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

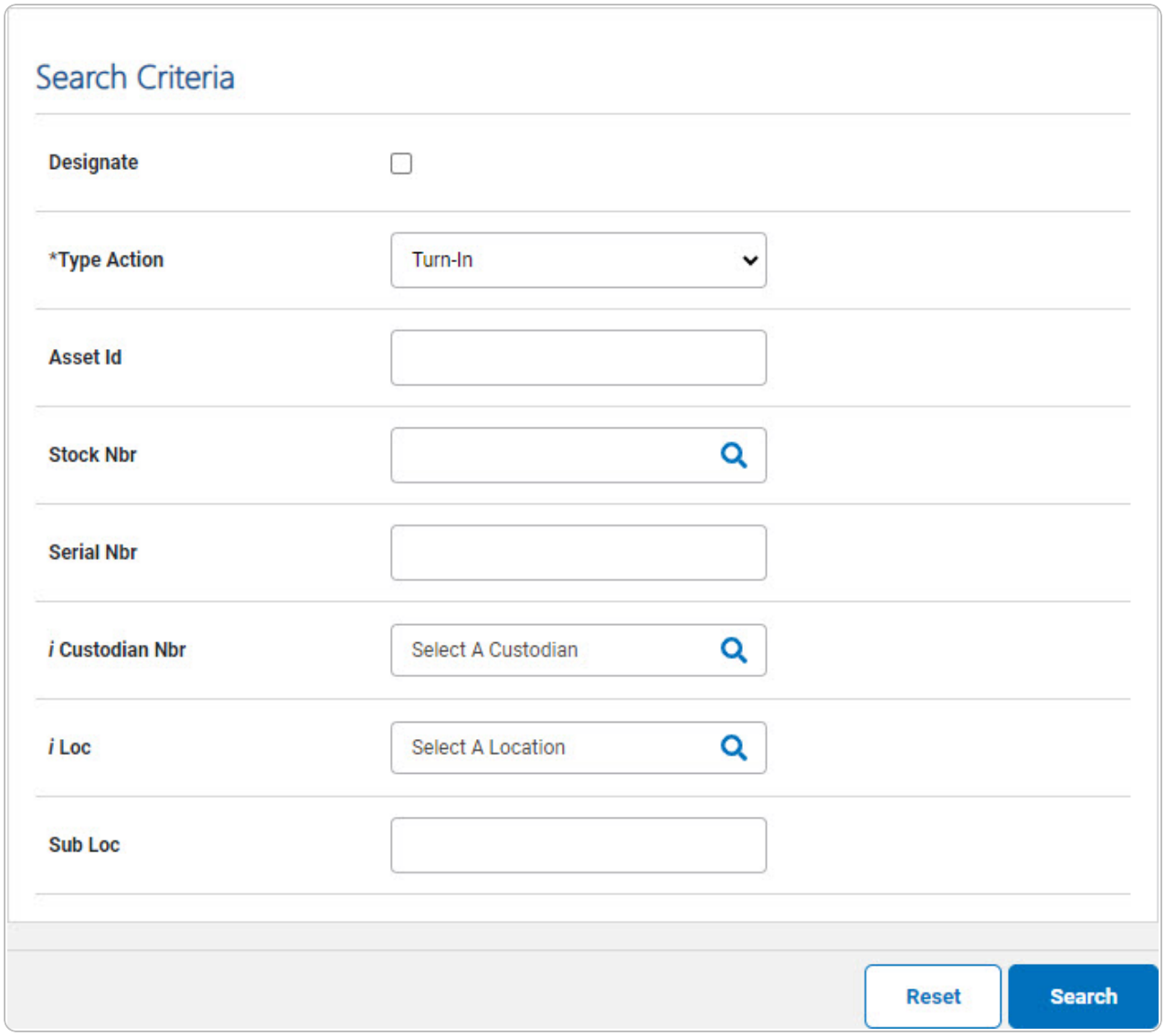
Asset Management > Disposition > Asset Disposition Search Criteria page

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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

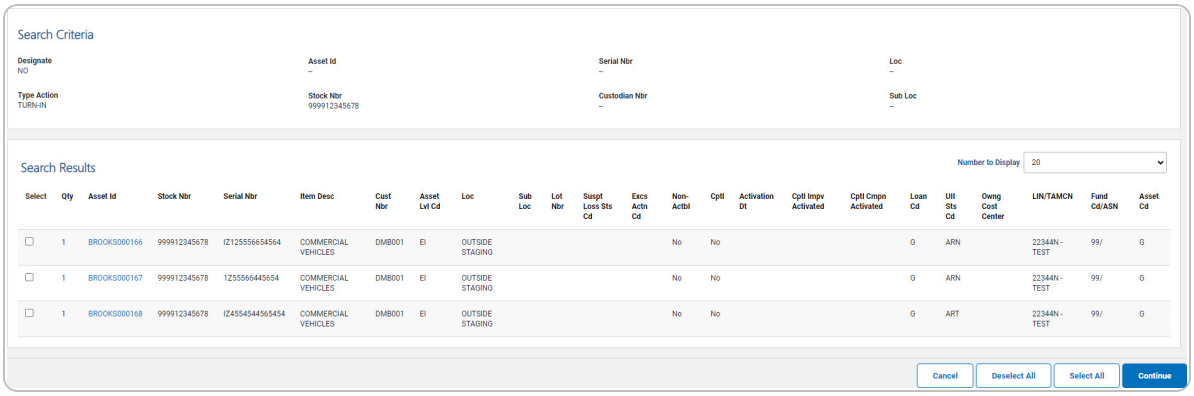
1. In the Search Criteria panel, narrow the results by entering one of the following fields.



- Use ⌄ to select the Type Action.

