

Search for a Real Property Legacy History Inquiry — Criteria

Overview

The Property Accountability module Real Property Legacy History Inquiry process provides the ability to search for Legacy History records.

Navigation

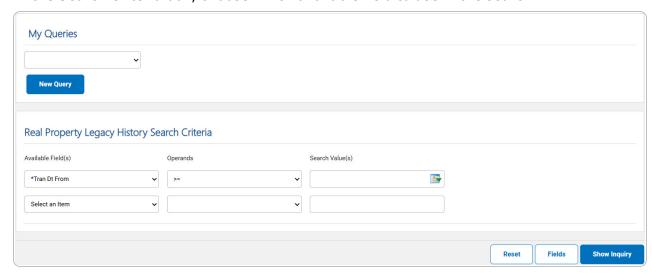
Inquiries > Real Property > Legacy History > Real Property Legacy History Inquiry Search Criteria page

Procedures

Search for a Real Property Legacy History 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.

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



2. Choose which Available Field(s) to use in the search.





- **A.** The first Available Field(s) option (TRAN DT FROM) automatically populates and is not editable.
- B. Use to select the second Available Field.

Note

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

Note



Select fields 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 or enter the date (MM/DD/YYYYY) in the field provided.
 - B. Use to select the second Search Value.

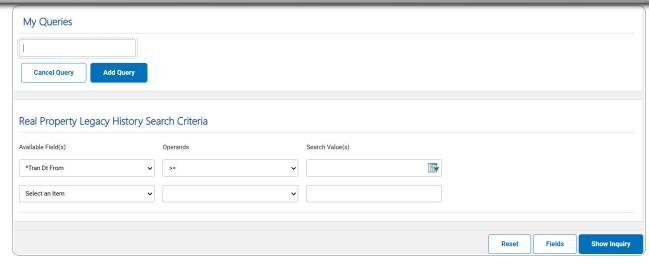
Remove an Available Field Row

- 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 Real Property Legacy History Inquiry Select Fields page
- 4. OR

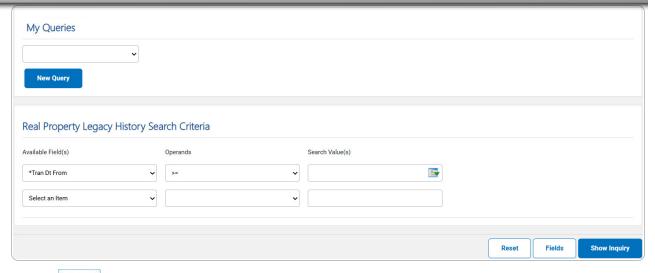
appears.

Select Show inquiry — Results page appears.

Select a My Queries Inquiry

1. Use to select the desired saved query. The page refreshes, and the selected query information appears in the search criteria grid.





Select Fields . The **Real Property Legacy History Inquiry** — **Select Fields** page appears.

2. OR

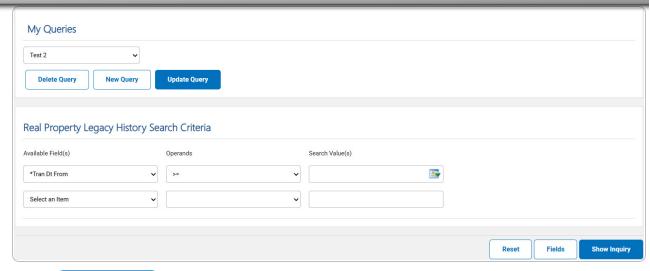
Select Show inquiry — Results page appears.

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.

4





2. Select Update Query . The query information is updated.

Select Fields . The **Real Property Legacy History Inquiry** — **Select Fields** page appears.

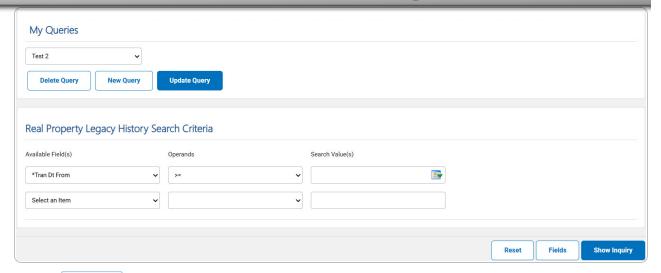
3. OR

Select Show Inquiry — Results page appears.

Delete a My Queries Inquiry

1. Use to select the desired saved query. The page refreshes, and New Query is joined by Update Query and Delete Query. The selected query information appears in the search criteria grid.





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

Revise the Fields for the Inquiry

Select Fields . The Real Property Legacy History Inquiry — Select Fields page appears.





Search for a Real Property Legacy History Inquiry — Results

Navigation

Inquiries > Real Property > Legacy History > Search Criteria > Show Inquiry > Real Property Legacy History Inquiry Search Results page

Procedures

Export the Real Property Legacy History 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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oc Id Nbr	Dollar Amt	Fac Name	Fac Nbr	Impv Nbr	Instl Nbr	Tran Dt From	UIC
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4596PRM-5-3	0.00		9009000	11	22323	19990701	W01010
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4596PRM-5-3	4654654.00		9009000	11	22323	19990804	W01010
4596PRM-5-3	4654654.00		9009000	11	22323	19990804	W01010
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4596PRM-5-3	4654654.00		9009000	14	22323	19990812	W01010
4596PRM-5-3	4654654.00		9009000	14	22323	19990812	W01010
1111111111111	464654.00	LETTERKENNY	7888888	1	65444	19990603	WOMEAA
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22222239DKKKD9	4353535.00	TESTING	30PU938	1	TT746	19990608	W01010
22222239DKKKD9	4353535.00	TESTING	30PU938	2	TT746	19990608	W01010
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2222239DKKKD9	4353535.00	TESTING	30PU938	5	TT746	19990622	W01010
2222239DKKKD9	4353535.00	12011110	30PU938	5	TT746	19990628	W01010
22222239DKKKD9	4353535.00		30PU938	5	TT746	19990628	W01010
2222239DKKKD9	4353535.00	TESTING	30PU938	1	TT746	19990628	W01010
22222239DKKKD9	4353535.00	TESTING	30PU938	1	TT746	19990628	W01010
22222239DKKKD9	4353535.00	TESTING	30PU938	1	TT746	19990719	W01010
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4WSFE34WSFSSFD	0.00	TESTING	4SDF334	1	ERE33	19990610	WOMEAA
4WSFE34WSFSSFD	0.00	TESTING	4SDF334	1	ERE33	19990610	WOMEAA
4WSFE34WSFSSFD	100000.00	TESTING	4SDF334	2	ERE33	19990616	W01010
4WSFE34WSFSSFD	100000.00	TESTING	4SDF334	2	ERE33	19990616	W01010
4WSFE34WSFSSFD	100000.00	TESTING	4SDF334	2	ERE33	19990617	W01010
4WSFE34WSFSSFD	100000.00	TESTING	4SDF334	2	ERE33	19990617	W01010
4WSFE34WSFSSFD	100000.00	TESTING	4SDF334	2	ERE33	19990617	WOMEAA
4WSFE34WSFSSFD	100000.00	TESTING	4SDF334	2	ERE33	19990617	W0MEAA
4WSFE34WSFSSFD	100000.00	TESTING	4SDF334	2	ERE33	19990617	WOMEAA
4WSFE34WSFSSFD	100000.00	TESTING	4SDF334	2	ERE33	19990617	W0MEAA
4WSFE34WSFSSFD	100000.00	TESTING	4SDF334	2	ERE33	19990617	WOMEAA
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Note

To reach the optional fields, refer to the Real Property Legacy History Inquiry — Field Selection page.



