



Search for a Personal Property Ancillary Cost Inquiry — Criteria

Overview

The Property Accountability module Personal Property Ancillary Cost Inquiry process provides the ability to search for Ancillary Cost records.

Navigation

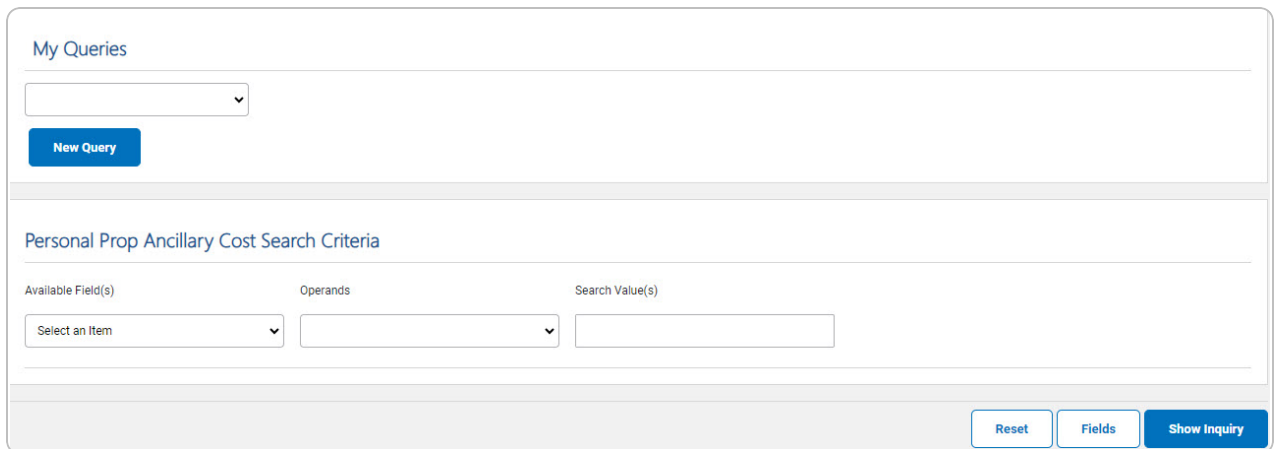
Inquiries > Accounting > Ancillary Cost > Personal Property Ancillary Cost Inquiry Search Criteria page

Procedures

Search for a Personal Property Ancillary Cost Inquiry — Criteria

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

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



The screenshot shows a web interface for searching Personal Property Ancillary Cost records. At the top, there is a section titled "My Queries" with a dropdown menu and a "New Query" button. Below this is the "Personal Prop Ancillary Cost Search Criteria" section. It contains three input fields: "Available Field(s)" with a dropdown menu showing "Select an Item", "Operands" with a dropdown menu, and "Search Value(s)" with a text input field. At the bottom right of the form, there are three buttons: "Reset", "Fields", and "Show Inquiry".

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





Note



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

Note



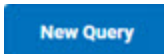
Select  to modify the fields used in the inquiry. *The Fields Selection page opens.*

3. Choose which Operands to use in the search.
 - A. Use  to select the first Operands.
 - B. Use  to select the second Operands.
4. Choose which Search Value(s) to use in the search.
 - A. Use  to select the first Search Value.
 - B. Use  to select the second Search Value.

Remove an Available Field Row

- a. Use  to select desired Available Field.
 - b. Select . *The desired row is removed.*
5. Select . *The **Personal Property Ancillary Cost Inquiry — Results** page appears.*

