

Asset Receiving Entry — INPR — New Procurement

Overview

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

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 INPR — Inventory New Procurement > 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. Use  to select the Type Action **INPR — Inventory New Procurement**
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	INPR - New Procurement			Cptl Cd	A-DoD Threshold								
*Qty	<input type="text" value="1"/>			Asset Sts	U-In Use								
*Acq Dt	<input type="text" value=""/>			Local Rcpt Dt	<input type="text" value="4/9/2025"/>								
*Cond Cd	A-Svcbl(w/o Qual)			Rcvd By	<input type="text" value=""/>								
Origl In Svc Dt	<input type="text" value="4/9/2025"/>			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

BasicCatalogAccountingContractDepreciationAgencyAsset Entry

Basic

Stock Nbr7025032057818

UIEA

Item DescMONITOR/COMPONENT

Type ActionINPR - New Procurement

*Qty1

*Acq Dt

*Cond CdA-Svcbl(w/o Qual)

Origl In Svc Dt4/9/2025

IRAPT/WAWF Shpmt Id

AttachmentsNo Attachments Available

Add

Doc Nbr

*Asset CdK-Equipment

i Sys Id

Cptl CdA-DoD Threshold

Asset StsU-In Use

Local Rcpt Dt4/9/2025

Rcvd By

Remarks

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	BULKSENSITIVE	Lot Nbr	<input type="text"/>
UI	EA	Expr Dt	<input type="text"/>
Item Desc	BULK AND SENSITIVE	Local Rcpt Dt	4/9/2025
Type Action	INPR - New Procurement	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)	<input type="button" value="Add"/>	
Doc Nbr	<input type="text"/>	Remarks	<input type="text"/>
*Asset Cd	K-Equipment	History Remarks	<input type="text"/>
i Sys Id	<input type="text"/>		

- 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

OG6R078I

Mfr Yr

UI

EA

Mfr Model Nbr

Item Desc

MONITOR 17 INCH

License Managed

Type Action

INPR - New Procurement

Mfr Part Nbr

Catalog Pilferable

No

*UII Sts Cd

Select an Item

Asset Pilferable

☐

CAGE Cd

i *Mfr Data

Select A Manufacturer

Non-Actbl


Mfr Name

Supply Category Management Cd

-

Cancel

Reset

- a. Use  to select the UII Sts Cd.

Component

Basic
Catalog
Accounting
Contract
Depreciation
Agency
Asset Entry

Manufacturer

Stock Nbr

702503Z057818

Mfr Yr

UI

EA

Mfr Model Nbr

Item Desc

MONITOR/COMPONENT

License Managed

Type Action

INPR - New Procurement

Mfr Part Nbr

Catalog Pilferable

No

*UII Sts Cd

Select an Item

Asset Pilferable

☐

CAGE Cd

i *Mfr Data

Select A Manufacturer

Non-Actbl

Mfr Name

Supply Category Management Cd

-

Cancel

Reset

a. Use  to select the UII Sts Cd.

Bulk



Basic
Catalog
Accounting
Contract
Depreciation
Agency
Asset Entry

Manufacturer

Stock Nbr	BULKSENSITIVE	Mfr Yr	<input type="text"/>
UI	EA	Mfr Model Nbr	
Item Desc	BULK AND SENSITIVE	License Managed	
Type Action	INPR - New Procurement	Mfr Part Nbr	
Catalog Pilferable	No		
Asset Pilferable	<input type="checkbox"/>	CAGE Cd	
i *Mfr Data	<input type="text" value="Select A Manufacturer"/> <input type="button" value="Q"/>	Non-Actbl	
Mfr Name		Supply Category Management Cd	-

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

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	INPR - New Procurement			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="G-Government Owned"/>								
Owng Cost Center Desc				Lease Cd	<input type="text" value="N-Government Owned"/>								
Fndng Cost Center	<input type="text"/>												
												Cancel	Reset


- A. Use  to select the Fund Cd/ASN.
 - B. Enter the LOA, or use  to browse for the identifier. *This is a 31 alphanumeric character field.*
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	INPR - New Procurement			ACRN	<input type="text"/>								
Cntr/PO Nbr	<input type="text"/>												
												Cancel	



