



Search for an Acquisition Program Inquiry — Criteria

Overview

The Property Accountability module Acquisition Program Inquiry process provides the ability to search for Acquisition Programs.

Navigation

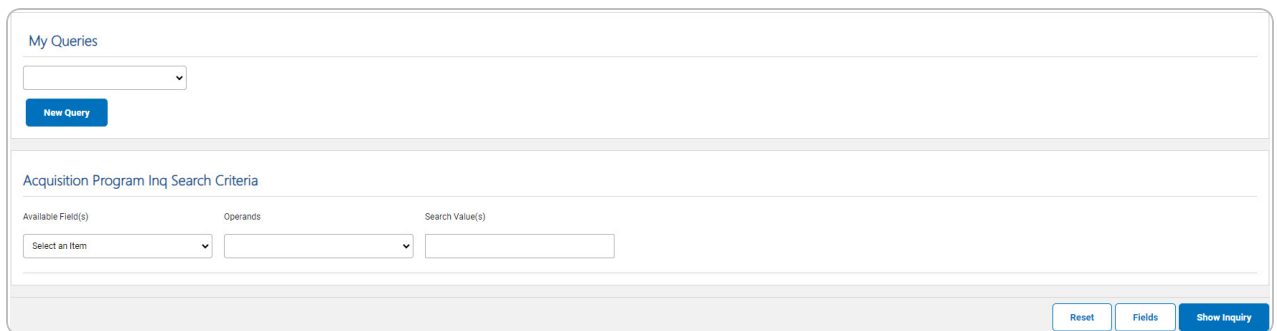
Inquiries > Inquiries > ACQ PROGRAM > Acquisition Program Inquiry Search Criteria page

Procedures

Search for an Acquisition Program Inquiry — Criteria

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

1. In the Search Criteria box, choose which available field to use in the search.



The screenshot shows the 'Acquisition Program Inq Search Criteria' form. At the top, there is a 'My Queries' section with a dropdown menu and a 'New Query' button. Below this, the 'Acquisition Program Inq Search Criteria' section contains three columns: 'Available Field(s)', 'Operands', and 'Search Value(s)'. The 'Available Field(s)' column has a dropdown menu with 'Select an item'. The 'Operands' column has a dropdown menu. The 'Search Value(s)' column has a text input field. At the bottom right of the form, there are three buttons: 'Reset', 'Fields', and 'Show Inquiry'.

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

- A. Use  to select the Available Field.

Note



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





Note



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

3. Choose which Operands to use in the search.

A. Use  to select the first Operands.

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

A. Use  to select the first Search Value.

Remove an Available Field Row

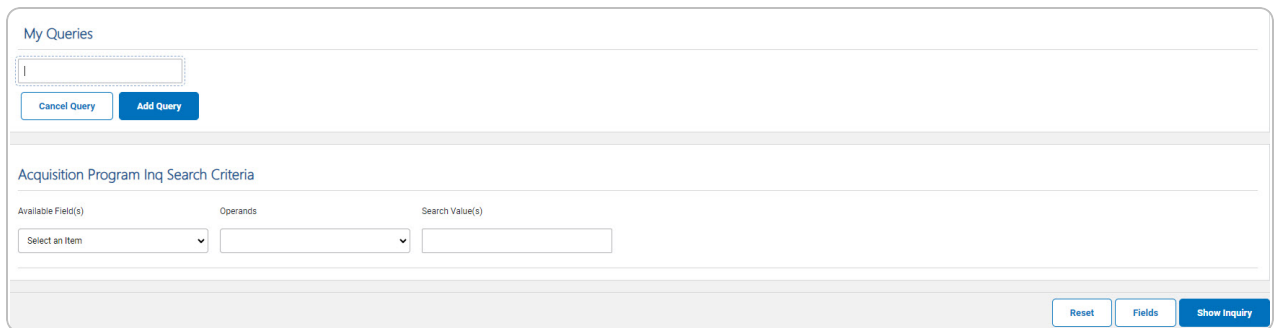
a. Use  to select desired Available Field.

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

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

Add a My Queries Inquiry

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



2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*

3. Select . *The Query and the information entered in the Search Criteria grid are added to My Queries. Select to disregard the Query.*

