



Search for an Acquisition Program/Asset Inquiry — Criteria

Overview

The Property Accountability module Acquisition Program/Asset Inquiry process provides the ability to search for Acquisition Program/Asset records.

Navigation

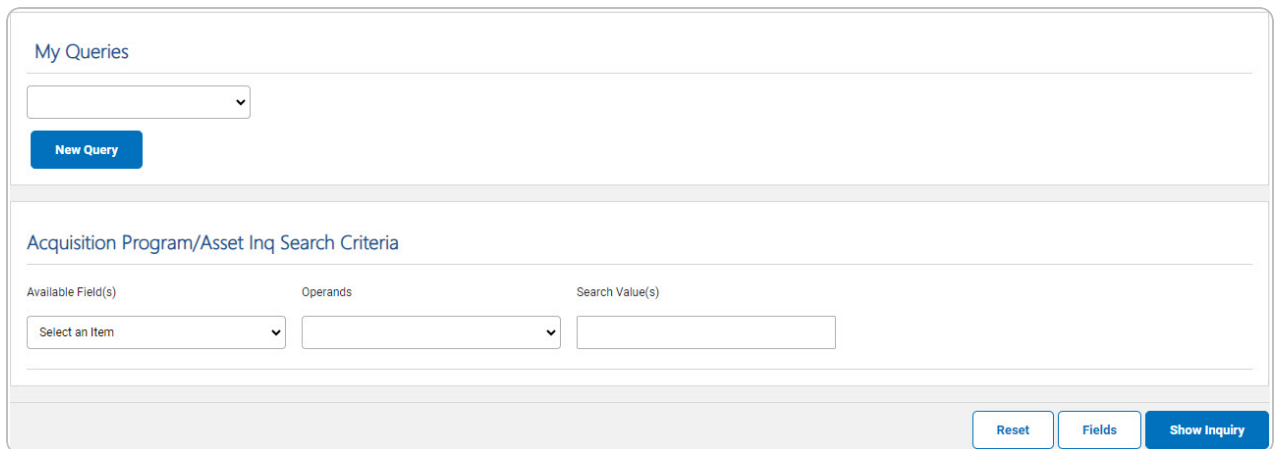
Inquiries > Accounting > ACQ PGM/Asset > Acquisition Program/Asset Inquiry Search Criteria page

Procedures

Search for an Acquisition Program/Asset Inquiry — Criteria

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, choose which available field to use in the search.



2. Choose which Available Field(s) to use in the search.

- A. Use  to select the first Available Field.





Note



Adding another Available Field  automatically populates an additional search criteria row.

Note



Select  to modify the fields used in the inquiry. *The Fields Selection page opens.*

3. Choose which Operands to use in the search.

A. Use  to select the first Operands.

B. Use  to select the second Operands.

4. Choose which Search Value(s) to use in the search.

A. Use  to select the first Search Value.

B. Use  to select the second Search Value.

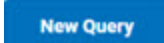
Remove an Available Field Row

a. Use  to select desired Available Field.

b. Select . *The desired row is removed.*

5. Select . The **Acquisition Program/Asset Inquiry — Results** page appears.

Add a My Queries Inquiry

1. Select . *The page refreshes, and My Queries changes from a drop-down field to a text field.*





Help Reference Guide

My Queries

Acquisition Program/Asset Inq Search Criteria

Available Field(s)	Operands	Search Value(s)
Select an Item		

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. Select . *The Query and the information entered in the Search Criteria grid are added to My Queries. Select to disregard the Query.*
4. Select . *The **Acquisition Program/Asset Inquiry — Select Fields** page appears.*
- OR
- Select . *The **Acquisition Program/Asset Inquiry — Results** page appears.*

Select a My Queries Inquiry

1. Use  to select the desired saved query. *The page refreshes, and the selected query information appears in the search criteria grid.*





Help Reference Guide

My Queries

[New Query](#)

Acquisition Program/Asset Inq Search Criteria

Available Field(s) Operands Search Value(s)

[Reset](#) [Fields](#) [Show Inquiry](#)

Select [Fields](#). The **Acquisition Program/Asset Inquiry — Select Fields** page appears.

