



Search for an Asset Inventory Inquiry — Criteria

Overview

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

Navigation

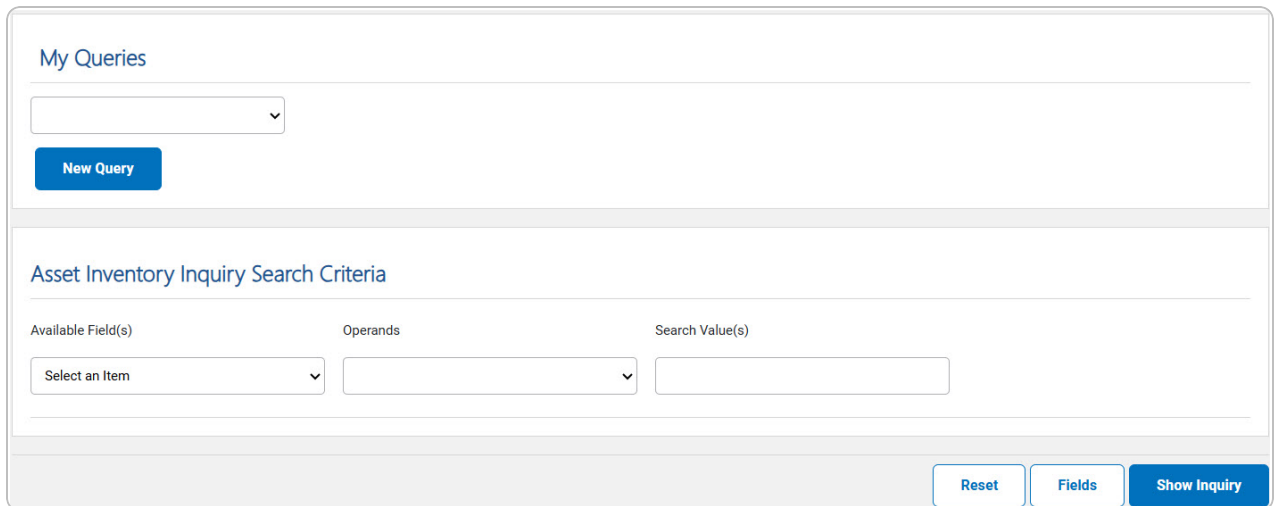
Inquiries > Inventory > Asset Inventory Data > Asset Inventory Inquiry Search Criteria page

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 [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 a web interface for searching asset inventory. At the top, there's a section titled "My Queries" with a dropdown menu and a "New Query" button. Below this is the "Asset Inventory Inquiry Search Criteria" section. It contains three columns: "Available Field(s)", "Operands", and "Search Value(s)". Under "Available Field(s)", there is 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.

B. Use  to select the second 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.

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.

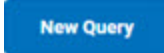
Remove an Available Field Row

a. Use  to select desired Available Field.

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

5. Select . *The **Asset Inventory 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

Asset Inventory 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 **Asset Inventory Inquiry — Select Fields** page appears.
- OR
- Select . The **Asset Inventory 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.





Help Reference Guide

My Queries

New Query

Asset Inventory Inquiry Search Criteria

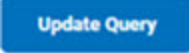
Available Field(s)	Operands	Search Value(s)
Select an Item		

Reset Fields Show Inquiry

2. Select . The **Asset Inventory Inquiry — Select Fields** page appears.
- OR

Select . The **Asset Inventory 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

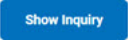
Test 2 ▼

Delete Query New Query Update Query

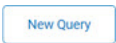
Asset Inventory Inquiry Search Criteria

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

Reset Fields Show Inquiry

2. Select . The query information is updated.
3. Select . The **Asset Inventory Inquiry — Select Fields** page appears.
- OR
- Select . The **Asset Inventory Inquiry — Results** page appears.

Delete a My Queries Inquiry

1. Use  to select the desired saved query. The page refreshes, 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

Asset Inventory Inquiry Search Criteria

Available Field(s)	Operands	Search Value(s)
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 **Asset Inventory Inquiry — Select Fields** page appears.





Search for an Asset Inventory Inquiry — Results

Navigation

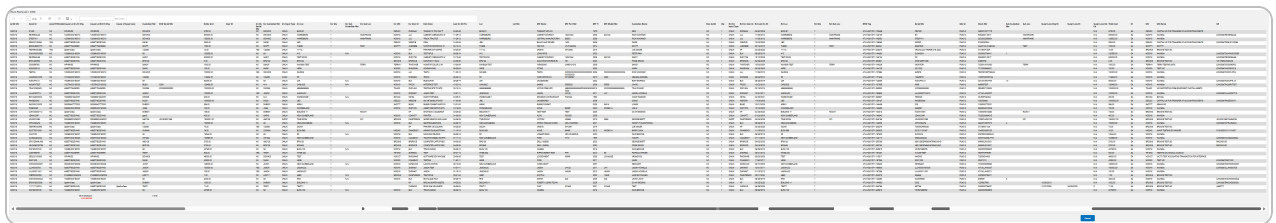
Inquiries > Inventory > Asset Inventory > Search Criteria > [Show Inquiry](#) > Asset Inventory Inquiry Search Results page

Procedures

Export the Asset 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.



Note



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

2. Select [Cancel](#). The **Asset Inventory 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 Asset Inventory Inquiry Detail

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





Select Fields for the Asset Inventory Inquiry

Navigation

Inquiries > Inventory > Asset Inventory Data > Search Criteria > > Asset Inventory 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 Inventory Inquiry** page appears.





Help Reference Guide

Field Selection

Extract Excel File



Extract Id

Extract Text, Comma Separated File



Privacy Type

Private



My Selections

New Selection List

☐	Field	Field Description
☒	Actbl UIC	Accountable Unit Identification Code - The UIC of the organization that is assigned management responsibility for property belonging to a specific unit organization, or activity. Multiple UICs may be grouped under an Accountable UIC to consolidate data for accountability and accounting system reporting purposes.
☒	Asset Id	Unique locally assigned code used for identification purposes.
☒	Asset Pilferable	Asset Pilferable Flag. Yes or No
☒	Cause Lst Inv Dt Chg	Identifies how the lst inv dt was modified. Program description or Inv List Nbr.
☒	Cause Lst Rcl Dt Chg	Identifies how the Rcl Last Inv Date was modified. Program description of Inv List Nbr.
☒	Cause of Suspt Loss	Identifies the Inv List Nbr or program that most recently changed the suspected loss status code.
☒	Custodian Nbr	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.
☒	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.
☒	Expr Dt	The date the asset is no longer considered usable for its intended purpose, or the date the authority to operate the asset ends.
☒	Inv By Serial Nbr	Is asset to be inventoried by Serial Number. Yes or No.
☒	Inv Custodian Nbr	A unique system generated number that identifies the custodian id inventory the associated asset is included on
☒	Inv Input Type	Identifies how the inventory data was entered in the database.
☒	Inv Loc	The physical location of an asset when it was inventoried.
☒	Inv Qty	Inventory Quantity. The quantity for bulk items
☒	Inv Sub Custodian Nbr	Sub Custodians are assigned a number by the major custodian to assign assets for responsibility.
☒	Inv Sub Loc	The sub location where the asset was last inventoried.
☒	Inv UIC	UIC asset recorded when inventoried
☒	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.
☒	Last Inv Dt/Tm	Last Inventory Date - Date the last official inventory of a particular asset or group of assets was conducted





