



Search for an Appropriation Data Inquiry — Criteria

Overview

The Property Accountability module Appropriation Data Inquiry process provides the ability to search for Appropriation Data records.

Navigation

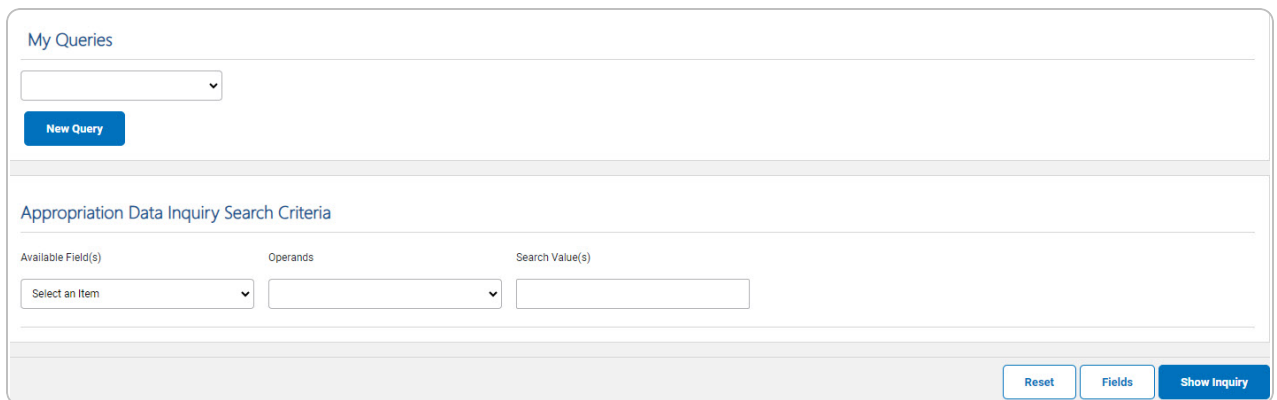
Inquiries > Master Data > Appropriation > Appropriation Data Inquiry Search Criteria page

Procedures

Search for an Appropriation Data Inquiry — Criteria

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

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



The screenshot shows the 'Appropriation Data Inquiry Search Criteria' form. At the top, there is a 'My Queries' section with a dropdown menu and a 'New Query' button. Below this, the main search criteria section is titled 'Appropriation Data Inquiry Search Criteria'. It contains three columns: 'Available Field(s)', 'Operands', and 'Search Value(s)'. The 'Available Field(s)' column has a dropdown menu with 'Select an Item' as the current selection. 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 first Available Field.





Note



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

Note



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

3. Choose which Operands to use in the search.

A. Use  to select the first Operands.

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 **Appropriation Data Inquiry — Results** page appears.*

Add a My Queries Inquiry

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





Help Reference Guide

My Queries

Appropriation Data Inquiry Search Criteria

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

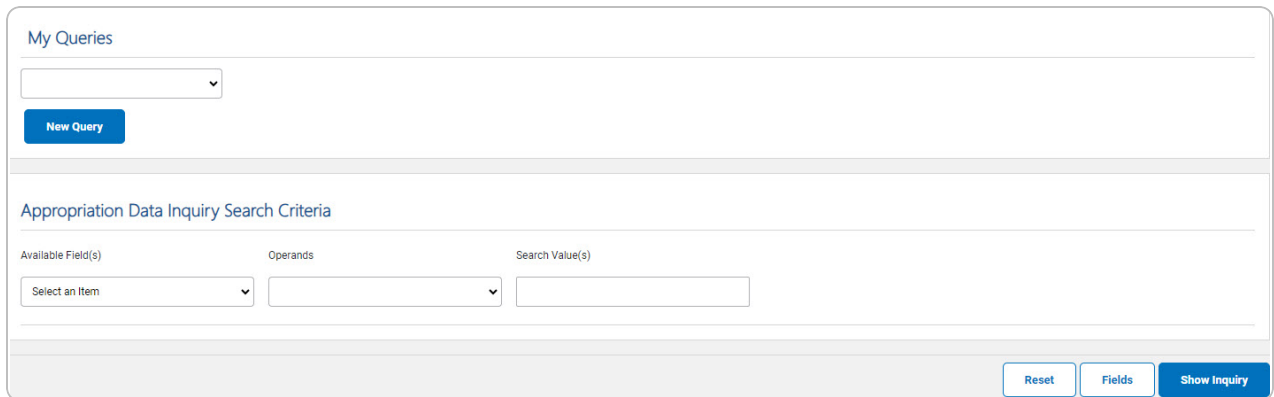
2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
 3. Select . The Query and the information entered in the Search Criteria grid are added to My Queries. Select to disregard the Query.
 4. Select . The **Appropriation Data Inquiry – Select Fields** page appears.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