2.

OR

Select [Show Inquiry](#). The **Acquisition Program/Asset Inquiry — Results** page appears.

Update a My Queries Inquiry

- Use  to select the desired saved query. The page refreshes, the search criteria fields change, and [New Query](#) is joined by [Update Query](#) and [Delete Query](#). The selected query information appears in the search criteria grid.

My Queries

[Delete Query](#) [New Query](#) [Update Query](#)

Acquisition Program/Asset Inq Search Criteria

Available Field(s) Operands Search Value(s)

[Reset](#) [Fields](#) [Show Inquiry](#)





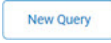
2. Select . The query information is updated.

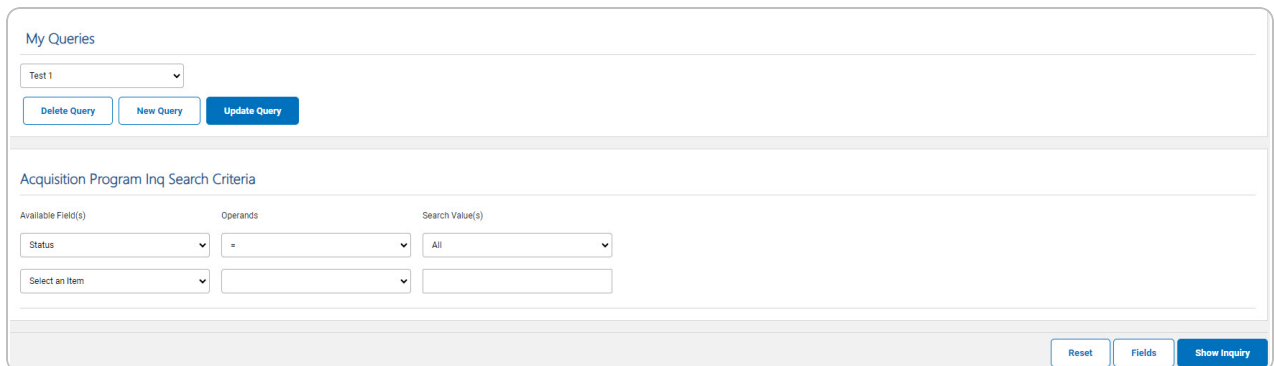
Select . The **Acquisition Program/Asset Inquiry — Select Fields** page appears.

3.
OR

Select . The **Acquisition Program/Asset Inquiry — Results** page appears.

Delete a My Queries Inquiry

1. Use  to select the desired saved query. The page refreshes, and  is joined by  and . The selected query information appears in the search criteria grid.



2. Select . The query information is removed.

Revise the Fields for the Inquiry

Select . The **Acquisition Program/Asset Inquiry — Select Fields** page appears.





Search for an Acquisition Program/Asset Inquiry — Results

Navigation

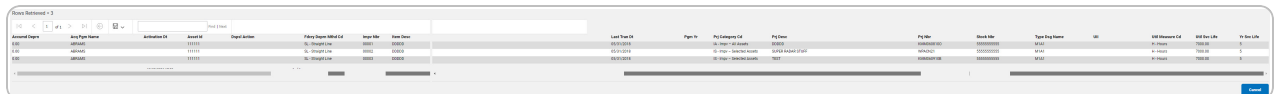
Inquiries > Accounting > ACQ PGM/Asset > Search Criteria > [Show Inquiry](#) > Acquisition Program/Asset Inquiry Search Results page

Procedures

Export the Acquisition Program/Asset Inquiry Results

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

1. Select  to choose the print format (Excel, PDF, or Word). The procedure leaves the application based on the selection made.