2. Select Search. *The **Asset Disposition Search Results** page opens.*

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



Helpful Tip

Select All checks all assets on all pages. Deselect All removes the check marks from all assets on all pages.

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

Selected Rows for Asset Disposition

Navigation

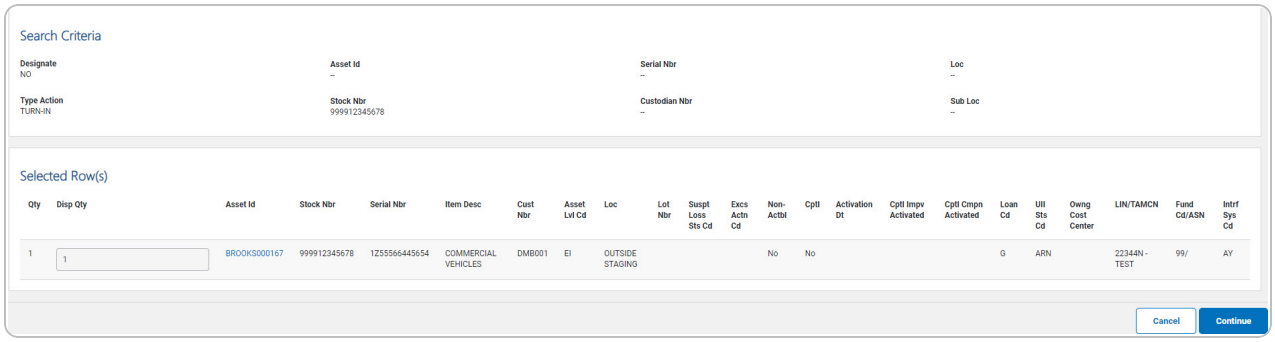
Asset Management > Disposition > Search Criteria > Search > Search Results > ☐ (desired record) > Continue > Asset Disposition Selected Rows page

Procedures

Review and Confirm Assets for Disposal

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

1. Review the asset for disposal.



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 Continue. *The* ***Asset Disposition*** *page appears.*

Dispose of an Asset

Navigation

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

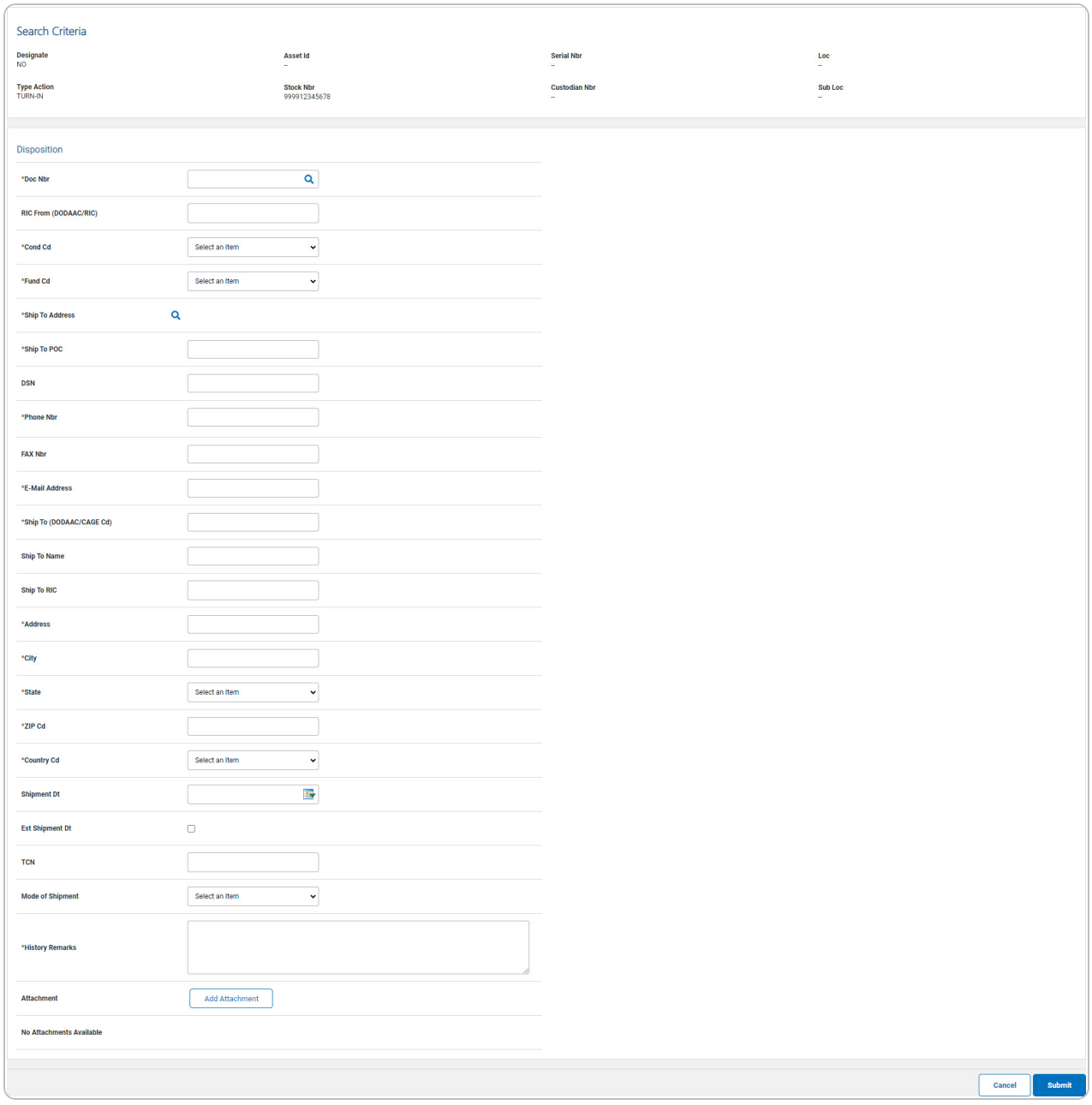
Procedures

Dispose of an Asset

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

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

Turn-In



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 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.