Help Reference Guide

☒	Non-Actbl	Non Accountable is displayed Yes or No.
☒	Qty	Quantity on hand or transaction quantity
☒	Rcl Inv Input Type	Reconciliation Inventory Input Type. Identifies how the reconciliation data was entered in the database
☒	Rcl Inv User Id	Identifies the user id of who entered the inventory data.
☒	Rcl Last Inv Dt	The date of the last reconciled official inventory of the asset.
☒	Rcl Loc	Location of asset when inventoried reconciled
☒	Rcl Qty	Quantity of asset when inventoried/reconciled
☒	Rcl Sub Loc	Sub Location of asset when inventoried/reconciled
☒	RFID Tag	The tag number for a RFID tag.
☒	Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number. Also used to identify Real Property Assets.
☒	Site Id	The active Site Id the user has access to.
☒	Stock Nbr	Number assigned to each like asset of supply purchased, stocked or distributed within the Federal government. For turn-in of assets, if valid Stock Number not available, use FSC and description.
☒	Sub Custodian Nbr	Sub Custodians are assigned a number by the major custodian to assign assets for responsibility.
☒	Sub Loc	A more specific description of the physical location of an asset within its Location.
☒	Suspt Loss Chg Dt	The date of a Suspected Loss Change
☒	Suspt Loss Dt	The date of a Suspected Loss
☒	Suspt Loss Sts Cd	Indicates the status of an asset that is missing.
☒	Total Cost	Total Cost. Cost of individual end item assets including cost of stand-alone components
☒	UI	Indicates the measurable amount by which assets are issued. This code shows the smallest amount of an asset that can be requisitioned and issued. For real property this is the primary reporting unit of measure defined as the measure of area.
☒	UIC	The UIC of the maintenance activity assigned to service the asset.
☒	UIC Name	A unit, organization, or activity name
☒	UII	Unique Item Identifier. Marking for a qualifying item with a permanent 2-dimensional data matrix.
☐	Agency Defined1	Agency set user defined function
☐	Agency Defined2	Agency set user defined function
☐	Agency Defined3	Agency set user defined function
☐	Agency Defined4	Agency set user defined function
☐	Agency Defined5	Agency set user defined function
☐	Asset Cd	A code used to identify the type of asset purchased/transferred to the property management system and manner of disposition of assets.
☐	Asset Level Cd	A unique column that holds the code used by the lookup table which coincides with the associated description. Indicates if item is end item or component and if asset has lower level components.





Help Reference Guide

☐	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 Doc Nbr	A system generated number that is used to track potential Excess (Prenotification) and Excess notifications asset. This number is generated for either prenotification or excess actions
☐	Excess Dt	Date an asset is documented as excess.
☐	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.
☐	Haz Mat Cd	Code identifying explosives and other dangerous articles which require special handling in shipment as freight.
☐	Job Order Nbr	Number used to track costs against an asset.
☐	Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
☐	Last Updtd By	Last updated by (user id)
☐	Lease Cd	Indicates the lease status of a particular asset.
☐	Loan Cd	Indicates the loan status of a particular asset.
☐	Local Rcpt Dt	Date asset received
☐	Owng Cost Center	A code that identifies an organization
☐	Rcpt Action Cd	Code signifying the receipt action processed
☐	Rcpt Action Type Cd	Code signifying the type of receipt action
☐	Rcpt Doc Nbr	Doc Nbr used to receive asset
☐	Rcvd By	The name of the entity that received the asset.
☐	Remarks	A text field available to record local information/reason for change to record.
☐	Reportable Cd	A code assigned to items that identifies the level of reporting.
☐	Sys Desc	The description of the system identification
☐	Sys Id	Used to tie various end items and components together into a system.
☐	Task Cd	Indicates the function/task code against which costs (including time) are charged. Mandatory if new procurement and a capital asset. The editing of this field depends upon the accounting system the user interfaces with.
☐	Tran Cd	This code identifies the type of transaction processed.
☐	Tran Doc Nbr	Unique number either automatically or manually assigned to track a requisition or action through the system from receipt to closing and to post property management actions.
☐	Type Asset Cd	Identifies the category of an asset as General PP&E, National Defense PP&E or Heritage Asset.

Cancel

Reset

Show Inquiry

Submit

2. Choose the desired file type:





Help Reference Guide

- 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.*

My Selections

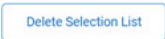
☐	Field	Field Description
☒	Actbl UIC	Accountable Unit Identification Code - The UIC of the organization that is assigned management responsibility for property belonging to a specific unit organization, or activity. Multiple UICs may be grouped under an Accountable UIC to consolidate data for accountability and accounting system reporting purposes.
☒	Asset Id	Unique locally assigned code used for identification purposes.

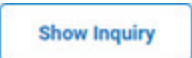
Note



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 **Asset Inventory Inquiry — Results** page appears.*





OR

Submit

Select **Submit** for large volumes of data. The **Asset Inventory 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
☒	Actbl UIC	Accountable Unit Identification Code - The UIC of the organization that is assigned management responsibility for property belonging to a specific unit organization, or activity. Multiple UICs may be grouped under an Accountable UIC to consolidate data for accountability and accounting system reporting purposes.
☒	Asset Id	Unique locally assigned code used for identification purposes.

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

- 2.

OR

Submit

Select **Submit** for large volumes of data. The **Asset Inventory 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**.





Help Reference Guide

My Selections

☐	Field	Field Description
☒	Actbl UIC	Accountable Unit Identification Code - The UIC of the organization that is assigned management responsibility for property belonging to a specific unit organization, or activity. Multiple UICs may be grouped under an Accountable UIC to consolidate data for accountability and accounting system reporting purposes.
☒	Asset Id	Unique locally assigned code used for identification purposes.

2. Select . The page refreshes.

Select for small volumes of data. The **Asset Inventory Inquiry – Results** page appears.

3.

OR

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

My Selections

☐	Field	Field Description
☒	Actbl UIC	Accountable Unit Identification Code - The UIC of the organization that is assigned management responsibility for property belonging to a specific unit organization, or activity. Multiple UICs may be grouped under an Accountable UIC to consolidate data for accountability and accounting system reporting purposes.
☒	Asset Id	Unique locally assigned code used for identification purposes.

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 Inventory Inquiry** page appears.





