



Search for a Pending Transactions Due-Out Inquiry — Criteria

Overview

The Property Accountability module Pending Transactions Due-Out Inquiry process provides the ability to search for Due-Out records.

Navigation

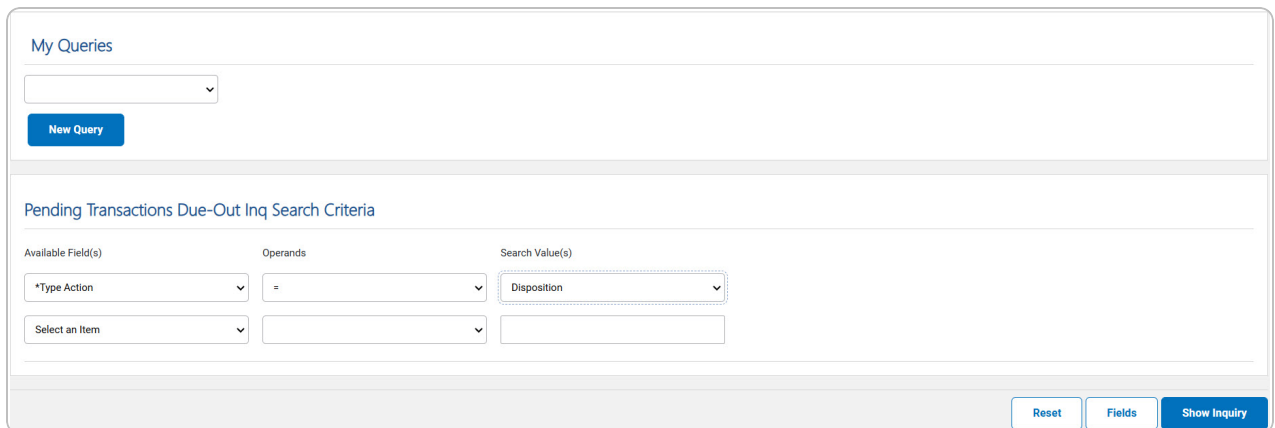
Inquiries > Pending TRAN > Due-Out > Pending Transactions Due-Out Inquiry Search Criteria page

Procedures

Search for a Pending Transactions Due-Out 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 'Pending Transactions Due-Out Inq Search Criteria' form. At the top, there is a 'My Queries' section with a dropdown menu and a 'New Query' button. Below this, the main search criteria section is titled 'Pending Transactions Due-Out Inq Search Criteria'. It contains three columns: 'Available Field(s)', 'Operands', and 'Search Value(s)'. Under 'Available Field(s)', there is a dropdown menu with '*Type Action' selected. Under 'Operands', there is a dropdown menu with '=' selected. Under 'Search Value(s)', there is a dropdown menu with 'Disposition' selected. Below these columns, there is a row of three input fields, each with a dropdown menu. The first dropdown menu is labeled 'Select an Item'. 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. The first Available Field(s) option (Type Action) 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  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.

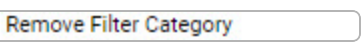
4. Choose which Search Value(s) to use in the search.

- 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 **Pending Transactions Due-Out 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

Pending Transactions Due-Out Inq Search Criteria

Available Field(s)	Operands	Search Value(s)
*Type Action	=	Disposition
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.
- Select . The **Pending Transactions Due-Out Inquiry — Select Fields** page appears.
4. OR
- Select . The **Pending Transactions Due-Out 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](#)

Pending Transactions Due-Out Inq Search Criteria

Available Field(s)	Operands	Search Value(s)
*Type Action	=	Disposition
Select an Item		

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

Select [Fields](#). The **Pending Transactions Due-Out Inquiry – Select Fields** page appears.

2.

OR

Select [Show Inquiry](#). The **Pending Transactions Due-Out Inquiry – Results** page appears.

