



# Asset Updates

The Asset Update process allows you to change data fields pertaining to assets currently on the property book.

1. Navigate to the **Asset Management > Update** menu.
2. Select the appropriate radio buttons for the asset type - if desired, enter any search criteria.
3. Select the **Search** button - the **Search Results** page displays.
4. Select the asset(s) you want to update.
5. Select the **Continue** button - the **Selected Rows** page displays.

**Search Criteria**

Asset Id	Blank filter		
Serial Nbr	Customize filter		
Loc	Lot filter		
Mat Cd	Serial	Non-Asset / Asset	Both
Agency Field Name	Agency Field Value		

**Search Results (8297)** Number to Display: 10

Select	Asset Id	Qty	Stock Nbr	Serial Nbr	Mat Cst Nbr	Sub Cst Nbr	Asset Lvl	Loc	Lot Nbr	Item Desc	Pillerable	Non-Actbl	Utl Cpt Prdgt	Loan Cd	Utl Ste Cd	Utl Vert	Fund Ctl/ASN	Instr Sys Cd
<input checked="" type="checkbox"/>	WCMH010000521		00479E8181	8724	W1CMH1		EI	10020		GAGE BLOCKS SQUARE CROBLOX	No	No	Yes/No	G	ART	YES	A7 /	AY
<input type="checkbox"/>	WCMH010001181		00534542	40322	W1CMH1		EI	10020		GRANULATOR OSCILLATING	No	No	Yes/No	G	ART	YES	A7 /	AY
<input type="checkbox"/>	WCMH010002031		00581500000095G	12095W1CMH2			EI	31970		MIXER PAINT 5 GAL CONTAINER MAX	No	No	Yes/No	G	ARN	YES	A7 /	AY
<input type="checkbox"/>	WCMH010000941		005815G	115283	W1CMH1		EI	33530		PAINT MIXER SEMI-AUTOMATIC 5 GALLON CAPACITY	No	No	Yes/No	G	ART	YES	A7 /	AY
<input type="checkbox"/>	WCMH010015881		00693SPECIALPBA1608	W1CMH1			EI	33530		CONVEYOR 3-4 4IN SLAT TYPE MULTIDIRECTIONAL SS CO	No	No	Yes/No	G	ART	YES	A7 /	AY
<input type="checkbox"/>	WCMH010007081		00912H26	A10874	W1CMH3		EI	10050		HYDRANT FLOW TEST KIT	No	No	Yes/No	G	ARN	YES	A7 /	AY
<input type="checkbox"/>	WCMH010005321		00912H26	A10875	W1CMH3		EI	10050		HYDRANT FLOW TEST KIT	No	No	Yes/No	G	ARN	YES	A7 /	AY
<input type="checkbox"/>	WCMH010007411		009884094	SULA1157	W1CMH1		EI	42957		WRENCH, IMPACT, PNEUMATIC, 5 INCH	No	No	Yes/No	G	ART	YES	A7 /	AY
<input type="checkbox"/>	WCMH010045861		00D29TBMSSV A00178	W1CMH2			EI	32030		CRIMPING TOOL	No	No	Yes/No	G	ARN	YES	A7 /	AY
<input type="checkbox"/>	WCMH010055171		00F04TL2000	4742	W1CMH3		EI	34910		DIALER SAFE AUTOMATIC	No	No	Yes/No	G	ARN	YES	A7 /	AY

# Basic Update

6. Select the **Basic Update** radio button.
7. Select the **Continue** button - the **Basic Update** page displays.
8. Make your changes and select the **Update** button from any of the tabs.
  - To remove data from a field for all selected assets, type "DELETE" in that field.
  - For Mass Updates, all stock numbers must be the same.
  - If you are updating multiple assets of different types (End Item Serial, Component and/or Bulk), you must repeat this process for each type

**Basic Accounting Agency**

Asset Id	WCMH01000052	Stock Nbr	00479E8181
<b>Basic</b>			
Asset Id Prefix		Auto Assign	<input type="checkbox"/>
Asset Id	WCMH01000052		
Serial Nbr	8724		
Inv By Serial Nbr	<input type="checkbox"/>	Chg Qty	
Loc	10020	Sub Loc	
* Cond Cd	A-Svcbl(w/o Qual)	/ Sys Id	
Cntr/PO Nbr		Doc Nbr	
Lot Nbr		Expr Dt	
*Local Rcpt Dt	01/01/1980	Rcvd By	
*Orig In Svc Dt	12/31/1979	DOD Serial Nbr	
		Attachment	<input type="button" value="Add Attachment"/>
Remarks			
History Remarks			

If you use Agency Defined fields, an **Agency Field Name** drop-down list displays. Each of your defined field(s) referenced on the **Agency** tab is displayed.





