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

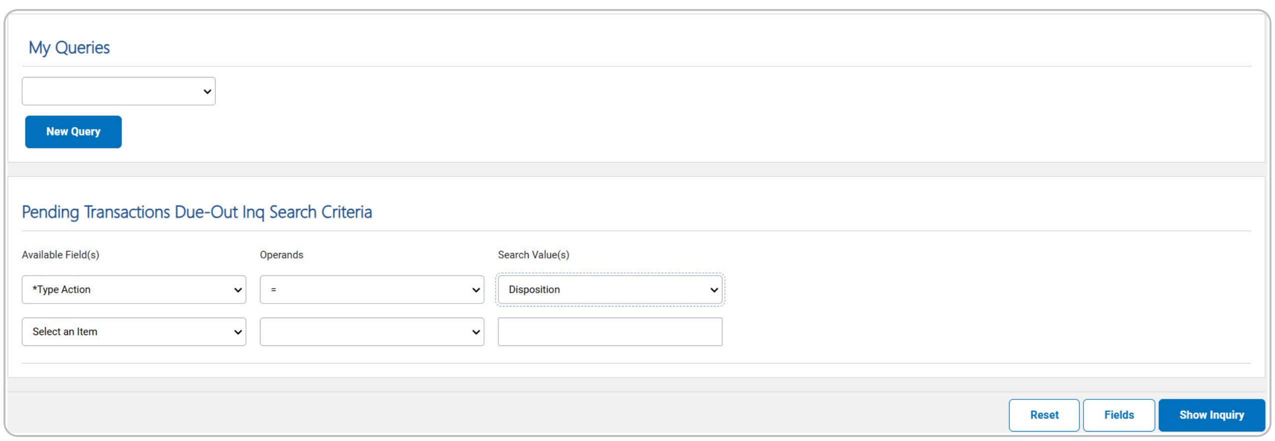
Inquiries > Pending TRAN > Due-Out > Pending Transactions Due-Out Inquiry Search Criteria page

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.



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 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.

B. Use to select the second Search Value.

Remove an Available Field Row

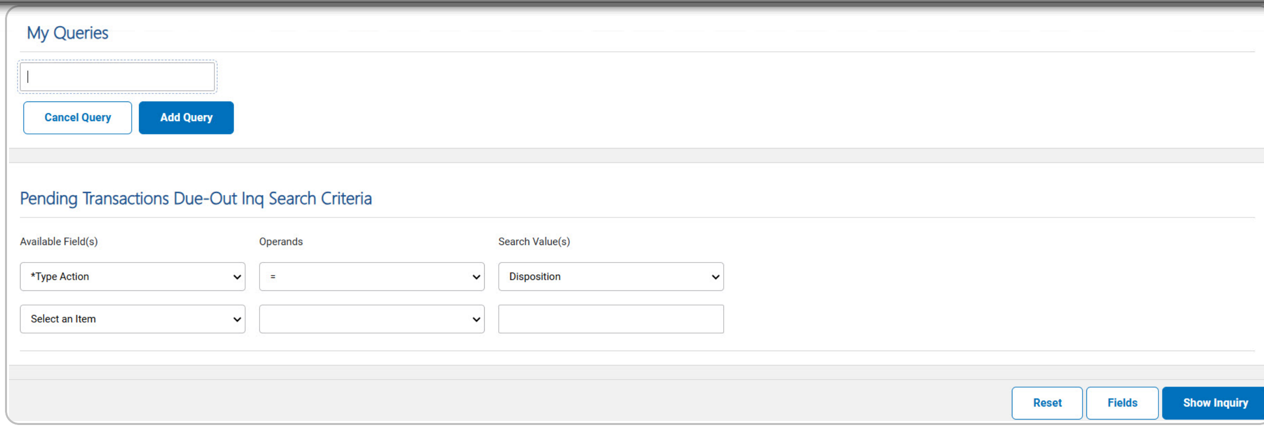
a. Use to select desired Available Field.

b. Select Remove Filter Category. *The desired row is removed.*

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

Add a My Queries Inquiry

1. Select New Query. *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 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.*

