



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 Ctgr
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

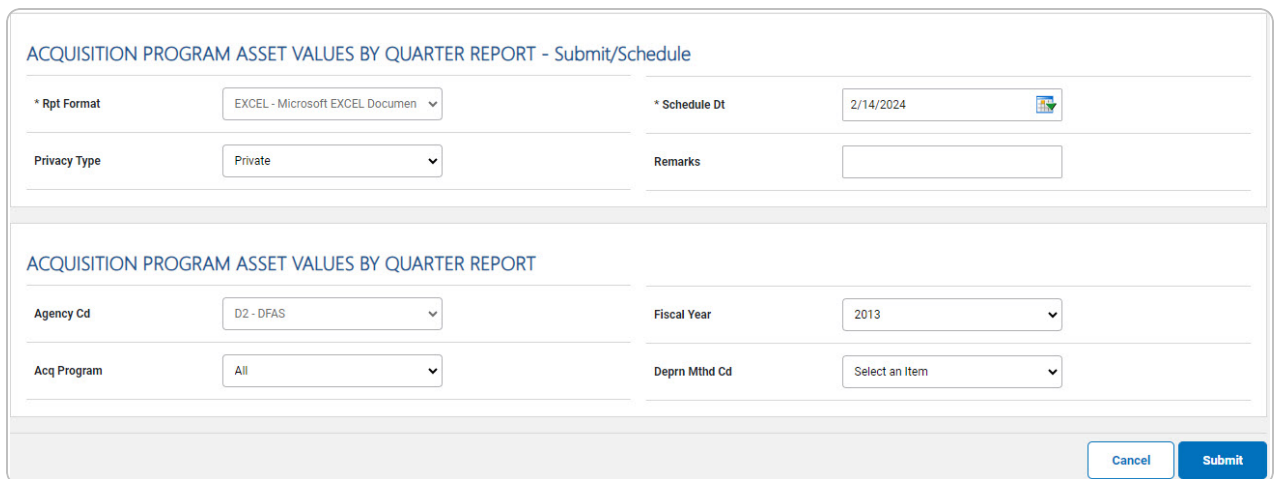
Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Accounting > WPACR31R hyperlink > Acquisition Program Asset Values by Quarter Report - Submit/Schedule page

Procedures

Submit or Schedule an Acquisition Program Asset Values by Quarter Report

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

1. Select the WPACR31R hyperlink. The **Acquisition Program Asset Values by Quarter Report - Submit/Schedule** page appears.



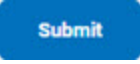


The screenshot shows a web form titled "ACQUISITION PROGRAM ASSET VALUES BY QUARTER REPORT - Submit/Schedule". The form is divided into two main sections. The top section contains four fields: "* Rpt Format" (dropdown menu showing "EXCEL - Microsoft EXCEL Document"), "* Schedule Dt" (text input showing "2/14/2024" with a calendar icon), "Privacy Type" (dropdown menu showing "Private"), and "Remarks" (text input). The bottom section is titled "ACQUISITION PROGRAM ASSET VALUES BY QUARTER REPORT" and contains four fields: "Agency Cd" (dropdown menu showing "D2 - DFAS"), "Fiscal Year" (dropdown menu showing "2013"), "Acq Program" (dropdown menu showing "All"), and "Deprn Mthd Cd" (dropdown menu showing "Select an Item"). At the bottom right of the form are two buttons: "Cancel" and "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 Acquisition Program Asset Values by Quarter Report grid.
4. Select . The **Reports Manager – Schedule Transaction Status** page appears.






Schedule an Acquisition Program CIP Project Status Report

Navigation

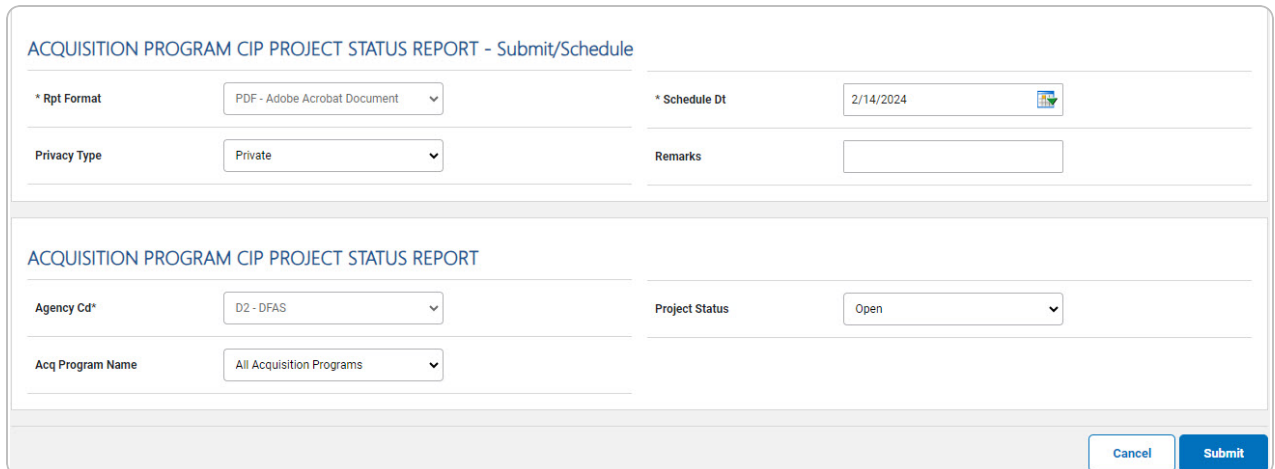
Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Accounting > WPACR33R hyperlink > Acquisition Program CIP Project Status Report - Submit/Schedule page

Procedures

Submit or Schedule an Acquisition Program CIP Project Status Report



Selecting  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.



The screenshot shows a web form titled "ACQUISITION PROGRAM CIP PROJECT STATUS REPORT - Submit/Schedule". It contains several input fields and buttons. At the top, there is a "Cancel" button. Below it, the form is divided into two main sections. The first section has four fields: "* Rpt Format" (a dropdown menu showing "PDF - Adobe Acrobat Document"), "* Schedule Dt" (a date field showing "2/14/2024" with a calendar icon), "Privacy Type" (a dropdown menu showing "Private"), and "Remarks" (a text area). The second section is titled "ACQUISITION PROGRAM CIP PROJECT STATUS REPORT" and contains three fields: "Agency Cd*" (a dropdown menu showing "D2 - DFAS"), "Acq Program Name" (a dropdown menu showing "All Acquisition Programs"), and "Project Status" (a dropdown menu showing "Open"). At the bottom right of the form, there are "Cancel" and "Submit" buttons.





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.





Help Reference Guide

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 . The **Reports Manager — Schedule Transaction Status** page appears.






Schedule an Agency CFO Accounting Statement Report

Navigation

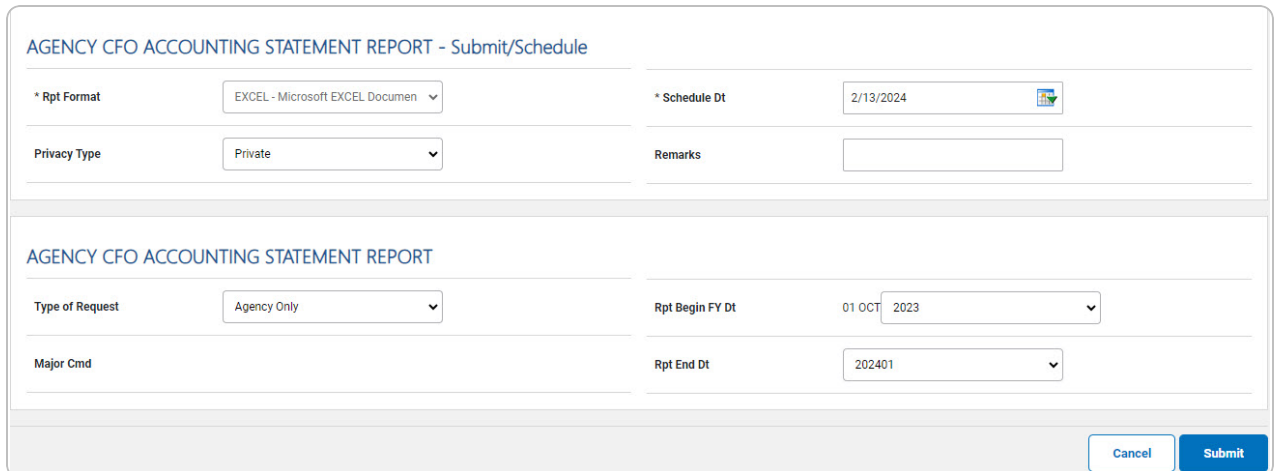
Forms-Reports > Schedule Reports > Scheduled Reports Manager > RPT CTGRY
> Accounting > WPACR19R hyperlink > Agency CFO Accounting Statement Report - Submit/Schedule page

Procedures

Submit or Schedule an Agency CFO Accounting Statement Report



Selecting  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.



The screenshot shows a web form titled "AGENCY CFO ACCOUNTING STATEMENT REPORT - Submit/Schedule". The form is divided into two main sections. The top section contains four fields: "* Rpt Format" (a dropdown menu set to "EXCEL - Microsoft EXCEL Document"), "* Schedule Dt" (a date field set to "2/13/2024" with a calendar icon), "Privacy Type" (a dropdown menu set to "Private"), and "Remarks" (a text area). The bottom section is titled "AGENCY CFO ACCOUNTING STATEMENT REPORT" and contains four fields: "Type of Request" (a dropdown menu set to "Agency Only"), "Rpt Begin FY Dt" (a date field set to "01 OCT 2023" with a dropdown arrow), "Major Cmd" (a text field), and "Rpt End Dt" (a date field set to "202401" with a dropdown arrow). At the bottom right of the form are two buttons: "Cancel" and "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.