2. Select . The **Real Property Legacy History 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 Real Property Legacy History Inquiry Detail

Select the desired Doc ID NBR row. The **Real Property Legacy History Inquiry Detail** page appears.





Select Fields for the Real Property Legacy History Inquiry

Navigation

Inquiries > Real Property > Legacy History > Search Criteria > Fields > Real Property Legacy History Inquiry Fields Selection page

Procedures

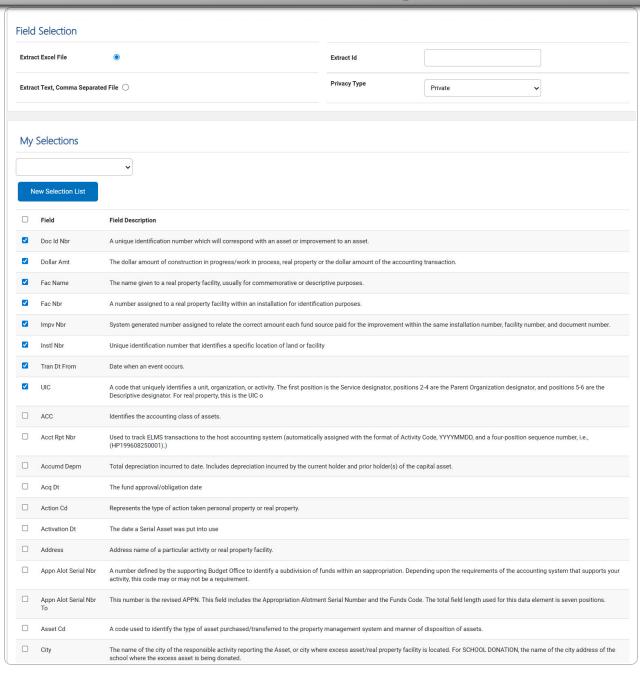
Choose the Extracted Inquiry File Details

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 **Real Property Legacy History Inquiry Field Selection** page appears.







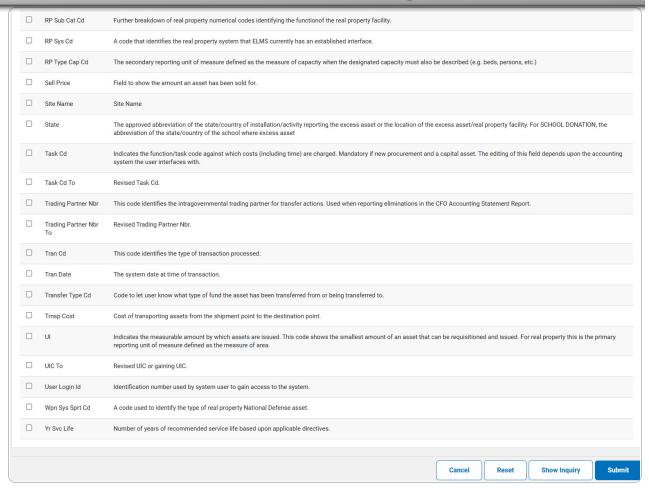


Contact Point	The name of the individual who determined if the asset should be considered excess or not. Also, for SCHOOL DONATION the name of the individual at the school where the excessed asset is being donated. A name used to identify individual as the point of
Cost Center	Users interfaced with AMCISS or SIFS should enter Cost Control Number. All other users should enter the requirement of the accounting system to which user is interfaced.
Custodial UIC	The unit identification code of the organization responsible for the overall management of the asset/improvement. The first position is the Service designator, positions 2-4 are the Parent Organization designator, and positions 5-6 are the Descriptive de
Deinstallation Cost	Cost of dismantling an asset from the place and the configuration in which it was used.
Deprn Cd	Indicates whether the asset is a capital asset and if fiduciary reportable by ELMS. C – Capital/Non-Reportable, N – Non-Capital/Non-Reportable, T - Capital/Reportable.
Deprn Job Order Nbr	Job order number where the depreciation expense is charged.
Deprn Job Order Nbr To	Revised Deprn Job Order Nbr
Deprn Office	Cost Control Number/Office where the depreciation expense is charged.
Deprn Office To	Revised Deprn Office.
Deprn Period	Number of months depreciation will be expensed. Minimum number allowed is 24.
Deprn Task Cd	Task Code/Cost Acct Code/Organization Code where the depreciation expenses is charged.
Deprn Task Cd To	Revised Deprn Task Cd
Doc Id Nbr To	A unique identification number which will correspond with an asset or improvement to an asset.
Eff Dt	Date the transaction being entered occurred. Example: The transfer or receipt of property occurred on 2/15/06 is the effective date even though the date it was input into the computer may have been a later date.
Exp Cd	Code that identifies whether depreciation should be considered (funded or unfunded).
Fac Nbr To	Revised Fac Nbr.
Fac Remarks Text	Text field available to record local information/reason for change.
Fac Zip Cd	The postal service zip code of the real property facility.
Full Deprn Cd	A code to indicate a serial asset is fully depreciated.
Fund Cd	Used to identify type funding used in the acquisition of assets/services.
Fund Cd To	Revised Fund Cd.
FY Cost	Accumulated monthly depreciation to date, in a fiscal year.
Gain Loss Amt	Will record the amount of loss or gain taken on a transaction.
Heritage Asset Code	Code used to identify the type of heritage asset. (Note: Heritage assets are not depreciated.
Installation Cost	Cost of installing an asset in the place and in the configuration which it will be used.