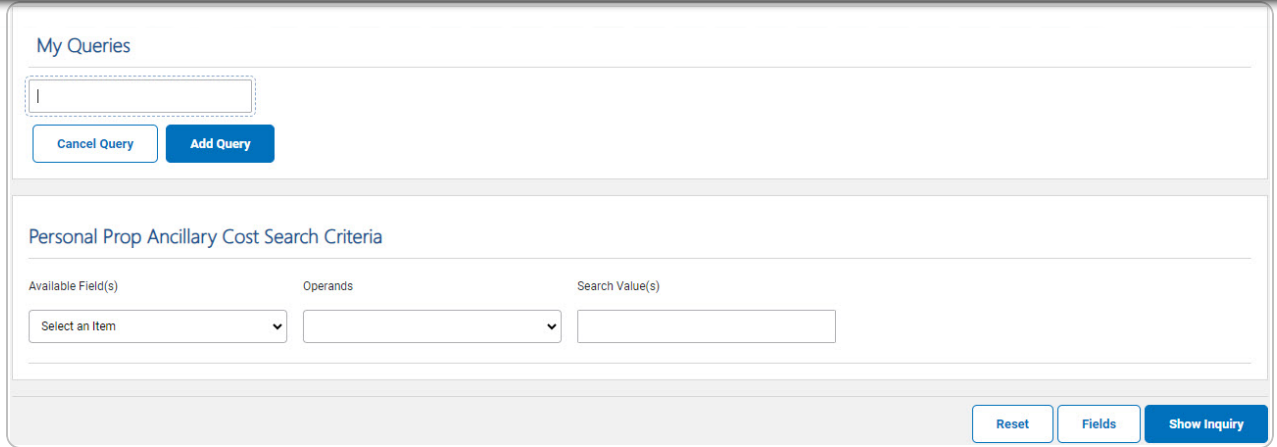
Add a My Queries Inquiry

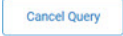
1. Select . *The page refreshes, and My Queries changes from a drop-down field to a text field.*





Help Reference Guide



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 **Personal Property Ancillary Cost Inquiry — Select Fields** page appears.
4. OR
Select . The **Personal Property Ancillary Cost 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](#)

Personal Prop Ancillary Cost Search Criteria

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

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

Select [Fields](#). The **Personal Property Ancillary Cost Inquiry — Select Fields** page appears.

2.

OR

Select [Show Inquiry](#). The **Personal Property Ancillary Cost 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

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

Personal Prop Ancillary Cost Search Criteria

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

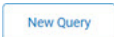
[Reset](#) [Fields](#) [Show Inquiry](#)

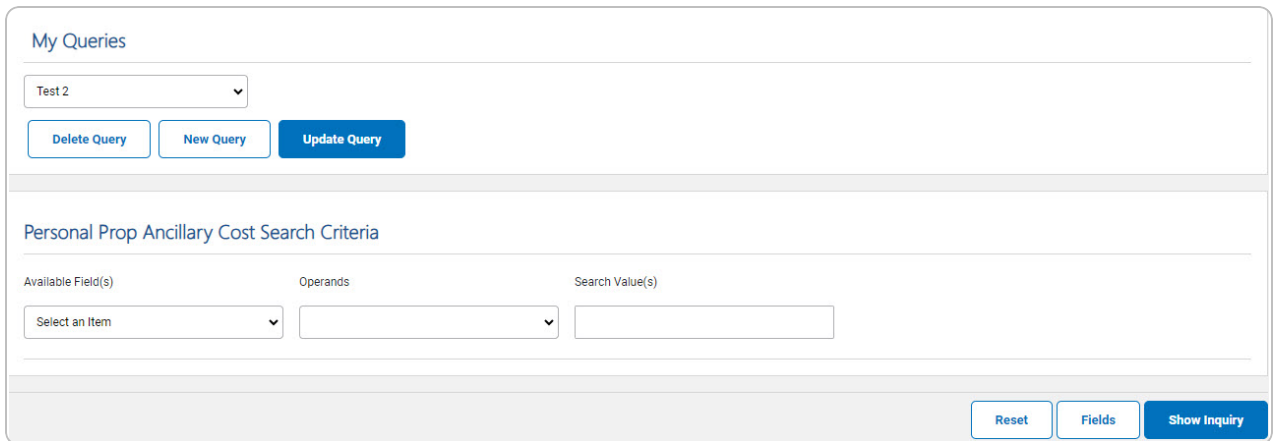




2. Select . *The query information is updated.*
Select . *The **Personal Property Ancillary Cost Inquiry — Select Fields** page appears.*
3. OR
Select . *The **Personal Property Ancillary Cost Inquiry — Results** page appears.*

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 **Personal Property Ancillary Cost Inquiry — Select Fields** page appears.*





Search for a Personal Property Ancillary Cost Inquiry — Results

Navigation

Inquiries > Accounting > Ancillary Cost > Search Criteria > [Show Inquiry](#) > Personal Property Ancillary Cost Inquiry Search Results page

Procedures

Export the Personal Property Ancillary Cost 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.





