



Search for an Inventory Line Item Inquiry — Criteria

Overview

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

Navigation

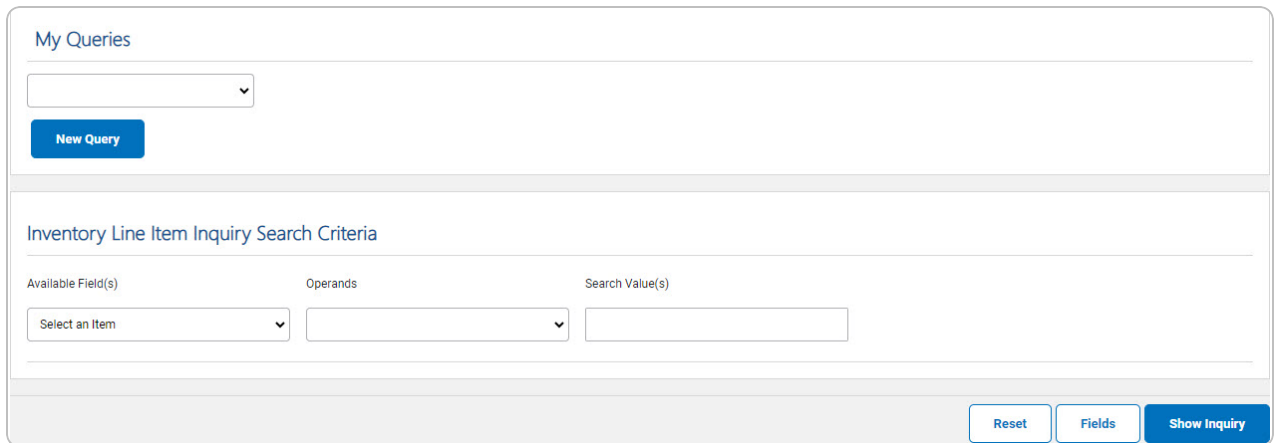
Inquiries > Inventory > Inventory Line Item > Inventory Line Item Inquiry Search Criteria page

Procedures

Search for an Inventory Line Item 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 inventory line items. At the top, there's a section titled "My Queries" with a dropdown menu and a "New Query" button. Below this is the "Inventory Line Item Inquiry Search Criteria" section. It contains three columns: "Available Field(s)", "Operands", and "Search Value(s)". Under "Available Field(s)", there's a dropdown menu with "Select an Item" selected. Under "Operands", there's a dropdown menu. Under "Search Value(s)", there's 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.

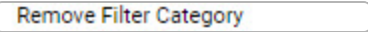
Note



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 Line Item Inquiry — Results** page appears.*

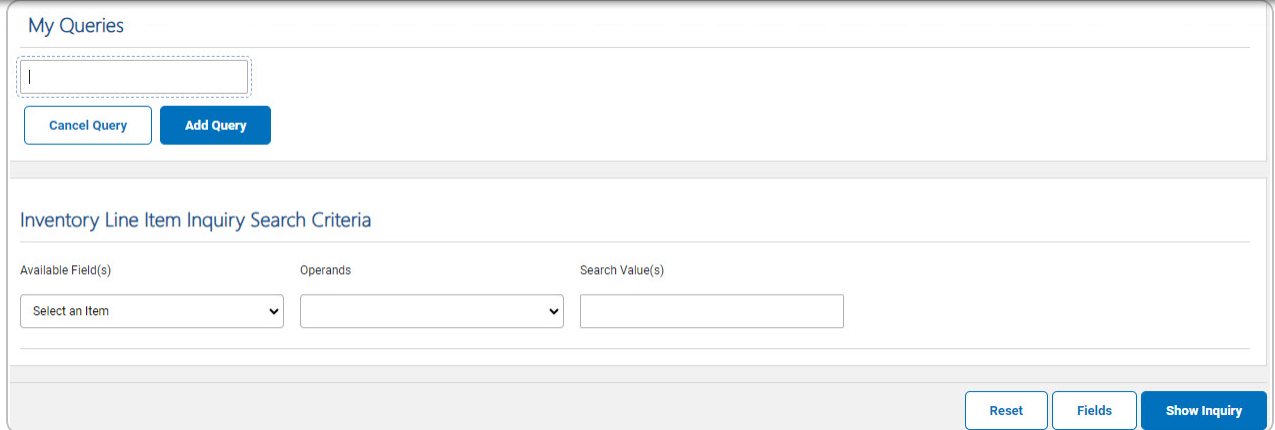
Add a My Queries Inquiry

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





Help Reference Guide



The screenshot shows the 'My Queries' section at the top with a text input field and 'Cancel Query' and 'Add Query' buttons. Below is the 'Inventory Line Item Inquiry Search Criteria' section, which includes a table with three columns: 'Available Field(s)', 'Operands', and 'Search Value(s)'. The 'Available Field(s)' column has a dropdown menu with 'Select an Item' selected. The 'Operands' column has a dropdown menu. The 'Search Value(s)' column has a text input field. At the bottom right of the form are 'Reset', 'Fields', and 'Show Inquiry' buttons.