Int Nor To Revised Installation Nor Int Due Dt Date that the next hand receipt inventory is due. Int Due Dt Date that the next hand receipt inventory is due. Int Due Dt Date of the hast transaction for a specific asset. Int Due Dt Date of the last transaction for a specific asset. Int Due Dt Int Due Dt		
Jub Order Nbr Number used to track costs against an asset. Jub Order Nbr To Revised Jub Order Nbr To Last Activity Dt Date of the last transaction for a specific asset. Lot Ecd Indicates the loan/fease status of a particular asset. Lot Ecd Identifies the department code, period of availability, basic symbol, and subhead of the original appropriation. LOA To Revised Line of Accounting. LOA To Revised Line of Accounting. Local Use Text The comment field reserved for use by each activity. Otiginal Section Viear an asset was manufactured built/improved. Otiginal Section Revised Object Class Code. Official of To Revised Object Class Code. Official of To Revised Object Class Code. Official of To Revised Object Class Code. Original Action Cod Original Action Code. On a decrease action, this code identifies the action code assigned to the asset when it was placed on the property book. Pgm Desc The name or description of a grouping of program codes. Pgm Name Unique software identification. Pgm Yr Identifies the beginning/ending year of the appropriation in YYYYYYYY format. Pgm Yr Revised Program Yr. Prior Depm Total accumulated depreciation incurred by previous holders of the capital asset. PRO Quantity of secondary reporting unit of measure defined as the measure of capacity for real property. RP Cat Cod A series of numerical codes used to categorize and classify real propoety. RP Fac Cond Cod A code that identifies whether a facility larks not serviceable for a useful purpose.	Instl Nbr To	Revised Installation Nbr
Job Order Nbr To Revised Job Order Nbr.	Inv Due Dt	Date that the next hand receipt inventory is due.
Last Activity Dt Date of the last transaction for a specific asset. Lo Le Cd Indicates the loan/lesse status of a particular asset. LOA Identifies the department code, period of availability, basic symbol, and subhead of the original appropriation. LOA TO Revised Line of Accounting. Local Use Text The comment field reserved for use by each activity. Mfr Yr Year an asset was manufactured/bull/improved. Obj Class Cd Identifies labor and material resources utilized in the production processes that apply to accounting transactions. Obj Class Cd To Revised Object Class Code. Official Id To Revised Office. Original Action Cd Original Action Code. On a decrease action, this code identifies the action code assigned to the asset when it was placed on the property book. Pgm Desc The name or description of a grouping of program codes. Pgm Name Unique software identification. Pgm Yr Identifies the beginning/lending year of the appropriation in YYYYYYYY format. Pgm Yr To Revised Program Yr. Prior Depin Total accumulated depreciation incurred by previous holders of the capital asset. Residual Value Estimated value remaining at the end of a capital assets useful life or the amount that can be expected to be recovered from the assets disposal when removed from service. RP Cap Cly Quantity of secondary reporting unit of measure defined as the measure of capacity for real property. RP Cat Cd A series of numerical codes used to categorize and classify real property.	Job Order Nbr	Number used to track costs against an asset.
Lo Le Cd Indicates the loan/lesse status of a particular asset. LOA Identifies the department code, period of availability, basic symbol, and subhead of the original appropriation. LOA TO Revised Line of Accounting. Local Use Text The comment field reserved for use by each activity. Mfr Yr Vear an asset was manufactured/built/improved. Obj Class Cd Identifies labor and material resources utilized in the production processes that apply to accounting transactions. Obj Class Cd To Revised Object Class Code. Official Id To Revised Office. Original Action Code. On a decrease action, this code identifies the action code assigned to the asset when it was placed on the property book Pym Desc The name or description of a grouping of program codes. Pym Name Unique software identification. Pym Yr Identifies the beginning/ending year of the appropriation in YYYYYYYY format. Pym Yr To Revised Program Yr. Prior Deprin Total accumulated depreciation incurred by previous holders of the capital asset. Residual Value Estimated value remaining at the end of a capital assets useful life or the amount that can be expected to be recovered from the assets disposal when removed from service. RP Cat Cd A series of numerical codes used to categorize and classify real property. RP Cat Cd A code that identifies whether a facility is/is not serviceable for a useful purpose.	Job Order Nbr To	Revised Job Order Nbr.
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LOA TO Revised Line of Accounting. Local Use Text The comment field reserved for use by each activity. Mfr Yr Year an asset was manufactured/built/improved. Obj Class Cd Identifies labor and materiel resources utilized in the production processes that apply to accounting transactions. Obj Class Cd To Revised Object Class Code. Official Id To Revised Office. Original Action Cd Original Action Code. On a decrease action, this code identifies the action code assigned to the asset when it was placed on the property book Pgm Desc The name or description of a grouping of program codes. Pgm Name Unique software identification. Pgm Yr Identifies the beginning/ending year of the appropriation in YYYYYYYY format. Pgm Yr To Revised Program Yr. Prior Deprin Total accumulated depreciation incurred by previous holders of the capital asset. Recidual Value Estimated value remaining at the end of a capital assets useful life or the amount that can be expected to be recovered from the assets disposal when removed from service. RP Cap Cty Quantity of secondary reporting unit of measure defined as the measure of capacity for real property. RP Cat Cd A code that Identifies whether a facility is/Is not serviceable for a useful purpose.	Lo Le Cd	Indicates the loan/lease status of a particular asset.
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RP Cat Cd A series of numerical codes used to categorize and classify real property. RP Fac Cond Cd A code that identifies whether a facility is/is not serviceable for a useful purpose.	Residual Value	Estimated value remaining at the end of a capital assets useful life or the amount that can be expected to be recovered from the assets disposal when removed from service.
RP Fac Cond Cd A code that identifies whether a facility is/is not serviceable for a useful purpose.	RP Cap Qty	Quantity of secondary reporting unit of measure defined as the measure of capacity for real property.
	RP Cat Cd	A series of numerical codes used to categorize and classify real property.
RP Qty Quantity of primary reporting unit of measure defined as the measure of area for real property (implied two decimal positions for UI equal to AC).	RP Fac Cond Cd	A code that identifies whether a facility is/is not serviceable for a useful purpose.
	RP Qty	Quantity of primary reporting unit of measure defined as the measure of area for real property (implied two decimal positions for UI equal to AC).





2. Choose the desired file type:

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

OR

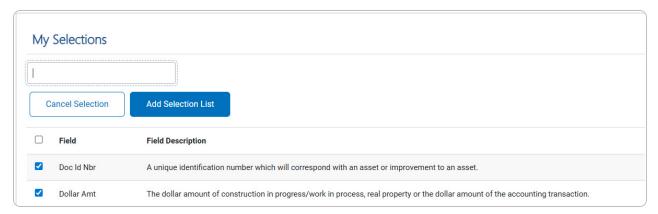
Click to select Extract Text, Comma Separated File. *The extracted file on the* **View Inquiry Extract** page is a .CSV file.

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



Add a Selection List

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



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

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



Select show inquiry for small volumes of data. The **Real Property Legacy History Inquiry** — **Results** page appears.

3. **OR**

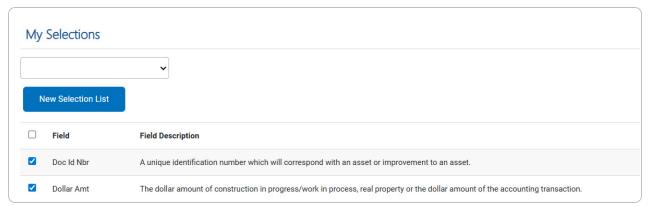
Select for large volumes of data. The **Real Property Legacy History Inquiry Transaction Status** page appears.





Use a Predetermined Field Selection List

1. Use to display the Selection List.



Select for small volumes of data. The **Real Property Legacy History Inquiry**- **Results** page appears.

