

All inventory numbers will start with an L (for BLM).

TRANSACTION

Credit Cards with an acquisition cost less than \$3,000.00
Found on inventory
Transfer in from another Bureau
Transfer in from another Federal Agency
Donation or gift
Contractor acquired property
Grant or Cooperative Agreement

PORTAL PATH

**Property tab – Asset Tab – Master
Data Folder – Acquisition w/autom.
Offsetting Entry**

TRANSACTION

Inventory

PORTAL PATH

**Property tab – Asset Tab –
Master Data Folder – Mass
Change of Assets**

TRANSACTION

PORTAL PATH

**Property Tab – Asset Tab –
Master Data Folder – Create
Asset Master Record**

TRANSACTION

If asset cost \$3,000 or more an asset shell is created.
Change/update: serial number;location;room;manufacturer;model
year; manufacturer model year;cognizant employee

PORTAL PATH

**Property Tab – Asset Tab –
Master Data Folder - Change
Asset Master Record**

TRANSACTION

Transfer of one or more assets.

PORTAL PATH

**Property Tab – Asset Tab –
Transfer Folder – Mass
Transfer of Assets**