



Search for a Real Property – Criteria

Overview

The Property Accountability module Real Property process provides the ability to receive, update, transfer, and dispose of land, structures, and improvements with the exception of movable machinery and equipment. The key is that land must be involved; structures without land are not typically considered real property in and of themselves.

Note



When adding Real Property assets to the database, only add, transfer, update or dispose of one asset at a time.

There are three ways to receive new RP on the property book:

- New purchase
- Transfer from another UIC
- Construction In Progress (CIP) transfer


DoD Financial Management Regulation 7000.14-R (FMR) directs the relationship of CIP to RP. When authorization to construct RP is received, and the CIP project is opened, the sponsoring entity will request and assign a Real Property Unique Identifier (RPUID). This RPUID is recorded in the RP Registry. When the construction is complete and the property is accepted, this RPUID will be assigned to receive the new RP on the property book.

Navigation

Accounting > Real Property > Real Property Search Criteria page

Procedures

Search for a Real Property

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. Use  to select the Type Action. *Everything else depends upon the option chosen.*

Select Receipt.

Search Criteria

*Type Action	<input type="text" value="Receipt"/>
Instl Nbr	<input type="text"/> 
RP Site Name	<input type="text"/> 
RPSUID	<input type="text"/>
Fac Nbr	<input type="text"/>
Land Acq Tract Id	<input type="text"/> 
RPUID	<input type="text"/>

- A. Enter the INSTL NBR, or use  to browse for the entry. *This is a 5 alphanumeric character field.*
- B. Enter the RP SITE NAME, or use  to browse for the entry. *This is a 100 alphanumeric character field.*
- C. *The FAC NBR automatically populates and is not editable once the RPSUID is entered.*
- D. Enter the LAND ACQ TRACT ID, or use  to browse for the RPUID Asset entry. *This is a 25 alphanumeric character field.*
- E. Select . The **Real Property Add** page appears.





Select Transfer.

Search Criteria

*Type Action	Transfer
Instl Nbr	<input type="text"/>
RP Site Name	<input type="text"/>
RPSUID	<input type="text"/>
Fac Nbr	<input type="text"/>
Land Acq Tract Id	<input type="text"/>
RPUID	<input type="text"/>

- A. Select . The **Real Property Transfer** page appears. Results display in the Search Results grid.

Select Update.

Search Criteria

*Type Action	Update
Instl Nbr	<input type="text"/>
RP Site Name	<input type="text"/>
RPSUID	<input type="text"/>
Fac Nbr	<input type="text"/>
Land Acq Tract Id	<input type="text"/>
RPUID	<input type="text"/>

- A. Select . The **Real Property Update** page appears. Results display in the Search Results grid.





Select Disposition.

Search Criteria

*Type Action	<input type="text" value="Disposition"/>
Instl Nbr	<input type="text"/>
RP Site Name	<input type="text"/>
RPSUID	<input type="text"/>
Fac Nbr	<input type="text"/>
Land Acq Tract Id	<input type="text"/>
RPUID	<input type="text"/>

- A. Select . The **Real Property Disposition** page appears. Results display in the Search Results grid.






Add a Real Property

Navigation

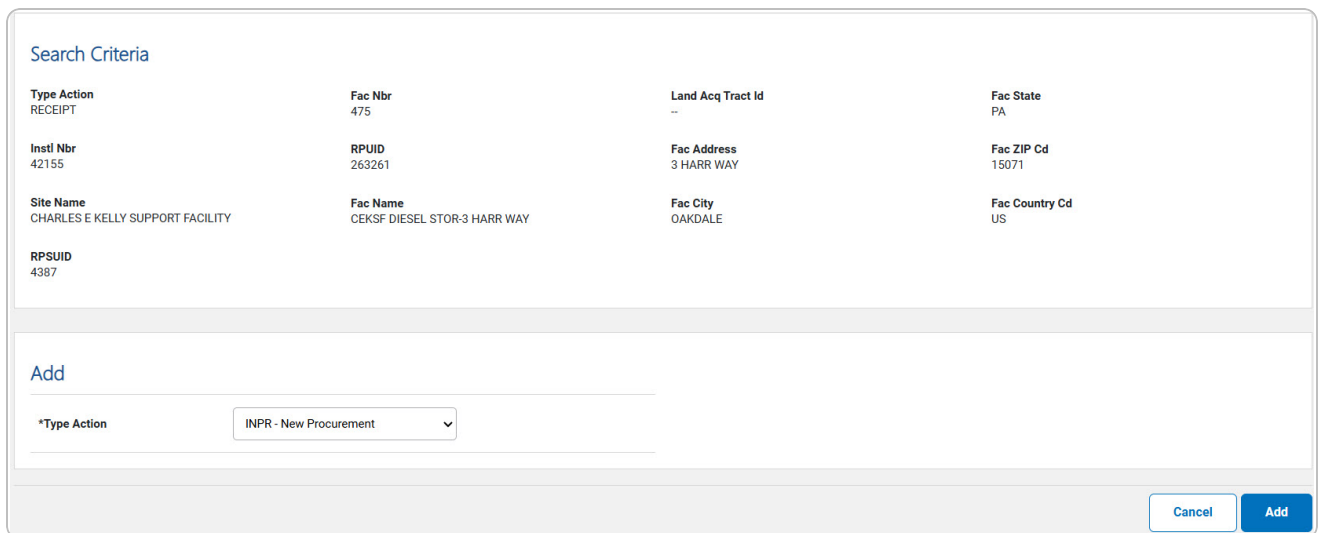
Accounting > Real Property > Search Criteria >  > Add Type Action >  > Real Property Add page

Procedures

Add a Real Property

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



1. Select . The **Search Results – Real Property Add** page appears.



The screenshot shows two panels. The top panel, titled 'Search Criteria', contains the following information:

Type Action RECEIPT	Fac Nbr 475	Land Acq Tract Id --	Fac State PA
Instl Nbr 42155	RPUID 263261	Fac Address 3 HARR WAY	Fac ZIP Cd 15071
Site Name CHARLES E KELLY SUPPORT FACILITY	Fac Name CEKSF DIESEL STOR-3 HARR WAY	Fac City OAKDALE	Fac Country Cd US
RPSUID 4387			

The bottom panel, titled 'Add', has a dropdown menu for '*Type Action' with 'INPR - New Procurement' selected. At the bottom right of the panel are 'Cancel' and 'Add' buttons.

2. Review the Search Criteria panel.
3. Use  to select the Type Action.
4. Select . The **Real Property Add** page appears, open to the Basic tab.





Help Reference Guide

Basic	Accounting	Agency	Characteristics
Instit Nbr	<input type="text" value="N32414"/>		*Acq Method Cd <input type="text"/>
RP Site Name	<input type="text" value="NAVSUPPACT MECHANICSBURG PA"/>		*Acq Org Cd <input type="text"/>
Fac Nbr	<input type="text"/>		*Acq Fund Cd <input type="text"/>
Fac Name	<input type="text" value="GROUND LEASE PENN STATE UNIVERS"/>		UM <input type="text" value="AC-Acre"/>
RPUID	<input type="text" value="1159610"/>		Qty <input type="text" value="1.110"/>
Land Acq Tract Id	<input type="text" value="STATE COLLEGE"/>		Asset Desc <input type="text"/>
*ACC	<input type="text" value="R - Structure - 35 Yrs"/>		*Land Prdmt Use Cd <input type="text"/>
*Asset Cd	<input type="text" value="D - Land and Land Rights"/>		Mfr Yr <input type="text" value="2023"/>
*Cptl Cd	<input type="text" value="A-DoD Threshold"/>		Place in Svc Dt <input type="text"/>
*Heritage Asset Cd	<input type="text" value="N - Not Heritage"/>		*Yr Svc Life <input type="text" value="0"/>
*Dollar Amt	<input type="text"/>		Facility Condition Index <input type="text"/>
Original Asset Dollar Amt	<input type="text"/>		Remarks <input type="text"/>
*Doc Nbr	<input type="text" value=""/>		History Remarks <input type="text"/>
Attachments			
Attachment	<input type="button" value="Add Attachment"/>		
Attachment(s)	No Attachments Available		










5. Enter the fields in the Basic tab:

- A. Use to select the ACC.
- B. Use to select the Asset Cd.
- C. Use to select the Cptl Cd.
- D. Use to select the Heritage Asset Cd.





