



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

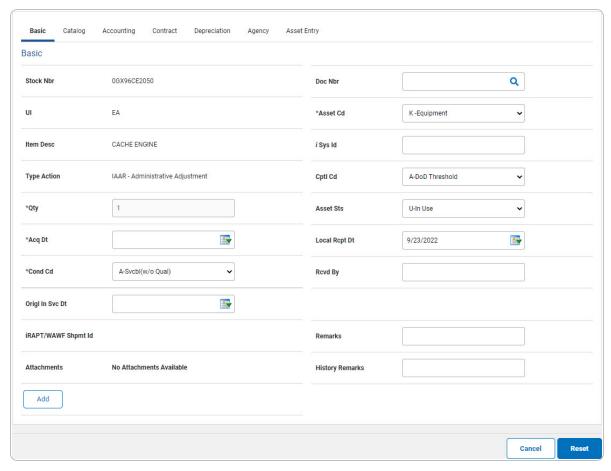
Add an Asset

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 Continue . 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.



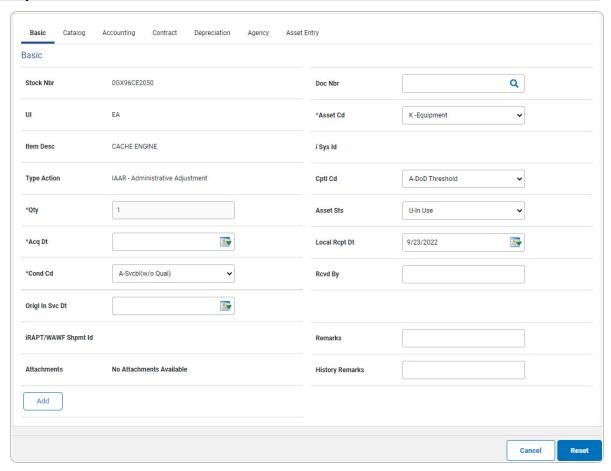
End Item Serial



a. The QTY automatically populates and is not editable.



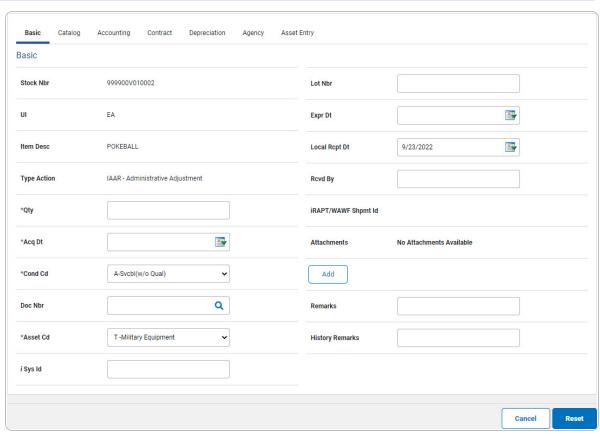
Component



a. The QTY automatically populates and is not editable.



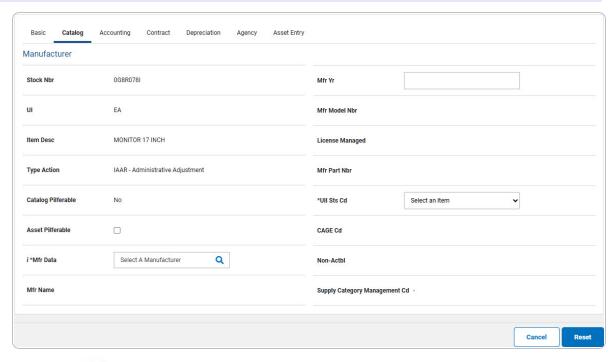
Bulk



- **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 Q 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.*

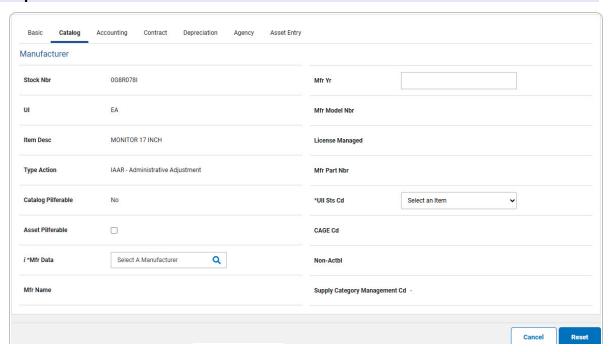


End Item Serial



a. Use to select the UII Sts Cd.