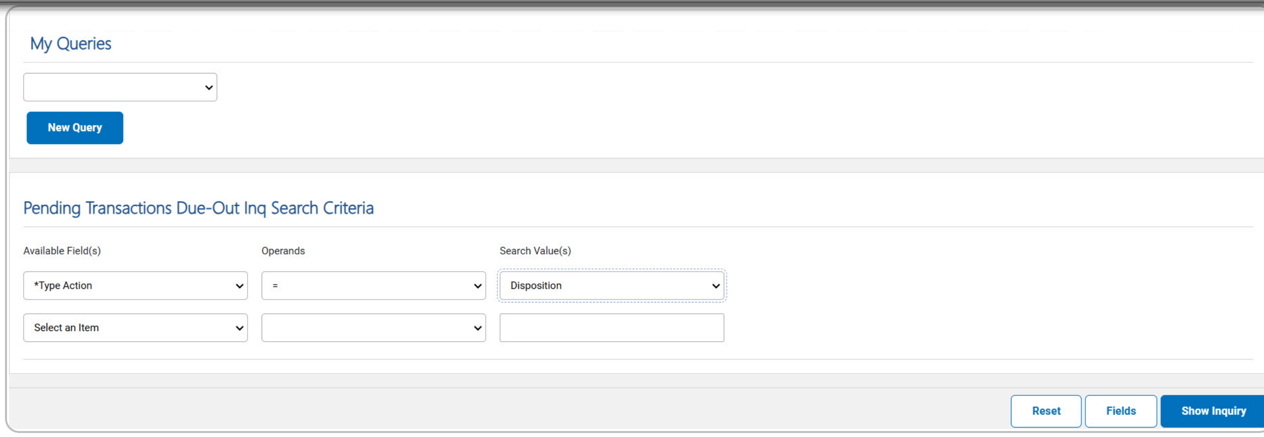
4. Select Fields. *The* ***Pending Transactions Due-Out Inquiry — Select Fields*** *page appears.*

   OR

   Select Show Inquiry. *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.*



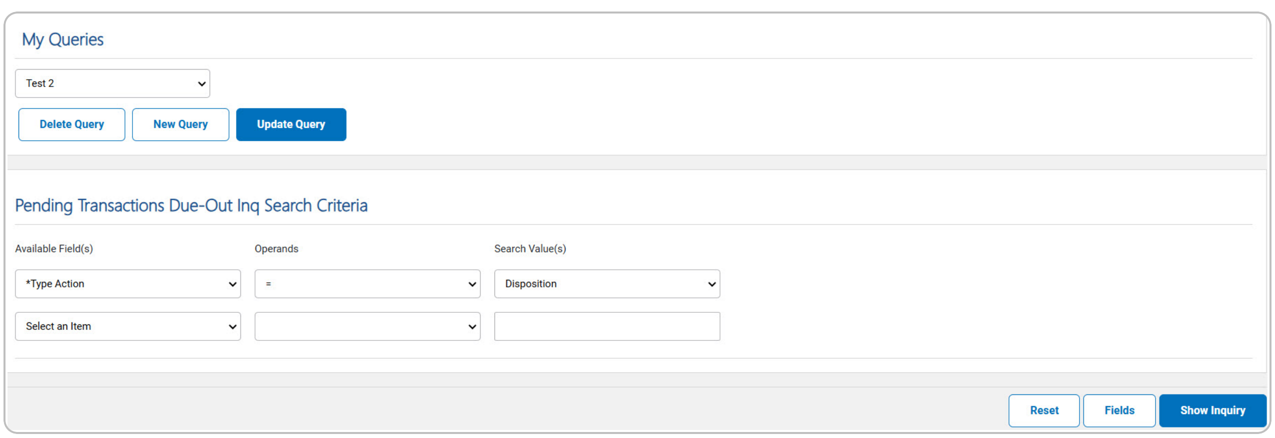
2. Select Fields. *The **Pending Transactions Due-Out Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Pending Transactions Due-Out 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.*



