



Search for an Inventory Detail Inquiry — Criteria

Overview

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

Navigation

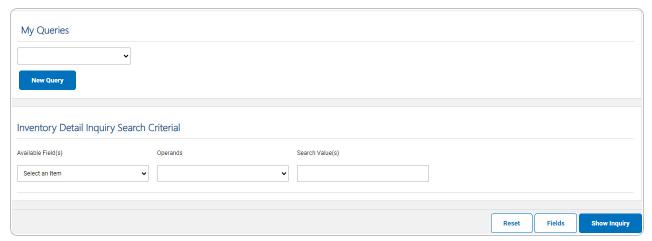
Inquiries > Inventory > Inventory Detail > Inventory Detail Inquiry Search Criteria page

Procedures

Search for an Inventory Detail 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.** Use to select the first Available Field.



Note

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

Note



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

- 3. Choose which Operands to use in the search.
 - **A.** Use to select the first Operands.
 - 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.

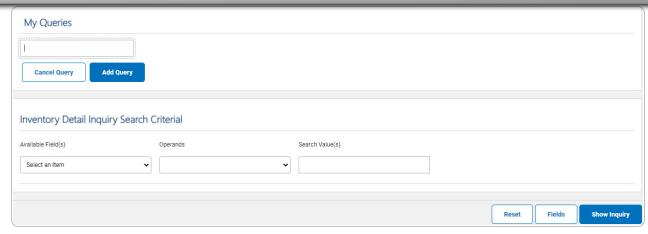
Remove an Available Field Row

- 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.





- 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 Inventory Detail Inquiry — Select Fields page appears.

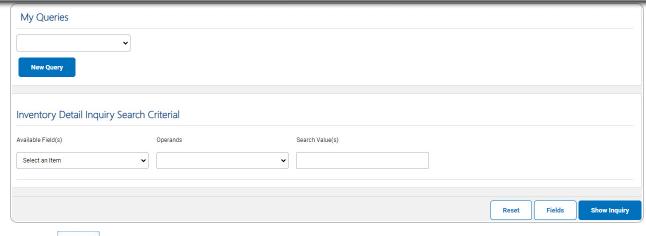
4. OR

Select show inquiry. The **Inventory Detail 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.





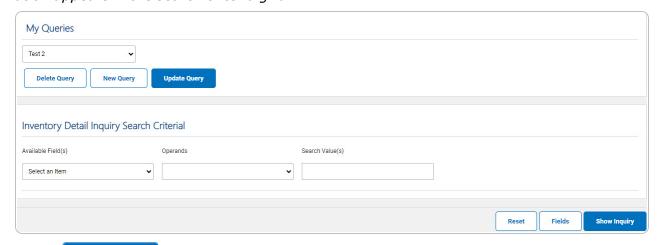
Select Fields . The Inventory Detail Inquiry — Select Fields page appears.

2. OR

Select Show 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.



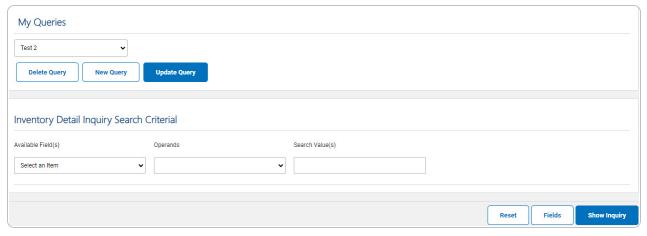
Select Fields . The Inventory Detail Inquiry — Select Fields page appears.

3. OR

Select Show Inquiry . The Inventory Detail 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 ______. The query information is removed.

Revise the Fields for the Inquiry

Select Fields . The Inventory Detail Inquiry — Select Fields page appears.





Search for an Inventory Detail Inquiry — Results

Navigation

Inquiries > Inventory > Inventory Detail > Search Criteria > Show Inquiry > Inventory Detail Inquiry Search Results page

Procedures

Export the Inventory Detail 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.

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Note

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





2. Select . The **Inventory Detail 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 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 Inventory Detail Inquiry Detail

Select the desired ASSET ID row. The Inventory Detail Inquiry Basic Detail page appears.





Select Fields for the Inventory Detail Inquiry

Navigation

Inquiries > Inventory > Inventory Detail > Search Criteria > Fields > Inventory Detail 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 Inventory Detail Inquiry Field Selection page appears.