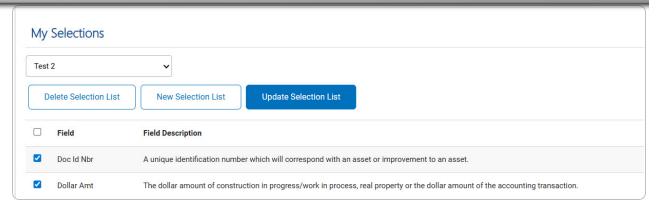
2. **OR**

Select submit for large volumes of data. The **Real Property Legacy History 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.

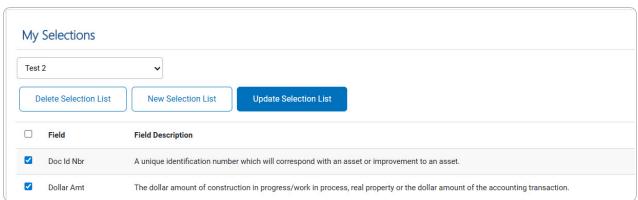
Select for small volumes of data. The **Real Property Legacy History Inquiry** — **Results** page appears.

3. **OR**

Select for large volumes of data. The **Real Property Legacy History 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 . The **Real Property Legacy History Inquiry** page appears.

Field	Field Selection				
Extra	ct Excel File	•	Extract Id		
Extra	ct Text, Comma Separate	ed File 🔘	Privacy Type	Private	•
Му	Selections				
		~			
N	lew Selection List				
	Field	Field Description			
	Doc ld Nbr	A unique identification number which will correspond with an asset or improve	ement to an asset.		
2	Dollar Amt	The dollar amount of construction in progress/work in process, real property o	r the dollar amount of the accounting	transaction.	
	Fac Name	The name given to a real property facility, usually for commemorative or descri	iptive purposes.		
	Fac Nbr	A number assigned to a real property facility within an installation for identifica	ation purposes.		
	Impv Nbr	System generated number assigned to relate the correct amount each fund so	urce paid for the improvement within	the same installation number, facility num	ber, and document number.
~	Instl Nbr	Unique identification number that identifies a specific location of land or facilit	у		
~	Tran Dt From	Date when an event occurs.			
✓	UIC	A code that uniquely identifies a unit, organization, or activity. The first position Descriptive designator. For real property, this is the UIC o	is the Service designator, positions 2	2-4 are the Parent Organization designator,	and positions 5-6 are the
	ACC	Identifies the accounting class of assets.			
	Acct Rpt Nbr	Used to track ELMS transactions to the host accounting system (automatically (HP199608250001).)	assigned with the format of Activity	Code, YYYYMMDD, and a four-position sec	quence number, i.e.,
	Accumd Deprn	Total depreciation incurred to date. Includes depreciation incurred by the curre	ent holder and prior holder(s) of the ca	pital asset.	
	Acq Dt	The fund approval/obligation date			
	Action Cd	Represents the type of action taken personal property or real property.			
	Activation Dt	The date a Serial Asset was put into use			
	Address	Address name of a particular activity or real property facility.			
	Appn Alot Serial Nbr	A number defined by the supporting Budget Office to identify a subdivision of factivity, this code may or may not be a requirement.	unds within an sappropriation. Deper	ding upon the requirements of the accoun	ting system that supports your
	Appn Alot Serial Nbr To	This number is the revised APPN. This field includes the Appropriation Alotmer	nt Serial Number and the Funds Code	. The total field length used for this data el	ement is seven positions.
	Asset Cd	A code used to identify the type of asset purchased/transferred to the property	management system and manner o	f disposition of assets.	
	City	The name of the city of the responsible activity reporting the Asset, or city whe school where the excess asset is being donated.	ere excess asset/real property facility	is located. For SCHOOL DONATION, the na	ame of the city address of the

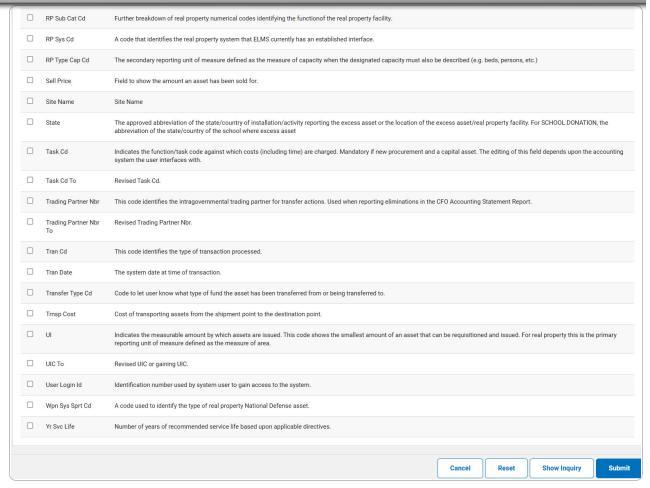


	Contact Point	The name of the individual who determined if the asset should be considered excess or not. Also, for SCHOOL DONATION the name of the individual at the school where the excessed asset is being donated. A name used to identify individual as the point of
	Cost Center	Users interfaced with AMCISS or SIFS should enter Cost Control Number. All other users should enter the requirement of the accounting system to which user is interfaced.
	Custodial UIC	The unit identification code of the organization responsible for the overall management of the asset/improvement. The first position is the Service designator, positions 2-4 are the Parent Organization designator, and positions 5-6 are the Descriptive de
	Deinstallation Cost	Cost of dismantling an asset from the place and the configuration in which it was used.
	Deprn Cd	Indicates whether the asset is a capital asset and if fiduciary reportable by ELMS. C – Capital/Non-Reportable, N – Non-Capital/Non-Reportable, T - Capital/Reportable.
	Deprn Job Order Nbr	Job order number where the depreciation expense is charged.
	Deprn Job Order Nbr To	Revised Deprn Job Order Nbr
	Deprn Office	Cost Control Number/Office where the depreciation expense is charged.
	Deprn Office To	Revised Deprn Office.
	Deprn Period	Number of months depreciation will be expensed. Minimum number allowed is 24.
	Deprn Task Cd	Task Code/Cost Acct Code/Organization Code where the depreciation expenses is charged.
	Deprn Task Cd To	Revised Deprn Task Cd
	Doc Id Nbr To	A unique identification number which will correspond with an asset or improvement to an asset.
	Eff Dt	Date the transaction being entered occurred. Example: The transfer or receipt of property occurred on 2/15/06 is the effective date even though the date it was input into the computer may have been a later date.
	Exp Cd	Code that identifies whether depreciation should be considered (funded or unfunded).
	Fac Nbr To	Revised Fac Nbr.
	Fac Remarks Text	Text field available to record local information/reason for change.
	Fac Zip Cd	The postal service zip code of the real property facility.
	Full Deprn Cd	A code to indicate a serial asset is fully depreciated.
	Fund Cd	Used to identify type funding used in the acquisition of assets/services.
	Fund Cd To	Revised Fund Cd.
0	FY Cost	Accumulated monthly depreciation to date, in a fiscal year.
	Gain Loss Amt	Will record the amount of loss or gain taken on a transaction.
	Heritage Asset Code	Code used to identify the type of heritage asset. (Note: Heritage assets are not depreciated.
	Installation Cost	Cost of installing an asset in the place and in the configuration which it will be used.