Help Reference Guide

Rows Retrieved = 248

1 of 6 Find | Next

Ancillary Asset ID	Custodian Nbr	Impv Nbr	Item Desc	Serial Nbr	Stock Nbr	Sub Custodian Nbr	Total Cost	UIC
AAC TNA0100012	N00007		ACTEL ANCILLARY TEST	XX-00000000000000011	TINANU000000011	N00001	600.00	TNA01
AAC TNA0100011	N00007		ACTEL ANCILLARY TEST	XX-00000000000000001	TINANU000000010	N00001	2500.00	TNA01
AAC TNA0100010	N00007		ACTEL ANCILLARY TEST	XX-00000000000000009	TINANU000000009	N00001	3000.00	TNA01
AAC TNA0100009	N00007		ACTEL ANCILLARY TEST	XX-00000000000000008	TINANU000000007	N00001	2000.00	TNA01
AAC FAME0016	M001		CENTRAL PROCESSING U	J11	7028010030007		20000.00	W12137
AAC 09908	M0		123456789012345678901	09908	04594P84-1-2		100.00	W0MEAA
AAC YOST00000008	MEV001		HOWITZER MEDIUM SEL	ACN13E	2350004394345		125000.00	YOST01
AAC WML0504801	MC0006		PISTOL CALIBER 45AU	WML0504801	1005001484528		4200.00	E10126
AAC WML0504801	MC0006		PISTOL CALIBER 45AU	WML0504801	1005001484528		320.00	E10126
AAC REM012095TMR	MARK		TESTING REMEDY 102695	ABC2028282828282	REMEDY102695		500.00	N00020
AAC MAR01	MAR		MILITARY EQUIP FOR WP	01MAR	MAR01		300.00	MEA001
AAC KCF10015	KT001		VEHICLE SPACE	KSN200811103	1810015001282		20000.00	FOR001
AAC KCF10014	KT001		VEHICLE SPACE	KSN20081110F	1810015001282		110000.00	FOR001
AAC KCF10014	KT001		VEHICLE SPACE	KSN20081110F	1810015001282		8900.00	FOR001
AAC KCF10014	KT001		VEHICLE SPACE	KSN20081110F	1810015001282		36000.00	FOR001
AAC KCF10017	KT001		TRAINING BASE SPACER	KSN20081117	6910015007052		103000.00	FOR001
AAC KCF10057	KT001		BULLDOZER	KSN20101216-1	3830005008799		2500.12	FOR001
AAC KCF20090708	KT001		BOAT BOSTON WHALER 2	KSN20090708-1	1940LLSHW0003		24000.01	FOR001
AAC KCF10004	KT001		AIRCRAFT	KSN004	1560005000213		3399.99	FOR001
AAC STR000000013	KWK		THIS IS TEST DATA	ZXY123569	RAA123456		20.00	E10124
AAC STR000000012	KWK		THIS IS TEST DATA	KXZ58961	RAA123456		20.00	E10124
AAC HUT10100011	JH007		1111111111111111	SER10	GAR753		10000.00	N00016
AAC JOE0000000067	JAS599		DO-KARY	JORDAN001	2310005000104		675.00	E10191
AAC A0413500001	HTH1		TRACTOR WHEELED LAWN	SNB1350001	3750004813426		250.00	W0MEAA
AAC JHUT100002	HTH1		MF CONTROL UNIT DA	SEK001	110000132		50000.00	W0MEAA
AAC CYN06	HRN91		BULMOTOR	1111111111111111	2310010907705		1000.00	W0MEAA
AAC JEAN005009	HRH128		TRUCK TANK	BUD0511	2320010907800		50000.04	W0MEAA
AAC A041630003	HR1234		TRUCK FIRE FIGHTING	SNB1630003	4210012196763		9000.00	N00018
AAC S560204563	HR1234		STEAM TURBINE	3	4		888.00	N00018
AAC SON0100032	HR1234		RIFLE 5.56 MILLIMETE	999	10050007400001		10000.00	N00018
AAC BE01TEST1	HR1		REFRIGERATOR INDUSTR	BE01TEST1	4110007303798	ST1	200.00	ACTBL1
AAC CONV0001548	HRO		ELECTROSCOPICAL APPA	XXXXYYZZZ	04504P84-5-3		3669999999.00	W101010
AAC 303	HRO		CABINET FILE WIREY L	333	7110001438799	001	666.00	W101010
AAC BROCK3000193	GROCE1		SYSTEM BALANCE 4100G	CAP002-002	05668E11011-10		50000.00	BROCK3
AAC BROCK3000333	GROCE1		PROGRAM LOADER/RADI	34131992	7028012755068		50.00	BROCK3
AAC YOST00000103	GBPD01		PICKUP TRUCK	JPH191025A	12401632540006		8000.00	YOST01
AAC YOST00000005	GBPD01		BULLDOZER	ACN13B	3830005008799		100000.00	YOST01
AAC 241	GARY1		TRUCK AMBULANCE	JEAN1	2310010441372		22000.00	N00018
AAC 000180000008	GARY		123456789012345678901	71	04594P84-1-2		2000.00	W0MEAA
AAC STR000000011	FLEA		ADAPTER TOOL	5468435	5120009005355		5000.00	E10124
AAC JOE000000003	ECC191		CRANE, ARTICULATING	DONOTTOUCH001	381001F002288		5150.00	E10191
AAC JOE000000004	ECC191		CRANE, ARTICULATING	DONOTTOUCH002	381001F002288		5000.00	E10191
AAC JOE000000003	ECC191		CRANE, ARTICULATING	DONOTTOUCH001	381001F002288		1500.00	E10191

