Asset Receiving Entry — ILDI — Create Local Due In

Overview

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

A Local due-in is used to document purchase requests. Once the item is received, it can be posted directly to the property book. If the purchase request is canceled, the request can be rejected.

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 drop-down field > Type Action ILDI — Create Local Due In > Asset Receiving Tabs page

Procedures

Add an Asset

Selecting [Cancel] 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** *page appears.*

2. Use [∨] to select the Type Action **ILDI — Create Local Due In**.

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. Enter the DOC NBR, or use [🔍] to browse for the number. *This is a 14 alphanumeric character field.*

    C. Use [∨] to select the Asset Cd.

End Item Serial

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry

Basic

Stock Nbr	1005012310973	*Asset Cd	T -Military Equipment
UI	EA		
Item Desc	CARBINE,5.56 MILLIMETER	Cptl Cd	A-DoD Threshold
Type Action	ILDI - Create Local Due In	Asset Sts	
*Qty	1	iRAPT/WAWF Shpmt Id	
*Acq Dt		Remarks	
Doc Nbr		History Remarks	

Cancel   Reset

Component

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry

Basic

Stock Nbr	1005012310973	*Asset Cd	T -Military Equipment
UI	EA		
Item Desc	CARBINE,5.56 MILLIMETER	Cptl Cd	A-DoD Threshold
Type Action	ILDI - Create Local Due In	Asset Sts	
*Qty	1	iRAPT/WAWF Shpmt Id	
*Acq Dt		Remarks	
Doc Nbr		History Remarks	

Cancel   Reset

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

Bulk

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

Basic

Stock Nbr	8675309123456		Doc Nbr	[🔍]
UI	EA		*Asset Cd	T -Military Equipment ▾
Item Desc	TESTING NON-ACCOUNTABLE S			
Type Action	ILDI - Create Local Due In		iRAPT/WAWF Shpmt Id	
*Qty			Remarks	
*Acq Dt	[📅▾]		History Remarks	

Cancel   Reset

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

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	1005012310973	Mfr Yr	[ ]
UI	EA	Mfr Model Nbr	
Item Desc	CARBINE,5.56 MILLIMETER	License Managed	
Type Action	ILDI - Create Local Due In	Mfr Part Nbr	
Catalog Pilferable	No		
Asset Pilferable	☐	CAGE Cd	
i *Mfr Data	Select A Manufacturer 🔍	Non-Actbl	
Mfr Name		Supply Category Management Cd	7M - Cls VII-mjr itm,weapons

Cancel   **Reset**

Component

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

Manufacturer

Stock Nbr	1005012310973	Mfr Yr	[ ]
UI	EA	Mfr Model Nbr	
Item Desc	CARBINE,5.56 MILLIMETER	License Managed	
Type Action	ILDI - Create Local Due In	Mfr Part Nbr	
Catalog Pilferable	No		
Asset Pilferable	☐	CAGE Cd	
i *Mfr Data	Select A Manufacturer 🔍	Non-Actbl	
Mfr Name		Supply Category Management Cd	7M - Cls VII-mjr itm,weapons

Cancel   **Reset**

a. Use ⌄ to select the UII Sts Cd.

Bulk

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

Manufacturer

Stock Nbr	8675309123456	**Mfr Yr**	
UI	EA	**Mfr Model Nbr**	
Item Desc	TESTING NON-ACCOUNTABLE S	**License Managed**	
Type Action	ILDI - Create Local Due In	**Mfr Part Nbr**	
Catalog Pilferable	No		
Asset Pilferable	☐	**CAGE Cd**	
i ***Mfr Data**	Select A Manufacturer 🔍	**Non-Actbl**	
Mfr Name		**Supply Category Management Cd** -	

Cancel   Reset

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

A. Use ⌄ to select the Fund Cd/ASN.

End Item Serial

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

Accounting

Stock Nbr	1005012310973		Task Cd	🔍
UI	EA		Task Desc	
Item Desc	CARBINE,5.56 MILLIMETER		Project Desc	
Type Action	ILDI - Create Local Due In		Job Order Nbr	
*Fund Cd/ASN	23- ⌄		LOA	🔍
Oblign Doc Nbr	ABC12350983000		Exp Cd	1-Funded ⌄
Owng Cost Center	🔍		Dlvy Ord Nbr	
Owng Cost Center Desc			Loan Cd	G-Government Owned ⌄
Fndng Cost Center	🔍		Lease Cd	N-Government Owned ⌄
Fndng Cost Center Desc				