Component

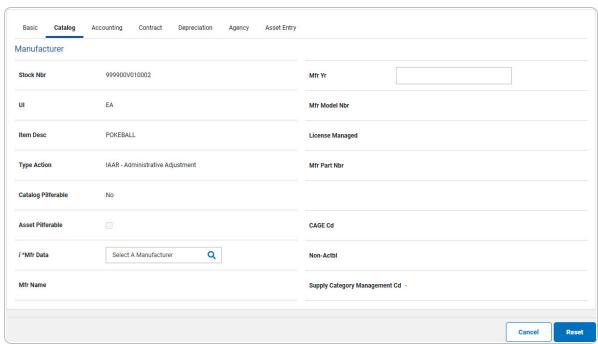






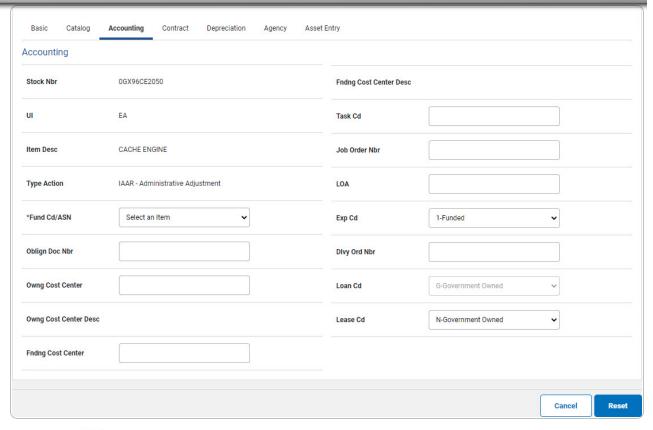
a. Use to select the UII Sts Cd.

Bulk

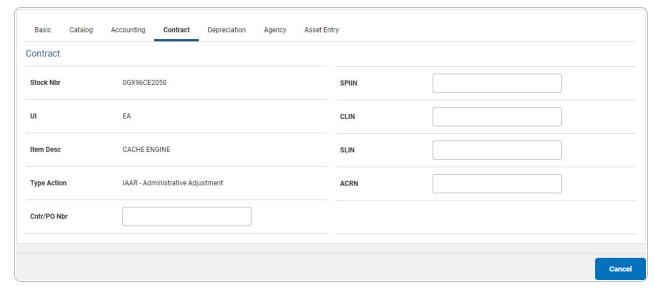


5. Select Accounting. The **Accounting Tab** displays.





- **A.** Use to select the Fund Cd/ASN.
- 6. Select Contract. The **Contract Tab** appears.



