



Add an Address

Overview

The Address Add process provides the ability to create an address to be used on a frequent basis. Completing the information on this page eliminates the need to type repetitive data for a person or action. If loaning an asset to a Government Activity, set up an Address with a Loan Type of LD-Loan – DoDAAC. Non-Government or Contractors would use a Loan Type of LC-Loan - CAGE Cd.

Navigation

Master Data > Address > Search Criteria > **Add** > Address Add page

Procedure

Add a New Address

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

1. Select **Add**. The **Add Address** page appears.

Add			
*UIC	BROOKS	*Address Type	LD-Loan - DODAAC
CAGE Cd	<input type="text"/>	POC	<input type="text"/>
DUNS	<input type="text"/>	DSN	<input type="text"/>
DODAAC	<input type="text"/>	Phone Nbr	<input type="text"/>
*Activity Name	<input type="text"/>	FAX Nbr	<input type="text"/>
*Address 1	<input type="text"/>	E-Mail Address	<input type="text"/>
Address 2	<input type="text"/>	Holding POC	
*City	<input type="text"/>	Holding Loc	
*State Cd	<input type="text"/>	Holding Sub Loc	
*ZIP Cd	<input type="text"/>	Holding DODAAC	
*Country Cd	<input type="text"/>	Transfer via	No <input type="text"/>
RIC	<input type="text"/>		

Add **Cancel**

2. The UIC automatically populates and is not editable.
3. The Address Type automatically populates and is not editable.
4. Enter the CAGE Cd in the field provided. This is a 5 alphanumeric character field.
5. Enter the POC in the field provided. This is a 25 alphanumeric character field.
6. Enter the DUNS in the field provided. This is a 9 numeric character field.
7. Enter the DSN in the field provided. This is a 20 alphanumeric character field.
8. Enter the DoDAAC in the field provided. This is a 6 alphanumeric character field.
9. Enter the PHONE NBR in the field provided. This is a 25 alphanumeric character field.
10. Enter the Activity Name in the field provided. This is a 50 alphanumeric character field.



11. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*
12. Enter the Address 1 in the field provided. *This is a 25 alphanumeric character field.*
13. Enter the E-MAIL Address in the field provided. *This is a 65 alphanumeric character field.*
14. Enter the Address 2 in the field provided. *This is a 25 alphanumeric character field.*
15. Enter the Holding POC in the field provided. *This is a 65 alphanumeric character field.*
16. Enter the City in the field provided. *This is a 22 alphanumeric character field.*
17. Enter the Holding LOC in the field provided. *This is a 20 alphanumeric character field.*
18. Use to select the State Cd.
19. Enter the Holding SUB LOC in the field provided. *This is a 20 alphanumeric character field.*
20. Enter the ZIP Code in the field provided. *This is a 10 alphanumeric character field.*
21. Enter the Holding DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
22. Use to select the Country Cd.
23. Use to select the Transfer via.
24. Use to select the RIC.
25. Select . *The View the Address Transaction Status page appears.*



Add a Contractor

Overview

The Contractor Add process provides the ability to create new contractor information for those contractors receiving Government Furnished Property (GFP).

Navigation

Master Data > Contractor > Search Criteria > **Add** > Add a Contractor page

Procedure

Add a Contractor

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

1. Select **Add**. The **Add a Contractor** page appears.

Add			
Actbl UIC	FL1234		
*CAGE Cd	3D135	DODAAC	
*Contractor		Division Name	
*Address 1		FAX Nbr	
Address 2		E-Mail Address	
*City		Contractor Phone Nbr	
*State			
*ZIP Cd			
*Country Cd			
Remarks			
History Remarks			

Add **Cancel**

2. The ACTBL UIC automatically populates and is not editable.
3. Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*
4. Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
5. Enter the Contractor in the field provided. *This is a 50 alphanumeric character field.*
6. Enter the Division Name in the field provided. *This is a 25 alphanumeric character field.*
7. Enter the Address 1 in the field provided. *This is a 25 alphanumeric character field.*
8. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*
9. Enter the Address 2 in the field provided. *This is a 25 alphanumeric character field.*
10. Enter the E-MAIL Address in the field provided. *This is a 65 alphanumeric character field.*
11. Enter the City in the field provided. *This is a 22 alphanumeric character field.*



12. Enter the Contractor PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*
13. Use to select the State.
14. Enter the ZIP Code in the field provided. *This is a 10 alphanumeric character field.*
15. Use to select the Country Cd.
16. Enter any additional information in the Remarks field. *This is a 1,024 alphanumeric character field.*
17. Enter any History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
18. Select . *The View the Contractor Transaction Status page appears.*



Add a Contract

Overview

The Contract Add page process provides the ability to create a new contract number for an agreement between the government and a manufacturer to supply equipment, parts and/or services.

Navigation

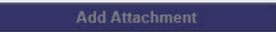
Master Data > Contract > Search Criteria >  > Add a Contract page

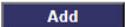
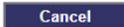
Procedure

Add a Contract

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

1. Select . The **Add a Contract** page appears.

Add			
Contract Use Cd	G - Govt Furn Prop	*Contract Type Cd	DCF - DOD Contract (FAR) ▾
*Contract Nbr	H9224%	Divy Ord Nbr	
*Contractor	0ACM1 - ACME INC ▾		
*Contract Start Dt	<input type="text"/> 	Contract End Dt	<input type="text"/> 
*Issuing Ofc DoDAAC	<input type="text"/>	Issuing POC	<input type="text"/>
Issuing Phone Nbr	<input type="text"/>	Admn Ofc	<input type="text"/>
Admn Ofc Phone Nbr	<input type="text"/>	*Contract Admn DoDAAC	<input type="text"/>
Prop Admn	<input type="text"/>	Prop Admn Phone Nbr	<input type="text"/>
Prop Admn E-Mail Addr	<input type="text"/>		
Attachment			
Remarks	<input type="text"/>		
History Remarks	<input type="text"/>		

2. The **CONTRACT USE CD** automatically populates and is not editable.
3. The **CONTRACT TYPE CD** automatically populates and is not editable.
4. Enter the **CONTRACT NBR** in the field provided. *This is a 19 alphanumeric character field.*
5. Enter the **DLVY ORD NBR** in the field provided. *This is an 11 alphanumeric character field.*
6. Use  to select the Contractor.
7. Use  to select the **CONTRACT START DT**, or enter the date (MM/DD/YYYY) in the field provided.
8. Use  to select the **CONTRACT END DT**, or enter the date (MM/DD/YYYY) in the field provided.
9. Enter the **ISSUING OFC DODAAC** in the field provided. *This is a 6 alphanumeric character field.*
10. Enter the **Issuing POC** in the field provided. *This is a 25 alphanumeric character field.*



11. Enter the Issuing PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*
12. Enter the ADMN OFC in the field provided. *This is a 25 alphanumeric character field.*
13. Enter the ADMN OFC PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*
14. Enter the Contract ADMN DODAAC in the field provided. *This is a 6 alphanumeric character field.*
15. Enter the PROP ADMN in the field provided. *This is a 25 alphanumeric character field.*
16. Enter the PROP ADMN PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*
17. Enter the PROP ADMN E-MAIL ADDR in the field provided. *This is an 80 alphanumeric character field.*
18. The  is not accessible.
19. Enter any additional information in the Remarks field. *This is a 1,024 alphanumeric character field.*
20. Enter any History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
21. Select . *The View the Contract Transaction Status page appears.*



Asset Update Loan Update

Overview

The Asset Update Loan Update process allows editing of the Loan information for an asset or multiple assets. There are primarily two types of Loans: Within DPAS and Outside DPAS.

All loans within DPAS should utilize a Department of Defense Activity Address Code (DoDAAC); however, there may be some instances where a Government Activity may use a Commercial and Government Entity Code (CAGE Cd).

Loans outside DPAS may use a DoDAAC or a CAGE Cd.

There are five types of Loan Codes:

- **C – Out on Loan to a Non-Government Activity**
The asset is not currently in the property book; it is being loaned outside of the DoD.
- **G – Government Owned**
The asset is currently in the property book; it is not out on loan. *The natural state of the asset.*
- **L – In on Loan from a Government Activity**
The asset is currently in the property book; it is on loan from elsewhere in the DoD. *This Loan Code is not editable from this screen.*
- **M – Out on Loan to a Government Activity**
The asset is not currently in the property book; it is being loaned from elsewhere within the DoD.
- **N – In on Loan from a Non-Government Activity**
The asset is currently in the property book; it is on loan from outside of the DoD. *This Loan Code is not editable from this screen.*

Note



The Loan Update process is available only for End Items. It is **not** available for Components or Bulk Items.

Navigation

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

Procedure

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 **Continue**. *The Asset Update Loan Update page appears.*
2. Verify the **ASSET ID**.



3. Verify the STOCK NBR.
4. Verify the LOAN CD.
5. Verify the Quantity.
6. Depending upon the LOAN CD above, the fields are different:

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

Asset Id	BROOKS000250	Stock Nbr	0005000739421
Loan Cd	C	Quantity	1
Asset Update - Loan Change			
* Loan Cd	C-Out On Loan to Non-Govt Acty	* DODAAC/CAGE Cd	Select An Item
Doc Nbr	<input type="text"/> ...	* Asset Sts Cd	T-Out On Loan
* Cntr Nbr	Select An Item		
Cntr Start Dt		Cntr End Dt	
Loan Address	<input type="text"/> ...		
Activity Name	<input type="text"/>		
Loan Start Dt	7/21/2009	Loan End Dt	7/21/2009
Loc	AAQNNAAAA	Sub Loc	<input type="text"/>
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. Update the DOC NBR, using to browse for the revised number. *This is a 14 alphanumeric character field.*
- D. Update the Asset Sts Cd, using to select the desired code.
- E. Update the Cntr Nbr, using to select the desired identifier.
- F. Verify the CNTR START DT.
- G. Verify the CNTR END DT.
- H. Update the Loan Address, using to browse for the revised address. *This is a 35 alphanumeric character field.*
- I. Update the Activity Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*





- J. Update the LOAN START DT, using  or entering the date (MM/DD/YYYY) in the field provided.
- K. Update the LOAN END DT, using  or entering the date (MM/DD/YYYY) in the field provided.
- L. Update the LOC, using  to browse for the revised entry. *This is a 20 alphanumeric character field.*
- M. Update the SUB LOC, entering the revised location in the field provided. *This is a 20 alphanumeric character field.*
- N. Update the TCN, entering the revised location in the field provided. *This is a 40 alphanumeric character field.*
- O. Update the SHIPMENT DT, using  or entering the date (MM/DD/YYYY) in the field provided.
- P. Verify the Estimated SHIPMENT DT contains the appropriate or . *This specifies the SHIPMENT DT is not an exact date.*
- Q. Update the Mode of Shipment, using  to select the desired method.