Help Reference Guide

3. Complete 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.

AGENCY CFO ACCOUNTING STATEMENT REPORT


Type of Request	Maj Cmd Only	Rpt Begin FY Dt	01 OCT 2023
Major Cmd	Field Spr Acty/N00011	Rpt End Dt	

Cancel Submit

- 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 calendar icon appears in the RPT END DT when the Type of Request is "Agency/MAJ CMD" or "MAJ CMD Only".

4. Select . 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

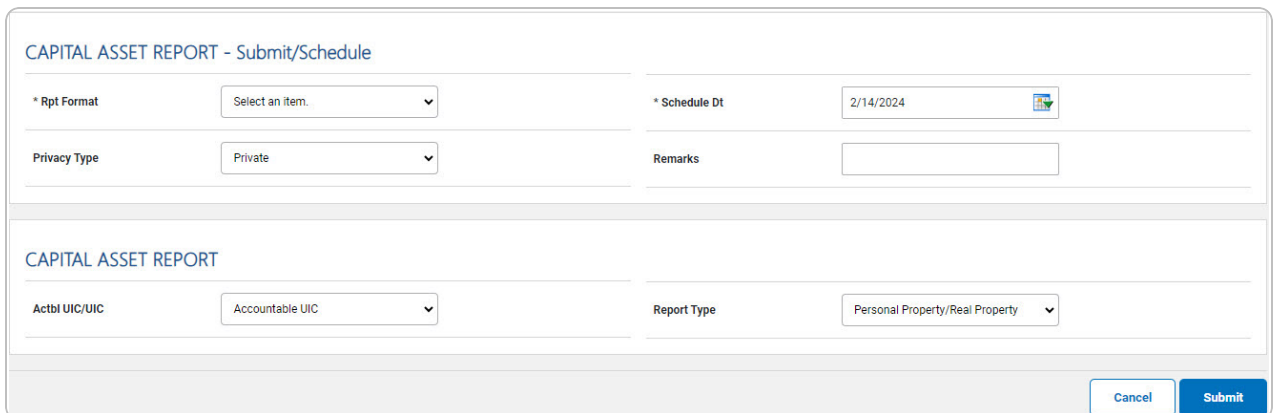
Procedures

Submit or Schedule a Capital Asset Report



Selecting  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.



The screenshot shows the 'CAPITAL ASSET REPORT - Submit/Schedule' form. It has two main sections. The top section contains four fields: '* Rpt Format' with a dropdown menu showing 'Select an item.', '* Schedule Dt' with a date field showing '2/14/2024' and a calendar icon, 'Privacy Type' with a dropdown menu showing 'Private', and 'Remarks' with a text input field. The bottom section is titled 'CAPITAL ASSET REPORT' and contains two fields: 'Actbl UIC/UIC' with a dropdown menu showing 'Accountable UIC', and 'Report Type' with a dropdown menu showing 'Personal Property/Real Property'. At the bottom right of the form are 'Cancel' and 'Submit' buttons.

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 . 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

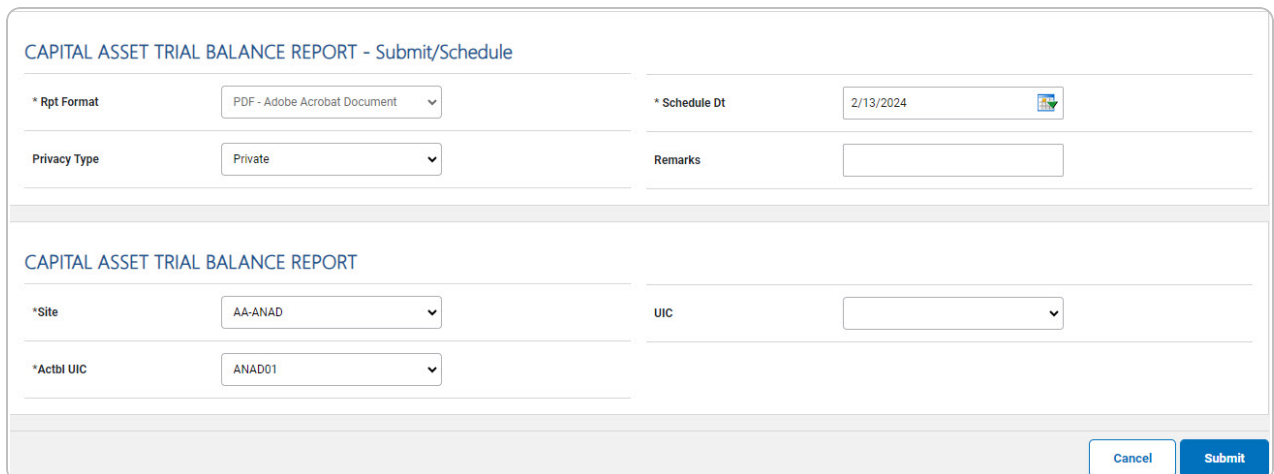
Procedures

Submit or Schedule a Capital Asset Trial Balance Report



Selecting  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.



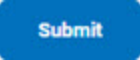


The screenshot shows a web form titled "CAPITAL ASSET TRIAL BALANCE REPORT - Submit/Schedule". It contains several input fields and dropdown menus. On the left side, there are fields for "* Rpt Format" (set to "PDF - Adobe Acrobat Document"), "Privacy Type" (set to "Private"), "* Site" (set to "AA-ANAD"), and "* Actbl UIC" (set to "ANAD01"). On the right side, there are fields for "* Schedule Dt" (set to "2/13/2024") and "Remarks". At the bottom right, there are "Cancel" and "Submit" buttons.

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.
4. Select . 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

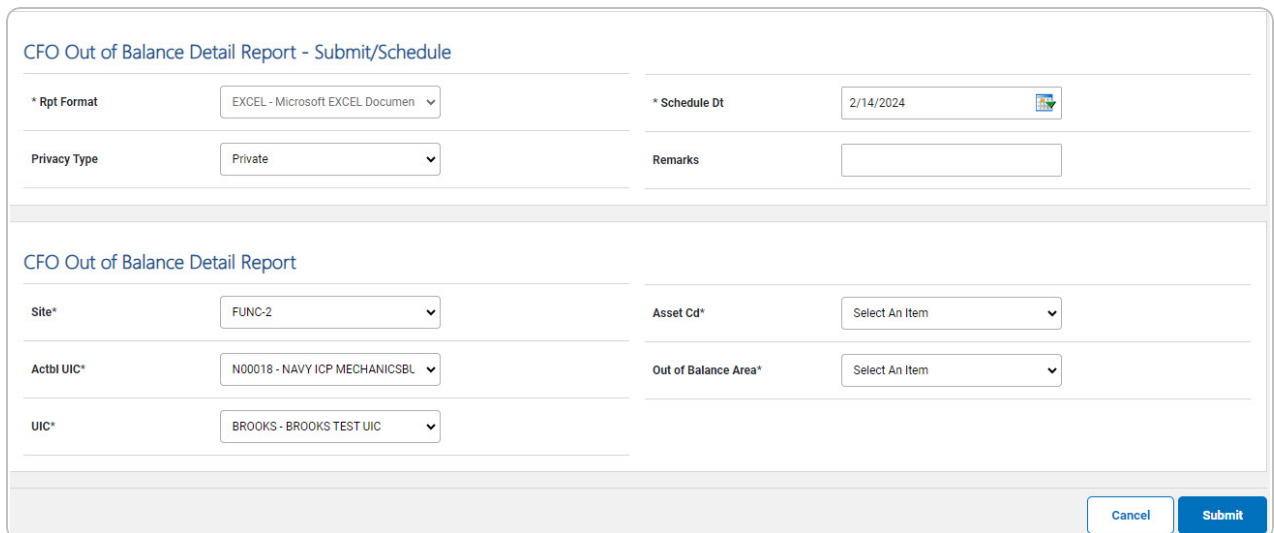
Procedures

Submit or Schedule a CFO Out of Balance Detail Report

Selecting  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.



The screenshot shows a web form titled "CFO Out of Balance Detail Report - Submit/Schedule". The form is divided into two main sections. The top section contains four fields: "* Rpt Format" (a dropdown menu showing "EXCEL - Microsoft EXCEL Document"), "* Schedule Dt" (a date field showing "2/14/2024" with a calendar icon), "Privacy Type" (a dropdown menu showing "Private"), and "Remarks" (a text input field). The bottom section is titled "CFO Out of Balance Detail Report" and contains six fields: "Site*" (a dropdown menu showing "FUNC-2"), "Asset Cd*" (a dropdown menu showing "Select An Item"), "Actbl UIC*" (a dropdown menu showing "N00018 - NAVY ICP MECHANICSBL"), "Out of Balance Area*" (a dropdown menu showing "Select An Item"), "UIC*" (a dropdown menu showing "BROOKS - BROOKS TEST UIC"), and a "Remarks" field. At the bottom right of the form are two buttons: "Cancel" and "Submit".






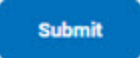
2. Complete the Submit/Schedule grid.

- 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.





Help Reference Guide

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 . The **Reports Manager — Schedule Transaction Status** page appears.






