Appropriation

Overview

The Materiel Management/Inventory Control Point (MM/ICP) module Appropriation process provides the ability to view, create, edit, or delete a record for funding and appropriation information.

Navigation

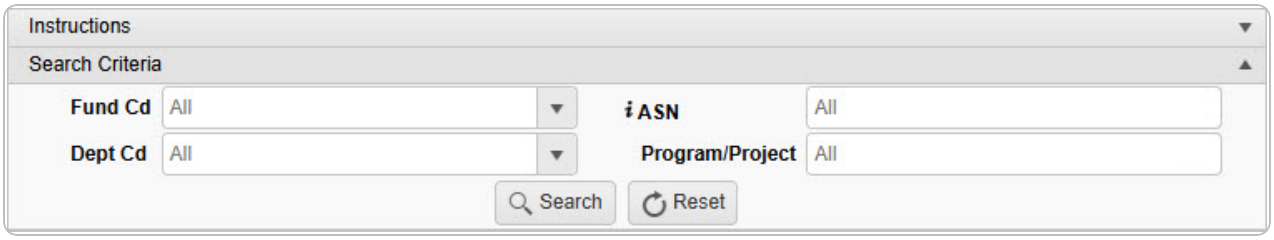
MASTER DATA MGMT > Appropriation > Appropriation page

Procedures

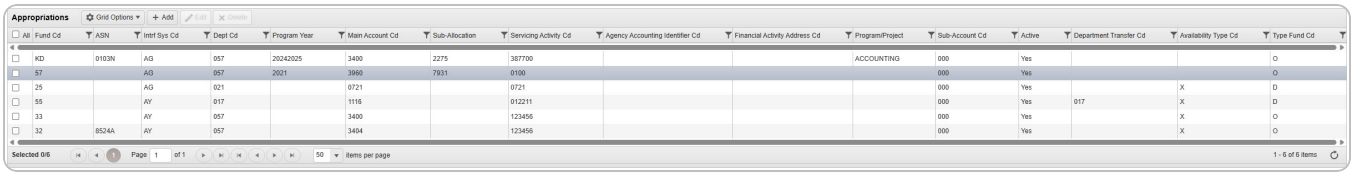
Search for an Appropriation

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields.



2. Select Search. *The Search Results appear.*



Add an Appropriation

Navigation

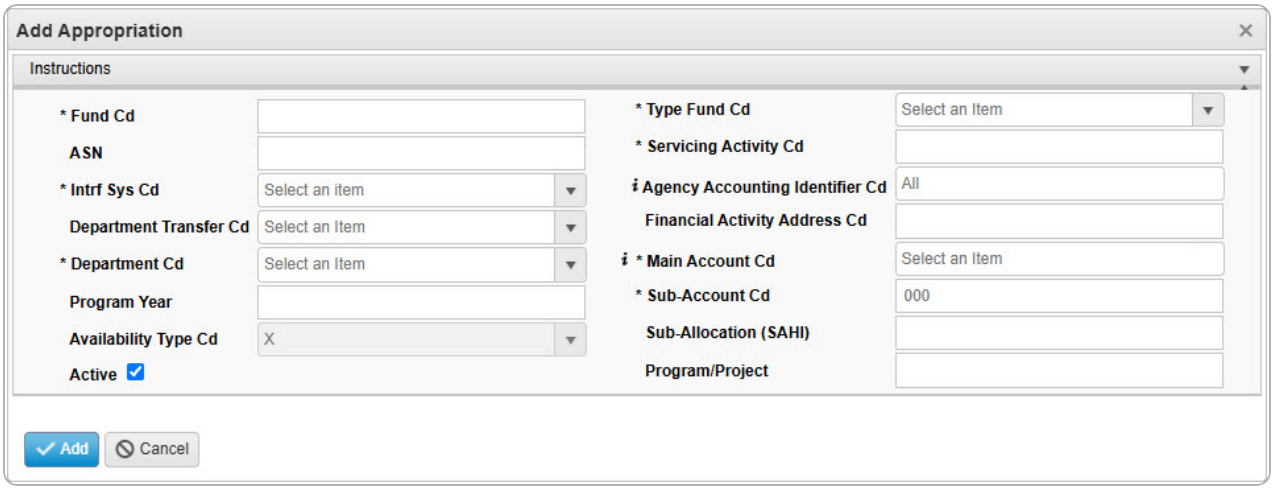
MASTER DATA MGMT > Appropriation > + Add > Add Appropriations pop-up window

Procedures

Add an Appropriation

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select + Add. *The* ***Add Appropriations*** *pop-up window displays.*



