



Asset Receiving Entry — IAAR — Administrative Adjustment

Overview

The Property Accountability module Asset Management Receiving process provides the ability to receive assets to ELMS.

The assets are either Serially managed (individual asset - one at a time), Component managed (a part of a total asset - one at a time, linked to the Higher Assemblage), or Bulk managed (group of assets - multiple assets at a time).

Navigation





Asset Management > Receiving > Asset Receiving > Type Action IAAR — Administrative Adjustment > Asset Receiving Tabs page

Procedures

Add an Asset

Selecting  at any point of this procedure removes all revisions and closes the page.

Bold numbered steps are required.

1. In the Asset Management menu, choose Receiving. The **Asset Receiving Data Entry** page appears.
2. Choose Type Action **IAAR — Administrative Adjustment**
3. Select . The **Basic** tab displays.
 - A. Use  to select the ACQ DT, or enter the date (MM/DD/YYYY) in the field provided.
 - B. Use  to select the Cond Cd.
 - C. Use  to select the Asset Cd.





End Item Serial

Basic		Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Basic							
Stock Nbr	0GX96CE2050			Doc Nbr	<input type="text"/>		
UI	EA			*Asset Cd	K - Equipment		
Item Desc	CACHE ENGINE			i Sys Id	<input type="text"/>		
Type Action	IAAR - Administrative Adjustment			Cptl Cd	A-DoD Threshold		
*Qty	<input type="text" value="1"/>			Asset Sts	U-In Use		
*Acq Dt	<input type="text"/>			Local Rpt Dt	<input type="text" value="9/23/2022"/>		
*Cond Cd	A-Svcbl(w/o Qual)			Rcvd By	<input type="text"/>		
Origl In Svc Dt	<input type="text"/>			Remarks	<input type="text"/>		
iRAPT/WAWF Shpmt Id				History Remarks	<input type="text"/>		
Attachments	No Attachments Available						
<input type="button" value="Add"/>							
<input type="button" value="Cancel"/> <input type="button" value="Reset"/>							

- a. The QTY automatically populates and is not editable.





Component

Basic		Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Basic							
Stock Nbr	0GX96CE2050			Doc Nbr	<input type="text" value=""/>		
UI	EA			*Asset Cd	K - Equipment		
Item Desc	CACHE ENGINE			i Sys Id			
Type Action	IAAR - Administrative Adjustment			Cptl Cd	A-DoD Threshold		
*Qty	<input type="text" value="1"/>			Asset Sts	U-In Use		
*Acq Dt	<input type="text" value=""/>			Local Rpt Dt	9/23/2022		
*Cond Cd	A-Svcbl(w/o Qual)			Rcvd By	<input type="text" value=""/>		
Origl In Svc Dt	<input type="text" value=""/>			Remarks	<input type="text" value=""/>		
iRAPT/WAWF Shpmt Id				History Remarks	<input type="text" value=""/>		
Attachments	No Attachments Available						
<input type="button" value="Add"/>							
				<input type="button" value="Cancel"/> <input type="button" value="Reset"/>			

- a. The QTY automatically populates and is not editable.





Bulk

Basic		Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Basic							
Stock Nbr	999900V010002			Lot Nbr	<input type="text"/>		
UI	EA			Expr Dt	<input type="text"/>		
Item Desc	POKEBALL			Local Rept Dt	<input type="text" value="9/23/2022"/>		
Type Action	IAAR - Administrative Adjustment			Rcvd By	<input type="text"/>		
*Qty	<input type="text"/>			iRAPT/WAWF Shpmt Id	<input type="text"/>		
*Acq Dt	<input type="text"/>			Attachments	No Attachments Available		
*Cond Cd	A-Svcbl(w/o Qual)			<input type="button" value="Add"/>			
Doc Nbr	<input type="text"/>			Remarks	<input type="text"/>		
*Asset Cd	T-Military Equipment			History Remarks	<input type="text"/>		
i Sys Id	<input type="text"/>						
				<input type="button" value="Cancel"/> <input type="button" value="Reset"/>			

a. Enter the QTY in the field provided. *This is a 6 numeric character field.*

D. Select . The **Add an Attachment** page appears.

4. Select Catalog. The **Catalog Tab** displays.

A. Enter the MFR DATA, or use to browse for the entry. *This is a 36 alphanumeric character field.*


B. Enter the MFR YR in the field provided. *This is a 4 numeric character field.*






Help Reference Guide

End Item Serial

Basic		Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Manufacturer							
Stock Nbr	0G8R078I			Mfr Yr	<input type="text"/>		
UI	EA			Mfr Model Nbr			
Item Desc	MONITOR 17 INCH			License Managed			
Type Action	IAAR - Administrative Adjustment			Mfr Part Nbr			
Catalog Piferable	No			*UII Sts Cd	Select an Item ▼		
Asset Piferable	<input type="checkbox"/>			CAGE Cd			
i *Mfr Data	<input type="text" value="Select A Manufacturer"/> 			Non-Actbl			
Mfr Name				Supply Category Management Cd	-		
							<input type="button" value="Cancel"/> <input type="button" value="Reset"/>