Loan Code G – Government Owned

Asset Id	BROOKS000349	Stock Nbr	0005000739421
Loan Cd	G	Quantity	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	AREA7	Sub Loc	<input type="text"/>
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. Update the DOC NBR, using  to browse for the revised number. *This is a 14 alphanumeric character field.*
- D. Verify the ASSET STS CD.
- E. Update the LOC, using  to browse for the revised entry. *This is a 20 alphanumeric character field.*



- F. Update the SUB LOC, entering the revised location in the field provided. *This is a 20 alphanumeric character field.*
- G. Update the TCN, entering the revised location in the field provided. *This is a 40 alphanumeric character field.*
- H. Update the SHIPMENT DT, using  or entering the date (MM/DD/YYYY) in the field provided.
- I. Verify the EST SHIPMENT DT contains the appropriate or . *This specifies the SHIPMENT DT is not an exact date.*
- J. Update the Mode of Shipment, using  to select the desired method.

Loan Code L – In on Loan from a GOVT ACTY

Asset Id	BROOKS000330	Stock Nbr	1005000527452
Loan Cd	L	Quantity	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	U-In Use
Loan Address	14 MARKVILLE LANE BERGERON,OH 43210		
Activity Name			
Loan Start Dt	5/25/2020 	Loan End Dt	5/25/2021 
Loc	AREA7	Sub Loc	
TCN		* Shipment Dt	
Estimated Shipment Dt	<input type="checkbox"/>	Mode of Shipment	Select an Item

Cancel

- A. Verify the Loan Cd.
- B. Verify the DoDAAC / CAGE Cd.
- C. Verify the DOC NBR.
- D. Verify the ASSET STS CD.
- E. Verify the Loan Address.
- F. Verify the Activity Name.
- G. Verify the LOAN START DT.
- H. Verify the LOAN END DT.
- I. Verify the LOC.
- J. Verify the SUB LOC.
- K. Verify the TCN.
- L. Verify the SHIPMENT DT.



- M. Verify the Estimated SHIPMENT DT.
- N. Verify the Mode of Shipment.

Loan Code M – Out on Loan to Govt ACTY

Asset Id	TESTBK000393	Stock Nbr	017490011AA
Loan Cd	M	Quantity	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	431 BATTLEFIELD HIGHWAY BLDG S-11 RICHMOND, KY 40475		
Activity Name			
Loan Start Dt	5/29/2020	Loan End Dt	5/30/2020
Loc	0ACM1	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 DOC NBR, using  to browse for the revised number. *This is a 14 alphanumeric character field.*
- D. Update the Asset Sts Cd, using  to select the desired code.
- E. Update the Loan Address, using  to browse for the revised address. *This is a 35 alphanumeric character field.*
- F. Update the Activity Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*
- G. Update the LOAN START DT, using  or entering the date (MM/DD/YYYY) in the field provided.
- H. Update the LOAN END DT, using  or entering the date (MM/DD/YYYY) in the field provided.
- I. Update the LOC, using  to browse for the revised entry. *This is a 20 alphanumeric character field.*
- J. Update the SUB LOC, entering the revised location in the field provided. *This is a 20 alphanumeric character field.*



- K. Update the TCN, entering the revised location in the field provided. *This is a 40 alphanumeric character field.*
- L. Update the SHIPMENT DT, using  or entering the date (MM/DD/YYYY) in the field provided.
- M. Verify the Estimated SHIPMENT DT contains the appropriate or . *This specifies the SHIPMENT DT is not an exact date.*
- N. Update the Mode of Shipment, using  to select the desired method.

Loan Code N – In on Loan from a Non-Govt ACTY

Asset Id	BW648	Stock Nbr	00124647787
Loan Cd	N	Quantity	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	100 SUNNYSIDE BLVD STE B WOODBURY,NY 11797		
Activity Name			
Loan Start Dt	9/9/2004 	Loan End Dt	7/18/2017 
Loc	BDLG 3 BAY 5	Sub Loc	
TCN		* Shipment Dt	
Estimated Shipment Dt	<input type="checkbox"/>	Mode of Shipment	Select an Item

Cancel

- A. Verify the Loan Cd.
- B. Verify the DoDAAC / CAGE Cd.
- C. Verify the DOC NBR.
- D. Verify the ASSET STS Cd.
- E. Verify the Loan Address.
- F. Verify the Activity Name.
- G. Verify the LOAN START DT.
- H. Verify the LOAN END DT.
- I. Verify the LOC.
- J. Verify the SUB LOC.
- K. Verify the TCN.
- L. Verify the SHIPMENT DT.
- M. Verify the Estimated SHIPMENT DT.
- N. Verify the Mode of Shipment.





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



Search for Pending Transactions – Criteria

Overview

The Property Accountability module Pending Transactions Search Criteria process provides the ability to review the incoming and outgoing assets.

The types of pending transaction processes available for reviewing are:

- Receipt
- Disposition
- Transfer
- Pending
- Loan Within DPAS
- Loan Return

Note



Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application. The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic  preceding the field name.

Navigation

Asset Management > Pending TRAN > Pending Transactions Search Criteria page

Procedure

DPAS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

Search for a Pending Transaction

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	
Process	Receipt <input type="button" value="v"/>
Process Action	PSN Record Received From iRAPT "AS" <input type="button" value="v"/>
Doc Nbr	<input type="text"/>
Asset Id	<input type="text"/>
Serial Nbr	<input type="text"/>
Stock Nbr	<input type="text"/>
i Custodian Nbr	Select A Custodian <input type="button" value="..."/>
UII	<input type="text"/>

Search

Reset



- A. Use to select the Process.
- B. Use to select the Process Action.
- C. Enter the DOC NBR in the field provided. *This is a 14 alphanumeric character field.*
- D. Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*
- E. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- F. Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- G. Use  or  to assist with the CUSTODIAN NBR entry. *This is a 12 alphanumeric character field.*
- H. Enter the UII in the field provided. *This is a 50 alphanumeric character field.*
- I. Select . *The Search for Pending Transactions - Results page opens.*



Search for Pending Transactions – Results

Overview

The Pending Transaction Results page provides the ability to view and select an asset that has a transaction pending against it.

Helpful Tip



There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Note



Only the highest level component is displayed. The lower level components do not display but process with the higher assemblage automatically.

Navigation

Asset Management > Pending TRAN > Search Criteria >  > Pending Transactions Search Results page

Procedure

DPAS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

Search for a Pending Transaction

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

1. Click to select the pending transaction. A check mark appears in the box, selecting the asset.

Helpful Tip



 checks all assets on all pages.

 removes the check marks

from all assets on all pages.



Search Criteria			
Process	Transfer	Process Action	UIC Transfer
Doc Nbr		Asset Id	
Serial Nbr		Stock Nbr	
Custodian Nbr		UII	

Search Results																			
Select	Doc Nbr	Asset Id	Stock Nbr	Serial Nbr	Lot Nbr	Qty	Item Desc	UIC Fr	UIC To	Cust Nbr Fr	Cust Nbr To	Site Id Fr	Site Id To	CAGE Cd	DODAAC	Loc	Status	Acq Cost	Pending IRAPT Approval
<input type="checkbox"/>	BR00KS13360802	BROOKS000312	017490011AA	11222111AA		1	PRINTER 135 COLUMN	BROOKS	BG1234	RFID2		FUNC-2	FUNC-2	01749		15 S 30TH ST REAR U	CC	\$0.00	False
<input type="checkbox"/>	BR00KS13350801	BROOKS000315	00RN6XL18000	1190820102		1	MODEM HI SPEED	BROOKS	BG1234	TGROCE		FUNC-2	FUNC-2	00RN6		AREA7	CC	\$0.00	False
<input type="checkbox"/>	BR00KS13340813	BROOKS000341	00RN6XL12000	34535UEYJET6U4		1	MODEM HIGH SPEED LANMODEM HIGH SPEED LAN	BROOKS	BG1234	BG1234		FUNC-2	FUNC-2			AAQNNAAAA	CC	\$0.00	False
<input type="checkbox"/>	BR00KS13350800	BROOKS000342	00RN6XL12000	1258749XYZ		1	MODEM HIGH SPEED LANMODEM HIGH SPEED LAN	BROOKS	BG1234	123456 456789		FUNC-2	FUNC-2			1111A	CC	\$0.00	False
<input type="checkbox"/>	BR00KS13340807	BROOKS000346	005111013402	2164532031		1	ROCK GRANITE 6 TON 1	BROOKS	BG1234	123456		FUNC-2	FUNC-2			0ACM1	CC	\$0.00	False
<input type="checkbox"/>	BR00KS13360801	TESTBK000373	01749AP1329	MMLXLA0179090B 996 4262		1	PRINTER DOT MATRIX	BROOKS	BG1234	123456		FUNC-2	FUNC-2	01749		1111A	CC	\$0.00	False
<input type="checkbox"/>	BR00KS13363002	TESTBK000383	01749AP1329	MMLXLA0179090B D1D 4262		1	PRINTER DOT MATRIX	BROOKS	BG1234	123456		FUNC-2	FUNC-2	01749		1111A	CC	\$0.00	False
<input type="checkbox"/>	BR00KS13360800	TESTBK000392	017490011AA	708MXHBP4217		1	PRINTER 135 COLUMN	BROOKS	BG1234	123456		FUNC-2	FUNC-2	01749		1111A	CC	\$0.00	False

Select All Deselect All Continue Cancel



2. Select . The Pending Transactions Selected Rows page opens.





View the Pending Transactions Selected Rows

Overview

The Pending Transactions Selected Rows page displays the records selected that have a transaction pending.

