

Search for an Asset Inquiry — Criteria

Overview

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

Navigation

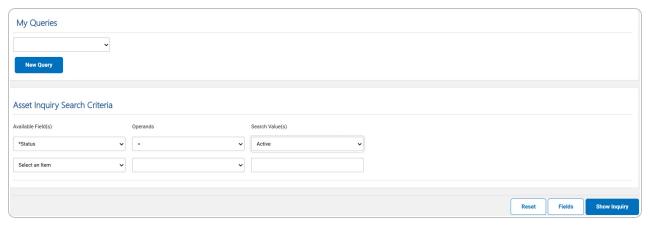
Inquiries > Asset Management > Asset > Asset Inquiry Search Criteria page

Procedures

Search for an Asset Activity 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.



- 2. Choose which Available Field(s) to use in the search.
 - **A.** The first Available Field(s) option (Status) automatically populates and is not editable.
 - B. Use to select the second Available Field.



Note

Adding another Available Field teria row.

automatically populates an additional search cri-

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.
 - **B.** Use to select the second Operands.
- 4. Choose which Search Value(s) to use in the search.
 - **A.** Use to select the first Search Value.
 - **B.** Use to select the second Search Value.

Remove an Available Field Row

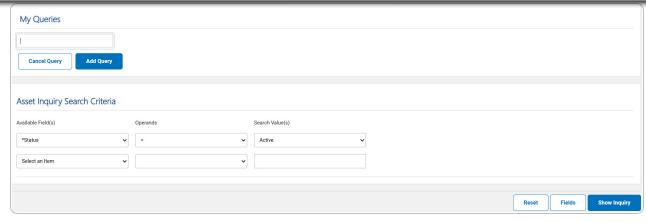
- a. Use to select desired Available Field.
- b. Select Remove Filter Category . The desired row is removed.
- 5. Select Show Inquiry Results page appears.

Add a My Queries Inquiry

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

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- 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 cancel Query to disregard the Query.

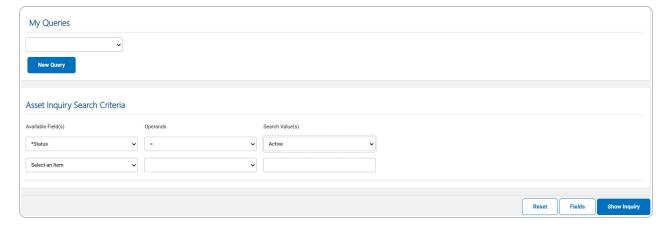
Select Fields . The Asset Inquiry — Select Fields page appears.

4. OR

Select Show 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.





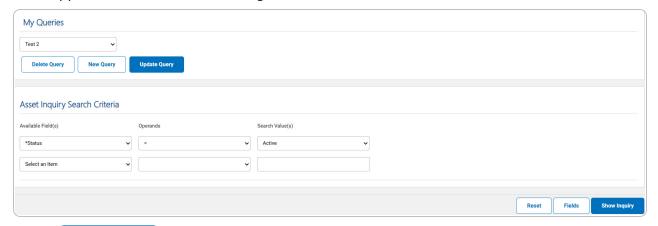
Select Fields . The **Asset Inquiry** — **Select Fields** page appears.

2. OR

Select Show Inquiry . The **Asset 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 New Query is joined by and Delete Query and The selected query information appears in the search criteria grid.



- 2. Select Update Query . The query information is updated.
 - Select Fields page appears.

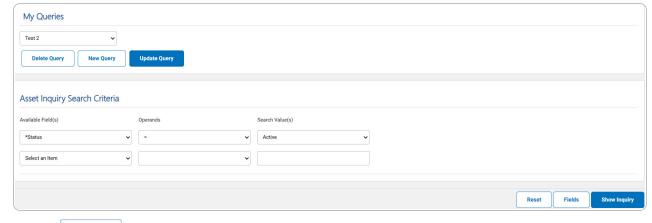
3. OR

Select Show 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.



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

Revise the Fields for the Inquiry

Select Fields . The **Asset Inquiry** — **Select Fields** page appears.





Search for an Asset Inquiry — Results

Navigation

Inquiries > Asset Management > Asset > Search Criteria > Search Results page

Procedures

Export the Asset Inquiry Results

Selecting 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.





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

2. Select . The **Asset 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 for the entry. The entry appears highlighted in the file.
- 4. Select Next to find the next matching value. This feature is available if multiple results are found.





View the Asset Inquiry Detail

Select the desired ACTBL UIC row. The **Asset Inquiry Detail — Basic** page appears.



Unclassified





Select Fields for the Asset Inquiry

Navigation

Inquiries > Asset Management > Asset > Search Criteria > Fields > Asset Inquiry Fields Selection page

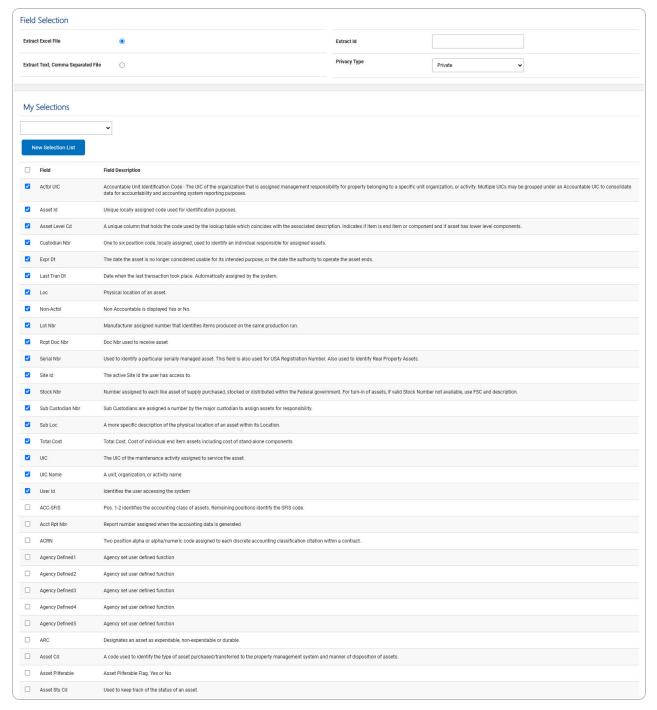
Procedures

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 . The **Asset Activity Inquiry** page appears.