Schedule a Non-Activated Depreciable Capital Asset Report

Navigation

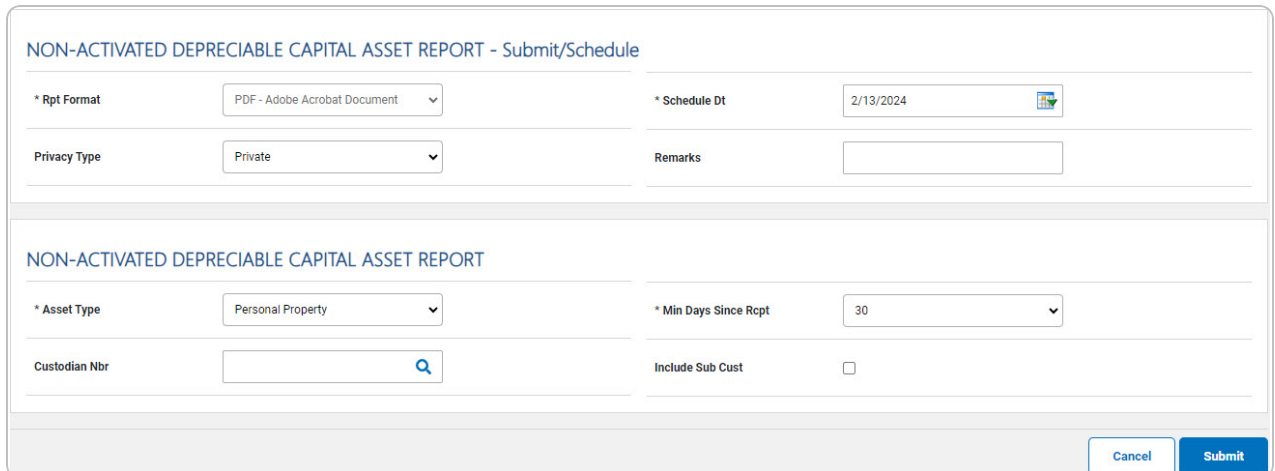
Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Accounting > WPACR17R hyperlink > Non-Activated Depreciable Capital Asset Report - Submit/Schedule page

Procedures

Submit or Schedule a Non-Activated Depreciable Capital Asset Report



Selecting  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.



The screenshot shows a web form titled "NON-ACTIVATED DEPRECIABLE CAPITAL ASSET REPORT - Submit/Schedule". The form is divided into two main sections. The top section contains four fields: "* Rpt Format" (a dropdown menu showing "PDF - Adobe Acrobat Document"), "* Schedule Dt" (a date field showing "2/13/2024" with a calendar icon), "Privacy Type" (a dropdown menu showing "Private"), and "Remarks" (a text input field). The bottom section is titled "NON-ACTIVATED DEPRECIABLE CAPITAL ASSET REPORT" and contains four fields: "* Asset Type" (a dropdown menu showing "Personal Property"), "* Min Days Since Rcpt" (a dropdown menu showing "30"), "Custodian Nbr" (a text input field with a magnifying glass icon), and "Include Sub Cust" (a checkbox). At the bottom right of the form are two buttons: "Cancel" and "Submit".




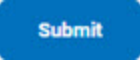
2. Complete the Submit/Schedule grid.

- 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.





Help Reference Guide

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 . 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

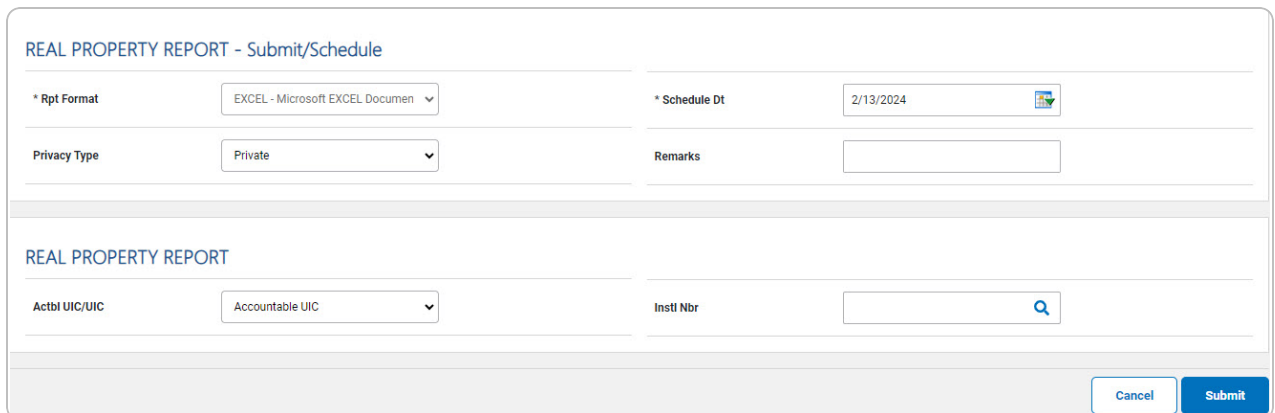
Procedures

Submit or Schedule a Real Property Report



Selecting  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.



The screenshot shows a web form titled "REAL PROPERTY REPORT - Submit/Schedule". It contains several input fields and buttons. At the top left, there is a "Cancel" button. Below it, the form is divided into two columns. The left column has a dropdown menu for "* Rpt Format" (set to "EXCEL - Microsoft EXCEL Document") and a dropdown for "Privacy Type" (set to "Private"). The right column has a date field for "* Schedule Dt" (set to "2/13/2024") with a calendar icon, and a text field for "Remarks". Below these fields is a section titled "REAL PROPERTY REPORT" with a dropdown for "Actbl UIC/UIC" (set to "Accountable UIC") and a text field for "Instl Nbr" with a search icon. At the bottom right, there are "Cancel" and "Submit" buttons.

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 . 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

View **Schedule** Generate Forms

Search Results

Rpt Category

Rpt Id	Rpt Name	Rpt Type	Rpt Ctgy
WPHRR31R	CUSTODIAN REPORT	Background - User Initiat ...	Administration

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

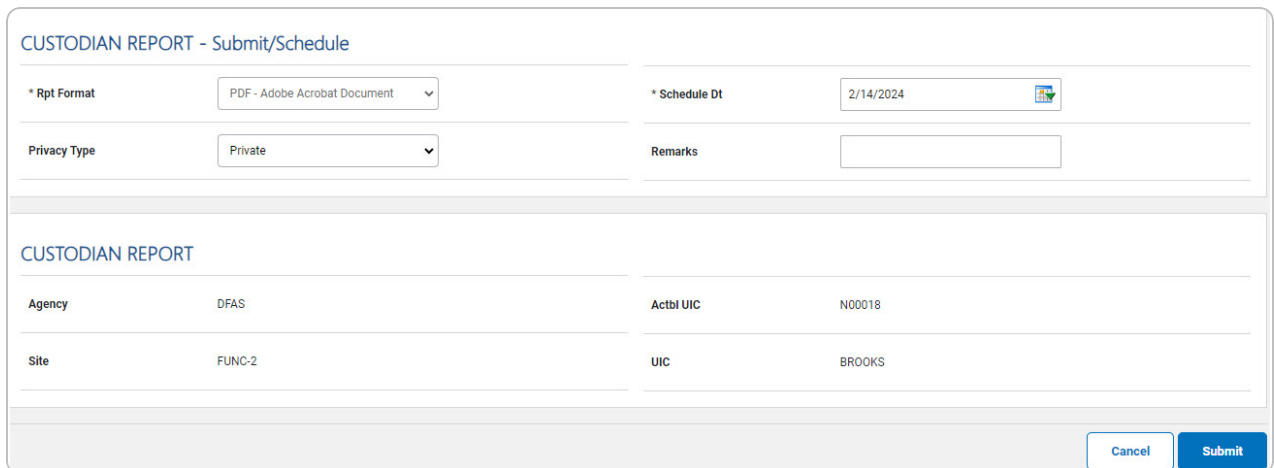
Procedures

Submit or Schedule a Custodian Report



Selecting  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.



The screenshot shows the 'CUSTODIAN REPORT - Submit/Schedule' form. It has two main sections. The top section contains fields for '* Rpt Format' (set to 'PDF - Adobe Acrobat Document'), '* Schedule DT' (set to '2/14/2024'), 'Privacy Type' (set to 'Private'), and 'Remarks'. The bottom section, titled 'CUSTODIAN REPORT', contains fields for 'Agency' (DFAS), 'Actbl UIC' (N00018), 'Site' (FUNC-2), and 'UIC' (BROOKS). At the bottom right are 'Cancel' and 'Submit' buttons.

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 . 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

View **Schedule** Generate Forms

Search Results

Rpt Category: Maintenance and Utilization ▼

Rpt Id	Rpt Name	Rpt Type	Rpt Ctgr
WPHRR30R	CONTRACT REPORT	Online - User Initiated, ...	Maintenance and Utilization

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

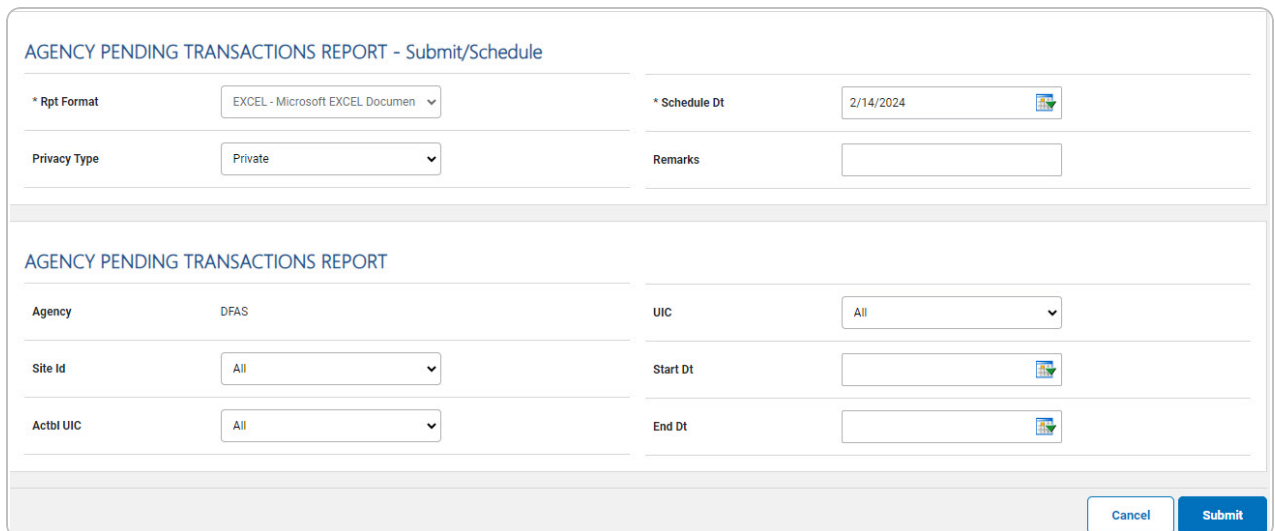
Procedures

Submit or Schedule a Pending Transactions Report

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



Bold numbered steps are required.

