



# 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 path.
2. Select the asset type.
3. If desired, enter any Search Criteria.
4. Select the **Search** button.
5. Select the asset(s) you want to update.

Search Criteria			
End Item Serial	<input checked="" type="radio"/>	Accountable	<input type="radio"/>
Component	<input type="radio"/>	Non-Accountable	<input type="radio"/>
Bulk	<input type="radio"/>	Both	<input checked="" type="radio"/>
Asset Id	<input type="text"/>		
Stock Number	<input type="text"/>		...
Serial Nbr	<input type="text"/>		
Custodian Nbr	<input type="text"/>		...
Loc	<input type="text"/>		...
Sub Loc	<input type="text"/>		
Lot Nbr	<input type="text"/>		
Agency Field Name	Select an Item <input type="button" value="v"/>		

# Basic Update

Steps 6-7 not pictured

6. Select the **Basic Update** radio button.
7. Select the **Continue** button.
8. Make your updates 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	00479ES181
<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	<input type="text"/>
* Cond Cd	A-Svcbl(w/o Qual) v	/ Sys Id	<input type="text"/>
Cntr/PO Nbr	<input type="text"/>	Doc Nbr	<input type="text"/> ...
Lot Nbr	<input type="text"/>	Expr Dt	<input type="text"/> [calendar icon]
*Local Rcpt Dt	01/01/1980 [calendar icon]	Rcvd By	<input type="text"/>
*Origl In Svc Dt	12/31/1979 [calendar icon]	DOD Serial Nbr	<input type="text"/>
		Attachment	<input type="button" value="Add Attachment"/>
Remarks	<input type="text"/>		
History Remarks	<input type="text"/>		

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, select the **Price Update** radio button.
2. Select the **Continue** button.

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="#">WCMH01000052</a>	1		00479ES181	8724	W1CMH1		EI	10020		GAGE BLOCKS SQUARE CROBLOX	No	No	Yes	Yes	No	G	ART	YES	A7 /	AY

**Action**

Basic Update

Price Update

Loan Update

Stock Nbr / Authn Update

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

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





# Loan Update

You use the Loan Update process the **Ull Status Code** must be *ART-Recorded and Tagged* and verified with the Registry prior to loaning an asset.

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

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		00479ES1818724	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 type="radio"/>
Loan Update	<input checked="" type="radio"/>
Stock Nbr / Authn Update	<input type="radio"/>

3. Select the appropriate **Loan Cd** (*C-Out on Loan to Non-Govt Acty, G-Govt Owned, or M-Out On Loan to Govt Acty*).
4. Enter mandatory fields.
5. Select the **Update** button to complete the process.

The Loan Address must be added prior to performing a Loan Update. For loans to a non-Govt Activity, only address types of *LC-Loan CAGE* display. Loans to another Govt Activity display address types of *LD-Loan DoDAAC*.

Asset Id	WCMH01000052	Stock Nbr	00479ES181
Loan Cd	G		
<b>Asset Update - Loan Change</b>			
* Loan Cd	C-Out On Loan to Non-Govt Acty	* DODAAC/CAGE Cd	WCMH1J
Doc Nbr	WCMH1J22153001	* Asset Sts Cd	U-In Use
* 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





# Stock Nbr Update

1. From the **Selected Rows** page, select the **Stock Nbr Update** radio button.
2. Select the **Continue** button.

You can process single or mass stock number updates. On a mass stock number update, you do NOT have to pick all 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 Cpt	Pndg	Loan Cd	Ull Sts Cd	Ull Verf	Fund Cd/ASN	Intrf Sys Cd
<a href="#">WCMH01001551</a>	1		00NS2SKT191875311	W1CMH1			EI	TOOL ROOM		SOCKET WRENCH SET METRIC	No	No	YesNo	No	G	ART	YES	A7 /	AY
<a href="#">WCMH01001552</a>	1		00NS2SKT191875313	W1CMH1			EI	TOOL ROOM		SOCKET WRENCH SET METRIC	No	No	YesNo	No	G	ART	YES	A7 /	AY
<a href="#">WCMH01001712</a>	1		00NS2SKT191875316	W1CMH1			EI	TOOL ROOM		SOCKET WRENCH SET METRIC	No	No	YesNo	No	G	ART	YES	A7 /	AY

Mass Update

Stock Nbr / Authn Update

3. Validate the assets in the **Selected Asset(s)** box.

Selected Asset(s)				Original Values	
<b>Asset Id</b>	<b>Serial Nbr</b>	<b>Stock Nbr</b>	<b>Custodian Nbr</b>	<b>Document Number</b>	
WCMH01001551	75311	00NS2SKT1918	W1CMH1	Doc Nbr	<input type="text"/>
WCMH01001552	75313	00NS2SKT1918	W1CMH1	<b>Stock Number</b>	
WCMH01001712	75316	00NS2SKT1918	W1CMH1	Stock Nbr	00NS2SKT1918 <input type="button" value="..."/>
				Asset Cd	Select an Item <input type="button" value="..."/>
				<b>Manufacturer Data</b>	
				Mfr Data	<input type="button" value="..."/>
				Mfr Name	
				Mfr Part Nbr	Mfr Model Nbr
				CAGE Cd	Mfr Yr <input type="text"/>
				Catalog Pilferable	Asset Pilferable <input type="checkbox"/>
				<b>Authorization</b>	
				Authn LIN/TAMCN	<input type="text"/>





# Stock Nbr Update

1. Select the asset to display its information window.
2. Review the asset information.
3. Select the **Close** button to close the information window.

Selected Asset(s)			
Asset Id	Serial Nbr	Stock Nbr	Custodian Nbr
WCMH01001551	75311	00NS2SKT1918	W1CMH1
WCMH01001552	75313	00NS2SKT1918	W1CMH1
WCMH01001712	75316	00NS2SKT1918	W1CMH1

Asset Id: WCMH01001712  
 Custodian Nbr: W1CMH1  
 Serial Nbr: 75316  
 Stock Nbr: 00NS2SKT1918  
 Deprn Cd: N  
 Cptl Cd: A  
 LIN/TAMCN: 99999N  
 Authn LIN/TAMCN:  
 Total Cst: 87.63

Close Remove From Selection

Update 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.

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

Instructions

Selected Asset(s)			
Asset Id	Serial Nbr	Stock Nbr	Custodian Nbr
WCMH01001551	75311	00NS2SKT1918	W1CMH1
WCMH01001552	75313	00NS2SKT1918	W1CMH1

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

Removed Assets			
Asset Id	Serial Nbr	Stock Nbr	Custodian Nbr
WCMH01001712	75316	00NS2SKT1918	W1CMH1

Refresh Page

Asset Id: WCMH01001712  
 Custodian Nbr: W1CMH1  
 Serial Nbr: 75316  
 Stock Nbr: 00NS2SKT1918  
 Deprn Cd: N  
 Cptl Cd: A  
 Stock Item Cd:  
 LIN/TAMCN: 99999N  
 Authn LIN/TAMCN:  
 DoI Am: 0

Close Add to Selection

Cancel

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.