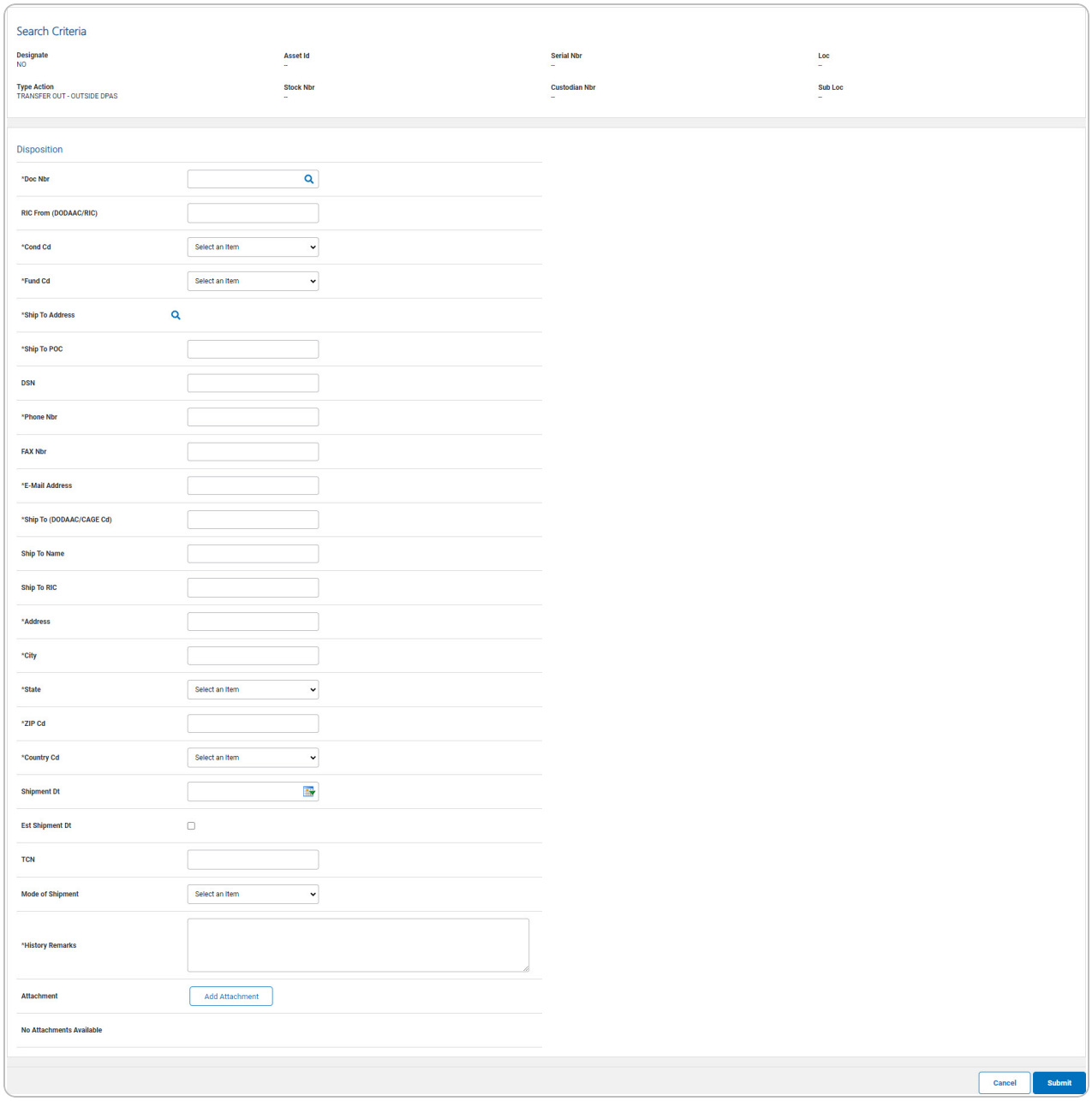
L. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*

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 Add Attachment. *The **Attachment Add** page appears.*

Transfer Out - Outside ELMS



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.