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

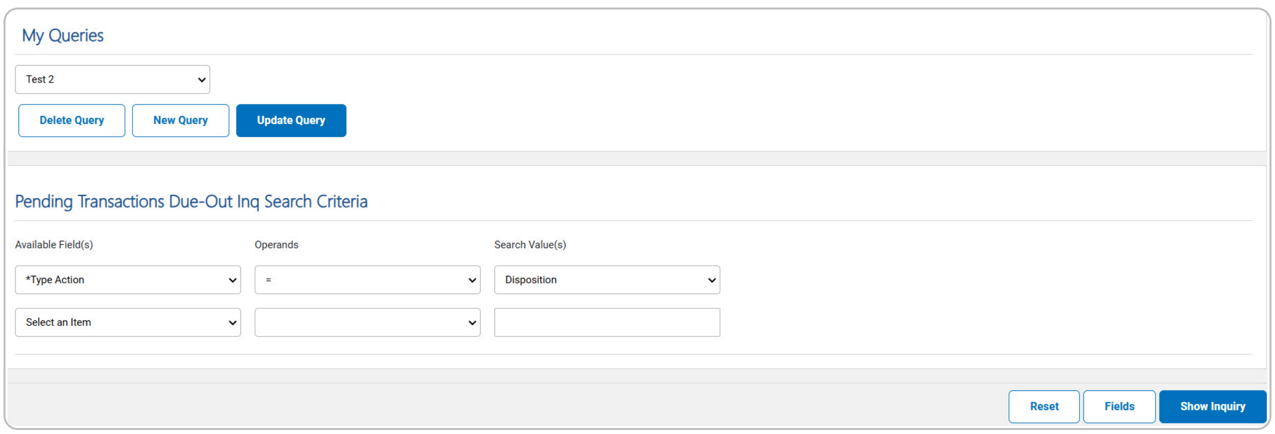
3. Select Fields. *The **Pending Transactions Due-Out Inquiry — Select Fields** page appears.*

   OR

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

Search for a Pending Transactions Due-Out Inquiry — Results

Navigation

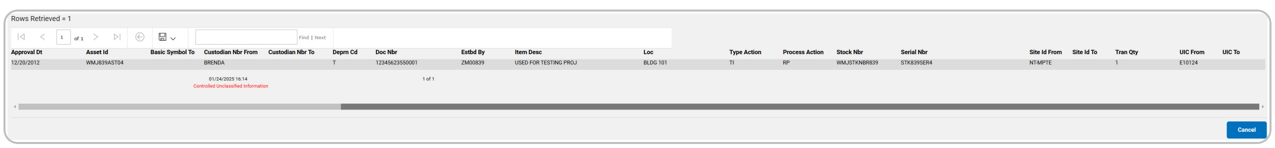
Inquiries > Pending TRAN > Due-Out > Search Criteria > Show Inquiry > Pending Transactions Due-Out Inquiry Search Results page

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.*



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 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 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

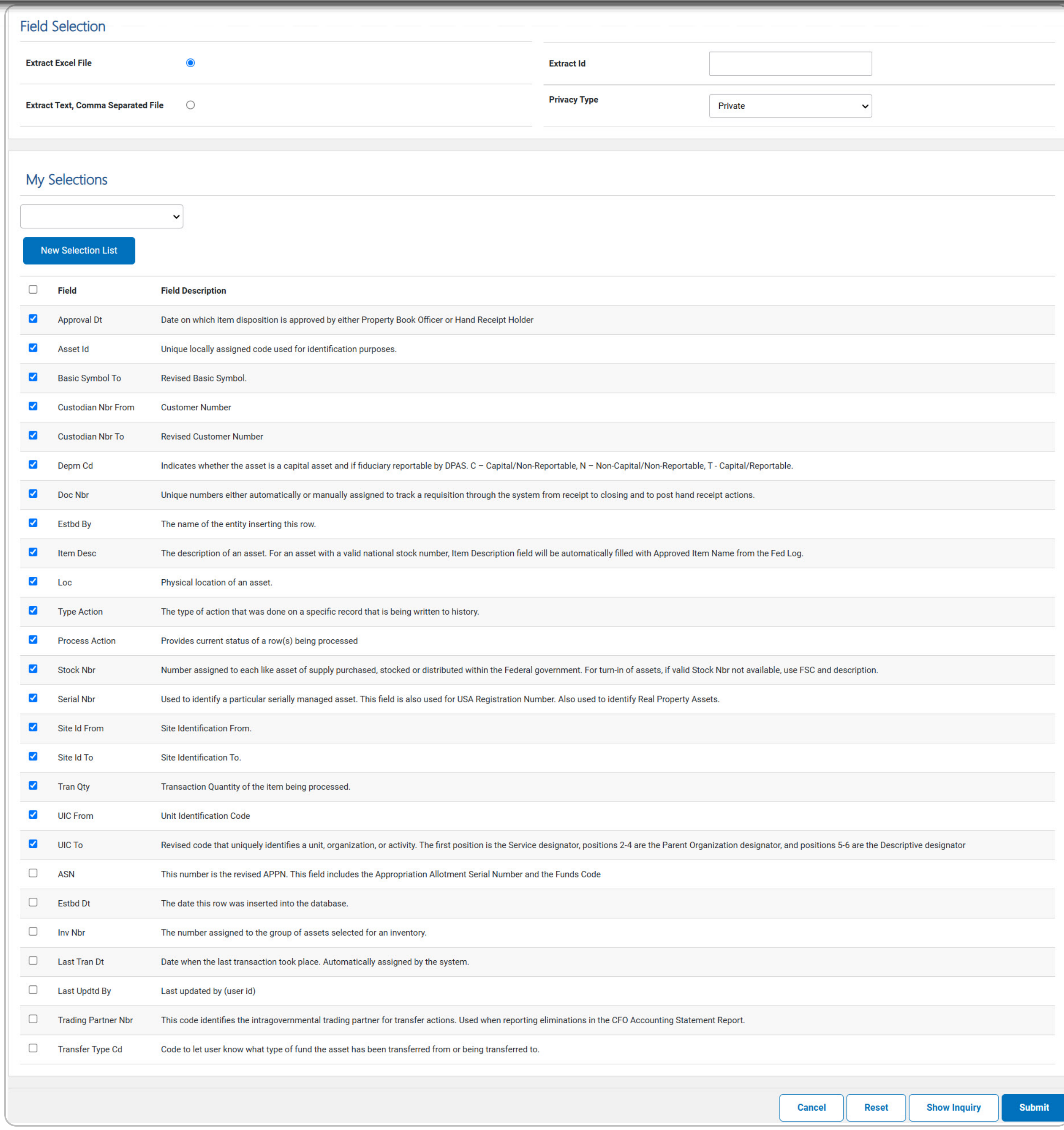
Inquiries > Pending TRAN > Due-Out > Search Criteria > Fields > Pending Transactions Due-Out Inquiry Fields Selection page