Help Reference Guide

- E.** Enter the Dollar AMT in the field provided. *This is a 15 numeric character field.*
- F.** Enter the DOC NBR, or use  to browse for the number. *This is a 14 alphanumeric character field.*
- G.** Use  to select the Acq Method Cd.
- H.** Use  to select the Acq Org Cd.
- I.** Use  to select the Acq Fund Cd.
- J.** Use  to select the ADA Compliance Cd.
- K.** Enter the YR SVC LIFE in the field provided. *This is a 2 numeric character field.*
- L.** Use  to select the Cond Cd.
- M.** Use  to select the Replacement Pgm Org Cd.
- N.** Use  to select the Replacement Pgm Fnd Cd.
- O.** The  is not accessible.
- P.** Select the Accounting tab to continue adding information. *The Accounting tab displays.*





Help Reference Guide

Basic	Accounting	Agency	Characteristics
Instl Nbr	<input type="text" value="N32414"/>		Owng Cost Center <input type="text" value=""/>
RP Site Name	<input type="text" value="NAVSUPACT MECHANICSBURG PA"/>		Owng Cost Center Desc <input type="text"/>
Fac Nbr	<input type="text"/>		Fndng Cost Center <input type="text" value=""/>
Fac Name	<input type="text" value="GROUND LEASE PENN STATE UNIVERS"/>		Fndng Cost Center Desc <input type="text"/>
RPUID	<input type="text" value="1159610"/>		Task Cd <input type="text"/>
Land Acq Tract Id	<input type="text" value="STATE COLLEGE"/>		Job Order Nbr <input type="text"/>
*Acq Dt	<input type="text" value=""/>		LOA <input type="text"/>
*Eff Dt	<input type="text" value="06/02/2023"/>		Replacement Amount <input type="text" value="0"/>
*Fund Cd/ASN	<input type="text" value="Select an Item"/>		Rest and Mod Pgm Org Cd <input type="text" value=""/>
*Oblign Doc Nbr	<input type="text" value="BR00KS31151000"/>		Rest and Mod Pgm Fnd Cd <input type="text" value=""/>

- a. Use to select the ACQ DT, or enter the date (MM/DD/YYYY) in the field provided.
- b. Use to select the EFF DT, or enter the date (MM/DD/YYYY) in the field provided.
- c. Use to select the Fund Cd/ASN.
- d. Enter the OBLIGN DOC NBR in the field provided. *This is a 15 alphanumeric character field.*





ITRO Only

Basic	Accounting	Agency	Characteristics
Instl Nbr	<input type="text" value="N32414"/>		Fndng Cost Center Desc <input type="text"/>
RP Site Name	<input type="text" value="NAVSUPPACT MECHANICSBURG PA"/>		Task Cd <input type="text"/>
Fac Nbr	<input type="text"/>		Job Order Nbr <input type="text"/>
Fac Name	<input type="text" value="GROUND LEASE PENN STATE UNIVERS"/>		LOA <input type="text"/>
RPUID	<input type="text" value="1159610"/>		*Transfer Type Cd <input type="text" value="1 - Within Service - In Fund"/>
Land Acq Tract Id	<input type="text" value="STATE COLLEGE"/>		*Trading Partner Nbr <input type="text" value="DOD"/>
*Acq Dt	<input type="text"/>		Trading Dept Cd <input type="text" value="DOD - Department of Defense"/>
*Eff Dt	<input type="text" value="06/02/2023"/>		Replacement Amount <input type="text"/>
*Fund Cd/ASN	<input type="text" value="Select an Item"/>		Trading Subhead <input type="text"/>
*Oblign Doc Nbr	<input type="text"/>		Trading Basic Symbol <input type="text"/>
Owng Cost Center	<input type="text"/>		Rest and Mod Pgm Org Cd <input type="text"/>
Owng Cost Center Desc	<input type="text"/>		Rest and Mod Pgm Fnd Cd <input type="text"/>
Fndng Cost Center	<input type="text"/>		

1. Use to select the Transfer Type Cd.
 2. Enter the TRADING PARTNER NBR in the field provided. *This is a 9 alphanumeric character field.*
- e. Select the Agency tab to continue adding information. *The Agency tab displays.*





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453 - Agency has no user defined fields.

Basic	Accounting	Agency	Characteristics
Instl Nbr	<input type="text" value="N32414"/>	Fac Name	<input type="text" value="GROUND LEASE PENN STATE UNIVERS"/>
RP Site Name	<input type="text" value="NAVSUPPACT MECHANICSBURG PA"/>	RPUID	<input type="text" value="1159610"/>
Fac Nbr	<input type="text"/>	Land Acq Tract Id	<input type="text" value="STATE COLLEGE"/>

Note



The Agency tab is customer-specific. There are five fields available for the customer to show information. ELMS does not contribute to the fields in this tab, nor store the information. It is simply a pass-through space.

1. Select the Characteristics tab to continue adding information. *The Characteristics tab displays.*





Help Reference Guide

Basic	Accounting	Agency	Characteristics
Instl Nbr	<input type="text" value="N32414"/>	Total (Qty)	<input type="text" value="1.110"/>
RP Site Name	<input type="text" value="NAVSUPPACT MECHANICSBURG PA"/>	Depth UM	
Fac Nbr	<input type="text"/>	Depth (Qty)	<input type="text"/>
Fac Name	<input type="text" value="GROUND LEASE PENN STATE UNIVERS"/>	Length UM	
RPUID	<input type="text" value="1159610"/>	Length (Qty)	<input type="text"/>
Land Acq Tract Id	<input type="text" value="STATE COLLEGE"/>	Width UM	
Construction Typ Cd		Width (Qty)	<input type="text"/>
Construction Material Cd		Height UM	
Construction Agent Cd		Height (Qty)	<input type="text"/>
Sustainability Cd		Floor Above Ground (Qty)	<input type="text"/>
Curr Use Func Cap Cd	<input type="text" value="Select an Item"/>	Floor Below Ground (Qty)	<input type="text"/>
Utilization Rate	<input type="text"/>	Module Qty	<input type="text"/>
Total UM	<input type="text" value="AC-Acre"/>		

[Cancel](#)

- A. Use to select the Construction Typ Cd.
- B. Use to select the Construction Materiel Cd.
- C. Select the Basic tab. *The buttons change to include* .
- D. Select . *The **Real Property Transaction Status** page appears.*





Update a Real Property

Navigation

Accounting > Real Property > Search Criteria > > Update hyperlink > Update
Type Action > > Real Property Update page

Procedures

Update a Real Property

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






1. Select . The **Search Results – Real Property Update** page appears.

Search Criteria

Type Action UPDATE	Site Name --	Fac Nbr --	RPUID --
Instl Nbr --	RPSUID --	Land Acq Tract Id --	

Search Results

Update	RPUID	Instl Nbr	Fac Nbr	Fac Name	Land Acq Tract Id	Impvs	Site Nm
Update	1005173	42345	5	STORAGE GP INST & ADMIN GEN PURP - INGRANT		No	LETTERKENNY ARMY DEPOT
Update	1005531	42155	M0257	MILL PLAQUE		Yes	CARLISLE BARRACKS
Update	1061558	420NG	00028	WATER STORAGE BUILDING		No	ELIZABETHTOWN READINESS CENTER/FMS 16
Update	16217	M67400	5005	SCHOOL GYM (GOJ)		No	CAMP MCTUREOUS - 6031
Update	261628	42155	968	NAVAIDS BLDG		Yes	Carlisle Barracks
Update	87077	N32414	312	ADMINISTRATION BLDG		Yes	NAVSUPPACT MECHANICSBURG PA
Update	87562	N32414	409	ADMINISTRATION BLDG.		No	NAVSUPPACT MECHANICSBURG PA
Update	96991	N90845	304	STORAGE BUILDING		No	NWIRP BETHPAGE NY



2. Review the Search Criteria panel.
3. Review the Search Results panel.
4. Select the desired Update hyperlink. The **Search Results – Real Property Update** page appears.





Help Reference Guide

Search Results

Instl Nbr N32414	RPSUID 199	Fac Name ADMINISTRATION BLDG	RPUID 87077
RPSite Name NAVSUPFACT MECHANICSBURG PA	Fac Nbr 312	Land Acq Tract Id	

Update

*Type Action

5. Review the Search Results panel.

6. Use to select the Type Action.

CNPR – New Procurement – Price Correction

Search Results

Instl Nbr PJMS	RPSUID 2769	Fac Name VOLLEYBALL COURT	RPUID 1112031
RPSite Name MARTIN STATE APT SITE 1	Fac Nbr 5052	Land Acq Tract Id	

Update

*Type Action





A. Select . The **Real Property Update** page appears.

Basic

Instl Nbr <input type="text" value="N32414"/>	*Acq Org Cd <input type="text" value=""/>
RP Site Name <input type="text" value="NAVSUPPACT MECHANICSBURG PA"/>	*Acq Fund Cd <input type="text" value=""/>
Fac Nbr <input type="text" value="312"/>	UM <input type="text" value="SF-Square Foot"/>
Fac Name <input type="text" value="ADMINISTRATION BLDG"/>	Qty <input type="text" value="122512"/>
RPUID <input type="text" value="87077"/>	Asset Desc <input type="text" value=""/>
Land Acq Tract Id <input type="text" value=""/>	*ADA Compliance Cd <input type="text" value=""/>
*ACC <input type="text" value="Q - Building - 45 Yrs"/>	Mfr Yr <input type="text" value="2016"/>
*Asset Cd <input type="text" value="B - Bldg, Impv, Renovation"/>	Place in Svc Dt <input type="text" value="10/11/1979"/>
*Cptl Cd <input type="text" value="A-DoD Threshold"/>	*Yr Svc Life <input type="text" value="40"/>





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*Heritage Asset Cd	N - Not Heritage	Facility Condition Index	99
*Dollar Amt	9700000.00	*Replacement Pgm Org Cd	▼
Original Asset Dollar Amt		*Replacement Pgm Fnd Cd	▼
*Doc Nbr		Remarks	
*Acq Method Cd	▼	History Remarks	
Attachments			
Attachment	Add Attachment	No Attachments Available	
Attachment(s)	No Attachments Available		




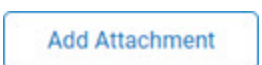

B. Update the fields on the Basic Tab:

- a. *Verify the ASSET CD.*
- b. Update the Cptl Cd, using ▼ to select the desired code.
- c. *Verify the Heritage Asset CD.*
- d. Update the Dollar AMT, entering the revised amount in the field provided. *This is a 15 numeric character field.*
- e. Update the DOC NBR, using 🔍 to browse for the revised number. *This is a 14 alphanumeric character field.*
- f. Update the Acq Method Cd, using ▼ to select the desired code.
- g. Update the Acq Org Cd, using ▼ to select the desired code.
- h. Update the Acq Fund Cd, using ▼ to select the desired code.