Help Reference Guide

Field Selection

Extract Excel File



Extract Id

Extract Text, Comma Separated File



Privacy Type

Private



My Selections

New Selection List

☐	Field	Field Description
☒	Actbl UIC	Accountable Unit Identification Code - The UIC of the organization that is assigned management responsibility for property belonging to a specific unit organization, or activity. Multiple UICs may be grouped under an Accountable UIC to consolidate data for accountability and accounting system reporting purposes.
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☒	Asset Pilferable	Asset Pilferable Flag. Yes or No
☒	Cause Lst Inv Dt Chg	Identifies how the lst inv dt was modified. Program description or Inv List Nbr.
☒	Cause Lst Rcl Dt Chg	Identifies how the Rcl Last Inv Date was modified. Program description of Inv List Nbr.
☒	Cause of Suspt Loss	Identifies the Inv List Nbr or program that most recently changed the suspected loss status code.
☒	Custodian Nbr	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.
☒	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.
☒	Expr Dt	The date the asset is no longer considered usable for its intended purpose, or the date the authority to operate the asset ends.
☒	Inv By Serial Nbr	Is asset to be inventoried by Serial Number. Yes or No.
☒	Inv Custodian Nbr	A unique system generated number that identifies the custodian id inventory the associated asset is included on
☒	Inv Input Type	Identifies how the inventory data was entered in the database.
☒	Inv Loc	The physical location of an asset when it was inventoried.
☒	Inv Qty	Inventory Quantity. The quantity for bulk items
☒	Inv Sub Custodian Nbr	Sub Custodians are assigned a number by the major custodian to assign assets for responsibility.
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☒	Last Inv Dt/Tm	Last Inventory Date - Date the last official inventory of a particular asset or group of assets was conducted





Help Reference Guide

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☒	Rcl Last Inv Dt	The date of the last reconciled official inventory of the asset.
☒	Rcl Loc	Location of asset when inventoried reconciled
☒	Rcl Qty	Quantity of asset when inventoried/reconciled
☒	Rcl Sub Loc	Sub Location of asset when inventoried/reconciled
☒	RFID Tag	The tag number for a RFID tag.
☒	Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number. Also used to identify Real Property Assets.
☒	Site Id	The active Site Id the user has access to.
☒	Stock Nbr	Number assigned to each like asset of supply purchased, stocked or distributed within the Federal government. For turn-in of assets, if valid Stock Number not available, use FSC and description.
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☒	Suspt Loss Chg Dt	The date of a Suspected Loss Change
☒	Suspt Loss Dt	The date of a Suspected Loss
☒	Suspt Loss Sts Cd	Indicates the status of an asset that is missing.
☒	Total Cost	Total Cost. Cost of individual end item assets including cost of stand-alone components
☒	UI	Indicates the measurable amount by which assets are issued. This code shows the smallest amount of an asset that can be requisitioned and issued. For real property this is the primary reporting unit of measure defined as the measure of area.
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☐	Agency Defined3	Agency set user defined function
☐	Agency Defined4	Agency set user defined function
☐	Agency Defined5	Agency set user defined function
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Help Reference Guide

☐	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 Doc Nbr	A system generated number that is used to track potential Excess (Prenotification) and Excess notifications asset. This number is generated for either prenotification or excess actions
☐	Excess Dt	Date an asset is documented as excess.
☐	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.
☐	Haz Mat Cd	Code identifying explosives and other dangerous articles which require special handling in shipment as freight.
☐	Job Order Nbr	Number used to track costs against an asset.
☐	Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
☐	Last Updtd By	Last updated by (user id)
☐	Lease Cd	Indicates the lease status of a particular asset.
☐	Loan Cd	Indicates the loan status of a particular asset.
☐	Local Rcpt Dt	Date asset received
☐	Owng Cost Center	A code that identifies an organization
☐	Rcpt Action Cd	Code signifying the receipt action processed
☐	Rcpt Action Type Cd	Code signifying the type of receipt action
☐	Rcpt Doc Nbr	Doc Nbr used to receive asset
☐	Rcvd By	The name of the entity that received the asset.
☐	Remarks	A text field available to record local information/reason for change to record.
☐	Reportable Cd	A code assigned to items that identifies the level of reporting.
☐	Sys Desc	The description of the system identification
☐	Sys Id	Used to tie various end items and components together into a system.
☐	Task Cd	Indicates the function/task code against which costs (including time) are charged. Mandatory if new procurement and a capital asset. The editing of this field depends upon the accounting system the user interfaces with.
☐	Tran Cd	This code identifies the type of transaction processed.
☐	Tran Doc Nbr	Unique number either automatically or manually assigned to track a requisition or action through the system from receipt to closing and to post property management actions.
☐	Type Asset Cd	Identifies the category of an asset as General PP&E, National Defense PP&E or Heritage Asset.

Cancel

Reset

Show Inquiry

Submit

2. Select the fields required for the inquiry. *The first 50 fields are automatically selected.*



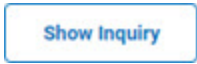


Note



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

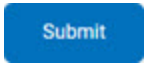
Show Inquiry

Select  for small volumes of data. The **Asset Inventory Inquiry – Results** page appears.

3.

OR

Submit

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





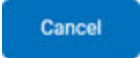
View the Asset Inventory Inquiry Detail — Basic

Navigation

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

Procedures

Export the Asset Inventory 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.

Basic Catalog Excess Inventory Accounting Depreciation Ancillary Improvement Agency Warranty Attachments Component FLIS Phrase Codes All

1 of 1 Find | Next

Asset Inquiry - Basic Detail

Site Id	FUNC-2	Actbl UIC	FRT123
UIC	FRT123	Process Action	
Maj Cmd Cd	00 - Def Fin & Acctng Agcy		
Operating Unit Name	26113 DFAS Operating Unit		
Stock Nbr	1005000000005	Serial Nbr	000555
Item Desc	SIG	Asset Status	Active
Asset Id	GUN010	Owng Cost Center	
Custodian Nbr	456 /	LIN/TAMCN Authn	
Lot Nbr		Authorization ID	
Qty	1	Authorization Type	
Loc	DISNEY WORLD		
Acq Cost	\$0.01		
Acq Dt	11/18/2021	Expr Dt	
Origl In Svc Dt	11/18/2021	Total Cost	\$0.01
Cond Cd	A - Svcbl(w/o Qual)	Sub Loc	
Auth Prop Type Cd		Avg Unit Cost	
Asset Cd	T - Military Equipment	Rcpt Dt	11/18/2021
Embedded Cost	\$0.00	Retirement/Dspsl Dt	
Sys Id		Asset Level Cd	EI - End Item No Components
Catalog Piferable	No	Asset Sts Cd	U - In Use
Non-Actbl	No	HA Asset Id	
Rcpt Doc Nbr		Action Cd	INPR - New Procurement
Estbd Dt	11/18/2021	Asset Piferable	No
Last Activity Dt	03/07/2025	RPUID	
Cause of Suspt Loss		Rcvd By	
UII	000555	Estbd By	FRTEJADA
IRAPT/WAWF Shipment Id		Last Updtd By	GMSA-DPASTFSS
IRAPT/WAWF Details		Suspt Loss Sts Cd	N/A - Non Applicable
IRAPT/WAWF Receipt	No		
Remarks			

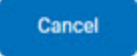
05/28/2025 15:53
UNCLASSIFIED

1 of 1

Back Cancel

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

OR

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

OR





Help Reference Guide

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 Attribute tab. The **Asset Inquiry Detail — Attributes** page appears.