Select a My Queries Inquiry

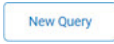
1. Use  to select the desired saved query. *The page refreshes, and the selected query information appears in the search criteria grid.*



2. Select . *The **Appropriation Data Inquiry — Select Fields** page appears.*
OR

Select . *The **Appropriation Data 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.*





Help Reference Guide

My Queries

Test 2

Delete Query New Query Update Query

Address Inquiry Search Criteria

Available Field(s)	Operands	Search Value(s)
*UIC	*	BROOKS
Select an Item		

Reset Fields Show Inquiry

2. Add and/or Remove rows in the Search Criteria grid as needed.
3. Select **Update Query**. The query information is updated.
- Select **Fields**. The **Appropriation Data Inquiry – Select Fields** page appears.
4. OR
- Select **Show Inquiry**. The **Appropriation Data 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 2

Delete Query New Query Update Query

Appropriation Data Inquiry Search Criteria

Available Field(s)	Operands	Search Value(s)
UIC	=	ABC123
Select an Item		

Reset Fields Show Inquiry

2. Select [Delete Query](#). The query information is removed.

Revise the Fields for the Inquiry

- Select [Fields](#). The **Appropriation Data Inquiry — Select Fields** page appears.





Search for an Appropriation Data Inquiry — Results

Navigation

Inquiries > Master Data > Appropriation > Search Criteria > [Show Inquiry](#) > Appropriation Data Inquiry Search Results page

Procedures

Export the Appropriation Data 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 = 3

Navigation: 1 of 1 | Find | Next

ASN	Fund Cd	Type	UIC	UIC Name
08	O	ABC123	BPG TRIAL 2	
23	D	ABC123	BPG TRIAL 2	
TT	O	ABC123	BPG TRIAL 2	

05/21/2024 20:43
For Official Use Only

1 of 1

[Cancel](#)

Note



To reach the optional fields, refer to the Appropriation Data Inquiry — Field Selection page.

2. Select [Cancel](#). The **Appropriation Data 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.*

View the Appropriation Data Inquiry Detail

Select the desired ASN row. The **Appropriation Data Inquiry Detail** page appears.





Select Fields for the Appropriation Data Inquiry

Navigation

Inquiries > Master Data > Appropriation > Search Criteria > > Appropriation Data Inquiry Fields Selection page

Procedures

Choose the Extracted Inquiry File Details

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





1. Select **Fields**. The **Appropriation Data Inquiry** page appears.

Field Selection

Extract Excel File ☒

Extract Text, Comma Separated File ☐

Extract Id

Privacy Type Private

My Selections

New Selection List

☐	Field	Field Description
☒	ASN	This number is the revised APPN. This field includes the Appropriation Allotment Serial Number and the Funds Code
☒	Fund Cd	Used to identify type funding used in the acquisition of assets/services.
☒	Type Fund Cd	A code that indicates if assets were purchased with Defense Working Capital Funds (DWCF).
☒	UIC	The UIC of the maintenance activity assigned to service the asset.
☒	UIC Name	A unit, organization, or activity name
☐	Basic Symbol	A four digit number that identifies the type of funds being used.
☐	Dept Cd	A three position code which identifies the military department of government entity receiving the appropriation. (Also called Agency Cd or Treasury Symbol.)
☐	Estbd By	The name of the entity inserting this row.
☐	Estbd Dt	The date this row was inserted into the database.
☐	History Remarks	A text field available to record local information/reason for change to record.
☐	Intrf Sys Cd	A code that identifies the Interface System.
☐	Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
☐	Last Updtd By	Last updated by (user id)
☐	Program Yr	Identifies the beginning/ending year of the appropriation in YYYYYYYY format (example: 20102011).
☐	Program/Project	Baseline activity (ba), baseline sub activity (bsa), and baseline line item (bli) from appropriation.
☐	Remarks	A text field available to record local information/reason for change to record.
☐	Sub Head	A four digit suffix to the Basic Symbol that identifies a subdivision of funds.
☐	Svcg Activity Cd	A code that identifies the Defense Finance and Accounting Service that supports the DPAS organization or activity.
☐	Tran Cd	This code identifies the type of transaction processed.