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- i. Update the ADA Compliance Cd, using  to select the desired code.
 - j. Update the YR SVC LIFE, entering the revised amount in the field provided. *This is a 2 numeric character field.*
 - k. Verify the COND CD.
 - l. Update the Replacement Pgm Org Cd, using  to select the desired code.
 - m. Update the Replacement Pgm Fnd Cd, using  to select the desired code.
 - n. The  is not accessible.
- C. Select . The **Real Property Transaction Status** page appears.

INPR – New Procurement – Update

Search Results

Instl Nbr PJMS RPSite Name MARTIN STATE APT SITE 1	RPSUID 2769 Fac Nbr 5052	Fac Name VOLLEYBALL COURT Land Acq Tract Id	RPUID 1112031
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Update

*Type Action INPR - New Procurement - Update 

Cancel
Add

1. Select . The **Real Property Update** page appears.
2. Update the fields on the Basic Tab:
















Help Reference Guide

Basic	Accounting	Agency	Characteristics	Site/Installation	Facility	Allocation	Configuration	Sustainment	Agreement	Restriction	Review	Supplier	Building Module
Instl Nbr	N32414						*Acq Org Cd						
RP Site Name	NAVSUPPACT MECHANICSBURG PA						*Acq Fund Cd						
Fac Nbr	312						UM	SF-Square Foot					
Fac Name	ADMINISTRATION BLDG						Qty	122512					
RPUID	87077						Asset Desc						
Land Acq Tract Id							*ADA Compliance Cd						
*ACC	Q - Building - 45 Yrs						Mfr Yr	2016					
*Asset Cd	B - Bldg, Impv, Renovation						Place in Svc Dt	10/11/1979					
*Cptl Cd	A-DoD Threshold						*Yr Svc Life	40					
*Heritage Asset Cd	N - Not Heritage						Facility Condition Index	99					
*Dollar Amt	9700000.00						*Replacement Pgm Org Cd						
Original Asset Dollar Amt							*Replacement Pgm Fnd Cd						
*Doc Nbr							Remarks						
*Acq Method Cd							History Remarks						
Attachments													
Attachment	Add Attachment						No Attachments Available						
Attachment(s)	No Attachments Available												

- A. Update the ACC, using to select the desired code.
- B. Update the Asset Cd, using to select the desired code.
- C. Update the Cptl Cd, using to select the desired code.





- D. Update the Heritage Asset Cd, using  to select the desired code.
- E. *Verify the Dollar AMT.*
- F. Update the DOC NBR, using  to browse for the revised number. *This is a 14 alphanumeric character field.*
- G. Update the Acq Method Cd, using  to select the desired code.
- H. Update the Acq Org Cd, using  to select the desired code.
- I. Update the Acq Fund Cd, using  to select the desired code.
- J. Update the ADA Compliance Cd, using  to select the desired code.
- K. Update the YR SVC LIFE, entering the revised amount in the field provided. *This is a 2 numeric character field.*
- L. Update the Cond Cd, using  to select the desired code.
- M. Update the Replacement Pgm Org Cd, using  to select the desired code.
- N. Update the Replacement Pgm Fnd Cd, using  to select the desired code.
- O. Select . The **Attachment Add** page appears.
- P. Select . The **Real Property Transaction Status** page appears.

OR





Select Accounting. Update the fields on the Accounting tab:





Help Reference Guide

Basic	Accounting	Agency	Characteristics	Site/Installation	Facility	Allocation	Configuration	Sustainment	Agreement	Restriction	Review	Supplier	Building Module
Instl Nbr	<input type="text" value="N32414"/>						Owng Cost Center Desc	<input type="text" value="ENGINE"/>					
RP Site Name	<input type="text" value="NAVSUPPACT MECHANICSBURG PA"/>						Fndng Cost Center	<input type="text" value="ENGINE"/>	<input type="button" value="Q"/>				
Fac Nbr	<input type="text" value="312"/>						Fndng Cost Center Desc	<input type="text" value="ENGINE"/>					
Fac Name	<input type="text" value="ADMINISTRATION BLDG"/>						Task Cd	<input type="text" value="5657278227356"/>					
RPUID	<input type="text" value="87077"/>						Job Order Nbr	<input type="text" value="5265727256"/>					
Land Acq Tract Id	<input type="text"/>						*Rcpt Doc Nbr	<input type="text" value="BR00KS60421000"/>	<input type="button" value="Q"/>				
*Acq Dt	<input type="text" value="02/10/2016"/>	<input type="button" value="Calendar"/>					LOA	<input type="text"/>					
*Eff Dt	<input type="text" value="02/10/2016"/>	<input type="button" value="Calendar"/>					Replacement Amount	<input type="text" value="0"/>					
*Fund Cd/ASN	<input type="text" value="Select an Item"/>	<input type="button" value="Dropdown"/>					Rest and Mod Pgm Org Cd	<input type="text"/>	<input type="button" value="Dropdown"/>				
*Oblign Doc Nbr	<input type="text" value="BR00KS60421000"/>						Rest and Mod Pgm Fnd Cd	<input type="text"/>	<input type="button" value="Dropdown"/>				
Owng Cost Center	<input type="text" value="ENGINE"/>	<input type="button" value="Q"/>											

- a. Update the ACQ DT, using  or entering the date (MM/DD/YYYY) in the field provided.
- b. Update the EFF DT, using  or entering the date (MM/DD/YYYY) in the field provided.
- c. Update the Fund Cd/ASN, using  to select the desired code.
- d. Update the OBLIGN DOC NBR, entering the revised identification in the field provided. *This is a 15 alphanumeric character field.*
- e. Update the RCPT DOC NBR, using  to browse for the correct number. *This is a 14 alphanumeric character field.*

f. Select . The **Real Property Transaction Status** page appears.

OR

Select Agency. Review the fields on the Agency tab:





Help Reference Guide

453 - Agency has no user defined fields.

Basic Accounting **Agency** Characteristics Site/Installation Facility Allocation Configuration Sustainment Agreement Restriction Review Supplier Building Module

Instl Nbr	<input type="text" value="N32414"/>	Fac Name	<input type="text" value="ADMINISTRATION BLDG"/>
RP Site Name	<input type="text" value="NAVSUPPACT MECHANICSBURG PA"/>	RPUID	<input type="text" value="87077"/>
Fac Nbr	<input type="text" value="312"/>	Land Acq Tract Id	<input type="text"/>

Note



The Agency tab is customer-specific. There are five fields available for the customer to show information.

ELMS does not contribute to the fields in this tab, nor store the information. It is simply a pass-through space.

1.

