



# Search for an Asset Update – Criteria

## Overview

The Property Accountability module Asset Update process provides the ability to modify data fields related to assets currently on the property book. This process updates:

- End Item / Component / Bulk Asset Updates

### Note



If End Item Serial, Component and/or Bulk assets are being mass updated, this process must be repeated for each type.

- Location / Sub Location
- Manufacturer Information
- Price Update
- Loan

## Navigation

Asset Management > Update > Asset Update Search Criteria

## Procedures

### Search for an Asset for Updating

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields.





### Search Criteria

Accountable Type

Non-Accountable  
 Accountable  
 Both

Asset Management Type

End Item Serial  
 Component  
 Bulk

Asset Id



Stock Nbr



Serial Nbr

i Custodian Nbr

Select A Custodian 

Loc



Sub Loc

Agency Field Name

Select an Item 

Reset

Search





2. Select . The **Search for an Asset Update – Results** page opens.

**Search Criteria**

Asset Id --	Custodian Nbr TGROCE	Lot Nbr --	Agency Field Name --
Stock Nbr --	Loc --	Mgt Cd Serial	Agency Field Value --
Serial Nbr --	Sub Loc --	Non-Actbl / Actbl Both	

**Search Results (6)** Number to Display:

Select	Asset Id	Qty	Stock Nbr	Serial Nbr	Maj Cust Nbr	Sub Cust Nbr	Asst Lvl Cd	Loc	Lot Nbr	Item Desc	Pilferable	Non-Actbl	Ull	Cptl	Pndg	Loan Cd	Ull Sts Cd	Ull Verf	Fund Cd/ASN	Intrf Sys Cd
<input type="checkbox"/>	<a href="#">BROOKS000269</a>	0	0005000739411	BPG987	TGROCE		EI	AREA7		TEST RIFLE	No	No	No	Yes	Yes	G	NDT	NO	68 /	AK
<input type="checkbox"/>	<a href="#">BROOKS000263</a>	1	12481632640003	BELNFG123	TGROCE		EI	AREA7		SPACE SHUTTLE	No	No	No	Yes	No	G	NDT	NO	68 /	AK
<input type="checkbox"/>	<a href="#">BROOKS000348</a>	1	1248163264127	BPG12481	TGROCE		EI	AREA7		SPACE SHUTTLE	No	No	Yes	Yes	No	G	ART	NO	68 /	AK
<input type="checkbox"/>	<a href="#">BROOKS000265</a>	1	1395018770001	A8779062016-FGBF6205068	TGROCE		EI	AREA7		50 CALIBER	No	No	No	No	No	G	NDT	NO	68 /	AK
<input type="checkbox"/>	<a href="#">BROOKS000316</a>	1	5805000204707	08092014	TGROCE		EI	AREA7		TELEPHONE SET	No	No	No	No	No	G	NNN	NO	68 /	AK
<input type="checkbox"/>	<a href="#">BROOKS000187</a>	0	9003176-SL60TT	12345678	TGROCE		EI	TIMS ROOM		FORKLIFT BATTERY OPE	No	No	No	Yes	Yes	G	NDT	NO	68 /	AK

A. Select . The **Select the Asset Update Rows** page opens.





## Select Rows for Asset Update

### Navigation

Asset Management > Update > Search Criteria >  > Search Results >  (desired record(s)) >  > Asset Update Selected Rows page

### Procedures

#### Update Assets

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

#### Single Row Update

1. Review the asset information.

**Action**

Basic Update

Price Update

Loan Update

Stock Nbr Update

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**Selected Rows**

Asset Id	Qty	Chg Qty	Stock Nbr	Serial Nbr	Maj Cust Nbr	Sub Cust Nbr	Asst Lvl Cd	Loc	Lot Nbr	Item Desc	Pilferable	Non-Actbl	Ull	CpII	Pndg	Loan Cd	Ull Sts Cd	Ull Verf	Fund Cd/ASN	Intrf Sys Cd
BROOKS000265	1		1395018770001	A8779062016-FGBF6205068	TGROCE		EI	AREA7		50 CALIBER	No	No	No	No	No	G	NDT	NO	68 /	AK