- a. Use  to select the UII Sts Cd.

Component


Basic		Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Manufacturer							
Stock Nbr	0G8R078I			Mfr Yr	<input type="text"/>		
UI	EA			Mfr Model Nbr			
Item Desc	MONITOR 17 INCH			License Managed			
Type Action	IAAR - Administrative Adjustment			Mfr Part Nbr			
Catalog Piferable	No			*UII Sts Cd	Select an Item ▼		
Asset Piferable	<input type="checkbox"/>			CAGE Cd			
i *Mfr Data	<input type="text" value="Select A Manufacturer"/> 			Non-Actbl			
Mfr Name				Supply Category Management Cd	-		
							<input type="button" value="Cancel"/> <input type="button" value="Reset"/>





- a. Use  to select the UII Sts Cd.

Bulk

Basic		Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Manufacturer							
Stock Nbr	999900V010002			Mfr Yr	<input type="text"/>		
UI	EA			Mfr Model Nbr			
Item Desc	POKEBALL			License Managed			
Type Action	IAAR - Administrative Adjustment			Mfr Part Nbr			
Catalog Piferable	No						
Asset Piferable	<input type="checkbox"/>			CAGE Cd			
i *Mfr Data	<input type="text" value="Select A Manufacturer"/> 			Non-Actbl			
Mfr Name				Supply Category Management Cd -			
				<input type="button" value="Cancel"/> <input type="button" value="Reset"/>			

5. Select Accounting. *The **Accounting Tab** displays.*





Help Reference Guide

Basic		Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Accounting							
Stock Nbr	OGX96CE2050			Fndng Cost Center Desc			
UI	EA			Task Cd	<input type="text"/>		
Item Desc	CACHE ENGINE			Job Order Nbr	<input type="text"/>		
Type Action	IAAR - Administrative Adjustment			LOA	<input type="text"/>		
*Fund Cd/ASN	<input type="text" value="Select an Item"/>			Exp Cd	<input type="text" value="1-Funded"/>		
Oblign Doc Nbr	<input type="text"/>			Dlvy Ord Nbr	<input type="text"/>		
Owng Cost Center	<input type="text"/>			Loan Cd	<input type="text" value="G-Government Owned"/>		
Owng Cost Center Desc				Lease Cd	<input type="text" value="N-Government Owned"/>		
Fndng Cost Center	<input type="text"/>						
							<input type="button" value="Cancel"/> <input type="button" value="Reset"/>

A. Use  to select the Fund Cd/ASN.

6. Select Contract. The **Contract Tab** appears.

Basic		Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Contract							
Stock Nbr	OGX96CE2050			SPIIN	<input type="text"/>		
UI	EA			CLIN	<input type="text"/>		
Item Desc	CACHE ENGINE			SLIN	<input type="text"/>		
Type Action	IAAR - Administrative Adjustment			ACRN	<input type="text"/>		
Cntr/PO Nbr	<input type="text"/>						
							<input type="button" value="Cancel"/>






7. Select Depreciation. The **Depreciation Tab** appears.

Note



If the asset cannot be depreciated, the warning "Depreciation tab may only be used on depreciable assets" appears, and the fields on this tab are all read-only.

Basic		Catalog		Accounting		Contract		Depreciation		Agency		Asset Entry	
Depreciation													
Stock Nbr	JOSH4321			Salvage Value									
UI	EA			Prior Deprn SL									
Item Desc	DPAS TRAINER, AUTOMATED			Prior Deprn AB									
Type Action	IAAR - Administrative Adjustment			Deprn Util Svc Life									
Activate Depreciation	<input checked="" type="checkbox"/>			Prior Deprn Util Qty	0								
*Activation Dt				Deprn Cost Center									
*Deprn Period				Deprn Cost Center Desc									
Deprn Task Cd													
Deprn Job Order Nbr													
												Cancel	Reset

- A. Use  to select the ACTIVATION DT, or enter the date (MM/DD/YYYY) in the field provided.
- B. Enter the DEPRN PERIOD in the field provided. *This is a 3 numeric character field.*
8. Select Agency. The **Agency Tab** appears.