Field	Field Selection								
Extra	ct Excel File	•	Extract Id						
Extra	ct Text, Comma Separ	ated File (Privacy Type	Private					
Му	My Selections								
	•								
N	New Selection List								
	Field	Field Description							
	Asset Id	Unique locally assigned code used for identification purposes.							
~	Inv Nbr	The number assigned to the group of assets selected for an inventory.							
~	Inv Asset Sts Cd	A unique column that holds the code used by the lookup table which coincides with	n the associated dspl_desc - descript	ion					
Z	Inv Asst Sts Cd Desc	nv Asst Sts Cd Inventory Asset Status Description							
	UIC	The UIC of the maintenance activity assigned to service the asset.							
~	Inv UIC	UIC asset recorded when inventoried							
~	Custodian Nbr	n Nbr One to six position code, locally assigned, used to identify an individual responsible for assigned assets.							
	Inv Custodian Nbr	nv Custodian Nbr A unique system generated number that identifies the custodian id inventory the associated asset is included on							
	Last Inv Dt/Tm	Last Inventory Date - Date the last official inventory of a particular asset or group o	f assets was conducted						
~	Loc	Physical location of an asset.							
	Inv Loc	The physical location of an asset when it was inventoried.							
~	Sub Loc	A more specific description of the physical location of an asset within its Location.							
~	Inv Sub Loc	The sub location where the asset was last 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 D	Description field will be automatically	filled with Approved Item Name from the Fed Lo	og.				
Z	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.							
2	Mfr Model Nbr	The specific number assigned to identify the make/model of an asset.							
	Asset Master Updt Cd	A unique column that holds the code used by the lookup table which coincides with	n the associated dsp desc - description	on					
	Actbl UIC	Accountable Unit Identification Code - The UIC of the organization that is assigned be grouped under an Accountable UIC to consolidate data for accountability and a			activity. Multiple UICs may				

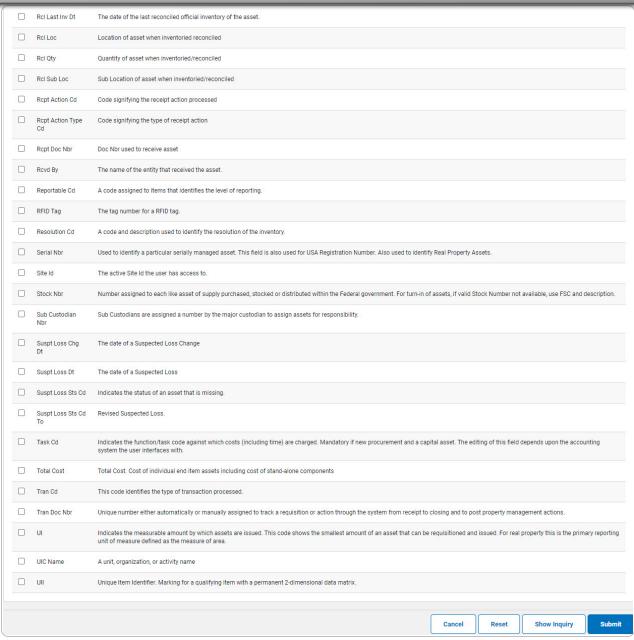


	Asset Cd	A code used to identify the type of asset purchased/transferred to the property management system and manner of disposition of assets.
0	Asset Level Cd	A unique column that holds the code used by the lookup table which coincides with the associated description. Indicates if item is end item or component and if asset has lower level components.
	Asset Pilferable	Asset Pilferable Flag. Yes or No
	Asset Sts Cd	Used to keep track of the status of an asset.
	Cause Lst Inv Dt Chg	Identifies how the 1st inv dt was modified. Program description or Inv List Nbr.
	Cause Lst Rcl Dt Chg	Identifies how the RcI 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.
0	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 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.
	Detail Chg Cd	A unique column that holds the code used by the lookup table which coincides with the associated dspl_desc - description
	Deprn Cost Center	A unique identifier for the organization that handles depreciation.
	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.
0	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
	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.
	FSC	Number which provides the capability to identify the Federal Supply Class that would be assigned to a nonstandard national stock number.
	Fndng Cost Center	Identifies the Cost Control Center/MCLO and Work Center or Code