- A. Select  Basic Update if the update regards typical details. **The Update the Basic Asset Details page appears.**
- B. Select  Price Update if the update regards costs. **The Update the Price Asset Details page appears.**





- C. Select  Loan Update if the update regards loan details. *The **Update the Loan Asset Details** page appears.*
- D. Select  STOCK NBR Update if the update regards Stock Number details. *The **Update the Stock Nbr Asset Details** page appears.*

2. Select . *The appropriate **Update the Asset Details** page appears.*

### Multiple Rows Update

1. Review the asset information.

Action

Mass Update

Loan Update

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Selected Rows

Asset Id	Qty	Chg Qty	Stock Nbr	Serial Nbr	Maj Cust Nbr	Sub Cust Nbr	Asst Lvl Cd	Loc	Lot Nbr	Item Desc	Pilferable	Non-Actbl	Ull	Cptl	Pndg	Loan Cd	Ull Sts Cd	Ull Verif	Fund Cd/ASN	Intrf Sys Cd
BROOKS000265	1		1395018770001	A8779062016-FGBF6205068	TGROCE		EI	AREA7		50 CALIBER	No	No	No	No	No	G	NDT	NO	68 /	AK
BROOKS000316	1		5805000204707	08092014	TGROCE		EI	AREA7		TELEPHONE SET	No	No	No	No	No	G	NNN	NO	68 /	AK

- A. Select  Mass Update if the updates regard typical details. *The **Update the Mass Assets Details** page appears.*
  - B. Select  Loan Update if the updates regard loan details. *The **Update the Loan Asset Details** page appears.*
  - C. Select  STOCK NBR Update if the updates regard Stock Number details. *The **Update the Stock Nbr Asset Details** page appears.*
2. Select . *The appropriate **Update the Asset Details** page appears.*





# Asset Update Basic Update

## Navigation

Asset Management > Update > Search Criteria >  > Search Results >  (desired record(s)) >  > Selected Rows >  >  Basic Update >  > Asset Update Basic Update page

## Procedures

### Update the Basic Asset information

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

1. From the Selected Rows page, select . The **Asset Update Basic Update** page appears.





## 2. Update the fields in the Basic panel.

Basic
Accounting
Contract
Agency

Asset Id	BROOKS000265
Stock Nbr	139501B770001
Asset Id Prefix	
Auto Assign	<input type="checkbox"/>
Asset Id	<input type="text" value="BROOKS000265"/>
Serial Nbr	<input type="text" value="A8779062016-FGBF6205068"/>
Inv By Serial Nbr	<input type="checkbox"/>
Chg Qty	
Loc	<input type="text" value="AREA7"/> <span style="float: right; font-size: 0.8em;">🔍</span>
Sub Loc	<input type="text"/>
* Cond Cd	<input type="text" value="A-Svcbl(w/o Qual)"/> <span style="float: right; font-size: 0.8em;">▼</span>
Sys Id	<input type="text"/>
Doc Nbr	<input type="text"/> <span style="float: right; font-size: 0.8em;">🔍</span>
Lot Nbr	
Expr Dt	<input type="text"/> <span style="float: right; font-size: 0.8em;">📅</span>
*Local Rcpt Dt	<input type="text" value="5/27/2018"/> <span style="float: right; font-size: 0.8em;">📅</span>
Rcvd By	<input type="text"/>
*Origl In Svc Dt	<input type="text" value="5/27/2018"/> <span style="float: right; font-size: 0.8em;">📅</span>
DOD Serial Nbr	<input type="text" value="BELNPG1234567890"/>
Attachments	<input type="button" value="Add"/>
<span style="font-size: 0.8em; color: #0070C0;">No Attachments Available</span>	
Remarks	<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>
History Remarks	<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>





- A. Update the Cond Cd, using  to select the desired code.
  - B. Update the Local Rcpt DT, using  or entering the date (MM/DD/YYYY) in the field provided.
  - C. Update the ORIGL IN SVC DT, using  or entering the date (MM/DD/YYYY) in the field provided.
  - D. Select . The **Attachment Add** page appears.
- Select . The **View the Asset Update Transaction Status** page appears.
- 3.

