



Search for a Real Property Improvement Inquiry — Criteria

Overview

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

Navigation

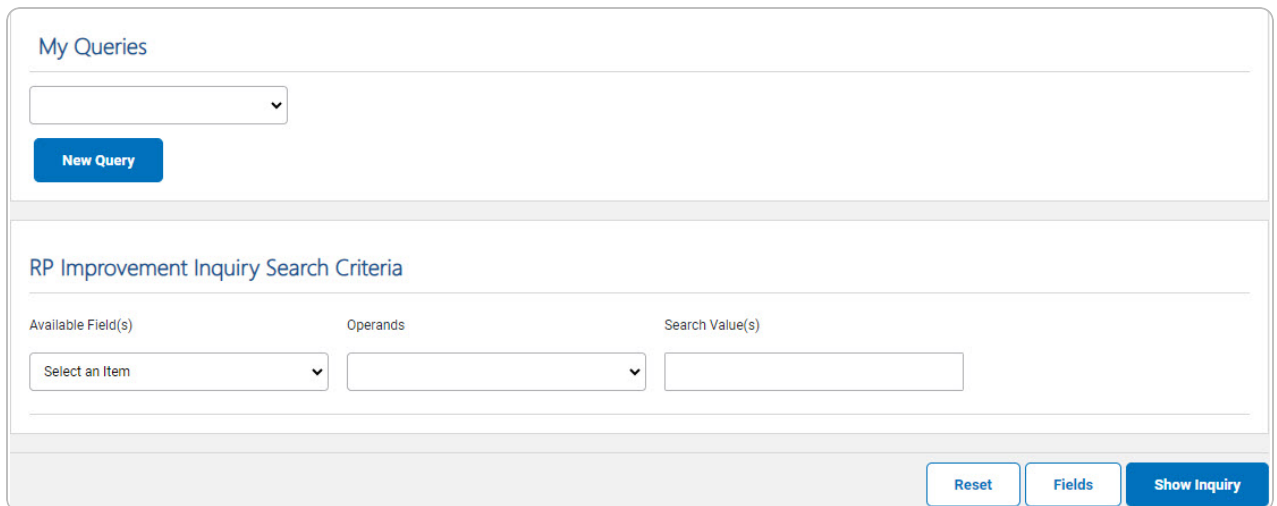
Inquiries > Real Property > Inventory > Real Property Improvement Inquiry Search Criteria page

Procedures

Search for a Real Property Improvement 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. 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.

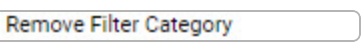
4. Choose which Search Value(s) to use in the search.

- A. Use  to select the first Search Value.

- B. Use  to select the second Search Value.

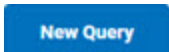
Remove an Available Field Row

- a. Use  to select desired Available Field.

- b. Select . *The desired row is removed.*

5. Select . *The **Real Property Improvement 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

RP Improvement Inquiry Search Criteria

Available Field(s)	Operands	Search Value(s)
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 **Real Property Improvement Inquiry — Select Fields** page appears.
4. OR
- Select . The **Real Property Improvement 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

RP Improvement Inquiry Search Criteria

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

Reset Fields Show Inquiry

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

2.

OR

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

RP Improvement Inquiry Search Criteria

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

2. Select . The query information is updated.

Select . The **Real Property Improvement Inquiry — Select Fields** page appears.

3. OR

Select . The **Real Property Improvement 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.





My Queries

Test 2 ▼

Delete Query New Query Update Query

RP Improvement Inquiry Search Criteria

Available Field(s) Operands Search Value(s)

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 Improvement Inquiry — Select Fields** page appears.