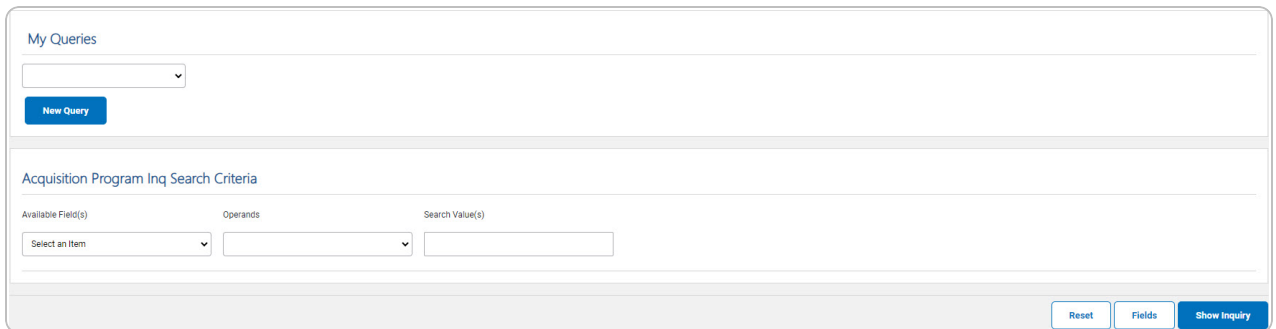




4. Select . The **Acquisition Program Inquiry – Select Fields** page appears.
- OR
- Select . The **Acquisition Program Inquiry – Results** page appears.

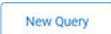
Select a My Queries Inquiry

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



2. Select . The **Acquisition Program Inquiry – Select Fields** page appears.
- OR
- Select . The **Acquisition Program Inquiry – Results** page appears.

Update a My Queries Inquiry

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





My Queries

Test 1

Delete Query New Query Update Query

Acquisition Program Inq Search Criteria

Available Field(s)	Operands	Search Value(s)
Status	=	All
Select an Item		

Reset Fields Show Inquiry

2. Select **Update Query**. The query information is updated.
 3. Select **Fields**. The **Acquisition Program Inquiry – Select Fields** page appears.
- OR
- Select **Show Inquiry**. The **Acquisition Program Inquiry – Results** page appears.

Delete a My Queries Inquiry

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

My Queries

Test 1

Delete Query New Query Update Query

Acquisition Program Inq Search Criteria

Available Field(s)	Operands	Search Value(s)
Status	=	All
Select an Item		

Reset Fields Show Inquiry

2. Select **Delete Query**. The query information is removed.





Revise the Fields for the Inquiry

Select . The **Acquisition Program Inquiry – Select Fields** page appears.





Search for an Acquisition Program Inquiry — Results

Navigation

Inquiries > Inquiries > ACQ PROGRAM > Search Criteria > [Show Inquiry](#) > Acquisition Program Inquiry Search Results page

Procedures

Export the Acquisition Program Inquiry Results

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

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

Rows Retrieved = 16

Acq Pgm Type Cd	Acq Pgm Name	Acq Pgm Desc	Prj Type Cd	Status
MA - Managed - Asset Level	ABRAMS	ABRAMS	M - Military Equip	Active
MA - Managed - Asset Level	AGSS	AGSS	M - Military Equip	Active
MA - Managed - Asset Level	AH	AH	M - Military Equip	Active
MA - Managed - Asset Level	AIR STATION SUPPORT EQUIP	AIR STATION SUPPORT EQUIPMENT	M - Military Equip	Active
MA - Managed - Asset Level	AN/TPX.44	AN/TPX.44	M - Military Equip	Active
MA - Managed - Asset Level	C-20	C-20	M - Military Equip	Active
MA - Managed - Asset Level	C-40	C-40	M - Military Equip	Active
MA - Managed - Asset Level	S-3	S-3	M - Military Equip	Active
MA - Managed - Asset Level	SUAS	SUAS	M - Military Equip	Active
MA - Managed - Asset Level	AGOS 22	AGOS 22	M - Military Equip	Active
MA - Managed - Asset Level	AKR 297	AKR 297	M - Military Equip	Active
MP - Managed - Pgm Level	WMJ MP PROGRAM	MP Program	M - Military Equip	Active
MP - Managed - Pgm Level	MIKES 1ST ACQUISITION PROGRAM	MIKES 1st Acquisition Program that is going to work	M - Military Equip	Active
MP - Managed - Pgm Level	S-3	S-3 - Test	M - Military Equip	Inactive
MP - Managed - Pgm Level	OTHER EQUIP INVESTMENT	OTHER EQUIPMENT INVESTMENT	M - Military Equip	Active
MP - Managed - Pgm Level	AMPHIBIOUS EQUIPMENT	AMPHIBIOUS EQUIPMENT	M - Military Equip	Active

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[Cancel](#)

Note



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

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





Search the Results

1. Select the empty field Find | Next .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select to search for the entry. *The entry appears highlighted in the file.*
4. Select to find the next matching value. *This feature is available if multiple results are found.*





