



# Search for Appropriation Data — Criteria

## Overview

The Property Accountability module Appropriation Data process provides the ability to create or remove a FUND CD/Allotment Serial Number (ASN) record for each Unit Identification Code (UIC) established on the UIC table.


The UIC, Fund Code, and Allotment Serial NBR combination in ELMS forms the basis for an Asset Trial Balance. When required, the Asset Trial Balance generates at the program year and possibly at the Budget Line Item level. This capability is available when adding the Program Year and Program/Project fields to ELMS. The mass change of the FUND CD/ASN is available for all assets.

## Navigation

Master Data > Appropriation > Appropriation Data Search Criteria page

## Procedures

### Search for Appropriation Data — 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.*

*Selecting  at any point of this procedure removes all revisions and closes the page.*

**Bold** numbered steps are required.

1. In the Search Criteria panel, narrow the results by entering one or more of the following fields.





## Help Reference Guide

### Search Criteria

*UIC	<input type="text" value="BROOKS"/>	▼
Fund Cd	<input type="text"/>	
ASN	<input type="text"/>	

[Reset](#)[Search](#)[Add](#)

- Use ▼ to select the UIC.
2. Select [Search](#). The **Appropriation Data Search Results** page appears.





## Help Reference Guide

### Search Criteria

**UIC**  
BROOKS

**Fund Cd**  
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**ASN**  
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### Search Results

Select	Fund Cd	ASN	Intrf Sys Cd	Dept Cd	Program Yr	Basic Symbol	Subhead	Program/Project	Type Fund Cd	Status
<input type="checkbox"/>	68		AK - LMP						Defense Working Capital Funds	ACTIVE
<input type="checkbox"/>	99		AY - NO AUTOMATED INTERFACE						Other	INACTIVE
<input type="checkbox"/>	AA		AY - NO AUTOMATED INTERFACE						Other	INACTIVE
<input type="checkbox"/>	F1	57GH	AY - NO AUTOMATED INTERFACE	DOD					Other	ACTIVE
<input type="checkbox"/>	FA		AC - FAMIS-CS	097				2018	Defense Working Capital Funds	ACTIVE
<input type="checkbox"/>	SC	SEANS	AY - NO AUTOMATED INTERFACE						Defense Working Capital Funds	INACTIVE
<input type="checkbox"/>	XX		AY - NO AUTOMATED INTERFACE						Other	INACTIVE

Cancel

Deselect All

Select All

Delete


Update






# Add Appropriation Data


## Navigation

Master Data > Appropriation > Search Criteria >  > Appropriation Data Add page

## Procedures

### Add Appropriation Data

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

1. Enter the FUND CD. *This is a 2 alphanumeric character field.*
2. Select . The **Appropriation Data Add** page appears.

Add

*Fund Cd	<input type="text" value="07"/>
ASN	<input type="text"/>
*Intrf Sys Cd	<input type="text" value="AF-DAI"/>
Appn	<input type="text" value=""/>
Dept Cd	<input type="text"/>
Program Yr	<input type="text"/>
Basic Symbol	<input type="text"/>





## Help Reference Guide


Subhead	
Program/Project	
*Svcs Activity Cd	<input type="text"/>
*Type Fund Cd	Select an Item ▼
*Status	Active ▼
Remarks	<input type="text"/>
History Remarks	<input type="text"/>
<input type="button" value="Cancel"/> <input type="button" value="Add"/>	

**A.** Enter the FUND CD. *This is a 2 alphanumeric character field.*

**B.** Use ▼ to select the Intrf Sys Cd.

### Note



- If INTRF SYS CD is **AE** (E-BIZ), the ASN is mandatory.
- If INTRF SYS CD is **AF** (DAI), the appropriations must be added via the APPN  that provides valid appropriations supplied to ELMS via an automated interface with DAI. If the APPN field is missing, please contact the DAI representative and request the appropriation to be added.

