



A Local due-in is used to document purchase requests. Once the item is received, you will be able to post it directly to the property book. If the purchase request is cancelled, the request can be rejected.

To create a Local Due In, navigate to the **Asset Management > Receiving** menu path.

1. Select the type of asset (End Item, Component or Bulk).
2. Select **Local Due In** as the **Type Action**.
3. Enter or browse for the Stock Number of the asset.
4. Enter the cost of the asset.
5. Select the **Continue** button.

BASIC TAB

1. Enter all the mandatory data (**Acq Cost, Doc Nbr, Asset Cd, and Cptl Cd**) and any other additional data required by your Agency.
2. Select a **Ull Status Cd** of **NDT – Not Determined** on the **Catalog** tab.
3. Select the **Accounting** tab.

ACCOUNTING TAB

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

SLIN	<input type="text"/>	ACRN	<input type="text"/>
Dlvy Ord Nbr	<input type="text"/>	Estimated Dlvy Dt	9/20/2011  *

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. Enter the date the asset is estimated to be delivered in the **Estimated Dlvy Dt**.
3. The **Depreciation** tab is not used at this time. If your organization has any Agency fields that must be completed, you will need to select the **Agency** tab and complete those fields.
4. Select the **Asset Entry** tab.



ASSET ENTRY TAB

Basic Catalog Accounting Depreciation Agency Asset Entry			
Asset Entry			
Stock Nbr	361500F000756	UI	EA
Item Desc	SHREDDER, CLASSIFIED	Type Action	ILDI - Create Local Due In
Inv by Serial Nbr	<input type="checkbox"/>		
Auto Assign	<input checked="" type="checkbox"/>	Asset Id Prefix	Select an Item ▼
*Custodian Nbr	<input type="text"/> ...	Serial Nbr	<input type="text"/>
Loc	<input type="text"/> ...	Sub Loc	<input type="text"/>
Save			
Add Reset Cancel			

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. Enter (or browse for) the **Custodian Nbr**.
3. Select the **Save** button. You can receive up to fifty assets of this Stock Number in a single transaction.
4. 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 Local Due In will not be created.



PENDING TRANSACTIONS

The Due-In process added the record(s) to the Pending Transactions and you will need to enter the Pending process to add the item(s) to Web DPAS once they are delivered.

To complete a Local Due In, navigate to the **Asset Management > Pending Transactions** menu path.

Search Criteria	
Process	Receipt ▼
Process Action	Locally Created Due-In ▼
Doc Nbr	98987U12633001
Asset Id	
Serial Nbr	
Stock Nbr	
Custodian Nbr	...
Ull	

Search
Reset

1. Select **Receipt** from the **Process** drop-down.
2. Select **Locally Created Due-In** from the **Process Action** drop-down.
3. Select the **Search** button.
4. From the Search Results, select the asset(s) you are receipting and select **Continue**.

Search Criteria	
Process	Receipt
Process Action	Locally Created Due-In
Doc Nbr	98987U12633001
Serial Nbr	
Stock Nbr	
Custodian Nbr	
Ull	

Selected Rows																	
Qty	Trans 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 Id To	CAGE Cd	DODAAC	Loc	Status	Ull
1	1	98987U12633001	1000180000170361500F0007568345893249			SHREDDER, CLASSIFIED		TMAH	N00018	N00018	FUNC-2	FUNC-2			409	MP	

Update
Reject

Cancel



5. On the Selected Rows, you can:

- **Continue** (will only display if **Catalog** data is complete). Selecting this button will take you to the Asset Receiving process to complete the action.
- **Update** to add data that was not previously entered or to update any discrepancies prior to asset receipt.
- **Reject** the action
- **Cancel** to return to the Search Results page

UPDATE PAGE

If you selected the **Update** button from the Selected Rows page, the following page displays:

Receiving Update	
Doc Nbr	98987U12633001
UIC To	N00018
Custodian Nbr To	TMAH
Asset Id	000180000170
Stock Nbr	361500F000756
Serial Nbr	8345893249
Qty	1
Mfr Data	...
Mfr Model Nbr	
Mfr Name	Mfr Part Nbr
CAGE Cd	Non-Actbl
Estimated Divy Dt	9/20/2011

Update any of the data fields, if necessary and select the **Update** button. You will not enter the receiving process when the **Update** process is completed. You will need to re-enter Pending and select the **Continue** button from the Selected Rows page.



Once CATALOG data is complete on the PENDING – DUE-IN continuation page

- 6. Select the **Continue** button.

The Asset Receiving Search Criteria page displays.

- 7. Review the data and make any necessary changes.
- 8. Select the **Continue** button.

The **Basic Tab** displays.

- 9. Review the data on this page and make any necessary changes.
- 10. Review the data on each of the other tabs and make any necessary changes until you get to the **Asset Entry** tab.

Basic Catalog Accounting Depreciation Agency Asset Entry																										
Asset Entry																										
Stock Nbr	361500F000756			UI	EA																					
Item Desc	SHREDDER, CLASSIFIED			Type Action	INPR - New Procurement																					
Inv by Serial Nbr	<input type="checkbox"/>																									
Auto Assign	<input type="checkbox"/>			*Asset Id	<input type="text"/>																					
*Custodian Nbr	<input type="text"/>	<input type="text"/>	<input type="text"/>	Serial Nbr	<input type="text"/>																					
Loc	<input type="text"/>	<input type="text"/>	<input type="text"/>	Sub Loc	<input type="text"/>																					
<table border="1"> <thead> <tr> <th></th> <th></th> <th>Asset Id</th> <th>Serial Nbr</th> <th>Cust Nbr</th> <th>Loc</th> <th>Sub Loc</th> <th>Inv By Serial Nbr</th> <th>Auto Assign</th> </tr> </thead> <tbody> <tr> <td>Edit</td> <td>Remove</td> <td>000180000170</td> <td>8345893249</td> <td>TMAH</td> <td>409</td> <td></td> <td>N</td> <td>N</td> </tr> </tbody> </table>											Asset Id	Serial Nbr	Cust Nbr	Loc	Sub Loc	Inv By Serial Nbr	Auto Assign	Edit	Remove	000180000170	8345893249	TMAH	409		N	N
		Asset Id	Serial Nbr	Cust Nbr	Loc	Sub Loc	Inv By Serial Nbr	Auto Assign																		
Edit	Remove	000180000170	8345893249	TMAH	409		N	N																		
			Add	Reset	Cancel																					



11. Make sure that all the required fields are complete in the grid (Asset Id, Custodian Number, Serial Nbr, and Location).

If not, select the **Edit** hyperlink to move the information to the Asset Entry fields and make any corrections and select the **Update** button.

12. Select the **Add** button.