



Asset Receiving Entry – Mass Upload

Overview

The Property Accountability module Asset 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 - a bunch at a time).

Navigation

Asset Management > Receiving > Asset Receiving > Mass Upload Assets > Type Action drop-down field > Asset Receiving Tabs page

Procedures

Create a Mass Upload for Assets

Selecting at any point of this procedure removes all revisions and closes the page, whereas selecting returns all fields to the default "All" setting. **Bold** numbered steps are required.

1. In the Asset Management menu, choose Receiving. **The Asset Receiving Data Entry page appears.**
2. Select End Item Serial. *This displays the Mass Upload Assets field.*

End Item Serial	<input checked="" type="radio"/>	*Stock Nbr	<input type="text"/>
Component	<input type="radio"/>	*Acq Cost	<input type="text" value="0.00"/>
Bulk	<input type="radio"/>	Mass Upload Assets	<input type="checkbox"/>
*Type Action	<input type="text" value="INPR - New Procurement"/>	Download Template	<input type="button" value="Download"/>





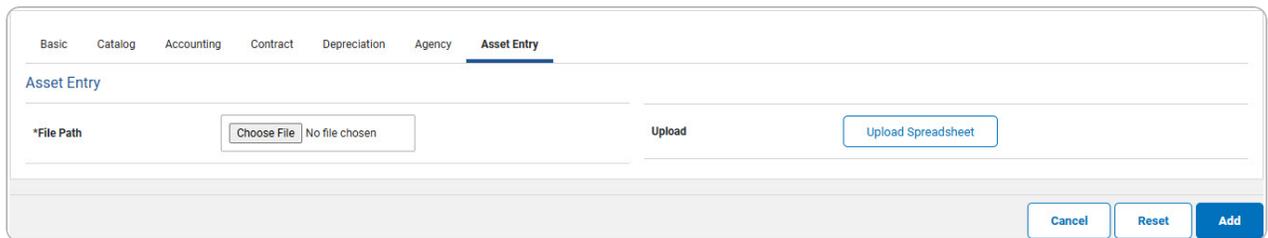
- A. Use  to select the Type Action.
- B. Enter the STOCK NBR, or use  to browse for the number. *This is a 15 alpha-numeric character field.*
- C. Enter the ACQ COST in the field provided. *This is a 15 numeric character field.*
- D. Click to select Mass Upload Assets. Select . **The file *AssetReceivingUploadTemplate.xls* opens.**

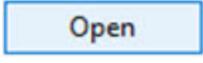
Note



Once the Excel file is downloaded, open the file and read the first tab, named **Instructions**. The second tab, **Assets**, is where the information about the loadable assets are entered.

3. Select . The **Basic tab** displays.
4. Select Asset Entry. The **Asset Entry Tab** appears.



- A. Select . The Windows **Choose File to Upload** pop-up window appears.
- B. Choose the file to attach, and select it.
- C. Select . The **Choose File to Upload** pop-up window closes, and the file name appears in the File Path field.
- D. Select .





- If there are errors: *the **Spreadsheet Errors** appears.*

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

Asset Entry

*File Path No file chosen Upload

Spreadsheet Errors

Ull must be entered in row 1
Ull must be entered in row 2
Ull must be entered in row 3
Ull must be entered in row 4
Ull must be entered in row 5
Ull must be entered in row 6
Ull must be entered in row 7
Ull must be entered in row 8
Ull must be entered in row 9
Ull must be entered in row 10

- If there are no errors: *the **Assets** are listed, and **Spreadsheet successfully uploaded and validated**; click **add to submit** appears at the top of the list.*

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

Asset Entry

*File Path No file chosen Upload

Spreadsheet successfully uploaded and validated; click add to submit

Asset Id	Serial Nbr	Cust Nbr	Loc	Sub Loc	Inv By Serial Nbr	Auto Assign	Ull	DOD Serial Nbr
ABC123DEF456	ABC123DEF456GHI789KLM012	ABC123	BPG123			N	N	BROOKS123
GHI789JKL123	ABC123DEF456GHI789KLM013	123456	BPG345			N	N	BROOKS124
MNO456PQR789	ABC123DEF456GHI789KLM014	BPG123	BPG123			N	N	BROOKS125
STU123VWX456	ABC123DEF456GHI789KLM015	ABC123	BPG345			N	N	BROOKS126
XYZ789ZYX123	ABC123DEF456GHI789KLM016	123456	BPG123			N	N	BROOKS127

5. Select . The **View the Asset Receiving Transaction Status** page appears.