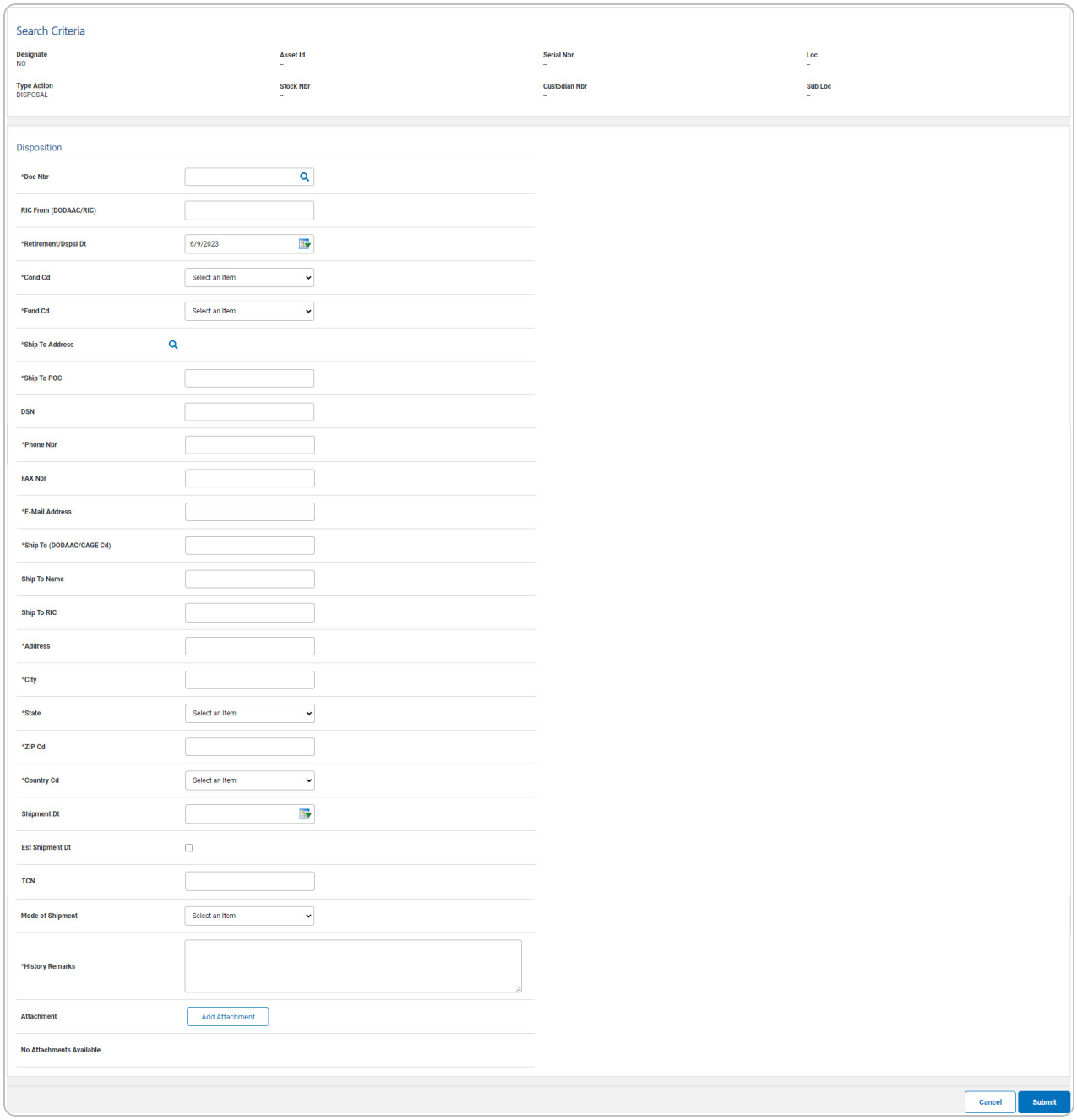
L. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*

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 Add Attachment. *The **Attachment Add** page appears.*

Disposal



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.

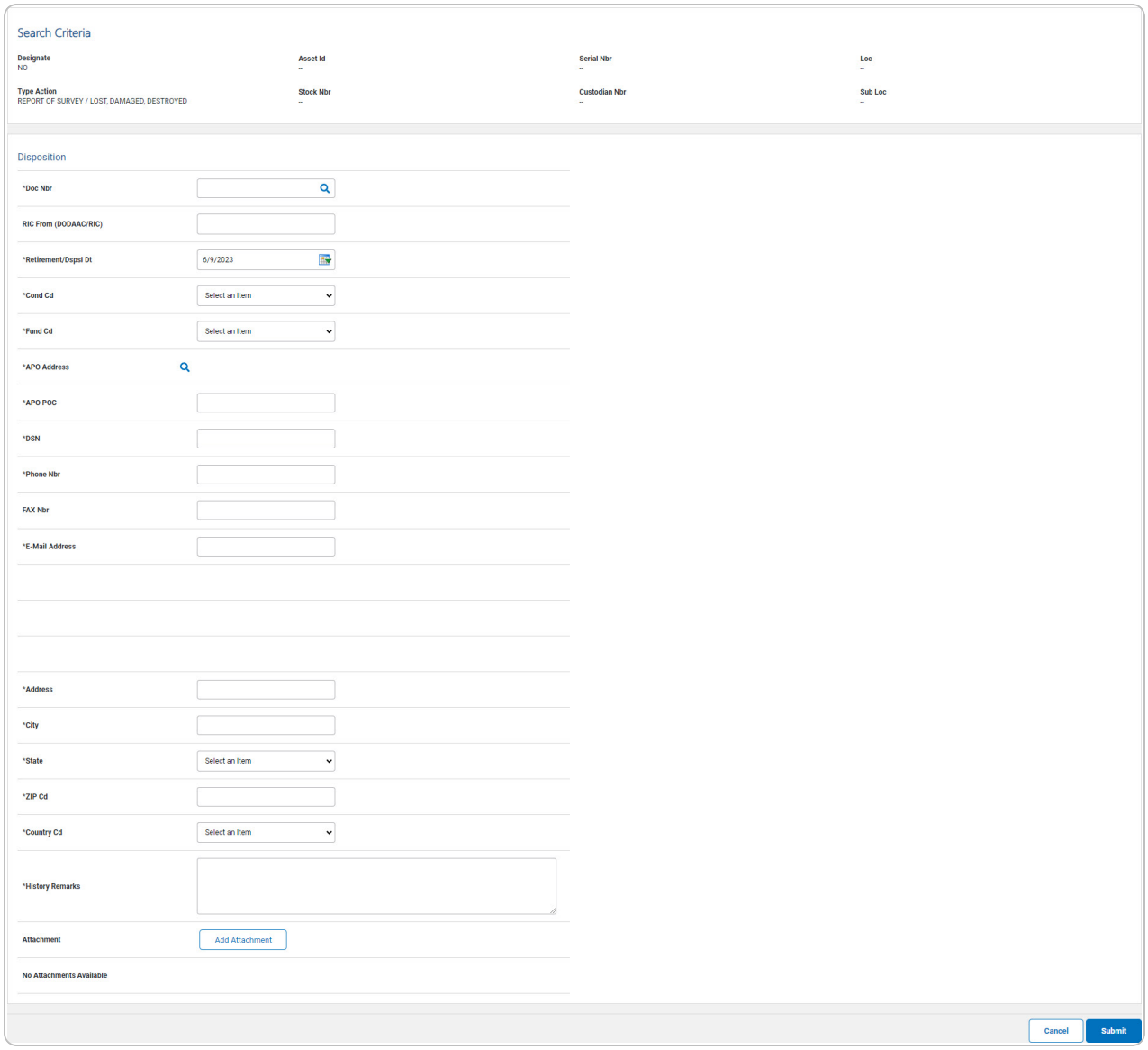
M. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*