Search for a Real Property Improvement Inquiry — Results

Navigation

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

Procedures

Export the Real Property Improvement 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

Acq Dt	Activation Dt	Deprn Period	Deprn Sts Cd	Eff Dt	Fac Name	Fac Nbr	Imprv Cost	Imprv Nbr	Instl Nbr	RPUID	Total Cost	UIC
12/27/1995				12/27/2002	GYMNASIUM FACILITY	1034	24874.32	10001	N42237	57707	24874.32	DEBA23
11/10/1990				11/15/2009	NSGA ADMIN BUILDING	3783	12750.32	10002	N00204	150785	12750.32	DEBA23
11/10/1990	12/01/2005	240	D	11/10/2005	NSGA ADMIN BUILDING	3783	176849.33	10001	N00204	150785	176849.33	DEBA23
05/18/2010				05/25/2010	MARRIED OFFICERS QTRS A1-2	926	17899.23	10002	N32414	95151	17899.23	DEBA23

1 of 1

[Cancel](#)

Note



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

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

Select the desired ACQ DT row. The **Real Property Improvement Inquiry Detail** page appears.





Select Fields for the Real Property Improvement Inquiry

Navigation

Inquiries > Real Property > Improvement > Search Criteria > > Real Property Improvement Inquiry Fields Selection page

Procedures

Choose the Extracted Inquiry File Details

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

1. Select . The **Real Property Improvement Inquiry Field Selection** page appears.





Help Reference Guide

Field Selection

Extract Excel File



Extract Id

Extract Text, Comma Separated File



Privacy Type

My Selections

New Selection List

☐	Field	Field Description
☒	Acq Dt	The fund approval/obligation date.
☒	Activation Dt	The date a Serial Asset was put into use.
☒	Depm Period	Number of months depreciation will be expensed. Minimum number allowed is 24. Code values represent the maximum number of allowable months based on applicable directives.
☒	Depm Sts Cd	A code and description that identifies the depreciation status of the asset/real property/improvement.
☒	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.
☒	Fac Name	The name given to a real property facility, usually for commemorative or descriptive purposes.
☒	Fac Nbr	A number assigned to a real property facility within an installation for identification purposes.
☒	Impv Cost	Total cost of improving serial asset which will extend the useful life of the asset.
☒	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.
☒	Instl Nbr	Unique identification number that identifies a specific location of land or real property facility
☒	RPLUID	The Unique Identifier that insures uniqueness of items that are listed in the registry
☒	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.
☐	Years Service Life	Years Service Life
☐	Reason Cd	Reason Cd
☐	ACC-SFIS	Pos. 1-2 identifies the accounting class of assets. Remaining positions identify the SFIS code.
☐	Acct Rpt Nbr	Report number assigned when the accounting data is generated
☐	Accum'd Depm	Total depreciation incurred to date. Includes depreciation incurred by the current holder and prior holder(s) of the capital asset.
☐	ACRN	Two position alpha or alpha/numeric code assigned to each discrete accounting classification citation within a contract.
☐	ASN	This number is the revised APPN. This field includes the Appropriation Allotment Serial Number and the Funds Code
☐	Asset Cd	A code used to identify the type of asset purchased/transferred to the property management system and manner of disposition of assets.
☐	Basic Symbol	A four digit number that identifies the type of funds being used.
☐	CLIN	A four position field that identifies different contract line items within the same contract.
☐	Contr/PO Nbr	Assigned by the procurement activity and used to identify requests for a supply purchase.
☐	Cptl Cd	Denotes capital asset not in use, or capital asset with a dollar value under the specified dollar threshold or an asset over a specified dollar threshold that is non-capital.
☐	Depm 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.