Navigation

Asset Management > Pending TRAN > Search Criteria > **Search** > Search Results > **Continue** > *VARIOUS PROCEDURAL STEPS* > Pending Transactions Selected Rows page

Procedures

DPAS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

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

View the Pending Transactions - Receipt

1. Click to select the desired row. *The desired pending transaction is selected.*
2. Select **Continue**. The **View the Selected Rows page** appears.

Search Criteria			
Process	Receipt	Process Action	CIP Asset
Doc Nbr		Asset Id	
Serial Nbr		Stock Nbr	
Custodian Nbr		Utl	

Selected Rows																			
Qty	Trans Qty	Doc Nbr	Asset Id	Stock Nbr	Serial Nbr	Lot Nbr	Item Desc	Cust Nbr Fr	Cust Nbr To	UIC Fr	UIC To	Site Id Fr	Site Id To	CAGE Cd	DODAAC	Loc	Status	Utl	
1	1	BR00KS73601002		0005000739411	XYZ38934		TEST RIFLE					BROOKS						CC	

Continue **Reject**

Cancel

3. Select **Continue**. The **View the Asset Receiving page** appears.
4. Select **Reject**. *The View the Pending Transactions Reject page appears.*

View the Pending Transactions - Disposition

1. Click to select the desired row. *The desired pending transaction is selected.*
2. Select **Continue**. The **View the Selected Rows page** appears.



Search Criteria			
Designate		Type Action	
Asset Id		Stock Nbr	
Serial Nbr		Custodian Nbr	
Loc		Sub Loc	

Selected Row(s)																						
Qty	Disp Qty	Asset Id	Stock Nbr	Serial Nbr	Item Desc	Cust Nbr	Asset Lvl Cd	Loc	Lot Nbr	Suspt Loss Sts Cd	Excs Actn Cd	Non-Actbl	Cptl	Activation Dt	Cptl Impy Activated	Cptl Cmpn Activated	Loan Cd	Ull Sts Cd	Owng Cost Center	LIN/TAMCN	Fund Cd/ASN	Intrf Sys Cd
1	1	111111100023	702500X864515	0011235787	PRINTER RFID2 EI			15 S 30TH ST REAR U				No	No				G	ART			99/	AY

Continue Cancel

3. Select . The **Update the Disposition page** appears.

View the Pending Transactions - Transfer

1. Click to select the desired row. *The desired pending transaction is selected.*

Selected Rows																			
Qty	Tfr Qty	Asset Id	Stock Nbr	Serial Nbr	Item Desc	Cust Nbr	Asset Lvl Cd	Loc	Sub Loc	Lot Nbr	Suspt Loss Sts Cd	Non-Actbl	Loan Cd	Ull	Fund Cd/ASN				
1		BROOKS000315	00RN6XL18000	1190820102	MODEM HI SPEED TGROCE EI			AREA7				N/A		G	No 68				

Continue Cancel

2. Select . The **View the Search Criteria Selected Rows page** appears.
3. Select . The **View the Selected Rows page** appears.

View the Pending Transactions - Pending

1. Click to select the desired row. *The desired pending transaction is selected.*

Search Criteria			
Process	Pending	Process Action	Pending Approval Lateral UIC-
Doc Nbr		Asset Id	
Serial Nbr		Stock Nbr	
Custodian Nbr			

Selected Rows																	
Qty	Trans Qty	Doc Nbr	Asset Id	Stock Nbr	Serial Nbr	Lot Nbr	Item Desc	Cust Nbr Fr	Cust Nbr To	UIC Fr	UIC To	Site Id Fr	Site Id To	CAGE Cd	DODAAC	Loc	Status
1	1	BR00KS12390900	111111100007	0005000739411	844283729		TEST RIFLE	123456		BROOKS A	12345	FUNC-2	FUNC-2				CC

Reject Approve

Cancel

2. Select . The **View the Search Criteria Selected Rows page** appears.
3. Select . *The View the Pending Transactions Reject page appears.*
4. Select . *The View the Pending Transactions Approve page appears.*





1. Verify the Search Criteria panel:
 - A. *Verify the Process.*
 - B. *Verify the Process Action.*
 - C. *Verify the DOC NBR.*
 - D. *Verify the ASSET ID.*
 - E. *Verify the SERIAL NBR.*
 - F. *Verify the STOCK NBR.*
 - G. *Verify the CUSTODIAN NBR.*
 - H. *Verify the UII.*
2. Verify the Selected Rows panel:
 - A. *Verify the QTY.*
 - B. *Verify the TRANS QTY.*
 - C. *Verify the DOC NBR.*
 - D. *Verify the ASSET ID.*
 - E. *Verify the STOCK NBR.*
 - F. *Verify the SERIAL NBR.*
 - G. *Verify the ITEM DESC.*
 - H. *Verify the CUST NBR FR.*
 - I. *Verify the CUST NBR TO.*
 - J. *Verify the UIC FR.*
 - K. *Verify the UIC TO.*
 - L. *Verify the SITE ID FR.*
 - M. *Verify the SITE ID TO.*
 - N. *Verify the CAGE CD.*
 - O. *Verify the DoDAAC.*
 - P. *Verify the LOC.*
 - Q. *Verify the Status.*
 - R. *Verify the UII.*
3. Depending upon the process, select a button:



Receipt

- Select **Continue** . The *Asset Receiving* page appears.
- Select **Update** . The *Pending Transactions Receiving Update* page appears.
- Select **Reject** . The *Pending Transactions Reject* page appears.

Disposition

- Select **Continue** . The *Asset Disposition* page appears.
- Select **Reject** . The *Pending Transactions Reject* page appears.

Transfer

- Select **Continue** . The *Asset Transfer* page appears.
- Select **Reject** . The *Pending Transactions Reject* page appears.

Pending

- Select **Reject** . The *Pending Transactions Reject* page appears.
- Select **Approve** . The *Pending Transactions Approve* page appears.

Loan Within DPAS

- Select **Continue** . The *Asset Receiving* page appears.
- Select **Update** . The *Pending Transactions Receiving Update* page appears.
- Select **Reject** . The *Pending Transactions Reject* page appears.

Loan Return

- Select **Continue** . The *Pending Transactions Transaction Status* page appears.
- Select **Update** . The *Pending Transactions Receiving Update* page appears.
- Select **Reject** . The *Pending Transactions Reject* page appears.





Approve Pending Transactions

Overview

The Pending Transactions Approve page provides a secondary check of transactions that are good and ready to go.

Navigation

Asset Management > Pending TRAN > Search Criteria > **Search** > Search Results > **Continue** > *VARIOUS PROCEDURAL STEPS* > Pending Transactions Approve page

Procedures

DPAS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

Approve Pending Transactions Request

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

1. Verify the Approve Tab.

Approve															
Qty	Doc Nbr	Asset Id	Stock Nbr	Serial Nbr	Item Desc	Cust Nbr Fr	Cust Nbr To	UIC Fr	UIC To	Site Id Fr	Site To	CAGE Cd	DODAAC	Loc	Source
1	BR00KS12390900	111111100007	0005000739411	844283729	TEST RIFLE	123456		BROOKS	A12345	FUNC-2	FUNC-2				PL

Approve

Cancel

- A. Verify the **QTY**.
- B. Verify the **DOC NBR**.
- C. Verify the **ASSET ID**.
- D. Verify the **STOCK NBR**.
- E. Verify the **SERIAL NBR**.
- F. Verify the **ITEM DESC**.
- G. Verify the **CUST NBR FR**.
- H. Verify the **CUST NBR TO**.
- I. Verify the **UIC FR**.
- J. Verify the **UIC TO**.
- K. Verify the **SITE ID FR**.
- L. Verify the **SITE ID TO**.
- M. Verify the **CAGE CD**.
- N. Verify the **DoDAAC**.





O. Verify the Loc.

P. Verify the Source.

Q. Select . The Pending Transactions Transaction Status page appears.



Search for an Asset Disposition — Criteria

Overview

The Property Accountability module Asset Disposition process provides the ability to get rid of assets which are no longer needed. This process disposes of both serial and bulk managed assets, as well as assets with components or improvements.

Note



DPAS.

The Asset Disposition process is not used to dispose of any Real Property assets; there is a separate process for Real Property within

When the **Designate** check-box *is* selected, the following are the only valid Type Action codes:

- **DTNI — Turn-In**
Return an asset to an intermediate activity and they decide how the asset will be disposed.
- **DTRO — Transfer Out - outside DPAS**
Send an asset to an agency that does not use DPAS.
- **DSPL — Disposal**
Return an asset directly to the DRMO without using an automated interface, or dispose of it locally.
- **DLNR — Loan Return**
The asset was loaned to a UIC. This action type records the return of the property, the contact information and the condition of the asset.

When the **Designate** check-box *is not* selected, the following Type Action codes also display:

- **DLDD — Report of Survey / Lost, Damaged, Destroyed**
The asset is no longer physically available because it was stolen, lost, or it was damaged or destroyed.
- **DSAL — Sales**
The asset is sold. The action also records the condition of the asset, accounting and financial information and the contact information of the buyer.
- **DDNT — Donated**
The contact information of the enterprise receiving the property, the condition of the property and the financial impact for the donating activity is recorded.
- **DAAR — AAR**
The action records administrative disposal of property.
- **DIAJ — Inventory Adjustment**
The asset was recorded as missing during an inventory, removed from the system and documented by this action.

When an asset is disposed, all components, improvements and ancillary costs are disposed of at the same time.

