



Search for a Real Property Activity Inquiry — Criteria

Overview

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

Navigation

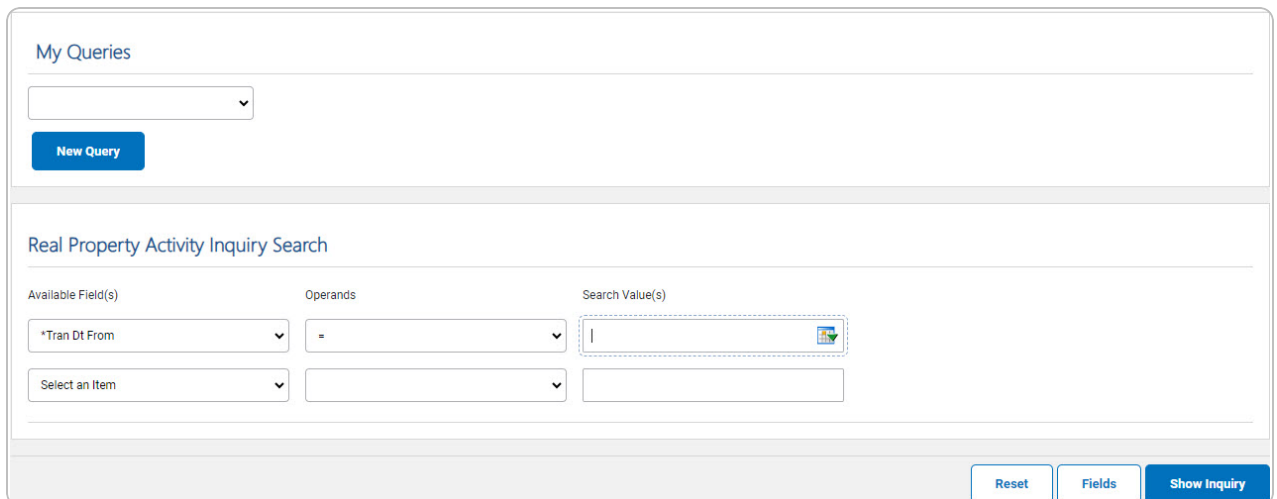
Inquiries > Real Property > Real Prop Activity > Real Property Activity Inquiry Search Criteria page

Procedures

Search for a Real Property Activity 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.





Help Reference Guide

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  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.

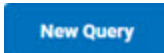
Remove an Available Field Row

a. Use  to select desired Available Field.

b. Select . The desired row is removed.

5. Select . The **Real Property Activity 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

Real Property Activity Inquiry Search

Available Field(s)	Operands	Search Value(s)
*Tran Dt From	=	
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.
 4. Select . The **Real Property Activity Inquiry — Select Fields** page appears.
- OR
- Select . The **Real Property Activity 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](#)

Real Property Activity Inquiry Search

Available Field(s)	Operands	Search Value(s)
*Tran Dt From	=	
Select an Item		

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

2. Select [Fields](#). The **Real Property Activity Inquiry — Select Fields** page appears.
- OR

Select [Show Inquiry](#). The **Real Property Activity 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.





Help Reference Guide

My Queries

Test 2 ▼

Delete Query New Query Update Query

Real Property Activity Inquiry Search

Available Field(s)	Operands	Search Value(s)
*Tran Dt From ▼	= ▼	
Select an Item ▼	▼	

Reset Fields Show Inquiry

2. Select **Update Query**. The query information is updated.
- Select **Fields**. The **Real Property Activity Inquiry — Select Fields** page appears.
3. OR
- Select **Show Inquiry**. The **Real Property Activity 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.





Help Reference Guide

My Queries

Test 2

Delete Query New Query Update Query

Real Property Activity Inquiry Search

Available Field(s)	Operands	Search Value(s)
*Tran Dt From	=	
Select an Item		

Reset Fields Show Inquiry

2. Select [Delete Query](#) . The query information is removed.

Revise the Fields for the Inquiry

- Select [Fields](#) . The **Real Property Activity Inquiry — Select Fields** page appears.