Update a My Queries Inquiry

- 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

Test 2

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

Pending Transactions Due-Out Inq Search Criteria

Available Field(s)	Operands	Search Value(s)
*Type Action	=	Disposition
Select an Item		

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





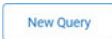
2. Select . The query information is updated.

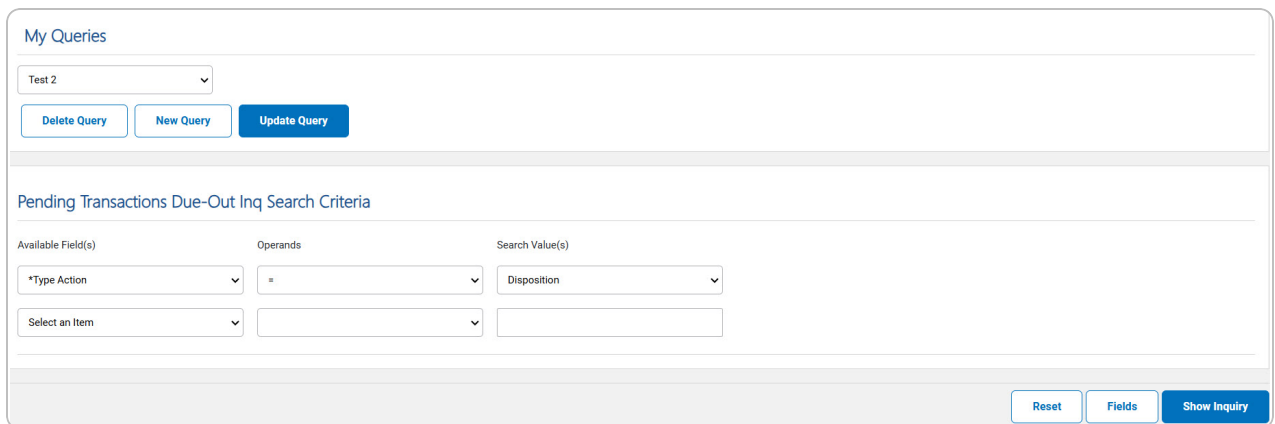
Select . The **Pending Transactions Due-Out Inquiry — Select Fields** page appears.

3.
OR

Select . The **Pending Transactions Due-Out 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 **Pending Transactions Due-Out Inquiry — Select Fields** page appears.





Search for a Pending Transactions Due-Out Inquiry — Results

Navigation

Inquiries > Pending TRAN > Due-Out > Search Criteria > [Show Inquiry](#) > Pending Transactions Due-Out Inquiry Search Results page

Procedures

Export the Pending Transactions Due-Out Inquiry Results

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

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

Rows Retrieved = 1

Approval Dt	Asset Id	Basic Symbol To	Customize Nbr From	Customize Nbr To	Design Ctl	Out Nbr	Entered By	Item Desc	Lot	Type Action	Process Action	Stock Nbr	Serial Nbr	Site Id From	Site Id To	Trans Qty	UIC From	UIC To
12/28/2012	WML03000004	WML03000004	WML03000004	WML03000004	1	123456789012	2000000	USED FOR TESTING PROJ	BLDG 101	TI	RP	WML03000000	2700000000	W10000	W10000	1	E10124	

[Cancel](#)

Note



To reach the optional fields, refer to the Pending Transactions Due-Out Inquiry — Field Selection page.

2. Select [Cancel](#). The **Pending Transactions Due-Out Inquiry Search Criteria** page appears.

Search the Results

1. Select the empty field [Find](#) | [Next](#).
2. Enter the characters or words to search. Entries are not case sensitive.





3. Select to search for the entry. *The entry appears highlighted in the file.*
4. Select to find the next matching value. *This feature is available if multiple results are found.*

View the Pending Transactions Due-Out Inquiry Detail

Select the desired APPROVAL DT row. The **Pending Transactions Due-Out Inquiry Basic Detail** page appears.