**OR**

Select the Accounting tab to continue updating the asset.

Basic	Accounting	Contract	Agency
Asset Id	BROOKS000265	Owng Cost Center	<input type="text"/>
Stock Nbr	139501B770001	Owng Cost Center Desc	
* Cptl Cd	A-DoD Threshold	Fndng Cost Center	<input type="text"/>
Acq Dt	5/1/2018	Fndng Cost Center Desc	
Rcpt Doc Nbr	BROOKS81451000	Task Cd	<input type="text"/>
* Asset Cd	T-Military Equipment	Job Order Nbr	<input type="text"/>
* Asset Sls Cd	U-In Use	LOA	<input type="text"/>
Oblign Doc Nbr	BROOKS81451000	* Transfer Type Cd	0-Transfer Type Cd not required
* Fund Cd/ASN	68-	Trading Partner Nbr	<input type="text"/>
Loan			
Loan Cd	G		
Lease			
* Lease Cd	N-Government Owned		

- A. Update the Cptl Cd, using  to select the desired code.
- B. Update the Acq DT, using  or entering the date (MM/DD/YYYY) in the field provided.





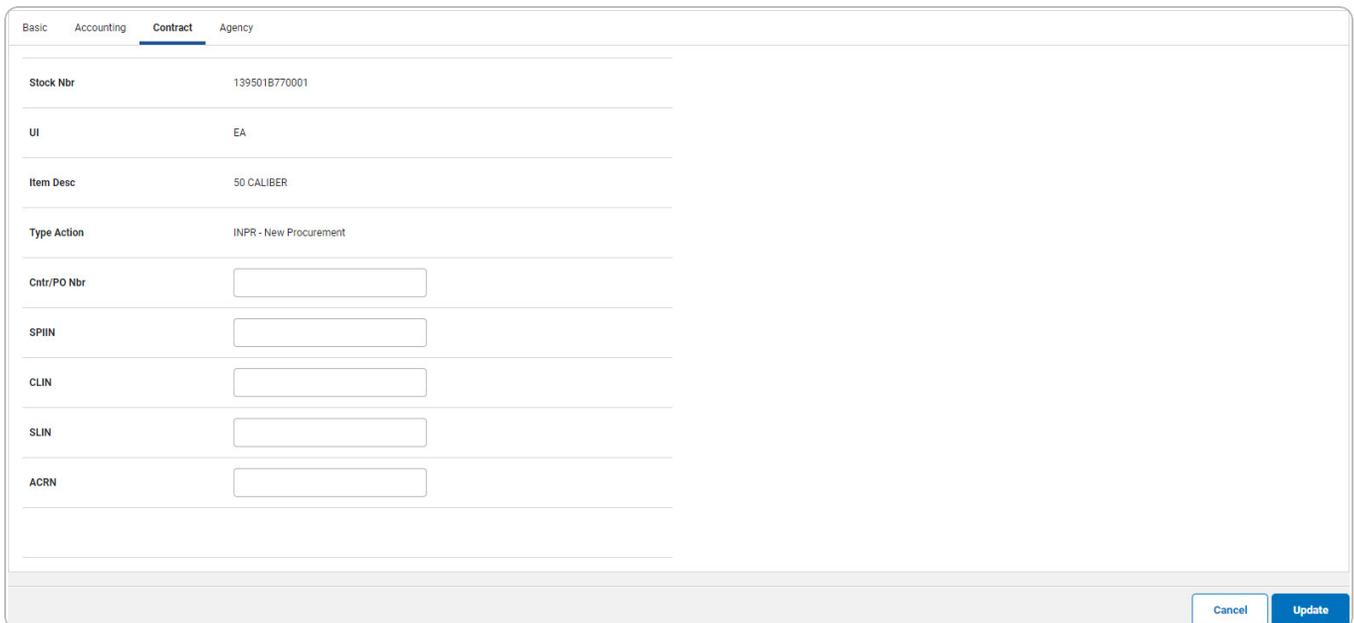
- C. Update the Asset Cd, using  to select the desired code.
- D. Update the Asset Sts Cd, using  to select the desired code.
- E. Update the Fund Cd /ASN, using  to select the desired code.
- F. Update the Transfer Type Cd, using  to select the desired code.

