# Schedule Reports

## Overview

The Property Accountability module Schedule Reports process provides the ability to run pre-determined reports.

## Navigation

Forms-Reports > Schedule Reports > Reports Manager - Schedule - Search Results page

## Procedures

### Search for a Report to Schedule

1. Use ⌄ to select the Rpt Category. *The page automatically refreshes, showing only the reports in the specified category:*
2. Select the desired report hyperlink. *The report page opens, with applicable fields available.*

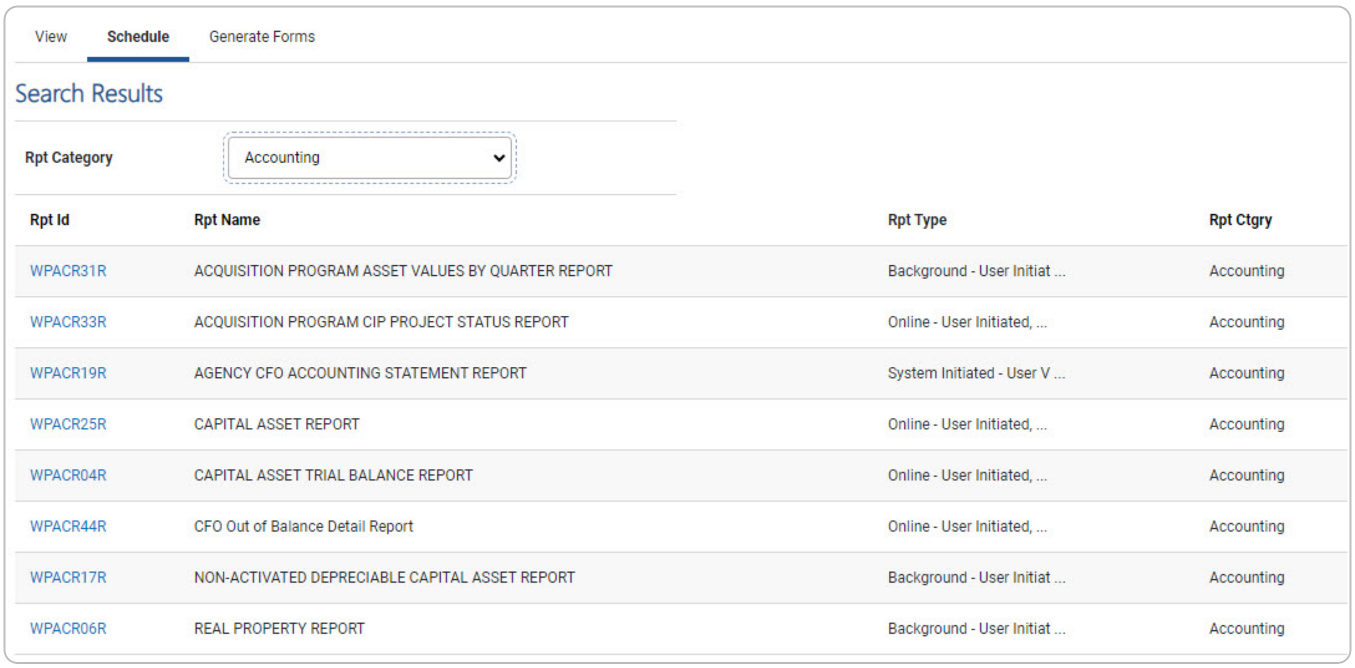
# Schedule Accounting Reports — Results

## Navigation

Forms-Reports > Schedule Reports > Reports Manager - Schedule > RPT CTGRY > Accounting > Reports Manager — Schedule - Accounting Search Results page

## Procedures

### Schedule an Accounting Report



View | Schedule | Generate Forms

Search Results

Rpt Category: Accounting

| Rpt Id | Rpt Name | Rpt Type | Rpt Ctgry |
|---|---|---|---|
| WPACR31R | ACQUISITION PROGRAM ASSET VALUES BY QUARTER REPORT | Background - User Initiat ... | Accounting |
| WPACR33R | ACQUISITION PROGRAM CIP PROJECT STATUS REPORT | Online - User Initiated, ... | Accounting |
| WPACR19R | AGENCY CFO ACCOUNTING STATEMENT REPORT | System Initiated - User V ... | Accounting |
| WPACR25R | CAPITAL ASSET REPORT | Online - User Initiated, ... | Accounting |
| WPACR04R | CAPITAL ASSET TRIAL BALANCE REPORT | Online - User Initiated, ... | Accounting |
| WPACR44R | CFO Out of Balance Detail Report | Online - User Initiated, ... | Accounting |
| WPACR17R | NON-ACTIVATED DEPRECIABLE CAPITAL ASSET REPORT | Background - User Initiat ... | Accounting |
| WPACR06R | REAL PROPERTY REPORT | Background - User Initiat ... | Accounting |

Select the desired report hyperlink. *The report page opens, with applicable fields available.*

# Schedule an Acquisition Program Asset Values by Quarter Report

## Navigation

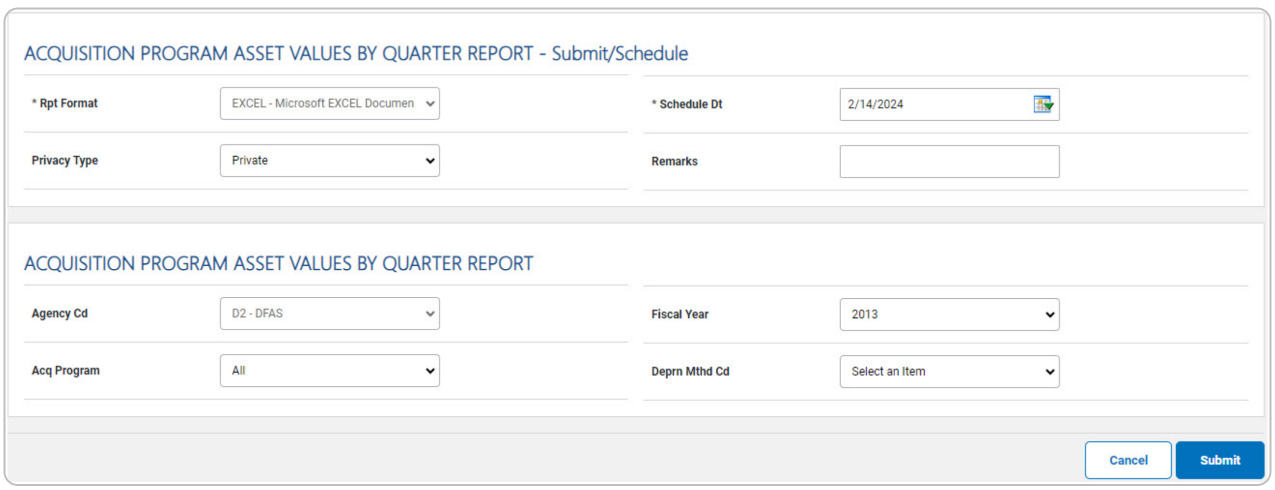
Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Accounting > WPACR31R hyperlink > Acquisition Program Asset Values by Quarter Report - Submit/Schedule page

## Procedures

### Submit or Schedule an Acquisition Program Asset Values by Quarter Report

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

1. Select the WPAC31R hyperlink. *The* ***Acquisition Program Asset Values by Quarter Report - Submit/Schedule*** *page appears.*




2. *Complete the Submit/Schedule grid.*

**A.** Use to select the Rpt Format.

**B.** Use to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.

3. *Complete the Acquisition Program Asset Values by Quarter Report grid.*

4. Select Submit. *The **Reports Manager — Schedule Transaction Status** page appears.*

# Schedule an Acquisition Program CIP Project Status Report

## Navigation

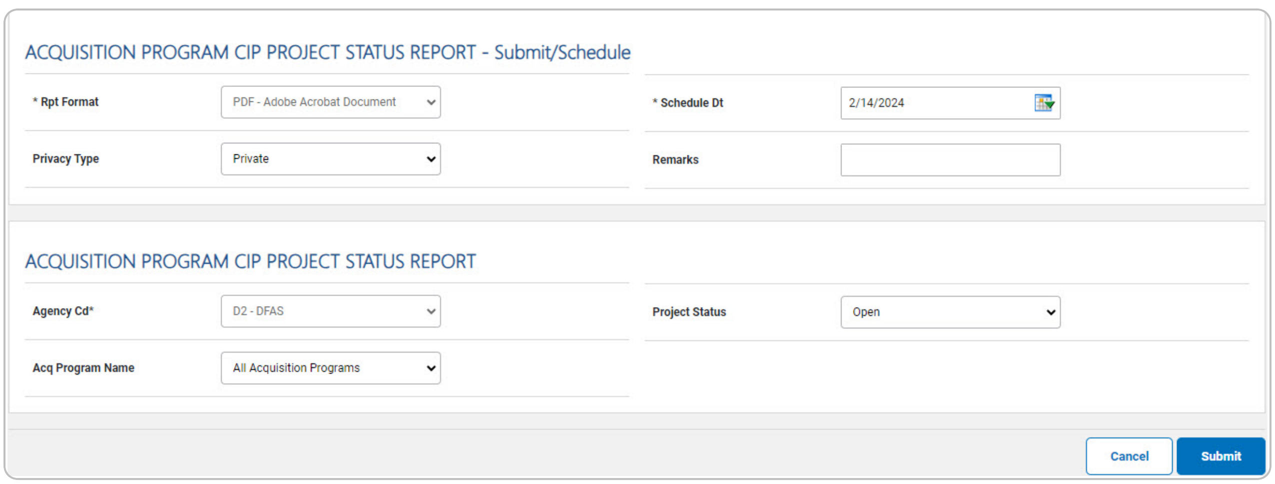
Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Accounting > WPACR33R hyperlink > Acquisition Program CIP Project Status Report - Submit/Schedule page

## Procedures

### Submit or Schedule an Acquisition Program CIP Project Status Report

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

1. Select the WPAC33R hyperlink. *The **Acquisition Program CIP Project Status Report - Submit/Schedule** page appears.*




2. *Complete the Submit/Schedule grid.*

   **A.** Use to select the Rpt Format.

   **B.** Use to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.

3. *Complete the Acquisition Program Asset Values by Quarter Report grid.*

   **A.** Use ⌄ to select the Agency Cd.

   B. Use ⌄ to select the Acq Program Name.

   C. Use ⌄ to select the Project Status.

4. Select Submit. *The **Reports Manager — Schedule Transaction Status** page appears.*

# Schedule an Agency CFO Accounting Statement Report

## Navigation

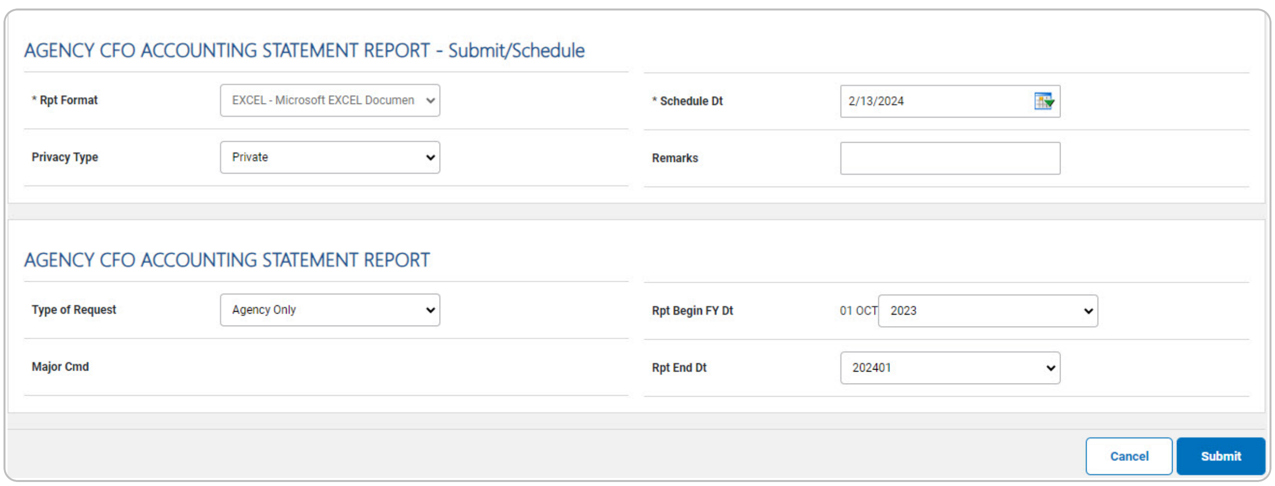
Forms-Reports > Schedule Reports > Scheduled Reports Manager > RPT CTGRY > Accounting > WPACR19R hyperlink > Agency CFO Accounting Statement Report - Submit/Schedule page