1. Select the WPHRR08E hyperlink. The **Agency Pending Transactions Report - Submit/Schedule** page appears.



The screenshot shows a web form titled "AGENCY PENDING TRANSACTIONS REPORT - Submit/Schedule". The form is divided into two main sections. The top section contains fields for "Rpt Format" (set to "EXCEL - Microsoft EXCEL Document"), "Schedule Dt" (set to "2/14/2024"), "Privacy Type" (set to "Private"), and "Remarks". The bottom section, titled "AGENCY PENDING TRANSACTIONS REPORT", contains fields for "Agency" (set to "DFAS"), "UIC" (set to "All"), "Site Id" (set to "All"), "Start Dt", "Actbl UIC" (set to "All"), and "End Dt". At the bottom right of the form are "Cancel" and "Submit" buttons.

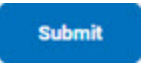
2. Complete the Submit/Schedule grid.

- 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.





Help Reference Guide

3. Complete the Agency Pending Transactions Report grid.
4. Select . The **Reports Manager — Schedule Transaction Status** page appears.






Schedule an Assets on Loan Report

Navigation

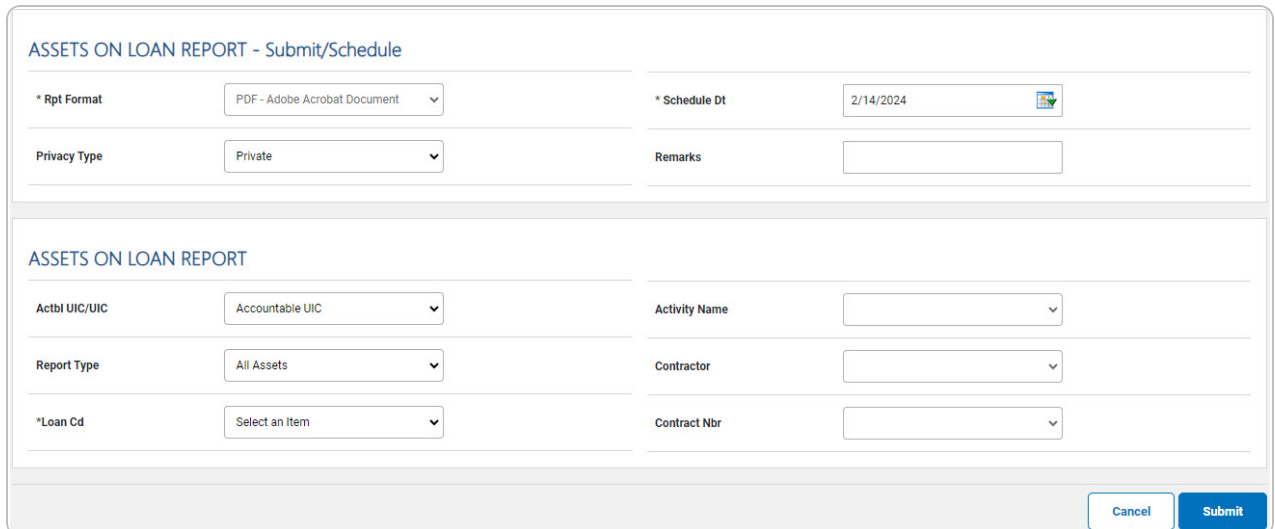
Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Asset > WPHRR24R hyperlink > Assets on Loan Report - Submit/Schedule page

Procedures



Submit or Schedule an Assets on Loan Report

Selecting  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.


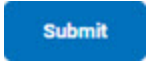


The screenshot shows a web form titled "ASSETS ON LOAN REPORT - Submit/Schedule". It contains several input fields and dropdown menus. The top section has fields for "Rpt Format" (set to "PDF - Adobe Acrobat Document"), "Schedule Dt" (set to "2/14/2024"), "Privacy Type" (set to "Private"), and "Remarks". Below this is a section titled "ASSETS ON LOAN REPORT" with fields for "Actbl UIC/UIC" (set to "Accountable UIC"), "Report Type" (set to "All Assets"), "*Loan Cd" (set to "Select an Item"), "Activity Name", "Contractor", and "Contract Nbr". At the bottom right, there are "Cancel" and "Submit" buttons.

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 . 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

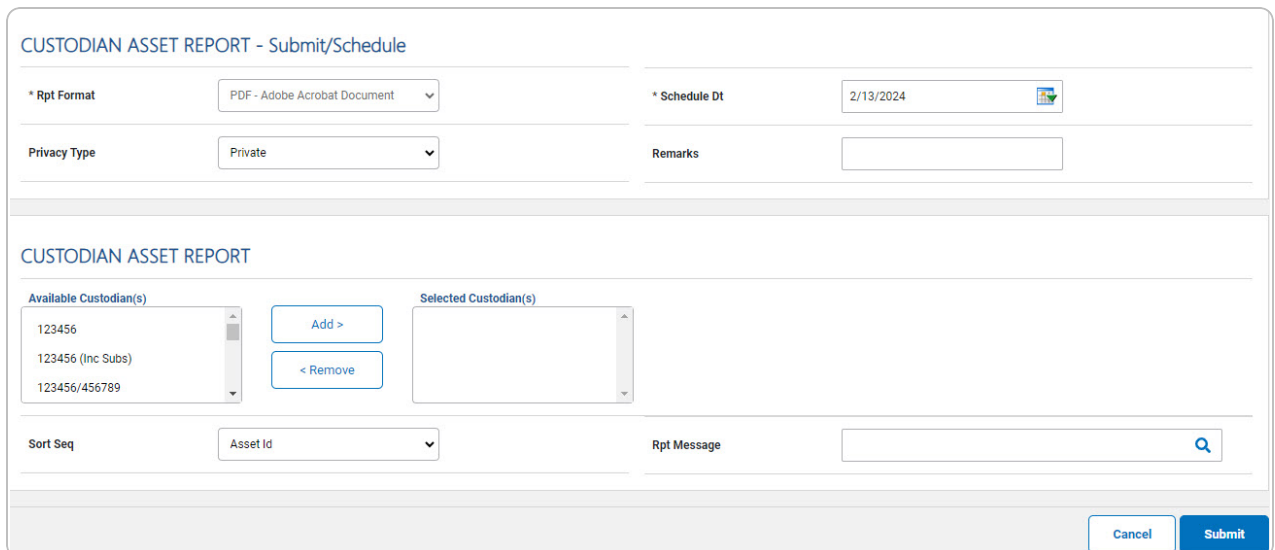
Procedures

Submit or Schedule a Custodian Asset Report

Selecting  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.



The screenshot shows the 'CUSTODIAN ASSET REPORT - Submit/Schedule' page. It features several input fields and buttons. At the top, there are dropdown menus for '* Rpt Format' (set to 'PDF - Adobe Acrobat Document') and '* Schedule Dt' (set to '2/13/2024'). Below these are 'Privacy Type' (set to 'Private') and a 'Remarks' text box. A section titled 'CUSTODIAN ASSET REPORT' contains two lists: 'Available Custodian(s)' with entries '123456', '123456 (Inc Subs)', and '123456/456789'; and 'Selected Custodian(s)' which is currently empty. Between these lists are 'Add >' and '< Remove' buttons. At the bottom of this section are 'Sort Seq' (set to 'Asset Id') and 'Rpt Message' (with a search icon). At the very bottom of the form are 'Cancel' and 'Submit' buttons.

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.

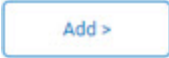
- A. Select the custodian(s) in the Available Custodian(s) field to use in the report. *The custodian(s) are highlighted.*

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 . *The custodian(s) appear in the Selected Custodian(s) field.*

Helpful Tip



If a custodian was added inadvertently, select the incorrect custodian, and

select . The custodian returns to the Available Custodian(s) list.

4. Select . 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

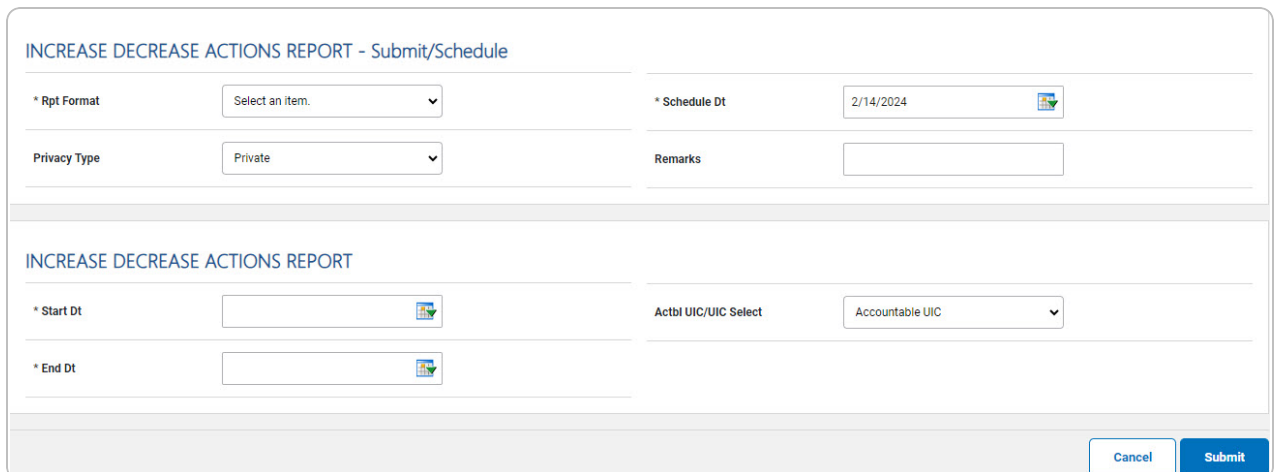
Procedures

Submit or Schedule an Increase Decrease Actions Report



Selecting  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.