09/27/2024 19:55
Controlled Unclassified Information

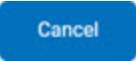
1 of 6

Cancel

Note



To reach the optional fields, refer to the **Personal Property Ancillary Cost Inquiry — Field Selection** page.

- Select . The **Personal Property Ancillary Cost Inquiry Search Criteria** page appears.

Search the Results

- Select the empty field **Find | Next**.
- Enter the characters or words to search. *Entries are not case sensitive.*
- 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 Personal Property Ancillary Cost Inquiry Detail

Select the desired Ancillary Type row. *The **Personal Property Improvement Inquiry Detail** page appears.*





Select Fields for the Personal Property Ancillary Cost Inquiry

Navigation

Inquiries > Accounting > Ancillary Cost > Search Criteria > > Personal Property Ancillary Cost 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 **Personal Property Ancillary Cost Inquiry Field Selection** page appears.





Help Reference Guide

Field Selection

Extract Excel File ☒

Extract Id

Extract Text, Comma Separated File ☐

Privacy Type

Private

My Selections

New Selection List

☐ Field	Field Description
☒ Ancillary Type	Identifies the type of costs, installation/deinstallation/transportation being assigned to an asset or improvement.
☒ Asset Id	Unique locally assigned code used for identification purposes.
☒ Custodian Nbr	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.
☒ Impv Nbr	System generated number assigned to relate the correct amount each fund source paid for the improvement within the same installation number, facility number, and document number.
☒ 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.
☒ Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number. Also used to identify Real Property Assets.
☒ Stock Nbr	Number assigned to each like asset of supply purchased, stocked or distributed within the Federal government. For turn-in of assets, if valid Stock Number not available, use FSC and description.
☒ Sub Custodian Nbr	Sub Custodians are assigned a number by the major custodian to assign assets for responsibility.
☒ Total Cost	Total Cost. Cost of individual end item assets including cost of stand-alone components
☒ UIC	The UIC of the maintenance activity assigned to service the asset.
☐ Acq Dt	The fund approval/obligation date.
☐ ACRN	Two position alpha or alpha/numeric code assigned to each discrete accounting classification citation within a contract.
☐ CLIN	A four position field that identifies different contract line items within the same contract.
☐ Cntr/PQ Nbr	Assigned by the procurement activity and used to identify requests for a supply purchase.
☐ 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.
☐ Estbd By	The name of the entity inserting this row.
☐ Estbd Dt	The date this row was inserted into the database.
☐ Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
☐ Last Updtd By	Last updated by (user id)
☐ Obj Class Cd	Identifies labor and material resources utilized in the production processes that apply to accounting transactions.
☐ Oblign Doc Nbr	Number used by accounting to track each obligation record.
☐ Remarks	A text field available to record local information/reason for change to record.
☐ SLIN	A item that is used in place of an authorized LIN.
☐ SPIIN	Four to six position field added to the basic procurement instrument identification number that identifies amendments/modifications, or calls orders under contract.

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

My Selections

Cancel Selection
Add Selection List

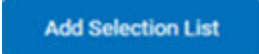
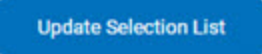
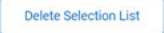
☐	Field	Field Description
☒	Ancillary Type	Identifies the type of costs, installation/deinstallation/transportation being assigned to an asset or improvement.
☒	Asset Id	Unique locally assigned code used for identification purposes.

Note



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

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

 is replaced by  and .



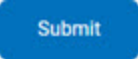


Help Reference Guide

Select  for small volumes of data. The **Personal Property Ancillary Cost Inquiry — Results** page appears.

3.