Haz Mat Cd	Code identifying explosives and other dangerous articles which require special handling in shipment as freight.
Inv By Serial Nbr	Is asset to be inventoried by Serial Number. Yes or No.
Inv Cond Cd	Inventory Condition Code.
Inv Dt/Tm	Inventory Date/Time.
Inv Input Type	Identifies how the inventory data was entered in the database.
InitIzn Qty	Initialization Quantity.
Inv Remv Dt	Inventory Removal Date.
Inv Remvi Pgm Desc	Inventory Removal Program Description.
Inv Remvi Pgm Id	Inventory Removal Program Identifier.
Inv Remvi Qty	Inventory Removal Quantity.
Inv Remvi User Id	User Id of the individual that removed the Inventory.
Inv Sub Custodian Nbr	Sub Custodians are assigned a number by the major custodian to assign assets for responsibility.
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
Lot Nbr	Manufacturer assigned number that identifies items produced on the same production run.
Match Asset Id	Inventory matching Asset Identifier
Match E-Mail Address	Inventory matching E-Mail Address
Match History Remarks	Inventory matching History Remarks
Match Item Desc	Inventory matching Item Description
Match Phone Nbr	Asset Owners Phone Number
Match POC	Match Point Of Contact
Match UIC	Inventory matching UIC
Mfr Yr	Year an asset was manufactured/built/improved.
Custodian Name	The name assigned to the property custodian.
Non-Actbl	Non Accountable is displayed Yes or No.
Owng Cost Center	A code that identifies an organization
Qty	Quantity on hand or transaction quantity
Rci Inv Input Type	Reconciliation Inventory Input Type. Identifies how the reconciliation data was entered in the database
Rci Inv User Id	Identifies the user id of who entered the inventory data.





2. Choose the desired file type:

• Click \(\sum_{\text{to}}\) to select Extract Excel File. The extracted file on the **View Inquiry Extract** page is an .XLS file.

OR



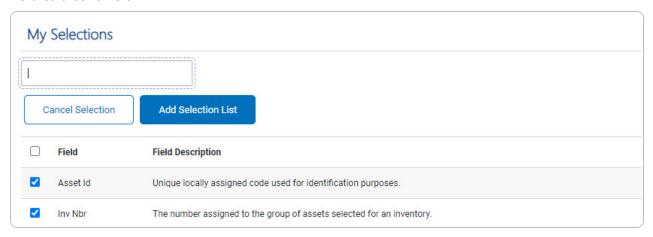


Click to select Extract Text, Comma Separated File. *The extracted file on the* **View Inquiry Extract** page is a .CSV file.

- 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.

Add Selection List is replaced by Update Selection List and Delete Selection List

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

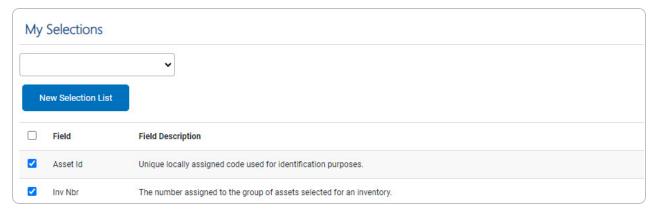
3. **OR**



Select for large volumes of data. *The Inventory Detail 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 **Inventory Detail Inquiry** — **Results** page appears.

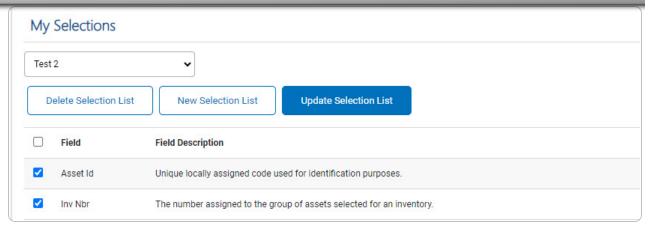
2. **OR**

Select for large volumes of data. *The Inventory Detail 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 for small volumes of data. The **Inventory Detail Inquiry** — **Results** page appears.

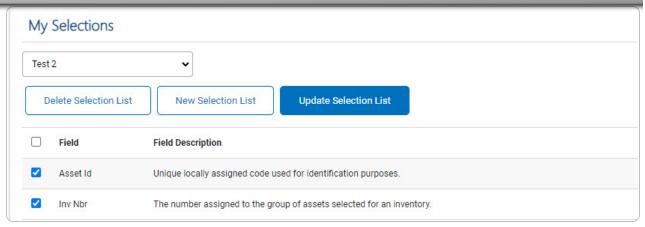
3. **OR**

Select for large volumes of data. The Inventory Detail 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 Delete Selection List . The page refreshes and the list is immediately deleted.