Select Fields for the Pending Transactions Due-Out Inquiry

Navigation

Inquiries > Pending TRAN > Due-Out > Search Criteria > > Pending Transactions Due-Out 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 **Pending Transactions Due-Out Inquiry Field Selection** page appears.





Help Reference Guide

Field Selection

Extract Excel File ☒

Extract Text, Comma Separated File ☐

Extract Id

Privacy Type

My Selections

New Selection List

☐	Field	Field Description
☒	Approval Dt	Date on which item disposition is approved by either Property Book Officer or Hand Receipt Holder
☒	Asset Id	Unique locally assigned code used for identification purposes.
☒	Basic Symbol To	Revised Basic Symbol.
☒	Custodian Nbr From	Customer Number
☒	Custodian Nbr To	Revised Customer Number
☒	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.
☒	Doc Nbr	Unique numbers either automatically or manually assigned to track a requisition through the system from receipt to closing and to post hand receipt actions.
☒	Estbd By	The name of the entity inserting this row.
☒	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.
☒	Loc	Physical location of an asset.
☒	Type Action	The type of action that was done on a specific record that is being written to history.
☒	Process Action	Provides current status of a row(s) being processed
☒	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 Nbr not available, use FSC and description.
☒	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 From	Site Identification From.
☒	Site Id To	Site Identification To.
☒	Tran Qty	Transaction Quantity of the item being processed.
☒	UIC From	Unit Identification Code
☒	UIC To	Revised code that uniquely identifies a unit, organization, or activity. The first position is the Service designator, positions 2-4 are the Parent Organization designator, and positions 5-6 are the Descriptive designator
☐	ASN	This number is the revised APPN. This field includes the Appropriation Allotment Serial Number and the Funds Code
☐	Estbd Dt	The date this row was inserted into the database.
☐	Inv Nbr	The number assigned to the group of assets selected for an inventory.
☐	Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
☐	Last Updtd By	Last updated by (user id)
☐	Trading Partner Nbr	This code identifies the intragovernmental trading partner for transfer actions. Used when reporting eliminations in the CFO Accounting Statement Report.
☐	Transfer Type Cd	Code to let user know what type of fund the asset has been transferred from or being transferred to.

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.*



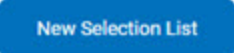


OR

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

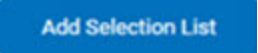
Cancel Selection
Add Selection List

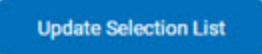
☐	Field	Field Description
☒	Approval Dt	Date on which item disposition is approved by either Property Book Officer or Hand Receipt Holder
☒	Asset Id	Unique locally assigned code used for identification purposes.

Note



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

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

 is replaced by  and .

Select  for small volumes of data. *The **Pending Transactions Due-Out Inquiry — Results** page appears.*

-





OR

Submit

Select **Submit** for large volumes of data. The **Pending Transactions Due-Out 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
☒	Approval Dt	Date on which item disposition is approved by either Property Book Officer or Hand Receipt Holder
☒	Asset Id	Unique locally assigned code used for identification purposes.

Select **Show Inquiry** for small volumes of data. The **Pending Transactions Due-Out Inquiry — Results** page appears.

- 2.

OR

Submit

Select **Submit** for large volumes of data. The **Pending Transactions Due-Out Inquiry Transaction Status** page appears.

Update a Selection List

1. Use  to select the desired Selection List. The page refreshes, the search criteria fields change, and **New Selection List** is joined by **Update Selection List** and **Delete Selection List**.





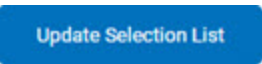
Help Reference Guide

My Selections

Test 2

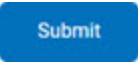
Delete Selection List
New Selection List
Update Selection List

☐	Field	Field Description
☒	Approval Dt	Date on which item disposition is approved by either Property Book Officer or Hand Receipt Holder
☒	Asset Id	Unique locally assigned code used for identification purposes.