# Price Update

You use the Price Update process to change the Acquisition Cost of an asset due to an error or a revaluation. However, you cannot update the Acquisition Cost for multiple assets at the same time.

1. From the **Selected Rows** page, choose the **Price Update** radio button.
2. Select the **Continue** button - the **Price Update** page displays.

Selected Rows																				
Asset Id	Qty	Chg Qty	Stock Nbr	Serial Nbr	Maj Cust Nbr	Sub Cust Nbr	Asst Lvl Cd	Loc	Lot Nbr	Item Desc	Pilferable	Non-Actbl	Ull	Cptl Pndg	Loan Cd	Ull Sts Cd	Ull Verf	Fund Cd/ASN	Intrf Sys Cd	
WCMH01000052	1		00479ES181	18724	W1CMH1		EI	10020		GAGE BLOCKS SQUARE CROBLOX	No	No	Yes	Yes	No	G	ART	YES	A7 /	AY

  

Action	
Basic Update	<input type="radio"/>
Price Update	<input checked="" type="radio"/>
Loan Update	<input type="radio"/>
Stock Nbr / Authn Update	<input type="radio"/>
Attribute(s) Update	<input type="radio"/>

3. Select the appropriate radio button (**Cost Correction** or **Asset Revaluation**).
4. Update the **Acq Cost** and/or **Cptl Cd** (Capital Code).
5. Enter a mandatory **History Remarks**.
6. Select the **Update** button to complete the process.

**Cost Correction** is used to correct errors to the acquisition cost.

**Asset Revaluation** is used when the initial value of the asset is estimated and then through expert opinion is corrected. It preserves prior depreciation and affects the acquisition cost of an asset.

Asset Id	WCMH01000052	Stock Nbr	00479ES181
Cost Correction	<input checked="" type="radio"/>	Asset Revaluation	<input type="radio"/>
Acq Cost	<input type="text" value="3000.00"/>		
* Cptl Cd	<input type="text" value="S-Capital, Below Threshold"/>		
Total Cost	2000.00		
Remarks	<input type="text"/>		
* History Remarks	<input type="text" value="WRONG ACQ COST INPUT DURING RECEIPT"/>		





# Loan Update

1. From the **Selected Rows** page, choose the **Loan Update** radio button.
2. Select the **Continue** button - the **Loan Update** page displays.

*Steps 1-2 not pictured*

3. Select the appropriate Loan Code from the **Loan Cd** drop-down list.
4. Select the correct **DODAAC/CAGE Cd**, **Doc Nbr** and **Asset Sts Cd**.
5. Select a Contract Number (**Cntr Nbr**) – only applicable if loaning to a non-Govt activity.
6. Select the **Loan Address**.
7. Browse for a Location (**Loc**), and select a **Shipment Dt**.
8. Select the **Update** button to complete the process.

If you use the Loan Update process the **UII Status Code** must be **ART- Assigned, Recorded and Tagged** and verified with the IUID Registry prior to loaning an asset.

- The Loan Address must be added prior to performing a Loan Update.
- Loans to a Non-Govt Acty = **LC-Loan CAGE**
- Loans to another Govt Acty = **LD-Loan DODAAC**

Asset Id	WCMH01000052	Stock Nbr	00479ES181
Loan Cd	G		
Orig. Asset Status Code	U	Orig. Asset Receipt Action Code	INPR
Loan Notification Code			
<b>Asset Update - Loan Change</b>			
* Loan Cd	C-Out On Loan to Non-Govt Acty	* DODAAC/CAGE Cd	WCMH1J
Doc Nbr	WCMH1J23253001	* Asset Sts Cd	T-Out On Loan
* Cntr Nbr	WCMH1J06Z2012		
Cntr Start Dt	6/28/2012	Cntr End Dt	6/28/2015
Contract Established date:6/28/2012 - applied to loan start date Contract Expiration date:6/28/2015 - applied to loan end date Loan Start and End Date fields have been disabled			
Loan Address	3990 E BROAD ST COLUMBUS, OH 43213		
Activity Name	DPAS LOAN ACTIVITY NAME WCMH01 LC		
Loan Start Dt	06/28/2012	Loan End Dt	06/28/2015
Loc	10020	Sub Loc	
TCN		* Shipment Dt	
Estimated Shipment Dt	<input type="checkbox"/>	Mode of Shipment	9-Lcl Div by Gov or Cmrc Trk
<b>Update</b>		<b>Cancel</b>	