OR

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

OR

Select the All tab. *All tab fields appear.*

OR

Select . The **Asset Inventory 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.*





View the Asset Inventory Inquiry Detail — Catalog

Navigation

Inquiries > Inventory > Asset Inventory Data > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > Catalog Tab > Asset Inquiry — Catalog Detail

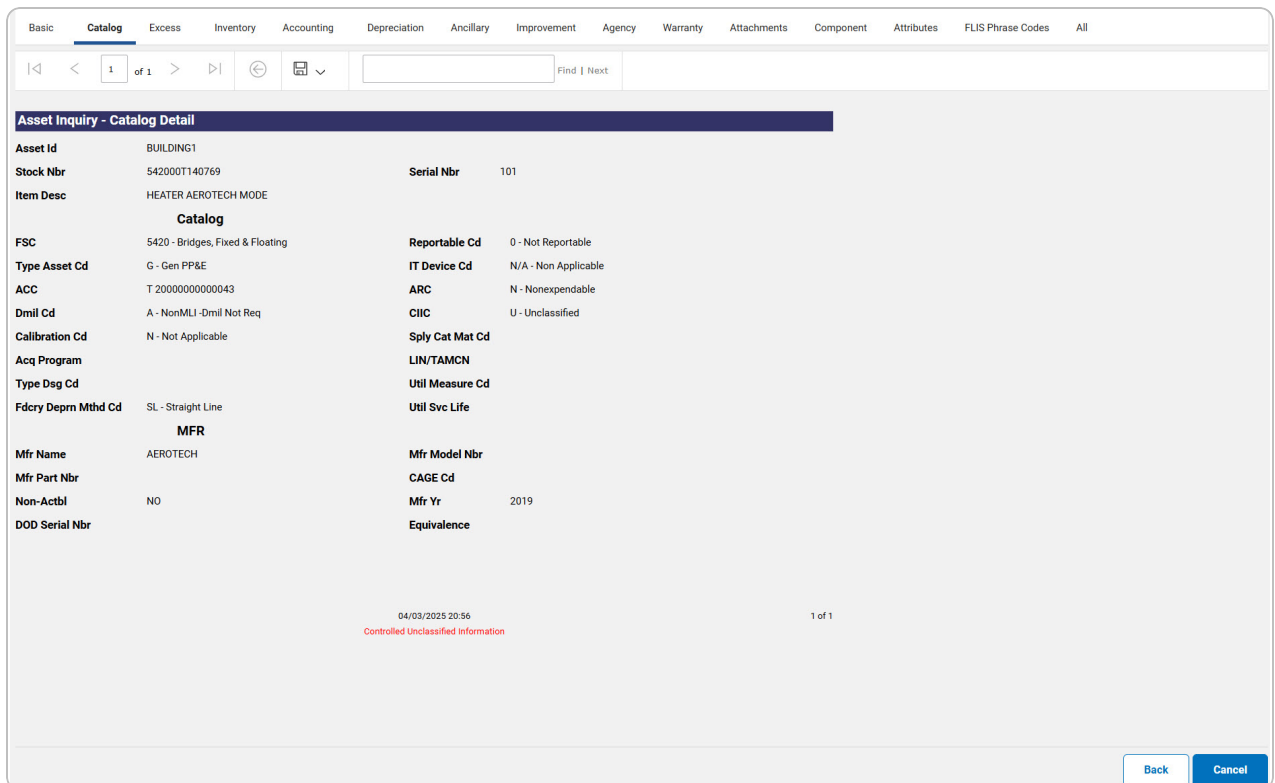
Procedures

Export the Asset Inventory Inquiry Detail — Catalog

[Cancel](#)

Selecting [Cancel](#) 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.



Basic **Catalog** Excess Inventory Accounting Depreciation Ancillary Improvement Agency Warranty Attachments Component Attributes FLIS Phrase Codes All

1 of 1 Find | Next

Asset Inquiry - Catalog Detail

Asset Id	BUILDING1	Serial Nbr	101
Stock Nbr	542000T140769		
Item Desc	HEATER AEROTECH MODE		
Catalog			
FSC	5420 - Bridges, Fixed & Floating	Reportable Cd	0 - Not Reportable
Type Asset Cd	G - Gen PP&E	IT Device Cd	N/A - Non Applicable
ACC	T 20000000000043	ARC	N - Nonexpendable
Dmil Cd	A - NonMLI -Dmil Not Req	CIIC	U - Unclassified
Calibration Cd	N - Not Applicable	Sply Cat Mat Cd	
Acq Program		LIN/TAMCN	
Type Dsg Cd		Util Measure Cd	
Fdcry Depm Mthd Cd	SL - Straight Line	Util Svc Life	
MFR			
Mfr Name	AEROTECH	Mfr Model Nbr	
Mfr Part Nbr		CAGE Cd	
Non-Actbl	NO	Mfr Yr	2019
DOD Serial Nbr		Equivalence	

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Controlled Unclassified Information

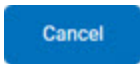
[Back](#) [Cancel](#)





Help Reference Guide

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 . *The **Asset Inventory Inquiry — Criteria** page appears.*
- 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 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





Help Reference Guide

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 Attribute tab. *The **Asset Inquiry Detail — Attributes** page appears.*

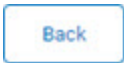
OR

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

OR

Select the All tab. *All tab fields appear.*

OR

Select . *The **Asset Inventory 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 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 Asset Inventory Inquiry Detail — Excess

Navigation

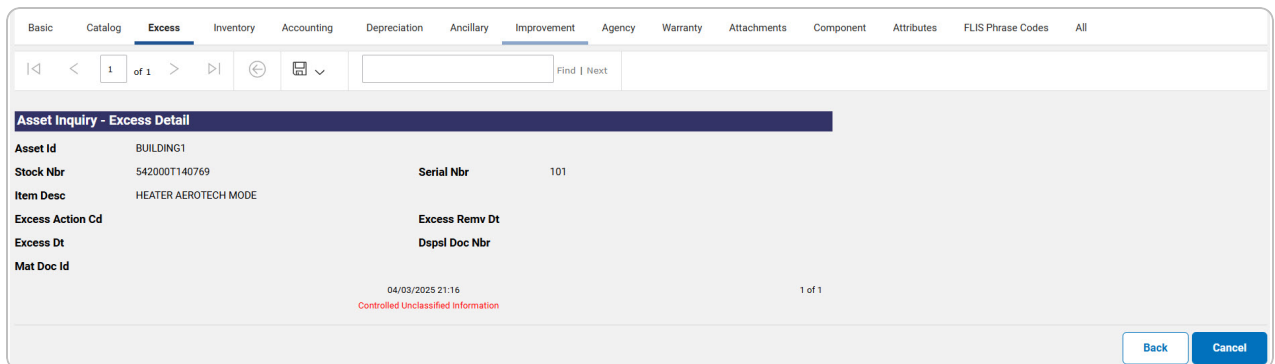
Inquiries > Inventory > Asset Inventory Data > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > Excess Tab > Asset Inquiry — Excess Detail

Procedures

Export the Asset Inventory Inquiry Detail — Excess

Selecting [Cancel](#) 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.