## Procedures

### Submit or Schedule an Agency CFO Accounting Statement Report

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

1. Select the WPACR19R hyperlink. *The* ***Agency CFO Accounting Statement Report - Submit/Schedule*** *page appears.*




2. *Complete the Submit/Schedule grid.*

   **A.** Use to select the Rpt Format.

   **B.** Use to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.

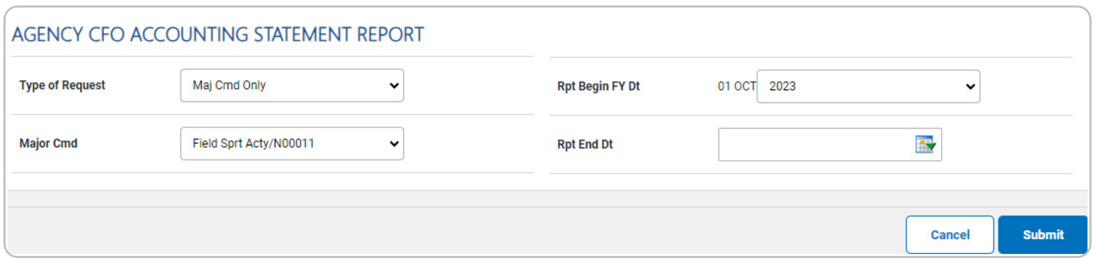
3. *Compete the Agency CFO Accounting Statement Report grid.*

   A. Use to select the Type of Request. *The Major Cmd field becomes editable when the Type of Request is "Major Cmd Only".*

   B. Use to select the Major Cmd.

**Note**

The Major Cmd field appears when the Type of Request is Maj Cmd Only.




   C. Use to select the Rpt End Dt.

   **OR**

   Use to select the Rpt End Dt, or enter the date (MM/DD/YYYY) in the field provided.

**Note**

The calender icon appears in the Rpt End Dt when the Type of Request is "Agency/Maj Cmd" or "Maj Cmd Only".

4. Select Submit. *The* ***Reports Manager — Schedule Transaction Status*** *page appears.*

# Schedule a Capital Asset Report

## Navigation

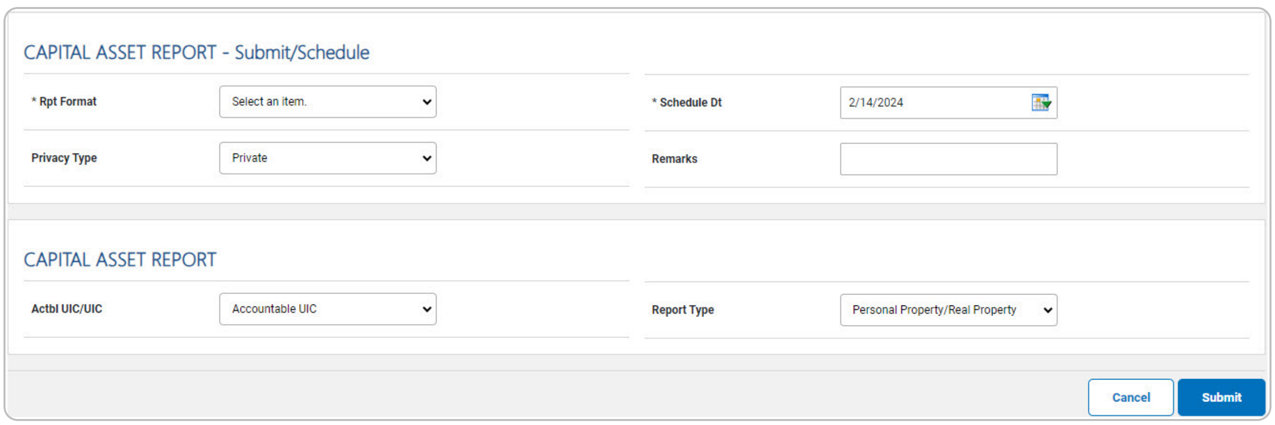
Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Accounting > WPACR25R hyperlink > Capital Asset Report - Submit/Schedule page

## Procedures

### Submit or Schedule a Capital Asset Report

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

1. Select the WPACR25R hyperlink. *The* ***Capital Asset Report - Submit/Schedule*** *page appears.*




2. *Complete the Submit/Schedule grid.*

   **A.** Use to select the Rpt Format.

   **B.** Use to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.

3. *Complete the Capital Asset Report grid.*

4. Select Submit. *The* ***Reports Manager — Schedule Transaction Status*** *page appears.*

# Schedule a Capital Asset Trial Balance Report

## Navigation

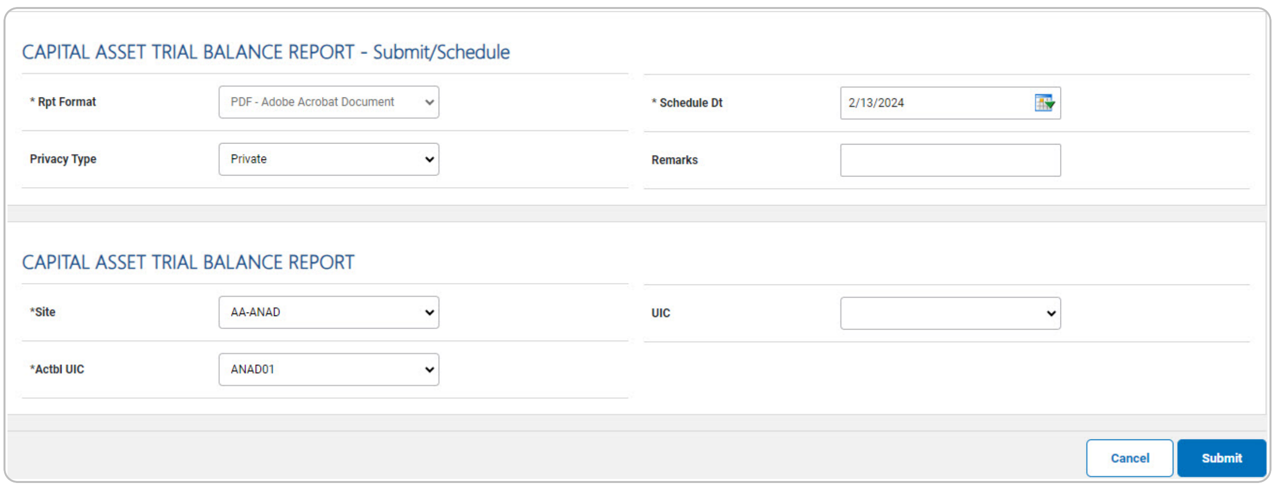
Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Accounting > WPACR04R hyperlink > Capital Asset Trial Balance Report - Submit/Schedule page

## Procedures

### Submit or Schedule a Capital Asset Trial Balance Report

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

1. Select the WPACR04R hyperlink. *The* ***Capital Asset Trial Balance Report - Submit/Schedule*** *page appears.*




2. *Complete the Submit/Schedule grid.*

   **A.** Use ⌄ to select the Rpt Format.

   **B.** Use the calendar icon to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.

3. *Complete the Capital Asset Trial Balance Report grid.*

**A.** Use to select the Site.

**B.** Use to select the Actbl UIC.

4. Select Submit. *The **Reports Manager — Schedule Transaction Status** page appears.*

# Schedule a CFO Out of Balance Detail Report

## Navigation

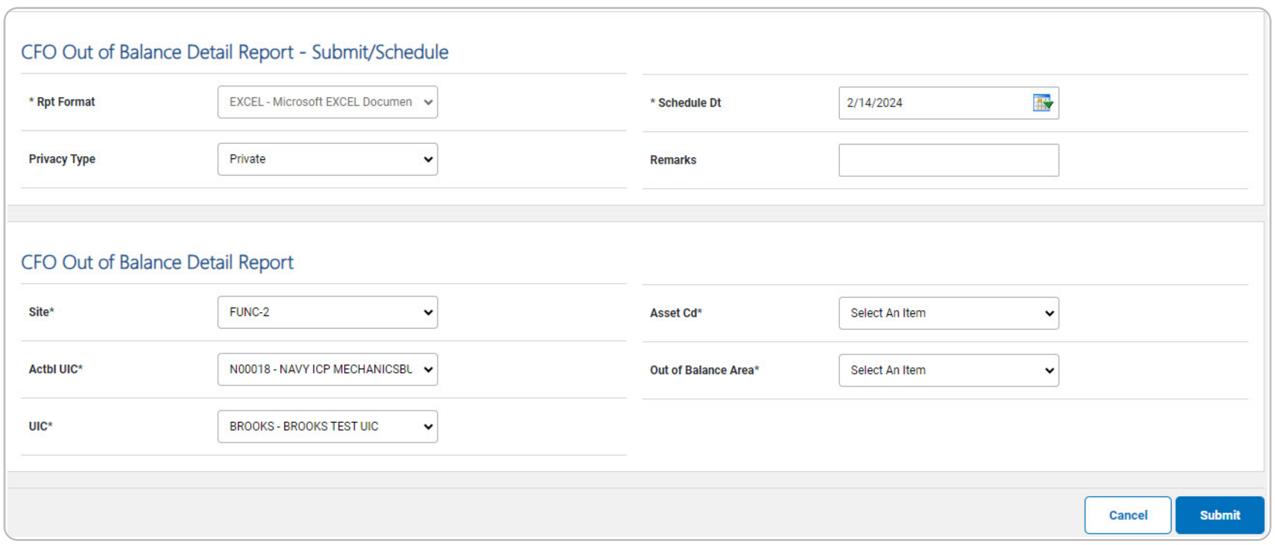
Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Accounting > WPACR44R hyperlink > CFO Out of Balance Detail Report - Submit/Schedule page

## Procedures

### Submit or Schedule a CFO Out of Balance Detail Report

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

1. Select the WPACR44R hyperlink. *The* ***CFO Out of Balance Detail Report - Submit/Schedule*** *page appears.*




2. *Complete the Submit/Schedule grid.*

   **A.** Use to select the Rpt Format.

   **B.** Use to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.

3. *Complete the Capital Asset Trial Balance Report grid.*

**A.** Use to select the Site.

**B.** Use to select the Actbl UIC.

**C.** Use to select the UIC.

**D.** Use to select the Asset Cd.

**E.** Use to select the Out of Balance Area.

4. Select Submit. *The **Reports Manager — Schedule Transaction Status** page appears.*

# Schedule a Non-Activated Depreciable Capital Asset Report

## Navigation

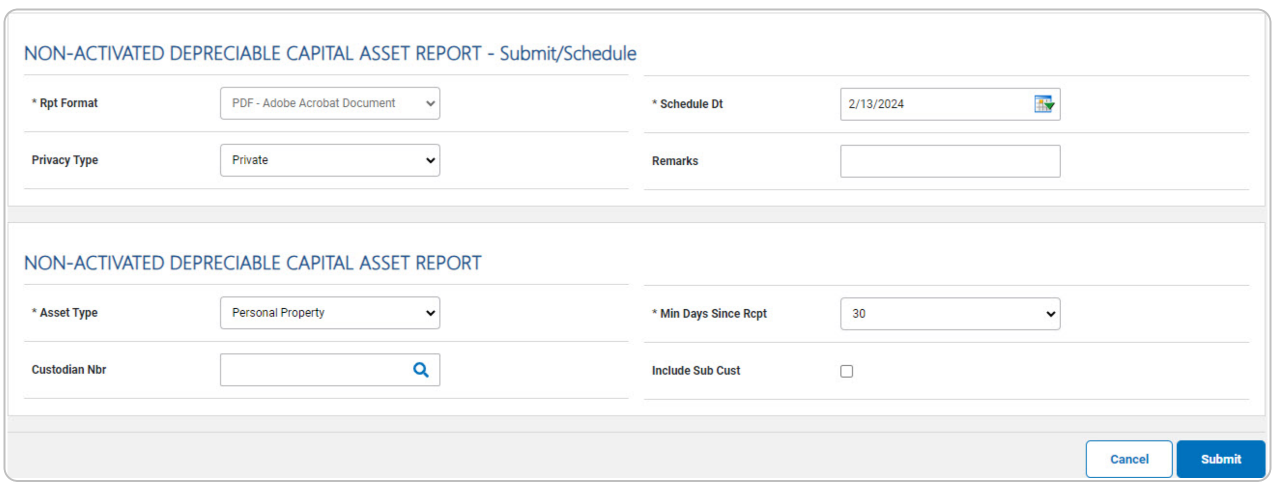
Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Accounting > WPACR17R hyperlink > Non-Activated Depreciable Capital Asset Report - Submit/Schedule page