Select Fields for the Acquisition Program Inquiry

Navigation

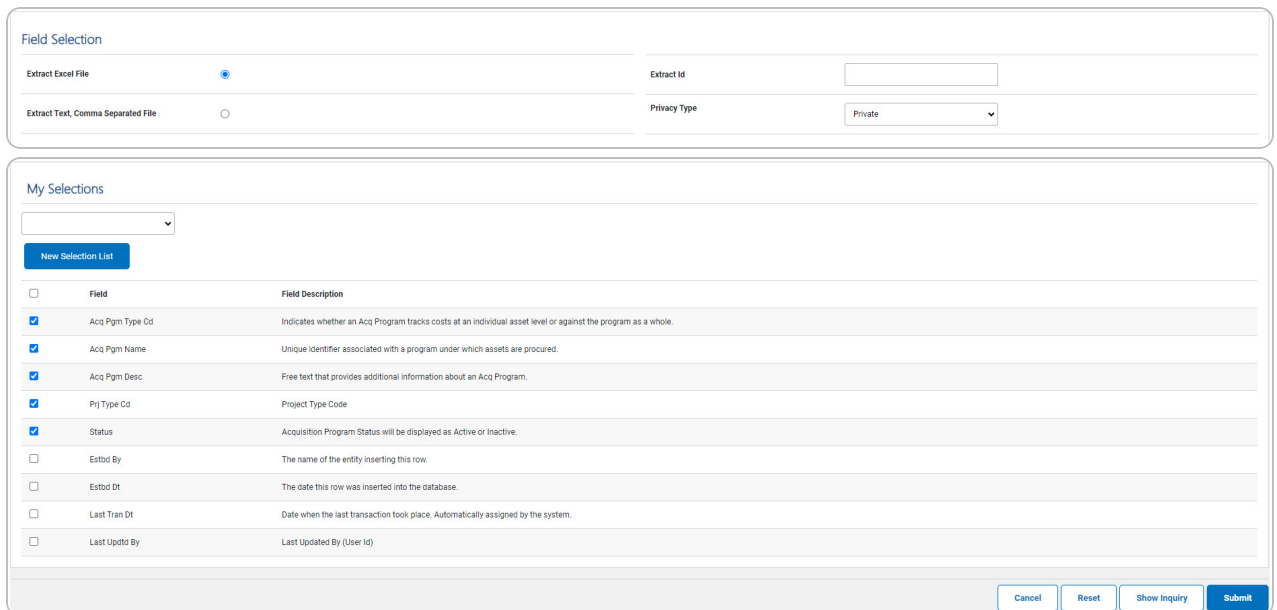
Inquiries > Inquiries > ACQ PROGRAM > Search Criteria > [Fields](#) > Acquisition Program Inquiry Fields Selection page

Procedures

Choose the Extracted Inquiry File Details

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

1. Select [Fields](#). The **Acquisition Program Inquiry** page appears.



The screenshot shows the 'Field Selection' interface. At the top, there are two sections: 'Field Selection' and 'My Selections'. In the 'Field Selection' section, there are four input fields: 'Extract Excel File' (with a radio button selected), 'Extract Id' (text input), 'Extract Text, Comma Separated File' (with a radio button), and 'Privacy Type' (dropdown menu set to 'Private'). Below this is the 'My Selections' section, which contains a table of fields to be selected. The table has two columns: 'Field' and 'Field Description'. The fields listed are: 'Acq Pgm Type Cd', 'Acq Pgm Name', 'Acq Pgm Desc', 'Pjt Type Cd', 'Status', 'Estbd By', 'Estbd Dt', 'Last Tran Dt', and 'Last Updtd By'. The first four fields are checked with blue checkboxes. At the bottom right of the 'My Selections' section, there are four buttons: 'Cancel', 'Reset', 'Show Inquiry', and 'Submit'.

Field	Field Description
☒ Acq Pgm Type Cd	Indicates whether an Acq Program tracks costs at an individual asset level or against the program as a whole.
☒ Acq Pgm Name	Unique Identifier associated with a program under which assets are procured.
☒ Acq Pgm Desc	Free text that provides additional information about an Acq Program.
☒ Pjt Type Cd	Project Type Code
☒ Status	Acquisition Program Status will be displayed as Active or Inactive.
☐ Estbd By	The name of the entity inserting this row.
☐ Estbd Dt	The date this row was inserted into the database.
☐ Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
☐ Last Updtd By	Last Updated By (User Id)

2. Choose the desired file type:
 - Click ☒ to select Extract Excel File. The extracted file on the **View Inquiry Extract** page is an .XLS file.