4. Select [Cancel](#). The **Asset Inventory Inquiry — Criteria** page appears.
- 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





Help Reference Guide

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 Attributes tab. *The **Asset Inquiry Detail — Attributes** page appears.*

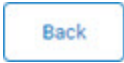
OR

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

OR

Select the All tab. *All tab fields appear.*

OR

Select . *The **Asset Inventory 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.*





View the Asset Inventory Inquiry Detail — Inventory

Navigation

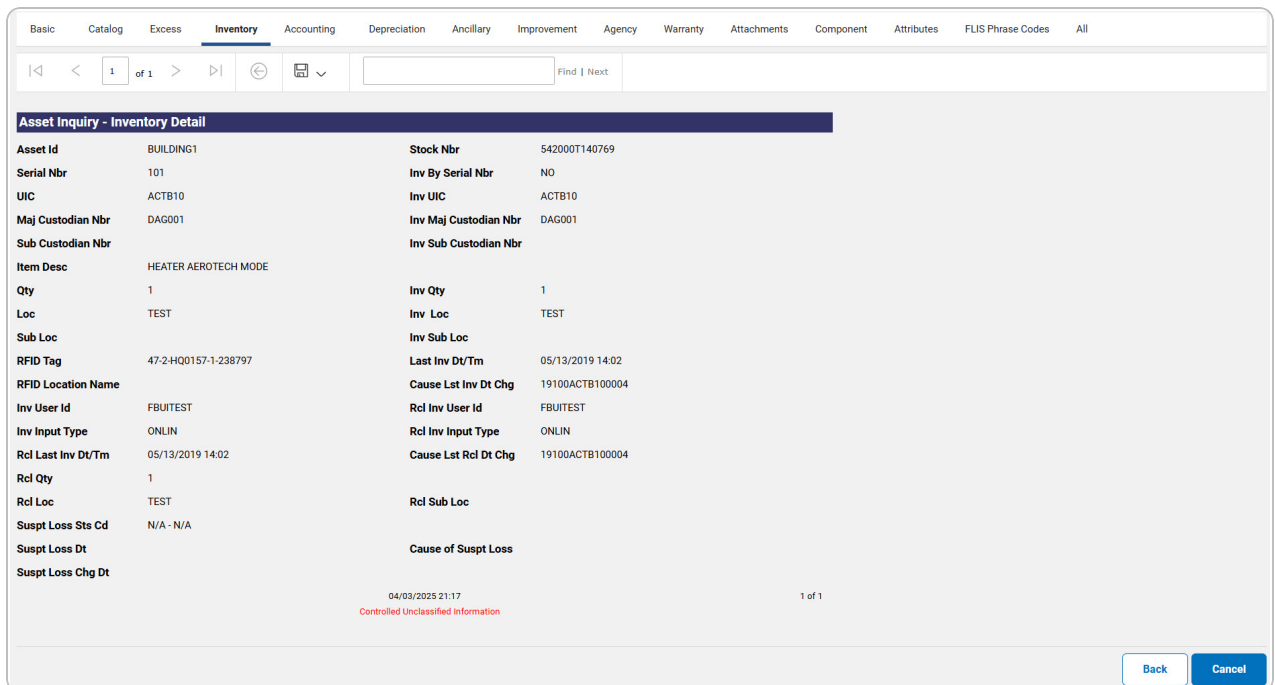
Inquiries > Inventory > Asset Inventory Data > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > Inventory Tab > Asset Inquiry — Inventory Detail

Procedures

Export the Asset Inventory Inquiry Detail — Inventory

Selecting [Cancel](#) 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.



Basic Catalog Excess **Inventory** Accounting Depreciation Ancillary Improvement Agency Warranty Attachments Component Attributes FLIS Phrase Codes All

1 of 1 Find | Next

Asset Inquiry - Inventory Detail

Asset Id	BUILDING1	Stock Nbr	542000T140769
Serial Nbr	101	Inv By Serial Nbr	NO
UIC	ACTB10	Inv UIC	ACTB10
Maj Custodian Nbr	DAG001	Inv Maj Custodian Nbr	DAG001
Sub Custodian Nbr		Inv Sub Custodian Nbr	
Item Desc	HEATER AEROTECH MODE	Inv Qty	1
Qty	1	Inv Loc	TEST
Loc	TEST	Inv Sub Loc	
Sub Loc		Last Inv Dt/Tm	05/13/2019 14:02
RFID Tag	47-2-HQ0157-1-238797	Cause Lst Inv Dt Chg	19100ACTB100004
RFID Location Name		Rcl Inv User Id	FBUIEST
Inv User Id	FBUIEST	Rcl Inv Input Type	ONLIN
Inv Input Type	ONLIN	Cause Lst Rcl Dt Chg	19100ACTB100004
Rcl Last Inv Dt/Tm	05/13/2019 14:02	Rcl Sub Loc	
Rcl Qty	1	Cause of Suspt Loss	
Rcl Loc	TEST		
Suspt Loss Sts Cd	N/A - N/A		
Suspt Loss Dt			
Suspt Loss Chg Dt			

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1 of 1

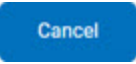
[Back](#) [Cancel](#)

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 Inventory 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 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.*

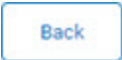
OR

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

OR

Select the All tab. *All tab fields appear.*

OR

Select . *The **Asset Inventory 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.*





View the Asset Inventory Inquiry Detail — Accounting

Navigation

Inquiries > Inventory > Asset Inventory Data > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > Accounting Tab > Asset Inquiry — Accounting Detail page

Procedures

Export the Asset Inventory Inquiry Detail — Accounting

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





Help Reference Guide

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

Basic Catalog Excess Inventory **Accounting** Depreciation Ancillary Improvement Agency Warranty Attachments Component Attributes FLIS Phrase Codes All

1 of 1 Find | Next

Asset Inquiry - Accounting Detail

Accounting

Asset Id	BUILDING1	Serial Nbr	101
Stock Nbr	542000T140769		
Item Desc	HEATER AEROTECH MODE		
Acq Cost	\$1,000,000.00	Acq Dt	02/20/2019
Asset Cd	G - Assets under Cptl Lease	Depm Cd	T - Capitalized Asset
Acct Rpt Nbr	ACTB10201902200001	Cptl Cd	A - DoD Threshold
Fndng Cost Center		Depm Exp Cd	1
Task Cd		Transfer Type Cd	0 - Transfer Type Cd not required
Job Order Nbr		Trading Partner Nbr	
Fund Cd/ASN	1 /11111	Type Fund Id	D - Defense Working Capital Funds
Dept Cd	097	Program Yr	
Basic Symbol	1234	Subhead	ABCD
Obj Class Cd		LOA	
Program/Project			

Loan

Loan Cd	G - Government Owned	Loan Notify Cd	
Loaning DODAAC/CAGE Cd		Contract Nbr	
Activity			
Acty Address 1			
Acty Address 2			
City		State	
ZIP Cd		Country Cd	
Loan Start Dt		Loan End Dt	
Mode of Shipment		Shipment Dt	
TCN			
Loan Rcvd By		Loan Rcvd Dt	