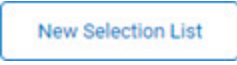
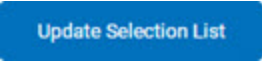
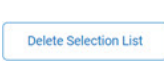
2. Select . The page refreshes.

Select  for small volumes of data. The **Pending Transactions Due-Out Inquiry — Results** page appears.

3.
OR

Select  for large volumes of data. The **Pending Transactions Due-Out 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
☒	Approval Dt	Date on which item disposition is approved by either Property Book Officer or Hand Receipt Holder
☒	Asset Id	Unique locally assigned code used for identification purposes.

2. Select . The page refreshes and the list is immediately deleted.

Modify the Fields Used for the Inquiry

Selecting  at any point of this procedure removes all revisions and closes the page.

Bold numbered steps are required.

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





1. Select [Fields](#). The **Pending Transactions Due-Out Inquiry** 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
☒	Approval Dt	Date on which item disposition is approved by either Property Book Officer or Hand Receipt Holder
☒	Asset Id	Unique locally assigned code used for identification purposes.
☒	Basic Symbol To	Revised Basic Symbol.
☒	Custodian Nbr From	Customer Number
☒	Custodian Nbr To	Revised Customer Number
☒	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.
☒	Doc Nbr	Unique numbers either automatically or manually assigned to track a requisition through the system from receipt to closing and to post hand receipt actions.
☒	Estbd By	The name of the entity inserting this row.
☒	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.
☒	Loc	Physical location of an asset.
☒	Type Action	The type of action that was done on a specific record that is being written to history.
☒	Process Action	Provides current status of a row(s) being processed
☒	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 Nbr not available, use FSC and description.
☒	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 From	Site Identification From.
☒	Site Id To	Site Identification To.
☒	Tran Qty	Transaction Quantity of the item being processed.
☒	UIC From	Unit Identification Code
☒	UIC To	Revised code that uniquely identifies a unit, organization, or activity. The first position is the Service designator, positions 2-4 are the Parent Organization designator, and positions 5-6 are the Descriptive designator
☐	ASN	This number is the revised APPN. This field includes the Appropriation Allotment Serial Number and the Funds Code
☐	Estbd Dt	The date this row was inserted into the database.
☐	Inv Nbr	The number assigned to the group of assets selected for an inventory.
☐	Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
☐	Last Updtd By	Last updated by (user id)
☐	Trading Partner Nbr	This code identifies the intragovernmental trading partner for transfer actions. Used when reporting eliminations in the CFO Accounting Statement Report.
☐	Transfer Type Cd	Code to let user know what type of fund the asset has been transferred from or being transferred to.

Cancel
Reset
Show Inquiry
Submit

2. Select the fields required for the inquiry. The first 19 fields are automatically selected.





Note



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

Show Inquiry

Select  for small volumes of data. The **Pending Transactions Due-Out Inquiry – Results** page appears.

3.

OR

Submit

Select  for large volumes of data. The **Pending Transactions Due-Out Inquiry Transaction Status** page appears.





