

DPAS Quick Reference Guide

#### Asset Receiving

### **Asset Receiving**

- Navigate to the Asset Management > Receiving.
- 2. Select the type of asset you are adding (End Item, Component or Bulk).
- Select the type of action (new procurement, administrative adjustment, inventory adjustment, etc.).
- 4. Enter or browse for the Stock Number of the asset.

The **Asset Receiving** process is used when you are receiving assets obtained through a purchase, donation, inventory adjustment, etc.

#### (F) End Item Serial C Component $\sim$ Bulk \*Type Action INPR - New Procurement 599900F004125 \*Stock Nbr \*Acq Cost 251000 Mass Upload Assets Download Template Download Continue Reset Cancel

The **Mass Upload** process will be discussed at the end of this Quick Reference Guide.

- 5. Enter the cost of the asset.
  - For **bulk**, enter the cost for each unit, not the cost of the entire quantity
  - For **components**, this field is optional if you select the **Cost Embedded** checkbox.
- Select the Continue button. If the Catalog Unit Price is different than the Acq Cost entered, several cost variance messages may display. This variance is based on parameters set by your Agency Coordinator. Review the cost you have entered to make sure it is correct before continuing.

### **Asset Receiving - Basic Tab**

For steps 7-10 please refer to image on next page.

- 7. For bulk assets, enter the mandatory quantity.
  - Enter the mandatory data fields: Acq Dt, Cond Cd, and Doc Nbr
- 8. Verify the Asset Cd.
- 9. Verify the **Cptl Cd** (there are two exceptions to DoD Policy for the **Cptl Cd** *Capital, below Threshold* and *Non-capital, Exceeds Threshold*). Coordinate with your Accounting POC before making an exception).
- 10. Select the **Catalog** tab.



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The **Basic** tab is used to enter general

information about the item received.







# **Asset Receiving - Basic Tab Continued**

Basic Catalog Acco	ounting Contract Depreciation	Agency Asset Entry							
Basic									
Stock Nbr 599900F004125 UI EA									
Item Desc	SERVER, NETWORK	Type Action	INPR - New Procurement						
*Qty	1	*Acq Dt	06/28/2018						
*Cond Cd	A-Svcbl(w/o Qual)								
Doc Nbr	78909381651001	*Asset Cd	K -Equipment 🗸						
i Sys Id		Cptl Cd	A-DoD Threshold V						
Asset Sts	U-In Use 🗸	Local Rcpt Dt	6/28/2018						
Rcvd By		Origl In Svc Dt	6/28/2018						
iRAPT/WAWF Shpmt Id									
Attachments	No Attachments Available	Add							
Remarks									
History Remarks									
	Reset Cancel								

# **Asset Receiving - Catalog Tab**

The **Catalog** tab is used to provide specific cataloging information about the asset.

- Select the mandatory manufacturer information. If the asset is nonaccountable, in the Mfr Data Browse make sure to select the Non-Actbl checkbox.
- 2. Enter the year the asset was manufactured.
- 3. Select the appropriate **UII Sts Cd** (Status Code).
- 4. Select the **Accounting** tab.





Basic Catalo	g Accounting Contract	Depreciation	Agency Asset Entry		
Manufacturer					
Stock Nbr	599900F004125	UI	EA		
Item Desc	SERVER, NETWORK	Type Action	INPR - New Procurement		
Catalog Pilferable	e No	Asset Pilferable			
<i>i</i> *Mfr Data	MICRON				
Mfr Name	MICRON	Mfr Yr	2017		
Mfr Model Nbr		*UII Sts Cd	NDT - Not Determined 🗸		
Mfr Part Nbr	033710				
CAGE Cd					
Non-Actbl	No				
	Reset	Cancel			

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#### **Asset Receiving**

### **Asset Receiving - Accounting Tab**

Basic Catalog

Accounting

\*Fund Cd/ASN

Owng Cost Center

**Fndng Cost Center** 

Stock Nbr

Item Desc

Task Cd

Exp Cd

Loan Cd

Lease Cd

Job Order Nbr

Divy Ord Nbr

The **Accounting** tab page provides specific accounting information about the asset.