Lease

Lease Cd	C - GL-D General Services Admin GSA Dry Lease		
Activity			
Acty Address 1			
Acty Address 2			
City		State	
ZIP Cd		Country Cd	
Lease Start Dt	02/20/2019	Lease End Dt	02/01/2025

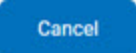
Contract

Oblign Doc Nbr	W25G1990510001	Cntr/PO Nbr	1000000000000
SPIIN		CLIN	
SLIN		ACRN	

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Controlled Unclassified Information

1 of 1

Back Cancel

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





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 Attributes tab. *The **Asset Inquiry Detail — Attributes** page appears.*

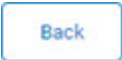
OR

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

OR

Select the All tab. *All tab fields appear.*

OR

Select . *The **Asset Inventory 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.*





View the Asset Inventory Inquiry Detail — Depreciation

Navigation

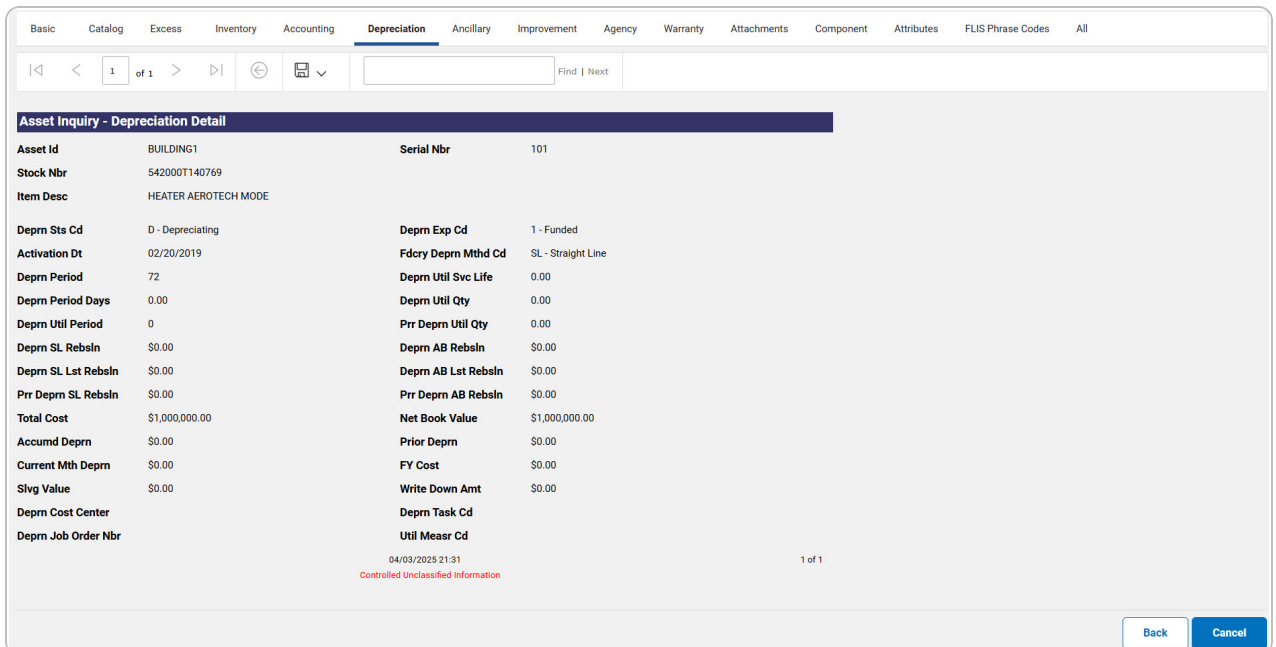
Inquiries > Inventory > Asset Inventory Data > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > Depreciation Tab > Asset Inquiry — Depreciation Detail

Procedures

Export the Asset Inventory Inquiry Detail — Depreciation

Selecting [Cancel](#) 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.



The screenshot shows the 'Asset Inquiry - Depreciation Detail' page. The 'Depreciation' tab is selected in the top navigation bar. The page displays various depreciation details for an asset.

Asset Inquiry - Depreciation Detail			
Asset Id	BUILDING1	Serial Nbr	101
Stock Nbr	542000T140769		
Item Desc	HEATER AEROTECH MODE		
Deprn Sts Cd	D - Depreciating	Deprn Exp Cd	1 - Funded
Activation Dt	02/20/2019	Fdcry Deprn Mthd Cd	SL - Straight Line
Deprn Period	72	Deprn Util Svc Life	0.00
Deprn Period Days	0.00	Deprn Util Qty	0.00
Deprn Util Period	0	Prr Deprn Util Qty	0.00
Deprn SL Rebsln	\$0.00	Deprn AB Rebsln	\$0.00
Deprn SL Lst Rebsln	\$0.00	Deprn AB Lst Rebsln	\$0.00
Prr Deprn SL Rebsln	\$0.00	Prr Deprn AB Rebsln	\$0.00
Total Cost	\$1,000,000.00	Net Book Value	\$1,000,000.00
Accumd Deprn	\$0.00	Prior Deprn	\$0.00
Current Mth Deprn	\$0.00	FY Cost	\$0.00
Slvg Value	\$0.00	Write Down Amt	\$0.00
Deprn Cost Center		Deprn Task Cd	
Deprn Job Order Nbr		Util Measr Cd	

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Controlled Unclassified Information

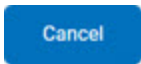
1 of 1

[Back](#) [Cancel](#)





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 . *The **Asset Inventory Inquiry — Criteria** page appears.*
- 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 Ancillary tab. *The **Asset Inquiry Detail — Ancillary** page appears.*

OR

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

OR





Help Reference Guide

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 Attributes tab. *The **Asset Inquiry Detail — Attributes** page appears.*

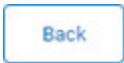
OR

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

OR

Select the All tab. *All tab fields appear.*

OR

Select . *The **Asset Inventory 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 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 Asset Inventory Inquiry Detail — Ancillary

Navigation

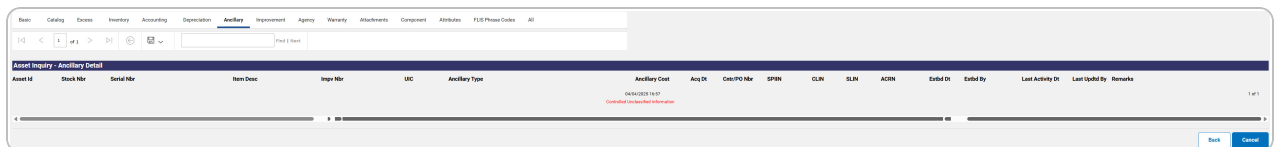
Inquiries > Inventory > Asset Inventory Data > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Asset Inquiry Detail — Ancillary page

Procedures

Export the Asset Inventory Inquiry Detail — Ancillary

Selecting [Cancel](#) 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.