Help Reference Guide

☐	Depm Cost Center	A unique identifier for the organization that handles depreciation.
☐	Depm Cost Center Desc	A description of the organization that handles depreciation.
☐	Depm Exp Cd	Identifies the depreciation expense as funded or unfunded.
☐	Depm Job Order Nbr	Job order number where the depreciation expense is charged.
☐	Depm Task Cd	Task Code/Cost Acct Code/Organization Code where the depreciation expense is charged.
☐	Dept Cd	A three position code which identifies the military department of government entity receiving the appropriation. (Also called Agency Cd or Treasury Symbol)
☐	Estbd By	The name of the entity inserting this row.
☐	Estbd Dt	The date this row was inserted into the database.
☐	Fndng Cost Center	Identifies the Cost Control Center/MCLO and Work Center or Code
☐	Fndng Cost Center Desc	Identifies the Cost Control Center/MCLO and Work Center or Code
☐	Fund Cd	Used to identify type funding used in the acquisition of assets/services.
☐	FY Cost	Accumulated monthly depreciation to date, in a fiscal year.
☐	Intrf Sys Cd	A code that identifies the Interface System.
☐	Job Order Nbr	Number used to track costs against an asset.
☐	Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
☐	Last Updt By	Last updated by (user id)
☐	LOA	Identifies the department code, period of availability, basic symbol, and subhead of the original appropriation.
☐	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.
☐	Owng Cost Center	A code that identifies an organization
☐	Owng Cost Center Desc	A description of the Owning Cost Center
☐	Pgm Yr	Identifies the beginning/ending year of the appropriation in YYYYYY format.
☐	Prior Depm	Total accumulated depreciation incurred by previous holders of the capital asset.
☐	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.
☐	Salvage Value Amt	Estimated value remaining at the end of a capital assets useful life or the amount that can be expected to be recovered from the assets disposal when removed from service.
☐	SLIN	A item that is used in place of an authorized LIN.
☐	SPIN	Four to six position field added to the basic procurement instrument identification number that identifies amendments/modifications, or calls orders under contract.
☐	Sub Head	A four digit suffix to the Basic Symbol that identifies a subdivision of funds.
☐	Task Cd	Indicates the function/task code against which costs (including time) are charged. Mandatory if new procurement and a capital asset. The editing of this field depends upon the accounting system the user interfaces with.
☐	Trading Basic Symbol	A 4-position code that identifies the type of funds being used.
☐	Trading Dept Cd	A 3-position alphanumeric code that identifies the Department or Agency used to facilitate the preparation of the Financial Report.
☐	Trading Partner Nbr	This code identifies the intragovernmental trading partner for transfer actions. Used when reporting eliminations in the CFO Accounting Statement Report.
☐	Trading Subhead	A 4-position alphanumeric code used in financial transactions.
☐	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	Code to let user know what type of fund the asset has been transferred from or being transferred to.
☐	Type Fund Cd	A code that indicates if assets were purchased with Defense Working Capital Funds (DWCF).

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.*

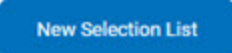




Help Reference Guide

- 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

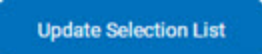
☐	Field	Field Description
☒	Acq Dt	The fund approval/obligation date.
☒	Activation Dt	The date a Serial Asset was put into use.

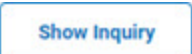
Note



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 **Real Property Improvement Inquiry — Results** page appears.*

OR

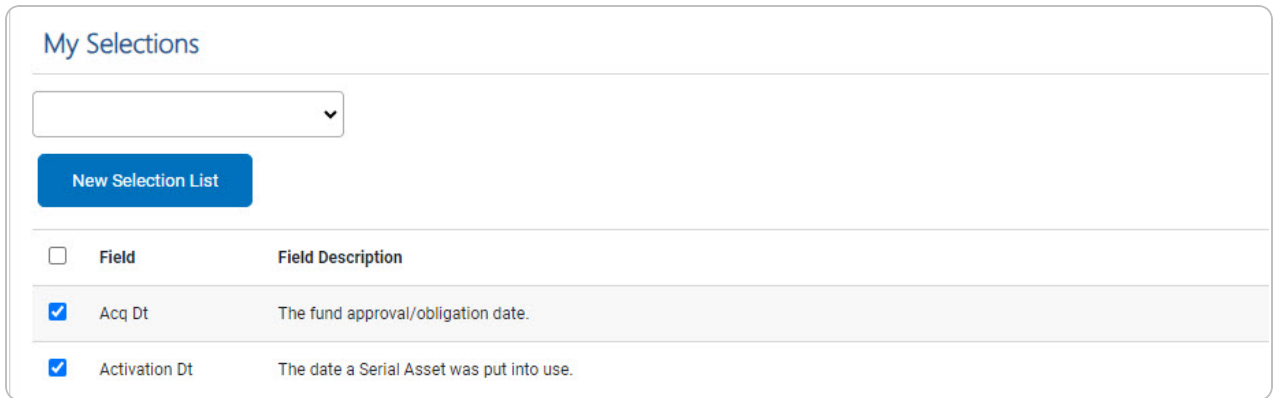




Select  for large volumes of data. The **Real Property Improvement Inquiry Transaction Status** page appears.