Cancel   Reset

Accounting

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

Accounting

Stock Nbr	1005012310973	Task Cd	[🔍]
UI	EA	Task Desc	
Item Desc	CARBINE,5.56 MILLIMETER	Project Desc	
Type Action	ILDI - Create Local Due In	Job Order Nbr	
*Fund Cd/ASN	23-	LOA	[🔍]
Oblign Doc Nbr	ABC12350983000	Exp Cd	1-Funded
Owng Cost Center	[🔍]	Dlvy Ord Nbr	
Owng Cost Center Desc		Loan Cd	G-Government Owned
Fndng Cost Center	[🔍]	Lease Cd	N-Government Owned
Fndng Cost Center Desc			

Cancel   Reset

Bulk

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

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	1005012310973	Prior Deprn SL	
UI	EA	Prior Deprn AB	
Item Desc	CARBINE,5.56 MILLIMETER	Deprn Util Svc Life	
Type Action	ILDI - Create Local Due In	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.*

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

Agency

Stock Nbr	1005012310973		Agency Defined 2	
UI	EA		Agency Defined 3	
Item Desc	CARBINE,5.56 MILLIMETER		Agency Defined 4	
Type Action	ILDI - Create Local Due In		Agency Defined 5	
Prev Asset Id				

Cancel   Reset

> **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	1005012310973		Asset Id Prefix	Select an Item
UI	EA		*i* *Custodian Nbr	
Item Desc	CARBINE,5.56 MILLIMETER		Authn LIN/TAMCN	
Type Action	ILDI - Create Local Due In		*Serial Nbr	
LIN/TAMCN			*i* *Loc	Select A Location
Inv by Serial Nbr	☐		Sub Loc	
Auto Assign	☑			

Save

Cancel   Reset   Add

a. Use **i** or 🔍 to browse for the CUSTODIAN NBR entry. *This is a 12 alpha-numeric character field.*

b. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

c. Use **i** 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	1005012310973		Asset Id Prefix	Select an Item ⌄
UI	EA	*i* ***Custodian Nbr**	BPG123
Item Desc	CARBINE,5.56 MILLIMETER	***Serial Nbr**	
Type Action	ILDI - Create Local Due In	*i* ***Loc**	BUILD 152 SELF 2
Inv by Serial Nbr	☐	**Sub Loc**	
Auto Assign	☑		

Save

Cancel   Reset   Add

a. Use **i** or 🔍 to browse for the CUSTODIAN NBR entry. *This is a 12 alpha-numeric character field.*

b. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

c. Use **i** or 🔍 to assist with the LOC entry. *This is a 20 alphanumeric character field.*

Bulk

Asset Entry						

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

Asset Entry

Stock Nbr	8675309123456	*i* *Custodian Nbr	[🔍]
UI	EA	Authn LIN/TAMCN	[ ]
Item Desc	TESTING NON-ACCOUNTABLE S	*i* *Loc	[Select A Location 🔍]
Type Action	ILDI - Create Local Due In	Sub Loc	[ ]
LIN/TAMCN			

Save

Cancel   **Reset**   **Add**

    a.   Use *i* or 🔍 to browse for the CUSTODIAN NBR entry. *This is a 12 alpha-numeric character field.*

    b.   Use *i* or 🔍 to assist with the LOC entry. *This is a 20 alphanumeric character field.*

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

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

Asset Entry

Stock Nbr	1005012310973		**Asset Id Prefix**	NLTEST
UI	EA		*i* ***Custodian Nbr**	BPG123
Item Desc	CARBINE,5.56 MILLIMETER		**Authn LIN/TAMCN**	
Type Action	ILDI - Create Local Due In		***Serial Nbr**	
LIN/TAMCN			*i* ***Loc**	BPG
Inv by Serial Nbr	☐		**Sub Loc**	
Auto Assign	☑			

Save

		Asset Id	Serial Nbr	Cust Nbr	Loc	Sub Loc	Inv By Serial Nbr	Auto Assign	LIN/ TAMCN
Edit	Remove	NLTEST000090	ZYX098	BPG123	BPG		N	Y	

Cancel   **Reset**   **Add**