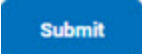
The screenshot shows a web form titled "INCREASE DECREASE ACTIONS REPORT - Submit/Schedule". It contains several input fields and buttons. At the top, there is a "Cancel" button. Below it, the form is divided into two columns. The left column has fields for "* Rpt Format" (a dropdown menu with "Select an item." selected), "Privacy Type" (a dropdown menu with "Private" selected), "* Start Dt" (a date picker), and "* End Dt" (a date picker). The right column has fields for "* Schedule Dt" (a date picker with "2/14/2024" selected), "Remarks" (a text area), and "Actbl UIC/UIC Select" (a dropdown menu with "Accountable UIC" selected). At the bottom right, there are "Cancel" and "Submit" buttons.

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 Increase Decrease Actions Report grid.





Help Reference Guide

- 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 . 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

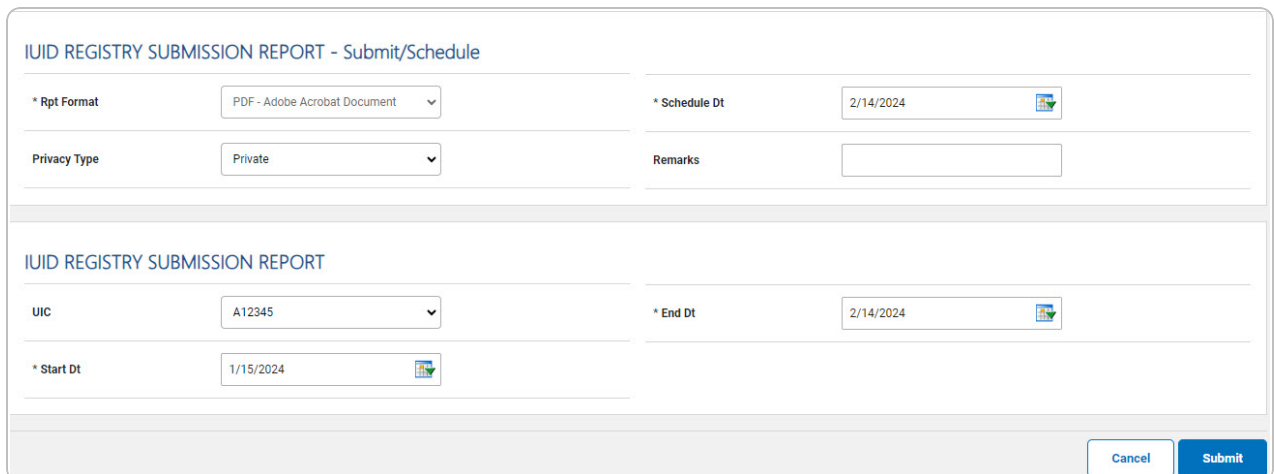
Procedures

Submit or Schedule an IUID Registry Submission Report



Selecting  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.





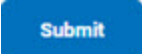
The screenshot shows the 'IUID REGISTRY SUBMISSION REPORT - Submit/Schedule' form. It contains several input fields and buttons. At the top, there is a 'Cancel' button. Below it, the form is divided into two main sections. The first section has fields for '* Rpt Format' (set to 'PDF - Adobe Acrobat Document'), 'Privacy Type' (set to 'Private'), '* Schedule Dt' (set to '2/14/2024'), and 'Remarks'. The second section, titled 'IUID REGISTRY SUBMISSION REPORT', has fields for 'UIC' (set to 'A12345'), '* Start Dt' (set to '1/15/2024'), and '* End Dt' (set to '2/14/2024'). At the bottom right, there are 'Cancel' and 'Submit' buttons.

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.





Help Reference Guide

- 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 . The **Reports Manager — Schedule Transaction Status** page appears.






Schedule a Location Asset Report

Navigation

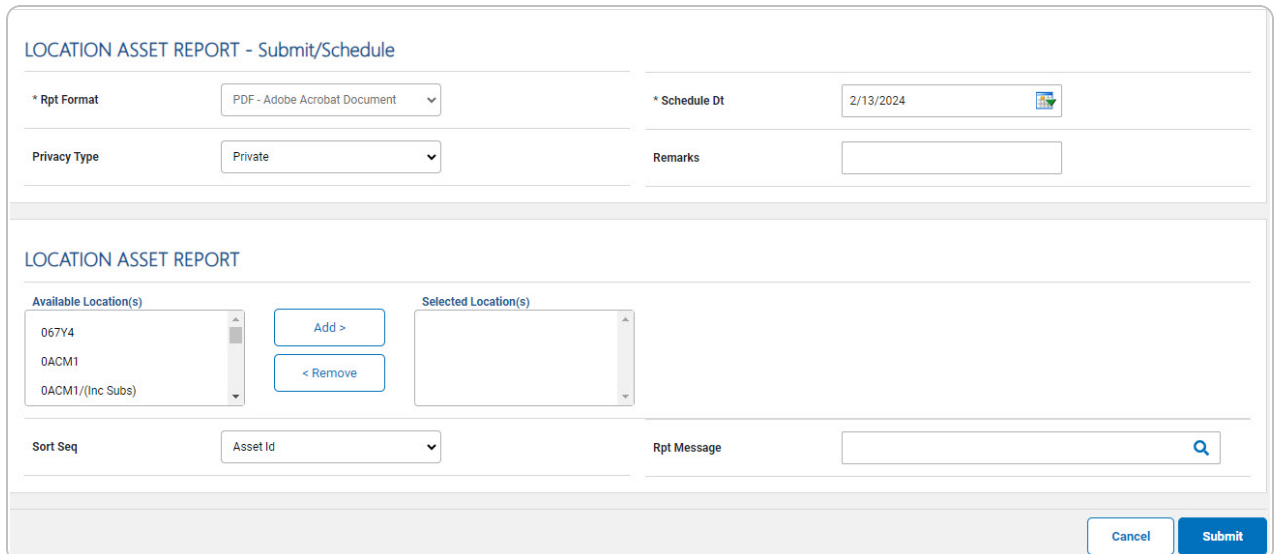
Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Asset > WPHRR0401R hyperlink > Location Asset Report - Submit/Schedule page

Procedures



Submit or Schedule a Location Asset Report

Selecting  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.



The screenshot shows a web form titled "LOCATION ASSET REPORT - Submit/Schedule". It contains several input fields and buttons. At the top, there are two rows of fields: "* Rpt Format" with a dropdown menu showing "PDF - Adobe Acrobat Document", and "* Schedule Dt" with a date field showing "2/13/2024" and a calendar icon. Below these are "Privacy Type" with a dropdown showing "Private", and "Remarks" with a text area. A horizontal separator line follows. Below the separator is the section "LOCATION ASSET REPORT". It contains two columns: "Available Location(s)" with a list box showing "067Y4", "0ACM1", and "0ACM1/(Inc Subs)", and "Selected Location(s)" with an empty list box. Between these columns are "Add >" and "< Remove" buttons. Below the list boxes are "Sort Seq" with a dropdown showing "Asset Id", and "Rpt Message" with a text area and a search icon. At the bottom right of the form are "Cancel" and "Submit" buttons.

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 Location Asset Report - Submit/Schedule grid.

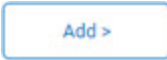
- A. Select the location(s) in the Available Location(s) field to use in the report. *The location(s) are highlighted.*

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 . *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 . *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.


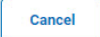
1. Select the WPHRR08D hyperlink. The **Pending Transactions Report - Submit/Schedule** page appears.

PENDING TRANSACTIONS REPORT - Submit/Schedule

* Rpt Format	PDF - Adobe Acrobat Document	* Schedule Dt	3/5/2024
Privacy Type	Private	Remarks	

PENDING TRANSACTIONS REPORT



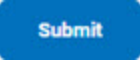
Site Id	NJ-ME	Start Dt	
Actbl UIC	N00024	End Dt	
UIC	All UICs		



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 . 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

☒

Specific LIN/TAMCN

☐

LIN/TAMCN Range

☐

Multi LIN/TAMCN

☐

Auth Prop Type Cd

ALL AUTH PROP TYPE CD'S

UIC

All UICs

Para Nbr

LIN/TAMCN

Rpt Message



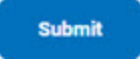
Cancel

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 . 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

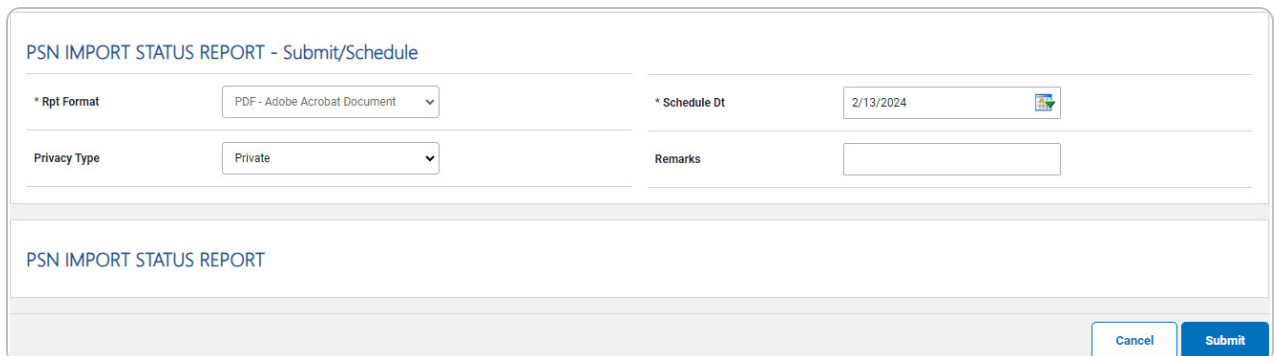
Procedures

Submit or Schedule a PSN Import Status Report



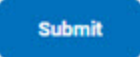
Selecting  at any point of this procedure removes all revisions and closes the page.