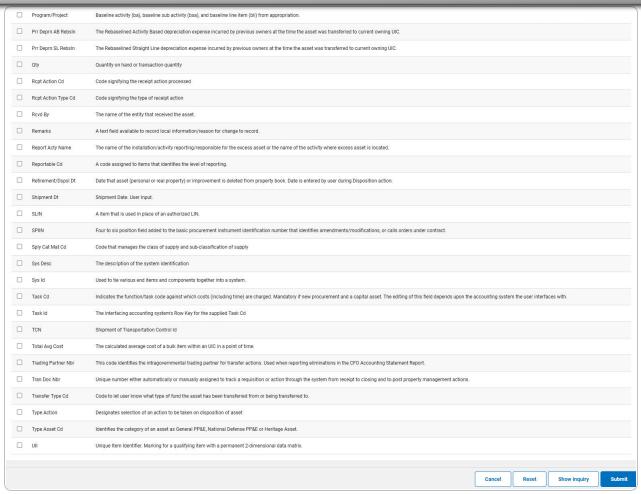
	CLIN	A four position field that identifies different contract line items within the same contract.
	Cntr/PO Nbr	Assigned by the procurement activity and used to identify requests for a supply purchase.
	Cond Cd	Used to classify material for degree of serviceability, condition, and completeness in terms of readiness for issue, and to identify actions underway to change status of materiel. This Field defaults to (A) but can be updated.
	Deprn AB Lst Rebsin	The activity based accumulated depreciation that has been incurred at the time the asset was last rebaselined.
	Deprn Cost Center	Cost Control Number/Office where the depreciation expense is charged.
	Deprn Cost Center Id	The date of this row's insertion into the database.
	Deprn AB Rebsin	The accumulated depreciation calculated using AB with rebaselining of the asset.
	Deprn Cd	Indicates whether the asset is a capital asset and if fiduciary reportable by DPAS. C - Capital/Non-Reportable, N - Non-Capital/Non-Reportable, T - Capital/Reportable.
	Deprn Job Order Nbr	Job order number where the depreciation expense is charged.
	Deprn Period Days	The number of days the asset is scheduled to be depreciated.
	Deprn Project Nbr	A number that identifies the Depreciation Project.
	Deprn SL Lst Rebsin	The straight line accumulated depreciation that has been incurred at the time the asset was last rebastined.
	Deprn SL Rebsin	The accumulated depreciation calculated using SL with rebaselining of the asset.
	Deprn Task Cd	Task Code/Cost Acct Code/Organization Code where the depreciation expense is charged.
	Deprn Task Id	The interfacing accounting system's Row Key for the supplied Depreciation Task Cd
	Deprn Util Qty	The assets actual utilization when depreciation last ran.
	Deprn Util Svc Life	The assets planned utilization for depreciation purposes.
	Disposition Type Action Cd	Code signifying the type of disposition action
	Dmil Cd	The code that represents instructions for removal of functional or military characteristics of a materiel item.
	DOD Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number.
	Dollar Amt	The dollar amount of construction in progress/work in process, real property or the dollar amount of the accounting transaction.
	Embedded Cost	Identifies the unit cost of a component as embedded in the total cost of the end item. Bulk component is automatically embedded.
	Excess Action Cd	Code which indicates the action being taken for the excess asset. Codes (E, P and I) are system generated. For code (W) (Withdraw), there is a Check Box used to withdraw previously reported excess asset.
	Excess Dt	Date an asset is documented as excess.
	Cntr Nbr	Unique value used to identify agreements with suppliers and contractors.
	Excess Type Action Cd	Excess Action type code which indicates the action being taken for the excess asset
	Fndng Cost Center	Identifies the Cost Control Center/MCLO and Work Center or Code
	FSC	Number which provides the capability to identify the Federal Supply Class that would be assigned to a nonstandard national stock number.
0	Haz Mat Cd	Code identifying explosives and other dangerous articles which require special handling in shipment as freight.
	History Remarks	A text field available to record local information/reason for change to record.
	Inv User Id	Identifies the user who last inventoried this asset.



Item Desc	The description of an asset. For an asset with a valid national stock number, Item Description field will be automatically filled with Approved Item Name from the Fed Log.
Job Order Nbr	Number used to track costs against an asset.
Last Updtd By	Last updated by (user id)
iRAPT/WAWF Details	Details of the IRAPT/WAWF inbound processing, including: processing date, item unit price, contract identifier.
iRAPT/WAWF Receipt	Identifies if asset originated as an IRAPT/WAWF transaction.
iRAPT/WAWF Shipment Id	IRAPT/WAWF Inbound processing Shipment Identifier.
Lease Cd	Indicates the lease status of a particular asset.
Lease End Dt	The date the assets warranty, service or lease contract expires
Lease Start Dt	The date the assets warrantly, service or lease contract starts
LIN/TAMCN - Authorization	Line Item Number / Table of Authorized Material Control Number is a number assigned to items contained in authorization documents and designates a family of Stock Nbrs.
LIN/TAMCN - Catalog	Line Item Number / Table of Authorized Material Control Number is a number assigned to items contained in authorization documents and designates a family of Stock Numbers.
LOA	Identifies the department code, period of availability, basic symbol, and subhead of the original appropriation.
Loan Cd	Indicates the loan status of a particular asset.
Loaning DODAAC/CAGE Cd	A code that identifies a Department of Defense Activity Address or a Commercial and Government Entity
Loan End Dt	The date the assets warranty, service or loan contract expires
Loan Notfy Cd	Identifies if loan is between a DPAS to DPAS Non-WAWF user, between a DPAS to Non-DPAS user or between a DPAS to DPAS WAWF user.
Loan Rovd By	The name of the entity that received the loan.
Loan Rovd Dt	The date the assets warranty, service, or loan has been received.
Loan Start Dt	The date the assets warranty, service or loan contract starts
Local Ropt Dt	Date asset received
Mfr Name	The full name of a specific manufacturer.
Mfr Part Nbr	Number used to record the make or model of a specific piece of equipment.
Mfr Yr	Year an asset was manufactured/built/improved.
Major Cmd Task Id	Task id number that is associated with a project that is distinct within the enterprise. Used with the DAI interface.
Mfr Model Nbr	The specific number assigned to identify the make/model of an asset.
Mode of Shipment	Identifies the method of shipment.
Obj Class Cd	Identifies labor and materiel resources utilized in the production processes that apply to accounting transactions.
Obj Class Cd2	First two-positions identifies the Expense Code.
Oblign Doc Nbr	Number used by accounting to track each obligation record.
Operating Unit	The name of the operating Unit provided by the interfacing accounting system.
Owng Cost Center	A code that identifies an organization
Para Nbr	Identifies the specific section or department of an organization, required and authorized equipment/vehicles, etc.
Para Desc	The description of a specific paragraph within a TDA.
Pgm Id	Unique software identification.
Pgm Desc	Program Long Name
Project Nbr	The reference number assigned to the acquisition project the asset was acquired by.
Program Yr	Identifies the beginning/ending year of the appropriation in YYYYYYYY format (example: 20102011).







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.

- 3. 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.
- 4. Use to select the Privacy Type.



Add a Selection List

1. Select New Selection List . The page refreshes, and Selections changes from a drop-down field to a text field.



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

2. Select Add Selection List . The page refreshes, and the selected list is added.



Select Show Inquiry for small volumes of data. The **Asset Activity Inquiry** — **Results** page appears.

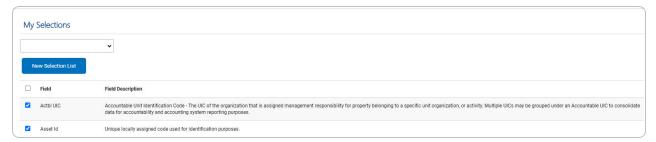
3. **OR**

Select for large volumes of data. The **Asset Activity Inquiry Transaction Status** page appears.



Use a Predetermined Field Selection List

1. Use to display the Selection List.



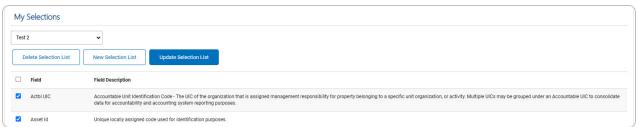
Select show inquiry for small volumes of data. The **Asset Activity Inquiry** — **Results** page appears.

2. **OR**

Select submit for large volumes of data. The **Asset Activity 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 New Selection List is joined by Update Selection List and Delete Selection List.



2. Select Update Selection List . The page refreshes.



Select Show Inquiry for small volumes of data. The **Asset Activity Inquiry — Results** page appears.

3. **OR**

Select for large volumes of data. The **Asset Activity 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 .