Procedures

Choose the Extracted Inquiry File Details

Selecting Cancel at any point of this procedure removes all revisions and closes the page, whereas selecting Reset returns all fields to the default "All" setting. ***Bold*** *numbered steps are required.*

1. Select Fields. *The* ***Pending Transactions Due-Out Inquiry Field Selection*** *page appears.*



Field Selection

Extract Excel File	◉	Extract Id	
Extract Text, Comma Separated File	○	Privacy Type	Private

My Selections

New Selection List

	Field	Field Description
☑	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

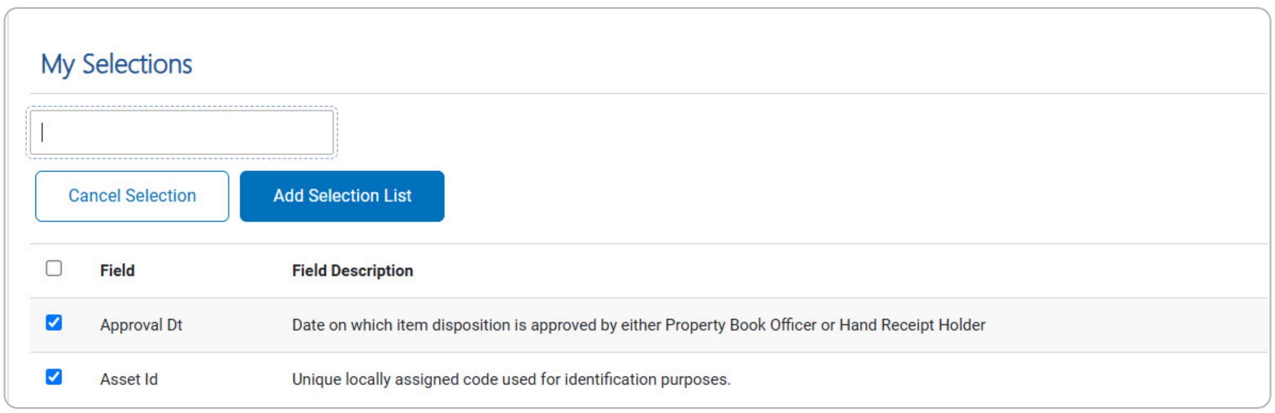
Click to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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.*