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 Add Attachment. *The **Attachment Add** page appears.*

Report of Survey / Lost, Damaged, Destroyed



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.

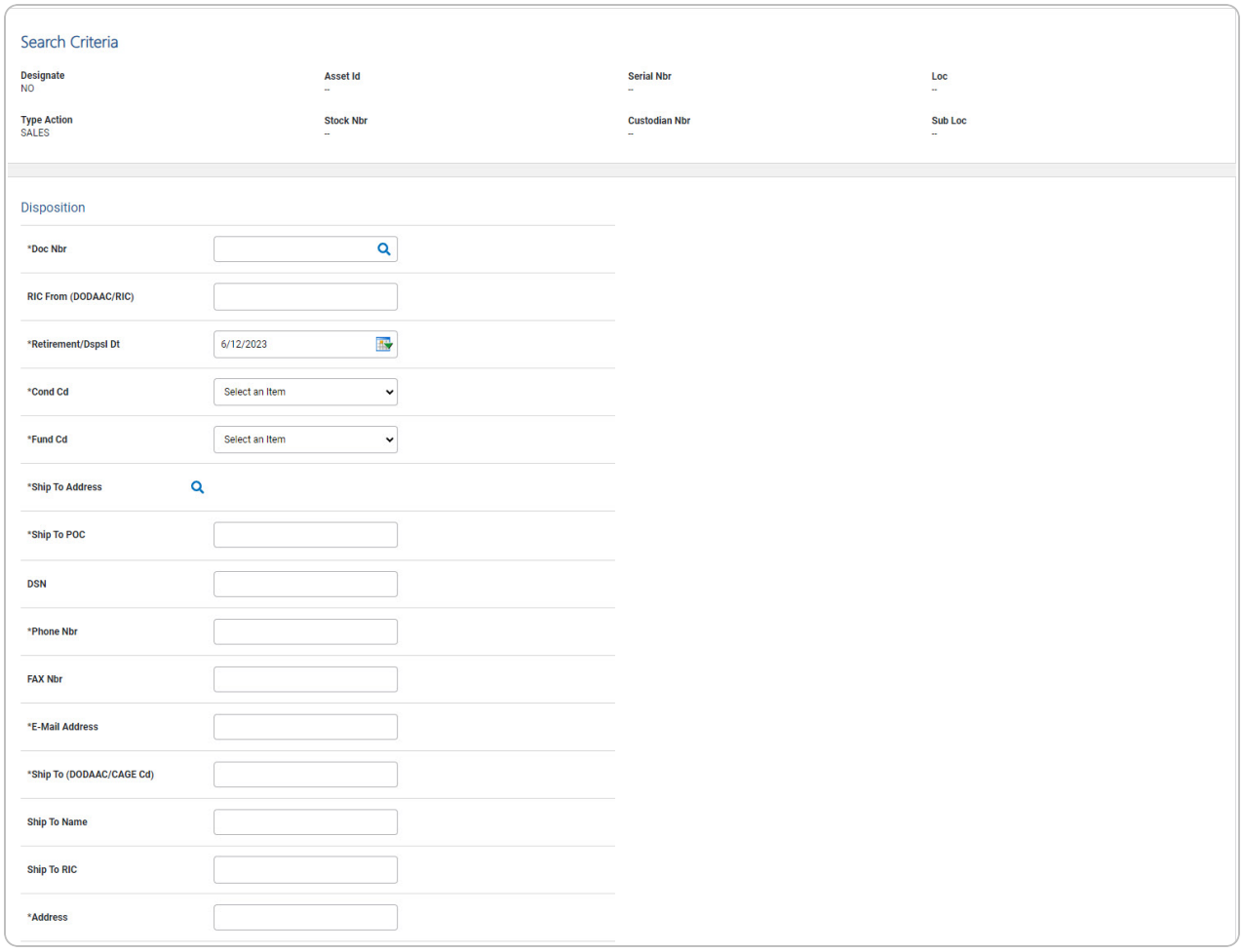
M. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*