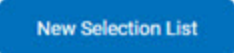


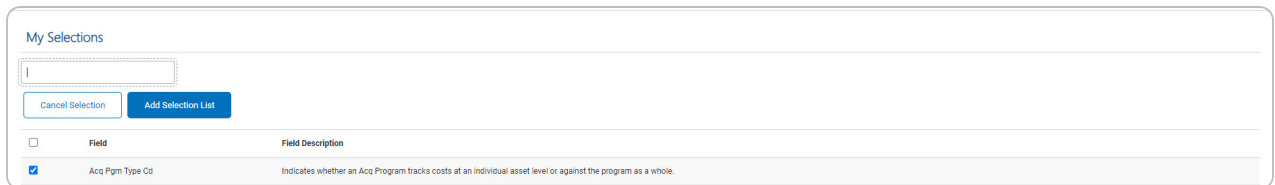
OR

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

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

Add a Selection List

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

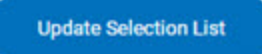


Field	Field Description
☒ Acq Pgm Type Cd	Indicates whether an Acq Program tracks costs at an individual asset level or against the program as a whole.

Note



Selecting  at any time from this point of the procedure removes all revisions and returns My Selections to a drop-down field.

- Select . *The page refreshes, and the selected list is added.*
 is replaced by  and .

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

3.

OR

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





Use a Predetermined Field Selection List

1. Use  to display the Selection List.

My Selections

New Selection List

☐	Field	Field Description
☒	Acq Pgm Type Cd	Indicates whether an Acq Program tracks costs at an individual asset level or against the program as a whole.
☒	Acq Pgm Name	Unique identifier associated with a program under which assets are procured.
☒	Acq Pgm Desc	Free text that provides additional information about an Acq Program.
☒	Pj Type Cd	Project Type Code
☒	Status	Acquisition Program Status will be displayed as Active or Inactive.
☐	Ertd By	The name of the entity inserting this row.
☐	Ertd Dt	The date this row was inserted into the database.
☐	Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
☐	Last Updt By	Last Updated By (User Id)

Cancel
Reset
Show Inquiry
Submit

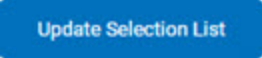
Select  for small volumes of data. *The **Acquisition Program Inquiry — Results** page appears.*

2.

OR

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

Update a Selection List

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

My Selections

Test 2

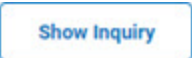
Delete Selection List
New Selection List
Update Selection List

☐	Field	Field Description
☒	Acq Pgm Type Cd	Indicates whether an Acq Program tracks costs at an individual asset level or against the program as a whole.
☒	Acq Pgm Name	Unique identifier associated with a program under which assets are procured.





2. Select . The page refreshes.

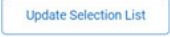
Select  for small volumes of data. The **Acquisition Program Inquiry – Results** page appears.

3.

OR

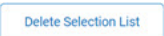
Select  for large volumes of data. The **Acquisition Program Inquiry Transaction Status** page appears.

Delete a Selection List

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



Field	Field Description
☒ Acq Pgm Type Cd	Indicates whether an Acq Program tracks costs at an individual asset level or against the program as a whole.
☒ Acq Pgm Name	Unique Identifier associated with a program under which assets are procured.

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

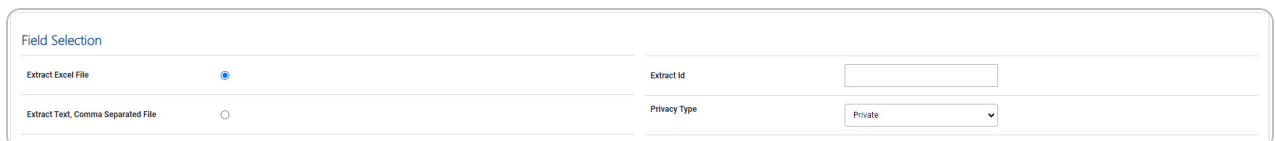
Modify the Fields Used for the Inquiry

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

Bold numbered steps are required.

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

1. Select . The **Acquisition Program Inquiry** page appears.



Field Selection	
Extract Excel File ☒	Extract Id
Extract Text, Comma Separated File ☐	Privacy Type Private





Help Reference Guide

My Selections

[New Selection List](#)

☐	Field	Field Description
☒	Acq Pgm Type Cd	Indicates whether an Acq Program tracks costs at an individual asset level or against the program as a whole.
☒	Acq Pgm Name	Unique identifier associated with a program under which assets are procured.
☒	Acq Pgm Desc	Free text that provides additional information about an Acq Program.
☒	Pjt Type Cd	Project Type Code
☒	Status	Acquisition Program Status will be displayed as Active or Inactive.
☐	Estbd By	The name of the entity inserting this row.
☐	Estbd Dt	The date this row was inserted into the database.
☐	Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
☐	Last Updtd By	Last Updated By (User Id)

[Cancel](#) [Reset](#) [Show Inquiry](#) [Submit](#)

2. Select the fields required for the inquiry. *The first 5 fields are automatically selected.*

Note



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

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

3.

OR

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