View the Pending Transactions Due-Out Inquiry Detail — Basic

Navigation

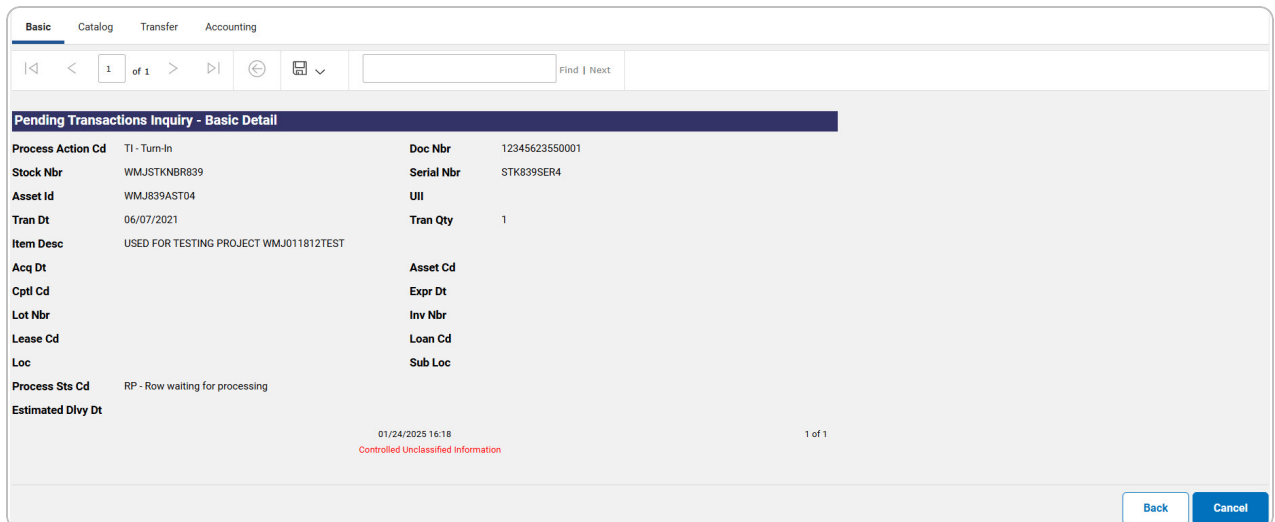
Inquiries > Pending TRAN > Due-Out > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Pending Transactions Due-Out Inquiry Basic Detail page

Procedures

Export the Pending Transactions Due-Out 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 Pending Transactions Due-Out Inquiry Basic Detail grid.

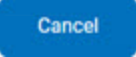


The screenshot shows the 'Pending Transactions Due-Out Inquiry - Basic Detail' grid. The grid displays various fields including Process Action Cd, Stock Nbr, Asset Id, Tran Dt, Item Desc, Acq Dt, Cptl Cd, Lot Nbr, Lease Cd, Loc, Process Sts Cd, Estimated Divy Dt, Doc Nbr, Serial Nbr, Utl, Tran Qty, Asset Cd, Expr Dt, Inv Nbr, Loan Cd, and Sub Loc. The grid is currently showing one row of data. The status bar at the bottom indicates '1 of 1' and 'Controlled Unclassified Information'.

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





4. Select . The **Pending Transactions Due-Out Inquiry — Criteria** page appears.

OR

Select the Catalog tab. The **Pending Transactions Due-Out Inquiry Detail — Catalog** page appears.

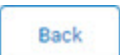
OR

Select the Transfer tab. The **Pending Transactions Due-Out Inquiry Detail — Transfer** page appears.

OR

Select the Accounting tab. The **Pending Transactions Due-Out Inquiry Detail — Accounting** page appears.

OR

- Select . The **Pending Transactions Due-Out Inquiry — Results** page appears.

Search the Results

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





View the Pending Transactions Due-Out Inquiry Detail — Catalog

Navigation

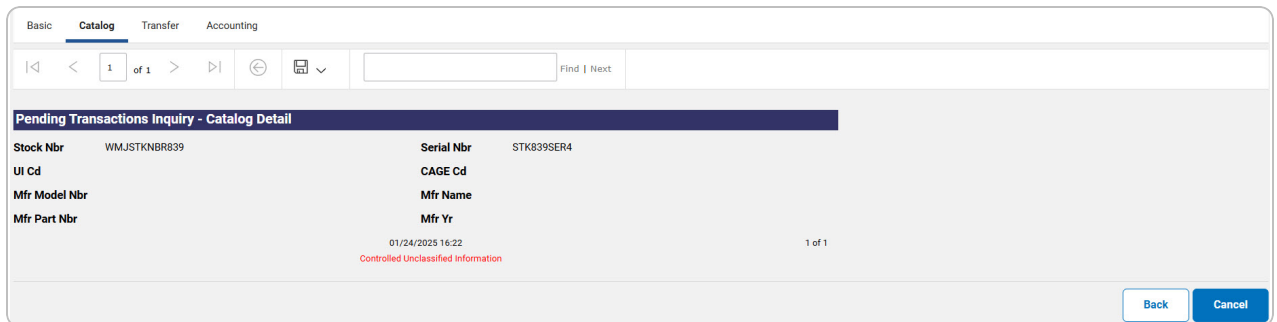
Inquiries > Pending TRAN > Due-Out > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Basic Detail > Catalog Tab > Pending Transactions Due-Out Inquiry Catalog Detail page