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

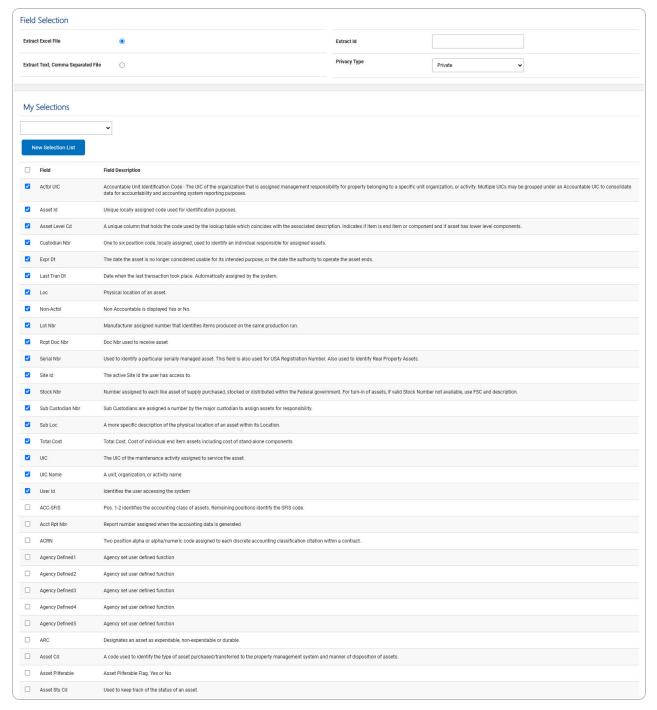
Modify the Fields Used for the Inquiry

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 **Asset Activity Inquiry** page appears.



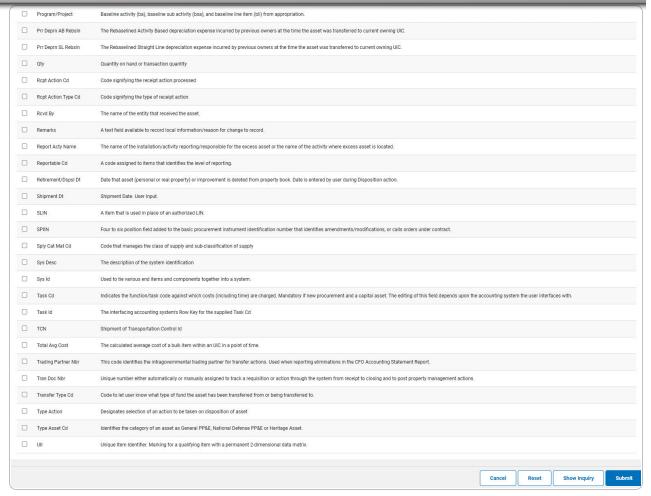


CLIN	A four position field that identifies different contract line items within the same contract.
Cntr/PO Nbr	Assigned by the procurement activity and used to identify requests for a supply purchase.
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Loan Notfy Cd	Identifies if loan is between a DPAS to DPAS Non-WAWF user, between a DPAS to Non-DPAS user or between a DPAS to DPAS WAWF user.
Loan Rovd By	The name of the entity that received the loan.
Loan Rovd Dt	The date the assets warranty, service, or loan has been received.
Loan Start Dt	The date the assets warranty, service or loan contract starts
Local Ropt Dt	Date asset received
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Mfr Part Nbr	Number used to record the make or model of a specific piece of equipment.
Mfr Yr	Year an asset was manufactured/built/improved.
Major Cmd Task Id	Task id number that is associated with a project that is distinct within the enterprise. Used with the DAI interface.
Mfr Model Nbr	The specific number assigned to identify the make/model of an asset.
Mode of Shipment	Identifies the method of shipment.
Obj Class Cd	Identifies labor and materiel resources utilized in the production processes that apply to accounting transactions.
Obj Class Cd2	First two-positions identifies the Expense Code.
Oblign Doc Nbr	Number used by accounting to track each obligation record.
Operating Unit	The name of the operating Unit provided by the interfacing accounting system.
Owng Cost Center	A code that identifies an organization
Para Nbr	Identifies the specific section or department of an organization, required and authorized equipment/vehicles, etc.
Para Desc	The description of a specific paragraph within a TDA.
Pgm Id	Unique software identification.
Pgm Desc	Program Long Name
Project Nbr	The reference number assigned to the acquisition project the asset was acquired by.
Program Yr	Identifies the beginning/ending year of the appropriation in YYYYYYYY format (example: 20102011).





2. Select the fields required for the inquiry. *The first 19 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 **Asset Activity Inquiry — Results** page appears.

OR

3.





Select Submit for large volumes of data. The **Asset Activity Inquiry Transaction Status** page appears.





View the Asset Inquiry Detail — Basic

Navigation

Inquiries > Asset Management > Asset > Search Criteria > Search Results > Inquiry Row hyperlink > Asset Inquiry Detail — Basic page

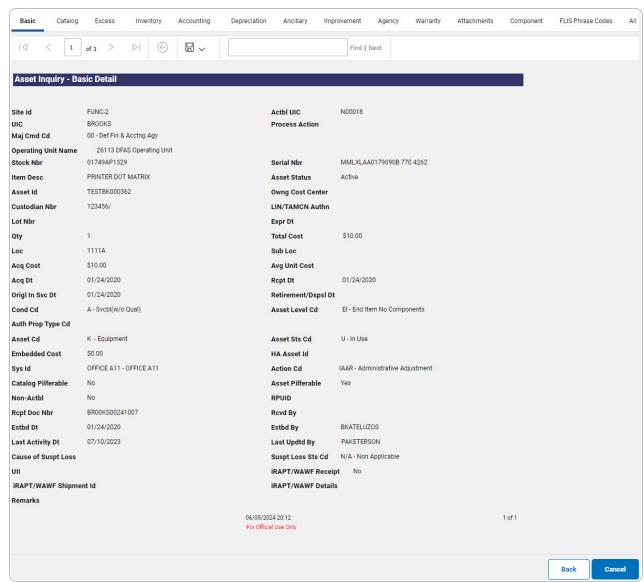
Procedures

Export the Asset Inquiry Detail — Basic

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



1. Verify the Basic 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.

Select . The **Asset Inquiry** — **Criteria** page appears.

4. OR



Select the Catalog tab. *The Asset Inquiry Detail — Catalog page appears*.

OR

Select the Excess tab. *The Asset Inquiry Detail — Excess page appears*.

OR

Select the Inventory tab. *The Asset Inquiry Detail — Inventory* page appears.

OR

Select the Accounting tab. *The Asset Inquiry Detail — Accounting page appears*.

OR

Select the Depreciation tab. *The Asset Inquiry Detail — Depreciation* page appears.

OR

Select the Ancillary tab. The **Asset Inquiry Detail — Ancillary** page appears.

OR

Select the Improvement tab. *The Asset Inquiry Detail — Improvement page appears*.

OR

Select the Agency tab. The **Asset Inquiry Detail** — **Agency** page appears.

OR

Select the Warranty tab. *The Asset Inquiry Detail — Warranty page appears*.





OR

Select the Attachments tab. *The Asset Inquiry Detail — Attachments page appears*.

OR

Select the Component tab. The **Asset Inquiry Detail — Component** page appears.

OR

Select the FLIS Phrase Codes tab. *The Asset Inquiry Detail — FLIS Phrase Codes page appears*.

OR

Select the All tab. The **Asset Inquiry Detail — All** page appears.

OR

Select . The **Asset Inquiry** — **Results** 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 Find to search for the entry. The entry appears highlighted in the file.
- 4. Select Next to find the next matching value. This feature is available if multiple results are found.