Note



Some search fields provide **Intellisense**  , which is the automatic completion of a field entry in a software application. The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic 

preceding the field name.



Navigation

Asset Management > Disposition > Asset Disposition Search Criteria page

Procedure

Search for an Asset for Disposal

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	
Designate	<input type="checkbox"/>
*Type Action	Turn-In ▼
Asset Id	<input type="text"/>
Stock Nbr	<input type="text"/> ...
Serial Nbr	<input type="text"/>
/ Custodian Nbr	Select A Custodian ...
/ Loc	Select A Location ...
Sub Loc	<input type="text"/>

- Click to select Designate. *This reduces the Type Action availability from 9 to 4 choices.*
- Use ▼ to select the Type Action.
- Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*
- Enter the STOCK NBR, or use ... to browse for the number. *This is a 15 alphanumeric character field.*
- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- Use  or ... to assist with the CUSTODIAN NBR. *This is a 12 alphanumeric character field.*
- Use  or ... to assist with the LOC. *This is a 20 alphanumeric character field.*
- Enter the SUB LOC in the field provided. *This is a 20 alphanumeric character field.*

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



Search for an Asset Disposition — Results

Overview

The Asset Disposition Results page provides the ability to view and select an asset for disposal.

Helpful Tip



There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Asset Management > Disposition > Search Criteria > **Search** > Asset Disposition
 Search Results page

Procedure

Select Records for Disposition

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

1. Click next to each desired asset to select the record.

Search Criteria			
Designate	NO	Type Action	TURN-IN
Asset Id		Stock Nbr	703500N000251
Serial Nbr		Custodian Nbr	
Loc		Sub Loc	

Search Results		Number to Display																					
Select	Qty	Asset Id	Stock Nbr	Serial Nbr	Item Desc	Cust Nbr	Asset Lvl Cd	Loc	Sub Loc	Lot Nbr	Suspt Loss Sts Cd	Excs Actn Cd	Non-Actbl	Cptl	Activation Dt	Cptl Impy Activated	Cptl Cmpn Activated	Loan Cd	Utl Sts Cd	Owng Cost Center	LIN/TAMCN	Fund Cd/ASN	Asset Cd
<input type="checkbox"/>	3	BULK00000729	703500N000251		THIN CLIENT	123456	EI	1111A	A				No	No				G			FJ35AB - REMOVABLE DATA MODULE, P	68/	G
<input type="checkbox"/>	1	BULK00000729	703500N000251		THIN CLIENT	123456	EI	1111A	B				No	No				G			FJ35AB - REMOVABLE DATA MODULE, P	68/	G
<input type="checkbox"/>	1	BULK00000729	703500N000251		THIN CLIENT	123456	EI	1111A	C				No	No				G			FJ35AB - REMOVABLE DATA MODULE, P	68/	G

Select All **Deselect All** **Continue** **Cancel**

Helpful Tip



Select All

checks all assets on all pages.

Deselect All

removes the check marks from all assets on all pages.

2. Select **Continue**. The **View the Asset Disposition Selected Rows** page opens.

View the Asset Details

Select the ASSET ID hyperlink. The **View the Asset Details** page opens.



Selected Rows for Asset Disposition

Overview

The Asset Disposition Selected Rows page displays records selected for disposition actions.

Note



For bulk records, the quantity must be entered for the record(s) for which the update applies. If no DISP QTY is entered, all records are updated.

Navigation

Asset Management > Disposition > Search Criteria >

Search

> Search Results >

(desired record) > **Continue** > Asset Disposition Selected Rows page

Procedure

Review and Confirm Assets for Disposal

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

1. Review the asset for disposal.

Search Criteria			
Designate	NO	Type Action	TURN-IN
Asset Id		Stock Nbr	703500N000251
Serial Nbr		Custodian Nbr	
Loc		Sub Loc	

Selected Row(s)																						
Qty	Disp Qty	Asset Id	Stock Nbr	Serial Nbr	Item Desc	Cust Nbr	Asset Lvl Cd	Loc	Lot Nbr	Suspt Loss Sts Cd	Excs Actn Cd	Non-Actbl	Cptl	Activation Dt	Cptl Impy Activated	Cptl Cmpn Activated	Loan Cd	Utl Sts Cd	Owng Cost Center	LIN/TAMCN	Fund Cd/ASN	Intrf Sys Cd
3	<input type="text" value="3"/>	BULK00000729	703500N000251		THIN CLIENT	123456	EI	1111A				No	No				G			FJ35AB - REMOVABLE DATA MODULE, P	68/	AK

Continue

Cancel

Helpful Tip



For bulk records, the quantity must be entered for the record(s) for which the update applies. If no DISP QTY is entered, all records are updated.

2. Select **Continue**. The *Dispose of an Asset – Disposition* page appears.



Dispose of an Asset

Overview

The Asset Disposition — Disposition page provides the ability to enter destination information about the asset being disposed.

Navigation

Asset Management > Disposition > Search Criteria > > Search Results >
 (desired record) > > Selected Rows > Asset Disposition — Disposition page

Procedures

Dispose of an Asset

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

1. Review the fields in the Search Criteria panel:
 - A. *The Designate automatically populates and is not editable.*
 - B. *The Type Action automatically populates and is not editable.*
 - C. *The ASSET ID automatically populates and is not editable.*
 - D. *The STOCK NBR automatically populates and is not editable.*
 - E. *The SERIAL NBR automatically populates and is not editable.*
 - F. *The CUSTODIAN NBR automatically populates and is not editable.*
 - G. *The LOC automatically populates and is not editable.*
 - H. *The SUB LOC automatically populates and is not editable.*
2. Depending upon the Type Asset selected, different fields appear in the Disposition panel:



Turn-In

Search Criteria			
Designate	NO	Type Action	TURN-IN
Asset Id		Stock Nbr	
Serial Nbr		Custodian Nbr	
Loc		Sub Loc	

Disposition			
*Doc Nbr	<input type="text"/>	...	RIC From (DODAAC/RIC) <input type="text"/>
			*Cond Cd <input type="text"/>
*Fund Cd	<input type="text"/>		
*Ship To Address	...		
*Ship To POC	<input type="text"/>	DSN	<input type="text"/>
*Phone Nbr	<input type="text"/>	FAX Nbr	<input type="text"/>
*E-Mail Address	<input type="text"/>		
*Ship To	<input type="text"/>	Ship To Name	<input type="text"/>
Ship To RIC	<input type="text"/>		
*Address	<input type="text"/>		
*City	<input type="text"/>	*State	<input type="text"/>
*ZIP Cd	<input type="text"/>	*Country Cd	<input type="text"/>
Shipment Dt	<input type="text"/>	Est Shipment Dt	<input type="text"/>
TCN	<input type="text"/>	Mode of Shipment	<input type="text"/>
*History Remarks	<input type="text"/>		
Attachment	Add Attachment		
No Attachments Available			

Submit

Cancel

- A. Enter the DOC NBR, or use  to browse for the number. *This is a 14 alphanumeric character field.*
- B. Use to select the RIC from (DoDAAC/RIC).
- C. Use to select the Cond Cd.
- D. Use to select the Fund Cd.
- E. Use  to browse for the Ship To Address.
- F. Enter the Ship To POC in the field provided. *This is a 24 alphanumeric character field.*
- G. Enter the DSN in the field provided. *This is a 20 alphanumeric character field.*
- H. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*
- I. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*
- J. Enter the E-MAIL Address in the field provided. *This is a 25 alphanumeric character field.*





- K.** Enter the CAGE CD in the Ship To field provided. *This is a 5 alphanumeric character field.*
- L.** Enter the Ship To Name in the field provided. *This is a 24 alphanumeric character field.*
- M.** Use to select the Ship To RIC.
- N.** Enter the Address in the field provided. *This is a 35 alphanumeric character field.*
- O.** Enter the City in the field provided. *This is a 22 alphanumeric character field.*
- P.** Use to select the State.
- Q.** Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*
- R.** Use to select the Country Cd.
- S.** Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

Add Attachment

T. Select **Add Attachment**. The **Add an Attachment** page appears.

Transfer Out - Outside DPAS

Search Criteria			
Designate	NO	Type Action	TRANSFER OUT - OUTSIDE
Asset Id		Stock Nbr	
Serial Nbr		Custodian Nbr	
Loc		Sub Loc	

Disposition			
*Doc Nbr	<input type="text"/>	RIC From (DODAAC/RIC)	<input type="text"/>
	<input type="button" value="..."/>	*Cond Cd	Select an Item
*Fund Cd	Select an Item		
*Ship To Address	<input type="button" value="..."/>		
*Ship To POC	<input type="text"/>	DSN	<input type="text"/>
*Phone Nbr	<input type="text"/>	FAX Nbr	<input type="text"/>
*E-Mail Address	<input type="text"/>		
*Ship To	<input type="text"/>	Ship To Name	<input type="text"/>
Ship To RIC	<input type="text"/>		
*Address	<input type="text"/>		
*City	<input type="text"/>	*State	Select an Item
*ZIP Cd	<input type="text"/>	*Country Cd	Select an Item
Shipment Dt	<input type="text"/>	Est Shipment Dt	<input type="checkbox"/>
TCN	<input type="text"/>	Mode of Shipment	Select an Item
*History Remarks	<input type="text"/>		
Attachment	<input type="button" value="Add Attachment"/>	No Attachments Available	





