Asset Receiving

The **Asset Receiving** process is used when you are receiving assets from a purchase, donation, inventory adjustment or other procurement method.

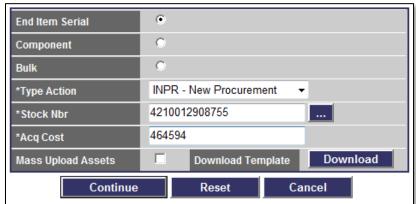|	
End Item Serial	●
Component	○
Bulk	○
*Type Action	INPR - New Procurement ▼
*Stock Nbr	4210012908755
*Acq Cost	464594
Mass Upload Assets	☐ Download Template Download
	Continue Reset Cancel

1. Navigate to the **Asset Management > Receiving**.

2. Select the type of asset you are adding (End Item, Component or Bulk).

3. Select the type of action (New Procurement, Administrative Adjustment, Inventory Adjustment, etc.).

4. Enter or browse for the Stock Number of the asset.

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.

6. 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.

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Asset Receiving - Basic Tab

The **Basic** tab is used to enter general information about the item received.

1. For bulk assets, enter the mandatory quantity.
   - Enter the mandatory data fields: **Acq Dt**, **Cond Cd**, and **Doc Nbr**
2. Verify the **Asset Cd**.
3. 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).
4. Select the **Catalog** tab.

Basic	Catalog	Accounting	Depreciation	Agency	Asset Entry

Basic

Stock Nbr	4210012908755	UI	EA
Item Desc	TRUCK FIRE FIGHTING LADDE	Type Action	INPR - New Procurement
*Qty	1	*Acq Dt	6/28/2012
*Cond Cd	A-Svcbl(w/o Qual)		
Cntr/PO Nbr		Doc Nbr	WCMH1J21800002
*Asset Cd	K -Equipment	i Sys Id	
Cptl Cd	A-DoD Threshold	Asset Sts	In Use
Local Rcpt Dt	7/2/2012	Rcvd By	
Origl In Svc Dt	7/2/2012		
Remarks			
History Remarks			

Reset   Cancel

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Asset Receiving - Catalog Tab

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

1. Use the **Browse (...)** button to select the mandatory manufacturer information. If the asset is non-accountable, 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). For further guidance regarding UII policy contact your Agency Coordinator.

4. Select the **Accounting** tab.

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

Manufacturer

Stock Nbr	4210012908755	UI	EA
Item Desc	TRUCK FIRE FIGHTING LADDE	Type Action	INPR - New Procurement
Catalog Pilferable	No	Asset Pilferable	☐
*Mfr Data	...		
Mfr Name	EMERGENCY ONE INC	Mfr Yr	2012
Mfr Model Nbr		*UII Sts Cd	NDT - Not Determined
Mfr Part Nbr	L105-H715-L495		
CAGE Cd	0YC23		
Non-Actbl	No		

Reset   Cancel

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Asset Receiving - Accounting Tab

1. 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.

2. Select the **Depreciation** tab.

Basic	Catalog	Accounting	Depreciation	Agency	Asset Entry		
Accounting							
Stock Nbr		4210012908755		UI		EA	
Item Desc		TRUCK FIRE FIGHTING LADDE		Type Action		INPR - New Procurement	
*Fund Cd/ASN		A7-		Oblign Doc Nbr		WCMH1J21800002	
Owng Cost Center		E1256	...	Owng Cost Center Desc		E1256	
Fndng Cost Center			...	Fndng Cost Center Desc			
Task Cd							
Job Order Nbr				LOA			...
SPIIN				CLIN			
SLIN				ACRN			
Exp Cd		1-Funded					
Dlvy Ord Nbr							
Loan Cd		G-Government Owned					
Lease Cd		N-Government Owned					

Reset   **Cancel**

Asset Receiving - Depreciation Tab

1. Select the **Activate Depreciation** checkbox.

2. Enter, or use the Calendar tool, to complete the activation date of the asset.

3. The **Deprn Period** defaults based on the Asset Code and Asset Control Code assigned in the Catalog. This value may be changed if needed.

