



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

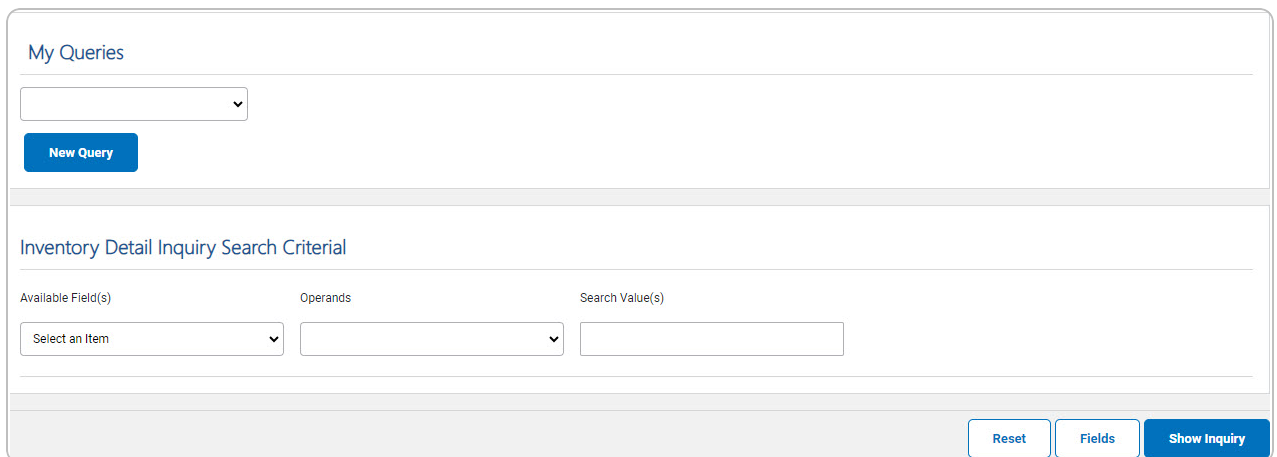
Inquiries > Inventory > Inventory Detail > Inventory Detail Inquiry Search Criteria page

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 [Reset](#) at any point of this procedure returns all fields to the default "All" setting.

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



The screenshot shows the 'Inventory Detail Inquiry Search Criteria' form. At the top, there is a 'My Queries' section with a dropdown menu and a 'New Query' button. Below this is the main search criteria section. It has three columns: 'Available Field(s)', 'Operands', and 'Search Value(s)'. The 'Available Field(s)' column has a dropdown menu with 'Select an Item' as the current selection. The 'Operands' column has a dropdown menu. The 'Search Value(s)' column has a text input field. At the bottom right of the form, there are three buttons: 'Reset', 'Fields', and 'Show Inquiry'.

2. Choose which Available Field(s) to use in the search.
 - A. Use  to select the first Available Field.





Note



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

Note



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

3. Choose which Operands to use in the search.

A. Use  to select the first Operands.

B. Use  to select the second Operands.

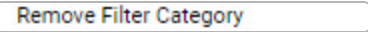
4. Choose which Search Value(s) to use in the search.

A. Use  to select the first Search Value.

B. Use  to select the second Search Value.

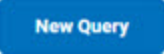
Remove an Available Field Row

a. Use  to select desired Available Field.

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

5. Select . The **Inventory Detail 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

Inventory Detail Inquiry Search Criterial

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 **Inventory Detail Inquiry — Select Fields** page appears.
- OR
- Select . 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.





Help Reference Guide

My Queries

[New Query](#)

Inventory Detail Inquiry Search Criterial

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

[Reset](#) [Fields](#) [Show Inquiry](#)

2. Select [Fields](#). The **Inventory Detail Inquiry — Select Fields** page appears.
- OR

Select [Show Inquiry](#). The **Inventory Detail 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 [Update Query](#) and [Delete Query](#). The selected query information appears in the search criteria grid.

My Queries

[Delete Query](#) [New Query](#) [Update Query](#)

Inventory Detail Inquiry Search Criterial

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

[Reset](#) [Fields](#) [Show Inquiry](#)

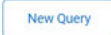
2. Select [Update Query](#). The query information is updated.