## Procedures

### Submit or Schedule a Non-Activated Depreciable Capital Asset Report

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

1. Select the WPACR17R hyperlink. *The* ***Non-Activated Depreciable Capital Asset Report - Submit/Schedule*** *page appears.*




2. *Complete the Submit/Schedule grid.*

   **A.** Use ⌄ to select the Rpt Format.

   **B.** Use the calendar icon to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.

3. *Complete the Non-Activated Depreciable Capital Asset Report grid.*

   **A.** Use ⌄ to select the Asset Type.

   **B.** Enter the CUSTODIAN NBR, or use 🔍 to browse for the entry. *This is a 6 alpha-numeric character field.*

   **C.** Use ⌄ to select the Min Days Since Rcpt.

4. Select Submit. *The **Reports Manager — Schedule Transaction Status** page appears.*

# Schedule a Real Property Report

## Navigation

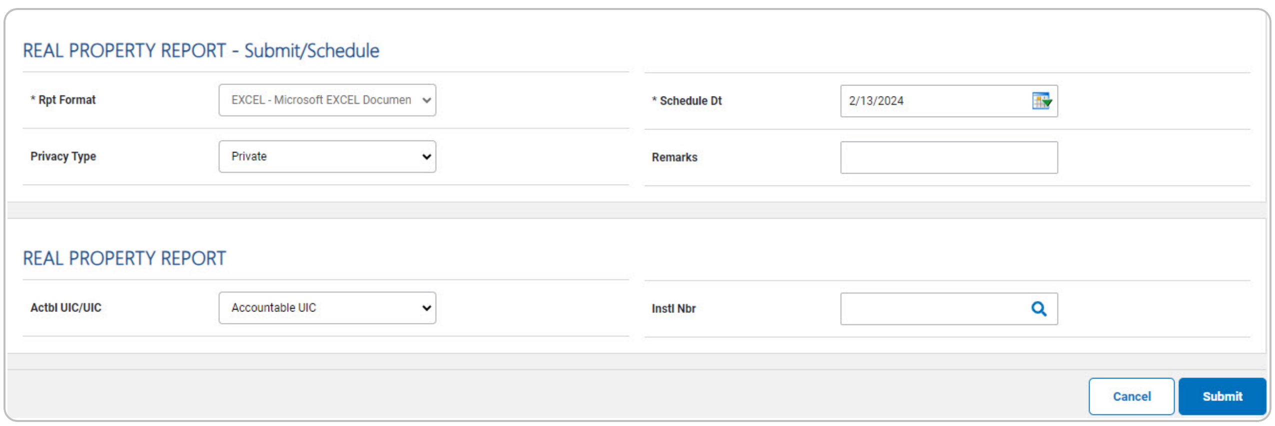
Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Accounting > WPACR06R hyperlink > Real Property Report - Submit/Schedule page

## Procedures

### Submit or Schedule a Real Property Report

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

1. Select the WPACR06R hyperlink. *The **Real Property Report - Submit/Schedule** page appears.*




2. *Complete the Submit/Schedule grid.*

   **A.** Use to select the Rpt Format.

   **B.** Use to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.

3. *Complete the Real Property Report grid.*

4. Select Submit. *The* ***Reports Manager — Schedule Transaction Status*** *page appears.*

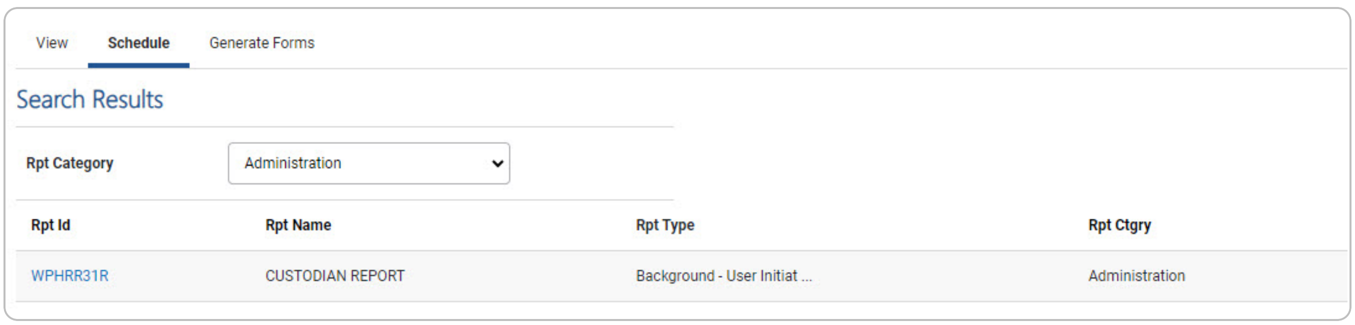
# Search for Schedule Administration Reports — Results

## Navigation

Forms-Reports > Schedule Reports > Scheduled Reports Manager > RPT CTGRY > Administration > Reports Manager — Schedule - Administration Search Results page

## Procedures

### Schedule an Administration Report




Select the desired report hyperlink. *The report page opens, with applicable fields available.*

# Schedule a Custodian Report

## Navigation

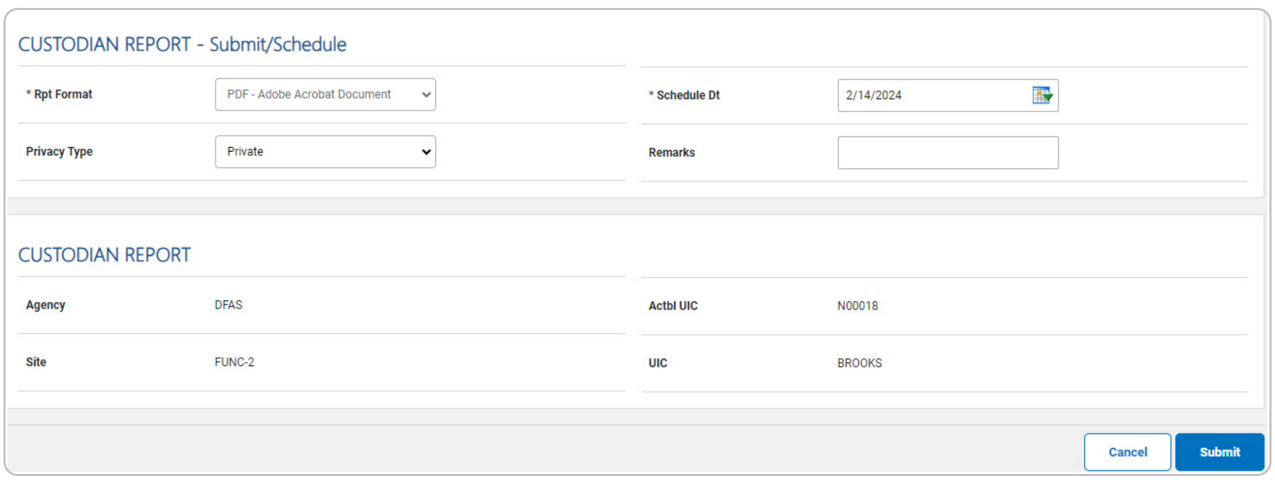
Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Administration > WPHRR31R hyperlink > Custodian Report - Submit/Schedule page

## Procedures

### Submit or Schedule a Custodian Report

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

1. Select the WPHRR31R hyperlink. *The* ***Custodian Report - Submit/Schedule*** *page appears.*




2. *Complete the Submit/Schedule grid.*

   **A.** Use to select the Rpt Format.

   **B.** Use to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.

3. *Complete the Custodian Report grid.*

4. Select Submit. *The* ***Reports Manager — Schedule Transaction Status*** *page appears.*

# Schedule Agency Reports — Results

## Navigation

Forms-Reports > Schedule Reports > Scheduled Reports Manager > RPT CTGRY > Agency > Reports Manager — Schedule - Agency Search Results page

## Procedures

### Schedule an Agency Report

Select the desired report hyperlink. *The report page opens, with applicable fields available.*

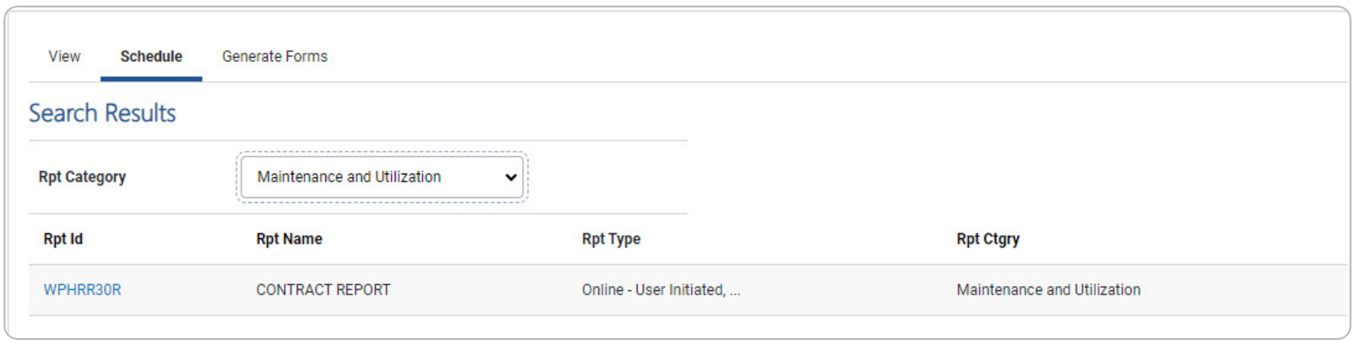
# Schedule Asset Reports — Results

## Navigation

Forms-Reports > Schedule Reports > Scheduled Reports Manager > Rpt Ctgry > Asset > Reports Manager — Schedule - Asset Search Results page

## Procedures

### Schedule an Asset Report




Select the desired report hyperlink. *The report page opens, with applicable fields available.*

# Schedule an Agency Pending Transactions Report

## Navigation

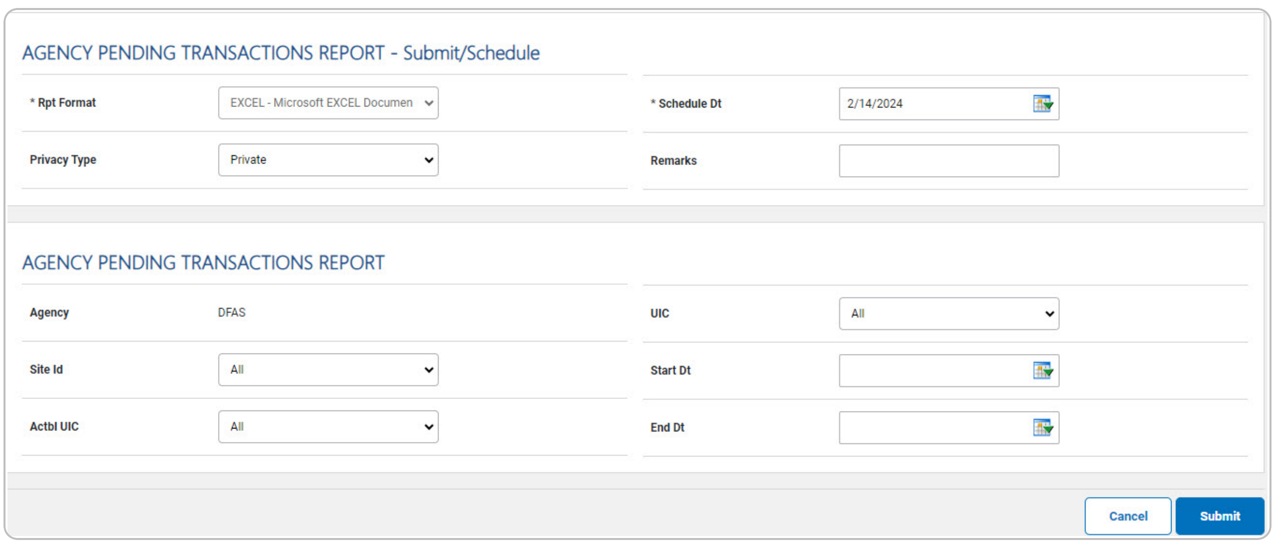
Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Asset > WPHRR08E hyperlink > Pending Transactions Report - Submit/Schedule page