4. Select the **Agency** tab.

Basic	Catalog	Accounting	Depreciation	Agency	Asset Entry	
Depreciation						
Stock Nbr		4210012908755		UI		EA
Item Desc		TRUCK FIRE FIGHTING LADDE		Type Action		INPR - New Procurement
Activate Depreciation		☑				
*Activation Dt		7/2/2012		*Deprn Period		60
Salvage Value				Prior Deprn SL		
Prior Deprn AB				Deprn Util Svc Life		
Prior Deprn Util Qty		0		Deprn Cost Center		E1256
Deprn Cost Center Desc		E1256		Deprn Task Cd		
Deprn Job Order Nbr						

Reset   **Cancel**

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

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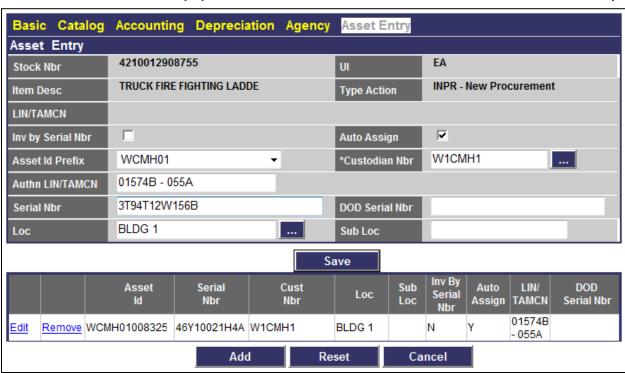http://dpassupport.golearnportal.org

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.

Asset Receiving - Asset Entry

The **Asset Entry** tab provides specific asset information, such as Asset Id, Custodian, Location, Serial Number, etc.

1. Enter the **Asset Id**. If you select the **Auto Assign** checkbox, the **Asset Id** field is replaced with an **Asset Id Prefix** drop-down field. Check to see if your Agency uses assigned prefixes.

2. Select the **Custodian Nbr (…) Browse** button. The **AuthnLinTamcnBrw** window displays.

Basic	Catalog	Accounting	Depreciation	Agency	Asset Entry

Asset Entry

Stock Nbr	4210012908755	UI	EA
Item Desc	TRUCK FIRE FIGHTING LADDE	Type Action	INPR - New Procurement
LIN/TAMCN			
Inv by Serial Nbr	☐	Auto Assign	☑
Asset Id Prefix	WCMH01 ▼	*Custodian Nbr	W1CMH1 …
Authn LIN/TAMCN	01574B - 055A		
Serial Nbr	3T94T12W156B	DOD Serial Nbr	
Loc	BLDG 1 …	Sub Loc	

Save

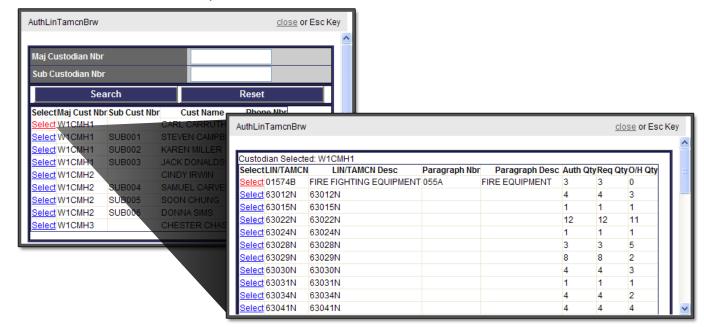|		Asset Id	Serial Nbr	Cust Nbr	Loc	Sub Loc	Inv By Serial Nbr	Auto Assign	LIN/ TAMCN	DOD Serial Nbr
Edit	Remove	WCMH01008325	46Y10021H4A	W1CMH1	BLDG 1		N	Y	01574B - 055A	

Add   **Reset**   **Cancel**

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.