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
 3. Select **Add Query**. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select **Cancel Query** to disregard the Query.*
 4. Select **Fields**. *The **Inventory Line Item Inquiry — Select Fields** page appears.*
- OR
- Select **Show Inquiry**. *The **Inventory Line Item 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 Line Item Inquiry Search Criteria

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

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

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

Select [Show Inquiry](#). The **Inventory Line Item 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 Line Item Inquiry Search Criteria

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

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

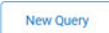
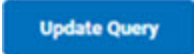
2. Select [Update Query](#). The query information is updated.

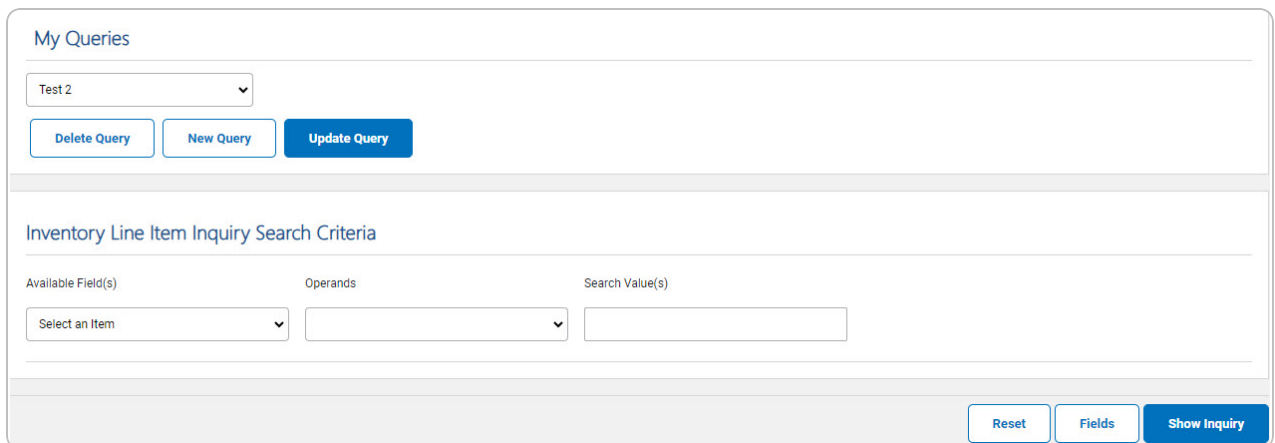




3. Select . The **Inventory Line Item Inquiry — Select Fields** page appears.
- OR
- Select . The **Inventory Line Item Inquiry — Results** page appears.

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.



2. Select . The query information is removed.

Revise the Fields for the Inquiry

- Select . The **Inventory Line Item Inquiry — Select Fields** page appears.





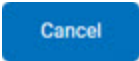
Search for an Inventory List Item Inquiry — Results

Navigation

Inquiries > Inventory > Inventory List Item > Search Criteria >  > Inventory List Item Inquiry Search Results page

Procedures

Export the Inventory Line Item 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.





Help Reference Guide

Rows Retrieved = 2720

1

of 64

Find | Next

Asset Id	Inv Nbr	Serial Nbr	Stock Nbr
	23208BROOKS0001	mkkimm	
000180000002	08085N000180001	001	2320013339513
000180000003	08085N000180001	002	2320013339513
000180000004	08085N000180001	003	2320013339513
000180000005	08085N000180001	004	2320013339513
000180000006	08085N000180001	005	2320013339513
000180000007	08085N000180001	006	2320013339513
000180000008	08085N000180001	007	2320013339513
000180000009	08085N000180001	008	2320013339513
000180000010	08085N000180001	009	2320013339513
000180000011	08085N000180001	010	2320013339513
000180000012	08085N000180002	123654789	10051321312111
000180000013	08085N000180008	123	2230002620763
000180000014	08085N000180008	456	2230002620763
000180000015	08085N000180008	567	2230002620763
000180000016	08085N000180008	789	2230002620763
000180000017	08085N000180009	890	2230002620763
000180000019	08085N000180005	4433333333333	1005000739299
000180000120	19241N000180001	1102	7710001918350
000180000134	19241N000180001	11111111111111111111	0005000738411
000180000144	19241N000180001	ASDFADF	3602A03B350
000180000173	19241N000180001	1234	0005000738411
000180000175	19241N000180001	1234	EQUIPMENT
000180000176	19241N000180001	4567	EQUIPMENT
000180000196	19241N000180001	VIN547488052	2320000508905
000180000198	19241N000180001	VIN547488054	2320000508905
000180000199	19241N000180001	VIN547488055	2320000508905
000180000TMR	19241N000180001	997788TMR	0628971
0008675309	15261BROOKS0001	46513146	100500A120001
0213NP	08134N000190001	0213NP	912241220
0213NP2	08134N000190001	0213NP2	912241220
0213NP3	08134N000190001	0213NP3	912241220
0223C2	08085N000180009	0223C2	1005000739421
0223C2	08085N000180009	0223C2	1005000739421
030821C	08134N000190001	030821C	20040308
030822C	08134N000190001	030822C	20040308
030823C	08134N000190001	030823C	20040308
030824C	08134N000190001	030824C	20040308
0308C1	08134N000190001	0308C1	20040308
0308C13	08134N000190001	0308C13	20040308
0308C2	08134N000190001	0308C2	20040308
0308C3	08134N000190001	0308C3	20040308
0308C4	08134N000190001	0308C4	20040308