**C.** Enter the SVCG ACTIVITY CD. *This is a 6 alphanumeric character field.*

**D.** Use ▼ to select the Type Fund Cd.

**E.** Use ▼ to select the Status.

3. Select . *The Appropriation is created, and the **Appropriation Data Transaction Status** page appears.*





# View the Appropriation Data Selected Rows

## Navigation

Master Data > Appropriation > Search Criteria >  > Search Results > ☐ (desired record) >  > Appropriation Data Selected Rows page

## Procedures

### View the Appropriation Data Selected Rows

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

1. **Verify the selected Appropriation rows.**

Selected Rows									
Fund Cd	ASN	Intrf Sys Cd	Dept Cd	Program Yr	Basic Symbol	Subhead	Program/Project	Type Fund Cd	Status
68		AK - LMP						Defense Working Capital Funds	ACTIVE
								<input type="button" value="Cancel"/>	<input type="button" value="Continue"/>

2. Select . The **Appropriation Data Update** page appears.





# Update Appropriation Data

## Navigation

Master Data > Appropriation > Search Criteria >  > Search Results > ☐ (desired record) >  > Selected Rows >  > Appropriation Data Update page

## Procedures

### Update Appropriation Data

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

1. Select . The **Appropriation Data Update** page appears.

Update

*Fund Cd	<input type="text" value="67"/>
ASN	<input type="text"/>
*Intrf Sys Cd	<input type="text" value="AF-DAI"/>
Appn	<input type="text" value=""/>
Dept Cd	<input type="text" value="097"/>
Program Yr	<input type="text" value="XXXXXXXX"/>
Basic Symbol	<input type="text" value="4930"/>






## Help Reference Guide


Subhead	7000
Program/Project	00000000163000000000
*Svcs Activity Cd	<input type="text" value="890765"/>
*Type Fund Cd	<input type="text" value="O-Other"/>
*Status	<input type="text" value="Active"/>
Remarks	<input type="text" value="TEST"/>
History Remarks	<input type="text"/>

- A. Verify the *FUND CD*.
- B. Verify the *INTRF SYS CD*.

### Note



- If *INTRF SYS CD* is **AE** (E-BIZ), the ASN is mandatory.
- If *INTRF SYS CD* is **AF** (DAI), the appropriations must be added via the APPN  that provides valid appropriations supplied to ELMS via an automated interface with DAI. If the APPN field is missing, please contact the DAI representative and request the appropriation to be added.

- C. Update the *SVCG ACTIVITY CD*, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*
  - D. Verify the *TYPE FUND CD*.
  - E. Update the Status, using  to select the desired status.
2. Select . The Appropriation is revised, and the **Appropriation Data Transaction Status** page appears.







# Delete Appropriation Data

## Navigation

Master Data > Appropriation > Search Criteria >  > Search Results > ☐ (desired record) >  > Appropriation Data Delete page

## Procedures

### Delete Appropriation Data

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

1. Select . The **Appropriation Data Delete** page appears.

To complete delete action, select Delete; otherwise, select Cancel

Delete

\*Fund Cd08

ASN

\*Intrf Sys CdAF -DAI

Appn

Dept Cd097

Program YrXXXXXXXX

Basic Symbol4930





## Help Reference Guide

Subhead	7000
Program/Project	00000000000000000000
*Svcg Activity Cd	456789
*Type Fund Cd	0-Other
*Status	Active
Remarks	
History Remarks	<input type="text"/>

A. *Verify the FUND CD.*

### Note



The FUND CD and Allotment Serial Number (ASN) cannot be deleted if there are assets associated with FUND CD/ASN.

B. *Verify the INTRF SYS CD.*

C. *Verify the SVCG ACTIVITY CD.*

D. *Verify the TYPE FUND CD.*

E. *Verify the Status.*

2. Select . The Appropriation is removed, and the **Appropriation Data Transaction Status** page appears.