A. Enter the FUND CD in the field provided. *This is a 2 alphanumeric character field.*

B. Use ▼ to select the Intrf Sys Cd.

C. Use ▼ to select the Department Cd.

D. Use ▼ to select the Type Fund Cd.

E. Enter the Servicing Activity Cd in the field provided. *This is a 2- or 6-alphanumeric character field.*

F. Enter the Agency Accounting Identified Cd in the field provided. *This is a 6 alpha-numeric character field.*

G. Enter the Main Account Cd, using i to assist with the entry. *This is a 4 alpha-numeric character field.*

H. Enter the Sub-Account Cd in the field provided. *This is a 4 alphanumeric character field.*

2. Select Add. *The new Appropriations record is saved, and appears in the Appropriations grid.*

Update an Appropriation

Navigation

MASTER DATA MGMT > Appropriation > ☐ (desired record) > Edit > Update Appropriations pop-up window

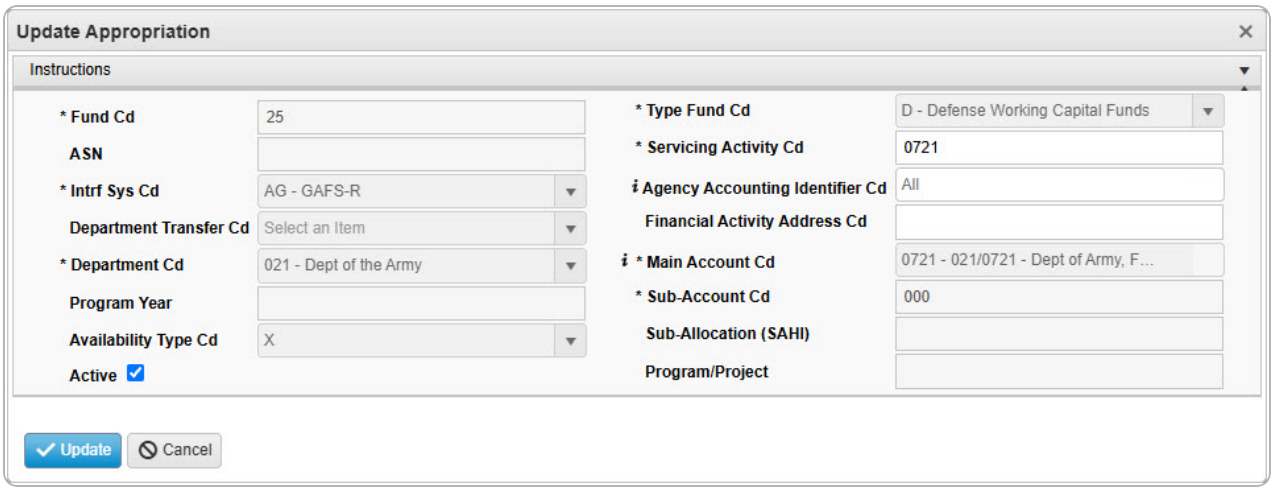
Procedures

Update an Appropriation

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Click ☐ to select the desired entry. *The Appropriations row is highlighted, and* Edit *and* Delete *become available.*

2. Select Edit. *The* ***Update Appropriations*** *pop-up window appears.*



A. Update the FUND CD in the field provided. *This is a 2 alphanumeric character field.*

B. Update the Intrf Sys Cd, using ▼ to select the desired code.

C. Update the Department Cd, using  to select the desired code.

D. Update the Type Fund Cd, using  to select the desired code.

E. Update the Servicing Activity Cd in the field provided. *This is a 2- or 6-alphanumeric character field.*

F. Update the Agency Accounting Identified Cd in the field provided. *This is a 6 alpha-numeric character field.*

G. Update the Main Account Cd, using  to assist with the entry. *This is a 4 alpha-numeric character field.*

H. Update the Sub-Account Cd in the field provided. *This is a 4 alphanumeric character field.*

3. Select 

. *The revised Appropriations record is saved, and appears in the Appropriations grid.*

Delete an Appropriation

Navigation

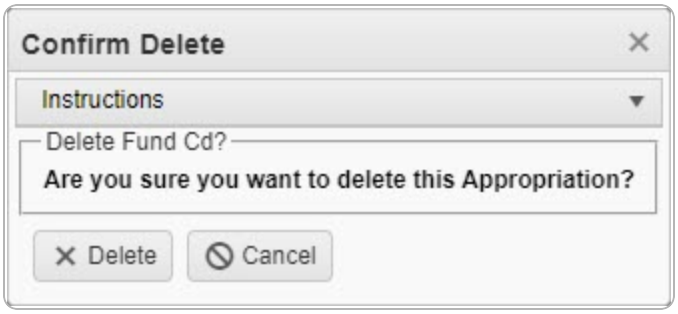
MASTER DATA MGMT > Appropriation > ☐ (desired record) > ✕ Delete > Confirm Delete (Delete Fund Cd?) pop-up window

Procedures

Delete an Appropriation

Selecting ⊘ Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Click ☐ to select the desired entry. *The Appropriations row is highlighted, and* ✎ Edit *and* ✕ Delete *become available.*
2. Select ✕ Delete. *The* ***Confirm Delete (Delete Fund Cd?)*** *pop-up window appears.*



3. Select ✕ Delete. *The Appropriations record is removed from the Results grid.*