- A.** Enter the DOC NBR, or use  to browse for the number. *This is a 14 alphanumeric character field.*
- B.** Use to select the RIC from (DoDAAC/RIC).
- C.** Use to select the Cond Cd.
- D.** Use to select the Fund Cd.
- E.** Use  to browse for the Ship To Address.
- F.** Enter the Ship To POC in the field provided. *This is a 24 alphanumeric character field.*
- G.** Enter the DSN in the field provided. *This is a 20 alphanumeric character field.*
- H.** Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*
- I.** Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*
- J.** Enter the E-MAIL Address in the field provided. *This is a 25 alphanumeric character field.*
- K.** Enter the CAGE CD in the Ship To field provided. *This is a 5 alphanumeric character field.*
- L.** Enter the Ship To Name in the field provided. *This is a 24 alphanumeric character field.*
- M.** Use to select the Ship To RIC.
- N.** Enter the Address in the field provided. *This is a 35 alphanumeric character field.*
- O.** Enter the City in the field provided. *This is a 22 alphanumeric character field.*
- P.** Use to select the State.
- Q.** Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*
- R.** Use to select the Country Cd.
- S.** Use  to select the SHIPMENT DT, or enter the date (MM/DD/YYYY) in the field provided.
- T.** Click to select the EST SHIPMENT DT. *This specifies the SHIPMENT DT is not an exact date.*
- U.** Enter the TCN in the field provided. *This is a 40 alphanumeric character field.*
- V.** Use to select the Mode of Shipment.
- W.** Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
- X.** Select . *The Add an Attachment page appears.*



Disposal

Search Criteria			
Designate	NO	Type Action	DISPOSAL
Asset Id		Stock Nbr	
Serial Nbr		Custodian Nbr	
Loc		Sub Loc	

Disposition			
*Doc Nbr	<input type="text"/> ...	RIC From (DODAAC/RIC)	<input type="text"/>
*Retirement/Dspsl Dt	12/17/2021	*Cond Cd	Select an Item
*Fund Cd	Select an Item		
*Ship To Address	...		
*Ship To POC	<input type="text"/>	DSN	<input type="text"/>
*Phone Nbr	<input type="text"/>	FAX Nbr	<input type="text"/>
*E-Mail Address	<input type="text"/>		
*Ship To	<input type="text"/>	Ship To Name	<input type="text"/>
Ship To RIC	<input type="text"/>		
*Address	<input type="text"/>		
*City	<input type="text"/>	*State	Select an Item
*ZIP Cd	<input type="text"/>	*Country Cd	Select an Item
Event	RETIRED		
Shipment Dt	<input type="text"/>	Est Shipment Dt	<input type="checkbox"/>
TCN	<input type="text"/>	Mode of Shipment	Select an Item
*History Remarks	<input type="text"/>		
Attachment	Add Attachment	No Attachments Available	

Submit

Cancel

- A. Enter the DOC NBR, or use to browse for the number. *This is a 14 alphanumeric character field.*
- B. Use to select the RIC from (DoDAAC/RIC).
- C. Use to select the Retirement / DSPSL DT, or enter the date (MM/DD/YYYY) in the field provided.
- D. Use to select the Cond Cd.
- E. Use to select the Fund Cd.
- F. Use to browse for the Ship To Address.
- G. Enter the Ship To POC in the field provided. *This is a 24 alphanumeric character field.*
- H. Enter the DSN in the field provided. *This is a 20 alphanumeric character field.*
- I. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*





- J. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*
- K. Enter the E-MAIL Address in the field provided. *This is a 25 alphanumeric character field.*
- L. Enter the CAGE CD in the Ship To field provided. *This is a 5 alphanumeric character field.*
- M. Enter the Ship To Name in the field provided. *This is a 24 alphanumeric character field.*
- N. Use to select the Ship To RIC.
- O. Enter the Address in the field provided. *This is a 35 alphanumeric character field.*
- P. Enter the City in the field provided. *This is a 22 alphanumeric character field.*
- Q. Use to select the State.
- R. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*
- S. Use to select the Country Cd.
- T. Use to select the Event.
- U. Use to select the SHIPMENT DT, or enter the date (MM/DD/YYYY) in the field provided.
- V. Click to select the EST SHIPMENT DT. *This specifies the SHIPMENT DT is not an exact date.*
- W. Enter the TCN in the field provided. *This is a 40 alphanumeric character field.*
- X. Use to select the Mode of Shipment.
- Y. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
- Z. Select . *The Add an Attachment page appears.*



Report of Survey / Lost, Damaged, Destroyed

Search Criteria			
Designate	NO	Type Action	REPORT OF SURVEY / LOST,
Asset Id		Stock Nbr	
Serial Nbr		Custodian Nbr	
Loc		Sub Loc	

Disposition			
*Doc Nbr	<input type="text"/> ...	RIC From (DODAAC/RIC)	<input type="text"/>
*Retirement/Dspsl Dt	12/17/2021	*Cond Cd	Select an Item
*Fund Cd	Select an Item		
*APO Address	...		
*APO POC	<input type="text"/>	*DSN	<input type="text"/>
*Phone Nbr	<input type="text"/>	FAX Nbr	<input type="text"/>
*E-Mail Address	<input type="text"/>		
*Address	<input type="text"/>		
*City	<input type="text"/>	*State	Select an Item
*ZIP Cd	<input type="text"/>	*Country Cd	Select an Item
Write Off	<input checked="" type="checkbox"/>		
*History Remarks	<input type="text"/>		
Attachment	Add Attachment	No Attachments Available	

- A. Enter the DOC NBR, or use to browse for the number. *This is a 14 alphanumeric character field.*
- B. Use to select the RIC from (DoDAAC/RIC).
- C. Use to select the Retirement / DSPSL DT, or enter the date (MM/DD/YYYY) in the field provided.
- D. Use to select the Cond Cd.
- E. Use to select the Fund Cd.
- F. Use to browse for the APO Address.
- G. Enter the APO POC in the field provided. *This is a 24 alphanumeric character field.*
- H. Enter the DSN in the field provided. *This is a 20 alphanumeric character field.*
- I. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*
- J. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*





- K.** Enter the E-MAIL Address in the field provided. *This is a 25 alphanumeric character field.*
- L.** Enter the Address in the field provided. *This is a 35 alphanumeric character field.*
- M.** Enter the City in the field provided. *This is a 22 alphanumeric character field.*
- N.** Use to select the State.
- O.** Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*
- P.** Use to select the Country Cd.
- Q.** *The Write Off check box automatically populates and is not editable.*
- R.** Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

S. Select . *The Add an Attachment page appears.*

Sales

Search Criteria			
Designate	NO	Type Action	SALES
Asset Id		Stock Nbr	
Serial Nbr		Custodian Nbr	
Loc		Sub Loc	

Disposition			
*Doc Nbr	<input type="text"/>	RIC From (DODAAC/RIC)	<input type="text"/>
*Retirement/Dspst Dt	12/17/2021	*Cond Cd	Select an Item <input type="text"/>
*Fund Cd	Select an Item <input type="text"/>		
*Ship To Address	<input type="text"/>		
*Ship To POC	<input type="text"/>	DSN	<input type="text"/>
*Phone Nbr	<input type="text"/>	FAX Nbr	<input type="text"/>
*E-Mail Address	<input type="text"/>		
*Ship To	<input type="text"/>	Ship To Name	<input type="text"/>
Ship To RIC	<input type="text"/>		
*Address	<input type="text"/>		
*City	<input type="text"/>	*State	Select an Item <input type="text"/>
*ZIP Cd	<input type="text"/>	*Country Cd	Select an Item <input type="text"/>
*Selling Price	<input type="text"/>		
Shipment Dt	<input type="text"/>	Est Shipment Dt	<input type="checkbox"/>
TCN	<input type="text"/>	Mode of Shipment	Select an Item <input type="text"/>
*History Remarks	<input type="text"/>		
Attachment	<input type="button" value="Add Attachment"/>	No Attachments Available	





- A.** Enter the DOC NBR, or use  to browse for the number. *This is a 14 alphanumeric character field.*
- B.** Use  to select the RIC from (DoDAAC/RIC).
- C.** Use  to select the Retirement / DSPSL DT, or enter the date (MM/DD/YYYY) in the field provided.
- D.** Use  to select the Cond Cd.
- E.** Use  to select the Fund Cd.
- F.** Use  to browse for the Ship To Address.
- G.** Enter the Ship To POC in the field provided. *This is a 24 alphanumeric character field.*
- H.** Enter the DSN in the field provided. *This is a 20 alphanumeric character field.*
- I.** Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*
- J.** Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*
- K.** Enter the E-MAIL Address in the field provided. *This is a 25 alphanumeric character field.*
- L.** Enter the CAGE CD in the Ship To field provided. *This is a 5 alphanumeric character field.*
- M.** Enter the Ship To Name in the field provided. *This is a 24 alphanumeric character field.*
- N.** Use  to select the Ship To RIC.
- O.** Enter the Address in the field provided. *This is a 35 alphanumeric character field.*
- P.** Enter the City in the field provided. *This is a 22 alphanumeric character field.*
- Q.** Use  to select the State.
- R.** Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*
- S.** Use  to select the Country Cd.
- T.** Enter the Selling Price in the field provided. *This is a 15 numeric character field.*
- U.** Use  to select the SHIPMENT DT, or enter the date (MM/DD/YYYY) in the field provided.
- V.** Click  to select the EST SHIPMENT DT. *This specifies the SHIPMENT DT is not an exact date.*
- W.** Enter the TCN in the field provided. *This is a 40 alphanumeric character field.*
- X.** Use  to select the Mode of Shipment.
- Y.** Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
- Z.** Select . *The Add an Attachment page appears.*



Donated (Disposal)

Search Criteria			
Designate	NO	Type Action	DONATED (DISPOSAL)
Asset Id		Stock Nbr	
Serial Nbr		Custodian Nbr	
Loc		Sub Loc	

Disposition			
*Doc Nbr	<input type="text"/> ...	RIC From (DODAAC/RIC)	<input type="text"/>
*Retirement/Dspsl Dt	12/17/2021	*Cond Cd	Select an Item
*Fund Cd	Select an Item		
*Ship To Address	...		
*Ship To POC	<input type="text"/>	DSN	<input type="text"/>
*Phone Nbr	<input type="text"/>	FAX Nbr	<input type="text"/>
*E-Mail Address	<input type="text"/>		
*Ship To	<input type="text"/>	Ship To Name	<input type="text"/>
Ship To RIC	<input type="text"/>		
*Address	<input type="text"/>		
*City	<input type="text"/>	*State	Select an Item
*ZIP Cd	<input type="text"/>	*Country Cd	Select an Item
Write Off	<input checked="" type="checkbox"/>		
Shipment Dt	<input type="text"/>	Est Shipment Dt	<input type="checkbox"/>
TCN	<input type="text"/>	Mode of Shipment	Select an Item
*History Remarks	<input type="text"/>		
Attachment	Add Attachment		
No Attachments Available			