4. Select [Cancel](#). The **Asset Inventory Inquiry — Criteria** page appears.
- 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 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 Attributes tab. *The **Asset Inquiry Detail — Attributes** page appears.*

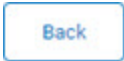
OR

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

OR

Select the All tab. *All tab fields appear.*

OR

Select . *The **Asset Inventory 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.*





View the Asset Inventory Inquiry Detail — Improvement

Navigation

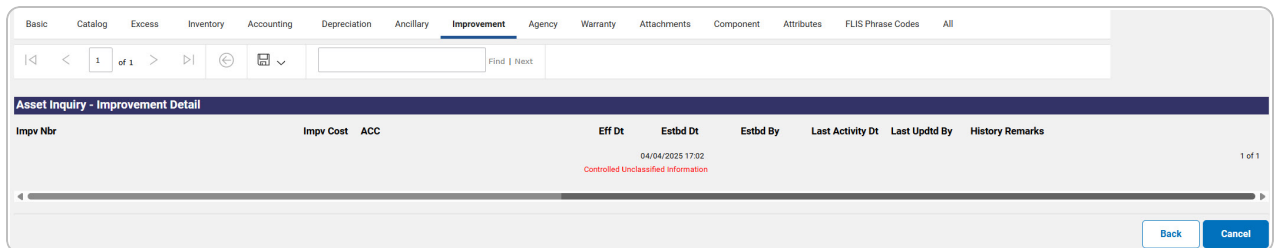
Inquiries > Inventory > Asset Inventory Data > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > Improvement Tab > Asset Inquiry — Improvement Detail

Procedures

Export the Asset Inventory Inquiry Detail — Improvement

Selecting [Cancel](#) 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.

4. Select [Cancel](#). *The **Asset Inventory Inquiry — Criteria** page appears.*
OR

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

OR





Help Reference Guide

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 Attributes tab. The **Asset Inquiry Detail — Attributes** page appears.

OR

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

OR

Select the All tab. *All tab fields appear.*

OR

Select . The **Asset Inventory 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  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.*





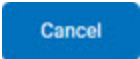
View the Asset Inventory Inquiry Detail — Agency

Navigation

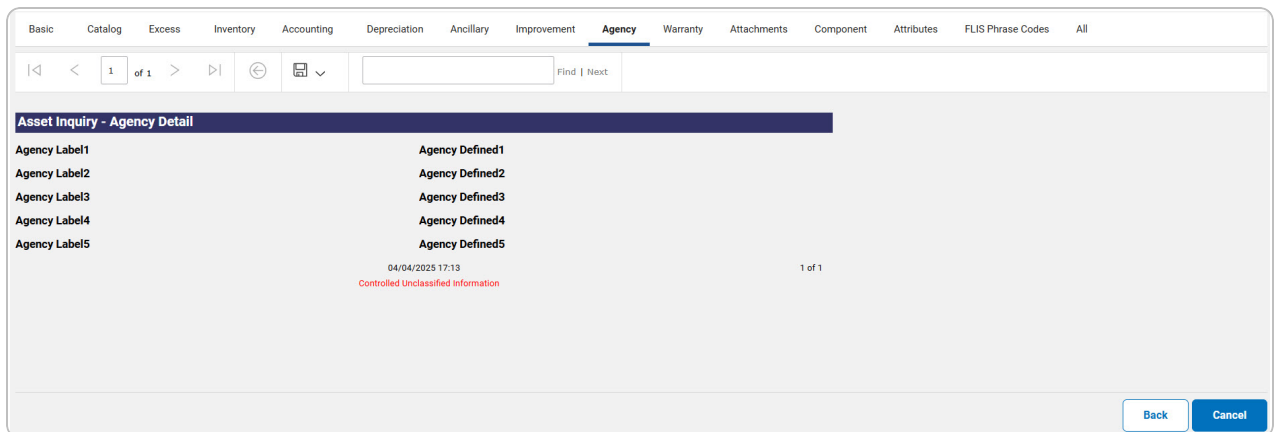
Inquiries > Inventory > Asset Inventory Data > Search Criteria >  > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > Agency Tab > Asset Inquiry — Agency Detail page

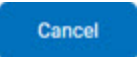
Procedures

Export the Asset Inventory 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.
 4. Select . The **Asset Inventory Inquiry — Criteria** page appears.
- OR





Help Reference Guide

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 Attributes tab. *The **Asset Inquiry Detail — Attributes** page appears.*

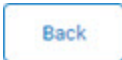
OR

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

OR

Select the All tab. *All tab fields appear.*

OR

Select . *The **Asset Inventory 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.*





Help Reference Guide

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





View the Asset Inventory Inquiry Detail — Warranty

Navigation

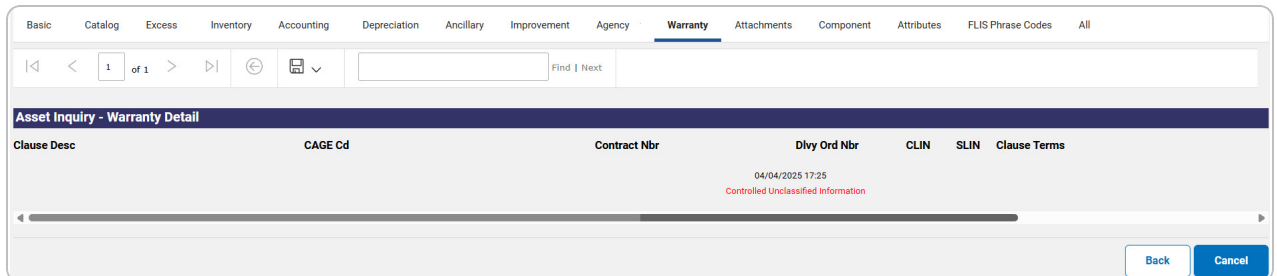
Inquiries > Asset Management > Asset > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > Warranty Tab > Asset Inquiry — Warranty Detail page

Procedures

Export the Asset Inventory Inquiry Detail — Warranty

Selecting [Cancel](#) 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 [Cancel](#). The **Asset Inventory Inquiry — Criteria** page appears.

4. OR

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

OR





Help Reference Guide

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 Attributes tab. The **Asset Inquiry Detail — Attributes** page appears.

OR

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

OR

Select the All tab. *All tab fields appear.*

OR

Select . The **Asset Inventory 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  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 Asset Inventory Inquiry Detail — Attachments

Navigation

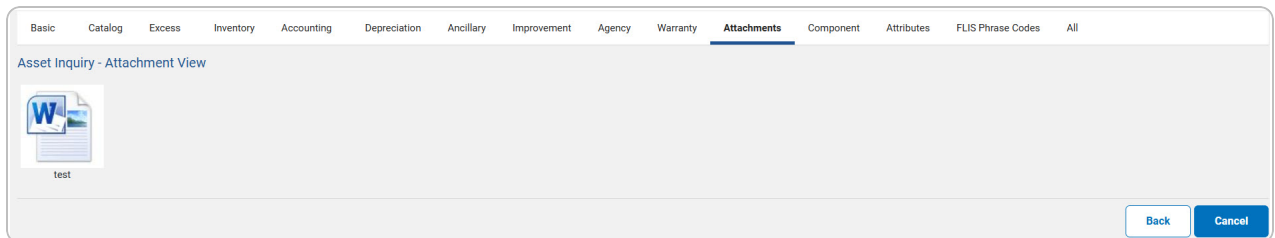
Inquiries > Inventory > Asset > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > Attachments Tab > Asset Inquiry — Attachment View page

Procedures

Export the Asset Inventory Inquiry Detail — Attachment

Selecting [Cancel](#) 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.*



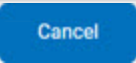
- 2.