# Stock Nbr Update

1. From the **Selected Rows** page, choose the **Stock Nbr Update** radio button.
2. Select the **Continue** button - the **Selected Asset(s)** page displays.

You can process single or mass stock number updates. On a mass stock number update, you do NOT have to pick assets with the same stock number. However, if you do not pick the same stock number, the stock number and manufacturer fields are NOT available. If you do select the same stock number, you will see the stock number and manufacturer fields.

**Selected Rows**

Asset Id	Qty	Chg Qty	Stock Nbr	Serial Nbr	Maj Cust Nbr	Sub Cust Nbr	Asst Lvl Cd	Loc	Lot Nbr	Item Desc	Pilferable	Non-Actbl	Ull CptlPndg	Loan Cd	Ull Sts Cd	Ull Verf	Fund Cd/ASN	Intrf Sys Cd
<a href="#">WCMH01001551</a>	1		00NS2SKT191875311	75311	W1CMH1		EI	TOOL ROOM		SOCKET WRENCH SET METRIC	No	No	YesNo No	G	ART	YES	A7 /	AY
<a href="#">WCMH01001552</a>	1		00NS2SKT191875313	75313	W1CMH1		EI	TOOL ROOM		SOCKET WRENCH SET METRIC	No	No	YesNo No	G	ART	YES	A7 /	AY
<a href="#">WCMH01001712</a>	1		00NS2SKT191875316	75316	W1CMH1		EI	TOOL ROOM		SOCKET WRENCH SET METRIC	No	No	YesNo No	G	ART	YES	A7 /	AY
<a href="#">WCMH01001909</a>	1		00NS2SKT191875318	75318	W1CMH1		EI	TOOL ROOM		SOCKET WRENCH SET METRIC	No	No	YesNo No	G	ARN	YES	A7 /	AY

Mass Update  
 Stock Nbr / Authn Update

Selected Asset(s)				Original Values	
Asset Id	Serial Nbr	Stock Nbr	Custodian Nbr	Document Number	
WCMH01001551	75311	00NS2SKT1918	W1CMH1	Doc Nbr	<input type="text"/>
WCMH01001552	75313	00NS2SKT1918	W1CMH1	...	
WCMH01001712	75316	00NS2SKT1918	W1CMH1	Stock Number	
WCMH01001909	75318	00NS2SKT1918	W1CMH1	Stock Nbr	00NS2SKT1918 ... Type Asset Cd G
				Asset Cd	Select an Item
				Manufacturer Data	
				Mfr Data	... Non-Actbl <input type="checkbox"/>
				Mfr Name	
				Mfr Part Nbr	Mfr Model Nbr
				CAGE Cd	Mfr Yr <input type="text"/>
				Catalog Pilferable	No Asset Pilferable <input type="checkbox"/>
				Authorization	
				Authn LIN/TAMCN	- <input type="text"/>
				...	
				<input type="button" value="Update"/>	<input type="button" value="Cancel"/>





# Stock Nbr Update

- Select the asset to display its information window.
- Review the asset information.
- Select the **Close** button to close the information window.

Selected Asset(s)			
Asset Id	Serial Nbr	Stock Nbr	Custodian Nbr
WCMH01001551	75311	00NS29KT1918	W1CMH1
WCMH01001552	75313	00NS29KT1918	W1CMH1
WCMH01001712	75316	00NS29KT1918	W1CMH1
WCMH01001909	75318	00NS29KT1918	W1CMH1

Asset Id: WCMH01001712  
 Custodian Nbr: W1CMH1  
 Serial Nbr: 75316  
 Stock Nbr: 00NS29KT1918  
 Deprn Cd: N  
 Cptl Cd: A  
 LIN/TAMCN: 99999N  
 Authn LIN/TAMCN:  
 Total Cst: 87.63

Close    Remove From Selection

Update    Cancel

- Update any of the editable fields.
- Select the **Update** button to complete the process.