**INPR - New Procurement** 

78909381651001

Asset Entry

EA

Agency

Type Action

LOA

**Oblign Doc Nbr** 

Cancel

**Owng Cost Center Desc** 

**Fndng Cost Center Desc** 

- Select the appropriate Fund Cd/ASN. Other fields may have special data entry configurations based on your accounting system. You should consult your Accounting POC for valid entries.
- Select the Depreciation tab.

### **Asset Receiving - Contract Tab**

The Contract tab displays information on outside entities involved with the asset.

- Verify the read-only fields.
- Enter contract information relevant to the asset, as needed.
- Select the Depreciation tab.



Accounting Contract Depreciation

V

×

Reset

599900F004125

92-

1-Funded

G-Government Owned V

N-Government Owned V

SERVER, NETWORK





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#### Asset Receiving

# **Asset Receiving - Depreciation Tab**

If you are not activating the asset for depreciation at this time, do not enter any data on this tab.

- Enter (or use the Calendar tool) the activation date of the asset.
- The Deprn Period defaults but may be changed, if needed.
- 3. Select the **Agency** tab.

Basic Catalog Ad	counting Contract D	epreciation Agency	Asset Entry					
Depreciation								
Stock Nbr	599900F004125	UI	EA					
Item Desc	SERVER, NETWORK	Type Action	INPR - New Procurement					
Activate Depreciation	$\overline{\mathbf{v}}$							
*Activation Dt	4/28/2011	*Deprn Period	60					
Salvage Value	<u>.</u>	Prior Deprn SL						
Prior Deprn AB		Deprn Util Svc Life						
Prior Deprn Util Qty		Deprn Cost Center						
Deprn Cost Center Desc		Deprn Task Cd						
Deprn Job Order Nbr								
	Reset Cancel							

# **Asset Receiving - Agency Tab**

The **Agency** tab defines up to five additional fields deemed important by the Agency. If a field on this tab is mandatory, it must be completed prior to proceeding to the **Asset Entry** tab; otherwise, you do not need to select this tab.

Basic Catalog Acco	ounting Contract	Depreciation	Agency Asso	t Entry
Agency				
Stock Nbr	599900F004125	UI		EA
Item Desc	SERVER, NETWORK	Туре	Action	INPR - New Procurement
Prev Asset Id				
Agency Defined 2				
Agency Defined 3				
Agency Defined 4				
Agency Defined 5				
	Re	set Ca	ancel	





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The **Asset Entry** tab page provides

specific asset information, such as Asset Id, Custodian, Location, Serial

## **Asset Receiving - Asset Entry**

- 1. Enter the Asset Id. If you select the Auto Assign<br/>checkbox, the Asset Id field is replaced with an<br/>Asset Id Prefix drop-down field. Check to see if your Agency uses assigned prefixes.Number, etc.
- 2. Enter (or browse for) the Custodian Nbr.
- 3. Enter the Serial Nbr for the asset (this field is not available for bulk assets).
- 4. Browse and select the **Loc**.
- 5. Select the **Save** button. You can receive up to fifty assets of the same type in a single transaction for multiple Custodians or Locations. However, multiple Components can only be added to one Custodian and Location in the table. You must repeat the **Asset**

**Receiving** process to add Components to another Custodian or Location.

 Select the Add button to process. The assets you are adding must display in the grid below the Save button before you select the Add button; otherwise, the assets will not be added.