Cancel

Reset

Show Inquiry

Submit

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





Help Reference Guide

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.*

My Selections

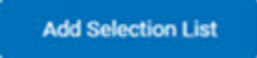
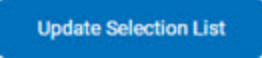
☐	Field	Field Description
☒	ASN	This number is the revised APPN. This field includes the Appropriation Allotment Serial Number and the Funds Code
☒	Fund Cd	Used to identify type funding used in the acquisition of assets/services.

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 .

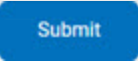
Select  for small volumes of data. *The **Appropriation Data Inquiry – Results** page appears.*

3.

OR

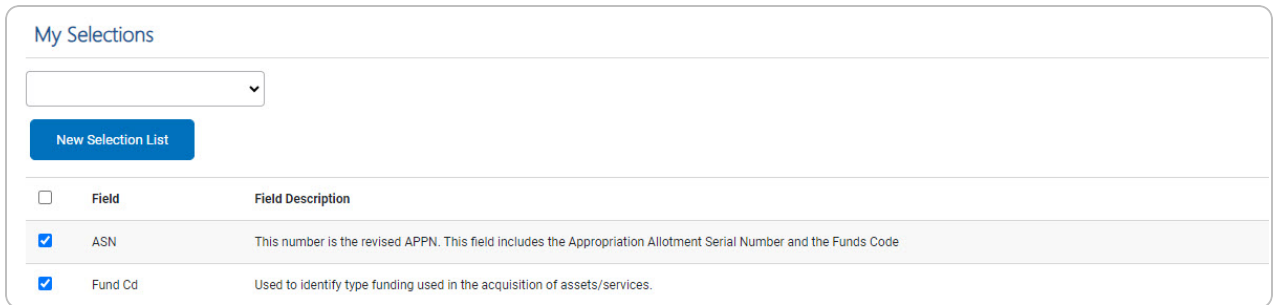




Select  for large volumes of data. The **Appropriation Data Inquiry Transaction Status** page appears.

Use a Predetermined Field Selection List

1. Use  to display the Selection List.



My Selections		
		
		
☐	Field	Field Description
☒	ASN	This number is the revised APPN. This field includes the Appropriation Allotment Serial Number and the Funds Code
☒	Fund Cd	Used to identify type funding used in the acquisition of assets/services.

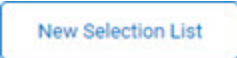
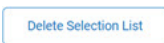
Select  for small volumes of data. The **Appropriation Data Inquiry – Results** page appears.

2.

OR

Select  for large volumes of data. The **Appropriation Data Inquiry Transaction Status** page appears.

Update a Selection List

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





Help Reference Guide

My Selections

Test 2 ▼

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

☐	Field	Field Description
☒	ASN	This number is the revised APPN. This field includes the Appropriation Allotment Serial Number and the Funds Code
☒	Fund Cd	Used to identify type funding used in the acquisition of assets/services.

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

Select [Show Inquiry](#) for small volumes of data. The **Appropriation Data Inquiry — Results** page appears.

3.

OR

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

Delete a Selection List

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

My Selections

Test 2 ▼

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

☐	Field	Field Description
☒	ASN	This number is the revised APPN. This field includes the Appropriation Allotment Serial Number and the Funds Code
☒	Fund Cd	Used to identify type funding used in the acquisition of assets/services.

2. Select [Delete Selection List](#). 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 **Appropriation Data Inquiry** page appears.