Selected Asset(s)			
Asset Id	Serial Nbr	Stock Nbr	Custodian Nbr
WCMH01001551	75311	00NS29KT1918	W1CMH1
WCMH01001552	75313	00NS29KT1918	W1CMH1
WCMH01001909	75318	00NS29KT1918	W1CMH1

Update has been disabled. Refresh Page for selection changes to take affect.

Original Values	
<b>Document Number</b>	
Doc Nbr	...
<b>Stock Number</b>	
Stock Nbr	00NS29KT1918 ... Type Asset Cd G
Asset Cd	Select an Item
<b>Manufacturer Data</b>	
Mfr Data	...
Mfr Name	Non-Actbl <input type="checkbox"/>
Mfr Part Nbr	Mfr Model Nbr
CAGE Cd	Mfr Yr
Catalog Piferable No	Asset Piferable <input type="checkbox"/>
<b>Authorization</b>	
Authn LIN/TAMCN	- ...

Cancel

- If you have multiple assets selected, and one is incorrectly selected, you can remove it in the **Selected Asset(s)** section of this page without returning to the beginning of the update process.
- If you remove an asset from the **Selected Asset(s)** section of this page you are able to return it to the active list by selecting the **Add to Selection** button.





# Attribute(s) Update

1. From the **Selected Rows** page, choose the **Attribute(s) Update** radio button.

If a template is NOT associated with the Stock Number the **Attribute(s) Update** radio button will not display.

2. Select the **Continue** button - the **Attribute Value(s)** page displays

*Steps 1-2 not pictured*

3. Select the **Attribute(s)** button - the Template displays.

Template Names are unique and directly related to the ACC of a Stock Number. Templates are assigned during the Catalog process. They can only be associated with Stock Numbers of serial and component assets; they cannot be associated to stock numbers of bulk and real property assets.

If an asset's Stock Number is changed to a Stock Number with the same Template Name, the attribute values will remain with the asset. However, if a Stock Number is changed to a Stock Number which does not have the same Template Name associated with it, the template will detach and attribute values will be lost.

Original Value(s)			
Asset Id	WCMH01008315	Stock Nbr	2320008891630
LIN/TAMCN	T96630	Quantity	1

  

Attribute Value(s)	
Attribute(s)	<input type="checkbox"/>

  

Update   Cancel

Each template can have multiple attributes. An attribute can belong to multiple templates.





# Attribute(s) Update

4. Enter your data/values into the attribute fields of the template.
5. Select the **Submit** button - the **Attribute Value(s)** page displays.

close or Esc Key

Attribute(s) Value Update	
Asset Id	WCMH01008315
ACC	P - Commercial Vehicle
Template(s)	Truck Pickup
Capacity - Passengers	<input type="text" value="5"/> <a href="#">Clear</a>
Armored	<input checked="" type="radio"/> Yes <input type="radio"/> No <a href="#">Clear</a>
Capacity - Bed Size	<input checked="" type="radio"/> Yes <input type="radio"/> No <a href="#">Clear</a>
Color	<input type="text" value="GREEN"/> <a href="#">Clear</a>
Door - Count	<input type="text" value="2"/> <a href="#">Clear</a>
Engine - Type	<input type="text" value="Diesel"/> <a href="#">Clear</a>
GVWR	<input type="text"/> <a href="#">Clear</a>
Light Bar	<input type="radio"/> Yes <input type="radio"/> No <a href="#">Clear</a>
Run Flat Tires	<input checked="" type="radio"/> Yes <input type="radio"/> No <a href="#">Clear</a>

Attributes are characteristics or specifications for assets.

New attributes and attribute templates are requested by an Agency Coordinator or someone they designate, and created at the Application Administrator Level.

The updated attribute information does not display on the **Attributes Value(s)** page until the **Update** button is selected and the transaction processes successfully.

6. Select the **Update** button to associate the attributes to this asset. This completes the process.

Original Value(s)			
Asset Id	WCMH01008315	Stock Nbr	2320008891630
LIN/TAMCN	T96630	Quantity	1

  

Attribute Value(s)	
Attribute(s)	<input type="text"/>