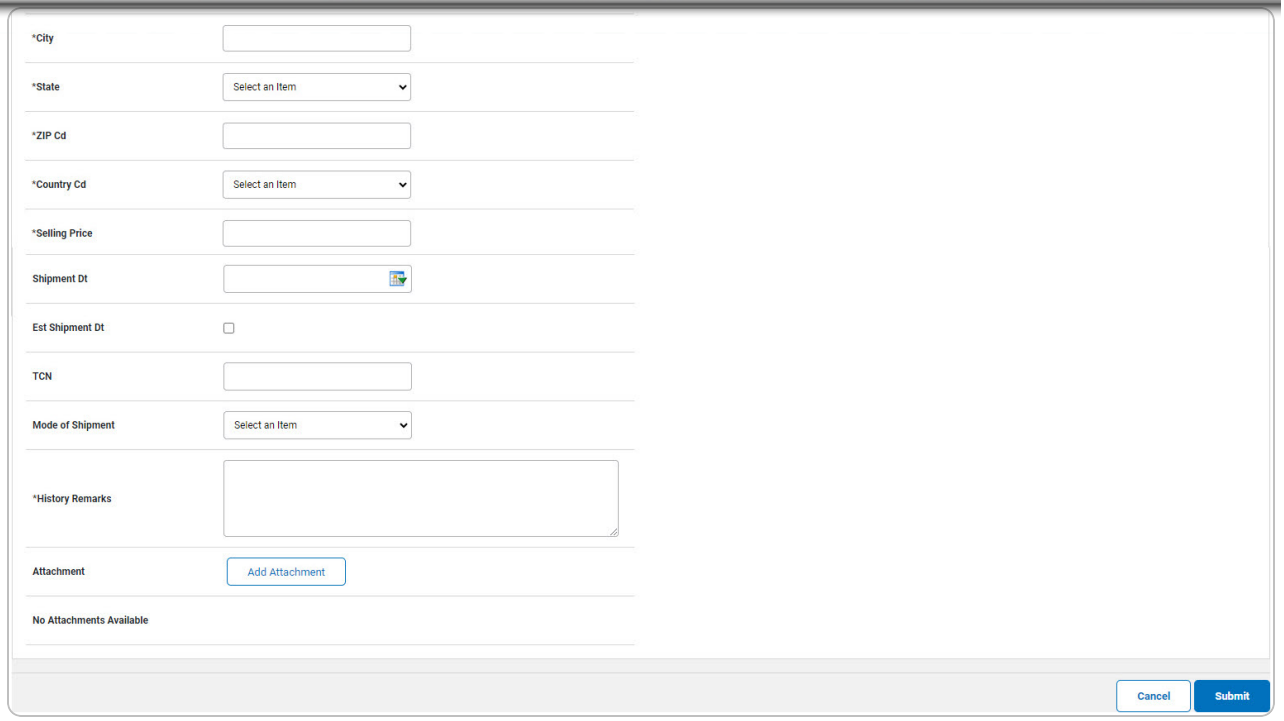
N. Use ⌄ to select the Country Cd.

O. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

P. Select Add Attachment. *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
RIC From (DODAAC/RIC)
*Retirement/Dspsl Dt
6/12/2023
*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



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.*

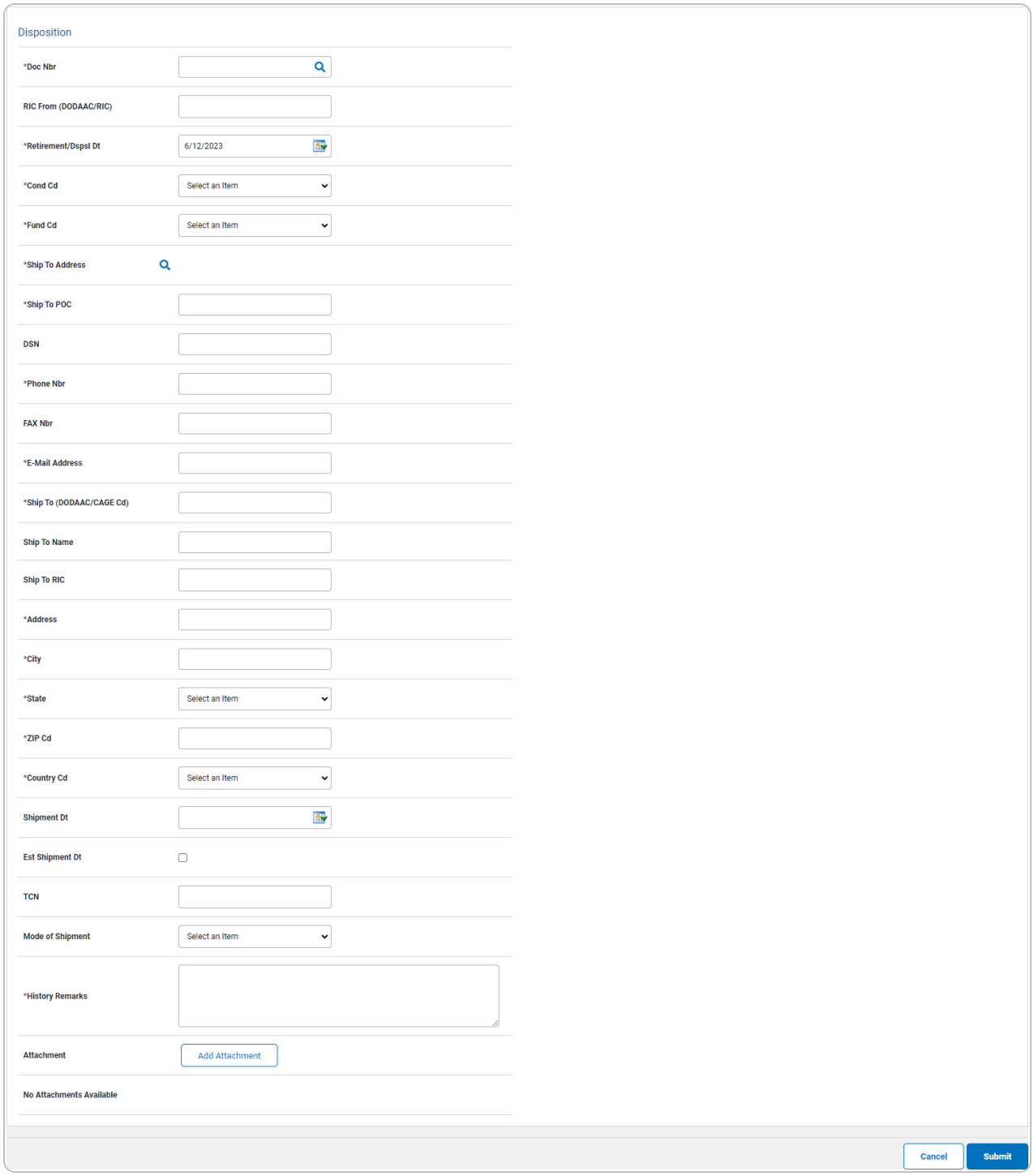
N. Use ⌄ to select the Country Cd.