Submit **Cancel**

- A.** Enter the DOC NBR, or use to browse for the number. *This is a 14 alphanumeric character field.*
- B.** Use to select the RIC from (DoDAAC/RIC).
- C.** Use to select the Retirement / DSPSL DT, or enter the date (MM/DD/YYYY) in the field provided.
- D.** Use to select the Cond Cd.
- E.** Use to select the Fund Cd.
- F.** Use to browse for the Ship To Address.
- G.** Enter the Ship To POC in the field provided. *This is a 24 alphanumeric character field.*
- H.** Enter the DSN in the field provided. *This is a 20 alphanumeric character field.*





- I.** Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*
- J.** Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*
- K.** Enter the E-MAIL Address in the field provided. *This is a 25 alphanumeric character field.*
- L.** Enter the CAGE CD in the Ship To field provided. *This is a 5 alphanumeric character field.*
- M.** Enter the Ship To Name in the field provided. *This is a 24 alphanumeric character field.*
- N.** Use to select the Ship To RIC.
- O.** Enter the Address in the field provided. *This is a 35 alphanumeric character field.*
- P.** Enter the City in the field provided. *This is a 22 alphanumeric character field.*
- Q.** Use to select the State.
- R.** Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*
- S.** Use to select the Country Cd.
- T.** *The Write Off check box automatically populates and is not editable.*
- U.** Use to select the SHIPMENT DT, or enter the date (MM/DD/YYYY) in the field provided.
- V.** Click to select the EST SHIPMENT DT. *This specifies the SHIPMENT DT is not an exact date.*
- W.** Enter the TCN in the field provided. *This is a 40 alphanumeric character field.*
- X.** Use to select the Mode of Shipment.
- Y.** Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
- Z.** Select . *The Add an Attachment page appears.*



Administrative Adjustment Report (AAR)

Search Criteria			
Designate	NO	Type Action	AAR
Asset Id		Stock Nbr	
Serial Nbr		Custodian Nbr	
Loc		Sub Loc	

Disposition			
*Doc Nbr	<input type="text"/> ...	RIC From (DODAAC/RIC)	<input type="text"/> ▾
*Retirement/Dspsl Dt	12/17/2021	*Cond Cd	Select an Item ▾
*Fund Cd	Select an Item ▾		
*History Remarks	<div style="border: 1px solid gray; height: 40px;"></div>		
Attachment	Add Attachment	No Attachments Available	

Submit **Cancel**

- A.** Enter the DOC NBR, or use to browse for the number. *This is a 14 alphanumeric character field.*
- B.** Use to select the RIC from (DoDAAC/RIC).
- C.** Use to select the Retirement / DSPSL DT, or enter the date (MM/DD/YYYY) in the field provided.
- D.** Use to select the Cond Cd.
- E.** Use to select the Fund Cd.
- F.** Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
- G.** Select . *The Add an Attachment page appears.*





Inventory ADJ (Disposal)

Search Criteria			
Designate	NO	Type Action	INVENTORY ADJ (DISPOSAL)
Asset Id		Stock Nbr	
Serial Nbr		Custodian Nbr	
Loc		Sub Loc	

Disposition			
*Doc Nbr	<input type="text"/>	...	RIC From (DODAAC/RIC) <input type="text"/>
*Retirement/Dspsl Dt	<input type="text" value="12/17/2021"/>		*Cond Cd <input type="text" value="Select an Item"/>
*Fund Cd	<input type="text" value="Select an Item"/>		
Write Off	<input checked="" type="checkbox"/>		
Inv Nbr	<input type="text"/>		
*History Remarks	<input type="text"/>		
Attachment	<input type="button" value="Add Attachment"/>		
No Attachments Available			



- A. Enter the DOC NBR, or use to browse for the number. *This is a 14 alphanumeric character field.*
- B. Use to select the RIC from (DoDAAC/RIC).
- C. Use to select the Retirement / DSPSL DT, or enter the date (MM/DD/YYYY) in the field provided.
- D. Use to select the Cond Cd.
- E. Use to select the Fund Cd.
- F. *The Write Off check box automatically populates and is not editable.*
- G. Enter the INV NBR in the field provided. *This is a 15 numeric character field.*
- H. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
- I. Select . *The Add an Attachment page appears.*





Loan Return

Search Criteria			
Designate	NO	Type Action	LOAN RETURN
Asset Id		Stock Nbr	
Serial Nbr		Custodian Nbr	
Loc		Sub Loc	

Disposition			
*Doc Nbr	<input type="text"/> ...	RIC From (DODAAC/RIC)	<input type="text"/>
		*Cond Cd	Select an Item
*Ship To POC	<input type="text"/>	DSN	<input type="text"/>
*Phone Nbr	<input type="text"/>	FAX Nbr	<input type="text"/>
*E-Mail Address	<input type="text"/>		
*Ship To	MARK01	Ship To Name	MARK01
Ship To RIC	<input type="text"/>		
*Address	14 MARKVILLE LANE		
*City	BERGERON	*State	OH-Ohio
*ZIP Cd	43210	*Country Cd	US-UNITED STATES OF AMERIC
Shipment Dt	<input type="text"/>	Est Shipment Dt	<input type="checkbox"/>
TCN	<input type="text"/>	Mode of Shipment	Select an Item
*History Remarks	<input type="text"/>		
Attachment	Add Attachment		
No Attachments Available			

- A. Enter the DOC NBR, or use to browse for the number. *This is a 14 alphanumeric character field.*
- B. Use to select the RIC from (DoDAAC/RIC).
- C. Use to select the Cond Cd.
- D. Enter the Ship To POC in the field provided. *This is a 24 alphanumeric character field.*
- E. Enter the DSN in the field provided. *This is a 20 alphanumeric character field.*
- F. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*
- G. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*
- H. Enter the E-MAIL Address in the field provided. *This is a 25 alphanumeric character field.*
- I. Enter the CAGE CD in the Ship To field provided. *This is a 5 alphanumeric character field.*
- J. Enter the Ship To Name in the field provided. *This is a 24 alphanumeric character field.*
- K. Use to select the Ship To RIC.
- L. Enter the Address in the field provided. *This is a 35 alphanumeric character field.*





- M.** Enter the City in the field provided. *This is a 22 alphanumeric character field.*
- N.** Use to select the State.
- O.** Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*
- P.** Use to select the Country Cd.
- Q.** Use to select the SHIPMENT DT, or enter the date (MM/DD/YYYY) in the field provided.
- R.** Click to select the EST SHIPMENT DT. *This specifies the SHIPMENT DT is not an exact date.*
- S.** Enter the TCN in the field provided. *This is a 40 alphanumeric character field.*
- T.** Use to select the Mode of Shipment.
- U.** Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*



V. Select . *The Add an Attachment page appears.*



3. Select . *The View the Asset Disposition Transaction Status page appears.*





Asset Receiving — Entry Page

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 - a bunch at a time).

Note



Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic  preceding the field name.

Navigation

Asset Management > Receiving > Asset Receiving page

Procedure

DPAS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

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 which kind of asset to receive:

End Item Serial

- A. Choose the End Item Serial radio button. *Additional fields appear.*

End Item Serial	<input checked="" type="radio"/>	
Component	<input type="radio"/>	
Bulk	<input type="radio"/>	
*Type Action	<input type="text" value="ITRO - Transfer In - outside DPAS"/>	▼
*Stock Nbr	<input type="text"/>	...
*Acq Cost	<input type="text" value="0.00"/>	
Mass Upload Assets	<input type="checkbox"/>	

- B. Use  to select the Type Action.

- C. Enter the STOCK NBR, or use  to browse for the number. *This is a 15 alphanumeric character field.*



D. Enter the ACQ COST in the field provided. *This is a 15 numeric character field.*

E. Click to select Mass Upload Assets.

F. Select . *The file AssetReceivingUploadTemplate.xls opens.*

Component

A. Choose the Component radio button. *Additional fields appear.*

End Item Serial	<input type="radio"/>
Component	<input checked="" type="radio"/>
Bulk	<input type="radio"/>
*Type Action	ITRO - Transfer In - outside DPAS
*Stock Nbr	<input type="text"/> ...
*Acq Cost	0.00
Cost Embedded	<input checked="" type="checkbox"/>
*HA Asset Id	<input type="text"/> ...

B. Use to select the Type Action.

C. Enter the STOCK NBR, or use  to browse for the number. *This is a 15 alphanumeric character field.*

D. Enter the ACQ COST in the field provided. *This is a 15 numeric character field.*

E. Click to select Cost Embedded.

F. Update the HA ASSET ID by using  to browse for the entry. *This is a 15 alphanumeric character field.*

Bulk

A. Choose the Bulk radio button.

End Item Serial	<input type="radio"/>
Component	<input type="radio"/>
Bulk	<input checked="" type="radio"/>
*Type Action	ITRO - Transfer In - outside DPAS
*Stock Nbr	<input type="text"/> ...
*Acq Cost	0.00

B. Use to select the Type Action.

C. Enter the STOCK NBR, or use  to browse for the number. *This is a 15 alphanumeric character field.*

D. Enter the ACQ COST in the field provided. *This is a 15 numeric character field.*





3. Select . *The Basic tab displays.*

- Type Action = ITRO — Inventory Transfer In — Outside DPAS, continue with **Asset Receiving Entry — ITRO**.
- Type Action = INPR — New Procurement, continue with **Asset Receiving Entry — INPR**.
- Type Action = IAAR — Administrative Adjustment, continue with **Asset Receiving Entry — IAAR**.
- Type Action = IIAJ — Inventory Adjustment, continue with **Asset Receiving Entry — IIAJ**.
- Type Action = IFOI — Found On Installation, continue with **Asset Receiving Entry — IFOI**.
- Type Action = IDNT — Donated (Receipt), continue with **Asset Receiving Entry — IDNT**.
- Type Action = ILOO — In On Loan — Outside DPAS, continue with **Asset Receiving Entry — ILOO**.
- Type Action = ILDI — Create Local Due In, continue with **Asset Receiving Entry — ILDI**.