Account Name	Account ID	Account Type	Account Status	Account Description	Account Location	Account Date	Account Type	Account Status	Account Description	Account Location	Account Date
...	...	...	...	...	...	...	...	...	...	...	...

Note



To reach the optional fields, refer to the Acquisition Program/Asset Inquiry — Field Selection page.

2. Select [Cancel](#). The **Acquisition Program/Asset Inquiry Search Criteria** page appears.

Search the Results

1. Select the empty field [Find](#) | [Next](#).
2. Enter the characters or words to search. Entries are not case sensitive.
3. Select [Find](#) to search for the entry. The entry appears highlighted in the file.





Help Reference Guide

4. Select to find the next matching value. *This feature is available if multiple results are found.*





Select Fields for the Acquisition Program/Asset Inquiry

Navigation

Inquiries > Accounting > ACQ PGM/Asset > Search Criteria > > Acquisition Program/Asset Inquiry Fields Selection page

Procedures

Choose the Extracted Inquiry File Details

Selecting at any point of this procedure removes all revisions and closes the page, whereas selecting returns all fields to the default "All" setting. **Bold** numbered steps are required.





Help Reference Guide

1. Select **Fields**. The **Acquisition Program/Asset Inquiry Field Selection** page appears.

Field Selection

Extract Excel File ☒

Extract Id

Extract Text, Comma Separated File ☐

Privacy Type

My Selections

New Selection List

☐	Field	Field Description
☒	Accum'd Deprn	Total depreciation incurred to date. Includes depreciation incurred by the current holder and prior holder(s) of the capital asset.
☒	Acq Pgm Name	Unique identifier associated with a program under which assets are procured.
☒	Activation Dt	The date a Serial Asset was put into use.
☒	Asset Id	Unique locally assigned code used for identification purposes.
☒	Dspsl Action	Designates selection of an action to be taken on disposition of asset
☒	Fdcry Deprn Mthd Cd	The depreciation method (Straight Line or Activity Based) used to fiduciary report depreciation as depicted by the Stock Nbr.
☒	Impv Nbr	System generated number assigned to relate the correct amount each fund source paid for the improvement within the same installation number, facility number, and document number.
☒	Item Desc	The description of an asset. For an asset with a valid national stock number, Item Description field will be automatically filled with Approved Item Name from the Fed Log.
☒	Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
☒	Pgm Yr	Identifies the beginning/ending year of the appropriation in YYYYYYYY format.
☒	Prj Category Cd	Project Category Code.
☒	Prj Desc	A description of the project. Should include details of the project.
☒	Prj Nbr	A number that identifies the project
☒	Stock Nbr	Number assigned to each like asset of supply purchased, stocked or distributed within the Federal government. For turn-in of assets, if valid Stock Number not available, use FSC and description.
☒	Type Dsg Name	A unique name referred to as Type Designation that identifies the asset type, usage, purpose, and variant within an Acquisition Program Type Designation Name.
☒	Ull	Unique Item Identifier. Marking for a qualifying item with a permanent 2-dimensional data matrix.
☒	Util Measure Cd	The measure used to calculate depreciation for fiduciary reporting the assets Depreciation Amount.
☒	Util Svc Life	Indicates how long an asset is expected to last, in terms of the Util Measure, before being fully depreciated.
☒	Yr Svc Life	Number of years of recommended service life based upon applicable directives.