## Procedures

### Submit or Schedule a Pending Transactions Report

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

1. Select the WPHRR08Ehyperlink. *The* ***Agency Pending Transactions Report - Submit/Schedule*** *page appears.*




2. *Complete the Submit/Schedule grid.*

   **A.** Use to select the Rpt Format.

   **B.** Use to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.

3. *Complete the Agency Pending Transactions Report grid.*

4. Select Submit. *The **Reports Manager — Schedule Transaction Status** page appears.*

# Schedule an Assets on Loan Report

## Navigation

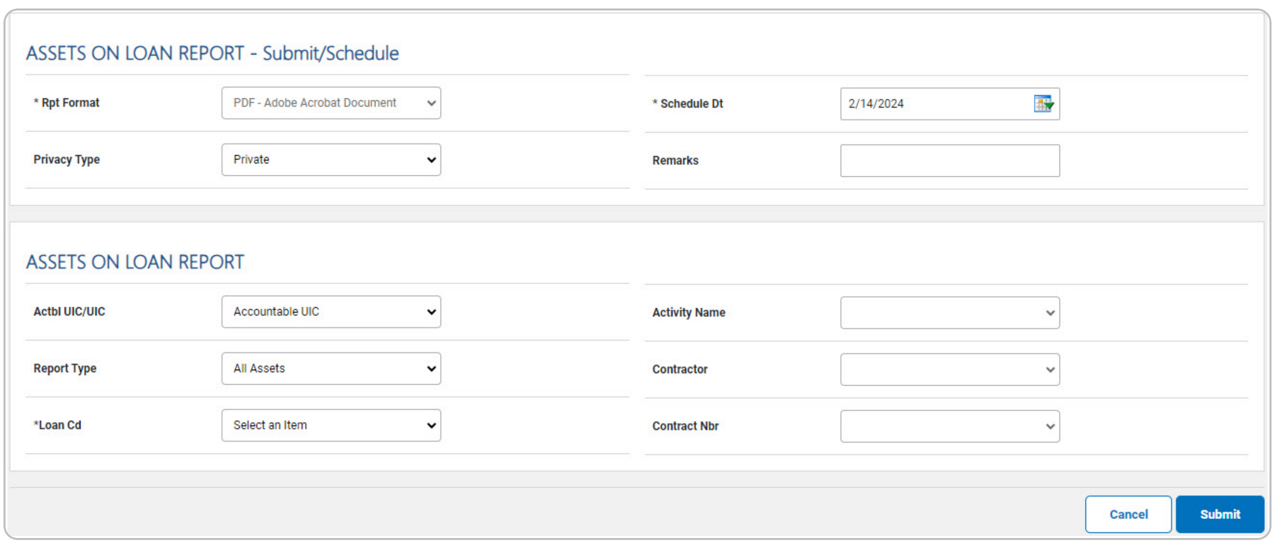
Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Asset > WPHRR24R hyperlink > Assets on Loan Report - Submit/Schedule page

## Procedures

### Submit or Schedule an Assets on Loan Report

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

1. Select the WPHRR24R hyperlink. *The **Assets on Loan Report - Submit/Schedule** page appears.*




2. *Complete the Submit/Schedule grid.*

   **A.** Use to select the Rpt Format.

   **B.** Use to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.

3. *Complete the Assets on Loan Report grid.*

**A.** Use ⌄ to select the Loan Cd.

4. Select Submit. *The **Reports Manager — Schedule Transaction Status** page appears.*

# Schedule a Custodian Asset Report

## Navigation

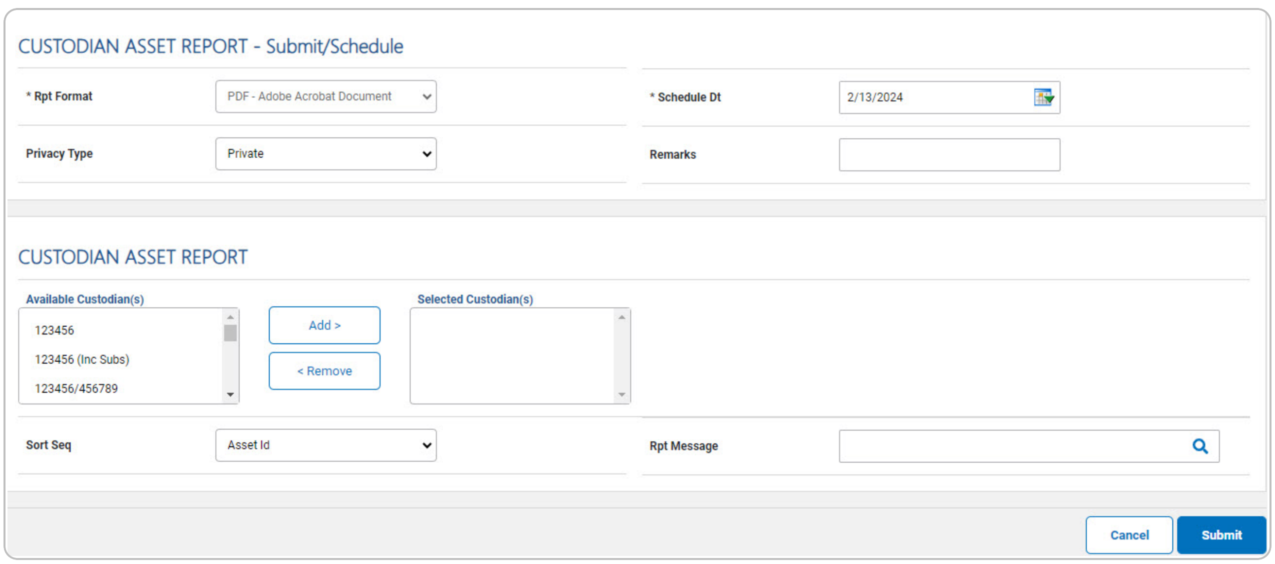
Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Asset > WPHRR0101R hyperlink > Custodian Asset Report - Submit/Schedule page

## Procedures

### Submit or Schedule a Custodian Asset Report

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

1. Select the WPHRR0101R hyperlink. *The* ***Custodian Asset Report - Submit/Schedule*** *page appears.*




2. *Complete the Submit/Schedule grid.*

   **A.** Use to select the Rpt Format.

   **B.** Use to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.

3. *Complete the Custodian Asset Report grid.*

   A. Select the custodian(s) in the Available Custodian(s) field to use in the report. *The custodian(s) are highlighted.*

   **Helpful Tip**

   To select more than one adjacent custodian, press and hold the Shift key after selecting the first custodian. Click the custodian at the end of the list, then release the Shift key.

   To select more than one individual custodians, press and hold the Control key after selecting the first custodian. Click the specific custodians required, then release the Control key.

   B. Select Add > . *The custodian(s) appear in the Selected Custodian(s) field.*

   **Helpful Tip**

   If a custodian was added inadvertently, select the incorrect custodian, and select < Remove . The custodian returns to the Available Custodian(s) list.

4. Select Submit . *The **Reports Manager — Schedule Transaction Status** page appears.*

# Schedule an Increase Decrease Actions Report

## Navigation

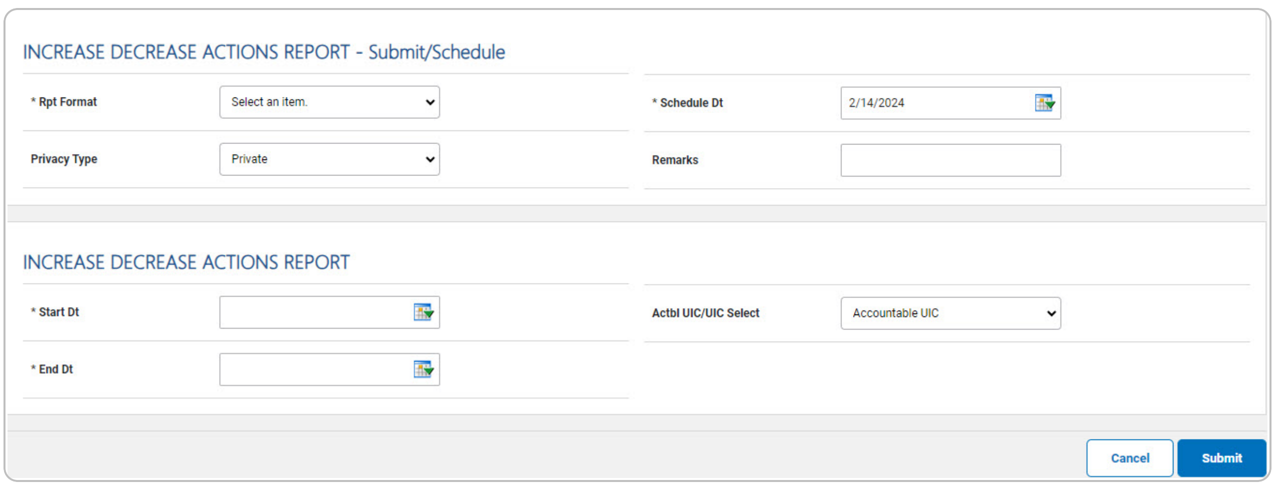
Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Asset > WPHRR06R hyperlink > Increase Decrease Actions Report - Submit/Schedule page

## Procedures

### Submit or Schedule an Increase Decrease Actions Report

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

1. Select the WPHRR06R hyperlink. *The **Increase Decrease Actions Report - Submit/Schedule** page appears.*




2. *Complete the Submit/Schedule grid.*

   **A.** Use ⌄ to select the Rpt Format.

   **B.** Use the calendar to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.

3. *Complete the Increase Decrease Actions Report grid.*

**A.** Use to select the START DT, or enter the date (MM/DD/YYYY) in the field provided.

**B.** Use to select the END DT, or enter the date (MM/DD/YYYY) in the field provided.

4. Select Submit. *The **Reports Manager — Schedule Transaction Status** page appears.*

# Schedule an IUID Registry Submission Report

## Navigation

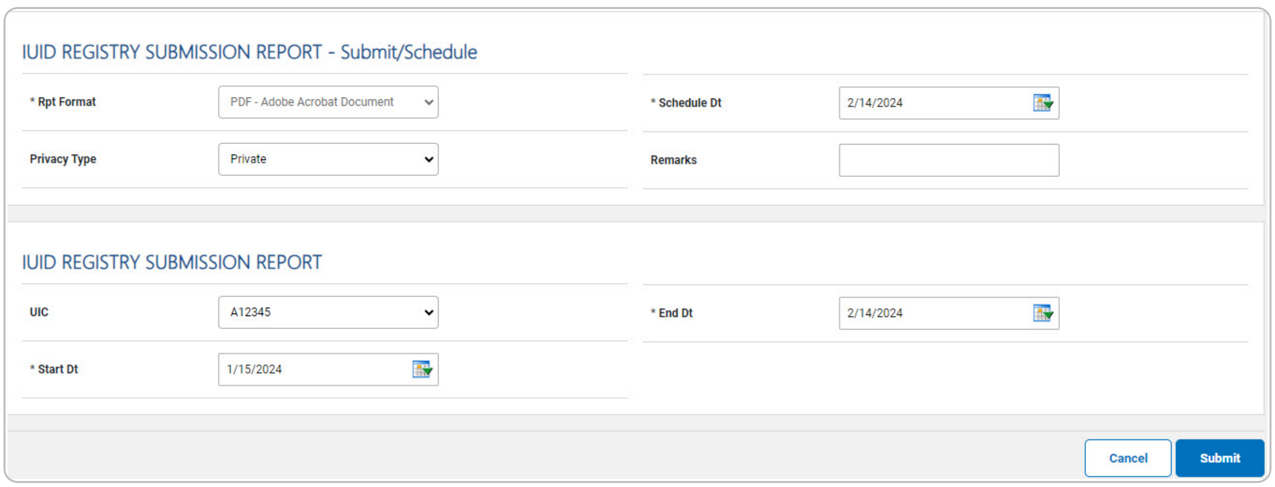
Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Asset > WPHRR25R hyperlink > IUID Registry Submission Report - Submit/Schedule page