OR

Select Characteristics. Update the fields on the Characteristics tab:





Help Reference Guide

Basic	Accounting	Agency	<u>Characteristics</u>	Site/Installation	Facility	Allocation	Configuration	Sustainment	Agreement	Restriction	Review	Supplier	Building Module
Instl Nbr			<input type="text" value="N32414"/>				Total (Qty)		<input type="text" value="122512"/>				
RP Site Name			<input type="text" value="NAVSUPPACT MECHANICSBURG PA"/>				Depth UM		<input type="text"/>				
Fac Nbr			<input type="text" value="312"/>				Depth (Qty)		<input type="text"/>				
Fac Name			<input type="text" value="ADMINISTRATION BLDG"/>				Length UM		<input type="text"/>				
RPUID			<input type="text" value="87077"/>				Length (Qty)		<input type="text"/>				
Land Acq Tract Id			<input type="text"/>				Width UM		<input type="text"/>				
*Construction Typ Cd			<input type="text"/>				Width (Qty)		<input type="text"/>				
*Construction Material Cd			<input type="text"/>				Height UM		<input type="text"/>				
Construction Agent Cd			<input type="text"/>				Height (Qty)		<input type="text"/>				
Sustainability Cd			<input type="text"/>				Floor Above Ground (Qty)		<input type="text"/>				
Curr Use Func Cap Cd			<input type="text" value="Select an Item"/>				Floor Below Ground (Qty)		<input type="text"/>				
Utilization Rate			<input type="text"/>				Module Qty		<input type="text"/>				
Total UM			<input type="text" value="SF-Square Foot"/>										

- A. Update the Construction Typ Cd, using to select the desired code.
- B. Update the Construction Material Cd, using to select the desired code.
- C. Select . The **Real Property Transaction Status** page appears.
- OR**
- Select Site/Installation. Review the fields on the Site/Installation tab:





Help Reference Guide

Basic Accounting Agency Characteristics **Site/Installation** Facility Allocation Configuration Sustainment Agreement Restriction Review Supplier Building Module

Instl Nbr	<input type="text" value="N32414"/>	Fac Name	<input type="text" value="ADMINISTRATION BLDG"/>
RP Site Name	<input type="text" value="NAVSUPPACT MECHANICSBURG PA"/>	RPUID	<input type="text" value="87077"/>
Fac Nbr	<input type="text" value="312"/>	Land Acq Tract Id	<input type="text"/>
Installation Info			
Name	<input type="text" value="NAVSUPPACT MECHANICSBURG PA"/>	Reporting Cmpn Cd	<input type="text" value="NAVACT"/>
Virtual Ind	<input type="text" value="N"/>	Create Dt	<input type="text"/>
Operational Sts Cd		Close Dt	<input type="text"/>
Site Info			
Primary Activity Cd		Congressional District Cd	<input type="text" value="04"/>
Command Claimant Cd	<input type="text" value="N00052-CDR NAVY INSTALL CMD"/>	Metro Statistical Area Cd	<input type="text" value="25420"/>
Operational Sts Cd	<input type="text" value="ACT -Active"/>	GSA Region Cd	<input type="text" value="3"/>
Reporting Cmpn Cd	<input type="text" value="NAVACT"/>	EPA Region Cd	<input type="text" value="3"/>
Primary Indicator	<input type="text" value="Y-Yes"/>	Total Land Area UM	<input type="text" value="AC"/>
Leased Indicator	<input type="text" value="N-No"/>	Total Land Area (Qty)	<input type="text" value="819.00"/>
Create Dt	<input type="text" value="02/03/1942"/>	Site Address	<input type="text" value="NAVSUPPACT MECHANICSBURG PA
JOHNNY HD
5450 CARLISLE PIKE
Mechanicsburg PA 170550787
USA
-76.983220
40.237800"/>
Closed Dt	<input type="text"/>	Site Location Directions Text	<input type="text"/>
Release Dt	<input type="text"/>		
Rural Urban Cd	<input type="text" value="U-Urban"/>		





a. Select Facility. Review the fields on the Facility tab:







Basic	Accounting	Agency	Characteristics	Site/Installation	Facility	Allocation	Configuration	Sustainment	Agreement	Restriction	Review	Supplier	Building Module
Command Claimant Code	N00052		Operational Status Cd										
Financial Reporting Org Cd	06-Navy - Navy Active		Annual Operating Cost		\$557,164.94								
Cost Sharing Partner			Salvage Value Amt										
Target Asset Owner			Historic Status Cd		DNE-Determined Not Eligible for Listing								
Dept Cd			Historic Status Dt										
Sub Account Cd			Facility Address		ADMINISTRATION BLDG JOHNNY HD 5450 CARLISLE PIKE MECHANICSBURG PA 170550787 USA								
Type Cd	B-Building		Facility Location Directions Text										
Interest Type Cd	FEE-U.S Gov't Owned - DoD Acct												

1. Select Allocation. Enter the fields on the Allocation tab:

Basic	Accounting	Agency	Characteristics	Site/Installation	Facility	Allocation	Configuration	Sustainment	Agreement	Restriction	Review	Supplier	Building Module
Instl Nbr	N32414		Fac Name		ADMINISTRATION BLDG								
RP Site Name	NAVSUPPACT MECHANICSBURG PA		RPUID		87077								
Fac Nbr	312		Land Acq Tract Id										
Add Allocation													
*Shared Use Cd	Select an Item		*Current Use Fac Cd		6100-General Administrative Buildir								
*Agreement Nbr			*Current Use Cat Cd		61010-ADMINISTRATIVE OFFICE								
Reimb. Agrmt. Spt. Cd	Select an Item		*UM										
Sustainment Org Cd	Select an Item		*Qty										
Sustainment Fnd Cd			Remarks										
*Operational Fnd Org Cd	Select an Item		History Remarks										
*Operational Fnd Src Cd													
												Cancel	Add





- A. Use  to select the Shared Use Cd.
- B. Enter the Agreement NBR in the field provided. *This is a 25 numeric character field.*
- C. Use  to select the Operational Fnd Org Cd.
- D. Use  to select the Operational Fnd Src Cd.
- E. Use  to select the Current Use Fac Cd.
- F. Use  to select the Current Use Cat Cd.
- G. Use  to select the UM.
- H. Enter the QTY in the field provided. *This is a 6 numeric character field.*

Select . The **Real Property Transaction Status** page appears.

I.

OR

Select Configuration. Verify the fields on the Configuration tab:

Update	Delete	Design Use	Desc	Cat Cd	Fac Cd	UoM	Qty	Interior Condition	Remarks
		CRNT - Current Design		61010 - ADMINISTRATIVE OFFICE	6100 - A building equal to, or less than 6 stories above ground, which contains general office and administrative space. Associated space may include conference rooms, storage rooms, restrooms, break/lunch rooms, retail shops, fitness/health center, lockers/shower rooms, elevator banks and escalators, fu	SF	122512.000		
		ORIG - Original Design		61010 - ADMINISTRATIVE OFFICE	6100 - A building equal to, or less than 6 stories above ground, which contains general office and administrative space. Associated space may include conference rooms, storage rooms, restrooms, break/lunch rooms, retail shops, fitness/health center, lockers/shower rooms, elevator banks and escalators, fu	EA	1.000		

Select . The **Real Property Transaction Status** page appears.

a.

OR






Help Reference Guide

Select Sustainment. Enter the fields on the Sustainment tab.

Basic	Accounting	Agency	Characteristics	Site/Installation	Facility	Allocation	Configuration	Sustainment	Agreement	Restriction	Review	Supplier	Building Module
Instl Nbr	N32414		Fac Name	ADMINISTRATION BLDG									
RP Site Name	NAVSUPPACT MECHANICSBURG PA		RPUID	87077									
Fac Nbr	312		Land Acq Tract Id										
Add Sustainment													
*Fiscal Year	2030		Deferred Maintenance										
Actual Cost			Restoration Requirement Cost										
*Planned Cost			History Remarks										
												Cancel	Add

1. Use  to select the Fiscal Year.
2. Enter the Planned Cost in the field provided. *This is a 12 numeric character field.*

Select . The **Real Property Transaction Status** page appears.

3. **OR**

Select Agreement. Enter the fields on the Agreement tab:





Help Reference Guide

Basic	Accounting	Agency	Characteristics	Site/Installation	Facility	Allocation	Configuration	Sustainment	Agreement	Restriction	Review	Supplier	Building Module
Instit Nbr	N32414			Fac Name	ADMINISTRATION BLDG								
RP Site Name	NAVSUPPACT MECHANICSBURG PA			RPUID	87077								
Fac Nbr	312			Land Acq Tract Id									
Add Agreement													
*Agreement Nbr				Termination Dt									
*Agreement Type	Select an Item			Maint. Allowance Inc.	<input type="checkbox"/>								
Desc				Imprvmt Allowance Inc.	<input type="checkbox"/>								
Eff Dt				Parking Included	<input type="checkbox"/>								
Exp Dt				*Using Fnd Cd	Select an Item								
*Authority Type Cd	Select an Item			Base Dollar Amt (Annual)									
*Status Cd	Select an Item			Fully Burdened Amt (Annual)									
*Owning Org	Select an Item			Agreement Nbr									
*Using Org	Select an Item			*Capital Lease Criteria Cd									
Start Dt				*Lessor									
End Dt				Remarks									
Canc. Notif. Prd (Days)				History Remarks									
Agreement Period (Days)													
												Cancel	Add

- A.** Enter the Agreement NBR in the field provided. *This is a 25 numeric character field.*
- B.** Use to select the Agreement Type.
- C.** Use to select the Authority Type Cd.
- D.** Use to select the Status Cd.
- E.** Use to select the Owning Org.
- F.** Use to select the Using Org.
- G.** Use to select the Using Fnd Cd.





H. Verify the Capital Lease Criteria Cd.

I. Verify the Lessor.



Select . The **Real Property Transaction Status** page appears.

J.