Search for a Real Property Activity Inquiry — Results

Navigation

Inquiries > Real Property > Real Prop Activity > Search Criteria > [Show Inquiry](#) > Real Property Activity Inquiry Search Results page

Procedures

Export the Real Property Activity 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 = 4

Fac Nbr	Instl Nbr	RPUID	Tran Cd	UIC	RPSUID	Land Acq Tract Id
18081	1018120	I	C89212	183975	L-991	
18081	1018120	U	C89212	183975	L-991	
18081	1018120	I	E10130	183975	L-991	
18081	1018120	U	E10130	183975	L-991	

09/11/2024 18:57
Controlled Unclassified Information

1 of 1

[Cancel](#)

Note



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

2. Select [Cancel](#). The **Real Property Activity 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 Real Property Activity Inquiry Detail

Select the desired FAC NBR row. *The **Real Property Activity Inquiry Detail** page appears.*





Select Fields for the Real Property Activity Inquiry

Navigation

Inquiries > Real Property > Real Prop Activity > Search Criteria > > Real Property Activity Inquiry Fields Selection page

Procedures

Choose the Extracted Inquiry File Details

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





1. Select **Fields**. The **Real Property Activity 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
☒	Fac Nbr	A number assigned to a real property facility within an installation for identification purposes.
☒	Instl Nbr	Unique identification number that identifies a specific location of land or real property facility
☒	RPUID	The Unique Identifier that insures uniqueness of items that are listed in the registry
☒	Tran Cd	This code identifies the type of transaction processed.
☒	UIC	The UIC of the maintenance activity assigned to service the asset.
☒	RPSUID	Real Property Site Unique Identifier
☒	Land Acq Tract Id	Land Acquisition Tract Identification. The tract number assigned by the government for each parcel in a land acquisition.
☐	ACC-SFIS	Pos. 1-2 identifies the accounting class of assets. Remaining positions identify the SFIS code.
☐	Acq Dt	The fund approval/obligation date.
☐	Agency Defined1	Agency set user defined function
☐	Agency Defined2	Agency set user defined function
☐	Agency Defined3	Agency set user defined function
☐	Agency Defined4	Agency set user defined function
☐	Agency Defined5	Agency set user defined function
☐	Asset Cd	A code used to identify the type of asset purchased/transferred to the property management system and manner of disposition of assets.
☐	Disposition Doc Nbr	A system generated number that is used to track the disposition document.
☐	Disposition Type Action Cd	Code signifying the type of disposition action
☐	Doc Nbr To	Revised Doc Nbr
☐	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.





Help Reference Guide

☐	Estd By	The name of the entity inserting this row.
☐	Estd Dt	The date this row was inserted into the database.
☐	Fac Name	The name given to a real property facility, usually for commemorative or descriptive purposes.
☐	Gain Amt	The amount of Gain taken on a Transaction
☐	Heritage Asset Cd	Code used to identify the type of heritage asset. (Note: Heritage assets are not depreciated)
☐	History Remarks	A text field available to record local information/reason for change to record.
☐	Interface Flag	Depending on the action, this flag identifies if UIC has a UIT, Accounting, or Real Property Interface.
☐	Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
☐	Last Updtd By	Last updated by (user id)
☐	Lease Cd	Indicates the lease status of a particular asset.
☐	Lease End Dt	The date the assets warranty, service or lease contract expires
☐	Lease Start Dt	The date the assets warranty, service or lease contract starts
☐	Loan Cd	Indicates the loan status of a particular asset.
☐	Loss Amt	The amount of Loss taken on a Transaction
☐	Mfr Yr	Year an asset was manufactured/built/improved.
☐	Pgm Id	Unique software identification.
☐	POC	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 excess asset is being donated. A name used to identify individual as the point of contact
☐	Qty	Quantity on hand or transaction quantity
☐	Rcpt Action Cd	Code signifying the receipt action processed
☐	Rcpt Action Type Cd	Code signifying the type of receipt action
☐	Rcpt Doc Nbr	Doc Nbr used to receive asset
☐	Remarks	A text field available to record local information/reason for change to record.
☐	RPUID Last Dt Valdt	Real Property Unit Identification Description Last Date Validated
☐	RP Site Name	Real Property Site Name
☐	Selling Price	Field to show the amount an asset has been sold for.
☐	Trading Partner Nbr To	Revised Trading Partner Nbr.
☐	Tran Action Cd	Transaction Action Code. Program Generated
☐	Tran Action Type Cd	Transaction Action Type Code. Program generated.
☐	Tran Doc Nbr	Unique number either automatically or manually assigned to track a requisition or action through the system from receipt to closing and to post property management actions.
☐	Transfer Type Cd To	Revised code to let user know what type of fund the asset has been transferred from or being transferred to.
☐	Type Action	Designates selection of an action to be taken on disposition of asset
☐	UI	Indicates the measurable amount by which assets are issued. This code shows the smallest amount of an asset that can be requisitioned and issued. For real property this is the primary reporting unit of measure defined as the measure of area.
☐	Write Off Amt	The undepreciated amount (Total Cost - Accumulated Depreciation) that was written off when the asset was disposed.
☐	Yr Svc Life	Number of years of recommended service life based upon applicable directives.

