



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

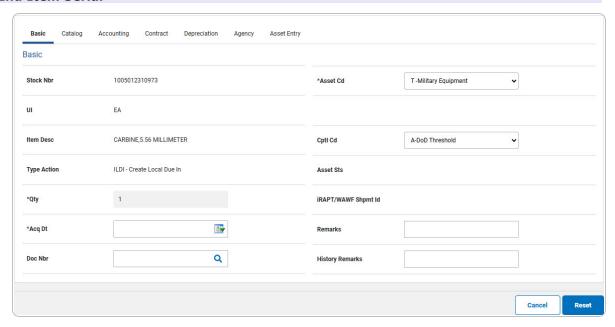
Selecting at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- 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 \(\frac{\text{\tint{\text{\te}\text{\texi{\text{\text{\text{\texi{\texi{\texi{\texi{\texi}\text{\texiti}\tint{\text{\texi}\text{\texi{\texi{\texi{\texi{\texi{\texi{\t
 - **C.** Use to select the Asset Cd.

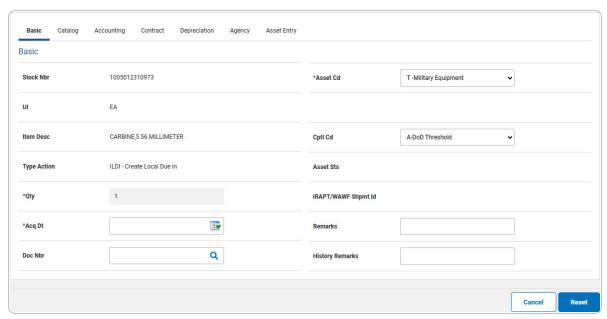




End Item Serial



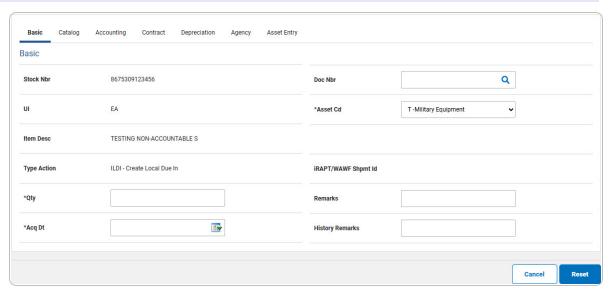
Component



a. The QTY automatically populates and is not editable.



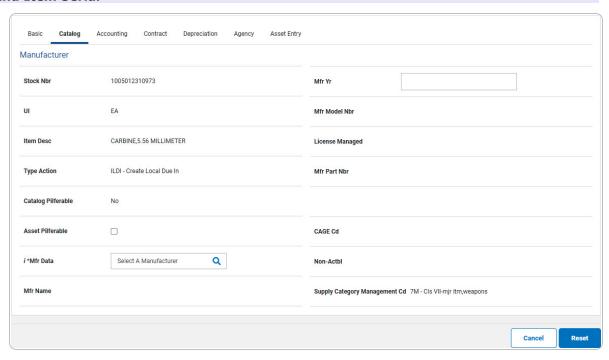
Bulk



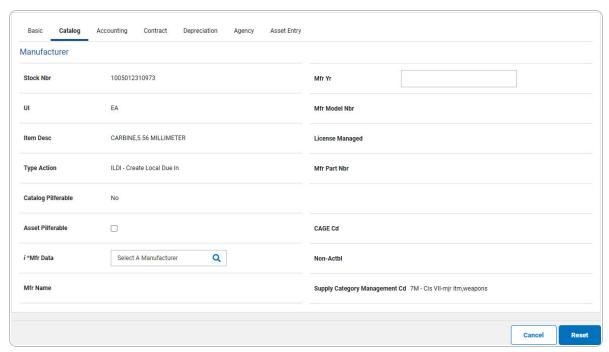
- **a.** Enter the QTY in the field provided. *This is a 6 numeric character field.*
- 4. Select Catalog. The Catalog Tab displays.
 - **A.** Enter the MFR DATA, or use \(\frac{\text{Q}}{2} \) to browse for the entry. This is a 36 alphanumeric character field.
 - **B.** Enter the MFR YR in the field provided. This is a 4 numeric character field.