OR

Select Restriction. Enter the fields on the Restriction tab:

Basic	Accounting	Agency	Characteristics	Site/Installation	Facility	Allocation	Configuration	Sustainment	Agreement	Restriction	Review	Supplier	Building Module
Instl Nbr	N32414			Fac Name	ADMINISTRATION BLDG								
RP Site Name	NAVSUPPACT MECHANICSBURG PA			RPUID	87077								
Fac Nbr	312			Land Acq Tract Id									
Add Restriction													
*Restriction Type Cd	Select an Item			End Dt									
*Desc				History Remarks									
*Start Dt													
												Cancel	Add

- Use  to select the Restriction Type Cd.
- Enter the DESC in the field provided. *This is a 250 alphanumeric character field.*
- Use  to select the START DT, or enter the date (MM/DD/YYYY) in the field provided.

Select . The **Real Property Transaction Status** page appears.

d.

OR



Select Review. Enter the fields on the Review tab:





Help Reference Guide

Basic	Accounting	Agency	Characteristics	Site/Installation	Facility	Allocation	Configuration	Sustainment	Agreement	Restriction	Review	Supplier	Building Module
Instl Nbr	<input type="text" value="N32414"/>						Fac Name	<input type="text" value="ADMINISTRATION BLDG"/>					
RP Site Name	<input type="text" value="NAVSUPPACT MECHANICSBURG PA"/>						RPUID	<input type="text" value="87077"/>					
Fac Nbr	<input type="text" value="312"/>						Land Acq Tract Id	<input type="text"/>					
Add Review													
*Review Type	<input type="text" value="Select an Item"/>						Remarks	<input type="text"/>					
*Review Date	<input type="text" value=""/>						History Remarks	<input type="text"/>					
Reviewed By	<input type="text"/>												
												<input type="button" value="Cancel"/>	<input type="button" value="Add"/>


1. Use  to select the Review Type.
2. Use  to select the Review Date, or enter the date (MM/DD/YYYY) in the field provided.

Select . The **Real Property Transaction Status** page appears.

3. **OR**


Select Supplier. Enter the fields on the Supplier tab:

Basic	Accounting	Agency	Characteristics	Site/Installation	Facility	Allocation	Configuration	Sustainment	Agreement	Restriction	Review	Supplier	Building Module
Instl Nbr	<input type="text" value="N32414"/>						Fac Name	<input type="text" value="ADMINISTRATION BLDG"/>					
RP Site Name	<input type="text" value="NAVSUPPACT MECHANICSBURG PA"/>						RPUID	<input type="text" value="87077"/>					
Fac Nbr	<input type="text" value="312"/>						Land Acq Tract Id	<input type="text"/>					
Add Supplier													
*Service Category	<input type="text" value="Select an Item"/>						*Supplier Name	<input type="text"/>					
*Service Desc	<input type="text"/>						Remarks	<input type="text"/>					
*Supplier Type	<input type="text" value="Select an Item"/>						History Remarks	<input type="text"/>					
												<input type="button" value="Cancel"/>	<input type="button" value="Add"/>

- A. Use  to select the Service Category.
- B. Enter the Service DESC in the field provided. *This is a 2000 alphanumeric character field.*





- C. Use  to select the Supplier Type.
- D. Enter the Supplier Name in the field provided. *This is a 50 alphanumeric character field.*

Select . The **Real Property Transaction Status** page appears.

E.

OR

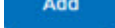
Select Building Module. Enter the fields on the Building Module tab:



Basic	Accounting	Agency	Characteristics	Site/Installation	Facility	Allocation	Configuration	Sustainment	Agreement	Restriction	Review	Supplier	Building Module
Instit Nbr	<input type="text" value="N32414"/>						Fac Name	<input type="text" value="ADMINISTRATION BLDG"/>					
RP Site Name	<input type="text" value="NAVSUPFACT MECHANICSBURG PA"/>						RPUID	<input type="text" value="87077"/>					
Fac Nbr	<input type="text" value="312"/>						Land Acq Tract Id	<input type="text"/>					
Add Building Module													
Building Module Nbr	<input type="text"/>						Remarks	<input type="text"/>					
*Bdg Module Type Cd	<input type="text" value="Select an Item"/>						History Remarks	<input type="text"/>					
Description	<input type="text"/>												
												<input type="button" value="Cancel"/>	<input type="button" value="Add"/>

Note



The screen is only editable when the Asset Code is set to 'B'.

When the Asset Code is not set to 'B',  is not available.

- a. Use  to select the Bdg Module Type Cd.
- b. Select . The **Real Property Transaction Status** page appears.





RNPR – New Procurement – Price Revaluation

Search Results

Instl Nbr PJMS	RPSUID 2769	Fac Name VOLLEYBALL COURT	RPUID 1112031
RPSite Name MARTIN STATE APT SITE 1	Fac Nbr 5052	Land Acq Tract Id	

Update

*Type Action

RNPR - New Procurement - Price Revalv

Cancel

Add






A. Select . The **Real Property Update** page appears.

Basic

<table border="0" style="width: 100%;"> <tr><td style="width: 20%;">Instl Nbr</td><td><input type="text" value="N32414"/></td></tr> <tr><td>RP Site Name</td><td><input type="text" value="NAVSUPPACT MECHANICSBURG PA"/></td></tr> <tr><td>Fac Nbr</td><td><input type="text" value="312"/></td></tr> <tr><td>Fac Name</td><td><input type="text" value="ADMINISTRATION BLDG"/></td></tr> <tr><td>RPUID</td><td><input type="text" value="87077"/></td></tr> <tr><td>Land Acq Tract Id</td><td><input type="text"/></td></tr> <tr><td>*ACC</td><td><input type="text" value="Q - Building - 45 Yrs"/></td></tr> <tr><td>*Asset Cd</td><td><input type="text" value="B - Bldg, Impvr, Renovation"/></td></tr> <tr><td>*Cptl Cd</td><td><input type="text" value="A-DoD Threshold"/></td></tr> <tr><td>*Heritage Asset Cd</td><td><input type="text" value="N - Not Heritage"/></td></tr> <tr><td>*Dollar Amt</td><td><input type="text" value="9700000.00"/></td></tr> <tr><td>Original Asset Dollar Amt</td><td><input type="text"/></td></tr> <tr><td>*Doc Nbr</td><td><input type="text"/></td></tr> <tr><td>*Acq Method Cd</td><td><input type="text"/></td></tr> </table>	Instl Nbr	<input type="text" value="N32414"/>	RP Site Name	<input type="text" value="NAVSUPPACT MECHANICSBURG PA"/>	Fac Nbr	<input type="text" value="312"/>	Fac Name	<input type="text" value="ADMINISTRATION BLDG"/>	RPUID	<input type="text" value="87077"/>	Land Acq Tract Id	<input type="text"/>	*ACC	<input type="text" value="Q - Building - 45 Yrs"/>	*Asset Cd	<input type="text" value="B - Bldg, Impvr, Renovation"/>	*Cptl Cd	<input type="text" value="A-DoD Threshold"/>	*Heritage Asset Cd	<input type="text" value="N - Not Heritage"/>	*Dollar Amt	<input type="text" value="9700000.00"/>	Original Asset Dollar Amt	<input type="text"/>	*Doc Nbr	<input type="text"/>	*Acq Method Cd	<input type="text"/>	<table border="0" style="width: 100%;"> <tr><td>*Acq Org Cd</td><td><input type="text"/></td></tr> <tr><td>*Acq Fund Cd</td><td><input type="text"/></td></tr> <tr><td>UM</td><td><input type="text" value="SF-Square Foot"/></td></tr> <tr><td>Qty</td><td><input type="text" value="122512"/></td></tr> <tr><td>Asset Desc</td><td><input type="text"/></td></tr> <tr><td>*ADA Compliance Cd</td><td><input type="text"/></td></tr> <tr><td>Mfr Yr</td><td><input type="text" value="2016"/></td></tr> <tr><td>Place in Svc Dt</td><td><input type="text" value="10/11/1979"/></td></tr> <tr><td>*Yr Svc Life</td><td><input type="text" value="40"/></td></tr> <tr><td>Facility Condition Index</td><td><input type="text" value="99"/></td></tr> <tr><td>*Replacement Pgm Org Cd</td><td><input type="text"/></td></tr> <tr><td>*Replacement Pgm Fnd Cd</td><td><input type="text"/></td></tr> <tr><td>Remarks</td><td><input type="text"/></td></tr> <tr><td>History Remarks</td><td><input type="text"/></td></tr> </table>	*Acq Org Cd	<input type="text"/>	*Acq Fund Cd	<input type="text"/>	UM	<input type="text" value="SF-Square Foot"/>	Qty	<input type="text" value="122512"/>	Asset Desc	<input type="text"/>	*ADA Compliance Cd	<input type="text"/>	Mfr Yr	<input type="text" value="2016"/>	Place in Svc Dt	<input type="text" value="10/11/1979"/>	*Yr Svc Life	<input type="text" value="40"/>	Facility Condition Index	<input type="text" value="99"/>	*Replacement Pgm Org Cd	<input type="text"/>	*Replacement Pgm Fnd Cd	<input type="text"/>	Remarks	<input type="text"/>	History Remarks	<input type="text"/>
Instl Nbr	<input type="text" value="N32414"/>																																																								
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Remarks	<input type="text"/>																																																								
History Remarks	<input type="text"/>																																																								










Attachments

<table border="0" style="width: 100%;"> <tr> <td style="width: 20%;">Attachment</td> <td><input type="button" value="Add Attachment"/></td> </tr> <tr> <td>Attachment(s)</td> <td>No Attachments Available</td> </tr> </table>	Attachment	<input type="button" value="Add Attachment"/>	Attachment(s)	No Attachments Available	<p>No Attachments Available</p>
Attachment	<input type="button" value="Add Attachment"/>				
Attachment(s)	No Attachments Available				

- B. Update the fields on the Basic Tab:
- a. Verify the ACC.
 - b. Verify the ASSET Cd.
 - c. Update the Cptl Cd, using  to select the desired code.