Help Reference Guide

☐	Acct Rpt Nbr	Report number assigned when the accounting data is generated
☐	Acq Dt	The fund approval/obligation date.
☐	Actbl UIC	Accountable Unit Identification Code - The UIC of the organization that is assigned management responsibility for property belonging to a specific unit organization, or activity. Multiple UICs may be grouped under an Accountable UIC to consolidate data for accountability and accounting system reporting purposes.
☐	Active/Inactive	Shows whether the asset is active or inactive.
☐	Agency	Agency Lookup Desc
☐	Asset Sts Cd	Used to keep track of the status of an asset.
☐	Deprn AB Rebsin	The accumulated depreciation calculated using AB with rebaselining of the asset.
☐	Deprn Fdcry Mthd Cd	The depreciation method (Straight Line or Activity Based) used to report depreciation for the asset / improvement.
☐	Deprn Period	Number of months depreciation will be expensed. Minimum number allowed is 24. Code values represent the maximum number of allowable months based on applicable directives.
☐	Deprn Period Days	The number of days the asset is scheduled to be depreciated.
☐	Deprn SL Rebsin	The accumulated depreciation calculated using SL with rebaselining of the asset.
☐	Deprn Sts Cd	A code and description that identifies the depreciation status of the asset/real property/improvement.
☐	Deprn Util Measr Cd	The measure used to calculate depreciation for fiduciary reporting the assets Depreciation Amount.
☐	Deprn Util Period	The number of days/months the asset has been depreciated.
☐	Deprn Util Qty	The assets actual utilization when depreciation last ran.
☐	Deprn Util Svc Life	The assets planned utilization for depreciation purposes.
☐	DOD Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number.
☐	Dollar Amt	The dollar amount of construction in progress/work in process, real property or the dollar amount of the accounting transaction.
☐	Net Book Value	Calculated Total Cost (acquisition) - Accumulated Depreciation (depreciation)
☐	Oblign Doc Nbr	Number used by accounting to track each obligation record.





Help Reference Guide

☐	Prior Deprn	Total accumulated depreciation incurred by previous holders of the capital asset.
☐	Prr Deprn AB Rebsln	The Rebaselined Activity Based depreciation expense incurred by previous owners at the time the asset was transferred to current owning UIC.
☐	Prr Deprn AB Unbsln	The Unbaselined Activity Based depreciation expense incurred by previous owners at the time the asset was transferred to current owning UIC.
☐	Prr Deprn SL Rebsln	The Rebaselined Straight Line depreciation expense incurred by previous owners at the time the asset was transferred to current owning UIC.
☐	Prr Deprn SL Unbsln	The Unbaselined Straight Line depreciation expense incurred by previous owners at the time the asset was transferred to current owning UIC.
☐	Qty	Quantity on hand or transaction quantity
☐	Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number. Also used to identify Real Property Assets.
☐	Site Id	The active Site Id the user has access to.
☐	Total Cost	Total Cost. Cost of individual end item assets including cost of stand-alone components
☐	UI	Indicates the measurable amount by which assets are issued. This code shows the smallest amount of an asset that can be requisitioned and issued. For real property this is the primary reporting unit of measure defined as the measure of area.
☐	UIC	The UIC of the maintenance activity assigned to service the asset.
☐	UIC Name	A unit, organization, or activity name
☐	Write Down Amt	The dollar amount that has been written off for an Intangible Asset.

2. Choose the desired file type:

- Click ☐ to select Extract Excel File. *The extracted file on the **View Inquiry Extract** page is an .XLS file.*

OR

Click ☐ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

- Enter an unique identifier in the Extract ID field provided. *This adds the identifier to the link on the **View Inquiry Extract** page, and does not change the file name.*
- Use  to select the Privacy Type.

Add a Selection List

- Select . *The page refreshes, and Selections changes from a drop-down field to a text field.*





Help Reference Guide

My Selections

[Cancel Selection](#) [Add Selection List](#)

☐	Field	Field Description
☒	Accum'd Depr'n	Total depreciation incurred to date. Includes depreciation incurred by the current holder and prior holder(s) of the capital asset.
☒	Acq Pgm Name	Unique identifier associated with a program under which assets are procured.

Note



Selecting [Cancel Selection](#) at any time from this point of the procedure removes all revisions and returns My Selections to a drop-down field.

2. Select [Add Selection List](#). The page refreshes, and the selected list is added.

[Add Selection List](#) is replaced by [Update Selection List](#) and [Delete Selection List](#).

