



Asset Receiving Entry — IIAJ — Inventory 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

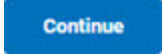



Asset Management > Receiving > Asset Receiving > Type Action IIAJ — Inventory Adjustment > Asset Receiving Tabs page

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 **IIAJ — Inventory 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. Enter the INV NBR in the field provided. *This is a 15 numeric character field.*
 - D. Enter the DOC NBR, or use  to browse for the number. *This is a 14 alphanumeric character field.*





E. 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"/>								
UI	EA			*Asset Cd	K-Equipment 								
Item Desc	MONITOR 17 INCH			i Sys Id	<input type="text"/>								
Type Action	IIA.J - Inventory Adj (Receipt)			Cptl Cd	A-DoD Threshold 								
*Qty	1			Asset Sts	U-In Use 								
*Acq Dt	<input type="text"/>			Local Rcpt Dt	4/4/2025 								
*Cond Cd	A-Svcbl(w/o Qual) 			Rcvd By	<input type="text"/>								
Inv Nbr	<input type="text"/>												
Origl In Svc Dt	<input type="text"/>												
IRAPT/WAWF Shpmt Id				Remarks	<input type="text"/>								
Attachments	No Attachments Available			History Remarks	<input type="text"/>								
<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"/>								
UI	EA			*Asset Cd	K - Equipment								
Item Desc	MONITOR 17 INCH			i Sys Id									
Type Action	IIAJ - Inventory Adj (Receipt)			Cptl Cd	A-DoD Threshold								
*Qty	1			Asset Sts	U-In Use								
*Acq Dt	<input type="text"/>			Local Rcpt Dt	4/4/2025								
*Cond Cd	A-Svcbl(w/o Qual)			Rcvd By	<input type="text"/>								
Inv Nbr	<input type="text"/>												
Origl In Svc Dt	<input type="text"/>												
iRAPT/WAWF Shpmt Id				Remarks	<input type="text"/>								
Attachments	No Attachments Available			History Remarks	<input type="text"/>								
<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			i Sys Id	<input type="text"/>		
UI	EA			Lot Nbr	<input type="text"/>		
Item Desc	POKEBALL			Expr Dt	<input type="text"/>		
Type Action	IIAJ - Inventory Adj (Receipt)			Local Rcpt Dt	4/4/2025		
*Qty	<input type="text"/>			Rcvd By	<input type="text"/>		
*Acq Dt	<input type="text"/>			IRAPT/WAWF Shpmt Id			
*Cond Cd	A-Svcbl(w/o Qual)			Attachments	No Attachments Available		
Inv Nbr	<input type="text"/>			Add			
Doc Nbr	<input type="text"/>			Remarks	<input type="text"/>		
*Asset Cd	T-Military Equipment			History Remarks	<input type="text"/>		
				Cancel	Reset		

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

F. Select [Add](#). 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	IIAJ - Inventory Adj (Receipt)			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	IIAJ - Inventory Adj (Receipt)			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	IIAJ - Inventory Adj (Receipt)			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 -			


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





Help Reference Guide

Basic		Catalog	Accounting	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	IIAJ - Inventory Adj (Receipt)			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	0G8R078I			SPIIN	<input type="text"/>		
UI	EA			CLIN	<input type="text"/>		
Item Desc	MONITOR 17 INCH			SLIN	<input type="text"/>		
Type Action	IIAJ - Inventory Adj (Receipt)			ACRN	<input type="text"/>		
Cntr/PO Nbr	<input type="text"/>						
							<input type="button" value="Cancel"/>

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






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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	IIAJ - Inventory Adj (Receipt)			Prior Deprn Util Qty		
Activate Depreciation				Deprn Cost Center		
*Activation Dt				Deprn Cost Center Desc		
*Deprn Period				Deprn Job Order Nbr		
Salvage Value						
					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.





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Basic		Catalog		Accounting		Contract		Depreciation		Agency		Asset Entry	
Agency													
Stock Nbr	999900V010002			Office	<input type="text"/>								
UI	EA			Active RFID Number	<input type="text"/>								
Item Desc	POKEBALL			ORDER NUMBER	<input type="text"/>								
Type Action	IIAJ - Inventory Adj (Receipt)			TASK ORDER	<input type="text"/>								
Classification	<input type="text" value="Unclassified"/>												
												<input type="button" value="Cancel"/>	<input type="button" value="Reset"/>

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	0G6R078I			i *Custodian Nbr	<input type="text"/>								
UI	EA			UII	<input type="text"/>								
Item Desc	MONITOR 17 INCH			*Serial Nbr	<input type="text"/>								
Type Action	IIAJ - Inventory Adj (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"/>	









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- 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	0G8R078I	i *Custodian Nbr	BPG123
UI	EA	UII	
Item Desc	MONITOR 17 INCH	*Serial Nbr	
Type Action	IIAJ - Inventory Adj (Receipt)	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 ▼		
<input type="button" value="Save"/>			
<input type="button" value="Cancel"/> <input type="button" value="Reset"/> <input type="button" value="Add"/>			





- 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	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	IIAJ - Inventory Adj (Receipt)												
													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	OG8R078I	i *Custodian Nbr	BPG123
UI	EA	UII	
Item Desc	MONITOR 17 INCH	*Serial Nbr	
Type Action	IIAJ - Inventory Adj (Receipt)	DOD Serial Nbr	
Inv by Serial Nbr	<input type="checkbox"/>	i *Loc	BPG123
Auto Assign	<input checked="" type="checkbox"/>	Sub Loc	
Asset Id Prefix	BPG123		

Save

	Asset Id	Serial Nbr	Cust Nbr	Loc	Sub Loc	Inv By Serial Nbr	Auto Assign	UII	DOD Serial Nbr
Edit Remove	BPG1230989	123456789	BPG123	BPG123		N	Y	18117BROOKS0010	

Cancel Reset Add