07/11/2024 14:07

Controlled Unclassified Information

1 of 64

Cancel

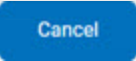
Note



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





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

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





Select Fields for the Inventory Line Item Inquiry

Navigation

Inquiries > Inventory > Inventory Line Item > Search Criteria > > Inventory Line Item 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 Line Item Inquiry Field Selection** page appears.

Field Selection

Extract Excel File ☒

Extract Text, Comma Separated File ☐

Extract Id

Privacy Type

Private ▼

My Selections

▼

New Selection List

☐	Field	Field Description
☒	Asset Id	Unique locally assigned code used for identification purposes.
☒	Inv Nbr	The number assigned to the group of assets selected for an 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.
☒	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.
☐	AIT Cond Cd	The Condition Code entered into the scanner at the time the asset was inventoried.
☐	AIT Dt/Time	The date and time the asset was inventoried by PDCD.
☐	AIT Input Type	The method used by the inventory agent to enter the Asset Id into the PDCD.
☐	AIT Loc	The location where the asset was inventoried by PDCD.
☐	AIT Qty	The quantity inventoried and entered into the PDCD.
☐	AIT Sub Loc	The Sub Location where the asset was inventoried.





Help Reference Guide

☐	AIT User Id	The User Id entered into the PDCD at the time the asset was scanned.
☐	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.
☐	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.
☐	Estbd By	The name of the entity inserting this row.
☐	Estbd Dt	The date this row was inserted into the database.
☐	Initialized	Identifies the asset as scheduled to be counted during inventory. Yes or No
☐	Initlzd Inv Sum Qty	The total quantity of all rows that make a particular Bulk Asset
☐	Inv By Serial Nbr	Is asset to be inventoried by Serial Number. Yes or No.
☐	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 Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
☐	Last Updtd By	Last updated by (user id)
☐	Loc	Physical location of an asset.
☐	Lot Nbr	Manufacturer assigned number that identifies items produced on the same production run.
☐	Mgt Cd	Indicates the type of property book management maintained for specific stock numbers.
☐	RFID Tag	System assigned number written to the radio frequency tag that is attached to this asset.
☐	Sub Loc	A more specific description of the physical location of an asset within its Location.
☐	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.

2. Choose the desired file type:

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

OR

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

3. Enter an unique identifier in the Extract Id field provided. *This adds the identifier to the link on the **View Inquiry Extract** page, and does not change the file name.*

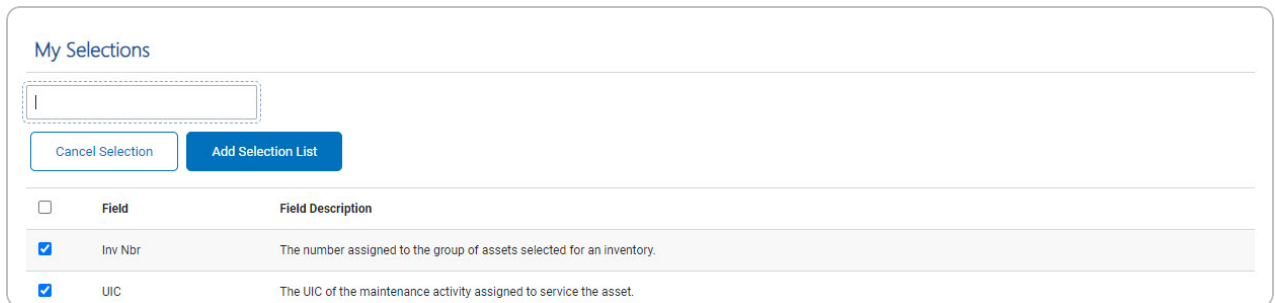
4. Use to select the Privacy Type.