3. Select [Show Inquiry](#) for small volumes of data. The **Acquisition Program/Asset Inquiry — Results** page appears.

OR

Select [Submit](#) for large volumes of data. The **Acquisition Program/Asset Inquiry Transaction Status** page appears.





Use a Predetermined Field Selection List

1. Use  to display the Selection List.

My Selections

New Selection List

☐	Field	Field Description
☒	Accumd Deprn	Total depreciation incurred to date. Includes depreciation incurred by the current holder and prior holder(s) of the capital asset.
☒	Acq Pgm Name	Unique identifier associated with a program under which assets are procured.

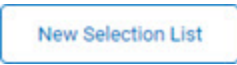
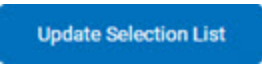
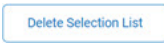
Select  for small volumes of data. *The **Acquisition Program/Asset Inquiry – Results** page appears.*

- 2.

OR

Select  for large volumes of data. *The **Acquisition Program/Asset Inquiry Transaction Status** page appears.*

Update a Selection List

1. Use  to select the desired Selection List. *The page refreshes, the search criteria fields change, and  is joined by  and .*





Help Reference Guide

My Selections

Test 2 ▼

[Delete Selection List](#)
[New Selection List](#)
[Update Selection List](#)

☐	Field	Field Description
☒	Accumd Deprn	Total depreciation incurred to date. Includes depreciation incurred by the current holder and prior holder(s) of the capital asset.
☒	Acq Pgm Name	Unique identifier associated with a program under which assets are procured.

2. Select [Update Selection List](#). The page refreshes.

Select [Show Inquiry](#) for small volumes of data. The **Acquisition Program/Asset Inquiry — Results** page appears.

3.

OR

Select [Submit](#) for large volumes of data. The **Acquisition Program/Asset Inquiry Transaction Status** page appears.

Delete a Selection List

1. Use ▼ to select the desired Selection List. The page refreshes, the search criteria fields change, and [New Selection List](#) is joined by [Update Selection List](#) and [Delete Selection List](#).

My Selections

Test 2 ▼

[Delete Selection List](#)
[New Selection List](#)
[Update Selection List](#)

☐	Field	Field Description
☒	Accumd Deprn	Total depreciation incurred to date. Includes depreciation incurred by the current holder and prior holder(s) of the capital asset.
☒	Acq Pgm Name	Unique identifier associated with a program under which assets are procured.





2. Select . The page refreshes and the list is immediately deleted.

Modify the Fields Used for the Inquiry

Selecting at any point of this procedure removes all revisions and closes the page.

Bold numbered steps are required.

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





1. Select Fields . The **Acquisition Program/Asset Inquiry** page appears.

Field Selection

Extract Excel File ☒

Extract Id

Extract Text, Comma Separated File ☐

Privacy Type

Private ▼

My Selections

▼

New Selection List

☐	Field	Field Description
☒	Accum'd Deprn	Total depreciation incurred to date. Includes depreciation incurred by the current holder and prior holder(s) of the capital asset.
☒	Acq Pgm Name	Unique identifier associated with a program under which assets are procured.
☒	Activation Dt	The date a Serial Asset was put into use.
☒	Asset Id	Unique locally assigned code used for identification purposes.
☒	Dpsl Action	Designates selection of an action to be taken on disposition of asset
☒	Fdcry Deprn Mthd Cd	The depreciation method (Straight Line or Activity Based) used to fiduciary report depreciation as depicted by the Stock Nbr.
☒	Impv Nbr	System generated number assigned to relate the correct amount each fund source paid for the improvement within the same installation number, facility number, and document number.
☒	Item Desc	The description of an asset. For an asset with a valid national stock number, Item Description field will be automatically filled with Approved Item Name from the Fed Log.
☒	Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
☒	Pgm Yr	Identifies the beginning/ending year of the appropriation in YYYYYYYY format.
☒	Prj Category Cd	Project Category Code.
☒	Prj Desc	A description of the project. Should include details of the project.
☒	Prj Nbr	A number that identifies the project
☒	Stock Nbr	Number assigned to each like asset of supply purchased, stocked or distributed within the Federal government. For turn-in of assets, if valid Stock Number not available, use FSC and description.
☒	Type Dsg Name	A unique name referred to as Type Designation that identifies the asset type, usage, purpose, and variant within an Acquisition Program Type Designation Name.
☒	UII	Unique Item Identifier. Marking for a qualifying item with a permanent 2-dimensional data matrix.
☒	Util Measure Cd	The measure used to calculate depreciation for fiduciary reporting the assets Depreciation Amount.
☒	Util Svc Life	Indicates how long an asset is expected to last, in terms of the Util Measure, before being fully depreciated.
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Help Reference Guide