- d. Verify the Heritage Asset CD.
- e. Update the Dollar AMT, entering the revised amount in the field provided. *This is a 15 numeric character field.*
- f. Update the DOC NBR, using  to browse for the revised number. *This is a 14 alphanumeric character field.*
- g. Update the Acq Method Cd, using  to select the desired code.
- h. Update the Acq Org Cd, using  to select the desired code.
- i. Update the Acq Fund Cd, using  to select the desired code.
- j. Update the ADA Compliance Cd, using  to select the desired code.
- k. Update the YR SVC LIFE, entering the revised amount in the field provided. *This is a 2 numeric character field.*
- l. Verify the COND CD.
- m. Update the Replacement Pgm Org Cd, using  to select the desired code.
- n. Update the Replacement Pgm Fnd Cd, using  to select the desired code.
- o. The  is not accessible.
- p. Select . The **Real Property Transaction Status** page appears.





Transfer a Real Property

Navigation

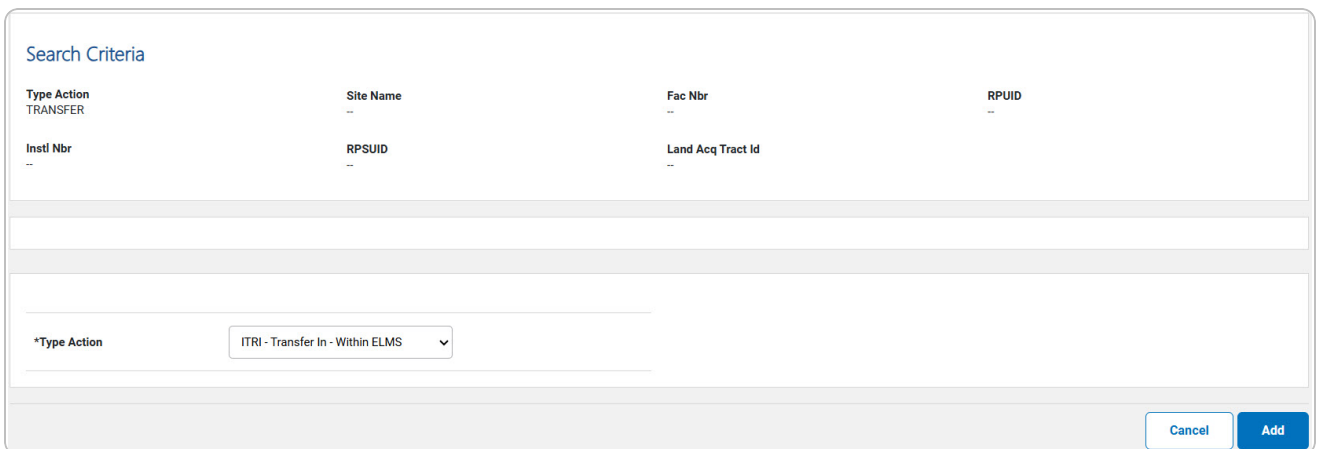
Accounting > Real Property > Search Criteria > > Transfer Type Action > > Update hyperlink > Real Property Transfer page

Procedures

Transfer a Real Property

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


1. Select . The **Transfer Real Property Search Results** page appears.



The screenshot shows a 'Search Criteria' panel with the following fields:

Type Action	Site Name	Fac Nbr	RPUID
TRANSFER	--	--	--
Instl Nbr	RPSUID	Land Acq Tract Id	
--	--	--	

Below the table is a dropdown menu for '*Type Action' with the selected value 'ITRI - Transfer In - Within ELMS'. At the bottom right are 'Cancel' and 'Add' buttons.

2. Review the Search Criteria panel.
3. Use  to select the Type Action.
4. Select . The **Search Results - Transfer a Real Property** page appears.





Search Criteria

Type Action TRANSFER	Site Name --	Fac Nbr --	RPUID --
Instl Nbr --	RPSUID --	Land Acq Tract Id --	

Search Results

Update	RPUID	Instl Nbr	Fac Nbr	Fac Name	Land Acq Tract Id	Impvs	Site Nm
Update		JULIE1	COOPER			No	
Update		LAND	MECHANI			No	
Update		DONNA5	DONNA55	TEST RECORD		No	
Update		DONNA6	DONNA66	TEST FAC 6		No	
Update		D1	D11	TEST		No	
Update		FMRPO	FX3	FX3		No	
Update		FMRPO	9800A	TEST		No	
Update		333333	333333	TRISH'S REAL PROPERTY		No	
Update		565ABB	555555			No	
Update		ABCD2	11			No	
Update		N69214	1766			No	
Update		999999	000000000	WITMER RETREAT		No	
Update		N6579	233	CARLISLE BARRACKS POST OFFICE		No	
Update		060NG	0987654321			No	
Update		42345	0147258369	NAVSISA		No	
Update		060NG	8888888888			No	
Update		060NG	9876543210	RM FACILITY		No	

1 2 3 4 5 6 7 8 9 10 ...

[Cancel](#)

5. Review the Search Criteria panel.
6. Review the Search Results panel.
7. Select the desired Update hyperlink. *The **Transfer Real Property** page appears, open to the Destination tab.*





Destination Tab

ITRI

Destination	Accounting	Characteristics
Instl Nbr	<input type="text"/>	Fac Name <input type="text"/>
RP Site Name	<input type="text"/>	RPUID <input type="text"/>
Fac Nbr	<input type="text"/>	Land Acq Tract Id <input type="text"/>
Site Id	<input type="text"/>	
UIC	<input type="text"/>	
*Site Id To	FUNC-2	
*UIC To	BROOKS <input type="text"/>	
*Fund Cd/ASN	Select an Item <input type="text"/>	
*Doc Nbr To	<input type="text"/> <input type="button" value="Q"/>	
*Transfer Type Cd To	1 - Within Service - In Fund <input type="text"/>	
*Trading Partner Nbr To	DODBR00KS <input type="text"/>	
Trading Dept Cd To	<input type="text"/>	
Trading Basic Symbol To	<input type="text"/>	
Trading Subhead To	<input type="text"/>	
Remarks	<input type="text"/>	
History Remarks	<input type="text"/>	





- A. The *SITE ID To* automatically populates and is not editable.
- B. Use to select the *UIC To*.
- C. Use to select the *Fund Cd/ASN*.
- D. Enter the *DOC NBR To*, or use to browse for the number. *This is a 14 alphanumeric character field.*
- E. The *TRANSFER TYPE CD To* automatically populates and is not editable.
- F. The *TRADING PARTNER NBR To* automatically populates and is not editable.
- G. Enter the *TRADING DEPT CD To* in the field provided. *This is a 2 alphanumeric character field.*
- H. Select the Accounting tab to continue adding information. *The Accounting tab displays.*

DTRI

Destination	Accounting	Characteristics	
Instl Nbr	<input type="text" value="N32414"/>	Fac Name	<input type="text" value="ADMINISTRATION BLDG"/>
RP Site Name	<input type="text" value="NAVSUPPACT MECHANICSBURG PA"/>	RPUID	<input type="text" value="87077"/>
Fac Nbr	<input type="text" value="312"/>	Land Acq Tract Id	<input type="text"/>
Site Id	<input type="text" value="FUNC-2"/>		
UIC	<input type="text" value="BROOKS"/>		
*Site Id To	FUNC-2		
*UIC To	<input type="text" value="BROOKS"/> <input type="text" value="v"/>		
*Doc Nbr	<input type="text"/> <input type="text" value="Q"/>		
*Fund Cd/ASN	<input type="text" value="Select an Item"/> <input type="text" value="v"/>		





Help Reference Guide

*Doc Nbr To	<input type="text"/>	<input type="button" value="Q"/>
*Transfer Type Cd To	1 - Within Service - In Fund ▼	
*Trading Partner Nbr To	DODBR00KS	
Trading Dept Cd To	<input type="text"/>	
Trading Basic Symbol To	<input type="text"/>	
Trading Subhead To	<input type="text"/>	
Remarks	<input type="text"/>	
History Remarks	<input type="text"/>	