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.*

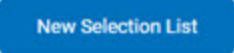
OR

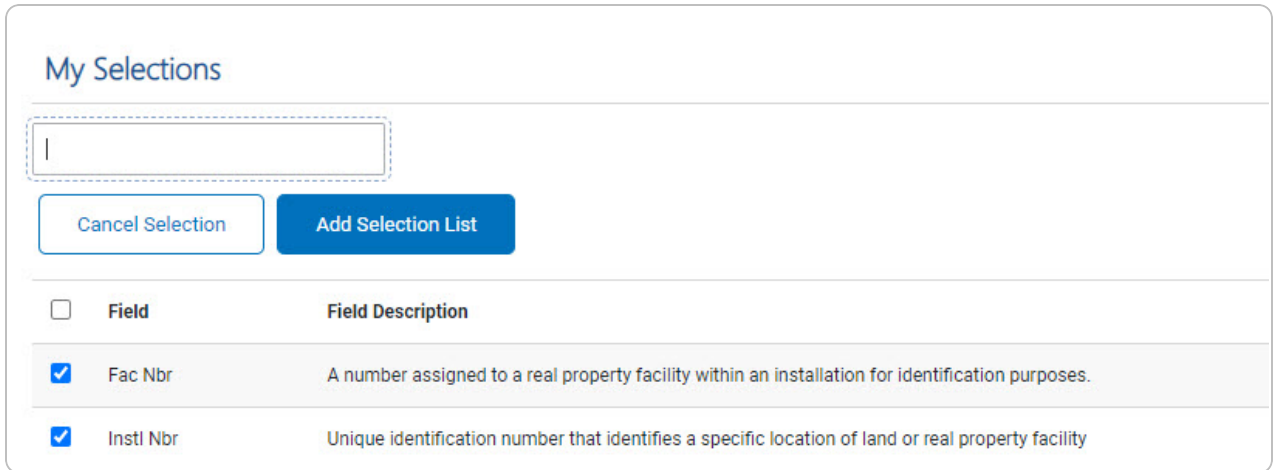
Click ☐ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*
3. Enter an unique identifier in the Extract ID field provided. *This adds the identifier to the link on the **View Inquiry Extract** page, and does not change the file name.*
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.

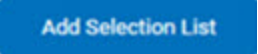


☐	Field	Field Description
☒	Fac Nbr	A number assigned to a real property facility within an installation for identification purposes.
☒	Instl Nbr	Unique identification number that identifies a specific location of land or real property facility

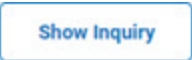
Note



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

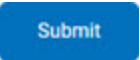
2. Select . The page refreshes, and the selected list is added.

 is replaced by  and .

Select  for small volumes of data. The **Real Property Activity Inquiry – Results** page appears.

- 3.

