



Search for a UIC Inquiry — Criteria

Overview

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

Navigation

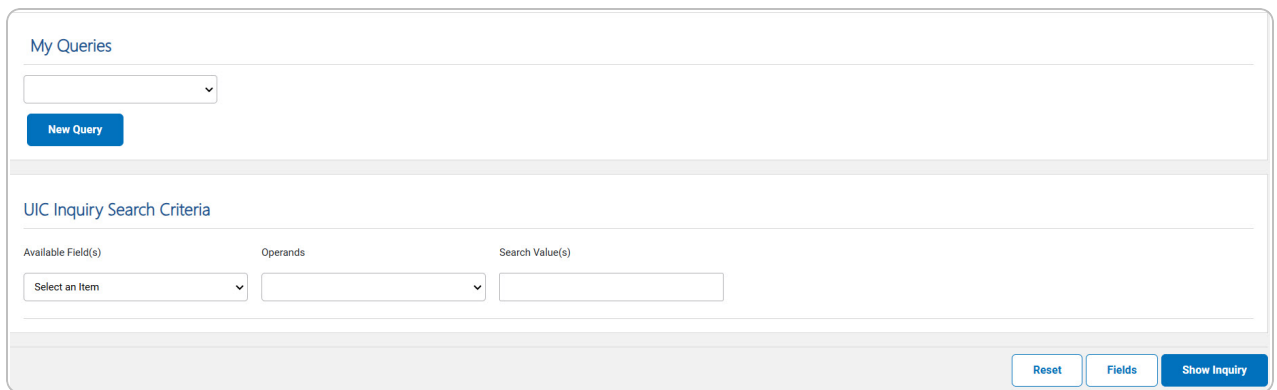
Inquiries > Master Data > UIC > UIC Inquiry Search Criteria page

Procedures

Search for a UIC Inquiry — Criteria

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. 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



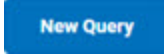
Select  to modify the fields used in the inquiry. *The Fields Selection page opens.*

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 **UIC 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

UIC Inquiry Search Criteria

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

- Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
- Select . The Query and the information entered in the Search Criteria grid are added to My Queries. Select to disregard the Query.
- Select . The **UIC Inquiry — Select Fields** page appears.
- OR
- Select . The **UIC Inquiry — Results** page appears.

Select a My Queries Inquiry

- Use  to select the desired saved query. The page refreshes, and the selected query information appears in the search criteria grid.

My Queries

UIC Inquiry Search Criteria

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

- Select . The **UIC Inquiry — Select Fields** page appears.

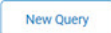


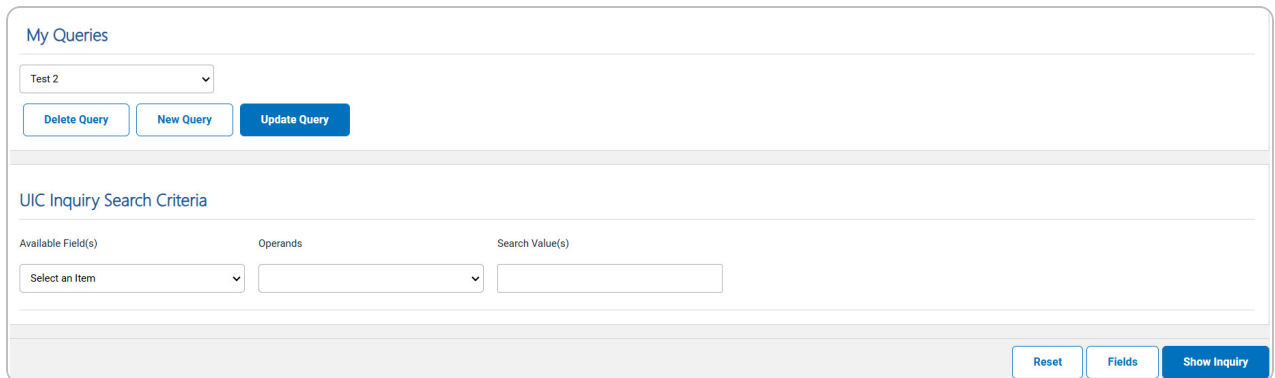


OR

Select . The **UIC Inquiry — Results** page appears.

Update a My Queries Inquiry

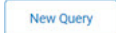
1. Use  to select the desired saved query. The page refreshes, the search criteria fields change, and  is joined by  and . The selected query information appears in the search criteria grid.



