



Enterprise Logistics Management System (ELMS) Property Accountability (PA) Module

Welcome to the Enterprise Logistics Management System (ELMS) PA Help System.

ELMS Summary

Welcome to the Enterprise Logistics Management System (ELMS) Help System.

The Enterprise Logistics Management System (ELMS) is a Department of Defense (DoD) property management system.

It is the Accountable Property System of Record (APSR) for over 50 DoD Agencies and Military Services.

The ELMS program office is located within DLA Logistics Catalog and Data Solutions (LCDS), a Portfolio of the Information Operations of the Defense Logistics Agency. The ELMSPMO receives sponsorship from the Equipment Office, under the Office of the Assistant Secretary of Defense (OASD) for Sustainment / Logistics.

PA Summary

The ELMS Property Accountability module is designed to manage large-ticket items, issues, and assets, in any DoD environment.

PA Key Functions

There are several key functions within the Property Accountability Module:

- **My ELMS** —
 - User Preferences
 - Help Desk Request
 - Site/Actbl UIC Update
 - Security POCs
 - Management Messages
 - User Roles Display

- **Catalog** —
 - Catalog
 - Pndg Catalog Trans
 - Stock Number
 - Manufacturer Part Nbr
 - Ref Publication





- LIN/TAMCN
- SKO Catalog
- Mass Updates
 - Stock Nbr
- **Asset Management —**
 - Asset Management
 - Receiving
 - Disposition
 - Transfer
 - Update
 - Custodian
 - Pending Tran
 - Authorization
 - Authorizations Pndg
 - Excess
 - Excess In Place Del
 - UIT OutOfCycle Recon
 - UII Update/Assign
 - UII Registry Query
 - Reversal
 - IT Management
 - Dashboard
 - IT Device Software
 - Software Request
 - IT Asset Char Update
- **Inventory —**
 - Inventory
 - Manage Inventories
 - Update Inventory
 - Next Inv Initzn Date
 - Inv Mgt Plan
 - Generate Inventory
 - Custodian
 - Cyclic
 - Location
 - Sensitive
 - Custome
- **AIT —**





- Print Labels
- Download to PDCD
- Upload from PDCD
- Label Format
- Physical Inventory Resolution
- Physical Inventory

- **Master Data** —
 - Master Data
 - Contractor
 - Cost Center
 - Report / Form Message
 - Contract
 - Doc Nbr Range
 - Appropriation
 - Agency Acq Pgm
 - Maint Grp Id
 - Location
 - Actbl UIC/UIC
 - UIC DoDAAC/CAGE
 - Address
 - Agency Settings
 - Asset Id Prefix Asgmt
 - System Id
 - Maint Mgmt Assign
 - Mass Updates
 - Appropriation

- **Maint/Util** —
 - Maint/Util
 - Asset Utilization
 - Util Excp Update
 - Wrnty/Svc/Subscrip
 - Terms/Conditions
 - Asset Assoc

- **Forms-Reports** —
 - View Forms/Reports
 - Schedule Reports
 - Generate Forms

- **Accounting** —





- Accounting
 - Improvement
 - Ancillary Cost
 - Real Property
 - Deprn Sched
 - Deprn Forecast
- Deprn Update
 - Personal Property
 - Real Property
- Project Planning
 - Project
 - Reports
- CIP
 - Project
 - Cost
 - Aset
 - Funding
 - Attestation
- **Authorizations** —
 - Authorization
 - Paragraph Nbr
- **Inquiries** —
 - Inquiries
 - Agency Pre-Defined
 - View Inquiry Extract
 - Acq Program
 - Type Designation
 - Real Property
 - Real Property
 - Capital Asset
 - Improvement
 - Legacy History
 - Real Prop Activity
 - RP Registry Inquiry
 - Asset Management
 - Asset
 - Asset Activity
 - Custodian
 - Authorization





- Authn Activity
- Excess Asset
- Disposal Activity
- Disposal Designee
- UII
- Manufacturer/Asset
- Asset By Acq
- Asset Legacy History
- Master Data
 - Address
 - Appropriation
 - UIC
 - Cost Center
 - Location
 - System Id
 - Maint Mgmt Assign
 - Contractor
 - Contract
 - Process Queue
 - DoDAAC
- Pending Tran
 - Due-In
 - Due-Out
- Wrnty/Svc/Subscrip
 - Terms/Cond
 - Asset Assoc
- Catalog
 - Stock Nbr
 - Stock Number Inquiry
 - Agency Catalog
 - Agency Catalog Inquiry
 - Manufacturer
 - Stock Nbr History
 - Manufacturer History
 - LIN/TAMCN
- Authorizations
 - LIN/TAMCN Authn Hist
 - LIN/TAMCN Authn
 - Paragraph Nbr
- Accounting





- Accounting Trans
- Capital Asset
- CIP
- Improvement
- Ancillary Cost
- Acq Pgm/Asset
- Depreciation
- CIP Attestation Cert
- CIP Project POC
- Attributes
 - Attribute
 - Template
- Inventory
 - Inventory Date Mgt
 - Inventory Header
 - Inventory Line Item
 - Inventory Detail
 - Asset Inventory Data
- **Statistics** —
 - Statistics
 - CIP Project
 - Asset
 - NonActv Dpr CptlStat
 - Personal/Real Prop
 - Inventory
 - Mnthly Inv Stat
 - UID
 - UII Status
 - RPUID Status
 - AIT
 - PDCD Usage
 - PDCD Counts

PA User

Property Accountability is role-based, similar to all other ELMS modules.