View the Asset Inquiry Detail — Catalog

Navigation

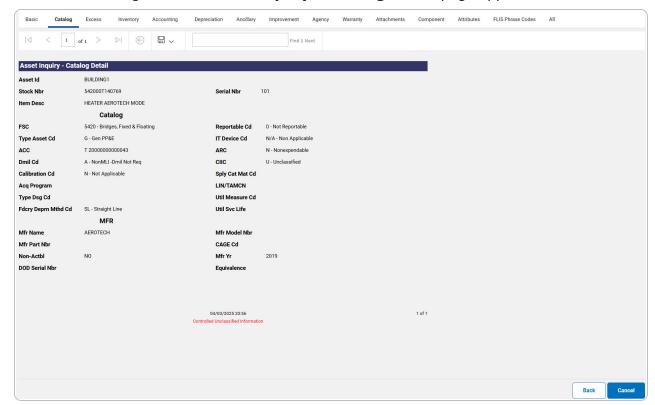
Inquiries > Asset Management > Asset > Search Criteria > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > Catalog Tab > Asset Inquiry — Catalog Detail

Procedures

Export the Asset Inquiry Detail — Catalog

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

1. Select the Catalog tab. The Asset Inquiry - Catalog Detail page appears.





- 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.

Select . The **Asset Inquiry — Criteria** page appears.

OR

4.

Select the Basic tab. The **Asset Inquiry Detail — Basic** page appears.

OR

Select the Excess tab. The **Asset Inquiry Detail** — **Excess** page appears.

OR

Select the Inventory tab. *The Asset Inquiry Detail — Inventory page appears*.

OR

Select the Accounting tab. The **Asset Inquiry Detail** — **Accounting** page appears.

OR

Select the Depreciation tab. *The Asset Inquiry Detail — Depreciation* page appears.

OR

Select the Ancillary tab. The **Asset Inquiry Detail — Ancillary** page appears.

OR

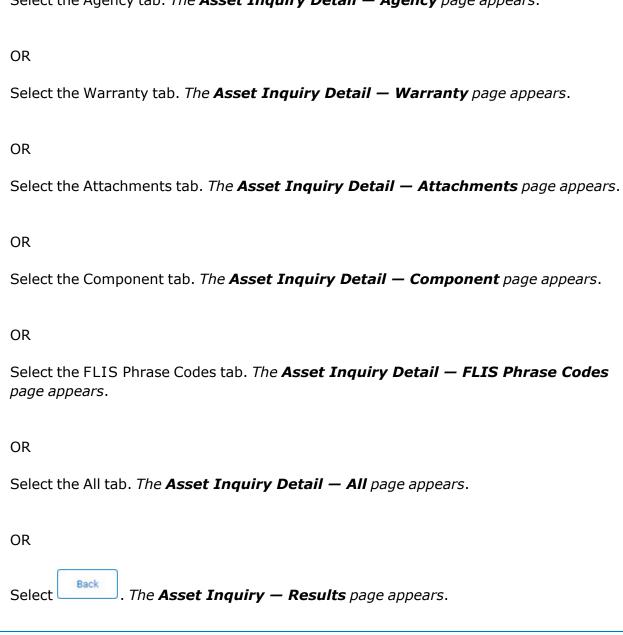
Select the Improvement tab. *The Asset Inquiry Detail — Improvement page appears*.

OR





Select the Agency tab. The **Asset Inquiry Detail** — **Agency** 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 find to search for the entry. The entry appears highlighted in the file.





4. Select Next to find the next matching value. This feature is available if multiple results are found.





View the Asset Inquiry Detail — Excess

Navigation

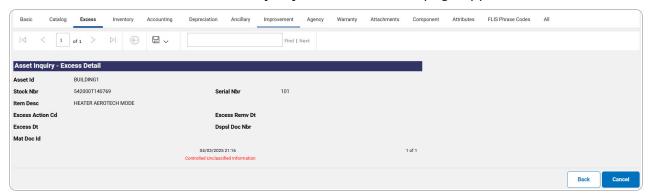
Inquiries > Asset Management > Asset > Search Criteria > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > Excess Tab > Asset Inquiry — Excess Detail

Procedures

Export the Asset Inquiry Detail — Excess

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

1. Select the Excess tab. The **Asset Inquiry - Excess Detail** page appears.



- 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.

Select . The **Asset Inquiry** — **Criteria** page appears.

4. OR

Select the Basic tab. *The Asset Inquiry Detail — Basic* page appears.



OR

Select the Catalog tab. The **Asset Inquiry Detail — Catalog** page appears.

OR

Select the Inventory tab. *The Asset Inquiry Detail — Inventory page appears*.

OR

Select the Accounting tab. The **Asset Inquiry Detail** — **Accounting** page appears.

OR

Select the Depreciation tab. *The Asset Inquiry Detail — Depreciation* page appears.

OR

Select the Ancillary tab. The **Asset Inquiry Detail — Ancillary** page appears.

OR

Select the Improvement tab. *The Asset Inquiry Detail — Improvement page appears*.

OR

Select the Agency tab. The **Asset Inquiry Detail** — **Agency** page appears.

OR

Select the Warranty tab. The **Asset Inquiry Detail — Warranty** page appears.

OR







Select the Attachments tab. *The Asset Inquiry Detail — Attachments page appears*.

OR

Select the Component tab. The **Asset Inquiry Detail — Component** page appears.

OR

Select the FLIS Phrase Codes tab. *The Asset Inquiry Detail — FLIS Phrase Codes page appears*.

OR

Select the All tab. The **Asset Inquiry Detail — All** page appears.

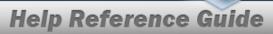
OR

Select . The **Asset Inquiry** — **Results** 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 Find to search for the entry. The entry appears highlighted in the file.
- 4. Select Next to find the next matching value. This feature is available if multiple results are found.





View the Asset Inquiry Detail — Inventory

Navigation

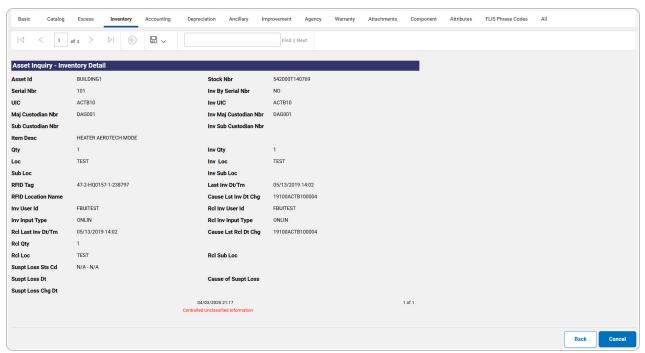
Inquiries > Asset Management > Asset > Search Criteria > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > Inventory Tab > Asset Inquiry — Inventory Detail

Procedures

Export the Asset Inquiry Detail — Inventory

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

1. Select the Inventory tab. The **Asset Inquiry - Inventory Detail** page appears.



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.

Select Cancel . The **Asset Inquiry — Criteria** page appears.

OR

4.

Select the Basic tab. *The Asset Inquiry Detail — Basic page appears*.

OR

Select the Excess tab. *The Asset Inquiry Detail — Excess page appears*.

OR

Select the Catalog tab. The **Asset Inquiry Detail — Catalog** page appears.

OR

Select the Accounting tab. The **Asset Inquiry Detail** — **Accounting** page appears.

OR

Select the Depreciation tab. *The Asset Inquiry Detail — Depreciation* page appears.

OR

Select the Ancillary tab. The **Asset Inquiry Detail** — **Ancillary** page appears.

OR

Select the Improvement tab. *The Asset Inquiry Detail — Improvement page appears*.