Use a Predetermined Field Selection List

1. Use  to display the Selection List.



☐	Field	Field Description
☒	Acq Dt	The fund approval/obligation date.
☒	Activation Dt	The date a Serial Asset was put into use.

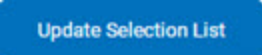
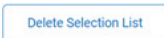
Select  for small volumes of data. The **Real Property Improvement Inquiry – Results** page appears.

- 2.

OR

Select  for large volumes of data. The **Real Property Improvement 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
☒	Acq Dt	The fund approval/obligation date.
☒	Activation Dt	The date a Serial Asset was put into use.

2. Select [Update Selection List](#). The page refreshes.

Select [Show Inquiry](#) for small volumes of data. The **Real Property Improvement Inquiry – Results** page appears.

3.

OR

Select [Submit](#) for large volumes of data. The **Real Property Improvement 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](#).

My Selections

Test 2 ▼

[Delete Selection List](#)
[New Selection List](#)
[Update Selection List](#)

☐	Field	Field Description
☒	Acq Dt	The fund approval/obligation date.
☒	Activation Dt	The date a Serial Asset was put into use.

2. Select [Delete Selection List](#). The page refreshes and the list is immediately deleted.





Modify the Fields Used for the Inquiry

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

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

1. Select . The **Real Property Improvement 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
☒ Acq Dt	The fund approval/obligation date.
☒ Activation Dt	The date a Serial Asset was put into use.
☒ Depm Period	Number of months depreciation will be expensed. Minimum number allowed is 24. Code values represent the maximum number of allowable months based on applicable directives.
☒ Depm Sts Cd	A code and description that identifies the depreciation status of the asset/real property/improvement.
☒ 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.
☒ Fac Name	The name given to a real property facility, usually for commemorative or descriptive purposes.
☒ Fac Nbr	A number assigned to a real property facility within an installation for identification purposes.
☒ Impv Cost	Total cost of improving serial asset which will extend the useful life of the asset.
☒ 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.
☒ 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
☒ 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.
☐ Years Service Life	Years Service Life
☐ Reason Cd	Reason Cd
☐ ACC-SFIS	Pos. 1-2 identifies the accounting class of assets. Remaining positions identify the SFIS code.
☐ Acct Rpt Nbr	Report number assigned when the accounting data is generated
☐ Accumd Depm	Total depreciation incurred to date. Includes depreciation incurred by the current holder and prior holder(s) of the capital asset.
☐ ACRN	Two position alpha or alpha/numeric code assigned to each discrete accounting classification citation within a contract.
☐ ASN	This number is the revised APFN. This field includes the Appropriation Allotment Serial Number and the Funds Code
☐ Asset Cd	A code used to identify the type of asset purchased/transferred to the property management system and manner of disposition of assets.
☐ Basic Symbol	A four digit number that identifies the type of funds being used.
☐ CLIN	A four position field that identifies different contract line items within the same contract.
☐ Contr/PO Nbr	Assigned by the procurement activity and used to identify requests for a supply purchase.
☐ Cptl Cd	Denotes capital asset not in use, or capital asset with a dollar value under the specified dollar threshold or an asset over a specified dollar threshold that is non-capital.
☐ Depm 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.