Int Nor To Revised Installation Nor Int Due Dt Date that the next hand receipt inventory is due. Int Due Dt Date that the next hand receipt inventory is due. Int Due Dt Date of the hast transaction for a specific asset. Int Due Dt Date of the last transaction for a specific asset. Int Due Dt Int Due Dt		
Jub Order Nbr Number used to track costs against an asset. Jub Order Nbr To Revised Jub Order Nbr To Last Activity Dt Date of the last transaction for a specific asset. Lot Ecd Indicates the loan/fease status of a particular asset. Lot Ecd Identifies the department code, period of availability, basic symbol, and subhead of the original appropriation. LOA To Revised Line of Accounting. LOA To Revised Line of Accounting. Local Use Text The comment field reserved for use by each activity. Otiginal Section Viear an asset was manufactured built/improved. Otiginal Section Revised Object Class Code. Official of To Revised Object Class Code. Official of To Revised Object Class Code. Official of To Revised Object Class Code. Original Action Cod Original Action Code. On a decrease action, this code identifies the action code assigned to the asset when it was placed on the property book. Pgm Desc The name or description of a grouping of program codes. Pgm Name Unique software identification. Pgm Yr Identifies the beginning/ending year of the appropriation in YYYYYYYY format. Pgm Yr Revised Program Yr. Prior Depm Total accumulated depreciation incurred by previous holders of the capital asset. PRO Quantity of secondary reporting unit of measure defined as the measure of capacity for real property. RP Cat Cod A series of numerical codes used to categorize and classify real propoety. RP Fac Cond Cod A code that identifies whether a facility larks not serviceable for a useful purpose.	Instl Nbr To	Revised Installation Nbr
Job Order Nbr To Revised Job Order Nbr.	Inv Due Dt	Date that the next hand receipt inventory is due.
Last Activity Dt Date of the last transaction for a specific asset. Lo Le Cd Indicates the loan/lesse status of a particular asset. LOA Identifies the department code, period of availability, basic symbol, and subhead of the original appropriation. LOA TO Revised Line of Accounting. Local Use Text The comment field reserved for use by each activity. Mfr Yr Year an asset was manufactured/bull/improved. Obj Class Cd Identifies labor and material resources utilized in the production processes that apply to accounting transactions. Obj Class Cd To Revised Object Class Code. Official Id To Revised Office. Original Action Cd Original Action Code. On a decrease action, this code identifies the action code assigned to the asset when it was placed on the property book. Pgm Desc The name or description of a grouping of program codes. Pgm Name Unique software identification. Pgm Yr Identifies the beginning/lending year of the appropriation in YYYYYYYY format. Pgm Yr To Revised Program Yr. Prior Depin Total accumulated depreciation incurred by previous holders of the capital asset. Residual Value Estimated value remaining at the end of a capital assets useful life or the amount that can be expected to be recovered from the assets disposal when removed from service. RP Cap Cly Quantity of secondary reporting unit of measure defined as the measure of capacity for real property. RP Cat Cd A series of numerical codes used to categorize and classify real property.	Job Order Nbr	Number used to track costs against an asset.
Lo Le Cd Indicates the loan/lesse status of a particular asset. LOA Identifies the department code, period of availability, basic symbol, and subhead of the original appropriation. LOA TO Revised Line of Accounting. Local Use Text The comment field reserved for use by each activity. Mfr Yr Vear an asset was manufactured/built/improved. Obj Class Cd Identifies labor and material resources utilized in the production processes that apply to accounting transactions. Obj Class Cd To Revised Object Class Code. Official Id To Revised Office. Original Action Code. On a decrease action, this code identifies the action code assigned to the asset when it was placed on the property book Pym Desc The name or description of a grouping of program codes. Pym Name Unique software identification. Pym Yr Identifies the beginning/ending year of the appropriation in YYYYYYYY format. Pym Yr To Revised Program Yr. Prior Deprin Total accumulated depreciation incurred by previous holders of the capital asset. Residual Value Estimated value remaining at the end of a capital assets useful life or the amount that can be expected to be recovered from the assets disposal when removed from service. RP Cat Cd A series of numerical codes used to categorize and classify real property. RP Cat Cd A code that identifies whether a facility is/is not serviceable for a useful purpose.	Job Order Nbr To	Revised Job Order Nbr.
LOA Identifies the department code, period of availability, basic symbol, and subhead of the original appropriation. LOATO Revised Line of Accounting. Local Use Text The comment field reserved for use by each activity. Mfr Yr Year an asset was manufactured/built/improved. Obj Class Cd Identifies labor and materiel resources utilized in the production processes that apply to accounting transactions. Obj Class Cd To Revised Object Class Code. Official Id To Revised Object Class Code. Official Id To Revised Office. Original Action Cd Original Action Code. On a decrease action, this code identifies the action code assigned to the asset when it was placed on the property book Pyrm Desc The name or description of a grouping of program codes. Pyrm Name Unique software Identification. Pyrm Y Identifies the beginning/rending year of the appropriation in YYYYYYYY format. Pyrm Y To Revised Program Yr. Prior Deprim Total accumulated depreciation incurred by previous holders of the capital asset. Residual Value Estimated value remaining at the end of a capital assets useful life or the amount that can be expected to be recovered from the assets disposal when removed from service. RP Cap Cty Quantity of secondary reporting unit of measure defined as the measure of capacity for real property. RP Cat Cd A code that identifies whether a facility la/is not serviceable for a useful purpose.	Last Activity Dt	Date of the last transaction for a specific asset.
LOA TO Revised Line of Accounting. Local Use Text The comment field reserved for use by each activity. Mfr Yr Year an asset was manufactured/built/improved. Obj Class Cd Identifies labor and materiel resources utilized in the production processes that apply to accounting transactions. Obj Class Cd To Revised Object Class Code. Official Id To Revised Office. Original Action Cd Original Action Code. On a decrease action, this code identifies the action code assigned to the asset when it was placed on the property book Pgm Desc The name or description of a grouping of program codes. Pgm Name Unique software identification. Pgm Yr Identifies the beginning/ending year of the appropriation in YYYYYYYY format. Pgm Yr To Revised Program Yr. Prior Deprin Total accumulated depreciation incurred by previous holders of the capital asset. Recidual Value Estimated value remaining at the end of a capital assets useful life or the amount that can be expected to be recovered from the assets disposal when removed from service. RP Cap Cty Quantity of secondary reporting unit of measure defined as the measure of capacity for real property. RP Cat Cd A code that Identifies whether a facility is/Is not serviceable for a useful purpose.	Lo Le Cd	Indicates the loan/lease status of a particular asset.
Local Use Text The comment field reserved for use by each activity. Mifr Yr Year an asset was manufactured/built/improved. Obj Class Cd Identifies labor and materiel resources utilized in the production processes that apply to accounting transactions. Obj Class Cd To Revised Object Class Code. Official Id To Revised Office. Official Action Cd Original Action Code. On a decrease action, this code identifies the action code assigned to the asset when it was placed on the property book. Pgm Desc The name or description of a grouping of program codes. Pgm Name Unique software identification. Pgm Yr To Revised Program Yr. Pgm Yr To Revised Program Yr. Prior Deprin Total accumulated depreciation incurred by previous holders of the capital asset. Reaidual Value Estimated value remaining at the end of a capital assets useful life or the amount that can be expected to be recovered from the assets disposal when removed from service. RP Cat Cd A series of numerical codes used to categorize and classify real property. RP Fac Cond Cd A code that identifies whether a facility is/is not serviceable for a useful purpose.	LOA	Identifies the department code, period of availability, basic symbol, and subhead of the original appropriation.
Mfr Yr Year an asset was manufactured/built/improved. Obj Class Cd Identifies labor and materiel resources utilized in the production processes that apply to accounting transactions. Obj Class Cd To Revised Object Class Code. Official Id To Revised Office. Origin Action Cd Original Action Code. On a decrease action, this code identifies the action code assigned to the asset when it was placed on the property book. Pgm Desc The name or description of a grouping of program codes. Pgm Name Unique software identification. Pgm Yr Identifies the beginning/ending year of the appropriation in YYYYYYYY format. Pgm Yr To Revised Program Yr. Prior Deprn Total accumulated depreciation incurred by previous holders of the capital asset. Residual Value Estimated value remaining at the end of a capital assets useful life or the amount that can be expected to be recovered from the assets disposal when removed from service. RP Cap Qty Quantity of secondary reporting unit of measure defined as the measure of capacity for real property. RP Fac Cond Cd A series of numerical codes used to categorize and classify real property. RP Fac Cond Cd A code that Identifies whether a facility is/is not serviceable for a useful purpose.	LOA To	Revised Line of Accounting.