OR

Select the Agency tab. The **Asset Inquiry Detail** — **Agency** page appears.





OR

Select the Warranty tab. The **Asset Inquiry Detail — Warranty** page appears.

OR

Select the Attachments tab. The **Asset Inquiry Detail** — **Attachments** page appears.

OR

Select the Component tab. The **Asset Inquiry Detail — Component** page appears.

OR

Select the FLIS Phrase Codes tab. *The Asset Inquiry Detail — FLIS Phrase Codes page appears*.

OR

Select the All tab. *The Asset Inquiry Detail — All page appears*.

OR

Select . The **Asset Inquiry** — **Results** 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 Find to search for the entry. The entry appears highlighted in the file.
- 4. Select Next to find the next matching value. This feature is available if multiple results are found.







View the Asset Inquiry Detail — Accounting

Navigation

Inquiries > Asset Management > Asset > Search Criteria > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > Accounting Tab > Asset Inquiry — Accounting Detail page

Procedures

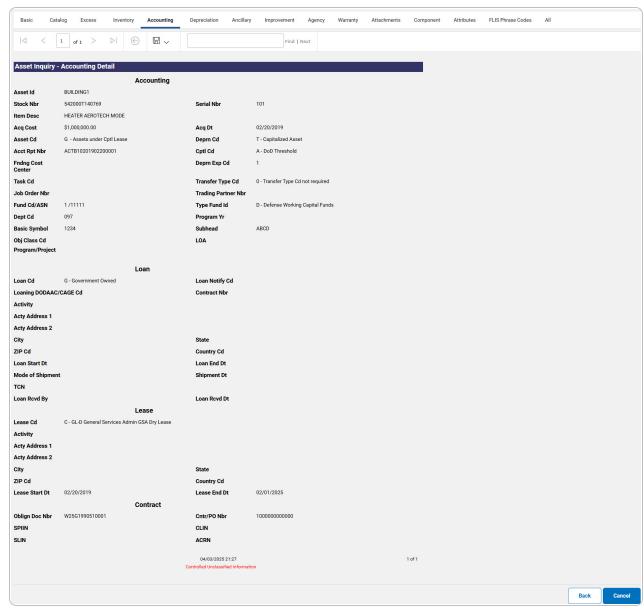
Export the Asset Inquiry Detail — Accounting

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

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1. Select the Accounting tab. The Asset Inquiry - Accounting Detail page appears.



- 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.

Select . The **Asset Inquiry** — **Criteria** page appears.

4.





OR

Select the Basic tab. *The Asset Inquiry Detail — Basic page appears*.

OR

Select the Excess tab. The **Asset Inquiry Detail** — **Excess** page appears.

OR

Select the Catalog tab. The **Asset Inquiry Detail — Catalog** page appears.

OR

Select the Inventory tab. The **Asset Inquiry Detail** — **Inventory** page appears.

OR

Select the Depreciation tab. *The Asset Inquiry Detail — Depreciation* page appears.

OR

Select the Ancillary tab. The **Asset Inquiry Detail** — **Ancillary** page appears.

OR

Select the Improvement tab. *The Asset Inquiry Detail — Improvement page appears*.

OR

Select the Agency tab. The **Asset Inquiry Detail** — **Agency** page appears.

OR

Select the Warranty tab. *The Asset Inquiry Detail — Warranty page appears*.





OR

Select the Attachments tab. *The***Asset Inquiry Detail** — **Attachments** page appears.

OR

Select the Component tab. The **Asset Inquiry Detail — Component** page appears.

OR

Select the FLIS Phrase Codes tab. *The Asset Inquiry Detail — FLIS Phrase Codes page appears*.

OR

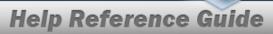
Select the All tab. The **Asset Inquiry Detail — All** page appears.

OR

Select . The **Asset Inquiry** — **Results** page appears.

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





View the Asset Inquiry Detail — Depreciation

Navigation

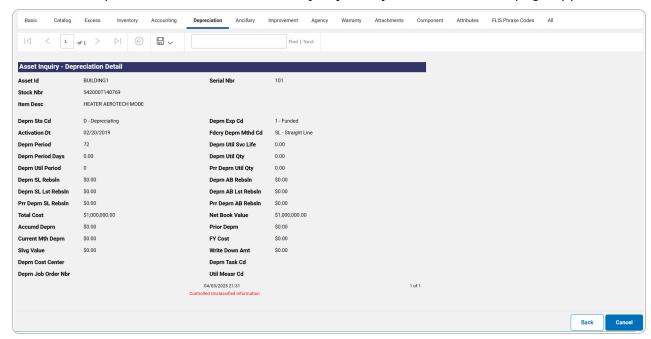
Inquiries > Asset Management > Asset > Search Criteria > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > Depreciation Tab > Asset Inquiry — Depreciation Detail

Procedures

Export the Asset Inquiry Detail — Depreciation

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

1. Select the Depreciation tab. The **Asset Inquiry - Depreciation Detail** page appears.



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.

Select Cancel . The **Asset Inquiry — Criteria** page appears.

OR

4.

Select the Basic tab. The **Asset Inquiry Detail — Basic** page appears.

OR

Select the Excess tab. *The Asset Inquiry Detail — Excess page appears*.

OR

Select the Catalog tab. The **Asset Inquiry Detail — Catalog** page appears.

OR

Select the Inventory tab. The **Asset Inquiry Detail** — **Inventory** page appears.

OR

Select the Accounting tab. The **Asset Inquiry Detail** — **Accounting** page appears.

OR

Select the Ancillary tab. The **Asset Inquiry Detail — Ancillary** page appears.

OR

Select the Improvement tab. *The Asset Inquiry Detail — Improvement page appears*.

OR

Select the Agency tab. The **Asset Inquiry Detail** — **Agency** page appears.





OR

Select the Warranty tab. The **Asset Inquiry Detail — Warranty** page appears.

OR

Select the Attachments tab. The **Asset Inquiry Detail** — **Attachments** page appears.

OR

Select the Component tab. The **Asset Inquiry Detail — Component** page appears.

OR

Select the FLIS Phrase Codes tab. *The Asset Inquiry Detail — FLIS Phrase Codes page appears*.

OR

Select the All tab. *The Asset Inquiry Detail — All page appears*.

OR

Select . The **Asset Inquiry** — **Results** page appears.

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







View the Asset Inquiry Detail — Ancillary

Navigation

Inquiries > Asset Management > Asset > Search Criteria > Search Results > Inquiry Row hyperlink > Asset Inquiry Detail — Ancillary page

Procedures

Export the Asset Inquiry Detail — Ancillary

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

1. Select the Ancillary tab. The **Asset Inquiry - Ancillary Detail** page appears.



- 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.

Select Cancel . The **Asset Inquiry — Criteria** page appears.

OR

4.

Select the Basic tab. *The Asset Inquiry Detail — Basic* page appears.

OR

Select the Excess tab. *The Asset Inquiry Detail — Excess page appears*.

OR

Select the Catalog tab. The **Asset Inquiry Detail — Catalog** page appears.





OR

Select the Inventory tab. *The Asset Inquiry Detail — Inventory* page appears.

OR

Select the Accounting tab. The **Asset Inquiry Detail** — **Accounting** page appears.

OR

Select the Depreciation tab. *The Asset Inquiry Detail — Depreciation* page appears.

OR

Select the Improvement tab. *The Asset Inquiry Detail — Improvement page appears*.

OR

Select the Agency tab. The **Asset Inquiry Detail** — **Agency** page appears.