Note

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

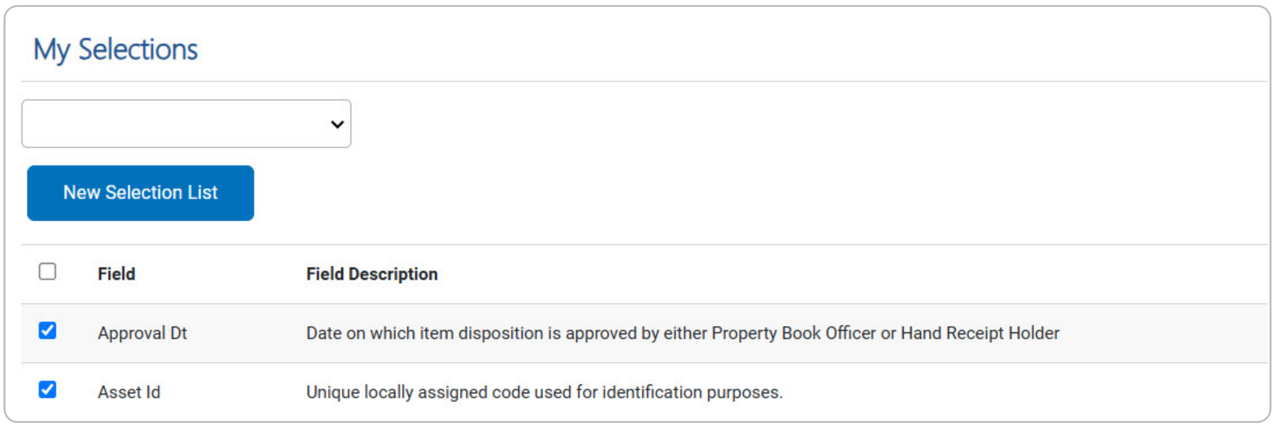
3. Select Show Inquiry for small volumes of data. *The **Pending Transactions Due-Out Inquiry — Results** page appears.*

OR

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.



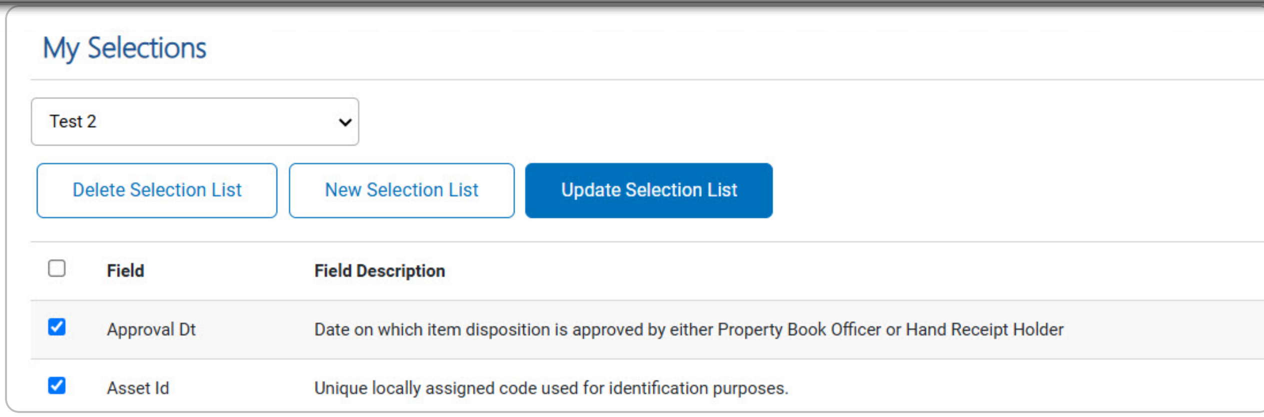
2. Select Show Inquiry for small volumes of data. *The **Pending Transactions Due-Out Inquiry — Results** page appears.*

   OR

   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.



2. Select Update Selection List. *The page refreshes.*

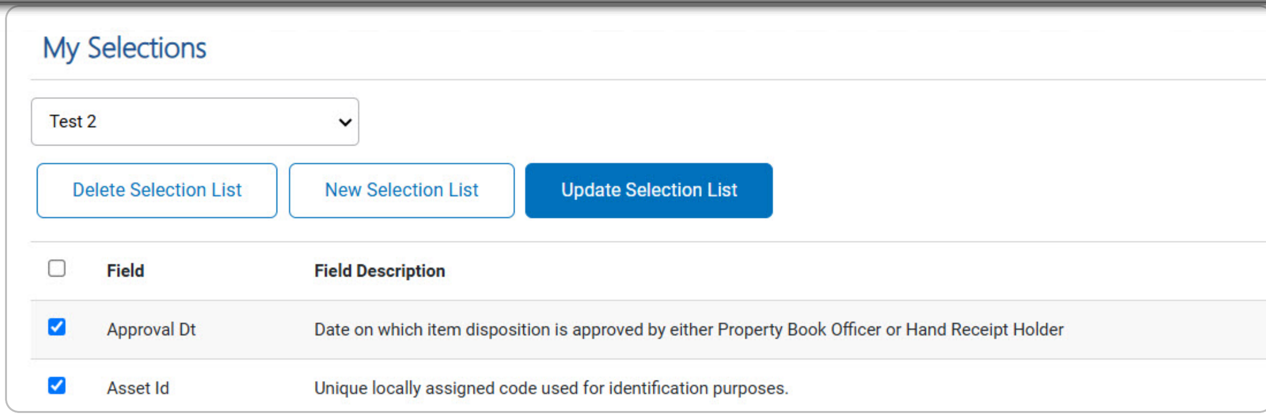
3. Select Show Inquiry for small volumes of data. *The **Pending Transactions Due-Out Inquiry — Results** page appears.*

   OR

   Select Submit 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List.