Select . The **View the Asset Update Transaction Status** page appears.

4.

**OR**

Select the Contract tab to continue updating the asset.



The screenshot shows a web interface with tabs for 'Basic', 'Accounting', 'Contract', and 'Agency'. The 'Contract' tab is active. The form contains the following fields:

Stock Nbr	139501B770001
UI	EA
Item Desc	50 CALIBER
Type Action	INPR - New Procurement
Cntr/PO Nbr	<input type="text"/>
SPIIN	<input type="text"/>
CLIN	<input type="text"/>
SLIN	<input type="text"/>
ACRN	<input type="text"/>

At the bottom right of the form are two buttons: 'Cancel' and 'Update'.

Select . The **Asset Update Transaction Status** page appears.

5.

**OR**

Select the Agency tab to continue updating the asset.





Basic   Accounting   Contract   **Agency**

Agency

Asset Id	BROOKS000265
Stock Nbr	1395018770001
Classification	Unclassified
Office	<input type="text"/>
Active RFID Number	<input type="text"/>
ORDER NUMBER	<input type="text"/>
TASK ORDER	<input type="text"/>

6. Select . The **Asset Update Transaction Status** page appears.





# Asset Update Price Update

## Navigation

Asset Management > Update > Search Criteria >  > Search Results >  (desired record(s)) >  > Selected Rows >  >  Price Update >  > Asset Update Price Update page

## Procedures

### Update the Asset Price

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

1. From the Selected Rows page, select . The **Asset Update Price Update** page appears.  
Select  Cost Correction if the asset price was originally entered incorrectly.
2. **OR**  
Select  Asset Revaluation if the asset price has changed since it was entered.





## End Item Serial

Asset Id	ABC123
Stock Nbr	1005000000002
Cost Correction	<input checked="" type="radio"/>
Asset Revaluation	<input type="radio"/>
Acq Cost	<input type="text" value="0.00"/>
* Cptl Cd	A-DoD Threshold
Total Cost	0.00
Remarks	<input type="text" value="BPG Test"/>
* History Remarks	<input type="text"/>





## Component

Asset Id	BROOKS000266
Stock Nbr	017490011AA
Cost Correction	<input checked="" type="radio"/>
Asset Revaluation	<input type="radio"/>
Cost	<input type="text" value="100.00"/>
Cost Embedded	<input checked="" type="checkbox"/>
* Cptl Cd	A-DoD Threshold
Total Cost	0.00
Remarks	<input type="text"/>
* History Remarks	<input type="text"/>

3. Update the Cptl Cd, using  to select the desired code.
4. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
5. Select . The **View the Asset Update Transaction Status** page appears.