- A. Use ▼ to select the Site Id To.
- B. Use ▼ to select the UIC To.
- C. Enter the DOC NBR, or use to browse for the number. *This is a 14 alphanumeric character field.*
- D. Use ▼ to select the Fund Cd/ASN.
- E. Enter the DOC NBR To, or use to browse for the number. *This is a 14 alphanumeric character field.*
- F. Use ▼ to select the Transfer Type Cd To.
- G. Enter the TRADING PARTNER NBR TO To in the field provided. *This is a 9 alphanumeric character field.*
- H. Select the Accounting tab to continue adding information. *The Accounting tab displays.*





Accounting Tab

Destination	Accounting	Characteristics
Instl Nbr	<input type="text"/>	Owng Cost Center Desc <input type="text"/>
RP Site Name	<input type="text"/>	Fndng Cost Center <input type="text"/>
Fac Nbr	<input type="text"/>	Fndng Cost Center Desc <input type="text"/>
Fac Name	<input type="text"/>	Task Cd <input type="text"/>
RPUID	<input type="text"/>	Job Order Nbr <input type="text"/>
Land Acq Tract Id	<input type="text"/>	LOA <input type="text"/>
*Acq Dt	<input type="text" value="01/01/0001"/>	Replacement Amount <input type="text"/>
*Eff Dt	<input type="text" value="06/02/2023"/>	Rest and Mod Pgm Org Cd <input type="text"/>
Owng Cost Center	<input type="text"/>	Rest and Mod Pgm Fnd Cd <input type="text"/>

- a. The Acq DT automatically populates and is not editable.
- b. Use to select the EFF DT, or enter the date (MM/DD/YYYY) in the field provided.
 Select . The **Real Property Transaction Status** page appears.
- c. **OR**
 Select Characteristics. Update the fields on the Characteristics tab:





Characteristics Tab

Destination	Accounting	Characteristics		
Instl Nbr		<input type="text"/>	Total (Qty)	<input type="text" value="0"/>
RP Site Name		<input type="text"/>	Depth UM	<input type="text"/>
Fac Nbr		<input type="text"/>	Depth (Qty)	<input type="text"/>
Fac Name		<input type="text"/>	Length UM	<input type="text"/>
RPUID		<input type="text"/>	Length (Qty)	<input type="text"/>
Land Acq Tract Id		<input type="text"/>	Width UM	<input type="text"/>
*Construction Typ Cd		<input type="text"/>	Width (Qty)	<input type="text"/>
*Construction Material Cd		<input type="text"/>	Height UM	<input type="text"/>
Construction Agent Cd		<input type="text"/>	Height (Qty)	<input type="text"/>
Sustainability Cd		<input type="text"/>	Floor Above Ground (Qty)	<input type="text"/>
Curr Use Func Cap Cd	Select an Item	<input type="text"/>	Floor Below Ground (Qty)	<input type="text"/>
Utilization Rate		<input type="text"/>	Module Qty	<input type="text"/>
Total UM		<input type="text" value="AC-Acre"/>		

1. Use to select the Construction Typ Cd.
2. Use to select the Construction Materiel Cd.
3. Select . The **Real Property Transaction Status** page appears.





Dispose of a Real Property

Navigation

Accounting > Real Property > Search Criteria > > Delete hyperlink > Delete Type Action > > Real Property Delete page

Procedures

Dispose of a Real Property

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

1. Select . The **Search Results – Real Property Delete** page appears.

Search Criteria

Type Action DISPOSITION	Site Name	Fac Nbr	RPUID
Instl Nbr	RPSUID	Land Acq Tract Id	
--	--	--	--

Search Results

Delete	RPUID	Instl Nbr	Fac Nbr	Fac Name	Land Acq Tract Id	Impvs	Site Nm
Delete	1005173	42345	5	STORAGE GP INST & ADMIN GEN PURP - INGRANT		No	LETTERKENNY ARMY DEPOT
Delete	1005531	42155	M0257	MILL PLAQUE		Yes	CARLISLE BARRACKS
Delete	1061558	420NG	00028	WATER STORAGE BUILDING		No	ELIZABETHTOWN READINESS CENTER/FMS 16
Delete	16217	M67400	5005	SCHOOL GYM (GOJ)		No	CAMP MCTUREOUS - 6031
Delete	261628	42155	968	NAVAIDS BLDG		Yes	Carlisle Barracks
Delete	87077	N32414	312	ADMINISTRATION BLDG		Yes	NAVSUPPACT MECHANICSBURG PA
Delete	87562	N32414	409	ADMINISTRATION BLDG.		No	NAVSUPPACT MECHANICSBURG PA
Delete	96991	N90845	304	STORAGE BUILDING		No	NWIRP BETHPAGE NY



2. Review the Search Criteria panel.
3. Review the Search Results panel.
4. Select the desired Delete hyperlink. *The **Search Results - Real Property Delete** page appears.*

Search Results

Instl Nbr PJMS	RPSUID 2769	Fac Name VOLLEYBALL COURT	RPUID 1112031
RPSite Name MARTIN STATE APT SITE 1	Fac Nbr 5052	Land Acq Tract Id	

Delete

*Type Action DSPL - Disposal ▼

Cancel
Add

5. Review the Search Results panel.
6. Use ▼ to select the Type Action.

- **DSPL – Disposal**

Search Results

Instl Nbr PJMS	RPSUID 2769	Fac Name VOLLEYBALL COURT	RPUID 1112031
RPSite Name MARTIN STATE APT SITE 1	Fac Nbr 5052	Land Acq Tract Id	

Delete

*Type Action DSPL - Disposal ▼

Cancel
Add





- A. Select . The **Real Property Delete** page appears.

To complete delete action, click Delete. Alternatively, click Update to save the Disposition state.

Delete

Instl Nbr

Fac Nbr

Fac Name

Land Acq Tract Id

RPUID

*Disp Status Cd

*Disp Reason Cd

*Disp Method Cd

Estimated Disp Cost




Actual Disp Cost

Approval Dt


Planned Fiscal Yr











*Disp Pgm Org Cd	<input type="text" value="v"/>
*Disp Pgm Fund Cd	<input type="text" value="v"/>
*Disp Start Dt	<input type="text" value="05/31/2023"/> 
Disp Cmpltn Dt	<input type="text"/> 
*Doc Nbr	<input type="text"/> 
Total Cost	<input type="text" value="9700000.00"/>
Impv Cost	<input type="text" value="500000.00"/>
Accumd Deprn Amt	<input type="text" value="2839490.76"/>
Write Off Amt	<input type="text" value="7360509.24"/>
Write Off	<input checked="" type="checkbox"/>
Attachment	<input type="button" value="Add Attachment"/>
Attachment(s)	No Attachments Available.
No Attachments Available	
Remarks	<input type="text"/>
*History Remarks	<input type="text"/>

B. Enter the fields:

- a. Use  to select the Disp Status Cd.
- b. Use v to select the Disp Reason Cd.





- c. Use  to select the Disp Method Cd.
- d. Use  to select the Disp Pgm Org Cd.
- e. Use  to select the Disp Pgm Fund Cd.
- f. Use  to select the DISP START DT, or enter the date (MM/DD/YYYY) in the field provided.
- g. Enter the DOC NBR, or use  to browse for the entry. *This is a 14 numeric character field.*
- h. Select . The **Attachment Add** page appears.
- i. Enter any History Remarks in the field provided. *This is a 256 alphanumeric character field.*

Select  to save and continue. The **Real Property Transaction Status** page appears.

C.

OR


Select  to delete the record. The **Real Property Transaction Status** page appears.

• DTNI – Turn In

Search Results

Instl Nbr N32414	RPSUID 199	Fac Name ADMINISTRATION BLDG	RPUID 87077
RPSite Name NAVSUPPACT MECHANICSBURG PA	Fac Nbr 312	Land Acq Tract Id	

Delete

*Type Action DTNI - Turn In 

Cancel
Continue





- A. Select . The **Real Property Delete** page appears.




To complete delete action, click Delete. Alternatively, click Update to save the Disposition state.

Delete




Instl Nbr	<input type="text" value="N32414"/>
Fac Nbr	<input type="text" value="312"/>
Fac Name	<input type="text" value="ADMINISTRATION BLDG"/>
Land Acq Tract Id	<input type="text"/>
RPUID	<input type="text" value="87077"/>
*Disp Status Cd	<input type="text" value=""/>
*Disp Reason Cd	<input type="text" value=""/>
*Disp Method Cd	<input type="text" value=""/>
Estimated Disp Cost	<input type="text"/>
Actual Disp Cost	<input type="text"/>
Approval Dt	<input type="text" value=""/>
Planned Fiscal Yr	<input type="text"/>










*Disp Pgm Org Cd	<input type="text"/>
*Disp Pgm Fund Cd	<input type="text"/>
*Disp Start Dt	05/31/2023 
Disp Cmpltn Dt	<input type="text"/> 
*Doc Nbr	<input type="text"/> 
Total Cost	9700000.00
Impv Cost	500000.00
Accumd Deprn Amt	2839490.76
Attachment	<input type="button" value="Add Attachment"/>
Attachment(s)	No Attachments Available.
No Attachments Available	
Remarks	<input type="text"/>
*History Remarks	<input type="text"/>

B. Enter the fields:

- a. Use  to select the Disp Status Cd.
- b. Use  to select the Disp Reason Cd.
- c. Use  to select the Disp Method Cd.