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Asset Receiving - Asset Entry (Cont'd)

3. Enter the **Custodian Nbr** (or leave blank to display all).

4. Select the **Search** button. The Custodian Numbers display.

5. Choose the **Select** hyperlink next to the Custodian being assigned the asset. The **LIN/TAMCN** list displays.

6. Choose the **Select** hyperlink next to the appropriate **LIN/TAMCN**. The selected LIN/TAMCN displays in the **Authn LIN/TAMCN** field.
   - *The following steps refer back to the **Asset Entry** Tab page*

7. Enter the **Serial Nbr** for the asset (this field is not available for bulk assets).

8. Browse for and select the **Loc**.

9. 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.

10. Select the **Add** button to process.

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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**).

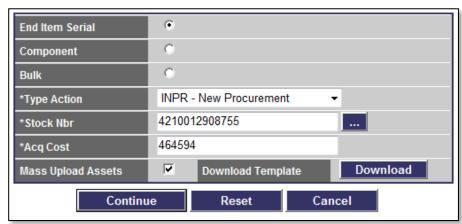2. Select the **Type Action** (new procurement, administrative adjustment, inventory adjustment, etc.).

3. Enter or browse for the **Stock Number** of the asset.

4. Enter the **Acq Cost**.

5. Select the **Mass Upload Assets** checkbox.

6. Select the **Continue** button.

End Item Serial	⦿
Component	○
Bulk	○
*Type Action	INPR - New Procurement ▾
*Stock Nbr	4210012908755 ...
*Acq Cost	464594
Mass Upload Assets	☑ Download Template **Download**

Continue   **Reset**   **Cancel**

Selecting the **Download** button on the **Search Criteria** page generates an Excel spreadsheet which allows you to upload (add) up to 50 like assets at one time.

	A	B	C	D	E	F	G	H	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	WCMH01008342		AJ9001	W1CMH1		BLDG 1		015741B		
3	2	WCMH01008343		AJ9002	W1CMH1		BLDG 1		015741B		
4	3	WCMH01008344		AJ9003	W1CMH1		BLDG 1		015741B		
5	4	WCMH01008345		AJ9004	W1CMH1		BLDG 1		015741B		
6	5	WCMH01008346		AJ9005	W1CMH1		BLDG 1		015741B		
7	6	WCMH01008347		AJ9006	W1CMH1		BLDG 1		015741B		
8	7	WCMH01008348		AJ9007	W1CMH1		BLDG 1		015741B		

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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	Depreciation	Agency	Asset Entry
Asset Entry					
*File Path	C:\Users\DUANE_GORE\Desktop\DPAS List - Copy.xlsx				Browse...
Upload	Upload Spreadsheet				
	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	Depreciation	Agency	Asset Entry				
Asset Entry									
*File Path									Browse...
Upload	Upload Spreadsheet		Spreadsheet successfully uploaded and validated; click add to submit						
Asset Id	Serial Nbr	Cust Nbr	Loc	Sub Loc	Inv By Serial Nbr	Auto Assign	LIN/ TAMCN	DOD Serial Nbr	
WCMH01008342	AJ9001	W1CMH1	BLDG 1		N	Y	01574B		
WCMH01008343	AJ9002	W1CMH1	BLDG 1		N	Y	01574B		
WCMH01008344	AJ9003	W1CMH1	BLDG 1		N	Y	01574B		
WCMH01008345	AJ9004	W1CMH1	BLDG 1		N	Y	01574B		
WCMH01008346	AJ9005	W1CMH1	BLDG 1		N	Y	01574B		
WCMH01008347	AJ9006	W1CMH1	BLDG 1		N	Y	01574B		
WCMH01008348	AJ9007	W1CMH1	BLDG 1		N	Y	01574B		
WCMH01008349	AJ9008	W1CMH1	BLDG 1		N	Y	01574B		
	Add		Reset		Cancel				

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