- K. Enter the City in the field provided. *This is a 22 alphanumeric character field.*
- L. Use  to select the State.
- M. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*
- N. Use  to select the Country Cd.
- O. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*
- P. Select . The **Attachment Add** page appears.





Report of Survey / Lost, Damaged, Destroyed

Search Criteria

Designate NO

Asset Id

Serial Nbr

Loc

Type Action

REPORT OF SURVEY / LOST, DAMAGED, DESTROYED

Stock Nbr

Custodian Nbr

Sub Loc

Disposition

*Doc Nbr

RIC From (DODAAC/RIC)

*Retirement/Disput Dt

6/9/2023

*Cond Cd

Select an item

*Fund Cd

Select an item

*APO Address

*APO POC

*DSN

*Phone Nbr

FAX Nbr

*E-Mail Address

*Address

*City

*State

Select an item

*ZIP Cd

*Country Cd

Select an item

*History Remarks




Attachment

Add Attachment

No Attachments Available






Cancel

Submit

- A. Enter the DOC NBR, or use  to browse for the number. *This is a 14 alphanumeric character field.*
- B. Use  to select the Retirement / DSPSL DT, or enter the date (MM/DD/YYYY) in the field provided.
- C. Use  to select the Cond Cd.





- D. Use  to select the Fund Cd.
- E. Use  to browse for the APO Address.
- F. Enter the APO POC in the field provided. *This is a 24 alphanumeric character field.*
- G. Enter the DSN in the field provided. *This is a 20 alphanumeric character field.*
- H. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*
- I. Enter the E-MAIL Address in the field provided. *This is a 25 alphanumeric character field.*
- J. Enter the Address in the field provided. *This is a 35 alphanumeric character field.*
- K. Enter the City in the field provided. *This is a 22 alphanumeric character field.*
- L. Use  to select the State.
- M. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*
- N. Use  to select the Country Cd.
- O. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*
- P. Select . The **Attachment Add** page appears.








Sales

Search Criteria

Designate NO	Asset Id ..	Serial Nbr ..	Loc ..
Type Action SALES	Stock Nbr ..	Custodian Nbr ..	Sub Loc ..


Disposition






*Doc Nbr	<input type="text"/>	
RIC From (DODAAC/RIC)	<input type="text"/>	
*Retirement/Displ Dt	6/12/2023	
*Cond Cd	Select an Item	▼
*Fund Cd	Select an Item	▼
*Ship To Address		
*Ship To POC	<input type="text"/>	
DSN	<input type="text"/>	
*Phone Nbr	<input type="text"/>	
FAX Nbr	<input type="text"/>	
*E-Mail Address	<input type="text"/>	
*Ship To (DODAAC/CAGE Cd)	<input type="text"/>	
Ship To Name	<input type="text"/>	
Ship To RIC	<input type="text"/>	
*Address	<input type="text"/>	





Help Reference Guide




*City	<input type="text"/>
*State	<input type="text" value="Select an Item"/>
*ZIP Cd	<input type="text"/>
*Country Cd	<input type="text" value="Select an Item"/>
*Selling Price	<input type="text"/>
Shipment Dt	<input type="text"/> 
Est Shipment Dt	<input type="checkbox"/>
TCN	<input type="text"/>
Mode of Shipment	<input type="text" value="Select an Item"/>
*History Remarks	<div><div></div></div>
Attachment	<input type="button" value="Add Attachment"/>
No Attachments Available	

- A.** Enter the DOC NBR, or use  to browse for the number. *This is a 14 alphanumeric character field.*
- B.** Use  to select the Retirement / DSPSL DT, or enter the date (MM/DD/YYYY) in the field provided.
- C.** Use  to select the Cond Cd.
- D.** Use  to select the Fund Cd.
- E.** Use  to browse for the Ship To Address.
- F.** Enter the Ship To POC in the field provided. *This is a 24 alphanumeric character field.*
- G.** Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*
- H.** Enter the E-MAIL Address in the field provided. *This is a 25 alphanumeric character field.*
- I.** Enter the CAGE CD in the Ship To field provided. *This is a 5 alphanumeric character field.*
- J.** Enter the Address in the field provided. *This is a 35 alphanumeric character field.*





Help Reference Guide





- K. Enter the City in the field provided. *This is a 22 alphanumeric character field.*
- L. Use  to select the State.
- M. Enter the ZIP Cd in the field provided. *This is a 10 alphanumeric character field.*
- N. Use  to select the Country Cd.
- O. Enter the Selling Price in the field provided. *This is a 15 numeric character field.*
- P. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*
- Q. Select . The **Attachment Add** page appears.