Help Reference Guide

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☐	Depm Job Order Nbr	Job order number where the depreciation expense is charged.
☐	Depm Task Cd	Task Code/Cost Acct Code/Organization Code where the depreciation expense is charged.
☐	Dept Cd	A three position code which identifies the military department of government entity receiving the appropriation. (Also called Agency Cd or Treasury Symbol)
☐	Estbd By	The name of the entity inserting this row.
☐	Estbd Dt	The date this row was inserted into the database.
☐	Fndng Cost Center	Identifies the Cost Control Center/MCLO and Work Center or Code
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☐	Job Order Nbr	Number used to track costs against an asset.
☐	Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
☐	Last Updt By	Last updated by (user id)
☐	LOA	Identifies the department code, period of availability, basic symbol, and subhead of the original appropriation.
☐	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.
☐	Owng Cost Center	A code that identifies an organization
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☐	Pgm Yr	Identifies the beginning/ending year of the appropriation in YYYYYY format.
☐	Prior Depm	Total accumulated depreciation incurred by previous holders of the capital asset.
☐	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.
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☐	Sub Head	A four digit suffix to the Basic Symbol that identifies a subdivision of funds.
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☐	Trading Dept Cd	A 3-position alphanumeric code that identifies the Department or Agency used to facilitate the preparation of the Financial Report.
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☐	Trading Subhead	A 4-position alphanumeric code used in financial transactions.
☐	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	Code to let user know what type of fund the asset has been transferred from or being transferred to.
☐	Type Fund Cd	A code that indicates if assets were purchased with Defense Working Capital Funds (DWCF).

Cancel Reset Show Inquiry Submit

- Select the fields required for the inquiry. *The first 13 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.

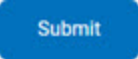




Help Reference Guide

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

OR

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





View the Real Property Improvement Inquiry Detail

Navigation

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

Procedures

Export the Real Property Improvement Inquiry Detail

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





Help Reference Guide

1. Verify the Real Property Improvement Inquiry Detail grid.

⏪ < 1 of 1 > ⏩

🔄 📄

Find | Next

Real Property Improvement Inquiry Detail

RPUID	120262	Instl Nbr	W0L6E
Fac Nbr	E120000	Fac Nm	
Impv Nbr	10002	Acq Dt	12/16/2002
Eff Dt	12/16/2002	Type Action	INPR - New Procurement
ACC	R 400000000000061	RP Sys Flg	NO
Estbd Dt	02/25/2008	Estbd By	CONV
Last Activity Dt	03/03/2009	Last Updtd By	SQLAdmin
Impv Cost	123444.00	Total Cost	123444.00
Asset Cd	G - Assets under Cptl Lease	Acct Sys Cd	AY - NO AUTOMATED INTERFACE
Acct Rpt Nbr	W0L6EE200212160002	Cptl Cd	A - DoD Threshold
Owng Cost Center	DPASE22	Owng Cost Center Desc	DPASE22
Fndng Cost Center	DPASE22	Fndng Cost Center Desc	DPASE22
Deprn Cost Center		Deprn Cost Center Desc	
Task Cd	TASK	Transfer Type Cd	0 - Transfer Type Cd not required
Job Order Nbr	JON	Trading Partner Nbr	0
Fund Cd/ASN	AA / AAAA	Type Fund Id	D - Defense Working Capital Funds
Dept Cd		Pgm Yr	
Basic Symb		Subhead	
Obj Class Cd		LOA	
Oblign Doc Nbr	W0L6EE12160012	Cntr/PO Nbr	
SPIIN		CLIN	
SLIN		ACRN	
Activation Dt		Deprn Period	120
Deprn Exp Cd	1 - Funded	Deprn Task Cd	
Deprn Job Order Nbr		FY Cost	0.00
Accumd Deprn	0.00	Prior Deprn	0.00
Salvage Value	0.00	Deprn Sts Cd	N - Not Depreciating
Yrs Svc Life		Reason Cd	-
Remarks	CONVERSION - ORIGINAL IMPROVEMENT NBR 10002		

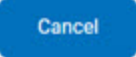
09/03/2024 17:59
Controlled Unclassified Information

Back
Cancel

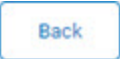




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2. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
3. Follow the prompts provided by the computer.
4. Select . The **Real Property Improvement Inquiry – Criteria** page appears.

OR

- Select . The **Real Property Improvement 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.*