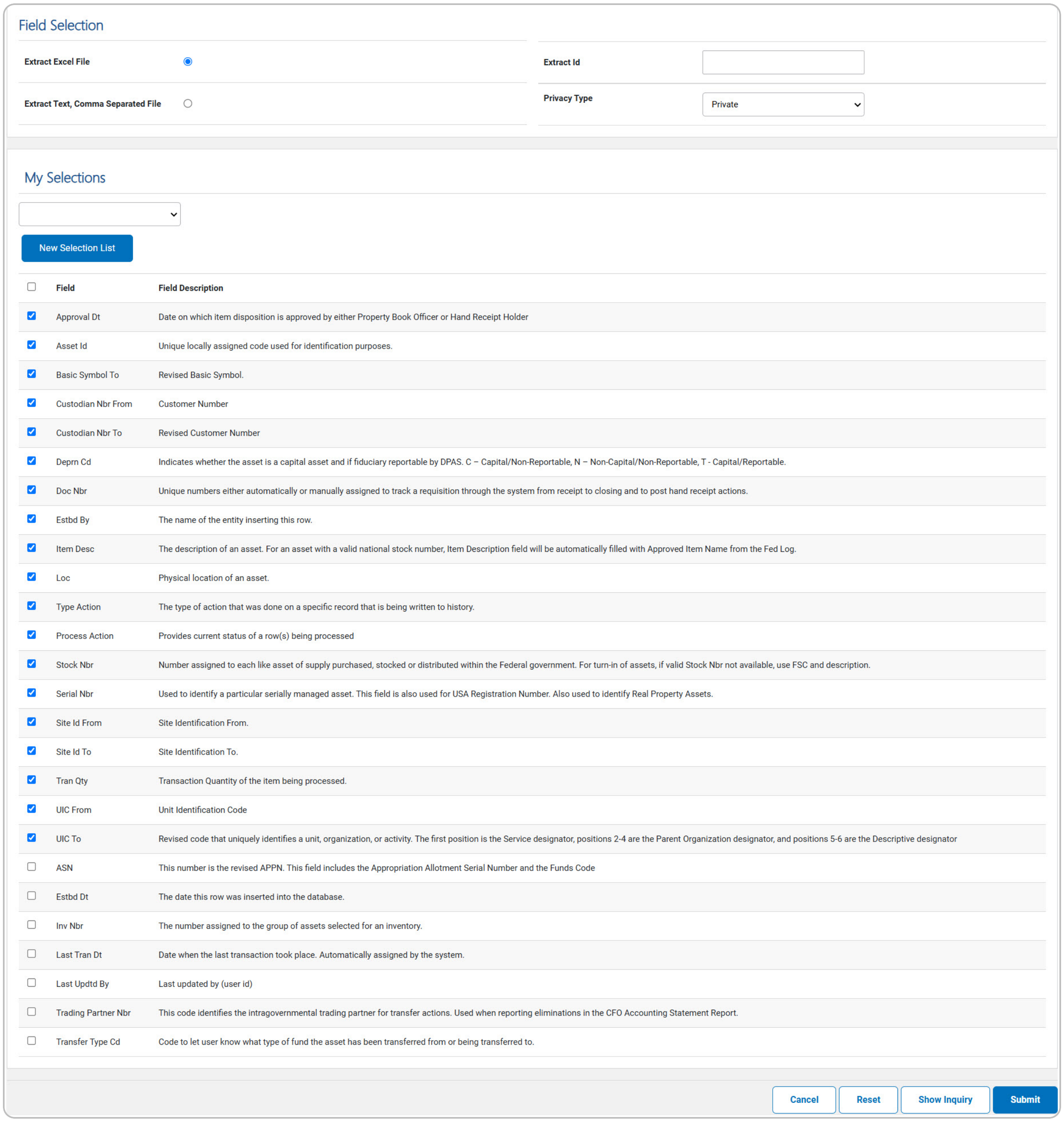


2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

Selecting Cancel *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 Reset *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 Id	
Extract Text, Comma Separated File	○	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 data-base. The more data returned, the longer the inquiry takes.