Asset Receiving Entry — ILOO — In On Loan — Outside DPAS

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).

Note



Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic  preceding the field name.

Navigation

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

Procedure

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 DPAS**
3. Select . *The Basic tab displays.*
 - A. *The **STOCK NBR** automatically populates and is not editable.*
 - B. *The UI automatically populates and is not editable.*
 - C. *The **ITEM DESC** automatically populates and is not editable.*
 - D. *The Type Action automatically populates and is not editable.*
 - E. *The QTY field changes - see below for instructions.*
 - F. Use  to select the ACQ DT, or enter the date (MM/DD/YYYY) in the field provided.
 - G. Use  to select the Cond Cd.
 - H. Enter the DOC NBR, or use  to browse for the number. *This is a 14 alphanumeric character field.*
 - I. Use  to select the Asset Cd.



J. Enter the SYS ID, using  to assist with the entry. *This is a 30 alphanumeric character field.*

End Item Serial

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Basic						
Stock Nbr	1005012301367			UI	EA	
Item Desc	TOYS			Type Action	ILOO - In On Loan - outside DPAS	
*Qty	<input type="text" value="1"/>			*Acq Dt	<input type="text" value="2/8/2022"/> 	
*Cond Cd	A-Svcbl(w/o Qual) <input type="text"/>					
Doc Nbr	<input type="text" value="DP010120213002"/> ...			*Asset Cd	Y -Other General PPE <input type="text"/>	
i Sys Id	<input type="text"/>			Cptl Cd	A-DoD Threshold <input type="text"/>	
Asset Sts	U-In Use <input type="text"/>			Local Rcpt Dt	<input type="text" value="2/8/2022"/> 	
Rcvd By	<input type="text"/>			Origl In Svc Dt	<input type="text"/> 	
iRAPT/WAWF Shpmt Id						
Attachments	No Attachments Available			<input type="button" value="Add"/>		
Remarks	<input type="text" value="BPG TEST"/>					
History Remarks	<input type="text" value="BPG TEST"/>					

- a. The QTY automatically populates and is not editable.
- b. Use to select the Cptl Cd.
- c. Use to select the Asset Sts.
- d. Use  to select the ORIGL IN SVC DT, or enter the date (MM/DD/YYYY) in the field provided.





Component

Basic Catalog Accounting Contract Depreciation Agency Asset Entry			
Basic			
Stock Nbr	1005000122929	UI	EA
Item Desc	BOLT	Type Action	ILOO - In On Loan - outside DPAS
*Qty	1	*Acq Dt	<input type="text"/>
*Cond Cd	A-Svcbl(w/o Qual)		
Doc Nbr	<input type="text"/>	*Asset Cd	K -Equipment
i Sys Id		Cptl Cd	A-DoD Threshold
Asset Sts	U-In Use	Local Rcpt Dt	2/8/2022
Rcvd By	<input type="text"/>	Origl In Svc Dt	<input type="text"/>
iRAPT/WAWF Shpmt Id			
Attachments	No Attachments Available	Add	
Remarks	<input type="text"/>		
History Remarks	<input type="text"/>		

Reset **Cancel**

- a. The QTY automatically populates and is not editable.
- b. Use to select the Cptl Cd.
- c. Use to select the Asset Sts.
- d. Use to select the ORIGL IN SVC DT, or enter the date (MM/DD/YYYY) in the field provided.

Bulk

Basic Catalog Accounting Contract Depreciation Agency Asset Entry			
Basic			
Stock Nbr	PEN1234	UI	EA
Item Desc	BLACK PEN	Type Action	ILOO - In On Loan - outside DPAS
*Qty	<input type="text"/>	*Acq Dt	<input type="text"/>
*Cond Cd	A-Svcbl(w/o Qual)		
Doc Nbr	<input type="text"/>	*Asset Cd	T -Military Equipment
i Sys Id	<input type="text"/>	Lot Nbr	<input type="text"/>
Expr Dt	<input type="text"/>	Local Rcpt Dt	2/9/2022
Rcvd By	<input type="text"/>	iRAPT/WAWF Shpmt Id	
		Attachments	No Attachments Available
	Add		
Remarks	<input type="text"/>		
History Remarks	<input type="text"/>		

Reset **Cancel**





- a. Enter the QTY in the field provided. *This is a 6 numeric character field.*
 - b. Enter the LOT NBR in the field provided. *This is a 20 alphanumeric character field.*
 - c. Use  to select the EXPR DT, or enter the date (MM/DD/YYYY) in the field provided.
 - K. Use  to select the Local RCPT DT, or enter the date (MM/DD/YYYY) in the field provided.
 - L. Enter the RCVD BY in the field provided. *This is a 20 alphanumeric character field.*
 - M. *The IRAPT/WAWF SHPMT ID automatically populates and is not editable.*
 - N. Select . *The Add an Attachment page appears.*
 - O. Enter the Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
 - P. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
4. Select Catalog. *The Catalog Tab displays.*
- A. *The STOCK NBR automatically populates and is not editable.*
 - B. *The UI automatically populates and is not editable.*
 - C. *The ITEM DESC automatically populates and is not editable.*
 - D. *The Type Action automatically populates and is not editable.*
 - E. *The Catalog Pilferable automatically populates and is not editable.*
 - F. Click to select Asset Pilferable. *This notes that the asset is small enough to be easily stolen.*
 - G. Use  or  to assist with the MFR DATA entry. *This is a 36 alphanumeric character field.*
 - H. *The MFR NAME automatically populates and is not editable.*
 - I. Enter the MFR YR in the field provided. *This is a 4 numeric character field.*
 - J. *The MFR MODEL NBR automatically populates and is not editable.*
 - K. *The License Managed automatically populates and is not editable.*
 - L. *The MFR PART NBR automatically populates and is not editable.*



End Item Serial

Basic Catalog Accounting Contract Depreciation Agency Asset Entry			
Manufacturer			
Stock Nbr	1005012301367	UI	EA
Item Desc	TOYS	Type Action	ILOO - In On Loan - outside DPAS
Catalog Pilferable	No	Asset Pilferable	<input type="checkbox"/>
i*Mfr Data	ABC INDUSTRIES	...	
Mfr Name	ABC INDUSTRIES	Mfr Yr	2021
Mfr Model Nbr	ABCTOYS	License Managed	No
Mfr Part Nbr	ABC123	*UII Sts Cd	ART - Recorded and Tagged
CAGE Cd			
Non-Actbl	No		

a. Use to select the UII Sts Cd.

Component

Basic Catalog Accounting Contract Depreciation Agency Asset Entry			
Manufacturer			
Stock Nbr	1005000122929	UI	EA
Item Desc	BOLT	Type Action	ILOO - In On Loan - outside DPAS
Catalog Pilferable	Yes	Asset Pilferable	<input type="checkbox"/>
i*Mfr Data	Select A Manufacturer	...	
Mfr Name		Mfr Yr	
Mfr Model Nbr		License Managed	
Mfr Part Nbr		*UII Sts Cd	Select an Item
CAGE Cd			
Non-Actbl			

a. Use to select the UII Sts Cd.





Bulk

Basic Catalog Accounting Contract Depreciation Agency Asset Entry			
Manufacturer			
Stock Nbr	PEN1234	UI	EA
Item Desc	BLACK PEN	Type Action	ILOO - In On Loan - outside DPAS
Catalog Pilferable	No	Asset Pilferable	<input type="checkbox"/>
i*Mfr Data	Select A Manufacturer ...		
Mfr Name		Mfr Yr	<input type="text"/>
Mfr Model Nbr		License Managed	
Mfr Part Nbr			
CAGE Cd			
Non-Actbl			

Reset **Cancel**

no additional fields

- M. *The CAGE Cd automatically populates and is not editable.*
 - N. *The NON-ACTBL automatically populates and is not editable.*
5. Select Accounting. *The **Accounting Tab** displays.*





Basic Catalog Accounting Contract Depreciation Agency Asset Entry			
Accounting			
Stock Nbr	1005012301367	UI	EA
Item Desc	TOYS	Type Action	ILOO - In On Loan - outside DPAS
*Fund Cd/ASN	BG- <input type="text"/>	Oblign Doc Nbr	<input type="text" value="DP010120213002"/>
Owng Cost Center	<input type="text"/>	...	Owng Cost Center Desc
Fndng Cost Center	<input type="text"/>	...	Fndng Cost Center Desc
Task Cd	<input type="text"/>		
Job Order Nbr	<input type="text"/>	LOA	<input type="text"/>
Exp Cd	1-Funded <input type="text"/>		
Divy Ord Nbr	<input type="text"/>		
Loan Cd	L-In On Loan from Govt Acty <input type="text"/>	Loan Address	...
Loan Start Dt	<input type="text"/>	Loan End Dt	<input type="text"/>
Lease Cd	A-CL-D Commercial Dry Leas <input type="text"/>		
Lease Address	...		
		Lease Start Dt	<input type="text"/>
Lease End Dt	<input type="text"/>		

- A. The STOCK NBR automatically populates and is not editable.
- B. The UI automatically populates and is not editable.
- C. The ITEM DESC automatically populates and is not editable.
- D. The Type Action automatically populates and is not editable.
- E. Use to select the Fund Cd/ASN.
- F. Update the OBLIGN DOC NBREntering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*
- G. Enter the OWNG COST CENTER, or use to browse for the number. *This is an 11 alphanumeric character field.*
- H. The OWNG COST CENTER DESC automatically populates once the OWNG COST CENTER is entered, and is not editable.