Bold numbered steps are required.

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



The screenshot shows the 'PSN IMPORT STATUS REPORT - Submit/Schedule' page. It features a form with the following fields: '* Rpt Format' (dropdown menu showing 'PDF - Adobe Acrobat Document'), '* Schedule Dt' (text field showing '2/13/2024' with a calendar icon), 'Privacy Type' (dropdown menu showing 'Private'), and 'Remarks' (text field). Below the form is a section titled 'PSN IMPORT STATUS REPORT' which is currently empty. At the bottom right of the page are 'Cancel' and 'Submit' buttons.

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 PSN Import Status Report grid.
4. Select . 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

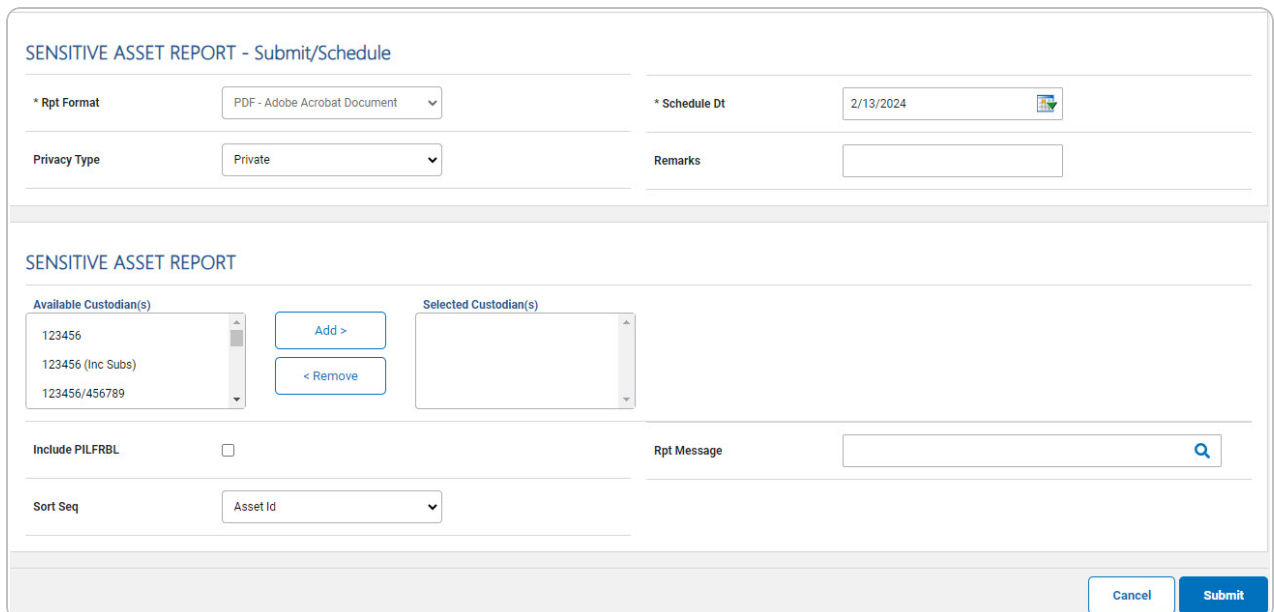
Procedures

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.





The screenshot shows the 'SENSITIVE ASSET REPORT - Submit/Schedule' page. It features several input fields and buttons. At the top, there are dropdown menus for '* Rpt Format' (set to 'PDF - Adobe Acrobat Document') and '* Schedule Dt' (set to '2/13/2024'). Below these are 'Privacy Type' (set to 'Private') and a 'Remarks' text box. The main section is titled 'SENSITIVE ASSET REPORT' and contains two columns: 'Available Custodian(s)' and 'Selected Custodian(s)'. The 'Available' column lists three custodians: '123456', '123456 (Inc Subs)', and '123456/456789'. There are 'Add >' and '< Remove' buttons between the columns. Below this, there is an 'Include PILFRBL' checkbox (unchecked) and a 'Sort Seq' dropdown (set to 'Asset Id'). At the bottom right, there is a 'Rpt Message' text box with a search icon. The page concludes with 'Cancel' and 'Submit' buttons.

2. Complete the Submit/Schedule grid.





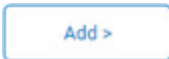
- A. Use  to select the Rpt Format.
- B. Use  to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.
3. Complete the Sensitive Asset Report grid.
- A. Select the custodian(s) in the Available Custodian(s) field to use in the report. The custodian(s) are highlighted.

Helpful Tip



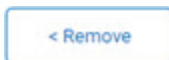
To select more than one adjacent custodian, press and hold the Shift key after selecting the first custodian. Click the custodian at the end of the list, then release the Shift key.


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 . The custodian(s) appear in the Selected Custodian(s) field.

Helpful Tip



If a custodian was added inadvertently, select the incorrect custodian, and select . 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 . 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.





Help Reference Guide

SUB HAND RECEIPT REPORT - Submit/Schedule

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

SUB HAND RECEIPT REPORT

All LIN/TAMCN	<input checked="" type="radio"/>	UIC	A12345
Specific LIN/TAMCN	<input type="radio"/>	Para Nbr	
LIN/TAMCN Range	<input type="radio"/>	LIN/TAMCN	
Multi LIN/TAMCN	<input type="radio"/>	Rpt Message	

Available Custodian(s)

1111
DAG001
KASEY

Add All >
Add >
< Remove
< Remove All

Selected Custodian(s)



Available Location(s)

Add All >
Add >
< Remove
< Remove All

Selected Location(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 UII Asset Status Report

Navigation

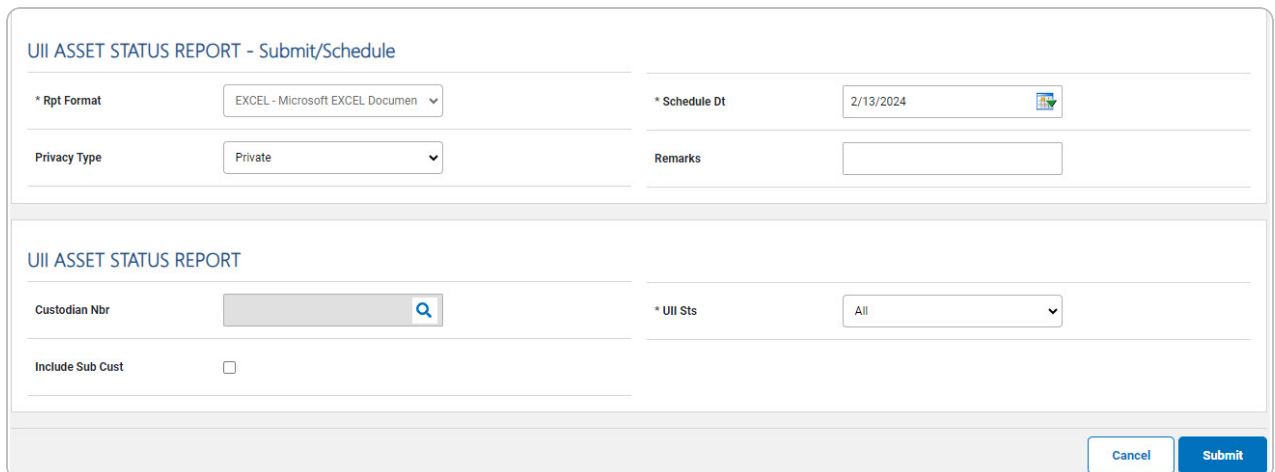
Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Asset > WPHRR36R hyperlink > UII Asset Status Report - Submit/Schedule page

Procedures



Submit or Schedule a UII Asset Status Report

Selecting  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.


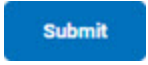


The screenshot shows the 'UII ASSET STATUS REPORT - Submit/Schedule' page. It contains several input fields and buttons. At the top, there is a 'Cancel' button. Below it, the page title 'UII ASSET STATUS REPORT - Submit/Schedule' is displayed. The form is divided into two main sections. The top section has four fields: '* Rpt Format' (a dropdown menu showing 'EXCEL - Microsoft EXCEL Document'), '* Schedule Dt' (a date field showing '2/13/2024' with a calendar icon), 'Privacy Type' (a dropdown menu showing 'Private'), and 'Remarks' (a text input field). The bottom section is titled 'UII ASSET STATUS REPORT' and contains three fields: 'Custodian Nbr' (a text input field with a search icon), '* UII Sts' (a dropdown menu showing 'All'), and 'Include Sub Cust' (a checkbox). At the bottom right of the form, there are 'Cancel' and 'Submit' buttons.

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 . 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

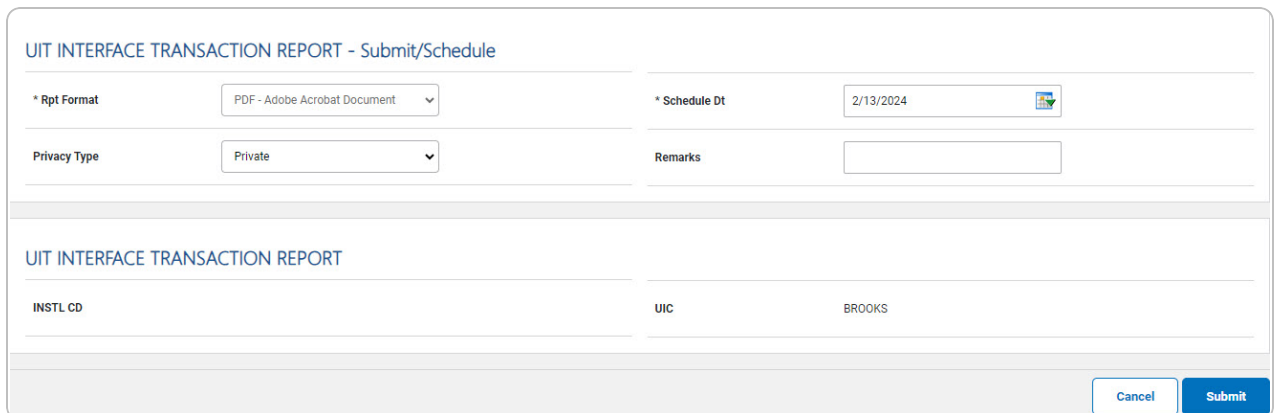
Procedures

Submit or Schedule a UIT Interface Transaction Report



Selecting  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.