Modify the Fields Used for the Inquiry

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

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





1. Select Fields . The Inventory Detail Inquiry page appears.

Field	Field Selection								
Extra	ct Excel File	•	Extract Id						
Extra	ct Text, Comma Separ	ated File (Privacy Type	Private					
Му	My Selections								
	•								
N	New Selection List								
	Field	Field Description							
	Asset Id	Unique locally assigned code used for identification purposes.							
~	Inv Nbr	The number assigned to the group of assets selected for an inventory.							
~	Inv Asset Sts Cd	A unique column that holds the code used by the lookup table which coincides with	n the associated dspl_desc - descript	ion					
Z	Inv Asst Sts Cd Desc	nv Asst Sts Cd Inventory Asset Status Description							
	UIC	The UIC of the maintenance activity assigned to service the asset.							
~	Inv UIC	UIC asset recorded when inventoried							
~	Custodian Nbr	n Nbr One to six position code, locally assigned, used to identify an individual responsible for assigned assets.							
	Inv Custodian Nbr	nv Custodian Nbr A unique system generated number that identifies the custodian id inventory the associated asset is included on							
	Last Inv Dt/Tm	Last Inventory Date - Date the last official inventory of a particular asset or group o	f assets was conducted						
~	Loc	Physical location of an asset.							
	Inv Loc	The physical location of an asset when it was inventoried.							
~	Sub Loc	A more specific description of the physical location of an asset within its Location.							
~	Inv Sub Loc	The sub location where the asset was last 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 D	Description field will be automatically	filled with Approved Item Name from the Fed Lo	og.				
	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.							
2	Mfr Model Nbr	The specific number assigned to identify the make/model of an asset.							
	Asset Master Updt Cd	A unique column that holds the code used by the lookup table which coincides with	n the associated dsp desc - description	on					
	Actbl UIC	Accountable Unit Identification Code - The UIC of the organization that is assigned be grouped under an Accountable UIC to consolidate data for accountability and a			activity. Multiple UICs may				

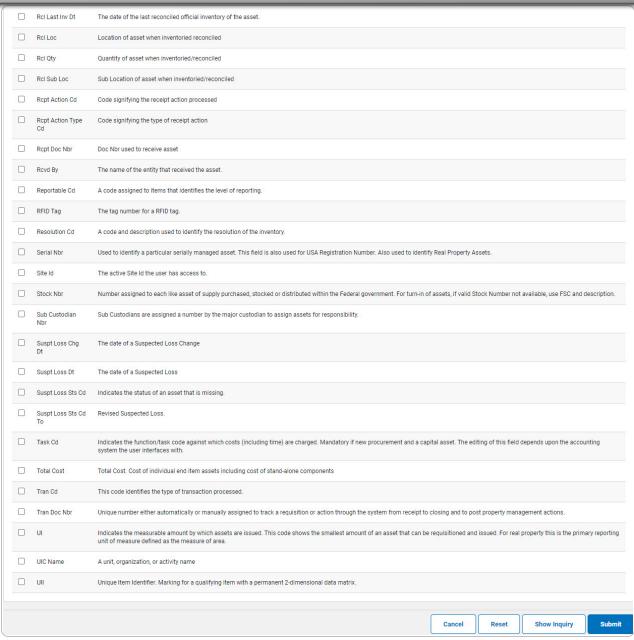


Asset Cd	A code used to identify the type of asset purchased/transferred to the property management system and manner of disposition of assets.
Asset Level Cd	A unique column that holds the code used by the lookup table which coincides with the associated description. Indicates if item is end item or component and if asset has lower level components.
Asset Pilferable	Asset Pilferable Flag. Yes or No
Asset Sts Cd	Used to keep track of the status of an asset.
Cause Lst Inv Dt Chg	Identifies how the 1st inv dt was modified. Program description or Inv List Nbr.
Cause Lst Rcl Dt Chg	Identifies how the RcI 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.
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 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.
Detail Chg Cd	A unique column that holds the code used by the lookup table which coincides with the associated dspl_desc - description
Deprn Cost Center	A unique identifier for the organization that handles depreciation.
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.
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Qty	Quantity on hand or transaction quantity
Rci Inv Input Type	Reconciliation Inventory Input Type. Identifies how the reconciliation data was entered in the database
Rci Inv User Id	Identifies the user id of who entered the inventory data.





2. Select the fields required for the inquiry. *The first 18 fields are automatically selected.*





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 Inventory Detail Inquiry — Results page appears.

OR

3.

Select Submit for large volumes of data. The Inventory Detail Inquiry Transaction Status page appears.





View the Inventory Detail Inquiry Basic Detail

Navigation

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

Procedures

Export the Inventory Detail Inquiry Basic Detail

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

1. Verify the Inventory Line Header Inquiry Detail grid.



- 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 **Inventory Detail Inquiry** — **Criteria** page appears.

4.

OR

Select . The **Inventory Detail Inquiry** — **Results** page appears.

Search the Results

- 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.