- I. Enter the FNDNG COST CENTER, or use  to browse for the number. *This is an 11 alphanumeric character field.*
 - J. *The FNDNG COST CENTER DESC automatically populates once the FNDNG COST CENTER is entered, and is not editable.*
 - K. Enter the TASK CD in the field provided. *This is a 25 alphanumeric character field.*
 - L. Enter the JOB ORDER NBR in the field provided. *This is a 15 alphanumeric character field.*
 - M. Enter the LOA, or use  to browse for the identifier. *This is a 31 alphanumeric character field.*
 - N. Use to select the Exp Cd.
 - O. Enter the DLVY ORD NBR in the field provided. *This is a 11 alphanumeric character field.*
 - P. Use to select the Loan Cd. *The Loan Address field appears.*
 - a. Use  to browse for the Loan Address.
 - b. Use  to select the LOAN START DT, or enter the date (MM/DD/YYYY) in the field provided.
 - c. Use  to select the LOAN END DT, or enter the date (MM/DD/YYYY) in the field provided.
 - Q. Use to select the Lease Cd. *The Lease Address field appears.*
 - a. Use  to browse for the Lease Address.
 - b. Use  to select the LEASE START DT, or enter the date (MM/DD/YYYY) in the field provided.
 - c. Use  to select the LEASE END DT, or enter the date (MM/DD/YYYY) in the field provided.
6. Select Contract. *The **Contract Tab** appears.*

Basic Catalog Accounting Contract Depreciation Agency Asset Entry			
Contract			
Stock Nbr	1005012301367	UI	EA
Item Desc	TOYS	Type Action	ILOO - In On Loan - outside DPAS
Cntr/PO Nbr	<input type="text"/>	SPIIN	<input type="text"/>
CLIN	<input type="text"/>	SLIN	<input type="text"/>
ACRN	<input type="text"/>		

Cancel





- A. The *STOCK NBR* automatically populates and is not editable.
 - B. The *UI* automatically populates and is not editable.
 - C. The *ITEM DESC* automatically populates and is not editable.
 - D. The *Type Action* automatically populates and is not editable.
 - E. Enter the *CNTR/PO NBR* in the field provided. *This is a 13 alphanumeric character field.*
 - F. Enter the *SPIIN* in the field provided. *This is a 6 alphanumeric character field.*
 - G. Enter the *CLIN* in the field provided. *This is a 4 alphanumeric character field.*
 - H. Enter the *SLIN* in the field provided. *This is a 2 alphanumeric character field.*
 - I. Enter the *ACRN* in the field provided. *This is a 2 alphanumeric character field.*
7. Select Depreciation. The **Depreciation Tab** appears.

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 Depreciation Agency Asset Entry			
Depreciation			
Stock Nbr	2355015198172	UI	EA
Item Desc	MINE RESISTANT VEHICLE	Type Action	ILOO - In On Loan - outside DPAS
Activate Depreciation			
*Activation Dt		*Deprn Period	
Salvage Value		Prior Deprn SL	
Prior Deprn AB		Deprn Util Svc Life	
Prior Deprn Util Qty		Deprn Cost Center	
Deprn Cost Center Desc		Deprn Job Order Nbr	

- A. The *STOCK NBR* automatically populates and is not editable.
- B. The *UI* automatically populates and is not editable.
- C. The *ITEM DESC* automatically populates and is not editable.
- D. The *Type Action* automatically populates and is not editable.
- E. The *Activate Depreciation* automatically populates and is not editable.
- F. The *ACTIVATION DT* automatically populates and is not editable.
- G. The *DEPRN PRD* automatically populates and is not editable.
- H. The *Salvage Value* automatically populates and is not editable.



- I. The *PRIOR DEPRN SL* automatically populates and is not editable.
 - J. The *PRIOR DEPRN AB* automatically populates and is not editable.
 - K. The *DEPRN UTIL SVC LIFE* automatically populates and is not editable.
 - L. The *PRIOR DEPRN UTIL QTY* automatically populates and is not editable.
 - M. The *DEPRN COST CENTER* automatically populates and is not editable.
 - N. The *DEPRN COST CENTER DESC* automatically populates and is not editable.
 - O. The *DEPRN TASK CD* automatically populates and is not editable.
 - P. The *DEPRN JOB ORDER NBR* automatically populates and is not editable.
8. Select Agency. The **Agency Tab** appears.

Basic Catalog Accounting Contract Depreciation Agency Asset Entry			
Agency			
Stock Nbr	1005012301367	UI	EA
Item Desc	TOYS	Type Action	ILOO - In On Loan - outside DPAS
Classification	Unclassified <input type="button" value="v"/>		
Office	<input type="text"/>		
Active RFID Number	<input type="text"/>		
ORDER NUMBER	<input type="text"/>		
TASK ORDER	<input type="text"/>		

- A. The *STOCK NBR* automatically populates and is not editable.
- B. The *UI* automatically populates and is not editable.
- C. The *ITEM DESC* automatically populates and is not editable.
- D. The *Type Action* automatically populates and is not editable.

Note



Any additional fields on this tab varies by agency and are not DPAS controlled.

9. Select Asset Entry. The **Asset Entry Tab** appears.
- A. The *STOCK NBR* automatically populates and is not editable.
 - B. The *UI* automatically populates and is not editable.
 - C. The *ITEM DESC* automatically populates and is not editable.
 - D. The *Type Action* automatically populates and is not editable.



End Item Serial

Basic Catalog Accounting Contract Depreciation Agency Asset Entry			
Asset Entry			
Stock Nbr	1005012301367	UI	EA
Item Desc	TOYS	Type Action	ILOO - In On Loan - outside DPAS
Inv by Serial Nbr	<input type="checkbox"/>	Auto Assign	<input checked="" type="checkbox"/>
Asset Id Prefix	Select an Item	i*Custodian Nbr	<input type="text"/> ...
UII	<input type="text"/>	*Serial Nbr	<input type="text"/>
DOD Serial Nbr	<input type="text"/>	i*Loc	Select A Location ...
		Sub Loc	<input type="text"/>

Save

Add

Reset

Cancel

- a. Click to select INV BY SERIAL NBR. *This ensures the serial number is used for inventory purposes, and not any other identifying number.*
- b. Click to select Auto Assign. *This makes the asset assigned automatically.*
- c. Use to select the Asset Id Prefix.
- d. Use or to browse for the CUSTODIAN NBR entry. *This is a 12 alphanumeric character field.*
- e. Enter the UII in the field provided. *This is a 50 alphanumeric character field.*
- f. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- g. Enter the DOD SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- h. Use or to assist with the LOC entry. *This is a 20 alphanumeric character field.*
- i. Enter the SUB LOC in the field provided. *This is a 20 alphanumeric character field.*





Component

Basic Catalog Accounting Contract Depreciation Agency Asset Entry			
Asset Entry			
Stock Nbr	1005012301367	UI	EA
Item Desc	TOYS	Type Action	ITRO - Transfer In - outside DPAS
Inv by Serial Nbr	<input type="checkbox"/>	Auto Assign	<input checked="" type="checkbox"/>
Asset Id Prefix	Select an Item ▼	i*Custodian Nbr	01 ...
UII	<input type="text"/>	*Serial Nbr	<input type="text"/>
DOD Serial Nbr	<input type="text"/>	i*Loc	ARLINGTON ...
		Sub Loc	<input type="text"/>

Save

Add

Reset

Cancel

- a. Click to select INV BY SERIAL NBR. *This ensures the serial number is used for inventory purposes, and not any other identifying number.*
- b. Click to select Auto Assign. *This makes the asset assigned automatically.*
- c. Use to select the Asset Id Prefix.
- d. Use  or  to browse for the CUSTODIAN NBR entry. *This is a 12 alphanumeric character field.*
- e. Enter the UII in the field provided. *This is a 50 alphanumeric character field.*
- f. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- g. Enter the DoD SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- h. Use  or  to assist with the LOC entry. *This is a 20 alphanumeric character field.*
- i. Enter the SUB LOC in the field provided. *This is a 20 alphanumeric character field.*





Bulk

Basic Catalog Accounting Contract Depreciation Agency Asset Entry			
Asset Entry			
Stock Nbr	1005000032267	UI	EA
Item Desc	SHOTGUN,12 GAGE	Type Action	ITRO - Transfer In - outside DPAS
i*Custodian Nbr	<input type="text"/> ...	i*Loc	Select A Location ...
Sub Loc	<input type="text"/>		

Save

Add

Reset

Cancel

- a. Use  or  to browse for the CUSTODIAN NBR entry. *This is a 12 alphanumeric character field.*
- b. Use  or  to assist with the LOC entry. *This is a 20 alphanumeric character field.*
- c. Enter the SUB LOC in the field provided. *This is a 20 alphanumeric character field.*

Save

10. Select . *The new asset is added to the list panel.*





Basic Catalog Accounting Contract Depreciation Agency Asset Entry			
Asset Entry			
Stock Nbr	1005012301367	UI	EA
Item Desc	TOYS	Type Action	ILOO - In On Loan - outside DPAS
Inv by Serial Nbr	<input type="checkbox"/>	Auto Assign	<input checked="" type="checkbox"/>
Asset Id Prefix	RM12345	*Custodian Nbr	56
UII		*Serial Nbr	
DOD Serial Nbr		*Loc	TMP
		Sub Loc	

Save

		Asset Id	Serial Nbr	Cust Nbr	Loc	Sub Loc	Inv By Serial Nbr	Auto Assign	UII	DOD Serial Nbr
Edit	Remove	RM1234500073	DEF456	56	TMP		N	Y	DEF456	

Add **Reset** **Cancel**

Choose how to proceed from here:

Edit the Asset

Select the Edit hyperlink. *The Update the Asset Receiving Record page appears.*

Remove the Asset from the Receiving Record

Select the Remove hyperlink. *The record is removed form the Save list panel.*

Add the Asset

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