O. Enter the 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 Add Attachment. *The **Attachment Add** page appears.*

Donated (Disposal)



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.

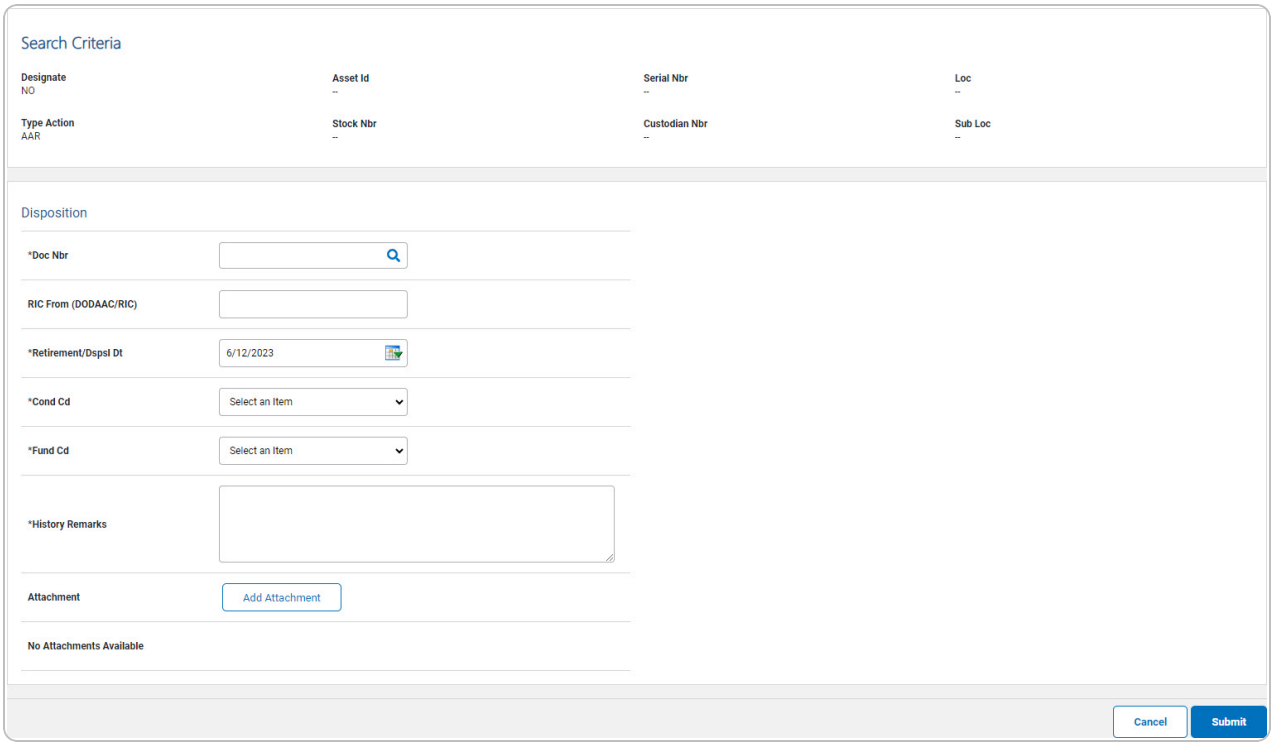
M. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*

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 Add Attachment. *The **Attachment Add** page appears.*

Administrative Adjustment Report (AAR)



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.

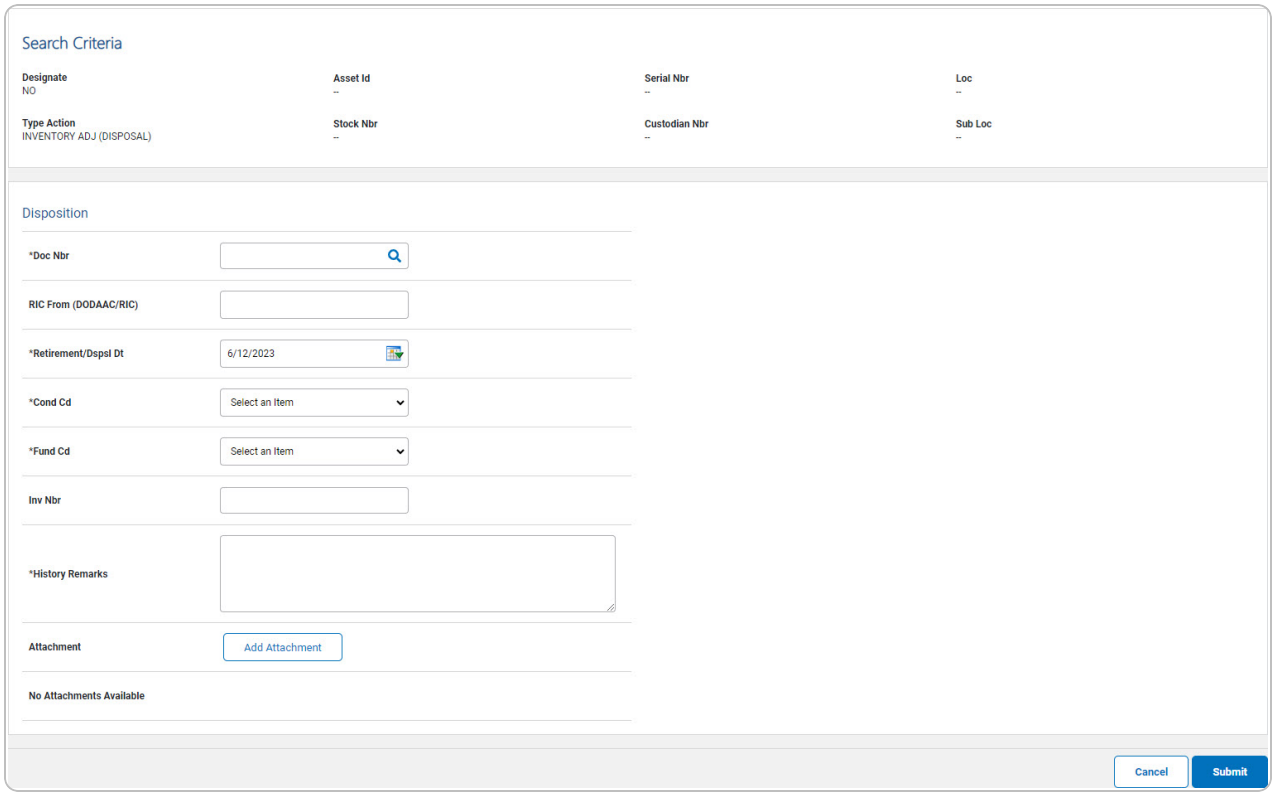
C. Use to select the Cond Cd.

