



Asset Receiving Entry — IDNT — Donated (Receipt)

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 IDNT — Donated (Receipt) > 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 **IDNT — Donated (Receipt)**
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. Enter the DOC NBR, or use  to browse for the number. This is a 14 alphanumeric character field.
 - D. Use  to select the Asset Cd.





End Item Serial

Basic		Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Basic							
Stock Nbr	1248163264127			Doc Nbr	<input type="text" value=""/>		
UI	EA			*Asset Cd	T -Military Equipment		
Item Desc	SPACE SHUTTLE			i Sys Id	<input type="text" value=""/>		
Type Action	IDNT - Donated (Receipt)			Cptl Cd	A-DoD Threshold		
*Qty	<input type="text" value="1"/>			Asset Sts	U-In Use		
*Acq Dt	<input type="text" value=""/>			Local Rcpt Dt	9/30/2022		
*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.





Component

Basic		Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Basic							
Stock Nbr	1248163264127			Doc Nbr	<input type="text" value=""/>		
UI	EA			*Asset Cd	T -Military Equipment		
Item Desc	SPACE SHUTTLE			i Sys Id			
Type Action	IDNT - Donated (Receipt)			Cptl Cd	A-DoD Threshold		
*Qty	<input type="text" value="1"/>			Asset Sts	U-In Use		
*Acq Dt	<input type="text" value=""/>			Local Rcpt Dt	9/30/2022		
*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	4520009274214			Lot Nbr	<input type="text"/>		
UI	EA			Expr Dt	<input type="text"/>		
Item Desc	HEATER SPACE OIL FUE			Local Rcpt Dt	9/30/2022		
Type Action	IDNT - Donated (Receipt)			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	K -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.*

E. 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	OGX96CE2050			Mfr Yr	<input type="text"/>		
UI	EA			Mfr Model Nbr			
Item Desc	CACHE ENGINE			License Managed			
Type Action	IDNT - Donated (Receipt)			Mfr Part Nbr			
Catalog Piferable	No			*UII Sts Cd	Select an Item ▼		
Asset Piferable	<input type="checkbox"/>			CAGE Cd			
i *Mfr Data	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	OGX96CE2050			Mfr Yr	<input type="text"/>		
UI	EA			Mfr Model Nbr			
Item Desc	CACHE ENGINE			License Managed			
Type Action	IDNT - Donated (Receipt)			Mfr Part Nbr			
Catalog Piferable	No			*UII Sts Cd	Select an Item ▼		
Asset Piferable	<input type="checkbox"/>			CAGE Cd			
i *Mfr Data	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
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Manufacturer

Stock Nbr	6666001234555	Mfr Yr	<input type="text"/>
UI	EA	Mfr Model Nbr	
Item Desc	JUMP PROB	License Managed	
Type Action	IDNT - Donated (Receipt)	Mfr Part Nbr	
Catalog Pifferable	No		
Asset Pifferable	<input type="checkbox"/>	CAGE Cd	
i *Mfr Data	<input type="text" value="Select A Manufacturer"/> 	Non-Actbl	
Mfr Name		Supply Category Management Cd -	

no additional fields

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





Help Reference Guide

Basic		Catalog		Accounting		Contract		Depreciation		Agency		Asset Entry	
Accounting													
Stock Nbr	1248163264127												
UI	EA												
Item Desc	SPACE SHUTTLE												
Type Action	IDNT - Donated (Receipt)												
*Fund Cd/ASN	Select an Item ▼												
Oblign Doc Nbr	<input type="text"/>												
Owng Cost Center	<input type="text"/>												
Owng Cost Center Desc	<input type="text"/>												
Fndng Cost Center	<input type="text"/>												
Fndng Cost Center Desc	<input type="text"/>												
Task Cd	<input type="text"/>												
Job Order Nbr	<input type="text"/>												
LOA	<input type="text"/>												
Exp Cd	1-Funded ▼												
Divy Ord Nbr	<input type="text"/>												
Loan Cd	G-Government Owned ▼												
Lease Cd	N-Government Owned ▼												
												Cancel	Reset

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





Help Reference Guide

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Contract						
Stock Nbr	1248163264127		SPIIN	<input type="text"/>		
UI	EA		CLIN	<input type="text"/>		
Item Desc	SPACE SHUTTLE		SLIN	<input type="text"/>		
Type Action	IDNT - Donated (Receipt)		ACRN	<input type="text"/>		
Cntr/PO Nbr	<input type="text"/>					
						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.





Help Reference Guide

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Depreciation						
Stock Nbr	JOSH4321			Salvage Value	<input type="text"/>	
UI	EA			Prior Deprn SL	<input type="text"/>	
Item Desc	DPAS TRAINER, AUTOMATED			Prior Deprn AB		
Type Action	IDNT - Donated (Receipt)			Deprn Util Svc Life		
Activate Depreciation	<input checked="" type="checkbox"/>			Prior Deprn Util Qty	0	
*Activation Dt	<input type="text"/>			Deprn Cost Center	<input type="text"/>	
*Deprn Period	<input type="text"/>			Deprn Cost Center Desc		
Deprn Task Cd	<input type="text"/>					
Deprn Job Order Nbr	<input type="text"/>					
					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	1248163264127	Office	<input type="text"/>
UI	EA	Active RFID Number	<input type="text"/>
Item Desc	SPACE SHUTTLE	ORDER NUMBER	<input type="text"/>
Type Action	IDNT - Donated (Receipt)	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	1248163264127		i *Custodian Nbr		<input type="text"/> 	
UI	EA		UII		<input type="text"/>	
Item Desc	SPACE SHUTTLE		*Serial Nbr		<input type="text"/>	
Type Action	IDNT - Donated (Receipt)		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"/> 					
						<input type="button" value="Save"/>
						<input type="button" value="Cancel"/> <input type="button" value="Reset"/> <input type="button" value="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	1248163264127			i *Custodian Nbr	<input type="text" value="GROCE1"/>								
UI	EA			UII	<input type="text"/>								
Item Desc	SPACE SHUTTLE			*Serial Nbr	<input type="text"/>								
Type Action	IDNT - Donated (Receipt)			DOD Serial Nbr	<input type="text"/>								
Inv by Serial Nbr	<input type="checkbox"/>			i *Loc	<input type="text" value="0ACM1"/>								
Auto Assign	<input checked="" type="checkbox"/>			Sub Loc	<input type="text"/>								
Asset Id Prefix	<input type="text" value="Select an Item"/>												
												<input type="button" value="Save"/>	
												<input type="button" value="Cancel"/> <input type="button" value="Reset"/> <input type="button" value="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.*






Bulk

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Asset Entry						
Stock Nbr	4520009274214		i *Custodian Nbr		<input type="text"/> 	
UI	EA		i *Loc		<input type="text" value="Select A Location"/> 	
Item Desc	HEATER SPACE OIL FUE		Sub Loc		<input type="text"/>	
Type Action	IDNT - Donated (Receipt)					
						<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 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	1248163264127	i *Custodian Nbr	GROCE1 
UI	EA	UII	<input type="text"/>
Item Desc	SPACE SHUTTLE	*Serial Nbr	<input type="text"/>
Type Action	IDNT - Donated (Receipt)	DOD Serial Nbr	<input type="text"/>
Inv by Serial Nbr	<input type="checkbox"/>	i *Loc	TIMS ROOM 
Auto Assign	<input checked="" type="checkbox"/>	Sub Loc	<input type="text"/>
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	BROOKS000351	ABC123	GROCE1	TIMS ROOM		N	Y	123ABC	

Cancel

Reset

Add