2. Select . The query information is updated.
 3. Select . The **UIC Inquiry — Select Fields** page appears.
- OR

Select . The **UIC 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

UIC 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 **UIC Inquiry — Select Fields** page appears.





Search for a UIC Inquiry — Results

Navigation

Inquiries > Master Data > UIC > Search Criteria > [Show Inquiry](#) > UIC Inquiry Search Results page

Procedures

Export the UIC Inquiry Results

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

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

Rows Retrieved = 1

Actbl UIC	Activity Cd	APO Office Id	DODAAC	Instl Cd	UIC	UIC Name
ACTB10	10AA		W25G19	10AA	ACTB10	SAT ACTIVITY ACTB10

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Controlled Unclassified Information

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[Cancel](#)

Note



To reach the optional fields, refer to the UIC Inquiry — Field Selection page.

2. Select [Cancel](#). The **UIC 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 to find the next matching value. *This feature is available if multiple results are found.*

View the UIC Inquiry Detail

Select the desired ACTBL UIC row. *The **UIC Inquiry Basic Detail** page appears.*





Select Fields for the UIC Inquiry

Navigation

Inquiries > Master Data > UIC > Search Criteria > > UIC 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 **UIC 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
☒	Actbl UIC	Accountable Unit Identification Code - The UIC of the organization that is assigned management responsibility for property belonging to a specific unit organization, or activity. Multiple UICs may be grouped under an Accountable UIC to consolidate data for accountability and accounting system reporting purposes.
☒	Activity Cd	Used to identify a specific installation or level of funding.
☒	APO Office Id	Property Management Officer Office Id
☒	DODAAC	A distinctive six-position code assigned to identify specific units, activities, and organizations, non-DoD and contract activities engaged in the requisitioning, receiving, and billing of materiel.
☒	Instl Cd	A 2 to 4 position code assigned to installations that provide logistics support for units and organizations residing on the Installation or within a specific geographical area. If not assigned, enter (9999).
☒	UIC	The UIC of the maintenance activity assigned to service the asset.
☒	UIC Name	A unit, organization, or activity name
☐	Advice Cd	Used in DLMS transactions to provide coded instruction to supply sources when such data are considered essential to supply action and entry in narrative form is not feasible
☐	Agency Cd	Indicates the agency code and name.
☐	APO Address 1	Property Management Officer Address Line 1
☐	APO Address 2	Property Management Officer Address Line 2
☐	APO City	Property Management Officer City
☐	APO Country	Property Management Officer Country
☐	APO Email Addr	APO E-mail address.
☐	APO Name	Property Management Officer Name
☐	APO Office Name	Property Management Officer Office Name
☐	APO Phn Nbr	APO Phone number.





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☐ APO State	Property Management Officer State
☐ APO ZIP Cd	Property Management Officer Zip Code
☐ ASL	The Alternate Storage Location the war reserved UIC plans on using
☐ BPU	Base of Planned Use. The base the war reserved UIC plans on using
☐ Distribution Cd	Used in DLMS transactions and serves only to indicate an addressee is to receive status
☐ Estbd By	The name of the entity inserting this row.
☐ Estbd Dt	The date this row was inserted into the database.
☐ FAD	Force Activity Designator
☐ Force Element	The name of the force element
☐ Force Managed	Indicates if the UIC is force managed
☐ Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
☐ Last Updtd By	Last updated by (user id)
☐ Major Cmd Cd	A code used to identify the Major Command or Agency of assignment for units and their administrative structure.
☐ Media and Status Cd	Used in DLMS transactions to identify the desired status recipient(s) and the type of status to be provided
☐ Org ID	Organization Identifier
☐ Phasing Status	A code that comprises the phasing code, fiscal year and fiscal quarter
☐ Project Cd	Identifies requisitions and related documentation
☐ Real Property Org Cd	Real Property Organization Cd
☐ Remarks	A text field available to record local information/reason for change to record.
☐ RP Inst Cd	Real Property Installation Code
☐ Signal Cd	Identifies requisitions and related documentation
☐ Tran Cd	This code identifies the type of transaction processed.
☐ Transfer via DAAS	Indicates if the Primary DoDAAC is DAAS-enabled
☐ Unit Kind Cd	Unit Kind Code
☐ WAWF Transfer Flag	Denotes whether DODAAC or CAGE is set up in Wide Area Work Flow (WAWF) to accept equipment transfers.