Procedures

Export the Pending Transactions Due-Out Inquiry Catalog Detail

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

1. Verify the Pending Transactions Due-Out Inquiry Catalog 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 [Cancel](#). The **Pending Transactions Due-Out Inquiry — Criteria** page appears.

- 4.

OR





Help Reference Guide

Select the Basic tab. The **Pending Transactions Due-Out Inquiry — Criteria Inquiry Detail — Basic** page appears.

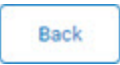
OR

Select the Transfer tab. The **Pending Transactions Due-Out Inquiry Detail — Transfer** page appears.

OR

Select the Accounting tab. The **Pending Transactions Due-Out Inquiry Detail — Accounting** page appears.

OR

Select . The **Pending Transactions Due-Out Inquiry — Results** page appears.

Search the Results

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





View the Pending Transactions Due-Out Inquiry Detail — Transfer

Navigation

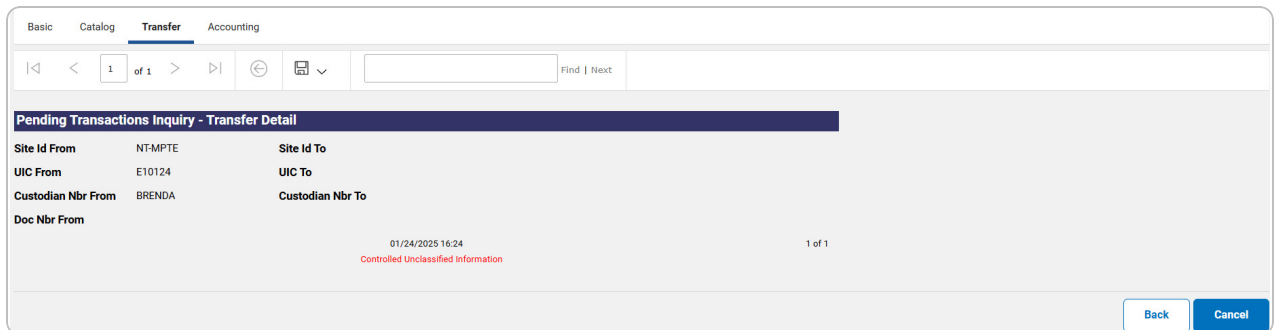
Inquiries > Pending TRAN > Due-Out > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Basic Detail > Transfer Tab > Pending Transactions Due-Out Inquiry Transfer Detail page

Procedures

Export the Pending Transactions Due-Out Inquiry Detail — Transfer

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

1. Verify the Pending Transactions Due-Out Inquiry Transfer Detail grid.



The screenshot shows the 'Pending Transactions Inquiry - Transfer Detail' grid. The grid has tabs for 'Basic', 'Catalog', 'Transfer', and 'Accounting'. The 'Transfer' tab is selected. The grid displays the following information:

Site Id From	NT-MPTE	Site Id To
UIC From	E10124	UIC To
Custodian Nbr From	BRENDA	Custodian Nbr To
Doc Nbr From		

At the bottom of the grid, there is a date stamp '01/24/2025 16:24' and the text 'Controlled Unclassified Information'. The grid is labeled '1 of 1'.

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

Select [Cancel](#). The **Pending Transactions Due-Out Inquiry — Criteria** page appears.

- 4.