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 Add Attachment. *The **Attachment Add** page appears.*

Inventory ADJ (Disposal)



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.

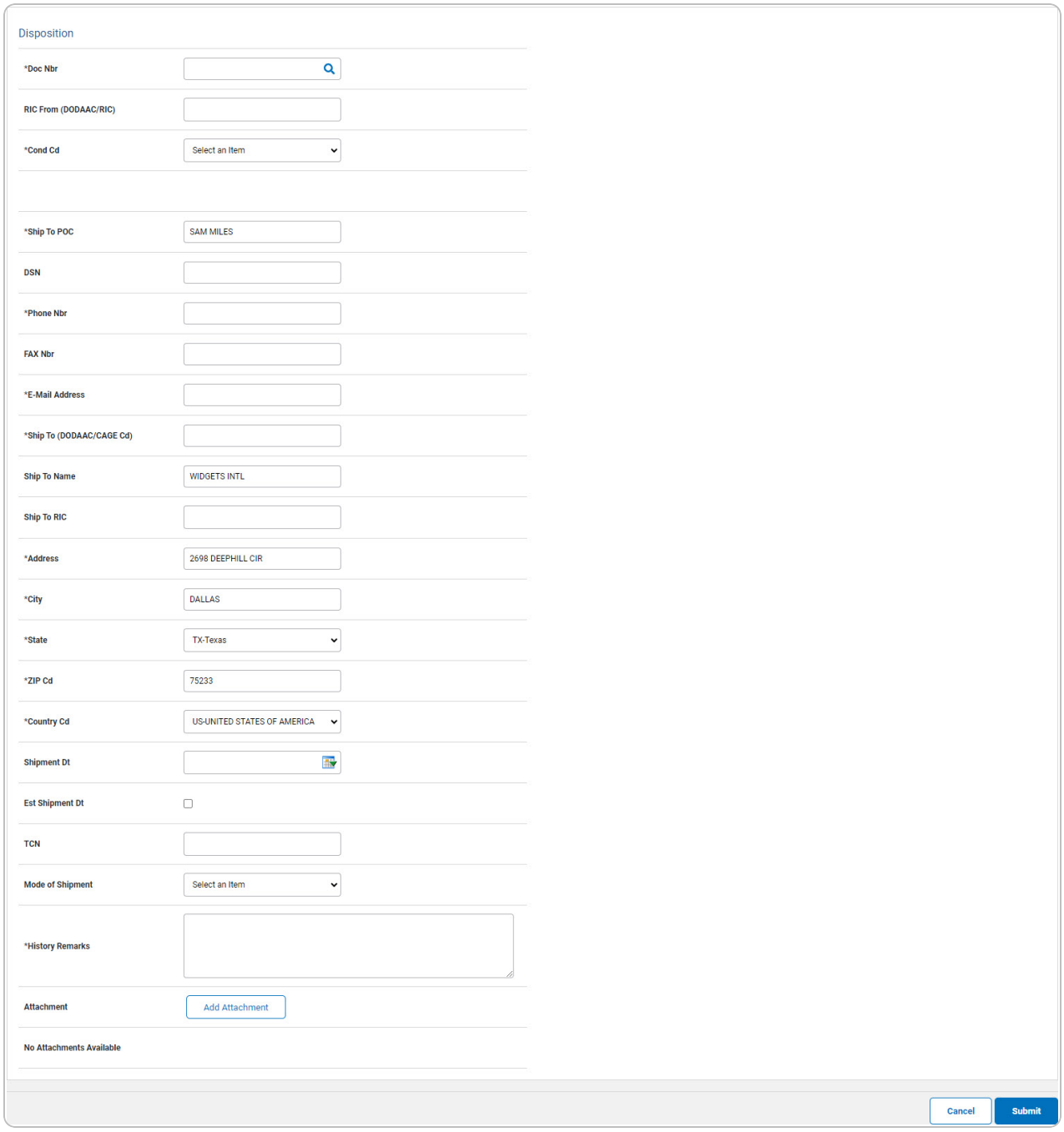
C. Use to select the Cond Cd.

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 Add Attachment. *The **Attachment Add** page appears.*

Loan Return



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 Add Attachment. *The **Attachment Add** page appears.*

2. Select Submit. *The **Asset Disposition Transaction Status** page appears.*