Obj Class Cd	Local Use Text	The comment field reserved for use by each activity.
□ Obj Class Cd To Revised Object Class Code. □ Official Id To Revised Office. □ Origl Action Cd Origlanal Action Code. On a decrease action, this code identifies the action code assigned to the asset when it was placed on the property book. □ Pgm Desc The name or description of a grouping of program codes. □ Pgm Name Unique software identification. □ Pgm Yr Identifies the beginning/ending year of the appropriation in YYYYYYYY format. □ Pgm Yr To Revised Program Yr. □ Prior Depm Total accumulated depreciation incurred by previous holders of the capital asset. □ Residual Value Estimated value remaining at the end of a capital assets useful life or the amount that can be expected to be recovered from the assets disposal when removed from service. □ RP Cap Qty Quantity of secondary reporting unit of measure defined as the measure of capacity for real property. □ RP Fac Cond Cd A series of numerical codes used to categorize and classify real property. □ RP Fac Cond Cd A code that identifies whether a facility is/is not serviceable for a useful purpose.	Mfr Yr	Year an asset was manufactured/built/improved.
□ Official Id To Revised Office. □ Origl Action Cd Original Action Code. On a decrease action, this code identifies the action code assigned to the asset when it was placed on the property book □ Pgm Desc The name or description of a grouping of program codes. □ Pgm Name Unique software identification. □ Pgm Yr Identifies the beginning/ending year of the appropriation in YYYYYYYY format. □ Pgm Yr To Revised Program Yr. □ Prior Deprin Total accumulated depreciation incurred by previous holders of the capital asset. □ Residual Value Estimated value remaining at the end of a capital assets useful life or the amount that can be expected to be recovered from the assets disposal when removed from service. □ RP Cap Qty Quantity of secondary reporting unit of measure defined as the measure of capacity for real property. □ RP Fac Cond Cd A series of numerical codes used to categorize and classify real property. □ RP Fac Cond Cd A code that identifies whether a facility is/is not serviceable for a useful purpose.	Obj Class Cd	Identifies labor and materiel resources utilized in the production processes that apply to accounting transactions.
□ Origl Action Cd Original Action Code. On a decrease action, this code identifies the action code assigned to the asset when it was placed on the property book □ Pgm Desc The name or description of a grouping of program codes. □ Pgm Name Unique software identification. □ Pgm Yr Identifies the beginning/ending year of the appropriation in YYYYYYYY format. □ Pgm Yr To Revised Program Yr. □ Prior Deprn Total accumulated depreciation incurred by previous holders of the capital asset. □ Residual Value Estimated value remaining at the end of a capital assets useful life or the amount that can be expected to be recovered from the assets disposal when removed from service. □ RP Cap Qty Quantity of secondary reporting unit of measure defined as the measure of capacity for real property. □ RP Fac Cod Cd A series of numerical codes used to categorize and classify real property. □ RP Fac Cod Cd A code that identifies whether a facility is/is not serviceable for a useful purpose.	Obj Class Cd To	Revised Object Class Code.
Pgm Desc The name or description of a grouping of program codes. Pgm Name Unique software identification. Pgm Yr Identifies the beginning/ending year of the appropriation in YYYYYYYY format. Pgm Yr To Revised Program Yr. Prior Deprn Total accumulated depreciation incurred by previous holders of the capital asset. Residual Value Estimated value remaining at the end of a capital assets useful life or the amount that can be expected to be recovered from the assets disposal when removed from service. RP Cap Qty Quantity of secondary reporting unit of measure defined as the measure of capacity for real property. RP Cat Cd A series of numerical codes used to categorize and classify real property. RP Fac Cond Cd A code that identifies whether a facility is/is not serviceable for a useful purpose.	Official Id To	Revised Office.
Pgm Name Unique software identification. Pgm Yr Identifies the beginning/ending year of the appropriation in YYYYYYYY format. Pgm Yr To Revised Program Yr. Prior Deprn Total accumulated depreciation incurred by previous holders of the capital asset. Residual Value Estimated value remaining at the end of a capital assets useful life or the amount that can be expected to be recovered from the assets disposal when removed from service. RP Cap Qty Quantity of secondary reporting unit of measure defined as the measure of capacity for real property. RP Cat Cd A series of numerical codes used to categorize and classify real property. RP Fac Cond Cd A code that identifies whether a facility is/is not serviceable for a useful purpose.	Origl Action Cd	Original Action Code. On a decrease action, this code identifies the action code assigned to the asset when it was placed on the property book
Pgm Yr Identifies the beginning/ending year of the appropriation in YYYYYYYY format. Pgm Yr To Revised Program Yr. Prior Deprin Total accumulated depreciation incurred by previous holders of the capital asset. Residual Value Estimated value remaining at the end of a capital assets useful life or the amount that can be expected to be recovered from the assets disposal when removed from service. RP Cap Qty Quantity of secondary reporting unit of measure defined as the measure of capacity for real property. RP Cat Cd A series of numerical codes used to categorize and classify real property. RP Fac Cond Cd A code that identifies whether a facility is/is not serviceable for a useful purpose.	Pgm Desc	The name or description of a grouping of program codes.
Pgm Yr To Revised Program Yr. Prior Deprn Total accumulated depreciation incurred by previous holders of the capital asset. Residual Value Estimated value remaining at the end of a capital assets useful life or the amount that can be expected to be recovered from the assets disposal when removed from service. RP Cap Qty Quantity of secondary reporting unit of measure defined as the measure of capacity for real property. RP Cat Cd A series of numerical codes used to categorize and classify real property. RP Fac Cond Cd A code that identifies whether a facility is/is not serviceable for a useful purpose.	Pgm Name	Unique software identification.
Prior Deprn Total accumulated depreciation incurred by previous holders of the capital asset. Residual Value Estimated value remaining at the end of a capital assets useful life or the amount that can be expected to be recovered from the assets disposal when removed from service. RP Cap Qty Quantity of secondary reporting unit of measure defined as the measure of capacity for real property. RP Cat Cd A series of numerical codes used to categorize and classify real property. RP Fac Cond Cd A code that identifies whether a facility is/is not serviceable for a useful purpose.	Pgm Yr	Identifies the beginning/ending year of the appropriation in YYYYYYYY format.
Residual Value Estimated value remaining at the end of a capital assets useful life or the amount that can be expected to be recovered from the assets disposal when removed from service. RP Cap Qty Quantity of secondary reporting unit of measure defined as the measure of capacity for real property. RP Cat Cd A series of numerical codes used to categorize and classify real property. RP Fac Cond Cd A code that identifies whether a facility is/is not serviceable for a useful purpose.	Pgm Yr To	Revised Program Yr.
RP Cap Qty Quantity of secondary reporting unit of measure defined as the measure of capacity for real property. RP Cat Cd A series of numerical codes used to categorize and classify real property. RP Fac Cond Cd A code that identifies whether a facility is/is not serviceable for a useful purpose.	Prior Deprn	Total accumulated depreciation incurred by previous holders of the capital asset.
RP Cat Cd A series of numerical codes used to categorize and classify real property. RP Fac Cond Cd A code that identifies whether a facility is/is not serviceable for a useful purpose.	Residual Value	Estimated value remaining at the end of a capital assets useful life or the amount that can be expected to be recovered from the assets disposal when removed from service.
RP Fac Cond Cd A code that identifies whether a facility is/is not serviceable for a useful purpose.	RP Cap Qty	Quantity of secondary reporting unit of measure defined as the measure of capacity for real property.
	RP Cat Cd	A series of numerical codes used to categorize and classify real property.
RP Qty Quantity of primary reporting unit of measure defined as the measure of area for real property (implied two decimal positions for UI equal to AC).	RP Fac Cond Cd	A code that identifies whether a facility is/is not serviceable for a useful purpose.
	RP Qty	Quantity of primary reporting unit of measure defined as the measure of area for real property (implied two decimal positions for UI equal to AC).