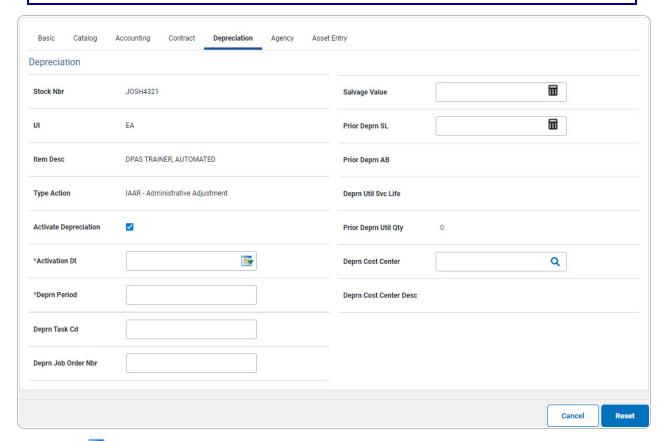


Note

Help Reference Guide

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

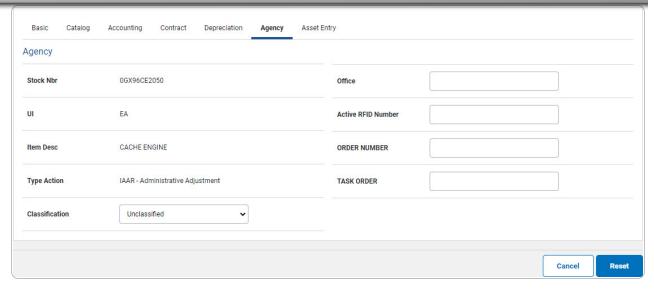
> If the asset cannot be depreciated, the warning "Depreciation tab may only be used on depreciable assets" appears, and the fields on this tab are all read-only.



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

8





Note

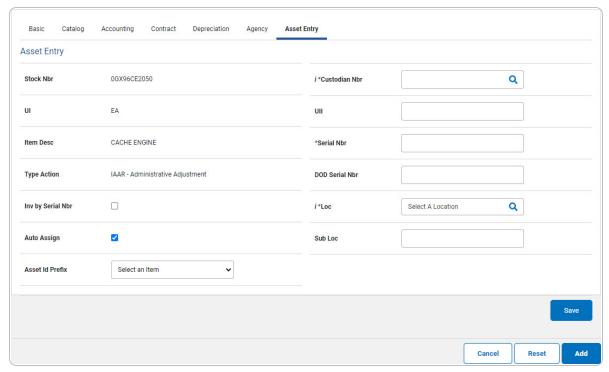
Any additional fields on this tab varies by agency and are not ELMS controlled.

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





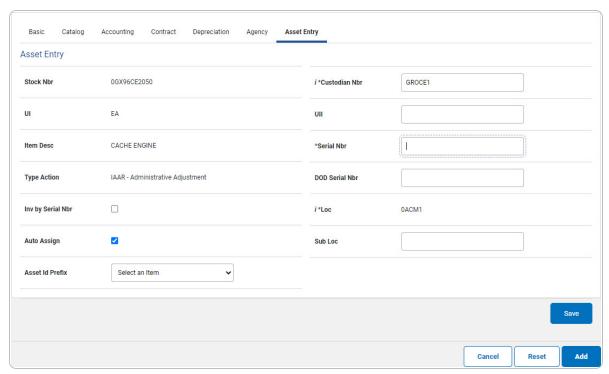
End Item Serial



- **a.** Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field*.
- **b.** Use or to browse for the Custodian NBR entry. This is a 12 alphanumeric character field.
- **c.** Enter the UII in the field provided. *This is a 50 alphanumeric character field.*
- **d.** Enter the Serial NBR in the field provided. *This is a 30 alphanumeric character field.*
- **e.** Use or to assist with the Loc entry. This is a 20 alphanumeric character field.



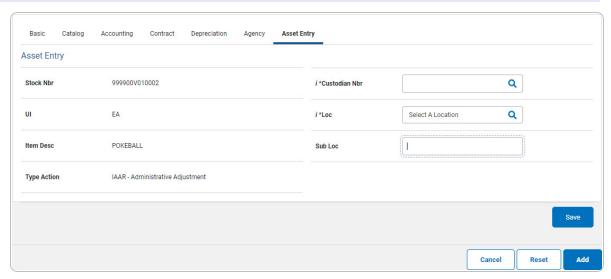
Component



- **a.** Use or to browse for the Custodian NBR entry. This is a 12 alphanumeric 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 **i** or **Q** to assist with the Loc entry. This is a 20 alphanumeric character field.



Bulk



- a. Use or to browse for the Custodian NBR entry. This is a 12 alphanumeric character field.
- **b.** Use i or i to assist with the Loc entry. This is a 20 alphanumeric character field.
- 10. Select . The new asset is added to the list panel.