## Asset Update Mass Update

### Navigation

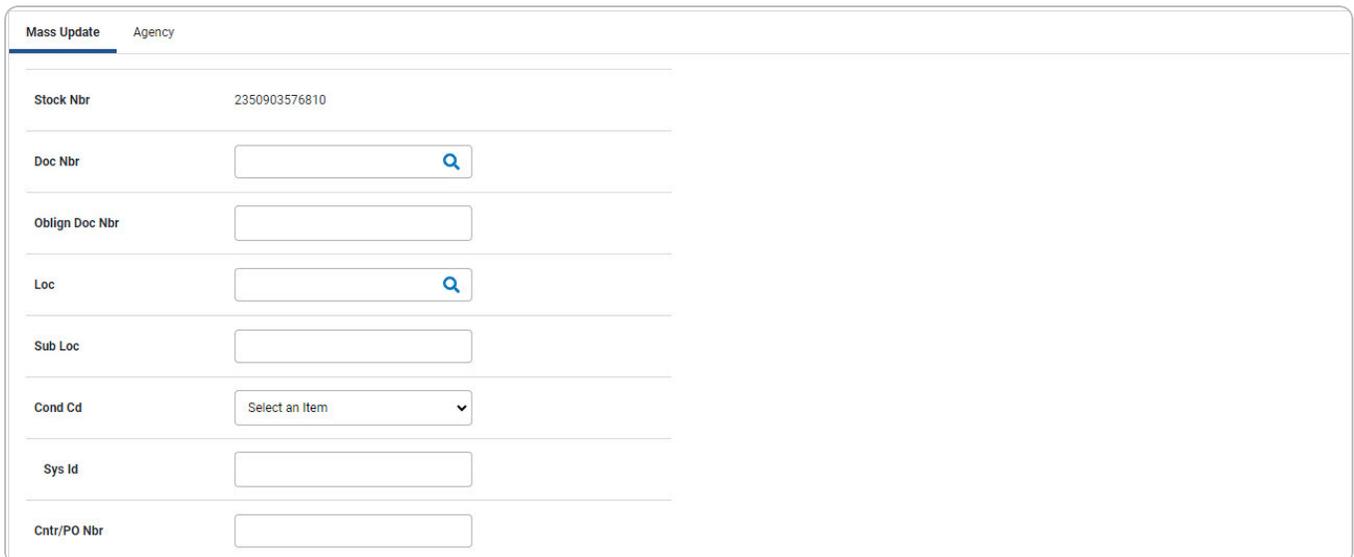
Asset Management > Update > Search Criteria >  > Search Results >  (desired record(s)) >  > Selected Rows >  Mass Update >  > Asset Update Mass Update page

### Procedures

#### Update Multiple Records

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

1. From the **Selected Rows** page, select . The **Asset Update Mass Update** page appears.
2. Update the fields in the Mass Update Tab.



Mass Update	Agency
Stock Nbr	2350903576810
Doc Nbr	<input type="text"/> <input type="button" value="Q"/>
Oblign Doc Nbr	<input type="text"/>
Loc	<input type="text"/> <input type="button" value="Q"/>
Sub Loc	<input type="text"/>
Cond Cd	Select an Item <input type="button" value="v"/>
Sys Id	<input type="text"/>
Cntr/PO Nbr	<input type="text"/>





## Help Reference Guide

Owng Cost Center	<input type="text"/>	<input type="button" value="Q"/>
Owng Cost Center Desc	<input type="text"/>	
Fndng Cost Center	<input type="text"/>	<input type="button" value="Q"/>
Fndng Cost Center Desc	<input type="text"/>	
Task Cd	<input type="text"/>	
Job Order Nbr	<input type="text"/>	
Trading Partner Nbr	<input type="text"/>	
Trading Dept Cd	<input type="text"/>	
Trading Basic Symbol	<input type="text"/>	
Trading Subhead	<input type="text"/>	
LOA	<input type="text"/>	<input type="button" value="Q"/>
Attachments	No Attachments Available	
	<input type="button" value="Add"/>	
Remarks	<input type="text"/>	
History Remarks	<input type="text"/>	

3. Update the fields in the Agency tab.





Mass Update   **Agency**

Agency

Classification	<input type="text" value="Select an Item"/>
Office	<input type="text"/>
Active RFID Number	<input type="text"/>
ORDER NUMBER	<input type="text"/>
TASK ORDER	<input type="text"/>

### Note



**Any fields on this tab varies by agency and are not ELMS controlled.**

4. Select . The **View the Asset Update Transaction Status** page appears.





# Asset Update Loan Update

## Navigation

Asset Management > Update > Search Criteria >  > Search Results >  (desired record(s)) >  > Selected Rows >  >  Loan Update >  > Asset Update Loan Update page

## Procedures

### Update the Loan Information for an Asset

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

#### Note



The **LOAN CD** selected from the drop-down list determines the data fields displayed on the page.