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

☐ Field	Field Description
☒ Actbl UIC	Accountable Unit Identification Code - The UIC of the organization that is assigned management responsibility for property belonging to a specific unit organization, or activity. Multiple UICs may be grouped under an Accountable UIC to consolidate data for accountability and accounting system reporting purposes.
☒ Activity Cd	Used to identify a specific installation or level of funding.

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 **UIC Inquiry — Results** page appears.

- 3.

OR

Select  for large volumes of data. The **UIC Inquiry Transaction Status** page appears.





Use a Predetermined Field Selection List

1. Use  to display the Selection List.

My Selections

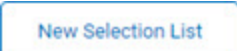
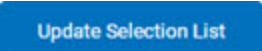
New Selection List

☐	Field	Field Description
☒	Actbl UIC	Accountable Unit Identification Code - The UIC of the organization that is assigned management responsibility for property belonging to a specific unit organization, or activity. Multiple UICs may be grouped under an Accountable UIC to consolidate data for accountability and accounting system reporting purposes.
☒	Activity Cd	Used to identify a specific installation or level of funding.

2. Select  for small volumes of data. *The **UIC Inquiry — Results** page appears.*
- OR**

Select  for large volumes of data. *The **UIC 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 .*

My Selections

Test 2

Delete Selection List

New Selection List

Update Selection List

☐	Field	Field Description
☒	Actbl UIC	Accountable Unit Identification Code - The UIC of the organization that is assigned management responsibility for property belonging to a specific unit organization, or activity. Multiple UICs may be grouped under an Accountable UIC to consolidate data for accountability and accounting system reporting purposes.
☒	Activity Cd	Used to identify a specific installation or level of funding.

2. Select . *The page refreshes.*

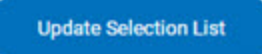
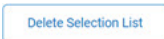




3. Select  for small volumes of data. *The **UIC Inquiry — Results** page appears.*
- OR**

Select  for large volumes of data. *The **UIC Inquiry Transaction Status** page appears.*

Delete a Selection List

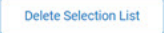
1. Use  to select the desired Selection List. *The page refreshes, the search criteria fields change, and  is joined by  and .*

My Selections

Test 2

Delete Selection List
New Selection List
Update Selection List

☐	Field	Field Description
☒	Actbl UIC	Accountable Unit Identification Code - The UIC of the organization that is assigned management responsibility for property belonging to a specific unit organization, or activity. Multiple UICs may be grouped under an Accountable UIC to consolidate data for accountability and accounting system reporting purposes.
☒	Activity Cd	Used to identify a specific installation or level of funding.

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 **UIC 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
☒	Actbl UIC	Accountable Unit Identification Code - The UIC of the organization that is assigned management responsibility for property belonging to a specific unit organization, or activity. Multiple UICs may be grouped under an Accountable UIC to consolidate data for accountability and accounting system reporting purposes.
☒	Activity Cd	Used to identify a specific installation or level of funding.
☒	APO Office Id	Property Management Officer Office Id
☒	DODAAC	A distinctive six-position code assigned to identify specific units, activities, and organizations, non-DoD and contract activities engaged in the requisitioning, receiving, and billing of materiel.
☒	Instl Cd	A 2 to 4 position code assigned to installations that provide logistics support for units and organizations residing on the Installation or within a specific geographical area. If not assigned, enter (9999).
☒	UIC	The UIC of the maintenance activity assigned to service the asset.
☒	UIC Name	A unit, organization, or activity name
☐	Advice Cd	Used in DLMS transactions to provide coded instruction to supply sources when such data are considered essential to supply action and entry in narrative form is not feasible
☐	Agency Cd	Indicates the agency code and name.
☐	APO Address 1	Property Management Officer Address Line 1
☐	APO Address 2	Property Management Officer Address Line 2
☐	APO City	Property Management Officer City
☐	APO Country	Property Management Officer Country
☐	APO Email Addr	APO E-mail address.
☐	APO Name	Property Management Officer Name
☐	APO Office Name	Property Management Officer Office Name
☐	APO Phn Nbr	APO Phone number.