2. Select the fields required for the inquiry. *The first 8 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 **Real Property Legacy History Inquiry** — **Results** page appears.

OR

3.



Select for large volumes of data. The **Real Property Legacy History Inquiry Transaction Status** page appears.





View the Real Property Legacy History Inquiry Detail — Basic

Navigation

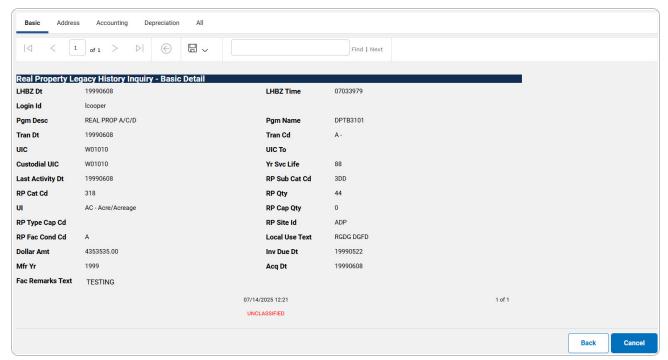
Inquiries > Real Property > Legacy History > Search Criteria > Search Results > Inquiry Row hyperlink > Real Property Legacy History Inquiry — Basic Detail page

Procedures

Export the Real Property Legacy History 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 Real Property Legacy History Inquiry — Basic 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 **Real Property Legacy History Inquiry — Criteria** page appears.

4. OR

Select the Address tab. *The Real Propert Legacy History Inquiry Detail — Address page appears*.

OR

Select the Accounting tab. *The Real Property Legacy History Inquiry Detail — Accounting page appears*.

OR

Select the Depreciation tab. *The Real Property Legacy History Inquiry Detail — Depreciation page appears*.

OR

Select the All tab. The **Real Property Legacy History Inquiry Detail — All** page appears.

OR

Select . The **Real Property Legacy History Inquiry** — **Results** page appears.

Search the Results

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



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





View the Real Property Legacy History Inquiry Detail — Address

Navigation

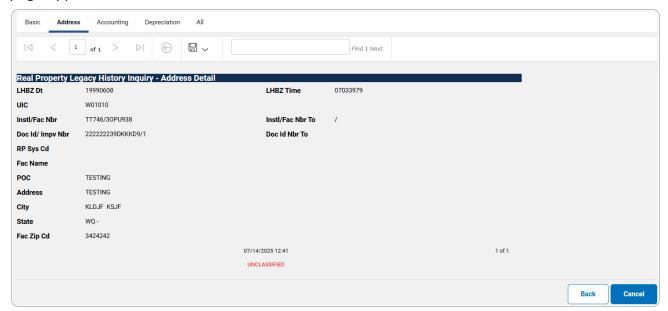
Inquiries > Real Property > Legacy History > Search Criteria > Search Results > Inquiry Row hyperlink > Basic > Address Tab > Real Property Legacy History Inquiry — Address Detail page

Procedures

Export the Real Property Legacy History Inquiry — Address Detail

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

1. Select the Address Tab. The **Real Property Legacy History Inquiry** — **Address Detail** page appears.



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



Unclassified



3. Follow the prompts provided by the computer.

Select . The **Real Property Legacy History Inquiry — Criteria** page appears.

4.

OR

Select the Basic tab. The **Real Property Legacy History Inquiry Detail — Basic** page appears.

OR

Select the Accounting tab. *The Real Property Legacy History Inquiry Detail — Accounting page appears*.

OR

Select the Depreciation tab. *The Real Property Legacy History Inquiry Detail — Depreciation page appears*.

OR

Select the All tab. The **Real Property Legacy History Inquiry Detail — All** page appears.

OR

Select Back

. The **Real Property Legacy History Inquiry — Results** page appears.