Donated (Disposal)









Disposition

*Doc Nbr	<input type="text"/>	
RIC From (DODAAC/RIC)	<input type="text"/>	
*Retirement/Dspsl Dt	<input type="text" value="6/12/2023"/>	
*Cond Cd	<input type="text" value="Select an Item"/>	▼
*Fund Cd	<input type="text" value="Select an Item"/>	▼
*Ship To Address	<input type="text"/>	
*Ship To POC	<input type="text"/>	
DSN	<input type="text"/>	
*Phone Nbr	<input type="text"/>	
FAX Nbr	<input type="text"/>	
*E-Mail Address	<input type="text"/>	
*Ship To (DODAAC/CAGE Cd)	<input type="text"/>	
Ship To Name	<input type="text"/>	
Ship To RIC	<input type="text"/>	
*Address	<input type="text"/>	
*City	<input type="text"/>	
*State	<input type="text" value="Select an Item"/>	▼
*ZIP Cd	<input type="text"/>	
*Country Cd	<input type="text" value="Select an Item"/>	▼
Shipment Dt	<input type="text"/>	
Est Shipment Dt	<input type="checkbox"/>	
TCN	<input type="text"/>	
Mode of Shipment	<input type="text" value="Select an Item"/>	▼
*History Remarks	<input type="text"/>	
Attachment	<input type="button" value="Add Attachment"/>	
No Attachments Available		





Help Reference Guide

- A. Enter the DOC NBR, or use  to browse for the number. *This is a 14 alphanumeric character field.*
- B. Use  to select the Retirement / DSPSL DT, or enter the date (MM/DD/YYYY) in the field provided.
- C. Use  to select the Cond Cd.
- D. Use  to select the Fund Cd.
- E. Use  to browse for the Ship To Address.
- F. Enter the Ship To POC in the field provided. *This is a 24 alphanumeric character field.*
- G. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*
- H. Enter the E-MAIL Address in the field provided. *This is a 25 alphanumeric character field.*
- I. Enter the CAGE CD in the Ship To field provided. *This is a 5 alphanumeric character field.*
- J. Enter the Address in the field provided. *This is a 35 alphanumeric character field.*
- K. Enter the City in the field provided. *This is a 22 alphanumeric character field.*
- L. Use  to select the State.
- M. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*
- N. Use  to select the Country Cd.
- O. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*
- P. Select . The **Attachment Add** page appears.





Administrative Adjustment Report (AAR)

Search Criteria

Designate NO	Asset Id --	Serial Nbr --	Loc --
Type Action AAR	Stock Nbr --	Custodian Nbr --	Sub Loc --

Disposition

*Doc Nbr

RIC From (DODAAC/RIC)

*Retirement/Dspsl Dt

*Cond Cd

*Fund Cd






*History Remarks

Attachment

No Attachments Available

Cancel

Submit

- A. Enter the DOC NBR, or use  to browse for the number. *This is a 14 alphanumeric character field.*
- B. Use  to select the Retirement / DSPSL DT, or enter the date (MM/DD/YYYY) in the field provided.
- C. Use  to select the Cond Cd.
- D. Use  to select the Fund Cd.
- E. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*
- F. Select . The **Attachment Add** page appears.





Inventory ADJ (Disposal)

Search Criteria

Designate NO	Asset Id --	Serial Nbr --	Loc --
Type Action INVENTORY ADJ (DISPOSAL)	Stock Nbr --	Custodian Nbr --	Sub Loc --

Disposition

*Doc Nbr

RIC From (DODAAC/RIC)

*Retirement/Dspsl Dt

6/12/2023

*Cond Cd

Select an Item

*Fund Cd

Select an Item

Inv Nbr

*History Remarks






Attachment

Add Attachment

No Attachments Available

Cancel

Submit



- A. Enter the DOC NBR, or use  to browse for the number. *This is a 14 alphanumeric character field.*
- B. Use  to select the Retirement / DSPSL DT, or enter the date (MM/DD/YYYY) in the field provided.
- C. Use  to select the Cond Cd.
- D. Use  to select the Fund Cd.
- E. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*
- F. Select . The **Attachment Add** page appears.






Loan Return

Disposition






*Doc Nbr	<input type="text"/> 
RIC From (DODAAC/RIC)	<input type="text"/>
*Cond Cd	Select an Item ▼
*Ship To POC	SAM MILES
DSN	<input type="text"/>
*Phone Nbr	<input type="text"/>
FAX Nbr	<input type="text"/>
*E-Mail Address	<input type="text"/>
*Ship To (DODAAC/CAGE Cd)	<input type="text"/>
Ship To Name	WIDGETS INTL
Ship To RIC	<input type="text"/>
*Address	2698 DEEPHILL CIR
*City	DALLAS
*State	TX-Texas ▼
*ZIP Cd	75233
*Country Cd	US-UNITED STATES OF AMERICA ▼
Shipment Dt	<input type="text"/> 
Est Shipment Dt	<input type="checkbox"/>
TCN	<input type="text"/>
Mode of Shipment	Select an Item ▼
*History Remarks	<div><div></div></div>
Attachment	Add Attachment
No Attachments Available	

[Cancel](#) [Submit](#)

- A.** Enter the DOC NBR, or use  to browse for the number. *This is a 14 alphanumeric character field.*





- B. Use  to select the Cond Cd.
 - C. Enter the Ship To POC in the field provided. *This is a 24 alphanumeric character field.*
 - D. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*
 - E. Enter the E-MAIL Address in the field provided. *This is a 25 alphanumeric character field.*
 - F. Enter the CAGE CD in the Ship To field provided. *This is a 5 alphanumeric character field.*
 - G. Enter the Address in the field provided. *This is a 35 alphanumeric character field.*
 - H. Enter the City in the field provided. *This is a 22 alphanumeric character field.*
 - I. Use  to select the State.
 - J. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*
 - K. Use  to select the Country Cd.
 - L. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*
 - M. Select . The **Attachment Add** page appears.
2. Select . The **Asset Disposition Transaction Status** page appears.