OR

Select the Warranty tab. *The Asset Inquiry Detail — Warranty* page appears.

OR

Select the Attachments tab. The **Asset Inquiry Detail** — **Attachments** page appears.

OR

Select the Component tab. The **Asset Inquiry Detail — Component** page appears.





OR

Select the FLIS Phrase Codes tab. *The Asset Inquiry Detail — FLIS Phrase Codes page appears*.

OR

Select the All tab. The **Asset Inquiry Detail** — **All** page appears.

OR

Select . The **Asset Inquiry** — **Results** page appears.

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





View the Asset Inquiry Detail — Improvement

Navigation

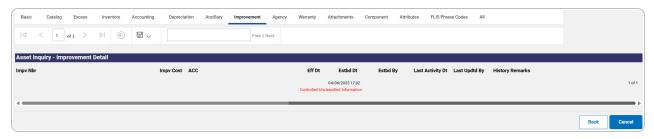
Inquiries > Asset Management > Asset > Search Criteria > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > Improvement Tab > Asset Inquiry — Improvement Detail

Procedures

Export the Asset Inquiry Detail — Improvement

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

1. Verify the Improvement 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.

Select . The **Asset Inquiry** — **Criteria** page appears.

4. OR

Select the Basic tab. The **Asset Inquiry Detail** — **Basic** page appears.

OR

Select the Excess tab. The **Asset Inquiry Detail** — **Excess** page appears.



OR

Select the Catalog tab. *The Asset Inquiry Detail — Catalog page appears*.

OR

Select the Inventory tab. *The Asset Inquiry Detail — Inventory page appears*.

OR

Select the Accounting tab. The **Asset Inquiry Detail** — **Accounting** page appears.

OR

Select the Depreciation tab. The **Asset Inquiry Detail — Depreciation** page appears.

OR

Select the Ancillary tab. The **Asset Inquiry Detail — Ancillary** page appears.

OR

Select the Agency tab. The **Asset Inquiry Detail** — **Agency** page appears.

OR

Select the Warranty tab. The **Asset Inquiry Detail — Warranty** page appears.

OR

Select the Attachments tab. *The Asset Inquiry Detail — Attachments page appears*.

OR







Select the Component tab. The **Asset Inquiry Detail — Component** page appears.

OR

Select the FLIS Phrase Codes tab. *The Asset Inquiry Detail — FLIS Phrase Codes page appears*.

OR

Select the All tab. The **Asset Inquiry Detail** — **All** page appears.

OR

Select . The **Asset Inquiry** — **Results** page appears.

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



View the Asset Inquiry Detail — Agency

Navigation

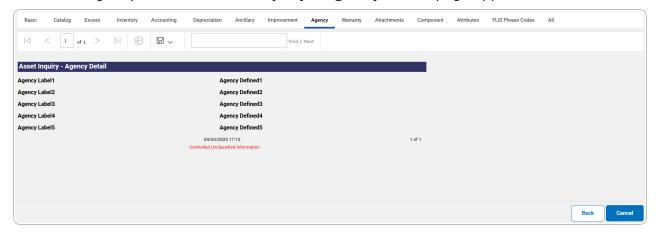
Inquiries > Asset Management > Asset > Search Criteria > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > Agency Tab > Asset Inquiry — Agency Detail page

Procedures

Export the Asset Inquiry Detail — Agency

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

1. Select the Agency tab. The **Asset Inquiry - Agency Detail** page appears.



- 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.

Select . The **Asset Program Inquiry — Criteria** page appears.

4. OR



Select the Basic tab. The **Asset Inquiry Detail — Basic** page appears.

OR

Select the Excess tab. *The Asset Inquiry Detail — Excess page appears*.

OR

Select the Catalog tab. The **Asset Inquiry Detail — Catalog** page appears.

OR

Select the Inventory tab. The **Asset Inquiry Detail** — **Inventory** page appears.

OR

Select the Accounting tab. The **Asset Inquiry Detail** — **Accounting** page appears.

OR

Select the Depreciation tab. *The Asset Inquiry Detail — Depreciation* page appears.

OR

Select the Improvement tab. *The Asset Inquiry Detail — Improvement page appears*.

OR

Select the Ancillary tab. The **Asset Inquiry Detail — Ancillary** page appears.

OR

Select the Warranty tab. *The Asset Inquiry Detail — Warranty page appears*.





OR

Select the Attachments tab. *The Asset Inquiry Detail — Attachments page appears*.

OR

Select the Component tab. The **Asset Inquiry Detail — Component** page appears.

OR

Select the FLIS Phrase Codes tab. *The Asset Inquiry Detail — FLIS Phrase Codes page appears*.

OR

Select the All tab. The **Asset Inquiry Detail — All** page appears.

OR

Select Back . The **Asset Inquiry — Results** page appears.

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





View the Asset Inquiry Detail — Warranty

Navigation

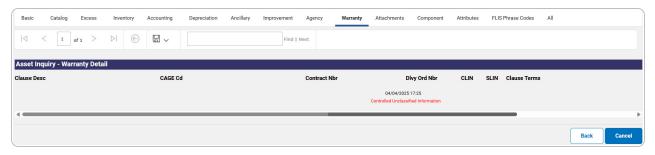
Inquiries > Asset Management > Asset > Search Criteria > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > Warranty Tab > Asset Inquiry — Warranty Detail page

Procedures

Export the Asset Inquiry Detail — Warranty

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

1. Select the Warranty tab. The **Asset Inquiry - Warranty Detail** page appears.



- 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.

Select . The **Asset Inquiry** — **Criteria** page appears.

OR

4.

Select the Basic tab. The **Asset Inquiry Detail — Basic** page appears.

OR



Select the Excess tab. *The Asset Inquiry Detail — Excess page appears*.

OR

Select the Catalog tab. The **Asset Inquiry Detail — Catalog** page appears.

OR

Select the Inventory tab. *The Asset Inquiry Detail — Inventory page appears*.

OR

Select the Accounting tab. The **Asset Inquiry Detail** — **Accounting** page appears.

OR

Select the Depreciation tab. *The Asset Inquiry Detail — Depreciation* page appears.

OR

Select the Improvement tab. *The Asset Inquiry Detail — Improvement page appears*.

OR

Select the Ancillary tab. *The Asset Inquiry Detail — Ancillary page appears*.

OR

Select the Agency tab. The **Asset Inquiry Detail** — **Agency** page appears.

OR

Select the Attachments tab. *The Asset Inquiry Detail — Attachments page appears*.





OR

Select the Component tab. The **Asset Inquiry Detail — Component** page appears.

OR

Select the FLIS Phrase Codes tab. *The Asset Inquiry Detail — FLIS Phrase Codes page appears*.

OR

Select the All tab. The **Asset Inquiry Detail — All** page appears.

OR

Select . The **Asset Inquiry** — **Results** page appears.

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



View the Asset Inquiry Detail — Attachments

Navigation

Inquiries > Asset Management > Asset > Search Criteria > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > Attachments Tab > Asset Inquiry — Attachment View page

Procedures

Export the Asset Inquiry Detail — Attachment

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

1. Select the Attachments tab. The **Asset Inquiry - Attachment View** page appears.



- 2.
- A. Select test . The Attachment Viewer/Delete pop-up window opens. The procedure leaves the application.
- B. Follow the prompts provided by the computer.
- 3. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
- 4. Follow the prompts provided by the computer.

Select . The **Asset Inquiry** — **Criteria** page appears.

5.





OR

Select the Basic tab. The **Asset Inquiry Detail — Basic** page appears.

OR

Select the Excess tab. The **Asset Inquiry Detail** — **Excess** page appears.