- d. Use  to select the Disp Pgm Org Cd.
- e. Use  to select the Disp Pgm Fund Cd.
- f. Use  to select the DISP START DT, or enter the date (MM/DD/YYYY) in the field provided.
- g. Enter the DOC NBR, or use  to browse for the entry. *This is a 14 numeric character field.*
- h. Select . The **Attachment Add** page appears.
- i. Enter any History Remarks in the field provided. *This is a 256 alphanumeric character field.*

Select  to save and continue. The **Real Property Transaction Status** page appears.

C.

OR

Select  to delete the record. The **Real Property Transaction Status** page appears.

• DTRO – Transfer Out

Search Results

Instl Nbr	RPSUID	Fac Name	RPUID
N32414	199	ADMINISTRATION BLDG	87077
RPSite Name	Fac Nbr	Land Acq Tract Id	
NAVSUPPACT MECHANICSBURG PA	312		

Delete

*Type Action DTRO - Transfer Out - Outside DPAS ▼

Cancel
Continue





- A. Select [Continue](#). The **Real Property Delete** page appears.

To complete delete action, click Delete.





Delete

Instl Nbr	<input type="text" value="N32414"/>
Fac Nbr	<input type="text" value="312"/>
Fac Name	<input type="text" value="ADMINISTRATION BLDG"/>
Land Acq Tract Id	<input type="text"/>
RPUID	<input type="text" value="87077"/>
*Disp Status Cd	<input type="text" value=""/>
*Disp Reason Cd	<input type="text" value=""/>
*Disp Method Cd	<input type="text" value=""/>
Estimated Disp Cost	<input type="text"/>
Actual Disp Cost	<input type="text"/>
Approval Dt	<input type="text" value=""/>
Planned Fiscal Yr	<input type="text"/>
*Disp Pgm Org Cd	<input type="text" value=""/>














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*Disp Pgm Fund Cd	<input type="text" value=""/>
*Disp Start Dt	<input type="text" value="05/31/2023"/> 
Disp Cmpltn Dt	<input type="text" value=""/> 
*Doc Nbr	<input type="text" value=""/> 
Total Cost	<input type="text" value="9700000.00"/>
Impv Cost	<input type="text" value="500000.00"/>
Accumd Deprn Amt	<input type="text" value="2839490.76"/>
*Transfer Type Cd To	<input type="text" value="1 - Within Service - In Fund"/> 
*Trading Partner Nbr To	<input type="text" value=""/>
Trading Dept Cd To	<input type="text" value="021"/>
Trading Basic Symbol To	<input type="text" value=""/>
Trading Subhead To	<input type="text" value=""/>
Attachment	<input type="button" value="Add Attachment"/>
Attachment(s)	No Attachments Available.
No Attachments Available	
Remarks	<input type="text" value=""/>
*History Remarks	<input type="text" value=""/>





B. Enter the fields:

- a. Use  to select the Disp Status Cd.
- b. Use  to select the Disp Reason Cd.
- c. Use  to select the Disp Method Cd.
- d. Use  to select the Disp Pgm Org Cd.
- e. Use  to select the Disp Pgm Fund Cd.
- f. Use  to select the DISP START DT, or enter the date (MM/DD/YYYY) in the field provided.
- g. Enter the DOC NBR, or use  to browse for the entry. *This is a 14 numeric character field.*
- h. Use  to select the Transfer Type Cd To.
- i. Select . The **Attachment Add** page appears.
- j. Enter any History Remarks in the field provided. *This is a 256 alphanumeric character field.*

C. Select . The **Real Property Transaction Status** page appears.

- **DSAL – Sales**





Help Reference Guide

Search Results

Instl Nbr N32414	RPSUID 199	Fac Name ADMINISTRATION BLDG	RPUID 87077
RPSite Name NAVSUPPACT MECHANICSBURG PA	Fac Nbr 312	Land Acq Tract Id	

Delete

*Type Action

DSAL - Sales



Cancel

Continue





- A. Select [Continue](#). The **Real Property Delete** page appears.




To complete delete action, click Delete. Alternatively, click Update to save the Disposition state.

Delete




Instl Nbr	<input type="text" value="N32414"/>
Fac Nbr	<input type="text" value="312"/>
Fac Name	<input type="text" value="ADMINISTRATION BLDG"/>
Land Acq Tract Id	<input type="text"/>
RPUID	<input type="text" value="87077"/>
*Disp Status Cd	<input type="text" value=""/>
*Disp Reason Cd	<input type="text" value=""/>
*Disp Method Cd	<input type="text" value=""/>
Estimated Disp Cost	<input type="text"/>
Actual Disp Cost	<input type="text"/>
Approval Dt	<input type="text" value=""/>
Planned Fiscal Yr	<input type="text"/>
*Disp Pgm Org Cd	<input type="text" value=""/>










*Disp Pgm Fund Cd	<input type="text" value=""/>
*Disp Start Dt	<input type="text" value="05/31/2023"/> 
Disp Cmpltn Dt	<input type="text" value=""/> 
*Doc Nbr	<input type="text" value=""/> 
Total Cost	<input type="text" value="9700000.00"/>
Impv Cost	<input type="text" value="500000.00"/>
Accumd Deprn Amt	<input type="text" value="2839490.76"/>
Book Value	<input type="text" value="7360509.24"/>
*Selling Price	<input type="text" value=""/>
Estimated Selling Price	<input type="text" value=""/>
Attachment(s)	No Attachments Available.
No Attachments Available	
Remarks	<input type="text" value=""/>
*History Remarks	<input type="text" value=""/>

B. Enter the fields:

- a. Use  to select the Disp Status Cd.
- b. Use  to select the Disp Reason Cd.
- c. Use  to select the Disp Method Cd.





- d. Use  to select the Disp Pgm Org Cd.
- e. Use  to select the Disp Pgm Fund Cd.
- f. Use  to select the DISP START DT, or enter the date (MM/DD/YYYY) in the field provided.
- g. Enter the DOC NBR, or use  to browse for the entry. *This is a 14 alphanumeric character field.*
- h. Enter the Selling Price in the field provided. *This is a 15 numeric character field.*
- i. Select . *The **Attachment Add** page appears.*
- j. Enter any History Remarks in the field provided. *This is a 256 alphanumeric character field.*

Select  to save and continue. *The **Real Property Transaction Status** page appears.*

C.

OR


Select  to delete the record. *The **Real Property Transaction Status** page appears.*

• DAAR – Administrative Adjustment Report

Search Results

Instl Nbr	RPSUID	Fac Name	RPUID
N32414	199	ADMINISTRATION BLDG	87077
RPSite Name	Fac Nbr	Land Acq Tract Id	
NAVSUPPACT MECHANICSBURG PA	312		

Delete

*Type Action DAAR - AAR 

Cancel
Continue





- A. Select . The **Real Property Delete** page appears.

To complete delete action, click Delete.

Delete

Instl Nbr	<input type="text" value="N32414"/>
Fac Nbr	<input type="text" value="312"/>
Fac Name	<input type="text" value="ADMINISTRATION BLDG"/>
Land Acq Tract Id	<input type="text"/>
RPUID	<input type="text" value="87077"/>

Attachment


Attachment(s) No Attachments Available.

No Attachments Available

Remarks

*History Remarks

- B. Enter the fields:

- Select . The **Attachment Add** page appears.
- Enter any History Remarks in the field provided. *This is a 256 alphanumeric character field.*

- C. Select . The **Real Property Transaction Status** page appears.





View the Details of a Real Property

Navigation

Accounting > Real Property > Search Criteria > > RPUID hyperlink > Real Property Details page

Procedures

Review the Real Property Details

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





1. Select the desired RPSUID hyperlink. *The Real Property Details page appears.*

Details	
RPUID	87077
Instl Nbr	N32414
Fac Nbr	312
Fac Name	ADMINISTRATION BLDG
UI	SF
Qty	122512
Total Cost	9700000.00
Acq Dt	2/10/2016
Asset Cd	B
Fund Cd/Asn	99-
ACC-SFIS Cd	Q / Q 400000000000051
Cond Cd	99
Tran Doc Nbr	BR00KS60421000
Tran Action Cd	INPR





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Rcpt Doc Nbr BR00KS60421000

Rcpt Action Cd INPR

Dsp Doc Nbr

Dsp Action Cd

Heritage Asset Cd N

Mfr Yr 2016

Eff Dt 2/10/2016

Deprn Cd T

Acct Rpt Nbr BROOKS201602110001

Cptl Cd A

Cost Center ENGINE

Deprn Cost Center 5H122

Task Cd 5657278227356

Deprn Task Cd 0002

Job Order Nbr 5265727256

Deprn Job Order Nbr 1JOB2





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Accumd Deprn	2839490.76
Prior Deprn	0.00
Activation Dt	4/30/2016
Deprn Period	240
Cntr/PO Nbr	
Trading Partner Nbr	

[Cancel](#)

2. Review the available fields.