Search the Results

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





View the Real Property Legacy History Inquiry Detail — Accounting

Navigation

Inquiries > Real Property > Legacy History > Search Criteria > Search Results > Inquiry Row hyperlink > Basic > Accounting Tab > Real Property Legacy History Inquiry — Accounting Detail page

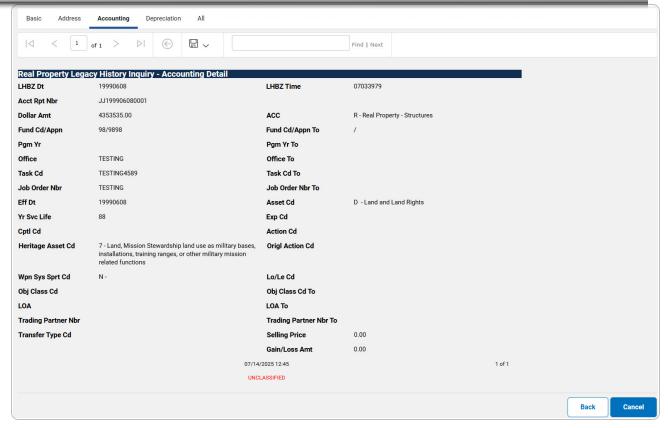
Procedures

Export the Real Property Legacy History Inquiry — Accounting Detail

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

1. Select the Accounting Tab. The **Real Property Legacy History Inquiry** — **Accounting Detail** page appears.





- 2. Select to choose the print format (Excel, PDF, or Word). The procedure leaves the application based on the selection made.
- 3. Follow the prompts provided by the computer.

Select . The **Real Property Legacy History Inquiry — Criteria** page appears.

4.

OR

Select the Basic tab. The **Real Property Legacy History Inquiry Detail — Basic** page appears.

OR

Select the Depreciation tab. *The Real Property Legacy History Inquiry Detail — Depreciation page appears*.



OR

Select the All tab. The **Real Property Legacy History Inquiry Detail — All** page appears.

OR

Select . The **Real Prop**

. The **Real Property Legacy History 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 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 Real Property Legacy History Inquiry Detail — Depreciation

Navigation

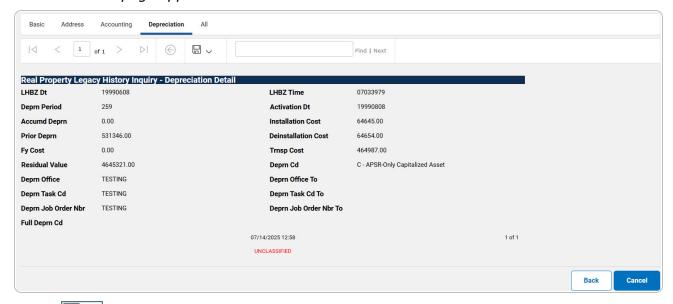
Inquiries > Real Property > Legacy History > Search Criteria > Search Results > Inquiry Row hyperlink > Basic > Depreciation Tab > Real Property Legacy History Inquiry — Depreciation Detail page

Procedures

Export the Real Property Legacy History Inquiry — Depreciation Detail

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

Select the Depreciation Tab. The Real Property Legacy History Inquiry — Depreciation Detail page appears.



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



Unclassified



3. Follow the prompts provided by the computer.

Select . The **Real Property Legacy History Inquiry — Criteria** page appears.

4.

OR

Select the Basic tab. The **Real Property Legacy History Inquiry Detail — Basic** page appears.

OR

Select the Address tab. *The Real Propert Legacy History Inquiry Detail — Address page appears*.

OR

Select the Accounting tab. *The Real Property Legacy History Inquiry Detail — Accounting page appears*.

OR

Select the All tab. The **Real Property Legacy History Inquiry Detail — All** page appears.

OR

Select . The **Real Property Legacy History 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 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 Real Property Legacy History Inquiry Detail — All

Navigation

Inquiries > Real Property > Legacy History > Search Criteria > Search Results > Inquiry Row hyperlink > Basic > All Tab > Real Property Legacy History Inquiry — All Detail page

Procedures

Export the Real Property Legacy History Inquiry — All Detail

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

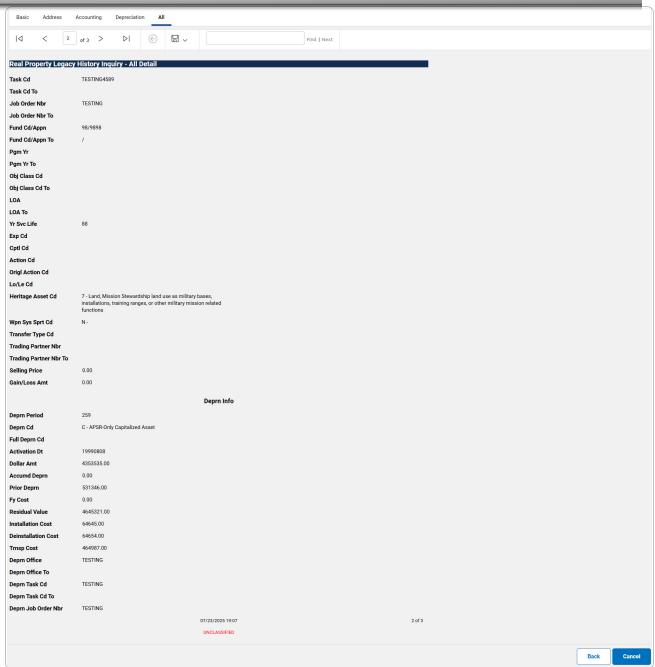
1. Select the All Tab. The **Real Property Legacy History Inquiry — All Detail** page appears.



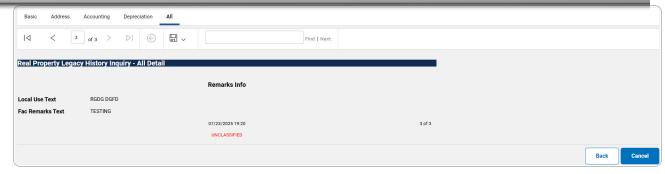




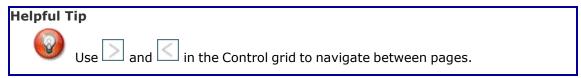








- A. Verify the Basic INFO section.
- B. Verify the Address Info section.
- C. Verify the Accounting INFO section.



- D. Verify the DEPRN INFO section.
- E. Verify the Remarks INFO section.
- 2. Select to choose the print format (Excel, PDF, or Word). The procedure leaves the application based on the selection made.
- 3. Follow the prompts provided by the computer.

Select . The **Real Property Legacy History Inquiry — Criteria** page appears.

4.

OR

Select the Basic tab. The **Real Property Legacy History Inquiry Detail — Basic** page appears.

OR

Select the Address tab. *The Real Propert Legacy History Inquiry Detail — Address page appears*.

OR





Select the Accounting tab. *The Real Property Legacy History Inquiry Detail — Accounting page appears*.

OR

Select the Depreciation tab. *The Real Property Legacy History Inquiry Detail — Depreciation page appears*.

OR

Select . The **Real Property Legacy History 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 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.