OR

Select the Catalog tab. *The Asset Inquiry Detail — Catalog page appears*.

OR

Select the Inventory tab. The **Asset Inquiry Detail** — **Inventory** page appears.

OR

Select the Accounting tab. The **Asset Inquiry Detail** — **Accounting** page appears.

OR

Select the Depreciation tab. *The Asset Inquiry Detail — Depreciation* page appears.

OR

Select the Improvement tab. *The Asset Inquiry Detail — Improvement page appears*.

OR

Select the Ancillary tab. The **Asset Inquiry Detail — Ancillary** page appears.

OR

Select the Agency tab. The **Asset Inquiry Detail** — **Agency** page appears.





OR

Select the Component tab. *The Asset Inquiry Detail — Component* page appears.

OR

Select the Warranty tab. *The Asset Inquiry Detail — Warranty page appears*.

OR

Select the FLIS Phrase Codes tab. *The Asset Inquiry Detail — FLIS Phrase Codes page appears*.

OR

Select the All tab. The **Asset Inquiry Detail — All** page appears.

OR

Select . The **Asset Inquiry** — **Results** page appears.

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





View the Asset Inquiry Detail — Component

Navigation

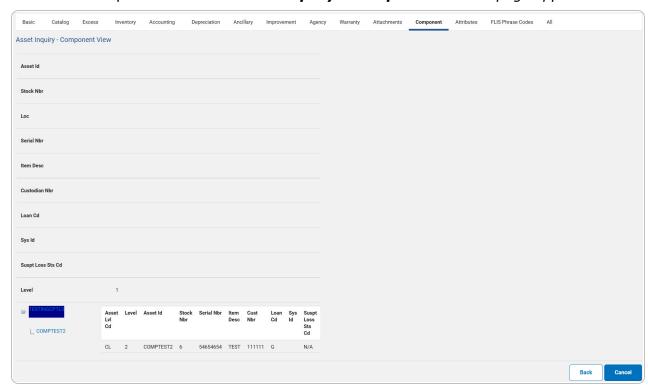
Inquiries > Asset Management > Asset > Search Criteria > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > Component Tab > Asset Inquiry — Component View Detail page

Procedures

Export the Asset Inquiry Detail — Component

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

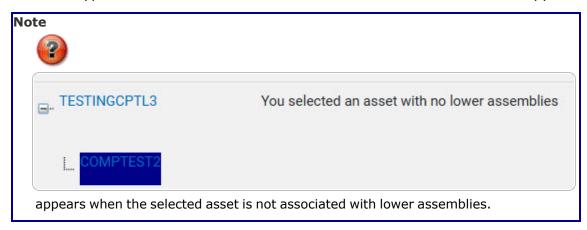
1. Select the Component tab. The **Asset Inquiry - Component Detail** page appears.







A. Select the hyperlink to view lower assemblies. The lower assemblies details appear.



- 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.

Select Cancel . The **Asset Inquiry — Criteria** page appears.

OR

4.

Select the Basic tab. The **Asset Inquiry Detail — Basic** page appears.

OR

Select the Excess tab. *The Asset Inquiry Detail — Excess page appears*.

OR

Select the Catalog tab. The **Asset Inquiry Detail — Catalog** page appears.

OR

Select the Inventory tab. The **Asset Inquiry Detail** — **Inventory** page appears.

OR

Select the Accounting tab. The **Asset Inquiry Detail** — **Accounting** page appears.





OR

Select the Depreciation tab. The **Asset Inquiry Detail — Depreciation** page appears.

OR

Select the Improvement tab. *The Asset Inquiry Detail — Improvement page appears*.

OR

Select the Ancillary tab. The **Asset Inquiry Detail — Ancillary** page appears.

OR

Select the Agency tab. The **Asset Inquiry Detail** — **Agency** page appears.

OR

Select the Attachments tab. *The Asset Inquiry Detail — Attachments page appears*.

OR

Select the Warranty tab. The **Asset Inquiry Detail — Warranty** page appears.

OR

Select the FLIS Phrase Codes tab. *The Asset Inquiry Detail — FLIS Phrase Codes page appears*.

OR

Select the All tab. The **Asset Inquiry Detail** — **All** page appears.





OR

Back . The **Asset Inquiry — Results** page appears. Select

Search the Results

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

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Unclassified

View the Asset Inquiry Detail — Attributes

Navigation

Inquiries > Asset Management > Asset > Search Criteria > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > Attributes tab > Asset Inquiry Detail — Attributes page



The Attributes Tab appears after selecting one of the following tabs:

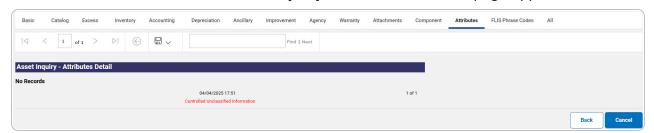
- Excess
- Inventory
- Accounting
- Depreciation
- Ancillary
- Improvement
- Agency
- Warranty
- Attachments
- Components

Procedures

Export the Asset Inquiry Detail — Attributes

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

Select the Attributes tab. The Asset Inquiry - Attributes Detail page appears.





- 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.

Select . The **Asset Inquiry** — **Criteria** page appears.

4. OR

Select the Catalog tab. The **Asset Inquiry Detail — Catalog** page appears.

OR

Select the Excess tab. *The Asset Inquiry Detail — Excess page appears*.

OR

Select the Inventory tab. The **Asset Inquiry Detail** — **Inventory** page appears.

OR

Select the Accounting tab. The **Asset Inquiry Detail** — **Accounting** page appears.

OR

Select the Depreciation tab. *The Asset Inquiry Detail — Depreciation* page appears.

OR

Select the Ancillary tab. The **Asset Inquiry Detail — Ancillary** page appears.

OR

Select the Improvement tab. *The Asset Inquiry Detail — Improvement page appears*.

OR





Select the Agency tab. The Asset Inquiry Detail — Agency page appears.
OR
Select the Warranty tab. The Asset Inquiry Detail — Warranty page appears.
OR
Select the Attachments tab. The Asset Inquiry Detail — Attachments page appears
OR
Select the Component tab. The Asset Inquiry Detail — Component page appears.
OR
Select the FLIS Phrase Codes tab. <i>The Asset Inquiry Detail — FLIS Phrase Codes page appears</i> .
OR
Select the All tab. The Asset Inquiry Detail — All page appears.
OR
Select Back . The Asset Inquiry — Results page appears.

- Find | Next Select the empty field 1.
- 2. Enter the characters or words to search. Entries are not case sensitive.
- Select Find to search for the entry. The entry appears highlighted in the file. 3.





4. Select Next to find the next matching value. This feature is available if multiple results are found.



View the Asset Inquiry Detail — FLIS Phrase Codes

Navigation

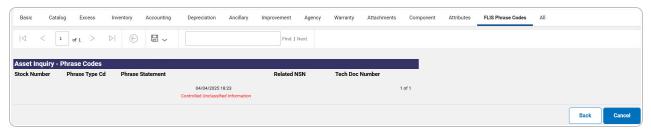
Inquiries > Asset Management > Asset > Search Criteria > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > FLIS Phrase Codes tab > Asset Inquiry Detail — FLIS Phrase Codes page

Procedures

Export the Asset Inquiry Detail — FLIS Phrase Codes

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

1. Select the FLIS Phrase Codes tab. *The Asset Inquiry - Phrase Codes Detail* page appears.



- 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.

Select Cancel . The **Asset Inquiry — Criteria** page appears.

OR

4.

Select the Basic tab. *The Asset Inquiry Detail — Basic* page appears.