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	0G8R078I	Prior Deprn SL
UI	EA	Prior Deprn AB
Item Desc	MONITOR 17 INCH	Deprn Util Svc Life
Type Action	INPR - New Procurement	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

- Use  to select the ACTIVATION DT, or enter the date (MM/DD/YYYY) in the field provided.
 - 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	OG8R078I
UI	EA
Item Desc	MONITOR 17 INCH
Type Action	INPR - New Procurement
Classification	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Unclassified</div>
Office	<input type="text"/>
Active RFID Number	<input type="text"/>
ORDER NUMBER	<input type="text"/>
TASK ORDER	<input type="text"/>
<div style="display: flex; justify-content: flex-end; gap: 10px;"> <div style="border: 1px solid #ccc; padding: 2px 10px; background-color: #f0f0f0;">Cancel</div> <div style="border: 1px solid #ccc; padding: 2px 10px; background-color: #007bff; color: white;">Reset</div> </div>	

Note







Any additional fields on this tab varies by agency and are not DPAS 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	OG8R078I
UI	EA
Item Desc	MONITOR 17 INCH
Type Action	INPR - New Procurement
Inv by Serial Nbr	<input type="checkbox"/>
Auto Assign	<input checked="" type="checkbox"/>
Asset Id Prefix	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Select an Item</div>
i *Custodian Nbr	<input style="width: 100%;" type="text"/>
UII	<input type="text"/>
*Serial Nbr	<input type="text"/>
DOD Serial Nbr	<input type="text"/>
i *Loc	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Select A Location</div>
Sub Loc	<input type="text"/>
<div style="display: flex; justify-content: flex-end; gap: 10px;"> <div style="border: 1px solid #ccc; padding: 2px 10px; background-color: #007bff; color: white;">Save</div> </div>	
<div style="display: flex; justify-content: flex-end; gap: 10px;"> <div style="border: 1px solid #ccc; padding: 2px 10px; background-color: #f0f0f0;">Cancel</div> <div style="border: 1px solid #ccc; padding: 2px 10px; background-color: #f0f0f0;">Reset</div> <div style="border: 1px solid #ccc; padding: 2px 10px; background-color: #007bff; color: white;">Add</div> </div>	







- 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.*

Component

Basic
Catalog
Accounting
Contract
Depreciation
Agency
Asset Entry

Asset Entry

Stock Nbr	7025032057818	i *Custodian Nbr	<input type="text" value="BPG123"/>
UI	EA	UII	<input type="text"/>
Item Desc	MONITOR/COMPONENT	*Serial Nbr	<input type="text"/>
Type Action	INPR - New Procurement	DOD Serial Nbr	<input type="text"/>
Inv by Serial Nbr	<input type="checkbox"/>	i *Loc	<input type="text" value="BPG123"/>
Auto Assign	<input checked="" type="checkbox"/>	Sub Loc	<input type="text"/>
Asset Id Prefix	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> Select an Item ▼ </div>		

- 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


Asset Entry


Stock Nbr BULKSENSITIVE

UI EA

Item Desc BULK AND SENSITIVE

Type Action INPR - New Procurement





*i**Custodian Nbr 

*i**Loc 

Sub Loc

Save

Cancel
Reset
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 Save. *The new asset is added to the list panel.*



Basic
Catalog
Accounting
Contract
Depreciation
Agency
Asset Entry

Asset Entry

Stock Nbr

OG8R078I

UI

EA

Item Desc

MONITOR 17 INCH

Type Action

INPR - New Procurement

Inv by Serial Nbr

☐

Auto Assign

☒

Asset Id Prefix

BPG123

i *Custodian Nbr

BPG123

UII

*Serial Nbr

DOD Serial Nbr

i *Loc

BPG123

Sub Loc

Save

	Asset Id	Serial Nbr	Cust Nbr	Loc	Sub Loc	Inv By Serial Nbr	Auto Assign	UII	DOD Serial Nbr
Edit Remove	BPG1230994	ASD456FGH789	BPG123	BPG123		N	Y	181178BROOKS0011	

Cancel

Reset

Add