- A. Select . *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.





5. Select . The **Asset Inventory Inquiry — Criteria** page appears.
- 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 Attributes tab. *The **Asset Inquiry Detail — Attributes** page appears.*

OR

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

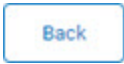
OR

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

OR

Select the All tab. *All tab fields appear.*

OR

Select . *The **Asset Inventory 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 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 Asset Inventory Inquiry Detail — Component

Navigation

Inquiries > Inventory > Asset Inventory Data > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > Component Tab > Asset Inquiry — Component View Detail page

Procedures

Export the Asset Inventory Inquiry Detail — Component

Selecting [Cancel](#) 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.

Basic
Catalog
Excess
Inventory
Accounting
Depreciation
Ancillary
Improvement
Agency
Warranty
Attachments
Component
Attributes
FLIS Phrase Codes
All

Asset Inquiry - Component View

Asset Id
Stock Nbr
Loc
Serial Nbr
Item Desc
Custodian Nbr
Loan Cd
Sys Id
Suspt Loss Sts Cd
Level 1


EXPORT

Asset Lvl Cd	Level	Asset Id	Stock Nbr	Serial Nbr	Item Desc	Cust Nbr	Loan Cd	Sys Id	Suspt Loss Sts Cd
CL	2	COMPTST2	6	54654654	TEST	111111	G		N/A

Back
Cancel

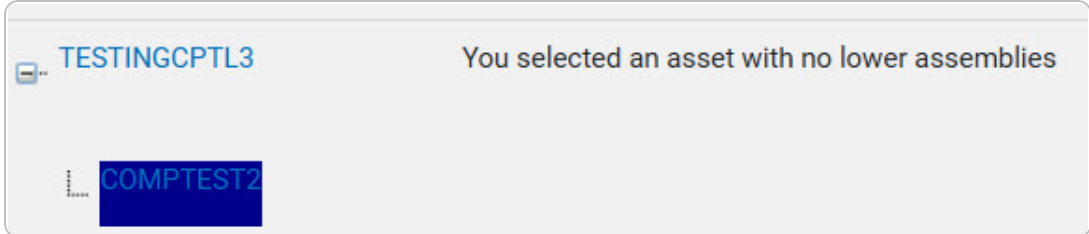




Help Reference Guide

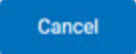
- A. Select the hyperlink to view lower assemblies. *The lower assemblies details appear.*

Note



appears when the selected asset is not associated with lower assemblies.

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 . *The **Asset Inventory Inquiry — Criteria** page appears.*
- 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 Attachments tab. *The **Asset Inquiry Detail — Attachments** page appears.*

OR

Select the Attribute tab. *The **Asset Inquiry Detail — Attributes** 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.*

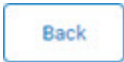




OR

Select the All tab. *All tab fields appear.*

OR

Select . The **Asset Inventory 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.*





View the Asset Inventory Inquiry Detail — Attributes

Navigation

Inquiries > Inventory > Asset Inventory Data > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > Attributes tab > Asset Inquiry Detail — Attributes page

Note



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

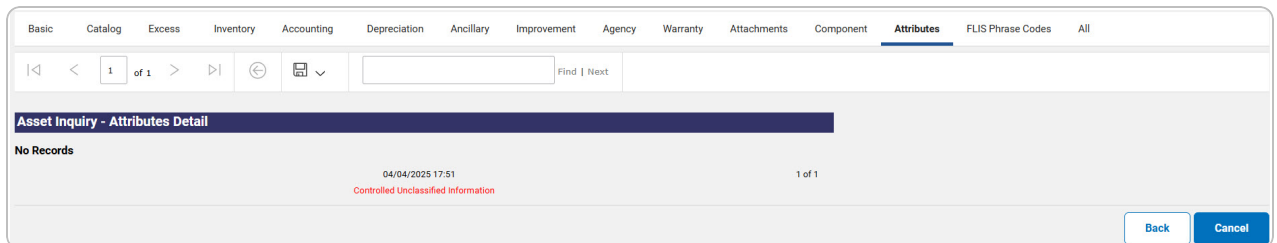
- Excess
- Inventory
- Accounting
- Depreciation
- Ancillary
- Improvement
- Agency
- Warranty
- Attachments
- Components

Procedures

Export the Asset Inquiry Detail — Attributes

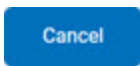
Selecting [Cancel](#) at any point of this procedure removes all revisions and closes the page.
Bold numbered steps are required.

1. 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.

4. Select . *The **Asset Inventory Inquiry — Criteria** page appears.*
- 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 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





Help Reference Guide

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.*

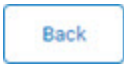
OR

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

OR

Select the All tab. *All tab fields appear.*

OR

Select . *The **Asset Inventory 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 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 Asset Inventory Inquiry Detail — FLIS Phrase Codes

Navigation

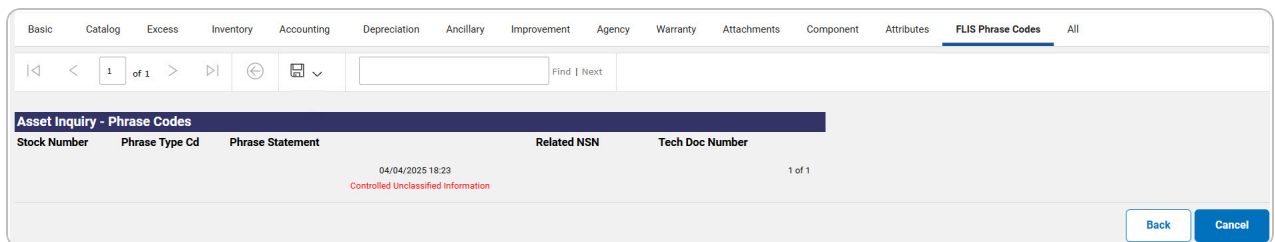
Inquiries > Inventory > Asset Inventory Data > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > FLIS Phrase Codes tab > Asset Inquiry Detail — FLIS Phrase Codes page

Procedures

Export the Asset Inventory Inquiry Detail — FLIS Phrase Codes

Selecting [Cancel](#) 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.

4. Select [Cancel](#). The **Asset Inventory Inquiry — Criteria** page appears.

OR

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

OR





Help Reference Guide

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 Attributes tab. *The **Asset Inquiry Detail — Attributes** page appears.*

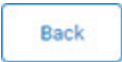
OR

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

OR

Select the All tab. *All tab fields appear.*

OR

Select . *The **Asset Inventory 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.*