End Item Serial



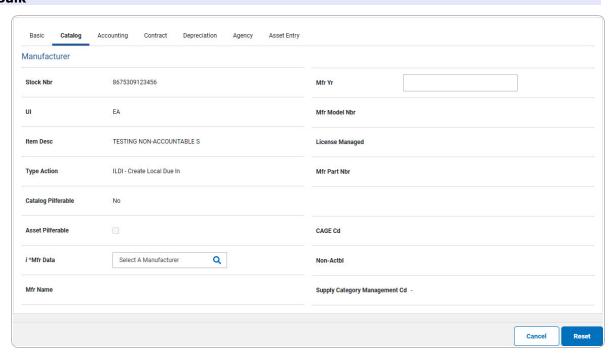
Component





a. Use to select the UII Sts Cd.

Bulk

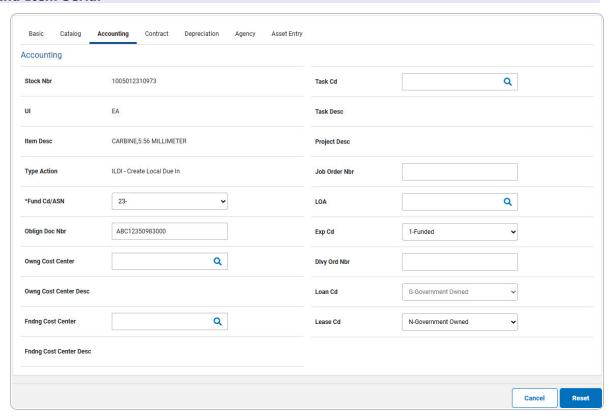


5. Select Accounting. The **Accounting Tab** displays.



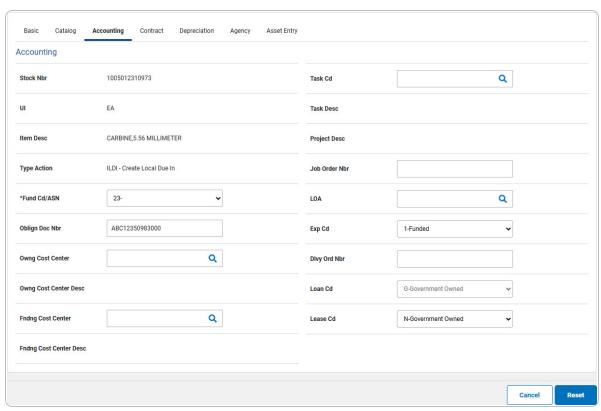
A. Use to select the Fund Cd/ASN.