OR

Select  for large volumes of data. The **Real Property Activity 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
☒	Fac Nbr	A number assigned to a real property facility within an installation for identification purposes.
☒	Instl Nbr	Unique identification number that identifies a specific location of land or real property facility

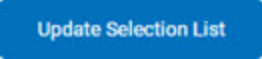
Select  for small volumes of data. *The **Real Property Activity Inquiry — Results** page appears.*

- 2.

OR

Select  for large volumes of data. *The **Real Property Activity 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

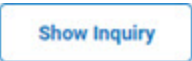
My Selections

Test 2

Delete Selection List
New Selection List
Update Selection List

☐	Field	Field Description
☒	Fac Nbr	A number assigned to a real property facility within an installation for identification purposes.
☒	Instl Nbr	Unique identification number that identifies a specific location of land or real property facility

2. Select . The page refreshes.

Select  for small volumes of data. The **Real Property Activity Inquiry – Results** page appears.

3.

OR

Select  for large volumes of data. The **Real Property Activity 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 .





Help Reference Guide

My Selections

Test 2 ▼

Delete Selection List New Selection List Update Selection List

☐	Field	Field Description
☒	Fac Nbr	A number assigned to a real property facility within an installation for identification purposes.
☒	Instl Nbr	Unique identification number that identifies a specific location of land or real property facility

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 **Real Property Activity Inquiry** page appears.

Field Selection

Extract Excel File ☒

Extract Id

Extract Text, Comma Separated File ☐

Privacy Type Private

My Selections

New Selection List

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☐	Disposition Doc Nbr	A system generated number that is used to track the disposition document.
☐	Disposition Type Action Cd	Code signifying the type of disposition action
☐	Doc Nbr To	Revised Doc Nbr
☐	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.





Help Reference Guide

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☐	Estd Dt	The date this row was inserted into the database.
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☐	History Remarks	A text field available to record local information/reason for change to record.
☐	Interface Flag	Depending on the action, this flag identifies if UIC has a UIT, Accounting, or Real Property Interface.
☐	Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
☐	Last Updtd By	Last updated by (user id)
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☐	Lease End Dt	The date the assets warranty, service or lease contract expires
☐	Lease Start Dt	The date the assets warranty, service or lease contract starts
☐	Loan Cd	Indicates the loan status of a particular asset.
☐	Loss Amt	The amount of Loss taken on a Transaction
☐	Mfr Yr	Year an asset was manufactured/built/improved.
☐	Pgm Id	Unique software identification.
☐	POC	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 contact
☐	Qty	Quantity on hand or transaction quantity
☐	Rcpt Action Cd	Code signifying the receipt action processed
☐	Rcpt Action Type Cd	Code signifying the type of receipt action
☐	Rcpt Doc Nbr	Doc Nbr used to receive asset
☐	Remarks	A text field available to record local information/reason for change to record.
☐	RPUID Last Dt Valdt	Real Property Unit Identification Description Last Date Validated
☐	RP Site Name	Real Property Site Name
☐	Selling Price	Field to show the amount an asset has been sold for.
☐	Trading Partner Nbr To	Revised Trading Partner Nbr.
☐	Tran Action Cd	Transaction Action Code. Program Generated
☐	Tran Action Type Cd	Transaction Action Type Code. Program generated.
☐	Tran Doc Nbr	Unique number either automatically or manually assigned to track a requisition or action through the system from receipt to closing and to post property management actions.
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☐	UI	Indicates the measurable amount by which assets are issued. This code shows the smallest amount of an asset that can be requisitioned and issued. For real property this is the primary reporting unit of measure defined as the measure of area.
☐	Write Off Amt	The undepreciated amount (Total Cost - Accumulated Depreciation) that was written off when the asset was disposed.
☐	Yr Svc Life	Number of years of recommended service life based upon applicable directives.

Cancel

Reset

Show Inquiry

Submit





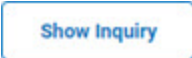
Help Reference Guide

2. Select the fields required for the inquiry. *The first 7 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.

Select  for small volumes of data. *The **Real Property Activity Inquiry – Results** page appears.*

- 3.