## Procedures

### Submit or Schedule anIUID Registry Submission Report

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

1. Select the WPHRR25R hyperlink. *The* ***IUID Registry Submission Report - Submit/Schedule*** *page appears.*




2. *Complete the Submit/Schedule grid.*

   **A.** Use to select the Rpt Format.

   **B.** Use to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.

3. *Complete the IUID Registry Submission Report grid.*

**A.** Use to select the START DT, or enter the date (MM/DD/YYYY) in the field provided.

**B.** Use to select the END DT, or enter the date (MM/DD/YYYY) in the field provided.

4. Select Submit. *The **Reports Manager — Schedule Transaction Status** page appears.*

# Schedule a Location Asset Report

## Navigation

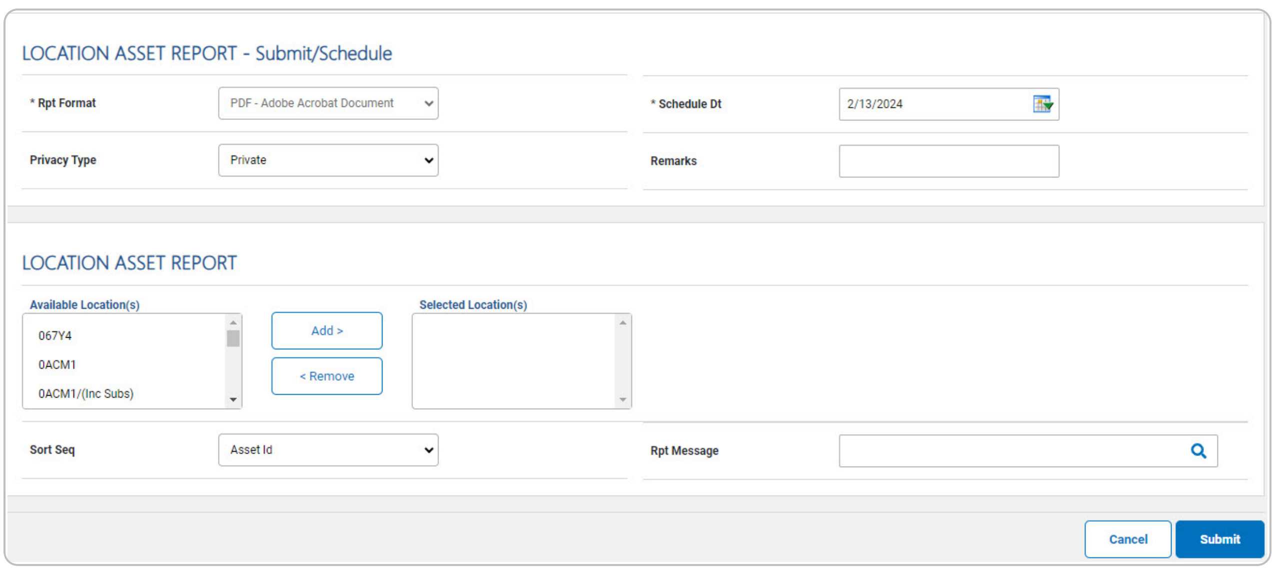
Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Asset > WPHRR0401R hyperlink > Location Asset Report - Submit/Schedule page

## Procedures

### Submit or Schedule a Location Asset Report

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

1. Select the WPHRR0401R hyperlink. *The* ***Location Asset Report - Submit/Schedule*** *page appears.*




2. *Complete the Submit/Schedule grid.*

   **A.** Use ⌄ to select the Rpt Format.

   **B.** Use the calendar icon to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.

3. *Complete the Location Asset Report - Submit/Schedule grid.*

   A. Select the location(s) in the Available Location(s) field to use in the report. *The location(s) are highlighted.*

   **Helpful Tip**

   To select more than one adjacent location, press and hold the Shift key after selecting the first location. Click the location at the end of the list, then release the Shift key.

   To select more than one individual location, press and hold the Control key after selecting the first location. Click the specific location required, then release the Control key.

   B. Select Add > . *The location(s) appear in the Selected Location(s) field.*

   **Helpful Tip**

   If a location was added inadvertently, select the incorrect location, and select < Remove . The location returns to the Available Location(s) list.

4. Select Submit . *The* ***Schedule Reports Transaction Status*** *page appears.*

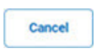
# Schedule a Pending Transactions Report

## Navigation

Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Asset > WPHRR08D hyperlink > Pending Transactions Report - Submit/Schedule page

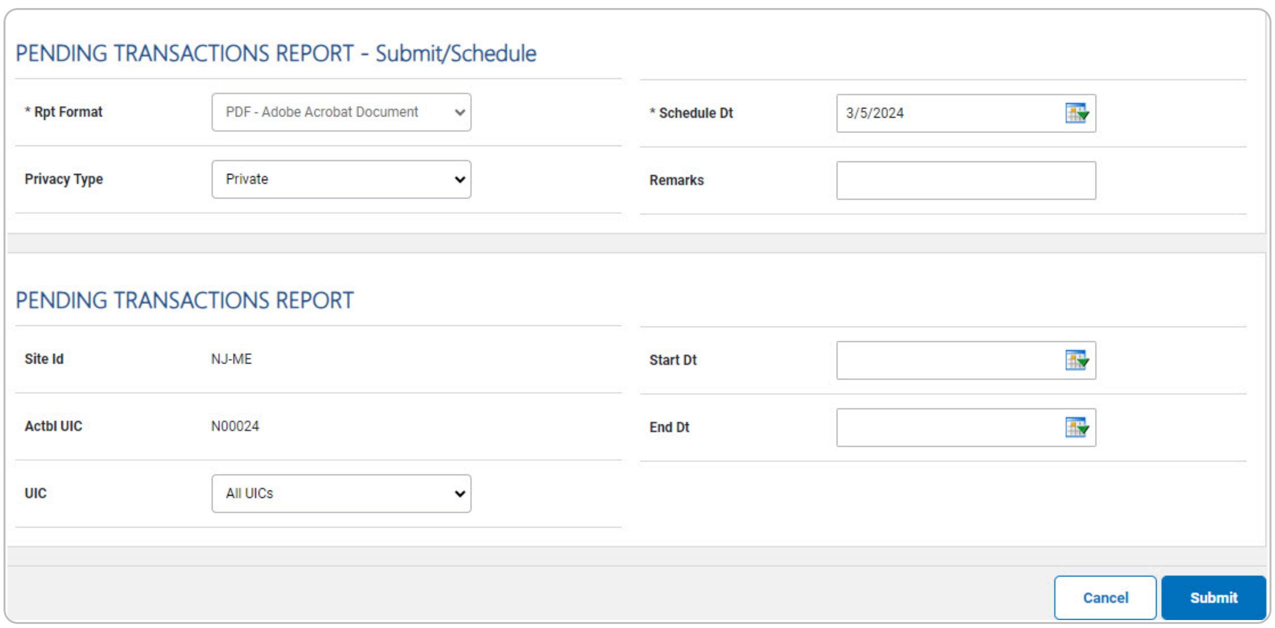
## Procedures

### Submit or Schedule a Pending Transactions Report

*Selecting* 

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

1. Select the WPHRR08D hyperlink. *The* ***Pending Transactions Report - Submit/Schedule*** *page appears.*




2. *Complete the Submit/Schedule grid.*

**A.** Use ⌄ to select the Rpt Format.

**B.** Use to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.

3. *Complete the Pending Transactions Report grid.*

4. Select Submit. *The **Reports Manager — Schedule Transaction Status** page appears.*

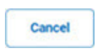
# Schedule a Primary Hand Receipt Report

## Navigation

Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Asset > WPHRR4401R hyperlink > Primary Hand Receipt Report - Submit/Schedule page

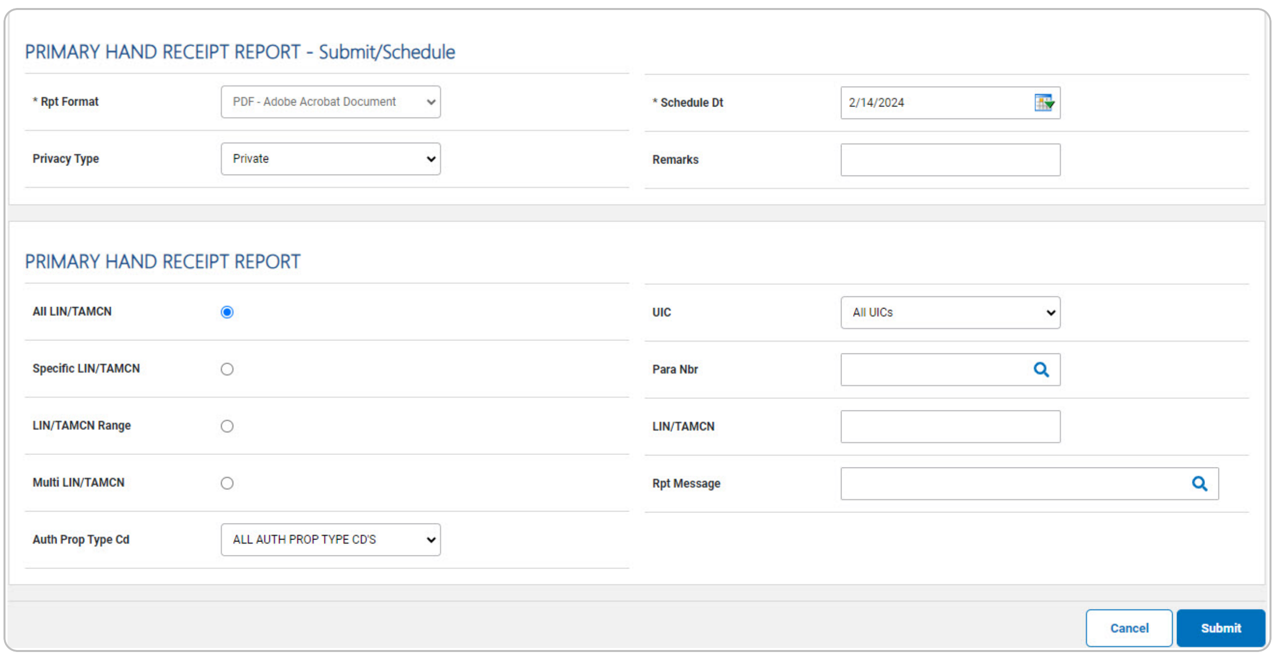
## Procedures

### Submit or Schedule a Primary Hand Receipt Report

*Selecting* 

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

1. Select the WPHRR4401R hyperlink. *The **Primary Hand Receipt Report - Submit/Schedule** page appears.*



PRIMARY HAND RECEIPT REPORT - Submit/Schedule

| | | | |
|---|---|---|---|
| * Rpt Format | PDF - Adobe Acrobat Document | * Schedule Dt | 2/14/2024 |
| Privacy Type | Private | Remarks | |

PRIMARY HAND RECEIPT REPORT

| | | | |
|---|---|---|---|
| All LIN/TAMCN | ◉ | UIC | All UICs |
| Specific LIN/TAMCN | ○ | Para Nbr | |
| LIN/TAMCN Range | ○ | LIN/TAMCN | |
| Multi LIN/TAMCN | ○ | Rpt Message | |
| Auth Prop Type Cd | ALL AUTH PROP TYPE CD'S | | |

Cancel Submit

2. *Complete the Submit/Schedule grid.*

**A.** Use to select the Rpt Format.

**B.** Use to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.

3. *Complete the Primary Hand Receipt Report - Submit/Schedule grid.*

   A. Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*

4. Select Submit. *The **Schedule Reports Transaction Status** page appears.*

# Schedule a PSN Import Status Report

## Navigation

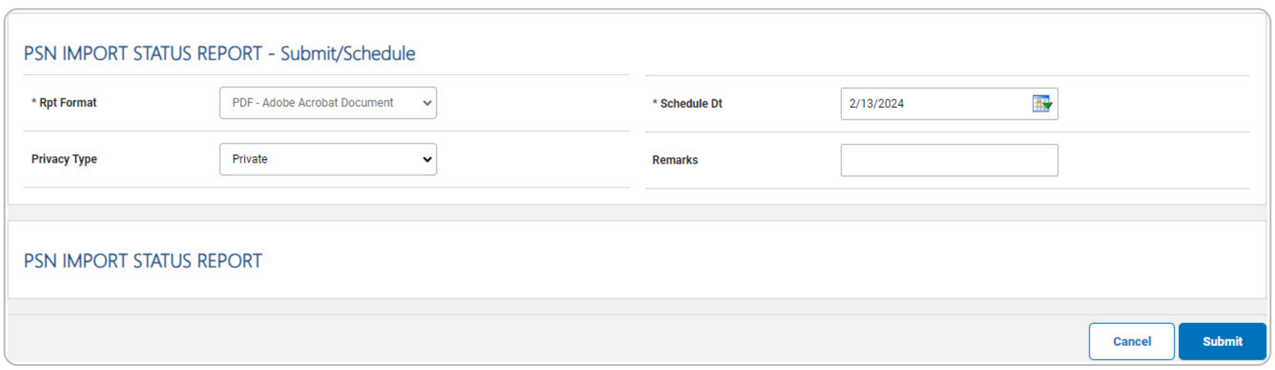
Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Asset > WPSAR01R hyperlink > PSN Import Status Report - Submit/Schedule page