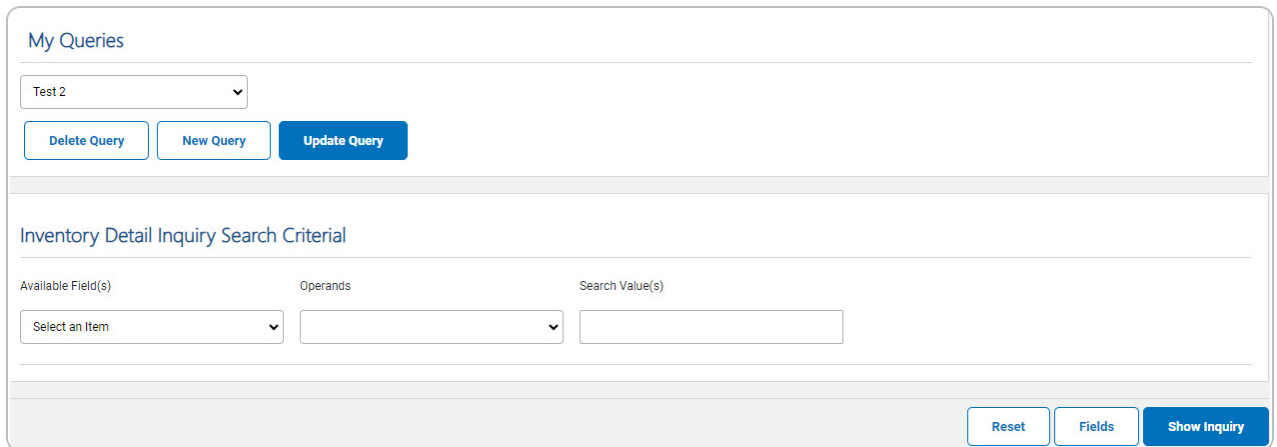




3. Select . The **Inventory Detail Inquiry — Select Fields** page appears.
- OR
- Select . The **Inventory Detail Inquiry — Results** page appears.

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.



The screenshot shows the 'My Queries' section with a dropdown menu set to 'Test 2' and buttons for 'Delete Query', 'New Query', and 'Update Query'. Below this is the 'Inventory Detail Inquiry Search Criterial' section, which includes a table with columns for 'Available Field(s)', 'Operands', and 'Search Value(s)'. The 'Available Field(s)' column has a dropdown menu with 'Select an Item'. The 'Operands' and 'Search Value(s)' columns have empty input fields. At the bottom right of the form are buttons for 'Reset', 'Fields', and 'Show Inquiry'.

2. Select . The query information is removed.

Revise the Fields for the Inquiry

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



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

Export the Inventory Detail Inquiry Results

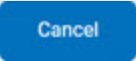
Cancel

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

Rows Retrieved = 5000

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 .
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 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 > > 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 [Fields](#). The **Inventory Detail Inquiry Field Selection** page appears.

Field Selection

Extract Excel File ☒

Extract Id

Extract Text, Comma Separated File ☐

Privacy Type Private

My Selections

New Selection List

☐	Field	Field Description
☒	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 the associated dsp_desc - description
☒	Inv Asst Sts Cd Desc	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	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.
☒	Inv 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 of 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 Description field will be automatically filled with Approved Item Name from the Fed Log.
☒	Mfr Name	The full name of a specific manufacturer.
☒	Mfr Part Nbr	Number used to record the make or model of a specific piece of equipment.
☒	Mfr 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 the associated dsp_desc - 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.





Help Reference Guide

☐	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 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.
☐	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.
☐	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





Help Reference Guide

☐	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 Remvl Pgm Desc	Inventory Removal Program Description.
☐	Inv Remvl Pgm Id	Inventory Removal Program Identifier.
☐	Inv Remvl Qty	Inventory Removal Quantity.
☐	Inv Remvl 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
☐	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.





Help Reference Guide

☐	Rci Last Inv Dt	The date of the last reconciled official inventory of the asset.
☐	Rci Loc	Location of asset when inventoried/reconciled
☐	Rci Qty	Quantity of asset when inventoried/reconciled
☐	Rci Sub Loc	Sub Location of asset when inventoried/reconciled
☐	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.
☐	Reportable Cd	A code assigned to items that identifies the level of reporting.
☐	RFID Tag	The tag number for a RFID tag.
☐	Resolution Cd	A code and description used to identify the resolution of the inventory.
☐	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.
☐	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.
☐	Suspt Loss Sts Cd To	Revised Suspected Loss.
☐	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.
☐	Total Cost	Total Cost. Cost of individual end item assets including cost of stand-alone components
☐	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.
☐	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 Name	A unit, organization, or activity name
☐	UII	Unique Item Identifier. Marking for a qualifying item with a permanent 2-dimensional data matrix.