Field Selection

Extract Excel File ☒

Extract Id

Extract Text, Comma Separated File ☐

Privacy Type

Private

My Selections

New Selection List

☐	Field	Field Description
☒	ASN	This number is the revised APPN. This field includes the Appropriation Allotment Serial Number and the Funds Code
☒	Fund Cd	Used to identify type funding used in the acquisition of assets/services.
☒	Type Fund Cd	A code that indicates if assets were purchased with Defense Working Capital Funds (DWCF).
☒	UIC	The UIC of the maintenance activity assigned to service the asset.
☒	UIC Name	A unit, organization, or activity name
☐	Basic Symbol	A four digit number that identifies the type of funds being used.
☐	Dept Cd	A three position code which identifies the military department of government entity receiving the appropriation. (Also called Agency Cd or Treasury Symbol.)
☐	Estbd By	The name of the entity inserting this row.
☐	Estbd Dt	The date this row was inserted into the database.
☐	History Remarks	A text field available to record local information/reason for change to record.
☐	Intrf Sys Cd	A code that identifies the Interface System.
☐	Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
☐	Last Updtd By	Last updated by (user id)
☐	Program Yr	Identifies the beginning/ending year of the appropriation in YYYYYYYY format (example: 20102011).
☐	Program/Project	Baseline activity (ba), baseline sub activity (bsa), and baseline line item (bli) from appropriation.
☐	Remarks	A text field available to record local information/reason for change to record.
☐	Sub Head	A four digit suffix to the Basic Symbol that identifies a subdivision of funds.
☐	Svcg Activity Cd	A code that identifies the Defense Finance and Accounting Service that supports the DPAS organization or activity.
☐	Tran Cd	This code identifies the type of transaction processed.

Cancel

Reset

Show Inquiry

Submit





Help Reference Guide

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

Note

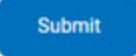


The number of fields selected determines the amount of data returned from the database. The more data returned, the longer the inquiry takes.

Select  for small volumes of data. *The **Appropriation Data Inquiry – Results** page appears.*

- 3.

OR

Select  for large volumes of data. *The **Appropriation Data Inquiry Transaction Status** page appears.*





View the Appropriation Data Inquiry Detail

Navigation

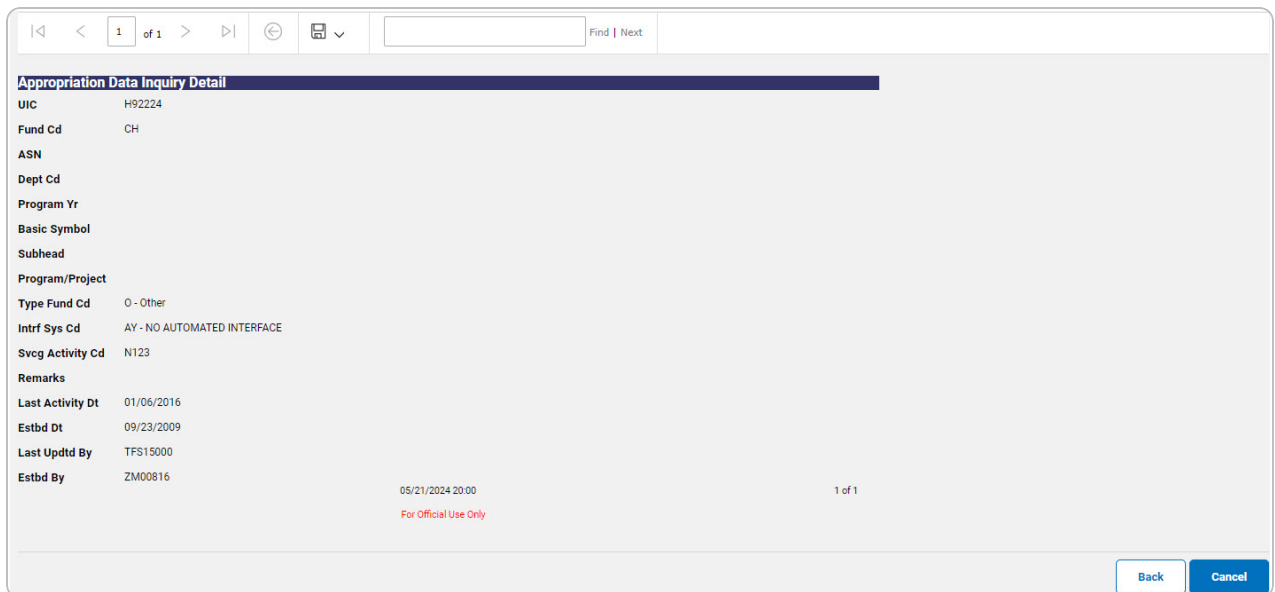
Inquiries > Master Data > Appropriation > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Appropriation Data Inquiry Detail page

Procedures

Export the Appropriation Data Inquiry Detail

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

1. **Verify the Appropriation Data tab.**

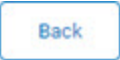


2. Select  to choose the print format (Excel, PDF, or Word). The procedure leaves the application based on the selection made.
3. Follow the prompts provided by the computer.
4. Select [Cancel](#). The **Appropriation Data Inquiry — Criteria** page appears.





OR

Select . The **Appropriation Data Inquiry — Results** page appears.

Search the Results

1. Select the empty field .
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.*