Add a Selection List

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



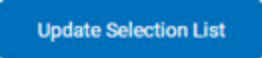
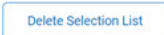
☐	Field	Field Description
☒	Inv Nbr	The number assigned to the group of assets selected for an inventory.
☒	UIC	The UIC of the maintenance activity assigned to service the asset.

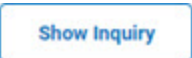
Note



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

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

 is replaced by  and .

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

3.

OR

Select  for large volumes of data. The **Inventory Line Item 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.

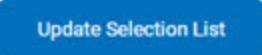
Select  for small volumes of data. *The **Inventory Line Item Inquiry — Results** page appears.*

2.

OR

Select  for large volumes of data. *The **Inventory Line Item 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 .*



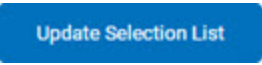


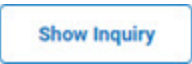
My Selections

Test 2

Delete Selection List
New Selection List
Update Selection List

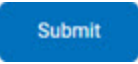
☐	Field	Field Description
☒	Asset Id	Unique locally assigned code used for identification purposes.
☒	Inv Nbr	The number assigned to the group of assets selected for an inventory.

2. Select . The page refreshes.

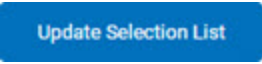
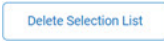
Select  for small volumes of data. The **Inventory Line Item Inquiry – Results** page appears.

3.

OR

Select  for large volumes of data. The **Inventory Line Item 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.





- Select [Fields](#). The **Inventory Line Item 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.
☒	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.
☒	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.
☐	AIT Cond Cd	The Condition Code entered into the scanner at the time the asset was inventoried.
☐	AIT Dt/Time	The date and time the asset was inventoried by PDCD.
☐	AIT Input Type	The method used by the inventory agent to enter the Asset Id into the PDCD.
☐	AIT Loc	The location where the asset was inventoried by PDCD.
☐	AIT Qty	The quantity inventoried and entered into the PDCD.
☐	AIT Sub Loc	The Sub Location where the asset was inventoried.





Help Reference Guide

☐	AIT User Id	The User Id entered into the PDCD at the time the asset was scanned.
☐	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.
☐	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.
☐	Estbd By	The name of the entity inserting this row.
☐	Estbd Dt	The date this row was inserted into the database.
☐	Initialized	Identifies the asset as scheduled to be counted during inventory. Yes or No
☐	Initlzd Inv Sum Qty	The total quantity of all rows that make a particular Bulk Asset
☐	Inv By Serial Nbr	Is asset to be inventoried by Serial Number. Yes or No.
☐	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 Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
☐	Last Updtd By	Last updated by (user id)
☐	Loc	Physical location of an asset.
☐	Lot Nbr	Manufacturer assigned number that identifies items produced on the same production run.
☐	Mgt Cd	Indicates the type of property book management maintained for specific stock numbers.
☐	RFID Tag	System assigned number written to the radio frequency tag that is attached to this asset.
☐	Sub Loc	A more specific description of the physical location of an asset within its Location.
☐	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.

2. Select the fields required for the inquiry. *The first 4 fields are automatically selected.*

Note



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

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

3.

OR

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





View the Inventory Line Item Inquiry Basic Detail

Navigation

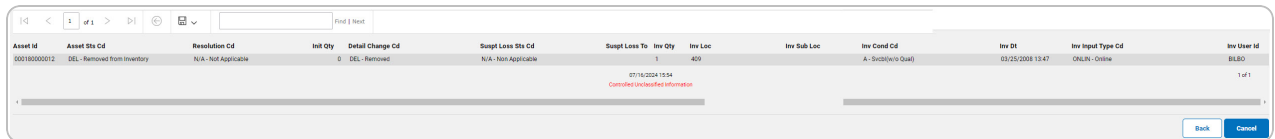
Inquiries > Inventory > Inventory Line Item > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Inventory Line Item Inquiry Basic Detail page

Procedures

Export the Inventory Line Item Inquiry Basic Detail

Selecting [Cancel](#) 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.



Asset Id	Asset Sta Cd	Resolution Cd	Init Qty	Detail Change Cd	Script Less Sta Cd	Script Less To	Inv Qty	Inv Loc	Inv Sub Loc	Inv Cond Cd	Inv Dt	Inv Input Type Cd	Inv User Id
001000000012	DEL - Removed from Inventory	N/A - Not Applicable	0	DEL - Removed	N/A - Not Applicable		0	401		A - Subcontract Qual	03/25/2008 13:47	DELIN - Online	8850

07/16/2008 10:54
Cancelled (no published information)

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 [Cancel](#). The **Inventory Line Item Inquiry – Criteria** page appears.

OR

- Select [Back](#). The **Inventory Line Item 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.*

