



# Asset Receiving Entry — ILOO — In On Loan — Outside ELMS

## 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

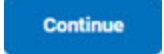




Asset Management > Receiving > Asset Receiving > Type Action ILOO — In On Loan — Outside ELMS > Asset Receiving Tabs page

## 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 **ILOO — In On Loan — Outside ELMS**
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
<b>Basic</b>						
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	ILOO - In On Loan - outside DPAS			Cptl Cd	A-DoD Threshold	
*Qty	1			Asset Sts	U-In Use	
*Acq Dt	<input type="text"/>			Local Rpt Dt	4/8/2025	
*Cond Cd	A-Svcbl(w/o Qual)			Rcvd By	<input type="text"/>	
Origl In Svc Dt	<input type="text"/>			Remarks	<input type="text"/>	
IRAPT/WAWF Shpmt Id				History Remarks	<input type="text"/>	
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

#### Note



ILOO — In On Loan — Outside ELMS **cannot** be performed on a Component. A component cannot be loaned in or out. The loan would have to be for the higher assemblage.






### Bulk

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
<b>Basic</b>						
Stock Nbr	999900V010002			Lot Nbr	<input type="text"/>	
UI	EA			Expr Dt	<input type="text"/>	
Item Desc	POKEBALL			Local Rpt Dt	4/8/2025	
Type Action	ILOO - In On Loan - outside DPAS			Rcvd By	<input type="text"/>	
*Qty	<input type="text"/>			IRAPT/WAWF Shpmt Id		
*Acq Dt	<input type="text"/>			Attachments	No Attachments Available	
*Cond Cd	A-Svcbl(w/o Qual)			<a href="#">Add</a>		
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"/>					
				<a href="#">Cancel</a>	<a href="#">Reset</a>	

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

E. 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.*






### End Item Serial

Basic	<b>Catalog</b>	Accounting	Contract	Depreciation	Agency	Asset Entry
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Manufacturer

Stock Nbr	0G8R078I	Mfr Yr	<input type="text"/>
UI	EA	Mfr Model Nbr	
Item Desc	MONITOR 17 INCH	License Managed	
Type Action	IL00 - In On Loan - outside DPAS	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	-

- a. Use ▼ to select the UII Sts Cd.






### Bulk

Basic	<b>Catalog</b>	Accounting	Contract	Depreciation	Agency	Asset Entry
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Manufacturer

Stock Nbr	999900V010002	Mfr Yr	<input type="text"/>
UI	EA	Mfr Model Nbr	
Item Desc	POKEBALL	License Managed	
Type Action	IL00 - In On Loan - outside DPAS	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
<b>Accounting</b>							
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	ILOO - In On Loan - outside DPAS			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"/>			Divy Ord Nbr	<input type="text"/>		
Owng Cost Center	<input type="text"/>			Loan Cd	<input type="text" value="Select an Item"/>		
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
<b>Contract</b>							
Stock Nbr	0G8R078I			SPIIN	<input type="text"/>		
UI	EA			CLIN	<input type="text"/>		
Item Desc	MONITOR 17 INCH			SLIN	<input type="text"/>		
Type Action	ILOO - In On Loan - outside DPAS			ACRN	<input type="text"/>		
Cntr/PO Nbr	<input type="text"/>						
							<input type="button" value="Cancel"/>

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





## Help Reference Guide

### 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	<b>Depreciation</b>	Agency	Asset Entry
<b>Depreciation</b>						
Stock Nbr	0G8R078I			Prior Deprn SL		
UI	EA			Prior Deprn AB		
Item Desc	MONITOR 17 INCH			Deprn Util Svc Life		
Type Action	ILOO - In On Loan - outside DPAS			Prior Deprn Util Qty		
Activate Depreciation				Deprn Cost Center		
*Activation Dt				Deprn Cost Center Desc		
*Deprn Period				Deprn Job Order Nbr		
Salvage Value						
						<input type="button" value="Cancel"/> <input type="button" value="Reset"/>

- A.** The *ACTIVATION DT* automatically populates and is not editable.
  - B.** The *DEPRN PRD* automatically populates and is not editable.
8. Select Agency. The **Agency Tab** appears.





## Help Reference Guide

Basic		Catalog		Accounting		Contract		Depreciation		<b>Agency</b>		Asset Entry	
<b>Agency</b>													
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	ILOO - In On Loan - outside DPAS					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.**

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

### End Item Serial





Basic		Catalog		Accounting		Contract		Depreciation		Agency		<b>Asset Entry</b>	
<b>Asset Entry</b>													
Stock Nbr	0G8R078I					i *Custodian Nbr	<input type="text"/>						
UI	EA					UII	<input type="text"/>						
Item Desc	MONITOR 17 INCH					*Serial Nbr	<input type="text"/>						
Type Action	ILOO - In On Loan - outside DPAS					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"/>	











## Help Reference Guide

- a. Use  or  to browse for the CUSTODIAN NBR entry. *This is a 12 alpha-numeric 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
<b>Asset Entry</b>						
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	ILOO - In On Loan - outside DPAS					
						<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 alpha-numeric 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 
UI	EA	UII	<input type="text"/>
Item Desc	MONITOR 17 INCH	*Serial Nbr	<input type="text"/>
Type Action	IL00 - In On Loan - outside DPAS	DOD Serial Nbr	<input type="text"/>
Inv by Serial Nbr	<input type="checkbox"/>	i *Loc	BPG123 
Auto Assign	<input checked="" type="checkbox"/>	Sub Loc	<input type="text"/>
Asset Id Prefix	BPG123 		

**Save**

	Asset Id	Serial Nbr	Cust Nbr	Loc	Sub Loc	Inv By Serial Nbr	Auto Assign	UII	DOD Serial Nbr
<a href="#">Edit</a> <a href="#">Remove</a>	BPG1230992	QWE123RTY456	BPG123	BPG123		N	Y	18117BROOKS0005	