OR



Select the Excess tab. *The Asset Inquiry Detail — Excess page appears*.

OR

Select the Catalog tab. The **Asset Inquiry Detail — Catalog** page appears.

OR

Select the Inventory tab. The **Asset Inquiry Detail** — **Inventory** page appears.

OR

Select the Accounting tab. The **Asset Inquiry Detail** — **Accounting** page appears.

OR

Select the Depreciation tab. *The Asset Inquiry Detail — Depreciation* page appears.

OR

Select the Improvement tab. The **Asset By Acquisition Program Inquiry Detail — Improvement** page appears.

OR

Select the Ancillary tab. The **Asset Inquiry Detail — Ancillary** page appears.

OR

Select the Agency tab. The **Asset Inquiry Detail** — **Agency** page appears.

OR

Select the Attachments tab. *The Asset Inquiry Detail — Attachments page appears*.





OR

Select the Component tab. The **Asset Inquiry Detail — Component** page appears.

OR

Select the Warranty tab. *The Asset Inquiry Detail — Warranty* page appears.

OR

Select the All tab. The **Asset Inquiry Detail — All** page appears.

OR

Select . The **Asset Inquiry** — **Results** page appears.

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





View the Asset Inquiry Detail — All

Navigation

Inquiries > Asset Management > Asset > Search Criteria > Search Results > Inquiry Row hyperlink > Asset Inquiry — All Detail page

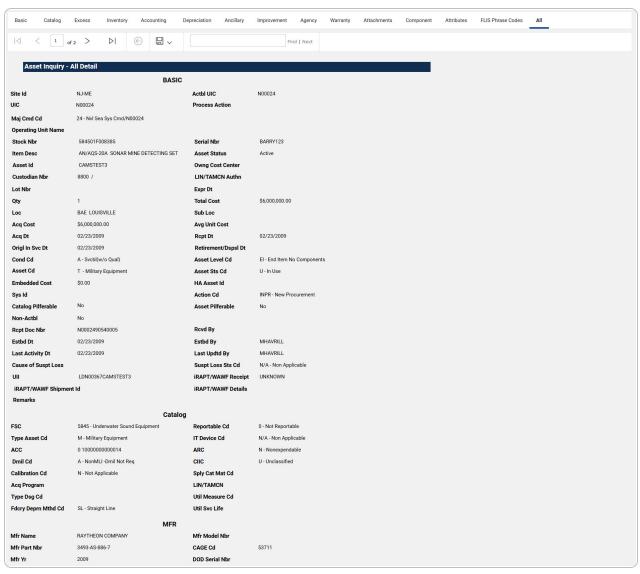
Procedures

View the Asset By Acquisition Program Inquiry Detail — All

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



1. Verify the All tab.







Excess Remy Dt Dspsl Doc Nbr

Excess Dt

INVENTORY

Inv By Serial Nbr Inv Mai Custodian Nbr 8800 Loc

Sub Loc RFID Tag 47-2-HQ0157-1-143481

RFID Location Name

Inv User Id MHAVRILL Inv Input Type Rcl Last Inv Dt/Tm 02/23/2009 17:56 Rcl Qty

Suspt Loss Dt

Acq Cost

\$6.000.000.00

BAE LOUISVILLE

Asset Cd Acct Rpt Nbr Fndng Cost Center

Job Order Nbr

Dept Cd Basic Symbol Obj Class Cd Program/Project

T - Military Equipment

Fund Cd/ASN

LOAN

G - Government Owned Loaning DODAAC/CAGE Cd

Acty Address 1 Acty Address 2 ZIP Cd

Loan Start Dt

Loan Rovd By

Inv Sub Custodian Nbr

Inv Qty

BAE LOUISVILLE Inv Loc

Inv Sub Loc

Cause Lst Inv Dt Chg ASSET RECEIVING Last Inv Dt/Tm Rcl Inv User Id MHAVRILL Rcl Inv Input Type ONLIN Cause Lst Rcl Dt Chg ASSET RECEIVING

Rcl Sub Loc Suspt Loss Chg Dt

ACCOUNTING

02/23/2009

Deprn Cd A - DoD Threshold Cptl Cd Deprn Exp Cd

Transfer Type Cd Trading Partner Nbr

Type Fund Id O - Other

Pgm Yr Subhead LOA

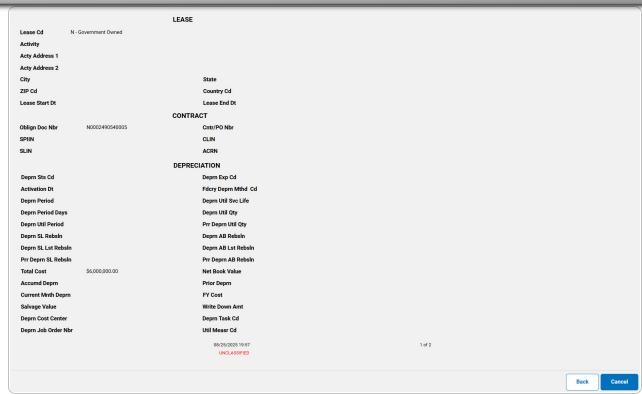
Loan Notify Cd Contract Nbr

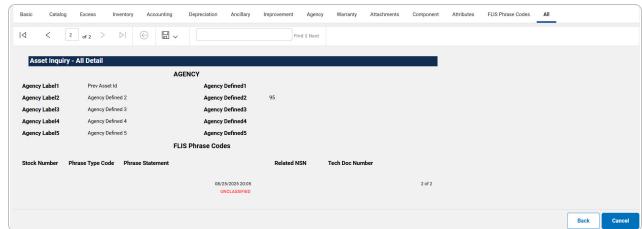
Country Cd Loan End Dt

Loan Rovd Dt

70







- A. Verify the Basic section.
- B. Verify the Catalog section.
- C. Verify the Mfr section.
- D. Verify the Excess section.
- E. Verify the Inventory section.
- F. Verify the Accounting section.





- G. Verify the Loan section.
- H. Verify the Lease section.
- I. Verify the Contract section.
- J. Verify the Depreciation section.
- K. Verify the Agency section.
- L. Verify the FLIS Phrase Codes section.
- 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.

Select Cancel . The **Asset Inquiry — Criteria** page appears.

OR

4.

Select the Basic tab. The **Asset Inquiry Detail — Basic** page appears.

OR

Select the Excess tab. *The Asset Inquiry Detail — Excess page appears*.

OR

Select the Catalog tab. The **Asset Inquiry Detail — Catalog** page appears.

OR

Select the Inventory tab. The **Asset Inquiry Detail** — **Inventory** page appears.

OR

Select the Accounting tab. The **Asset Inquiry Detail** — **Accounting** page appears.

OR

Select the Depreciation tab. *The Asset Inquiry Detail — Depreciation* page appears.





OR

Select the Improvement tab. *The Asset Inquiry Detail — Improvement page appears*.

OR

Select the Ancillary tab. The **Asset Inquiry Detail — Ancillary** page appears.

OR

Select the Agency tab. The **Asset Inquiry Detail** — **Agency** page appears.

OR

Select the Attachments tab. *The Asset Inquiry Detail — Attachments page appears*.

OR

Select the Component tab. *The Asset Inquiry Detail — Component page appears*.

OR

Select the Warranty tab. *The Asset Inquiry Detail — Warranty page appears*.

OR

Select the FLIS Phrase Codes tab. *The Asset Inquiry Detail — FLIS Phrase Codes page appears*.

OR

Select . The **Asset Inquiry** — **Results** page appears.





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