1. From the Selected Rows page, select . The **Asset Update Loan Update** page appears.
2. Depending upon the **LOAN CD** above, the fields are different:





### Loan Code C – Out on Loan to Non-Govt ACTY

Asset Update - Loan Change

* Loan Cd	C-Out On Loan to Non-Govt Acty	▼	Loan Start Dt	<input type="text"/>	
* DODAAC/CAGE Cd	Select An Item	▼	Loan End Dt	<input type="text"/>	
Doc Nbr	<input type="text"/>		Loc	0ACM1	
* Asset Sts Cd	O-Outbound Intransit	▼	Sub Loc	SUB1	
* Cntr Nbr/Dlvry Ord Nbr	Select An Item	▼	TCN	<input type="text"/>	
Cntr Start Dt	<input type="text"/>		* Shipment ID	<input type="text"/>	
Cntr End Dt	<input type="text"/>		* Shipment Dt	<input type="text"/>	
Loan Start and End Date fields are enabled			Estimated Shipment Dt	<input type="checkbox"/>	
Loan Address	<input type="text"/>		Mode of Shipment	Select an Item	▼
Activity Name	<input type="text"/>				

- A. Update the Loan Cd, using to select the desired code.
- B. Update the DoDAAC/CAGE Cd, using to select the desired code.
- C. Update the Asset Sts Cd, using to select the desired code.
- D. Update the Cntr Nbr, using to select the desired identifier.
- E. Update the LOC, using to browse for the revised entry. *This is a 20 alphanumeric character field.*
- F. Enter the SHIPMENT ID in the field provided. *This is a 30 alphanumeric character field.*





### Helpful Tip



To transmit information to the GFP module in PIEE, a new SHIPMENT ID is required. It is recommended to use a carrier-provided tracking number, if applicable.

- G.** Update the SHIPMENT DT, using or entering the date (MM/DD/YYYY) in the field provided.

### Loan Code G – Government Owned

Asset Id	Stock Nbr	Loan Cd	Quantity
AMK11240	0005000739411	G	1

Asset Update - Loan Change

* Loan Cd	G-Government Owned	▼
* DODAAC/CAGE Cd	Select An Item	▼
Doc Nbr	<input type="text"/>	
* Asset Sts Cd	U-In Use	
Loc	0ACM1	
Sub Loc	SUB	
TCN	<input type="text"/>	
* Shipment Dt	<input type="text"/>	
Estimated Shipment Dt	<input type="checkbox"/>	
Mode of Shipment	Select an Item	▼

- A.** Update the Loan Cd, using to select the desired code.
- B.** Update the DoDAAC/CAGE Cd, using to select the desired code.
- C.** *Verify the ASSET STS CD.*
- D.** Update the LOC, using to browse for the revised entry. *This is a 20 alphanumeric character field.*





- E.** Update the SHIPMENT DT, using  or entering the date (MM/DD/YYYY) in the field provided.

### Loan Code L — In on Loan from a GOVT ACTY

Asset Id	Stock Nbr	Loan Cd	Quantity
ABC123	1005000000002	L	1

Asset Update - Loan Change

\* Loan Cd                    L-In On Loan from Govt Acty

\* DODAAC/CAGE Cd        Select An Item

Doc Nbr

\* Asset Sts Cd             T-Out On Loan

Loan Address              4640 TRINDLE ROAD CAMP HILL PA 17011

Activity Name

Loan Start Dt              6/13/2023 

Loan End Dt                6/13/2024 

Loc                          AREA7

Sub Loc

TCN

\* Shipment Dt

Estimated Shipment Dt  

Mode of Shipment         Select an Item

[Cancel](#)

- A.**    Verify the Loan Cd.
- B.**    Verify the DoDAAC / CAGE Cd.
- C.**    Verify the ASSET STS Cd.
- D.**    Verify the Loc.
- E.**    Verify the SHIPMENT DT.