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☐	APO State	Property Management Officer State
☐	APO ZIP Cd	Property Management Officer Zip Code
☐	ASL	The Alternate Storage Location the war reserved UIC plans on using
☐	BPU	Base of Planned Use. The base the war reserved UIC plans on using
☐	Distribution Cd	Used in DLMS transactions and serves only to indicate an addressee is to receive status
☐	Estbd By	The name of the entity inserting this row.
☐	Estbd Dt	The date this row was inserted into the database.
☐	FAD	Force Activity Designator
☐	Force Element	The name of the force element
☐	Force Managed	Indicates if the UIC is force managed
☐	Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
☐	Last Updtd By	Last updated by (user id)
☐	Major Cmd Cd	A code used to identify the Major Command or Agency of assignment for units and their administrative structure.
☐	Media and Status Cd	Used in DLMS transactions to identify the desired status recipient(s) and the type of status to be provided
☐	Org ID	Organization Identifier
☐	Phasing Status	A code that comprises the phasing code, fiscal year and fiscal quarter
☐	Project Cd	Identifies requisitions and related documentation
☐	Real Property Org Cd	Real Property Organization Cd
☐	Remarks	A text field available to record local information/reason for change to record.
☐	RP Inst Cd	Real Property Installation Code
☐	Signal Cd	Identifies requisitions and related documentation
☐	Tran Cd	This code identifies the type of transaction processed.
☐	Transfer via DAAS	Indicates if the Primary DoDAAC is DAAS-enabled
☐	Unit Kind Cd	Unit Kind Code
☐	WAWF Transfer Flag	Denotes whether DODAAC or CAGE is set up in Wide Area Work Flow (WAWF) to accept equipment transfers.

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 database. The more data returned, the longer the inquiry takes.

Select for small volumes of data. *The **UIC Inquiry — Results** page appears.*

- 3.

OR





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Select  for large volumes of data. The ***UIC Inquiry Transaction Status*** page appears.





View the UIC Inquiry Basic Detail

Navigation

Inquiries > Master Data > UIC > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > UIC Inquiry Basic Detail page

Procedures

Export the UIC Inquiry Basic Detail

[Cancel](#)

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

1. **Verify the UIC Detail Basic grid.**

Basic
DODAAC/CAGE Cd
System Settings

1 of 1
Find | Next

UIC Inquiry - Basic Detail

Actbl UIC	ACTB10	UIC	ACTB10
UIC Name	SAT ACTIVITY ACTBL10	Site Id	SAT
Status	ACTIVE	Force Element	
Force Managed	No	Major Cmd Cd	00 - Def Fin & Acctng Agy
Agency Name	DFAS	Instl Cd	10AA
Operating Unit	26113 - DFAS Operating Unit	Real Prty Org Cd	99 - NA - Not Applicable
DODAAC (Primary)	W25G19	Project Cd	
Activity Cd	10AA	RP Inst Cd	
FAD		Distribution Cd	
Signal Cd		APO Office Id	
Media & Status Cd		APO Phone Nbr	
Advice Cd		APO Email Addr	
APO Office Name	CODE 10	APO State	
APO Name		APO Country Cd	
APO Address 1		Estbd Dt	02/14/2008
APO Address 2		Estbd By	CONV
APO City		Unit Kind Cd	
APO ZIP Cd		ASL	
Last Activity Dt	04/04/2017		
Last Updtd By	GILLETTEJ1		
Org ID			
Phasing Status			
BPU			
Remarks			

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Controlled Unclassified Information
1 of 1

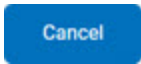
Back
Cancel

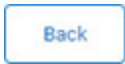




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2. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
3. Follow the prompts provided by the computer.
Select the DoDAAC/CAGE Cd Tab. *The **UIC Inquiry DoDAAC/CAGE Cd Detail** page appears.*
4. OR

Select the System Settings Tab. *The **UIC Inquiry System Settings Detail** page appears.*
5. Select . *The **UIC Inquiry — Criteria** page appears.*
- OR

Select . *The **UIC 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 UIC Inquiry DoDAAC/CAGE Cd Detail

Navigation

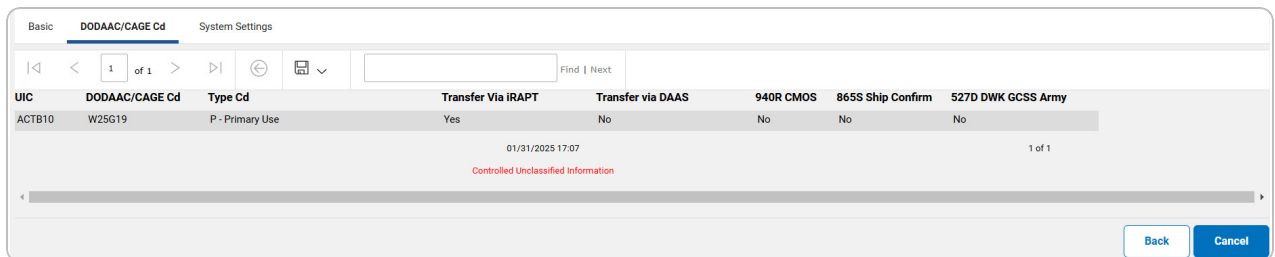
Inquiries > Master Data > UIC > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > UIC Inquiry Basic Detail page > DoDAAC/CAGE Cd tab > UIC Inquiry DoDAAC/CAGE Cd Detail page