User access is based on one or more roles, allowing for “need to know” and “separation of duty” access. In addition, a second level of security has been added through the use of Commodity Types. PA users can only access equipment within their specified list(s) of assigned Commodity Types.





The security uses C.R.U.D. methodology:

- **Create**
- **Read (Inquiry)**
- **Update**
- **Delete**





Enterprise Logistics Management System (ELMS) Property Accountability Module Navigation

Navigation

ELMS PA Module > Any Process Page > 

Blue Menu Bar

The Blue Menu bar is at the very top of the page.

The items on the left side are:

- **ELMS logo**  — Returns to the home page.

The item next to that is:

- **Module Name**  — Shows which module is currently open.

The items on the right side are:

| | | |
|-----------------------------------|------------------------------------|-------------------------------|
| Activity Nm: <input type="text"/> | Open Actions: <input type="text"/> | User ID: <input type="text"/> |
|-----------------------------------|------------------------------------|-------------------------------|

- **Activity NM** — Shows the current users associated site.
- **Open Actions** — Shows the amount of work the user has scheduled.
- **User ID** — Shows the current users identification name.

Menu Bar

The Menu bar is right above the Process page. While each users Menu Bar contains different items, they all work the same way to open a Process page.

1. Click on a Menu item drop-down list. *The drop-down list of the processes in that Menu item appears.*





2. Select a process from the drop-down list. *The Process page appears.*

Instructions

At the top of each Process page is a  link.

- Select . *The **Instructions** drop-down panel appears.*
- *A basic overview and terms on the page appears.*

Help

On the right side of the Instructions panel is the Help button .

- Select . *The **Help System** opens in a separate tab.*
- *The Overview topic for the current Process page appears.*





Enterprise Logistics Management System (ELMS) Property Accountability (PA) Module Grid Options

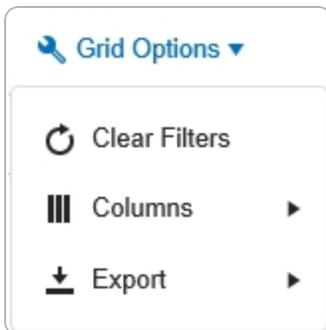
Navigation

ELMS Property Accountability (PA) Module > Any Process Page > Search Results Grid > Title



Grid Options

Select . The Grid Options drop-down menu appears:



Note



The Export option **only appears** in the Inquiry menu items.

These options change the way information appears in the Results Grid. They include:

Clear Filters

Erases any filters used within the Results Grid columns.





Grid Options ▾

- ↻ Clear Filters
- ☰ Columns ▶
- ⬇ Export ▶

Columns

Changes what columns are viewed in the Results Grid.

Grid Options ▾

↻ Clear Filters

☰ **Columns** ▶

⬇ Export ▶

Serial Nbr Item Desc

| | |
|--|---|
| Columns | <input type="checkbox"/> Established By |
| <input type="checkbox"/> Show/Hide All | <input type="checkbox"/> Established Dt/Tm |
| <input checked="" type="checkbox"/> Show/Hide Defaults | L |
| Defaults | <input type="checkbox"/> Last Reconciled With |
| <input checked="" type="checkbox"/> Stock Nbr | <input type="checkbox"/> Last Reconciliation Dt |
| <input checked="" type="checkbox"/> Serial Nbr | N |
| <input checked="" type="checkbox"/> Item Desc | <input type="checkbox"/> Next Reconciliation Dt |
| <input checked="" type="checkbox"/> DoDAAC | <input type="checkbox"/> Next Reconciliation With |
| <input checked="" type="checkbox"/> State Cd | R |
| <input checked="" type="checkbox"/> Status Cd | <input type="checkbox"/> Received Dt |
| <input checked="" type="checkbox"/> Last Trans Dt/Tm | S |
| B | <input type="checkbox"/> Stock Item Cd |
| <input type="checkbox"/> Born On Dt | U |
| E | <input type="checkbox"/> UII |
| <input type="checkbox"/> Entry Method | |

Official Use Only

AS Support

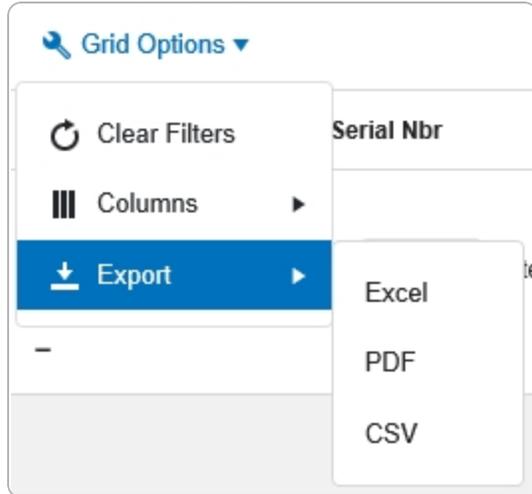
SSupport@leidos.com





Export

Saves the Inquiry Grid in a different format.



The format choices are:

- **Excel** - editable spreadsheet
- **PDF** (Portable Document Format) - non-editable document
- **CSV** (Comma Separated Values) - editable text