OR





Help Reference Guide

Select the Basic tab. The **Pending Transactions Due-Out Inquiry — Criteria Inquiry Detail — Basic** page appears.

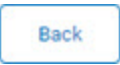
OR

Select the Catalog tab. The **Pending Transactions Due-Out Inquiry Detail — Catalog** page appears.

OR

Select the Accounting tab. The **Pending Transactions Due-Out Inquiry Detail — Accounting** page appears.

OR

Select . The **Pending Transactions Due-Out Inquiry — Results** page appears.

Search the Results

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





View the Pending Transactions Due-Out Inquiry Detail — Accounting

Navigation

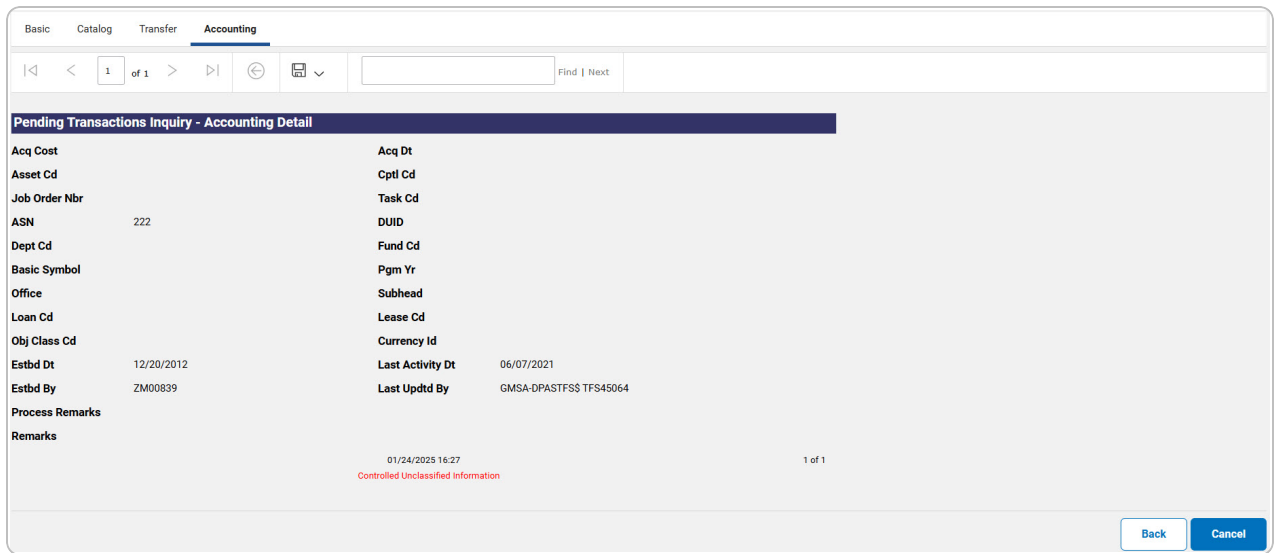
Inquiries > Pending TRAN > Due-Out > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Basic Detail > Accounting Tab > Pending Transactions Due-Out Inquiry Accounting Detail page

Procedures

Export the Pending Transactions Due-Out Inquiry Accounting Detail

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

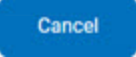
1. Verify the Pending Transactions Due-Out Inquiry Accounting Detail grid.



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.





4. Select . The **Pending Transactions Due-Out Inquiry — Criteria** page appears.

OR

Select the Basic tab. The **Pending Transactions Due-Out Inquiry — Criteria Inquiry Detail — Basic** page appears.

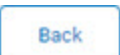
OR

Select the Catalog tab. The **Pending Transactions Due-Out Inquiry Detail — Catalog** page appears.

OR

Select the Transfer tab. The **Pending Transactions Due-Out Inquiry Detail — Transfer** page appears.

OR

Select . The **Pending Transactions Due-Out Inquiry — Results** page appears.

Search the Results

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

