



Asset Receiving Entry — IFOI — Found On Installation

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 IFOI — Found On Installation > 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 **IFOI — Found On Installation**
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	0G8R078I		Doc Nbr	<input type="text" value=""/>		
UI	EA		*Asset Cd	K -Equipment		
Item Desc	MONITOR 17 INCH		i Sys Id	<input type="text" value=""/>		
Type Action	IFOI - Found On Installation		Cptl Cd	A-DoD Threshold		
*Qty	1		Asset Sts	U-In Use		
*Acq Dt	<input type="text" value=""/>		Local Rcpt Dt	4/4/2025		
*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	0G8R078I		Doc Nbr	<input type="text" value=""/>		
UI	EA		*Asset Cd	K -Equipment		
Item Desc	MONITOR 17 INCH		i Sys Id			
Type Action	IFOI - Found On Installation		Cptl Cd	A-DoD Threshold		
*Qty	1		Asset Sts	U-In Use		
*Acq Dt	<input type="text" value=""/>		Local Rcpt Dt	4/4/2025		
*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 Rcpt Dt	4/4/2025		
Type Action	IFOI - Found On Installation		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.*

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.*





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	IFOI - Found On Installation	Mfr Part Nbr				
Catalog Piferable	No	*UII Sts Cd		Select an Item <input type="text"/>		
Asset Piferable	<input type="checkbox"/>	CAGE Cd				
i *Mfr Data	Select A Manufacturer <input type="text"/>	Non-Actbl				
Mfr Name		Supply Category Management Cd		-		

- 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	IFOI - Found On Installation	Mfr Part Nbr				
Catalog Piferable	No	*UII Sts Cd		Select an Item <input type="text"/>		
Asset Piferable	<input type="checkbox"/>	CAGE Cd				
i *Mfr Data	Select A Manufacturer <input type="text"/>	Non-Actbl				
Mfr Name		Supply Category Management Cd		-		





a. Use  to select the UII Sts Cd.

Bulk

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Manufacturer						
Stock Nbr	6666001234555				Mfr Yr	<input type="text"/>
UI	EA				Mfr Model Nbr	
Item Desc	JUMP PROB				License Managed	
Type Action	IFOI - Found On Installation				Mfr Part Nbr	
Catalog Pilferable	No					
Asset Pilferable	<input type="checkbox"/>				CAGE Cd	
i *Mfr Data	<input type="text" value="Select A Manufacturer"/> 				Non-Actbl	
Mfr Name					Supply Category Management Cd -	

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





Help Reference Guide

Basic	Catalog	<u>Accounting</u>	Contract	Depreciation	Agency	Asset Entry
Accounting						
Stock Nbr	0G8R078I		Fndng Cost Center Desc			
UI	EA		Task Cd	<input type="text"/>		
Item Desc	MONITOR 17 INCH		Job Order Nbr	<input type="text"/>		
Type Action	IFOI - Found On Installation		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	<u>Contract</u>	Depreciation	Agency	Asset Entry
Contract						
Stock Nbr	0G8R078I		SPIIN	<input type="text"/>		
UI	EA		CLIN	<input type="text"/>		
Item Desc	MONITOR 17 INCH		SLIN	<input type="text"/>		
Type Action	IFOI - Found On Installation		ACRN	<input type="text"/>		
Cntr/PO Nbr	<input type="text"/>					
						<input type="button" value="Cancel"/>

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





Note



If this 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	0G8R078I		Prior Deprn SL			
UI	EA		Prior Deprn AB			
Item Desc	MONITOR 17 INCH		Deprn Util Svc Life			
Type Action	IFOI - Found On Installation		Prior Deprn Util Qty			
Activate Depreciation			Deprn Cost Center			
*Activation Dt			Deprn Cost Center Desc			
*Deprn Period			Deprn Job Order Nbr			
Salvage Value						

- 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

Agency

Stock Nbr	0G8R078I	Office	<input type="text"/>
UI	EA	Active RFID Number	<input type="text"/>
Item Desc	MONITOR 17 INCH	ORDER NUMBER	<input type="text"/>
Type Action	IFOI - Found On Installation	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.

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

End Item Serial

Basic Catalog Accounting Contract Depreciation Agency **Asset Entry**

Asset Entry

Stock Nbr	0G8R078I	i *Custodian Nbr	<input type="text" value=""/>
UI	EA	UII	<input type="text" value=""/>
Item Desc	MONITOR 17 INCH	*Serial Nbr	<input type="text" value=""/>
Type Action	IFOI - Found On Installation	DOD Serial Nbr	<input type="text" value=""/>
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" value=""/>
Asset Id Prefix	<input type="text" value="Select an Item"/>		





Help Reference Guide

- 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

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Asset Entry						
Stock Nbr	0G6R078I				i *Custodian Nbr	BPG123
UI	EA				UII	
Item Desc	MONITOR 17 INCH				*Serial Nbr	
Type Action	IFOI - Found On Installation				DOD Serial Nbr	
Inv by Serial Nbr	<input type="checkbox"/>				i *Loc	BPG123
Auto Assign	<input checked="" type="checkbox"/>				Sub Loc	
Asset Id Prefix	Select an Item					
						Save
						Cancel Reset Add

- 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  or  to assist with the LOC entry. *This is a 20 alphanumeric character field.*





Bulk

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
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Asset Entry

Stock Nbr	1005011844041
UI	EA
Item Desc	BOLT,AUTOMATIC WEAPON
Type Action	IFOI - Found On Installation
i *Custodian Nbr	<input type="text"/>  
i *Loc	Select A Location  
Sub Loc	<input type="text"/>

- 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.*





Help Reference Guide

Basic Catalog Accounting Contract Depreciation Agency **Asset Entry**

Asset Entry

Stock Nbr	OG8R078I	i *Custodian Nbr	BPG123 <input type="text"/>
UI	EA	UII	<input type="text"/>
Item Desc	MONITOR 17 INCH	*Serial Nbr	<input type="text"/>
Type Action	IFOI - Found On Installation	DOD Serial Nbr	<input type="text"/>
Inv by Serial Nbr	<input type="checkbox"/>	i *Loc	BPG123 <input type="text"/>
Auto Assign	<input checked="" type="checkbox"/>	Sub Loc	<input type="text"/>
Asset Id Prefix	BPG123 <input type="text"/>		

[Save](#)

	Asset Id	Serial Nbr	Cust Nbr	Loc	Sub Loc	Inv By Serial Nbr	Auto Assign	UII	DOD Serial Nbr
Edit Remove	BPG1230990	ABC123DEF4556	BPG123	BPG123		N	Y	18117BROOKS0002	

[Cancel](#) [Reset](#) [Add](#)