OR

Select  for large volumes of data. The **Personal Property Ancillary Cost Inquiry Transaction Status** page appears.

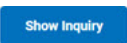
Use a Predetermined Field Selection List

1. Use  to display the Selection List.

My Selections

New Selection List

☐	Field	Field Description
☒	Ancillary Type	Identifies the type of costs, installation/deinstallation/transportation being assigned to an asset or improvement.
☒	Asset Id	Unique locally assigned code used for identification purposes.

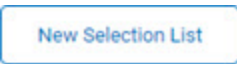
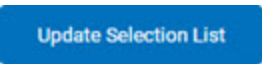
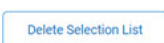
Select  for small volumes of data. The **Personal Property Ancillary Cost Inquiry — Results** page appears.

2.

OR

Select  for large volumes of data. The **Personal Property Ancillary Cost Inquiry Transaction Status** page appears.

Update a Selection List

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





Help Reference Guide

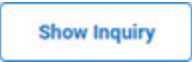
My Selections

Test 2

Delete Selection List
New Selection List
Update Selection List

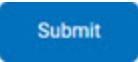
☐	Field	Field Description
☒	Ancillary Type	Identifies the type of costs, installation/deinstallation/transportation being assigned to an asset or improvement.
☒	Asset Id	Unique locally assigned code used for identification purposes.

2. Select . The page refreshes.

Select  for small volumes of data. The **Personal Property Ancillary Cost Inquiry — Results** page appears.

3.

OR

Select  for large volumes of data. The **Personal Property Ancillary Cost 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
☒	Ancillary Type	Identifies the type of costs, installation/deinstallation/transportation being assigned to an asset or improvement.
☒	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 **Personal Property Ancillary Cost 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
☒	Ancillary Type	Identifies the type of costs, installation/deinstallation/transportation being assigned to an asset or improvement.
☒	Asset Id	Unique locally assigned code used for identification purposes.
☒	Custodian Nbr	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.
☒	Impv Nbr	System generated number assigned to relate the correct amount each fund source paid for the improvement within the same installation number, facility number, and document number.
☒	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.
☒	Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number. Also used to identify Real Property Assets.
☒	Stock Nbr	Number assigned to each like asset of supply purchased, stocked or distributed within the Federal government. For turn-in of assets, if valid Stock Number not available, use FSC and description.
☒	Sub Custodian Nbr	Sub Custodians are assigned a number by the major custodian to assign assets for responsibility.
☒	Total Cost	Total Cost. Cost of individual end item assets including cost of stand-alone components
☒	UIC	The UIC of the maintenance activity assigned to service the asset.





Help Reference Guide

☐	Acq Dt	The fund approval/obligation date.
☐	ACRN	Two position alpha or alpha/numeric code assigned to each discrete accounting classification citation within a contract.
☐	CLIN	A four position field that identifies different contract line items within the same contract.
☐	Cntr/PO Nbr	Assigned by the procurement activity and used to identify requests for a supply purchase.
☐	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.
☐	Estbd By	The name of the entity inserting this row.
☐	Estbd Dt	The date this row was inserted into the database.
☐	Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
☐	Last Updtd By	Last updated by (user id)
☐	Obj Class Cd	Identifies labor and materiel resources utilized in the production processes that apply to accounting transactions.
☐	Oblign Doc Nbr	Number used by accounting to track each obligation record.
☐	Remarks	A text field available to record local information/reason for change to record.
☐	SLIN	A item that is used in place of an authorized LIN.
☐	SPIIN	Four to six position field added to the basic procurement instrument identification number that identifies amendments/modifications, or calls orders under contract.

2. Select the fields required for the inquiry. *The first 10 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 **Personal Property Ancillary Cost Inquiry – Results** page appears.*

3.

OR

Select for large volumes of data. *The **Personal Property Ancillary Cost Inquiry Transaction Status** page appears.*



Inquiries > Accounting > Ancillary Cost > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Personal Property Ancillary Cost Inquiry Detail page

Export the Personal Property Ancillary Cost Inquiry Detail

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

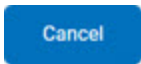
1. *Verify the Personal Property Ancillary Cost Inquiry Detail grid.*

09/27/2024 20:09
Controlled Unclassified Information



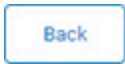
Help Reference Guide

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 **Personal Property Ancillary Cost Inquiry – Criteria** page appears.

4.

OR

Select . The **Personal Property Ancillary Cost 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.*