OR

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





View the Real Property Activity Inquiry History Detail

Navigation

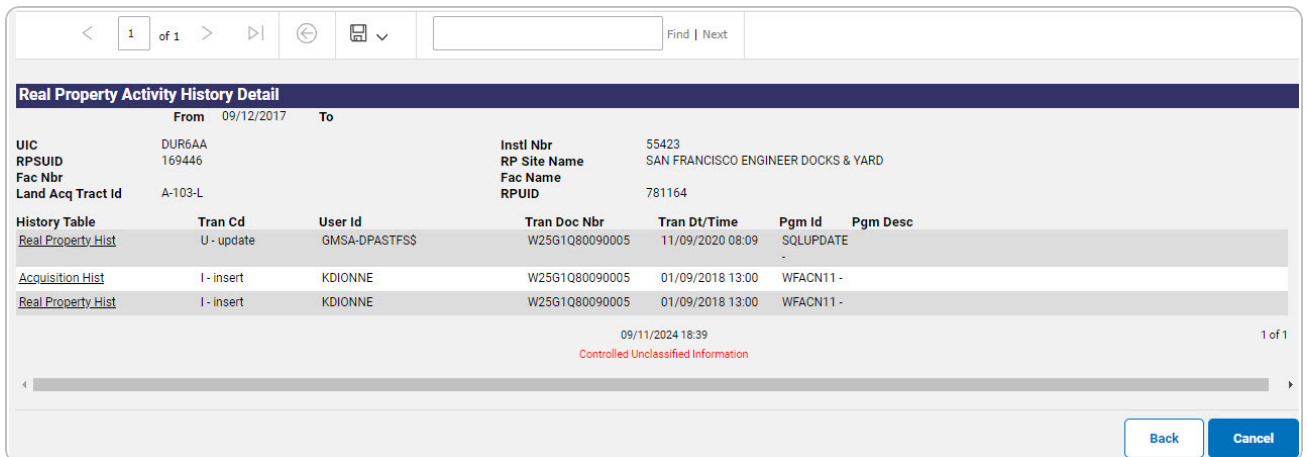
Inquiries > Real Property > Real Prop Activity > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Real Property Activity Inquiry History Detail page

Procedures

Export the Real Property Activity Inquiry History Detail

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

1. Verify the Real Property Activity Inquiry History Detail grid.



History Table	Tran Cd	User Id	Tran Doc Nbr	Tran Dt/Time	Pgm Id	Pgm Desc
Real Property Hist	U - update	GMSA-DPASTFSS	W25G1Q80090005	11/09/2020 08:09	SQLUPDATE	-
Acquisition Hist	I - insert	KDIONNE	W25G1Q80090005	01/09/2018 13:00	WFACN11 -	
Real Property Hist	I - insert	KDIONNE	W25G1Q80090005	01/09/2018 13:00	WFACN11 -	

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 **Real Property Activity Inquiry — Criteria** page appears.





OR

Select . The **Real Property Activity 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 Real Property Activity Inquiry Delta

Navigation

Inquiries > Real Property > Real Prop Activity > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Real Property Activity Inquiry History Detail > History Table hyperlink > Real Property Activity Inquiry Delta help topic

Procedures

Export the Real Property Activity Inquiry Delta

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

1. Verify the Real Property Activity Inquiry Delta grid.

Real Property Activity Inquiry Delta

Table Name	Real Property Hist	User Id	GMSA-DPASTFSS
Pgm Id	SQLUPDATE	Tran Cd	update
Tran Dt/Time	11/09/2020 08:09	Display	Show only updated fields

Element Name	Before Value	After Value
History Remarks		TFS62886 - backfill new facility condition index column
Pgm Id	WPACN11	SQLUPDATE
Last Tran Dt	3/3/2017 12:32:12 PM	11/9/2020 8:09:32 AM
Last Updtd By	SMELTZERJ	GMSA-DPASTFSS

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 **Real Property Activity Inquiry — 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.*