## Procedures

### Submit or Schedule a PSN Import Status Report

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

1. Select the WPSAR01R hyperlink. *The **PSN Import Status Report - Submit/Schedule** page appears.*




2. *Complete the Submit/Schedule grid.*

   **A.** Use ⌄ to select the Rpt Format.

   **B.** Use the calendar icon to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.

3. *Complete the PSN Import Status Report grid.*

4. Select Submit. *The **Reports Manager — Schedule Transaction Status** page appears.*

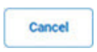
# Schedule a Sensitive Asset Report

## Navigation

Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Asset > WPHRR0301R hyperlink > Sensitive Asset Report - Submit/Schedule page

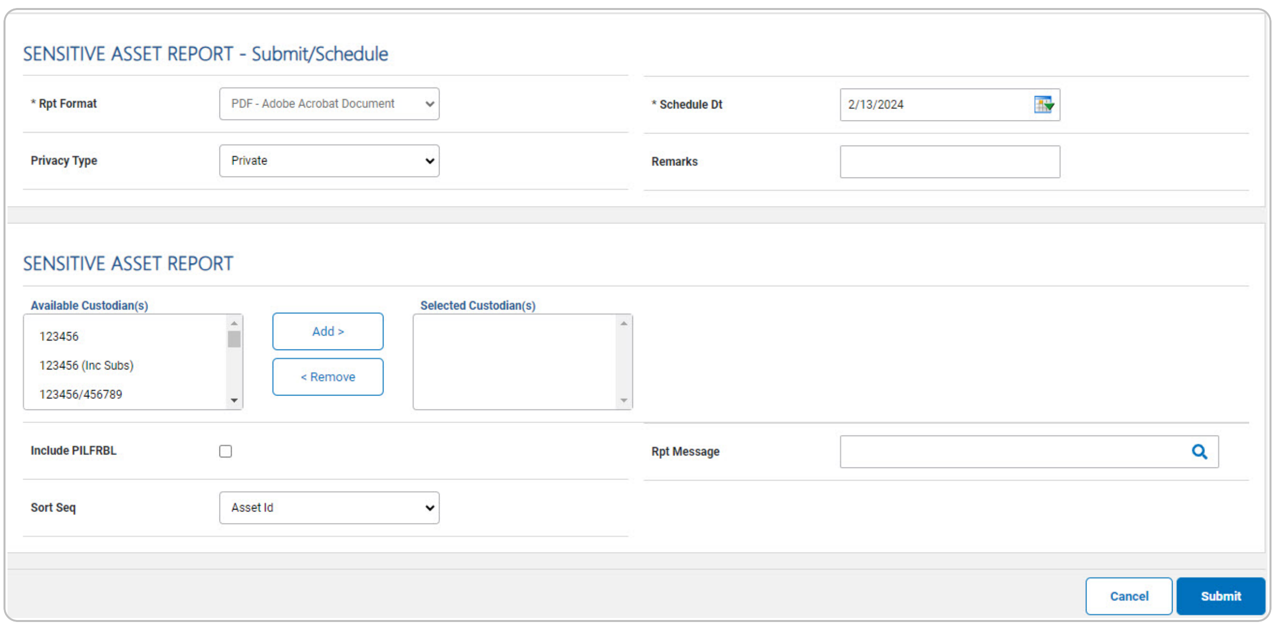
## Procedures

### Submit or Schedule a Sensitive Asset Report

*Selecting* 

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

1. Select the WPHRR0301R hyperlink. *The **Sensitive Asset Report - Submit/Schedule** page appears.*




2. *Complete the Submit/Schedule grid.*

**A.** Use to select the Rpt Format.

**B.** Use to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.

3. *Complete the Sensitive Asset Report grid.*

A. Select the custodian(s) in the Available Custodian(s) field to use in the report. *The custodian(s) are highlighted.*

> **Helpful Tip**
>
> To select more than one adjacent custodian, press and hold the Shift key after selecting the first custodian. Click the custodian at the end of the list, then release the Shift key.
>
> To select more than one individual custodians, press and hold the Control key after selecting the first custodian. Click the specific custodians required, then release the Control key.

B. Select Add > . *The custodian(s) appear in the Selected Custodian(s) field.*

> **Helpful Tip**
>
> If a custodian was added inadvertently, select the incorrect custodian, and select < Remove . The custodian returns to the Available Custodian(s) list.

C. Click to select the Include PILFRBL. *The assets marked as pilferable are included in the report.*

4. Select Submit . *The **Reports Manager — Schedule Transaction Status** page appears.*

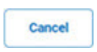
# Schedule a Sub Hand Receipt Report

## Navigation

Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > Rpt Ctgry > Asset > WPHRR4402R hyperlink > Sub Hand Receipt Report - Submit/Schedule page

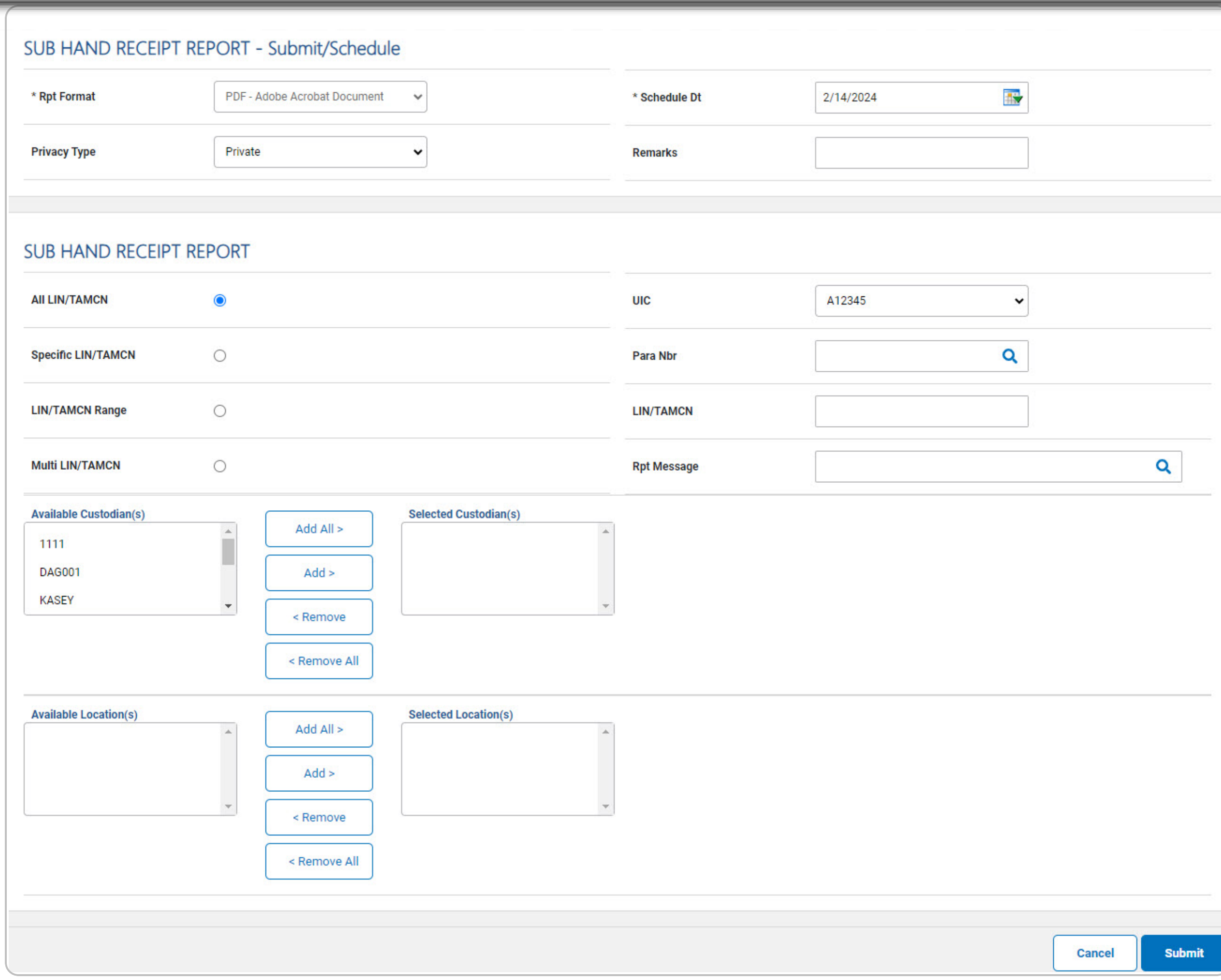
## Procedures

### Submit or Schedule a Sub Hand Receipt Report

*Selecting* 

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

1. Select the WPHRR4402R hyperlink. *The* ***Sub Hand Receipt Report - Submit/Schedule*** *page appears.*




2. *Complete the Submit/Schedule grid.*

   **A.** Use ⌄ to select the Rpt Format.

   **B.** Use [calendar icon] to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.

3. *Complete the Primary Hand Receipt Report - Submit/Schedule grid.*

   A. Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*

4. Select **Submit**. *The **Schedule Reports Transaction Status** page appears.*

# Schedule a UII Asset Status Report

## Navigation

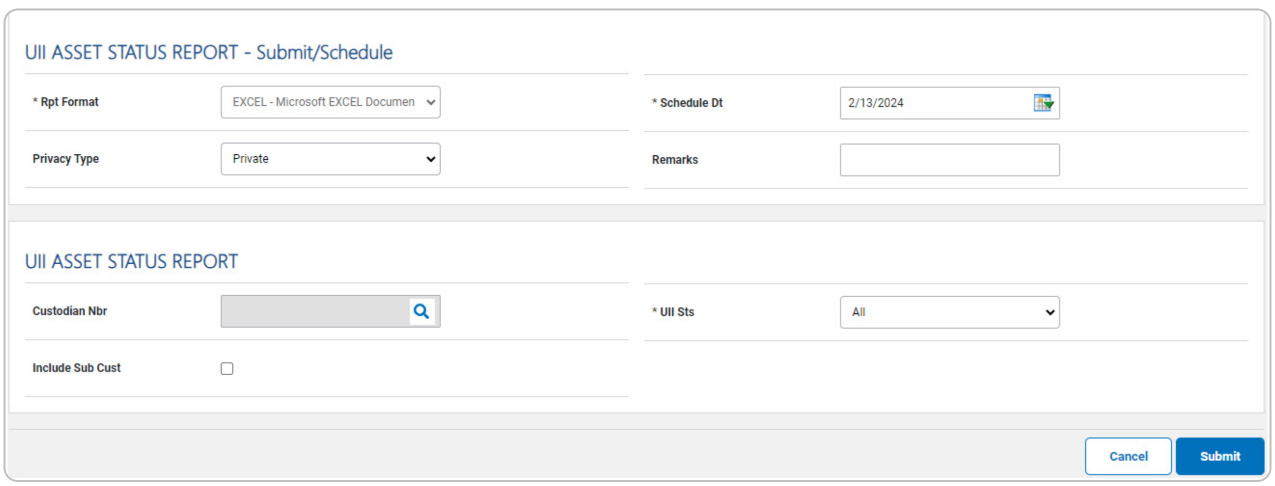
Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Asset > WPHRR36R hyperlink > UII Asset Status Report - Submit/Schedule page