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

   OR

   Select Submit 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

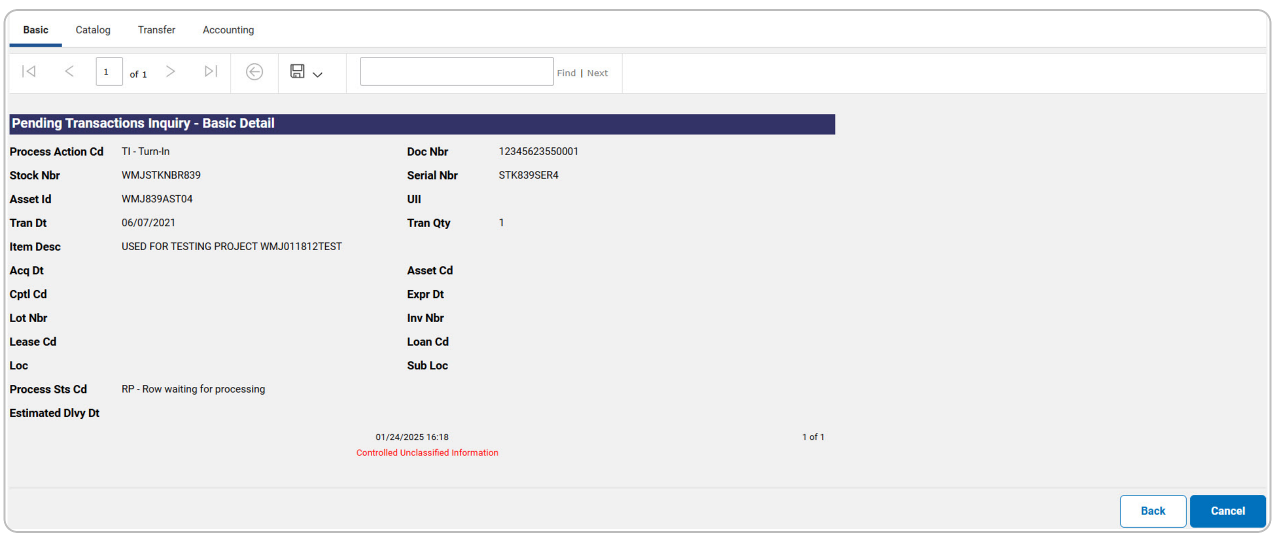
Inquiries > Pending TRAN > Due-Out > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Pending Transactions Due-Out Inquiry Basic Detail page

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.*



2. Select the save icon 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* ***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 Back. *The* ***Pending Transactions Due-Out 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 Pending Transactions Due-Out Inquiry Detail — Catalog

Navigation

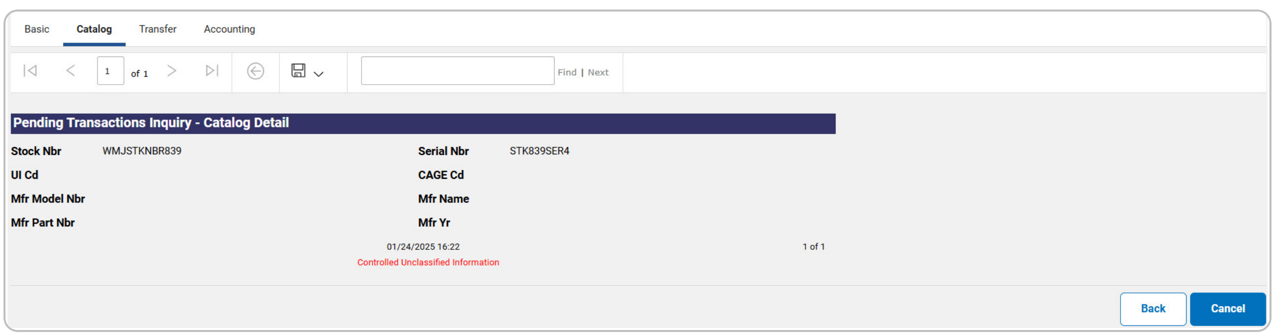
Inquiries > Pending TRAN > Due-Out > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Basic Detail > Catalog Tab > Pending Transactions Due-Out Inquiry Catalog Detail page

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 the save icon 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* ***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 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 Back. *The **Pending Transactions Due-Out 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 Pending Transactions Due-Out Inquiry Detail — Transfer