The screenshot shows a web form titled "UIT INTERFACE TRANSACTION REPORT - Submit/Schedule". It contains several input fields and buttons. At the top left, there is a "Cancel" button. Below it, the form has two columns. The left column contains a dropdown for "* Rpt Format" (set to "PDF - Adobe Acrobat Document"), a dropdown for "Privacy Type" (set to "Private"), and a section titled "UIT INTERFACE TRANSACTION REPORT" with a field for "INSTL CD". The right column contains a date field for "* Schedule Dt" (set to "2/13/2024") with a calendar icon, a "Remarks" text area, and a field for "UIC" (set to "BROOKS"). At the bottom right, there are "Cancel" and "Submit" buttons.

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 UIT Interface Transaction Report grid.





4. Select . 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

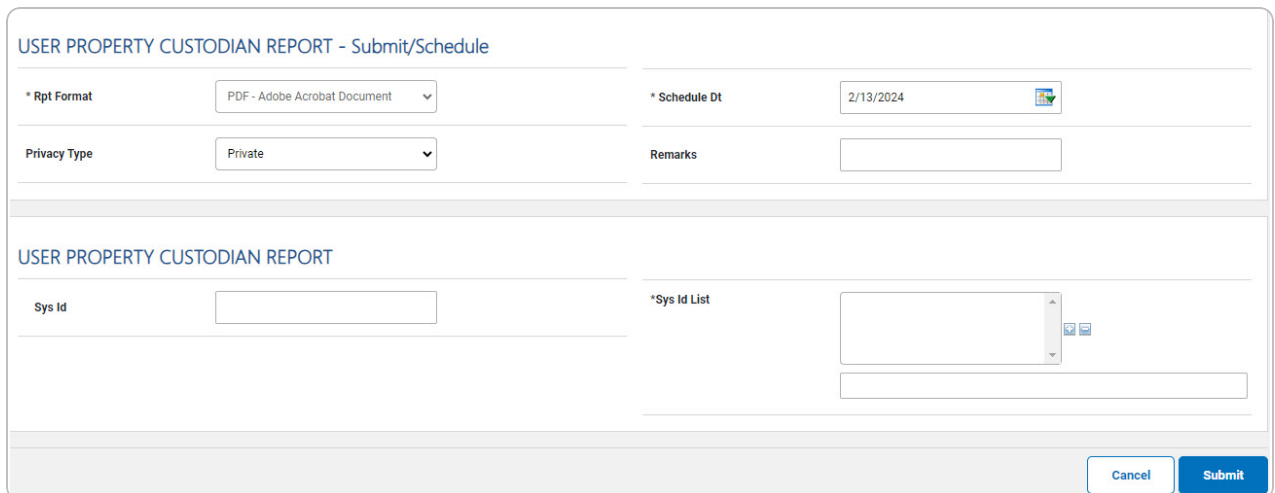
Procedures

Submit or Schedule a User Property Custodian Report



Selecting  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.




The screenshot shows a web form titled "USER PROPERTY CUSTODIAN REPORT - Submit/Schedule". It contains several input fields and dropdown menus. At the top, there are fields for "* Rpt Format" (set to "PDF - Adobe Acrobat Document"), "* Schedule Dt" (set to "2/13/2024"), "Privacy Type" (set to "Private"), and "Remarks". Below these is a section titled "USER PROPERTY CUSTODIAN REPORT" which includes a "Sys Id" field and a "*Sys Id List" field with a dropdown arrow. At the bottom right of the form are "Cancel" and "Submit" buttons.

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.






Help Reference Guide

- 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 . 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

[View](#) **[Schedule](#)** [Generate Forms](#)

Search Results

Rpt Category

Authorization

Rpt Id	Rpt Name	Rpt Type	Rpt Ctgr
WPAUR05R	ASSET AUTHORIZATION REPORT (LIN/TAMCN)	Online - User Initiated, ...	Authorization
WPAUR06R	ASSET SUMMARY REPORT	Online - User Initiated, ...	Authorization
WPAUR03R	AUTHORIZATION REPORT	Online - User Initiated, ...	Authorization
WPAUR24R	FSM Auth Mgt On-Hand Report	Online - User Initiated, ...	Authorization

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






Schedule an Asset Authorization Report (LIN/TAMCN)

Navigation

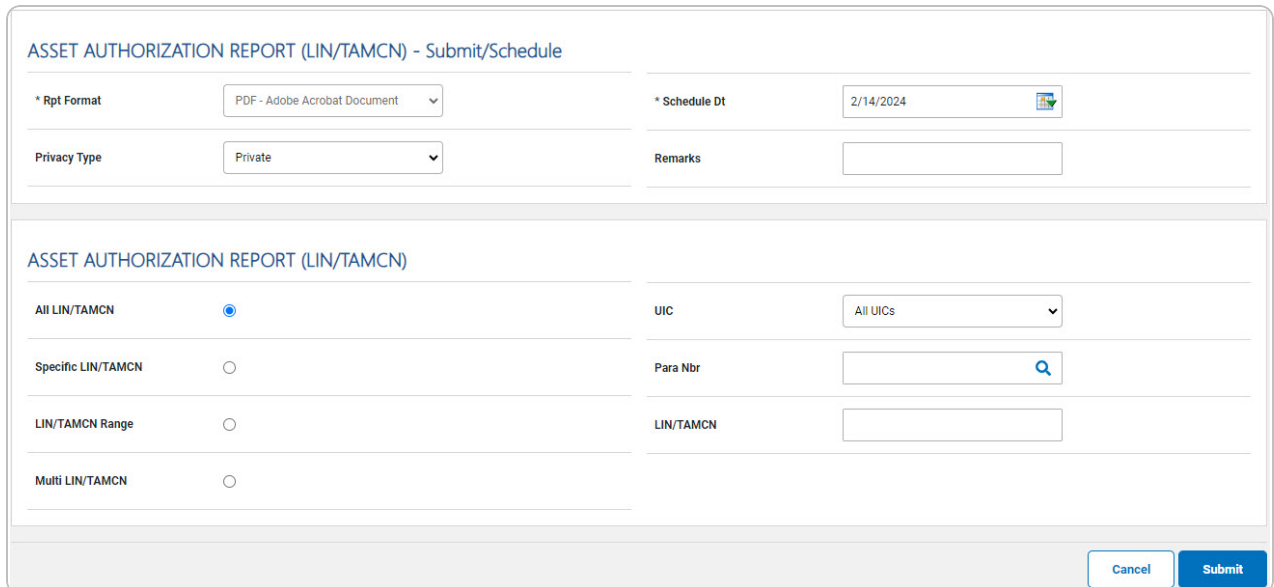
Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Authorization > WPAUR05R hyperlink > Asset Authorization Report (LIN/TAMCN) - Submit/Schedule page

Procedures

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

Selecting  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.



ASSET AUTHORIZATION REPORT (LIN/TAMCN) - Submit/Schedule

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

ASSET AUTHORIZATION REPORT (LIN/TAMCN)



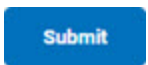
All LIN/TAMCN	<input checked="" type="radio"/>	UIC	All UICs
Specific LIN/TAMCN	<input type="radio"/>	Para Nbr	
LIN/TAMCN Range	<input type="radio"/>	LIN/TAMCN	
Multi LIN/TAMCN	<input type="radio"/>		

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 Asset Authorization Report (LIN/TAMCN) grid.
4. Select . 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

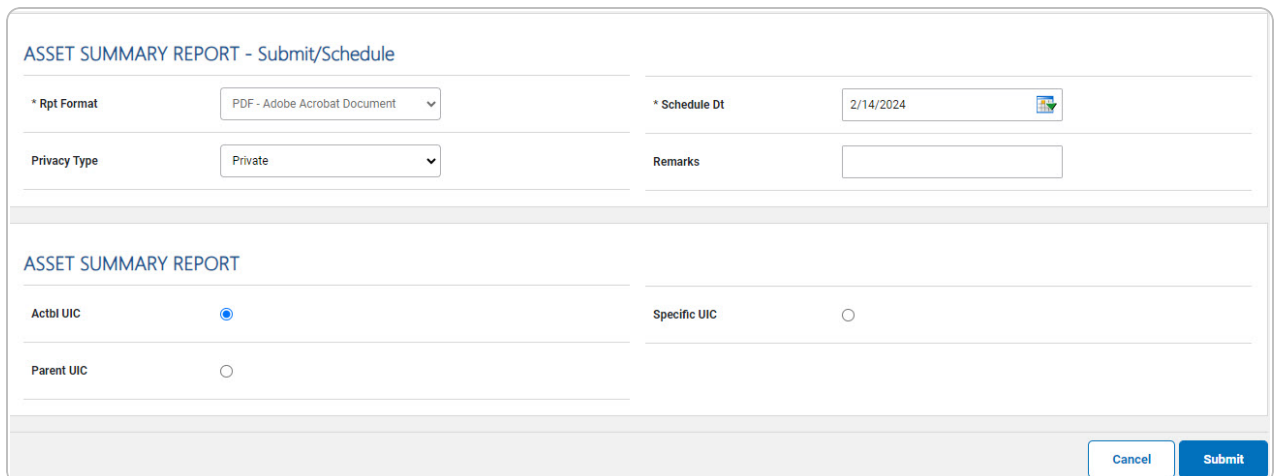
Procedures

Submit or Schedule an Asset Summary Report



Selecting  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.