## Procedures

### Submit or Schedule a UII Asset Status Report

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

1. Select the WPHRR36R hyperlink. *The* ***UII Asset Status Report - Submit/Schedule*** *page appears.*




2. *Complete the Submit/Schedule grid.*

   **A.** Use to select the Rpt Format.

   **B.** Use to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.

3. *Complete the UII Asset Status Report grid.*

A. Use ⌄ to select the UII Sts.

4. Select Submit . *The* ***Reports Manager — Schedule Transaction Status*** *page appears.*

# Schedule a UIT Interface Transaction Report

## Navigation

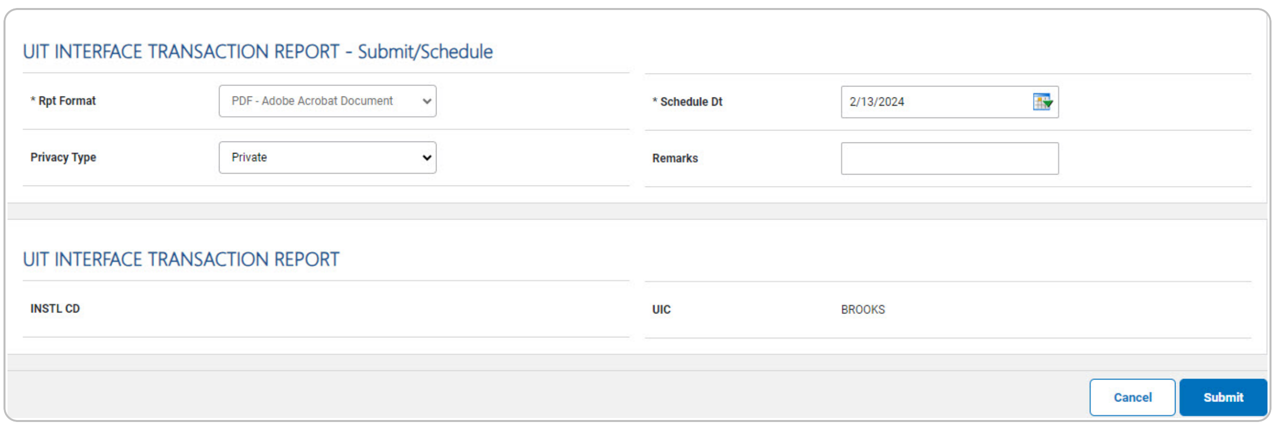
Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Asset > WPHRR18D hyperlink > UIT Interface Transaction Report - Submit/Schedule page

## Procedures

### Submit or Schedule a UIT Interface Transaction Report

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

1. Select the WPHRR18D hyperlink. *The **UIT Interface Transaction Report - Submit/Schedule** page appears.*




2. *Complete the Submit/Schedule grid.*

   **A.** Use ⌄ to select the Rpt Format.

   **B.** Use the calendar icon to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.

3. *Complete the UIT Interface Transaction Report grid.*

4. Select Submit. *The* ***Reports Manager — Schedule Transaction Status*** *page appears.*

# Schedule a User Property Custodian Report

## Navigation

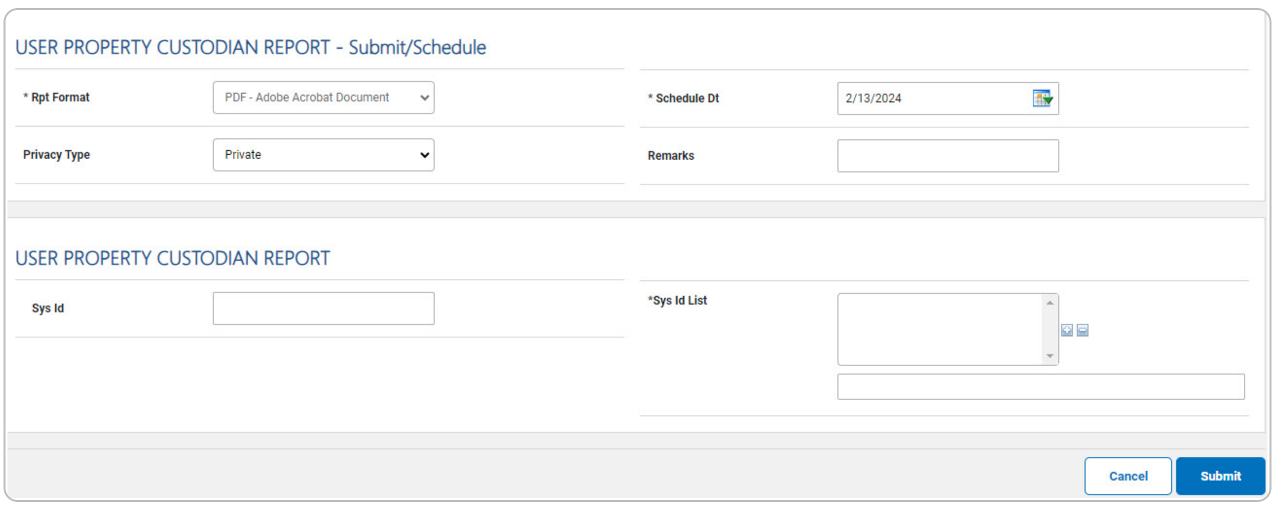
Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Asset > WPHRR3501R hyperlink > User Property Custodian Report - Submit/Schedule page

## Procedures

### Submit or Schedule a User Property Custodian Report

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

1. Select the WPHRR3501R hyperlink. *The **User Property Custodian Report - Submit/Schedule** page appears.*




2. *Complete the Submit/Schedule grid.*

   **A.** Use to select the Rpt Format.

   **B.** Use to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.

3. *Complete the User Property Custodian Report grid.*

**A.** Select . *The SYS ID(s) appear in the SYS ID List field.*

> **Helpful Tip**
>
> If a SYS ID was added inadvertently, select the incorrect SYS ID, and select . The SYS ID is removed from the list.

**B.** Repeat Step 6 until all the chosen SYS ID(s) appear in the SYS ID List field.

4. Select Submit. *The **Reports Manager — Schedule Transaction Status** page appears.*

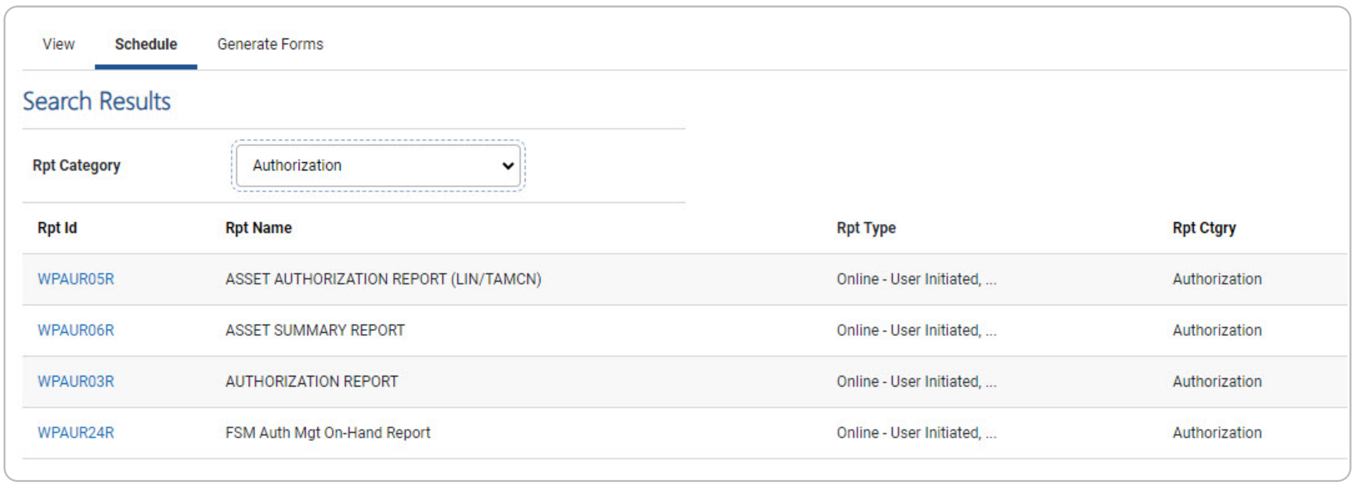
# Search for Schedule Authorization Reports — Results

## Navigation

Forms-Reports > Schedule Reports > Reports Manager - Schedule > RPT CTGRY > Authorization > Reports Manager — Schedule - Authorization Search Results page

## Procedures

### Schedule an Authorization Report




Select the desired report hyperlink. *The report page opens, with applicable fields available.*

# Schedule an Asset Authorization Report (LIN/TAMCN)

## Navigation

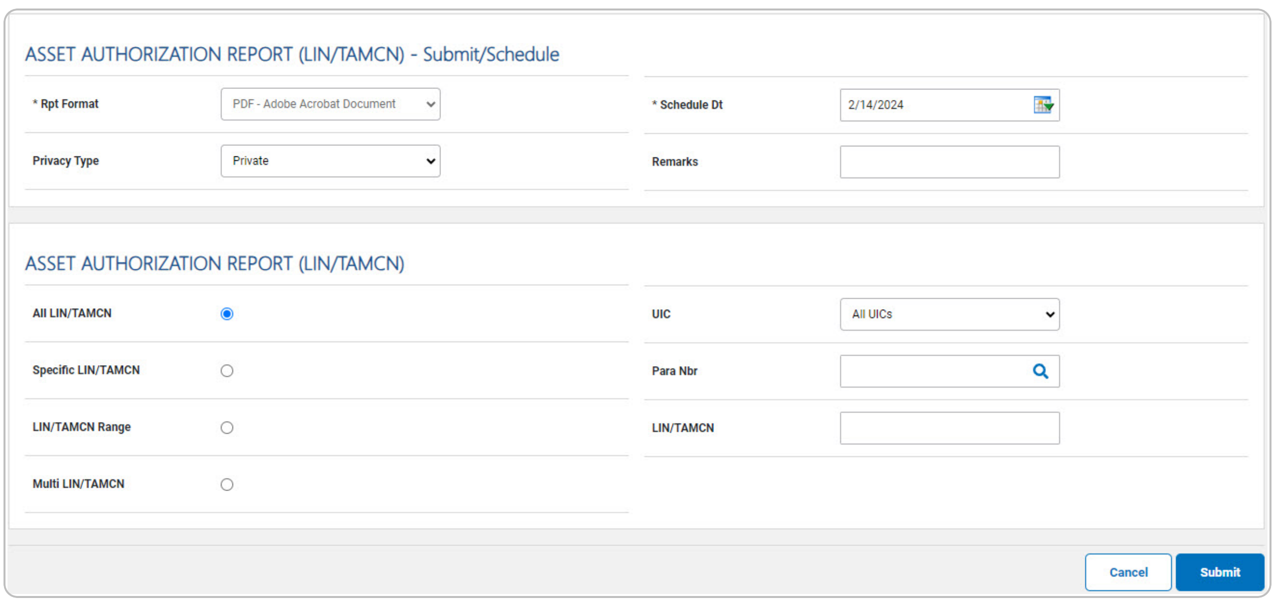
Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Authorization > WPAUR05R hyperlink > Asset Authorization Report (LIN/TAMCN) - Submit/Schedule page

## Procedures

### Submit or Schedule an Asset Authorization Report (LIN/TAMCN)

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

1. Select the WPAUR05R hyperlink. *The* ***Asset Authorization Report (LIN/TAMCN) - Submit/Schedule*** *page appears.*




2. *Complete the Submit/Schedule grid.*

**A.** Use to select the Rpt Format.

**B.** Use to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.

3. *Complete the Asset Authorization Report (LIN/TAMCN) grid.*

4. Select Submit. *The **Schedule Reports Transaction Status** page appears.*

# Schedule an Asset Summary Report

## Navigation

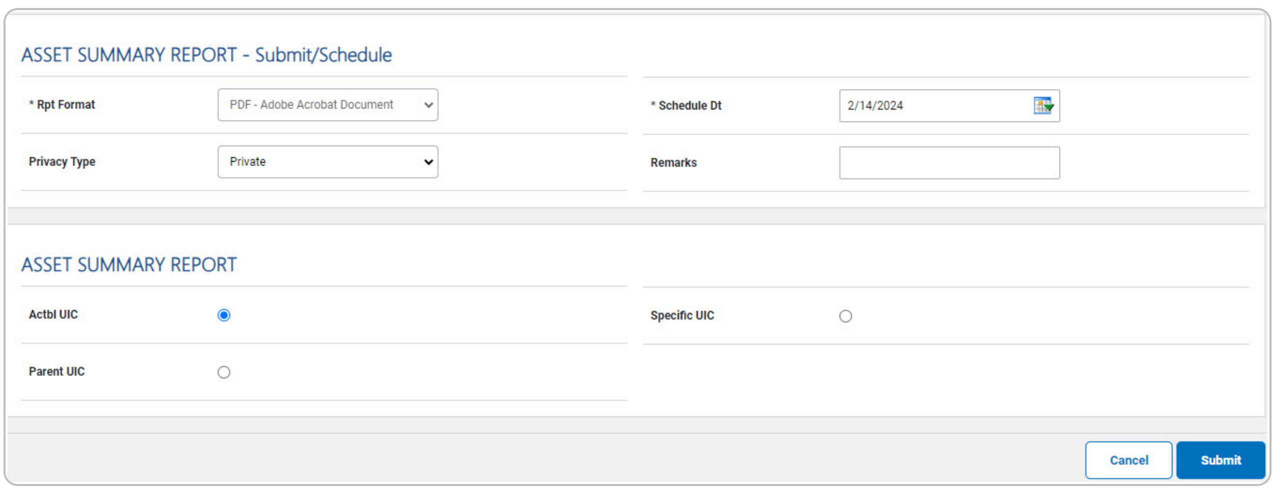
Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Result > RPT CTGRY > Authorization > WPAUR06R hyperlink > Asset Summary Report - Submit/Schedule page