	Basic Catalog	g Accounting C	ontract Depred	iation Agency	Asset Entry	
	Asset Entry					
	Stock Nbr	599900F004125	UI	EA		
	Item Desc	SERVER, NETWORK	Type Action	on INPR - New	Procurement	
	Inv by Serial Nbr		Auto Assi	gn 🗆		
	*Asset Id	UIC003	*Custodia	n Nbr MC0006		
	*Serial Nbr		DOD Seria	l Nbr		
	48100GH3132					
	*Loc	BLDG 32	Sub Loc			]
			Save			_
	As	sset Se Id N	erial Cust Nbr Nbr	Loc Sub Loc	Inv By Serial Nbr	DOD Serial Nbr
dit	Remove UIC003000	036 48100RH3132A	MC0006	BLDG 32	N N	
		Add	Reset	Cancel		

When the Stock Number has the Asset Type Code "S" for IUS (Internal Use Software), the **Asset Entry** tab displays a different field.

The **Hosting Environment** field uses a **Drop Down** button to identify where the software will be used.

Basic Catalog Acc	ounting Contract Depr	eciation Age	ency Asset Entry
Asset Entry			
Stock Nbr	9999XBD54321	UI	EA
Item Desc	SOFTWARE, ANTI-VIRAL	Type Action	INPR - New Procurement
*Hosting Environment	Desktop/Hard Drive	Auto Assign	



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# Asset Receiving – Mass Upload

- 1. From the **Asset Receiving** data entry page, select the radio button for the type of asset you are adding (**End Item**, **Component** or **Bulk**).
- 2. Select the **Type Action** (new procurement, administrative adjustment, inventory adjustment, etc.).
- 3. Enter or browse for the **Stock Number**.
- 4. Enter the Acq Cost.
- 5. Select the Mass Upload Assets checkbox.
- 6. Select the **Continue** button.

End Item Serial	۲
Component	0
Bulk	0
*Type Action	INPR - New Procurement -
*Stock Nbr	599900f004125
*Acq Cost	251000
Mass Upload Assets	Download Template Download
Continue	e Reset Cancel

Selecting the **Download** button on the **Search Criteria** page generates an Excel spreadsheet which allows you to upload (add) up to 500 like assets at one time.

	А	В	С	D	E	F	G	Н	I	J	K
1	Row	Asset ID	Asset ID Prefix	Serial Nbr	Custodian Nbr	Sub Custodian Nbr	Location	Sub Location	Authn LIN/TAMCN	Paragraph Nbr	DOD Serial Nbr
2	1	1	UIC003	K9001	MC0006		BLDG 27				
3	1	2	UIC003	K9002	MC0006		BLDG 27				
4	:	3	UIC003	K9003	MC0006		BLDG 27				
5	4	4	UIC003	K9004	MC0006		BLDG 27				
6	5	5	UIC003	K9005	MC0006		BLDG 27				
7		5									
8	1	7									





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# Asset Receiving – Mass Upload

- 1. Process the Basic, Catalog, Accounting, Depreciation and Agency tabs.
- 2. Select the **Asset Entry** tab.
- 3. Select the **Browse** button and select the Excel spreadsheet used to enter the assets' information.
- 4. Select the **Upload Spreadsheet** button.

Basic Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry	
Asset Entry						
*File Path	C:\Use	rs\elliottcl1\D	ocuments\DPAS\	PA\AssetRe	eceivingUploadTemplate_Trial.xls	Browse
Upload		Jpload Spre	adsheet			
			Add	Reset	Cancel	

The Lower grid displays any errors or the list of Records to upload.

#### 5. Select the **Add** button to complete the mass process.

Basic Catalog	Accounting	Contract Depre	eciation Agend	y Asset En	try		
Asset Entry							
*File Path						Bro	wse
Upload	Up	load Spreadsheet	Spreadshee	t successfully up	loaded and	validated	; click add to submit
Asset Id	Serial Nbr	Cust Nbr	Loc	Sub Loc	Inv By Serial Nbr	Auto Assign	DOD Serial Nbr
UIC003000037	K9001	MC0006	BLDG 27		N	N	
UIC003000038	K9002	MC0006	BLDG 27		N	N	
UIC003000039	K9003	MC0006	BLDG 27		N	N	
UIC003000040	K9004	MC0006	BLDG 27		N	N	
UIC003000041	K9005	MC0006	BLDG 27		N	N	
		Add	Reset	Cancel			





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