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☐	Asset Sts Cd	Used to keep track of the status of an asset.
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☐	Deprn Period	Number of months depreciation will be expensed. Minimum number allowed is 24. Code values represent the maximum number of allowable months based on applicable directives.
☐	Deprn Period Days	The number of days the asset is scheduled to be depreciated.
☐	Deprn SL Rebsln	The accumulated depreciation calculated using SL with rebaselining of the asset.
☐	Deprn Sts Cd	A code and description that identifies the depreciation status of the asset/real property/improvement.
☐	Deprn Util Measr Cd	The measure used to calculate depreciation for fiduciary reporting the assets Depreciation Amount.
☐	Deprn Util Period	The number of days/months the asset has been depreciated.
☐	Deprn Util Qty	The assets actual utilization when depreciation last ran.
☐	Deprn Util Svc Life	The assets planned utilization for depreciation purposes.
☐	DOD Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number.
☐	Dollar Amt	The dollar amount of construction in progress/work in process, real property or the dollar amount of the accounting transaction.
☐	Net Book Value	Calculated Total Cost (acquisition) - Accumulated Depreciation (depreciation)
☐	Oblign Doc Nbr	Number used by accounting to track each obligation record.





Help Reference Guide

☐	Prior Depn	Total accumulated depreciation incurred by previous holders of the capital asset.
☐	Prr Depn AB Rebsln	The Rebased Activity Based depreciation expense incurred by previous owners at the time the asset was transferred to current owning UIC.
☐	Prr Depn AB Unbsln	The Unbased Activity Based depreciation expense incurred by previous owners at the time the asset was transferred to current owning UIC.
☐	Prr Depn SL Rebsln	The Rebased Straight Line depreciation expense incurred by previous owners at the time the asset was transferred to current owning UIC.
☐	Prr Depn SL Unbsln	The Unbased Straight Line depreciation expense incurred by previous owners at the time the asset was transferred to current owning UIC.
☐	Qty	Quantity on hand or transaction quantity
☐	Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number. Also used to identify Real Property Assets.
☐	Site Id	The active Site Id the user has access to.
☐	Total Cost	Total Cost. Cost of individual end item assets including cost of stand-alone components
☐	UI	Indicates the measurable amount by which assets are issued. This code shows the smallest amount of an asset that can be requisitioned and issued. For real property this is the primary reporting unit of measure defined as the measure of area.
☐	UIC	The UIC of the maintenance activity assigned to service the asset.
☐	UIC Name	A unit, organization, or activity name
☐	Write Down Amt	The dollar amount that has been written off for an Intangible Asset.

2. Select the fields required for the inquiry. *The first 19 fields are automatically selected.*

Note



The number of fields selected determines the amount of data returned from the data-base. The more data returned, the longer the inquiry takes.

Select for small volumes of data. *The **Acquisition Program/Asset Inquiry — Results** page appears.*

3.

OR

Select for large volumes of data. *The **Acquisition Program/Asset Inquiry Transaction Status** page appears.*