## Loan Code M – Out on Loan to GOVT ACTY

Asset Id	Stock Nbr	Loan Cd	Quantity
BROOKS000058	1234567890	M	1

Asset Update - Loan Change

* Loan Cd	M-Out On Loan to Govt Acty	▼
* DODAAC/CAGE Cd	Select An Item	▼
Doc Nbr		🔍
* Asset Sts Cd	T-Out On Loan	▼
Loan Address	123 MAIN STREET WARREN,OH 44	🔍
Activity Name		
Loan Start Dt	6/28/2018	📅
Loan End Dt	6/29/2018	📅
Loc	BUILDING 11	🔍
Sub Loc		
TCN		
* Shipment Dt		📅
Estimated Shipment Dt	<input type="checkbox"/>	
Mode of Shipment	Select an Item	▼

- A.** Update the Loan Cd, using ▼ to select the desired code.
- B.** Update the DoDAAC/CAGE Cd, using ▼ to select the desired code.
- C.** Update the Asset Sts Cd, using ▼ to select the desired code.
- D.** Update the LOC, using 🔍 to browse for the revised entry. *This is a 20 alphanumeric character field.*





- E. Update the SHIPMENT DT, using  or entering the date (MM/DD/YYYY) in the field provided.

### Loan Code N — In on Loan from a Non-Govt ACTY

Asset Id	Stock Nbr	Loan Cd	Quantity
BROOKS000347	296101424	N	1

Asset Update - Loan Change

\* Loan Cd                    N-In On Loan from Non-Govt Acty

\* DODAAC/CAGE Cd        Select An Item

Doc Nbr

\* Asset Sts Cd            U-In Use

Loan Address            2698 DEEPHILL CIR DALLAS,TX 75233

Activity Name

Loan Start Dt            12/15/2021 

Loan End Dt              1/1/2022 

Loc                        0ACM1

Sub Loc

TCN

\* Shipment Dt

Estimated Shipment Dt  

Mode of Shipment        Select an Item

[Cancel](#)

- A. Verify the Loan Cd.
- B. Verify the DoDAAC / CAGE Cd.
- C. Verify the ASSET STS Cd.
- D. Verify the LOC.
- E. Verify the SHIPMENT DT.

3. Select . The **Asset Update Transaction Status** page appears.





# Asset Update Stock Number Update

## Navigation

Asset Management > Update > Search Criteria >  > Search Results >  (desired record(s)) >  > Selected Rows >  >  STOCK NBR Update >  > Asset Update Stock Number Update page

## Procedures

### Update the Stock Number Data

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

1. From the Selected Rows page, select . The **Asset Update Stock Number Update** page appears.





Selected Asset(s)

Asset Id	Serial Nbr	Stock Nbr	Custodian Nbr
Original Values			
Asset Id	ABC123		
Stock Nbr	1005000000002		
LIN/TAMCN			
Quantity	1		
Document Number			
Doc Nbr	<input type="text"/>	<input type="button" value="Q"/>	
Stock Number			
Stock Nbr	<input type="text" value="1005000000002"/>	<input type="button" value="Q"/>	
Type Asset Cd	G		
Asset Cd	<input type="text" value="K-Equipment"/>	<input type="button" value="v"/>	
Manufacturer Data			
Mfr Data	<input type="text" value="TEJADA"/>	<input type="button" value="Q"/>	
Non-Actbl	<input type="checkbox"/>		
Mfr Name	TEJADA		
Mfr Part Nbr	1		
Mfr Model Nbr	1		
CAGE Cd			
Mfr Yr	<input type="text" value="2022"/>		
Asset Pilferable	<input type="checkbox"/>		

2. Review the fields in the Selected Assets grid.
3. Review the fields in the Original Values grid.





## Help Reference Guide

4. Review the field in the Document Number grid.
5. Review the fields in the Stock Number grid:
  - A. Update the STOCK NBR, using  to browse for the revised number. *This is a 15 alpha-numeric character field.*
6. Review the fields in the Manufacturer Data grid.
7. Select . The **View the Asset Update Transaction Status** page appears.