End Item Serial



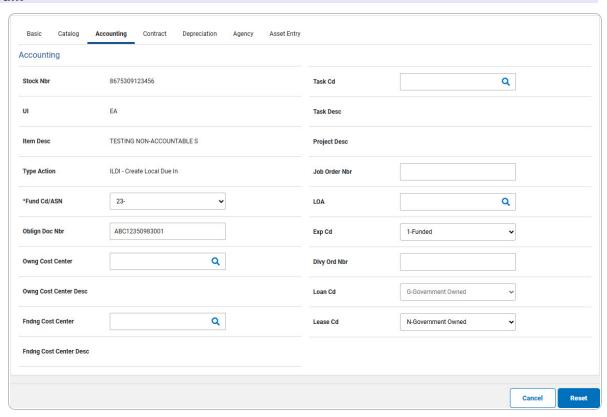


Component

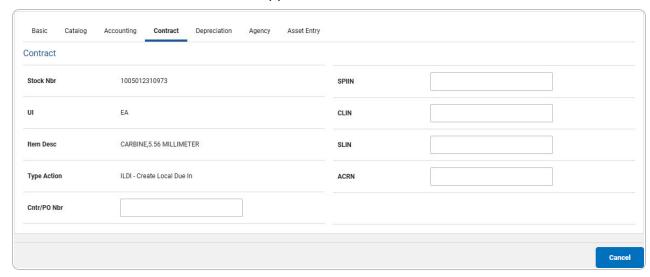




Bulk



6. Select Contract. The Contract Tab appears.

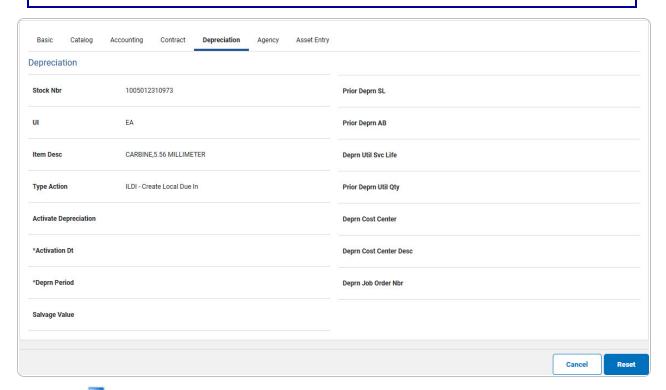


7. Select Depreciation. The **Depreciation Tab** appears.



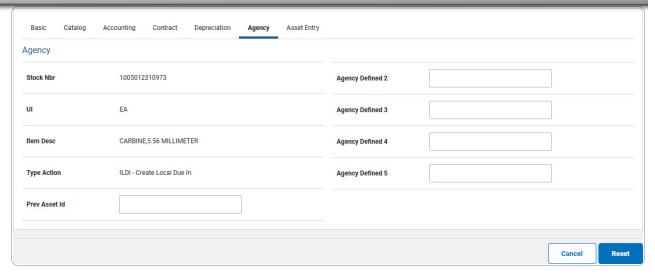
Note

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.



- **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.



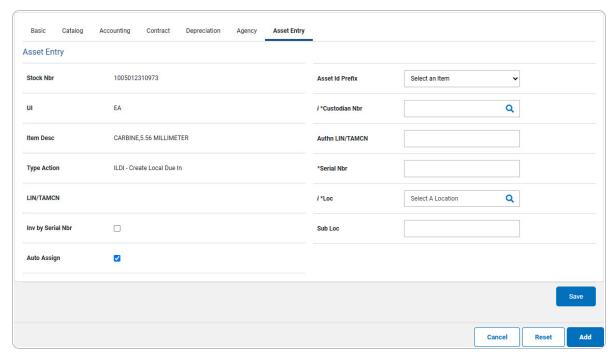


Note

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



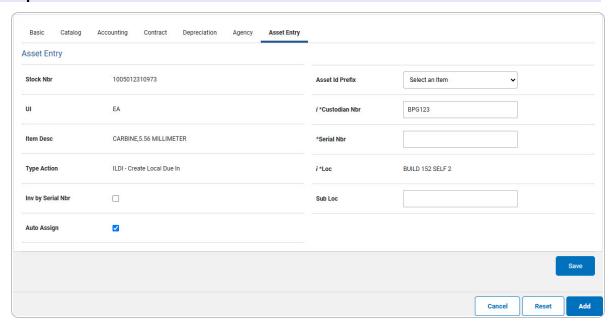
10

Unclassified



- **a.** Use or to browse for the Custodian NBR entry. This is a 12 alphanumeric character field.
- **b.** Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- **c.** Use or to assist with the Loc entry. *This is a 20 alphanumeric character field.*

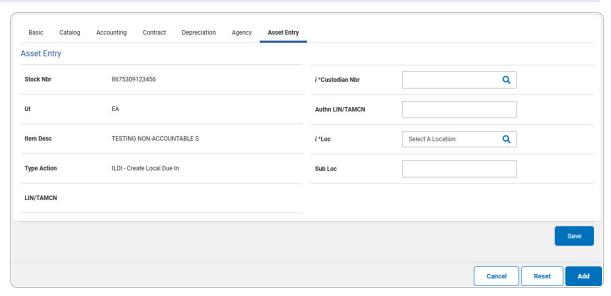
Component



- **a.** Use or to browse for the Custodian NBR entry. This is a 12 alphanumeric character field.
- **b.** Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- C. Use i or i 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 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.