Cancel

Reset

Show Inquiry

Submit

2. Choose the desired file type:

- Click ☐ to select Extract Excel File. *The extracted file on the **View Inquiry Extract** page is an .XLS file.*

OR





Help Reference Guide

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

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

Add a Selection List

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

My Selections

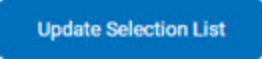
☐	Field	Field Description
☒	Asset Id	Unique locally assigned code used for identification purposes.
☒	Inv Nbr	The number assigned to the group of assets selected for an inventory.

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 **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.

My Selections



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.

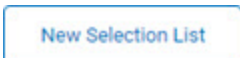
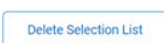
Select  for small volumes of data. The ***Inventory Detail Inquiry — Results*** page appears.

- 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  is joined by  and .





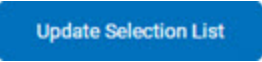
Help Reference Guide

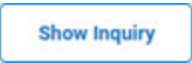
My Selections

Test 2

Delete Selection List
New Selection List
Update Selection List

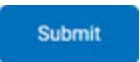
☐	Field	Field Description
☒	Asset Id	Unique locally assigned code used for identification purposes.
☒	Inv Nbr	The number assigned to the group of assets selected for an inventory.

2. Select . The page refreshes.

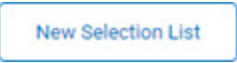
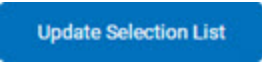
Select  for small volumes of data. The **Inventory Detail Inquiry — Results** page appears.

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  is joined by  and .





My Selections

Test 2 ▼

Delete Selection List

New Selection List

Update 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.

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 [Fields](#). The **Inventory Detail Inquiry** page appears.

Field Selection

Extract Excel File ☒

Extract Id

Extract Text, Comma Separated File ☐

Privacy Type Private

My Selections

New Selection List

☐	Field	Field Description
☒	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 the associated dsp_desc - description
☒	Inv Asst Sts Cd Desc	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	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.
☒	Inv 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 of 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 Description field will be automatically filled with Approved Item Name from the Fed Log.
☒	Mfr Name	The full name of a specific manufacturer.
☒	Mfr Part Nbr	Number used to record the make or model of a specific piece of equipment.
☒	Mfr 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 the associated dsp_desc - 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.





Help Reference Guide

☐	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 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.
☐	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.
☐	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





Help Reference Guide

☐	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 Remvl Pgm Desc	Inventory Removal Program Description.
☐	Inv Remvl Pgm Id	Inventory Removal Program Identifier.
☐	Inv Remvl Qty	Inventory Removal Quantity.
☐	Inv Remvl 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
☐	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.





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☐	Rci Last Inv Dt	The date of the last reconciled official inventory of the asset.
☐	Rci Loc	Location of asset when inventoried/reconciled
☐	Rci Qty	Quantity of asset when inventoried/reconciled
☐	Rci Sub Loc	Sub Location of asset when inventoried/reconciled
☐	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.
☐	Reportable Cd	A code assigned to items that identifies the level of reporting.
☐	RFID Tag	The tag number for a RFID tag.
☐	Resolution Cd	A code and description used to identify the resolution of the inventory.
☐	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.
☐	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.
☐	Suspt Loss Sts Cd To	Revised Suspected Loss.
☐	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.
☐	Total Cost	Total Cost. Cost of individual end item assets including cost of stand-alone components
☐	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.
☐	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 Name	A unit, organization, or activity name
☐	UII	Unique Item Identifier. Marking for a qualifying item with a permanent 2-dimensional data matrix.

Cancel

Reset

Show Inquiry

Submit

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

Note

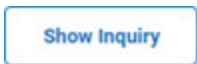




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The number of fields selected determines the amount of data returned from the database. The more data returned, the longer the inquiry takes.

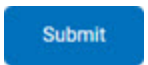
Show Inquiry

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

3.

OR

Submit

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



Inquiries > Inventory > Inventory Detail > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Inventory Detail Inquiry Basic Detail page

Export the Inventory Detail Inquiry Basic Detail

Cancel

1. *Verify the Inventory Line Header Inquiry Detail grid.*

[illegible]

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.

Cancel

4.

OR

[Back](#)

1. Select the empty field Find | Next.
2. Enter the characters or words to search. *Entries are not case sensitive.*



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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.*