The screenshot shows the 'ASSET SUMMARY REPORT - Submit/Schedule' page. It contains several input fields and buttons. At the top, there's a title bar. Below it, there are two rows of fields: '* Rpt Format' (dropdown menu showing 'PDF - Adobe Acrobat Document'), '* Schedule Dt' (text field showing '2/14/2024' with a calendar icon), 'Privacy Type' (dropdown menu showing 'Private'), and 'Remarks' (text field). Below these is a section titled 'ASSET SUMMARY REPORT' with two rows of radio buttons: 'Actbl UIC' (selected) and 'Parent UIC' (unselected), and 'Specific UIC' (unselected). At the bottom right, there are 'Cancel' and 'Submit' buttons.

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 Summary Report grid.





4. Select . 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

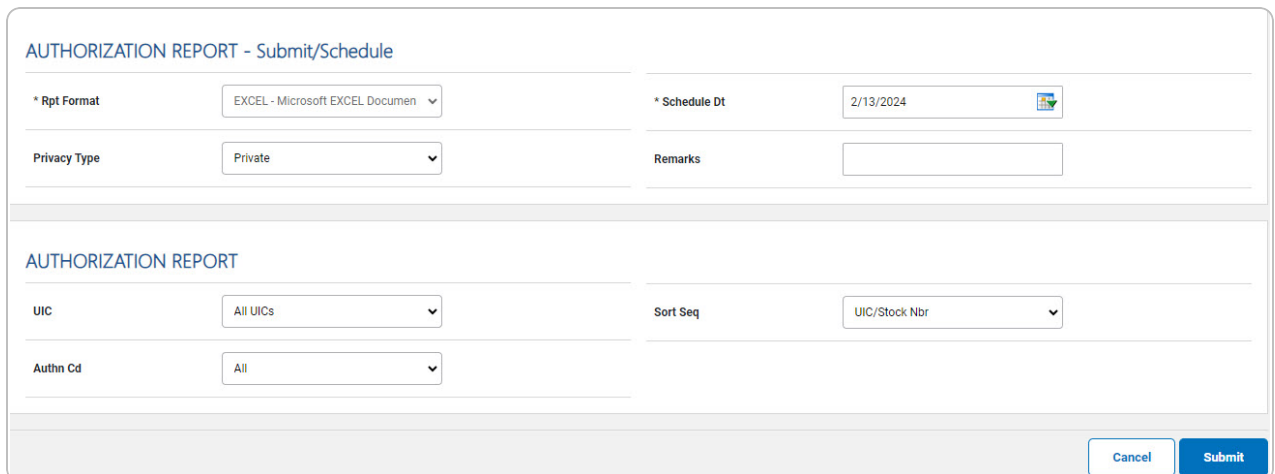
Procedures

Submit or Schedule an Authorization Report



Selecting  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.



The screenshot shows the 'AUTHORIZATION REPORT - Submit/Schedule' form. It contains several input fields and dropdown menus. The top section has fields for '* Rpt Format' (set to 'EXCEL - Microsoft EXCEL Document'), '* Schedule Dt' (set to '2/13/2024'), 'Privacy Type' (set to 'Private'), and 'Remarks'. Below this is a section titled 'AUTHORIZATION REPORT' with fields for 'UIC' (set to 'All UICs'), 'Authn Cd' (set to 'All'), and 'Sort Seq' (set to 'UIC/Stock Nbr'). At the bottom right, there are 'Cancel' and 'Submit' buttons.

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 . 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

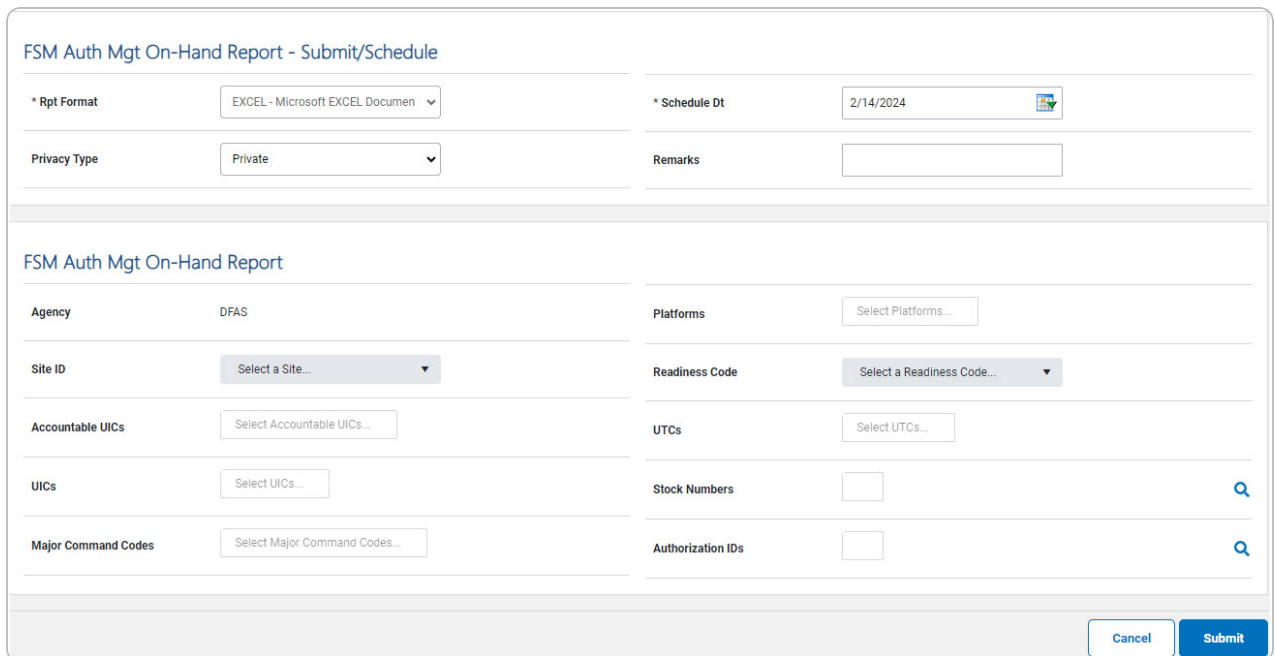
Procedures

Submit or Schedule a FSM AUTH MGT On-Hand Report

Selecting  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.



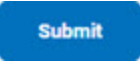


The screenshot shows the "FSM Auth Mgt On-Hand Report - Submit/Schedule" page. It features a top section with fields for "Rpt Format" (set to "EXCEL - Microsoft EXCEL Document"), "Schedule Dt" (set to "2/14/2024"), "Privacy Type" (set to "Private"), and "Remarks". Below this is a main section titled "FSM Auth Mgt On-Hand Report" containing a grid of fields: "Agency" (DFAS), "Site ID" (a dropdown menu), "Accountable UICs" (a text input), "UICs" (a text input), "Major Command Codes" (a text input), "Platforms" (a dropdown menu), "Readiness Code" (a dropdown menu), "UTCs" (a text input), "Stock Numbers" (a text input with a search icon), and "Authorization IDs" (a text input with a search icon). At the bottom right of the form are "Cancel" and "Submit" buttons.

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 . 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 Util-
ization Search Results page

Procedures

Schedule a Maintenance and Utilization Report

View **Schedule** Generate Forms

Search Results

Rpt Category: Maintenance and Utilization

Rpt Id	Rpt Name	Rpt Type	Rpt Ctgr
WPHRR30R	CONTRACT REPORT	Online - User Initiated, ...	Maintenance and Utilization

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

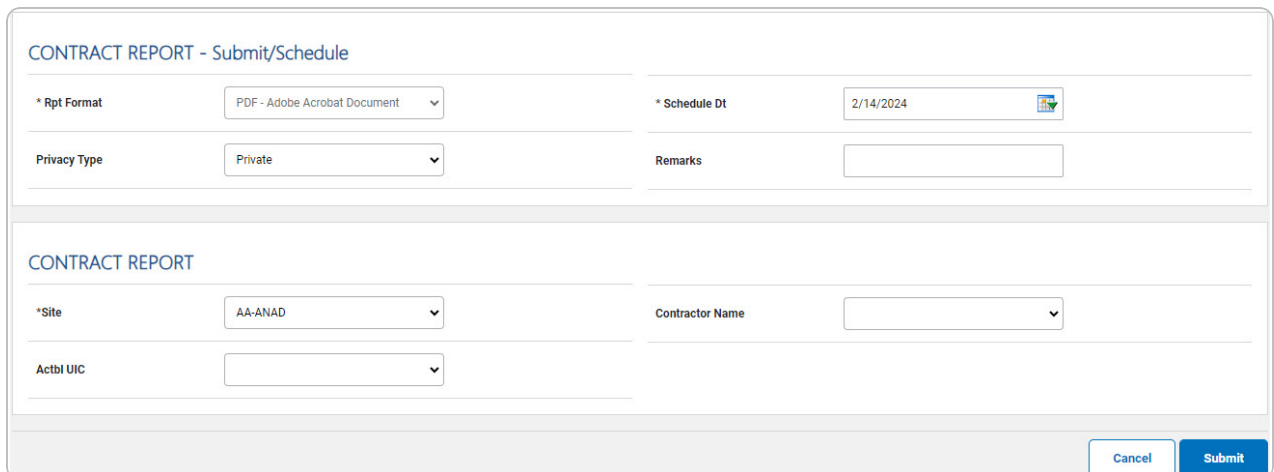
Procedures

Submit or Schedule a Contract Report



Selecting  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.

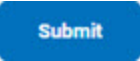


The screenshot shows a web form titled "CONTRACT REPORT - Submit/Schedule". It contains several input fields and dropdown menus. The first section has fields for "* Rpt Format" (set to "PDF - Adobe Acrobat Document"), "* Schedule Dt" (set to "2/14/2024"), "Privacy Type" (set to "Private"), and "Remarks". The second section, titled "CONTRACT REPORT", has fields for "*Site" (set to "AA-ANAD"), "Contractor Name", "Actbl UIC", and another dropdown menu. At the bottom right, there are "Cancel" and "Submit" buttons.

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 . The **Schedule Reports Transaction Status** page appears.