## Procedures

### Submit or Schedule an Asset Summary Report

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

1. Select the WPAUR06R hyperlink. *The **Asset Summary Report - Submit/Schedule** page appears.*




2. *Complete the Submit/Schedule grid.*

   **A.** Use ⌄ to select the Rpt Format.

   **B.** Use the calendar icon to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.

3. *Complete the Asset Summary Report grid.*

4. Select Submit. *The **Reports Manager — Schedule Transaction Status** page appears.*

# Schedule an Authorization Report

## Navigation

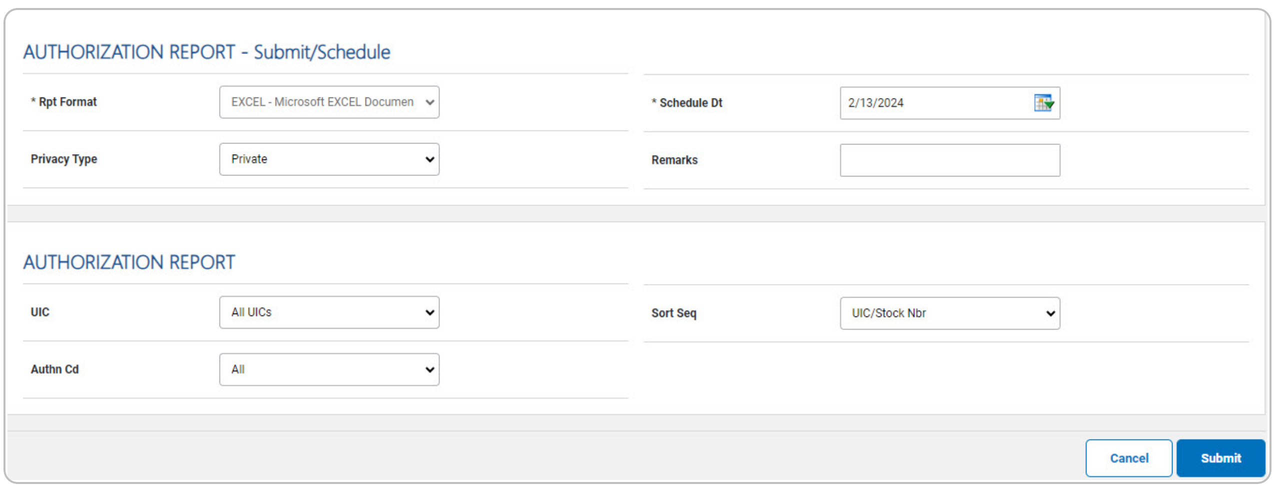
Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Authorization > WPAUR03R hyperlink > Authorization Report - Submit/Schedule page

## Procedures

### Submit or Schedule an Authorization Report

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

1. Select the WPAUR03R hyperlink. *The **Authorization Report - Submit/Schedule** page appears.*




2. *Complete the Submit/Schedule grid.*

   **A.** Use to select the Rpt Format.

   **B.** Use to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.

3. *Complete the Authorization Report grid.*

4. Select Submit. *The* ***Reports Manager — Schedule Transaction Status*** *page appears.*

# Schedule a FSM Auth Mgt On-Hand Report

## Navigation

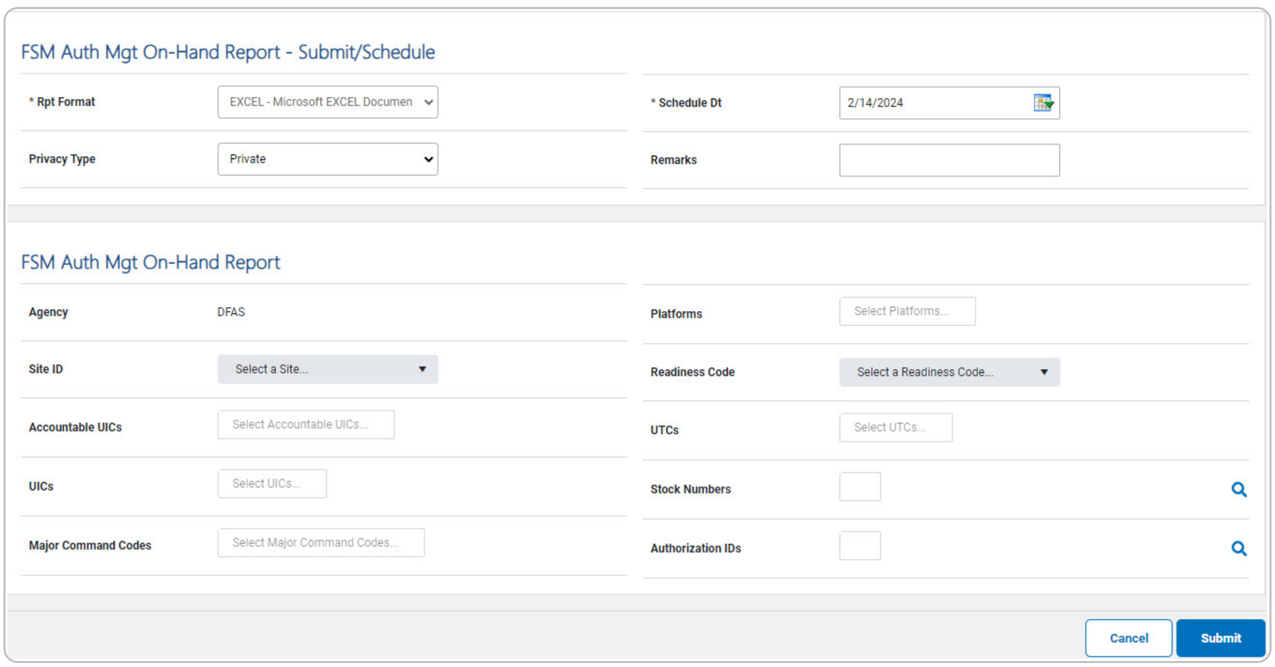
Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > Rpt Ctgry > Authorization > WPAUR24R hyperlink > FSM Auth Mgt On-Hand Report- Submit/Schedule page

## Procedures

### Submit or Schedule a FSM Auth Mgt On-Hand Report

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

1. Select the WPAUR24R hyperlink. *The **FSM Auth Mgt On-Hand Report - Submit/Schedule** page appears.*




2. *Complete the Submit/Schedule grid.*

**A.** Use ⌄ to select the Rpt Format.

**B.** Use to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.

3. *Complete the FSMAUTH MGT On-Hand Report grid.*

4. Select Submit. *The* ***Schedule Reports Transaction Status*** *page appears.*

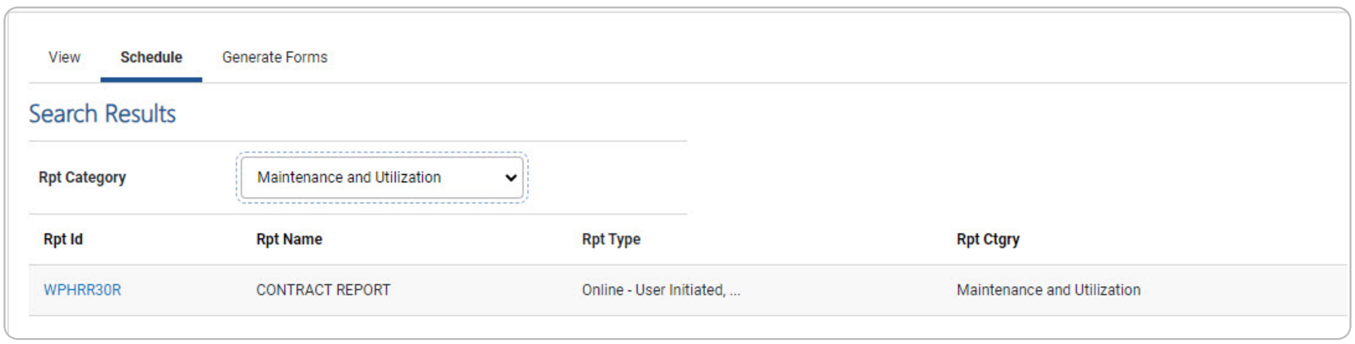
# Search for Schedule Maintenance and Utilization Reports — Results

## Navigation

Forms-Reports > Schedule Reports > Scheduled Reports Manager > RPT CTGRY > Maintenance and Utilization > Reports Manager — Schedule - Maintenance and Utilization Search Results page

## Procedures

### Schedule a Maintenance and Utilization Report




Select the desired report hyperlink. *The report page opens, with applicable fields available.*

# Schedule a Contract Report

## Navigation

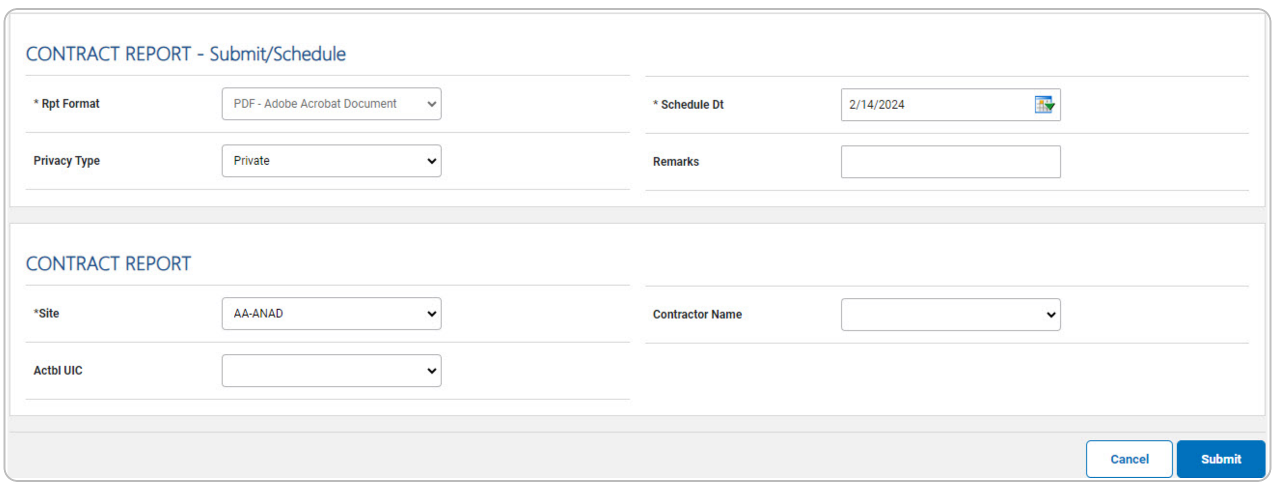
Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Maintenance and Utilization > WPHRR30R hyperlink > Contract Report - Submit/Schedule page

## Procedures

### Submit or Schedule a Contract Report

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

1. Select the WPHRR30R hyperlink. *The* ***SUB Hand Receipt Report - Submit/Schedule*** *page appears.*




2. *Complete the Submit/Schedule grid.*

   **A.** Use to select the Rpt Format.

   **B.** Use to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.

3. *Complete the Contract Report grid.*

**A.** Use ⌄ to select the Site.

4. Select Submit. *The* ***Schedule Reports Transaction Status*** *page appears.*