Navigation

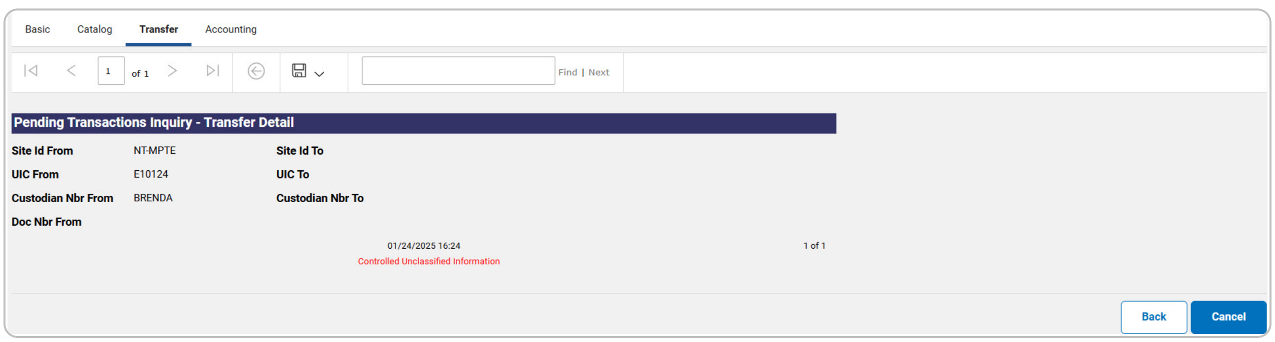
Inquiries > Pending TRAN > Due-Out > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Basic Detail > Transfer Tab > Pending Transactions Due-Out Inquiry Transfer Detail page

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.*



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

OR

Select Back. *The **Pending Transactions Due-Out 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 Pending Transactions Due-Out Inquiry Detail — Accounting

Navigation

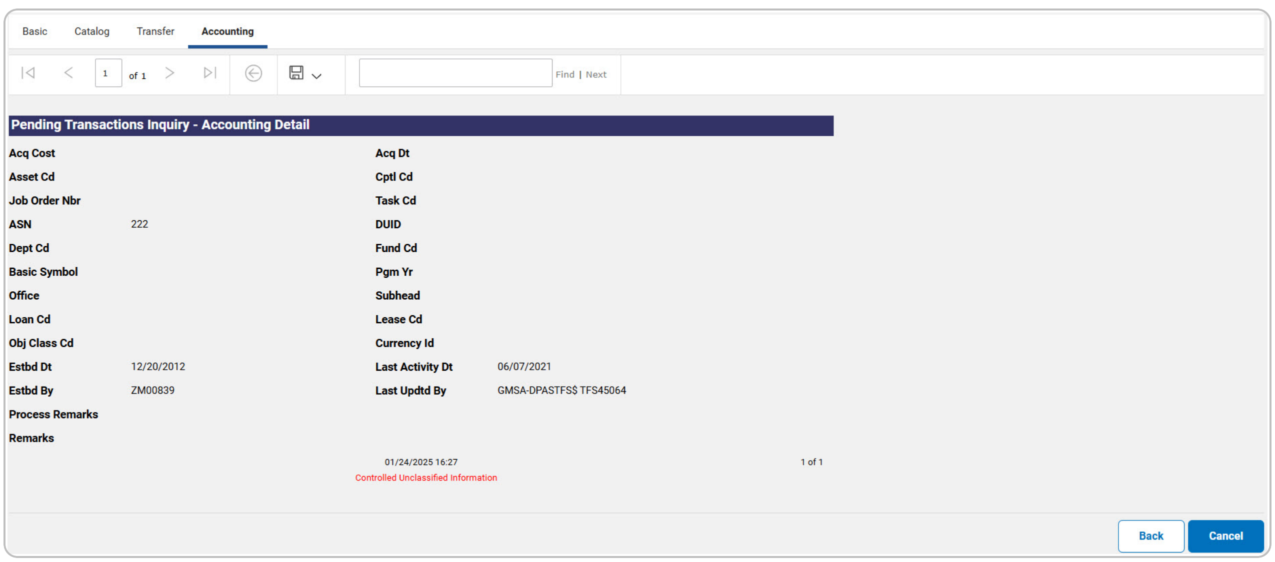
Inquiries > Pending TRAN > Due-Out > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Basic Detail > Accounting Tab > Pending Transactions Due-Out Inquiry Accounting Detail page

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 the save icon 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 **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 Back. *The **Pending Transactions Due-Out 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.*