Procedures

Export the UIC Inquiry DoDAAC/CAGE Cd Detail

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

1. Verify the UIC Inquiry DoDAAC/CAGE Cd Detail grid.



UIC	DODAAC/CAGE Cd	Type Cd	Transfer Via iRAPT	Transfer via DAAS	940R CMOS	865S Ship Confirm	527D DWK GCSS Army
ACTB10	W25G19	P - Primary Use	Yes	No	No	No	No

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Back Cancel

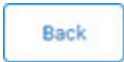
2. Select  to choose the print format (Excel, PDF, or Word). The procedure leaves the application based on the selection made.
3. Follow the prompts provided by the computer.
Select the Basic Tab. The **UIC Inquiry Basic Detail** page appears.
4. OR

Select the System Settings Tab. The **UIC Inquiry System Settings Detail** page appears.
5. Select [Cancel](#). The **UIC Inquiry — Criteria** page appears.





OR

Select . The **UIC 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 UIC Inquiry System Settings Detail

Navigation

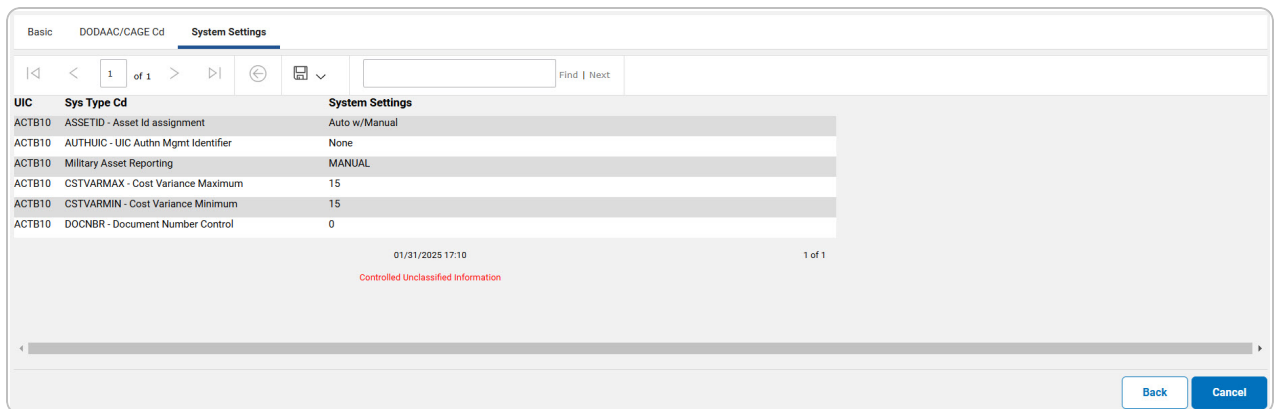
Inquiries > Master Data > UIC > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > UIC Inquiry Basic Detail page > System Settings tab > UIC Inquiry System Settings Detail page

Procedures

Export the UIC Inquiry System Settings Detail

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

1. Verify the UIC Inquiry System Settings Detail grid.



UIC	Sys Type Cd	System Settings
ACTB10	ASSETID - Asset Id assignment	Auto w/Manual
ACTB10	AUTHUIC - UIC Authn Mgmt Identifier	None
ACTB10	Military Asset Reporting	MANUAL
ACTB10	CSTVARMAX - Cost Variance Maximum	15
ACTB10	CSTVARMIN - Cost Variance Minimum	15
ACTB10	DOCNBR - Document Number Control	0

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.

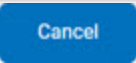
Select the Basic Tab. The **UIC Inquiry Basic Detail** page appears.

4. OR

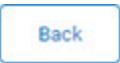
Select the DoDAAC/CAGE Cd Tab. The **UIC Inquiry DoDAAC/CAGE Cd Detail** page appears.





5. Select . The **UIC Inquiry — Criteria** page appears.

OR

- Select . The **UIC 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.*