Help Reference Guide

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
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Agency

Stock Nbr	OGX96CE2050	Office	<input type="text"/>
UI	EA	Active RFID Number	<input type="text"/>
Item Desc	CACHE ENGINE	ORDER NUMBER	<input type="text"/>
Type Action	IAAR - Administrative Adjustment	TASK ORDER	<input type="text"/>
Classification	<input type="text" value="Unclassified"/>		

Note





Any additional fields on this tab varies by agency and are not ELMS controlled.





9. Select Asset Entry. The **Asset Entry Tab** appears.





End Item Serial

Basic		Catalog		Accounting		Contract		Depreciation		Agency		Asset Entry		
Asset Entry														
Stock Nbr	0GX96CE2050			i *Custodian Nbr	<input type="text"/>									
UI	EA			UII	<input type="text"/>									
Item Desc	CACHE ENGINE			*Serial Nbr	<input type="text"/>									
Type Action	IAAR - Administrative Adjustment			DOD Serial Nbr	<input type="text"/>									
Inv by Serial Nbr	<input type="checkbox"/>			i *Loc	<input type="text" value="Select A Location"/>									
Auto Assign	<input checked="" type="checkbox"/>			Sub Loc	<input type="text"/>									
Asset Id Prefix	<input type="text" value="Select an Item"/>													
												Save		
												Cancel	Reset	Add





- Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*
- Use  or  to browse for the CUSTODIAN NBR entry. *This is a 12 alphanumeric character field.*
- Enter the UII in the field provided. *This is a 50 alphanumeric character field.*
- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- Use  or  to assist with the LOC entry. *This is a 20 alphanumeric character field.*





Component



Basic Catalog Accounting Contract Depreciation Agency Asset Entry			
Asset Entry			
Stock Nbr	0GX96CE2050	i *Custodian Nbr	GROCE1
UI	EA	UII	
Item Desc	CACHE ENGINE	*Serial Nbr	
Type Action	IAAR - Administrative Adjustment	DOD Serial Nbr	
Inv by Serial Nbr	<input type="checkbox"/>	i *Loc	0ACM1
Auto Assign	<input checked="" type="checkbox"/>	Sub Loc	
Asset Id Prefix	Select an Item ▼		
<input type="button" value="Save"/>			
<input type="button" value="Cancel"/> <input type="button" value="Reset"/> <input type="button" value="Add"/>			





- a. Use  or  to browse for the CUSTODIAN NBR entry. *This is a 12 alpha-numeric character field.*
- b. Enter the UII in the field provided. *This is a 50 alphanumeric character field.*
- c. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- d. Use  or  to assist with the LOC entry. *This is a 20 alphanumeric character field.*






Bulk

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Asset Entry						
Stock Nbr	999900V010002		i *Custodian Nbr		<input type="text"/> 	
UI	EA		i *Loc		<input type="text" value="Select A Location"/> 	
Item Desc	POKEBALL		Sub Loc		<input type="text"/>	
Type Action	IAAR - Administrative Adjustment					
						Save
						<input type="button" value="Cancel"/> <input type="button" value="Reset"/> <input type="button" value="Add"/>

- a. Use  or  to browse for the CUSTODIAN NBR entry. *This is a 12 alphanumeric character field.*
- b. Use  or  to assist with the LOC entry. *This is a 20 alphanumeric character field.*

10. Select . *The new asset is added to the list panel.*





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Basic
Catalog
Accounting
Contract
Depreciation
Agency
Asset Entry

Asset Entry

Stock Nbr	OGX96CE2050	i *Custodian Nbr	GROCE1
UI	EA	UII	
Item Desc	CACHE ENGINE	*Serial Nbr	
Type Action	IAAR - Administrative Adjustment	DOD Serial Nbr	
Inv by Serial Nbr	<input type="checkbox"/>	i *Loc	OACM1
Auto Assign	<input checked="" type="checkbox"/>	Sub Loc	
Asset Id Prefix	BROOKS		

Save

	Asset Id	Serial Nbr	Cust Nbr	Loc	Sub Loc	Inv By Serial Nbr	Auto Assign	UII	DOD Serial Nbr
Edit Remove	BROOKS000350	ABC123	GROCE1	OACM1		N	Y	123ABC	

Cancel Reset Add

